

**8.1.25 – PLAN CHK REPONSE # 2 – Sausalito Community Development, Notice of Incomplete Application ZP 2024-00197
146-148 Edwards Avenue, Sausalito, CA.**

Project: 146-148 Edwards Avenue, Sausalito, CA.

Rev. 9.23.25/8.1.25

Hi Adam,

See attached Plan Check Responses an associated Revised Drawing .pdf submission.

The applicable drawings will be '**Delta 4 – PLANNING -PLAN CHK COMMENT #2/RESPONSE #2 /ADAM BLAIR - Date 8.1.25'**. (Planning Plan Chk. Comment and Response – Plan Chk. # 1 – 2.1.25'. Submitted and reviewed previously.)

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:

Comment 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.

Response 1:

Per 9.23.25 Counter Meeting w/Adam Blair, we have revised the plans to note and show that any **existing** work sits within the front easement can remain, as long as the existing work is not altered or replaced. All **new** work (fence, entry gate, garden retaining wall (12"-24") sits within the subject property and is allowed as shown. **See Shts. A0, A2.1, A3.1, A6.1, A6.2,** We are **not** requesting an Administrative Design Review or an Encroachment Agreement at this time. If at a future date, we wish to alter or replace any portion of this existing work, we will apply for the appropriate Administrative Design Review and Encroachment approval/permit.

Comment 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 April 17, 2025 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.

Response 2:

Agreed. The Applicant has removed the side yard stairs and entry to Unit #146. It was determined that a new entry could **not** be built @ the side yard without a **6 ft setback** from the property line. The existing south exterior wall of the structure is aprox. 5'-3" from the property line. The entry to Unit #146 has been moved to the **Rear yard (East Elevation)**. The Existing open Rear Yard is aprox 30 ft. - face of East Elevation (rear exterior wall of structure) to the rear property line. The required 15 ft. setback line is noted on all plans. The Egress path of travel to and from Unit #146, traverses through the rear yard to the existing concrete stairs @ the north side of the property to Edwards Ave.. (**See Shts. A1.1, A6.2-North Elevation**), The Applicant had several counter mtgs. with both Gary West -4 Leaf Inc. and the Sausalito Planning Staff reviewing the Entry/Exit location and egresspaths to and from Unit #146. Both reviewing staffs (Planning and Building) agreed that this was a compliant solution to the previous non-compliant side yard entry.

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,

Charles Hemminger Architect/Applicant

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Architecture and Planning

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