



CITY OF SAUSALITO

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

October 23, 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 September 24, 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 project at 146-148 Edwards Avenue. After staff review, it has been determined that the application is incomplete and may not be 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. Existing Site Plan Required to Verify Current Site Conditions: Upon reviewing the proposed plans for your proposed remodel project, staff was unable to verify the existing site conditions at the project site 146-148 Edwards Avenue. Please provide an existing site plan drawn to scale which shows all existing buildings, yards, driveways, parking areas, and all other uses on the property. The existing site plan shall reference a boundary survey that is sealed/wet stamped and signed by a licensed surveyor or qualified registered civil engineer (a qualified registered civil engineer is someone who was licensed prior to 1982 with a license number no higher than 33965).

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.

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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, Associate Planner