



CITY OF SAUSALITO

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

November 7, 2024

Charles Hemminger
146-148 Edwards Avenue
Sausalito, CA 94965

RE: Notice of Incomplete Application; ZP 2024-00197
146-148 Edwards Avenue, Sausalito, CA

Dear Charles Hemminger,

On October 14, 2024, the City of Sausalito's Community Development Department received application materials requesting approval of a Zoning Permit application pertaining to the above noted property, which is the official submission date for the application. After staff review, it has been determined that the application is incomplete.

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

Community Development Department

1. General: Design Review Permit and Encroachment Agreement required for proposed front gate in the public right-of-way (noted on Sheet A2.1).
2. General: Provide a copy of the property Title Report outlining potential easements or a boundary survey which contains easement information. Aerial view of 146-148 Edwards Avenue appears to potentially contain an access easement at the rear of the property.
3. Sheet A0: If an access easement is present in the rear of the property, please revise your site plan to show the access easement.
4. Sheet A2.1: If any portion of the proposed fence along the southerly property line exceeds 6-feet in height, the portions exceeding 6-feet in height must be stepped back at least 1 foot from the property line to comply with Sausalito Municipal Code (SMC) 10.44.020(D).
5. Sheet A6.0: Portions of proposed southerly stairway which are greater than 24" above natural grade cannot encroach into the 5-foot side yard setback.

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

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review the revised documents.

To facilitate processing of the resubmittal once all associated documents have been revised, please first contact me at ablair@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) 289-4131.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Adam Blair", with a long horizontal flourish extending to the right.

Adam Blair, *Assistant Planner*