



CITY OF SAUSALITO

Community Development Department
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June 30, 2026

Bay Spring Development Partners, LLC
1700 California Street, Suite 470
San Francisco, CA
94109
andrew@bayspringre.com

RE: Notice of Incomplete Application: Project ID: 2026-00103
1 and 3 Harbor Drive, Sausalito, CA. (APN: 063-140-15 and 063-130-05)

Dear Applicant,

On June 2, 2026, the City of Sausalito's Community Development Department received application materials requesting approval of a Zoning Permit, Lot Line Adjustment, and a Tree Removal Permit for the demolition of an existing 116,937 square-foot office building and the construction of a new 349,479 square-foot, six story multi-family residential structure comprised of 294 total units and including 59 low-income units at 1 Harbor Drive, which is a designated Housing Opportunity Site (Site 303) in the City of Sausalito's Adopted 6th Cycle Housing Element located in the Mixed Use-49 (MU-49) overlay zone. The Applicant is also requesting a Lot Line Adjustment to reconfigure the underlying legal parcels to be consistent with the dimensions of the MU-49 overlay zone as well as a Tree Removal Permit for the removal of 12 protected heritage trees. The filing date for the application is **June 4, 2026**, which is determined based on the date the required fees were paid. After staff review, it has been determined that the application submitted is incomplete.

The following items from the City's Planning Application Submittal Requirements Checklist (**Attachment 1**) are identified as requiring resubmission and must be addressed before the application may be determined to be complete:

Community Development Department (CDD)

General Requirements

1. Application Fees. There are several outstanding fees that remain to be paid:
 - a. Public Noticing fee for Lot Line Adjustment: **\$660.00**
 - b. Tree Removal Permit fee: **\$1,171.00** for first tree
 - c. Tree Removal Permit fee: \$88.00 for each additional tree. As eleven (11) additional trees are proposed for removal the additional fee is: **\$968.00**
 - d. If applying for a Sign Permit, the required fee is: **\$3,003.00**

- i. Total outstanding balance (without Sign Permit): **\$2,799.00**
 - ii. Total outstanding balance (with Sign Permit): **\$5,802.00**
2. Application Forms. A completed Sign Permit Application is required for any proposed signage. The Applicant has indicated on Sheets A-304 to A-306 that the signage proposed is to be deferred for separate review; however, if no sign permits are presently being sought for approval, these signage sheets should be removed from the plan set being submitted for approval.
3. Density Bonus Report. Please provide a standalone Density Bonus Report. The Narrative Letter/Cover Letter provided should not be submitted in lieu of a formal Density Bonus Report. Please provide the required technical report.
4. Digital Plans. For multi-family residential projects, the City requires a scale of $1/8" = 1'-0"$. While this size may not be feasible given the scale of this project, a scale of $1" = 200'$, which is used on some sheets, is not acceptable for processing. Please work with City staff to find a suitable scale and adjust accordingly.

Project Plans

1. Please provide a Residential Site Data Table (**Attachment 2**) within the plan set as required. A Commercial Site Data Table was provided as a separate, standalone document.
2. On each sheet in the project plans set, please provide the APN, and please provide a north arrow on all plan view sheets.
3. Please provide Floodplain Information as the project site is located in a FEMA flood zone (Zone X).
4. Please provide a Statement or Preliminary Plan indicating whether the proposed utility improvements will require modification to the existing electrical service equipment and trigger Sausalito Municipal Code Section 18.08.020 which requires overhead electrical and communication service drops be placed underground when the main electrical service equipment (including the panel) is relocated, replaced, and/or modified. If undergrounding is required, as part of the application's completeness review, the applicant shall work with affected utility companies to provide plans to the City for undergrounding of the utility services.
5. Please provide a Site Plan that includes the following:
 - a. Parcel dimensions, including bearings (metes and bounds of all property lines shall be labeled).
 - b. Existing and proposed site drainage to the final termination point. Applicant shall demonstrate that the existing system is in good condition and has the capacity to handle the change in runoff quantity.
 - c. Dimensioned yards and open spaces between buildings and nearest property lines.
 - d. Location of walls and fences with materials of construction and heights from average grade called out.

- e. Access and off-street parking: location, number of spaces and dimensions of parking areas, internal circulation pattern and points of ingress and egress for pedestrian and vehicular traffic, aisle and driveway widths.
 - f. Loading: location, dimensions, number of spaces, and internal circulation.
 - g. Location, width and purpose of all existing and proposed public and private easements on the property.
 - h. Exterior lighting: location and general nature, hooding devices.
 - i. Location, size, nature and use of all machinery, equipment (e.g. HVAC), or materials to be erected, maintained or stored on the property exterior to any building.
 - j. Existing and proposed streets (including edge of pavement including width of right-of-way), ways, sewers, storm drains, fire hydrants, gas, water, power and telephone and other public utilities for the development.
 - k. Existing easements as listed on the title report and proposed easements.
 - l. Locations and species of existing trees on private property over 12 inches in circumference at 4.5 feet above the ground and location of all trees on City property.
 - m. Demonstrate that the project is compliant with accessibility. For example, all stairs, landings, driveway and pathway slopes and dimensions shall be shown.
 - n. Construction staging areas shall be shown on the plans to indicate where the applicant intends to store equipment and materials during construction.
6. Please provide a Roof Plan showing roofing materials to be used and roof pitch for all areas of the roof.
7. Please provide Existing Elevations showing the following:
- a. Existing natural grade.
 - b. Average natural grade (see SMC 10.40.060.)
 - c. Maximum height of structures shown with real elevation numbers.
 - d. Height measured from the centerline of the street (see SMC 10.40.060.C.2-3).
8. Please provide Proposed Elevations showing the following:
- a. Existing natural grade.
 - b. Average natural grade (see SMC 10.40.060.)
 - c. Maximum height of structures shown with real elevation numbers.
 - d. Height measured from the centerline of the street (see SMC 10.40.060.C.2-3).
9. Sectional Drawings through the site showing major natural features and neighboring structures in relation to the proposed development, indicating the heights of the buildings, structures, fill, etc., from the original grade, extent of any excavation, hillside cut, screening, existing and proposed grades, relations of site buildings, parking and landscaping to finish grade.
10. Preliminary Grading and Drainage Plan prepared by a registered professional engineer. The plans provided are not stamped or signed by an engineer.
- a. Please show the following on the grading and drainage plan: existing and proposed grades, extent of cut and fill, and the proposed drainage system. Please note that final grades must be consistent with the Grading Plan.
11. Landscape Plans showing the following:
- a. Size, height and location of significant existing and all proposed plants.

- b. Scientific and common names of all plants.
- c. Street trees.
- d. Method, type and extent of irrigation system.
- e. Percentage of total lot area to be landscaped.

12. Although a Sign Plan was submitted, if this signage is not proposed for approval at this time under the requested Zoning Permit, please remove it from the plan set under review.

Preliminary Courtesy Comments on Application Consistency

(Please note that responses to the following comments are not required to achieve a complete application. However, if not addressed these comments will be sent in a subsequent inconsistency letter following application completeness and will need to be addressed before the application can be approved. The following list is not intended to be exhaustive list of consistency items as further review will occur following the receipt of a complete application.)

1. On Sheet G-001 there are inconsistent heights for the building provided. Heights of 80' and 64' feet both appear on this sheet. In addition, a height waiver for a building height of 64' is requested in the Narrative Letter provided. Furthermore, the height of the building cannot be properly determined by Staff due to the lack of information provided on the proposed elevations and sections. Please see comments above and address accordingly.
2. The information presented on the Site Data Table on the Zoning Permit application is inconsistent with the information provided on the submitted Commercial Site Data Table. There are also several inaccuracies on both documents.
3. The Vicinity Map on Sheet G-002 does not show accurate proposed site boundaries that align with the submitted Lot Line Adjustment.
4. As discussed above, the existing easements are not shown on the site plan, and the letter provided by Marin Water (MMWD) (**Attachment 3**) states that no construction shall encroach upon or encumber access to facilities within these easements. Please show how access will be maintained on the plan set.
5. On Sheet A-003 the existing site plan is illegible. Please provide more contrast. This is also true for the Demolition Plan on Sheet C-1.00 which appears to be the basis for the existing site plan. All the information on the Demolition Plan on Sheet C-1.00 should also be shown on the existing site plan.
6. The site plan in the Arborist Report and on Sheet T-1 do not show accurate proposed site boundaries that align with the submitted Lot Line Adjustment.
7. Trees that are proposed for removal which fall outside the project area (e.g. Trees 6-7 and 33-35) may be subject to discretionary review by the Planning Commission and cannot be approved ministerially.

Department of Public Works

1. Please see the attached memo provided by DPW, dated June 22, 2026 (**Attachment 4**).
2. Please see the attached letter from BKF Engineers pertaining to the proposed Lot Line Adjustment, dated June 28, 2026 (**Attachment 5**).

Southern Marin Fire District

1. Please see the attached letter provided by SMFD, dated June 26, 2026 (**Attachment 6**).

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 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 mmandich@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) 289-4135.

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

Sincerely,



Matthew Mandich, Principal Planner

ATTACHMENTS

1. Planning Application Submittal Requirements Checklist
2. Residential Site Data Table
3. Letter from Marin Water, dated May 5, 2026
4. Memo from DPW, dated June 22, 2026
5. Letter from BKF Engineers, dated June 28, 2026
6. Letter from SMFD, dated June 26, 2026