



CITY OF SAUSALITO

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

April 17, 2025

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 March 20, 2025, the City of Sausalito's Community Development Department received revised application materials requesting approval of a Zoning Permit application to facilitate an exterior and interior remodel which includes remodeling two existing bathrooms, building a small kitchenette for Unit 146, altering a partition wall to enlarge Unit 148 and reduce the size Unit 146, rebuilding an existing stair, replacing the existing roof with a new metal roof, constructing a new approximately 50-square-foot rear deck with steps to the rear yard, replacement of existing gates and fencing (including in the right-of-way), and the construction of a new exterior side yard stairway leading down to a new exterior door for the lower unit at 146-148 Edwards Avenue. After staff review, it has been determined that the application is incomplete and may not be administratively authorized as proposed for the following reasons:

1. Proposed Front Gate and Concrete Steps in the Right-of-Way: Upon reviewing the proposed plans for your proposed remodel project, staff has determined that an Administrative Design Review Permit and an Encroachment Agreement is required to facilitate your proposed front gate replacement, new concrete steps and wall in the right-of-way. Alternatively, you may remove this proposed work from the scope of the project.
2. Variance Required – Proposed Side Yard Entrance: Upon reviewing the proposed side yard entrance, staff has determined that the side yard stairway complies with required setbacks pursuant to Sausalito Municipal Code (SMC) 10.40.090(B)(3)(c). This code section permits uncovered stairs and necessary landings; provided that such stairs and landings do not extend above the entrance floor of the building except for a railing compliant with the California Building Code.

While this Municipal Code section permits the proposed stairway and landings, the proposed new side entrance which opens to this proposed stairway is subject to an increased side yard setback requirement pursuant to SMC 10.40.070(D)(2). This code section states the following: "Where access to the main or secondary entrance of any two-family dwellings or multiple-family dwellings, group houses, court

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apartments or row dwellings is from the side yard, the minimum side yard setback shall be increased by one foot for each applicable dwelling unit. Such increase need not exceed five feet.” This new side entrance for the lower unit results in a 1-foot increase in the required side yard setback from 5-feet to 6-feet. While this increased setback requirement does not impact the proposed stairway and landings, it does impact the proposed side entrance which is located about 5'-6" away from the side yard property line. This proposed side entrance cannot be permitted within the 6-foot side yard setback without a Variance.

Alternatively, you may remove the proposed side entrance from the proposed scope of work.

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 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,



Adam Blair, Assistant Planner