



CITY OF SAUSALITO

Community Development Department
420 Litho Street • Sausalito, California 94965
Telephone: (415) 289-4128
www.sausalito.gov

August 8, 2023

Elmer Lin, RA
Consortium
2120 18th Avenue
San Francisco, CA 94116

RE: Notice of Incomplete Application; DR 2023-00086; 303 Bridgeway, Sausalito, CA.

Dear Elmer Lin,

On July 12, 2023, the City of Sausalito's Community Development Department received the application materials and filing fee requesting approval of a Design Review pertaining to the above noted property, which is the official filing date for the application. After staff review, it has been determined the application is incomplete.

The following comments must be addressed before the application may be deemed complete:

Department of Public Works, Ali Iqbal

See attached memo dated July 27, 2023.

Community Development Department

1. Sheet A1.1. Per Sausalito Municipal Code (SMC) Section 10.40.080 regarding exceptions to required setbacks for narrow lots less than 50 feet wide, the side yard requirement may be reduced up to 10% of the lot width. For this parcel, the side setback is 3.1 feet or 3 feet and 1.2 inches.
2. Sheet A0.1. Revise max Floor Area Ratio to reflect SMC Section 10.44.330 pertaining to single-family dwellings in multi-family zoning districts, including the R-3 zoning district applicable to this parcel. Max FAR for this parcel is 0.62.
3. Sheet A0.1. Proposed Building Coverage exceeds 47.95% max Building Coverage per SMC Section 10.44.330. Review calculation of building coverage in SMC Section 10.40.050 to ensure building coverage indicated is correct and make further adjustments to proposal to not exceed max building coverage.
4. Sheet A0.1. Note max Impervious Surface Area for this parcel is 73.975% per SMC Section 10.44.330.

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5. Sheets A4.1, A4.2, A4.3. Indicate gutters/downspout locations/treatment and exterior lighting associated with the addition on elevations.
6. General. As proposal likely exceeds 80% of the maximum allowed floor area and/or building coverage, heightened design review findings shall apply. Review SMC Section 10.54.050.E. for a list of heightened review findings.
7. General. Include Story Pole Plan and certification for height of roof sections proposed. Story poles required to be installed prior to public notice being sent once application is deemed complete and scheduled for public hearing. Story Pole Requirements and Certification Form available online at this address: <https://www.sausalito.gov/home/showpublisheddocument/27878/637509666856570000>.
8. General. Include sheet on plans indicating colors and materials proposed.
9. General. Include sheet on plans indicating how project will be landscaped.

Resubmittal Instructions

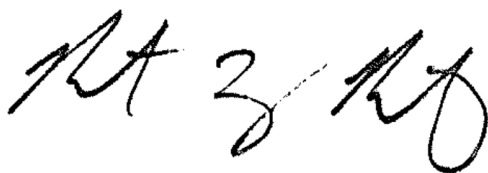
Please address ALL comments prior to resubmitting documents for review. Piecemeal resubmittal documents will not be accepted as it makes it impossible to complete a review within established timeframes. A letter responding to each comment is also required with the resubmittal in order to provide helpful context for reviewers as they review the revised documents.

To facilitate processing of the resubmittal once all associated documents have been revised, please first contact me at rbusick@sausalito.gov and I will send a link via e-mail to a Microsoft OneDrive folder pertaining to this project. Once you have received the OneDrive folder link, you may upload the revised documents requested in this Notice of Incomplete. Upon uploading all documents requested, please alert me via e-mail and I will first ensure all requested documents have been provided before routing the documents for review.

I am available to discuss any questions you may have regarding these comments. My phone number is (415) 289-4147.

I look forward to receiving the requested information and completing this application.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Busick', written in a cursive style.

Robert Busick, AICP, Senior Planner

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Attachments:

1. Department of Public Works Memo Dated July 27, 2023



INTER OFFICE MEMORANDUM
Department of Public Works

Date: July 27, 2023 Permit No.: 2023-00086

To: Robert Busick, Community Development

From: Ali Iqbal, Public Works (aiqbal@sausalito.gov, 415-289-4191)

Re: 303 Bridgeway; APN 065-241-32
Public Works Design Review Comments

Public Works has reviewed the material submitted for the referenced project and find the application **complete**.

The following detailed comments are comments that shall be addressed prior to issuance of a Building Permit. Please note there may be additional comments during the Building Permit review process.

Drainage Items

- 1) Prior to issuance of a Building Permit, all existing and proposed drainage facilities serving the property from the residence to the final termination point(s) shall be clearly shown, labeled and detailed on the project grading and drainage plans. This shall include, but not be limited to, downspouts, piping, retention systems, stormwater routing, stormwater treatment facilities, energy dissipaters and foundation drainage systems.
- 2) 2019 California Plumbing Code (CPC) §1101.12.1 requires roof areas of buildings to be drained by roof drains and gutters. Currently, no roof gutters nor rain leaders nor existing drainage are shown on the plans.