



HISTORIC LANDMARKS BOARD AGENDA

REGULAR MEETING

CITY OF SAUSALITO

COMMUNITY DEVELOPMENT DEPARTMENT / 420 LITHO STREET / SAUSALITO, CA 94965 / (415) 289-4128

MEETING DATE: Wednesday, May 11, 2011
MEETING TIME: 5:30 P.M.
LOCATION: Conference Room, 420 Litho Street, Sausalito

1. **CALL TO ORDER**
Morgan Pierce, Chair Vicki Nichols, Secretary Carolyn Kiernat John Flavin
2. **PUBLIC COMMENTS ON ITEMS NOT ON THIS AGENDA**
3. **APPROVAL OF AGENDA**
4. **NEW BUSINESS-**
- A. **PUBLIC HEARING FOR THE PUBLIC REVIEW DRAFT OF THE HISTORIC DESIGN GUIDELINES** **Staff: Burns**
 Project: Review the Public Draft of the Historic Design Guidelines and provide a recommendation to the City Council on the merits of the document.
5. **OLD BUSINESS- None**
6. **APPROVAL OF MINUTES** – April 27, 2011 and May 3, 2011
7. **COMMUNICATIONS**
 - A. **Staff**
 - i. **Historic Design Guideline Contract Update**

**ADJOURNMENT OF MEETING TO REGULARLY SCHEDULED MEETING ON WEDNESDAY,
 May 25, 2011.**

APPEALS: Any decision of the Historic Landmarks Board may be appealed by filing an appeal form and the required appeal fee with the Community Development Department within ten (10) calendar days of the date of the decision. If you challenge a decision of the Historic Landmarks Board in court you may be limited to raising only those issues you or someone else raised at the hearing or on appeal to the Planning Commission and City Council.

SPECIAL NEEDS: In compliance with the Americans with Disabilities Act (29 CFR 35.102-35.104 ADA Title 11), if you need special assistance to participate in this meeting, please contact the Community Development Department at 289-4128. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

AGENDAS are available on the Friday prior to the Historic Landmarks Board meeting at the City Hall entrance at 420 Litho Street.



City of Sausalito
 Community Development Department
 420 Litho Street
 Sausalito, CA 94965
 (415) 289-4128
www.ci.sausalito.ca.us

Jeremy Graves, **Community Development Director**

Mary Wagner, **City Attorney**

Heidi Burns, **Associate Planner**

Lilly Schinsing, **Associate Planner**

Alison Thornberry, **Assistant Planner**

Alberto Viana, **Administrative Aide I**



HISTORIC LANDMARKS BOARD MINUTES

CITY OF SAUSALITO

draft

COMMUNITY DEVELOPMENT DEPARTMENT / 420 LITHO STREET / SAUSALITO, CA 94965 / (415) 289-4128

MEETING DATE: Wednesday, April 27, 2011
MEETING TIME: 5:30 P.M.
LOCATION: Conference Room, 420 Litho Street

CALL TO ORDER / ROLL CALL

The HLB meeting convened at 5:34 PM. Board Members Nichols, Pierce, and Flavin were present. Board member Kiernat arrived at 5:55 PM. Associate Planners Burns was also present.

1. **APPROVAL OF AGENDA-** No changes to agenda.
2. **PUBLIC COMMENTS ON ITEMS NOT ON THIS AGENDA-** None
3. **NEW BUSINESS-**

A. Historic Preservation Regulations

The HLB reviewed the draft scope of work for the update of the City's Historic Preservation Regulations. The HLB identified concerns regarding the "Compensation" section of the draft Request for Proposal(RFP). Specifically, the HLB did not like the use of the term "satisfactory" and would like the RFP to be completed on a fixed fee basis.

B. FY 2011-12 Prioritized Project List

The Historic Landmarks Board identified the following four priorities for City Council consideration for the 2011-2012 Fiscal Year:

1. **Marinship National Register Nomination.**

The Marinship Historical Context Statement and Inventory is nearing completion (2010-2011 priorities). Once completed, the Marinship may be eligible to become a National Register District. The HLB would like to pursue, as the top priority, the submittal of an application for the establishment of a National Register District, if eligible.

2. **Education and Public Outreach Opportunities.**

With the Historic Design Guidelines nearing completion (2009-2010 priority), the Historic Preservation Regulations underway, and current HLB initiated projects such as placement of the Noteworthy Structures list onto the Local Historic Register, the HLB has identified a need to educate the community on what these historic preservation projects all mean. The HLB find it important to educate the community on a variety of topics such as, the benefits of historic preservation, Historic Preservation and the Green Movement, What do I need to do to remodel my historic house: a case study on the use of the Historic Design Guidelines and applicability of the Historic Preservation Regulations, and Historic Neighborhoods of Sausalito.

The HLB is requesting, as a second ranked priority, that the unused \$10,000 allocated for the CLG application is rolled over to create a public lecture series to educate the community on the importance of historic preservation in our community.

3. **City-wide Historic Context Statement.**

The HLB would like, as a third ranked priority, the preparation of a Historic Context Statement for the entire City. The HLB determined the Historic Context Statement would be beneficial in identifying future priorities, as well as being utilized by other long range planning projects such as a General Plan Update, Central Water Front Specific Plan, and/ Marinship Specific Plan Update.

4. Downtown Historic Overlay Zoning District National Register Nomination.

The HLB would like to pursue, as a last priority, the submittal of an application for the establishment of a National Register District for the Downtown Historic Overlay Zoning District.

4. OLD BUSINESS-

A. Noteworthy Structures List Assessment

In an effort to understand whether the City's existing noteworthy structures are eligible for nomination for the Local Historic Register, the HLB determined to prepare DPR 523 forms for the properties. It was further decided that the HLB would phase the preparation and completion of the DPR 523 forms by establishing prioritizing the Noteworthy Structures list by groups of ten. The HLB determined to prepare the DPR 523 forms for the following group:

<i>Tyrell Cottage</i>	<i>47 Miller Avenue</i>	<i>Kiernat & Pierce</i>
<i>Alta Mira Hotel</i>	<i>126 Harrison Avenue</i>	<i>Nichols & Flavin</i>
<i>Horn House</i>	<i>215 South Street</i>	<i>Kiernat & Burns</i>
<i>Rety House</i>	<i>323 Pine Street</i>	<i>Nichols & Flavin</i>
<i>Central School</i>	<i>420 Litho Street</i>	<i>Burns & Pierce</i>
<i>Schiller Haus</i>	<i>603 Main Street</i>	<i>Pierce & Nichols</i>
<i>Frost Residence</i>	<i>640 Sausalito Blvd.</i>	<i>Flavin & Pierce</i>
<i>O'Connell Seat</i>	<i>Harrison/Bulkley</i>	<i>Nichols & Flavin</i>
<i>Second Richardson School</i>	<i>Bridgeway/Litho</i>	<i>Kiernat & Burns</i>

Further discussion on the Noteworthy Structures List was continued until such time as a special meeting can be scheduled for a training on how to prepare the DPR 523.

5. APPROVAL OF MINUTES – Minutes continued to the March 11, 2011 meeting.

6. COMMUNICATIONS- None

ADJOURNMENT – The meeting was adjourned at 7:30 PM

Meeting Minutes Approved

Secretary

Date



HISTORIC LANDMARKS BOARD MINUTES

CITY OF SAUSALITO

draft

COMMUNITY DEVELOPMENT DEPARTMENT / 420 LITHO STREET / SAUSALITO, CA 94965 / (415) 289-4128

MEETING DATE: Tuesday, May 3, 2011
MEETING TIME: 6:00 P.M.
LOCATION: Break Room, 420 Litho Street

CALL TO ORDER / ROLL CALL

The HLB meeting convened at 6:06 PM. Board Members Nichols, Pierce, Kiernat, and Flavin were present. Associate Planners Burns was also present.

1. APPROVAL OF AGENDA- No changes to agenda.
2. PUBLIC COMMENTS ON ITEMS NOT ON THIS AGENDA- None
3. NEW BUSINESS-

A. SQUIRE RESIDENCE/38 GLEN DRIVE

Staff: Burns

Project: 50-year memo for the conversion and remodel of an existing duplex to a single family dwelling that is older than 50-years at 38 Glen Drive (APN 065-084-09).

Board members Flavin and Nichols presented information regarding 38 Glen Drive.

The HLB then made the following significance findings:

1. Is the structure associated with events that have made a significant contribution to the broad patterns of the history or cultural heritage of Sausalito, California, or the United States?

The board finds No Significance under this criterion.

2. Is this structure associated with the life or lives of one or more people important to our past?

The board finds No Significance under this criterion.

3. Does the structure embody the distinctive characteristics of a type, period, region, or method of construction, or represent the work of an important creative individual, or possess high artistic values?

The board finds No Significance under this criterion.

4. Has the structure yielded, or may be likely to yield, information important in prehistory or history?

The boards finds No Significance under this criterion.

Based on the findings of no significance, the HLB did not provide comments on the project.

4. OLD BUSINESS- None

5. APPROVAL OF MINUTES- March 30, 2011 draft minutes approved as amended. April 13, 2011 approved without changes.

6. COMMUNICATIONS

It was determined a Special Meeting will be scheduled for May 17, 2011 at 5:45 PM in the Conference Room regarding DPR 523 Form Training.

Board member Nichols announced that the Marin Conservation League will conduct a public forum on housing in Marin County.

ADJOURNMENT – *The meeting was adjourned at 6:54 PM*

Meeting Minutes Approved

Secretary

Date



STAFF REPORT

HISTORIC LANDMARKS BOARD

AGENDA TITLE: Historic Landmarks Board Consideration of the Public Review Draft of the Historic Design Guidelines

RECOMMENDED ACTION: Staff recommends the Historic Landmarks Board review the content of the Public Review Draft of the Historic Design Guidelines and forward a recommendation to the City Council on the merits of the document.

SUMMARY

Winter and Company, the City's consultant hired to prepare Historic Design Guidelines has submitted a Public Review Draft of the Historic Design Guidelines for review and consideration. The Guidelines have been drafted to offer a specific set of policies for the preservation of the City's historic resources. The overarching goal of the Guidelines is to ensure that physical changes to the built environment will be sensitive to Sausalito's architectural historical legacy.

The Guidelines are written to explain, interpret and expand upon general design criteria currently found in the Zoning Ordinance and General Plan. Unlike the Zoning Ordinance, the Guidelines establish preferences and recommendations rather than rigid standards. The Guidelines therefore may be applied with greater flexibility than zoning regulations in advancing the goal of protecting the City's historic resources.

The overall objectives of the Guidelines are as follows:

- ✓ Provide guidance to design professionals and property owners for the treatment of historic resources and historic characteristics unique to Sausalito.
- ✓ Provide the basis for decisions by which the Historic Landmarks Board, the Planning Commission, the City Council, and staff can evaluate projects as it relates to the preferred treatment of historic properties.
- ✓ Provide a concise framework for proposed design and construction for properties within the Downtown Historic Overlay Zoning District and historic properties.
- ✓ Protect and reinforce the visual continuity of the community.
- ✓ Protect and enhance property values through historic preservation.
- ✓ Protect important structures that are considered historic resources and "Contributing" to the District and to the neighborhood character and context.
- ✓ Protect the Downtown Historic Overlay Zoning District by assuring new construction and additions to buildings are compatible with the Downtown Historic Overlay Zoning District.

The purpose of the Historic Landmarks Board (HLB) conducting a public hearing on the Public Review Draft of the Historic Design Guidelines is to review and provide comments on the content and format of the document.

HISTORIC DESIGN GUIDELINES BACKGROUND

The City's efforts to prepare downtown design guidelines have been ongoing for approximately 20 years. In 1993, the *Sausalito Historic District Design Criteria and Guidelines* were adopted (see **Exhibit 1**). These guidelines are brief and identify general design principles rather than specific preferences for the treatment of historic properties. The 1993 guidelines also explain the purpose of the HLB, describe the downtown area, and outline the jurisdiction and procedures of the HLB.

In 1995, the General Plan's Community Design and Historical Preservation Element was written to include objectives, policies, and programs to respect and maintain the exterior integrity of historic structures and sites in an effort to retain and enhance its historical legacy. To address this objective, Program CD-7.2.7 was established to consider the preparation of historic design guidelines. Specifically, Program CD-7.2.7 (HLB Guidelines) provides direction for the Board to "recommend the general guidelines for the preservation, restoration, and rehabilitation of Sausalito's historic properties as incorporated in The Secretary of the Interior's Standards for Historic Preservation and Guidelines for Applying the Standard."

In 1998, the City completed Sign Guidelines for the downtown district (see **Exhibit 2**). The acknowledgement page of this document states that "these guidelines were prepared by the Sausalito Historic Landmarks Board and Planning Commission in consultation with the City Council and with input from property and business owners in the Sausalito Historic District." The Sign Guidelines identify permitted and prohibited signage in the downtown district and identify preferred treatments for various types of signage. The Sign Guidelines define terms, illustrate sign related concepts, and incorporate numerous photographs of Sausalito business identification signage. The text of the sign guidelines was later codified with their incorporation into the updated Zoning Ordinance in 2003.

In July 2005, the HLB initiated a renewed effort to prepare downtown historic design guidelines and identified the completion of the guidelines as one of the board's top priorities. In June 2006, the HLB presented to the City Council the Board's vision and need for the preparation of historic design guidelines, in addition to requesting the commitment of City resources necessary for its completion. The City Council concurred with staff's and HLB's expressed impetus and need, and directed staff to submit an application to the State Historic Preservation Office to become a Certified Local Government in order to seek future grant funding sources to complete the guidelines.

Three years later, the City Council ultimately identified the preparation of Historic Design Guidelines as a Strategic Plan Objective and allocated \$50,000 in the FY 2009-10 Budget.

On July 21, 2010, the City Council approved a Professional Services Agreement with Winter and Company for preparation of the Historic Design Guidelines.

SUMMARY OF THE PUBLIC REVIEW DRAFT OF THE HISTORIC DESIGN GUIDELINES

The Historic Design Guidelines are organized into five chapters and an appendix, each of which is further subdivided into specific topic areas:

- ✓ Chapter 1: This chapter focuses on how to use the Historic Design Guidelines and a description of the general principles of historic preservation.

- ✓ Chapter 2: This chapter focuses on the treatment of historic structures. The chapter is divided into three sections and discusses the treatment of specific building types, the treatment of general building features, and other special considerations, such as adaptive reuse, historic additions, energy conservation and generation, landscape features, seismic retrofitting, and accessibility.
- ✓ Chapter 3: This chapter focuses on the treatment of special features such as views, topography, outdoor public amenity space, parking, and other site features which apply to both historic resources and new construction.
- ✓ Chapter 4: This chapter focuses on new infill construction. The chapter also includes general principles for new construction as well as guidelines for specific commercial and residential building types. Many of the policies in this Chapter can also be applied to improvements to non-historic or non-contributing buildings.
- ✓ Chapter 5: This chapter focuses specifically on the Downtown Historic Overlay Zoning District and identifies special design objectives for the District.
- ✓ Appendix: The appendix provides information on Sausalito's historic overview, general principles of historic preservation, benefits of historic preservation, financial incentives for historic preservation, historic preservation resources, examples of historic architectural styles found in Sausalito, and lastly, a glossary of terms.

HLB REVIEW

When reviewing the Guidelines, staff is requesting the HLB consider the following questions:

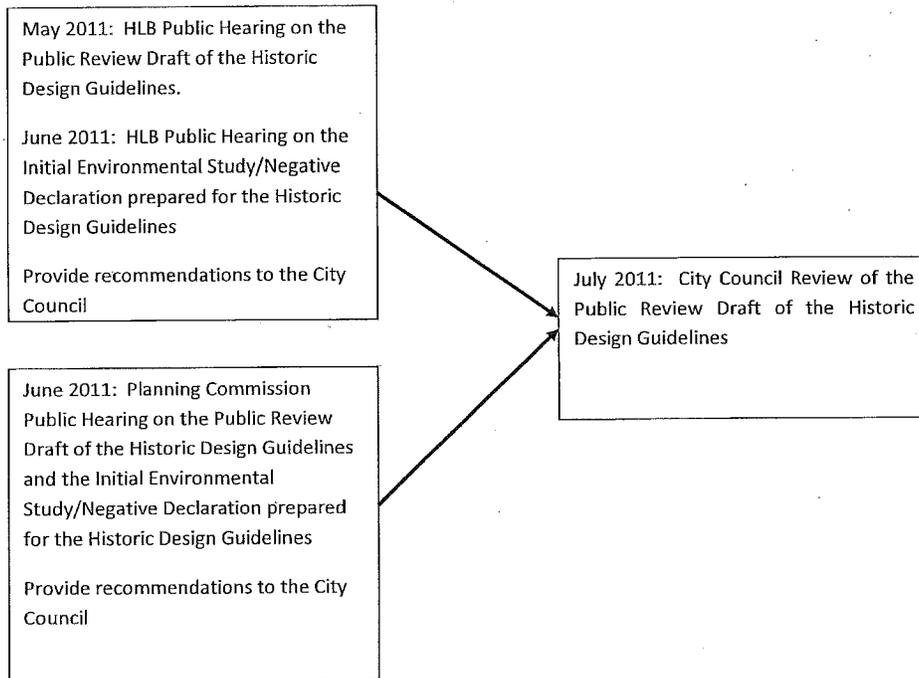
1. Are the Guidelines understandable?
2. Are you able to easily navigate through the guidelines?
3. Are there any sections of the Guidelines that are confusing or need clarification?
4. Are there sufficient photographs and diagrams relevant to the text?
5. Do the Guidelines contain sufficient information related to the treatment of historic resources?
6. Is there any additional information that should be included in the Guidelines?
7. What are your general thoughts on the approvability of the Guidelines?

Staff is seeking input from the HLB regarding the content and format of the Guidelines to forward to the City Council.

WHAT ARE THE NEXT STEPS?

Following the HLB's public hearing on the Guidelines, staff will schedule a separate public hearing in late May or early June for a recommendation by the HLB on the environmental document necessary for compliance with the California Environmental Quality Act. Staff will be preparing an Initial Environmental Study/Negative Declaration. The Planning Commission will also be considering the merits of the Guidelines and environmental document and will provide a recommendation to the City Council. Staff will then compile the HLB's and Planning Commission's recommendation and forward the information to the City Council for review and approval.

The following flow-chart diagrams the next steps and estimated timelines:



STAFF RECOMMENDATION

Staff recommends that the Historic Landmarks Board review the merits of the Public Review Draft of the Historic Design Guidelines and forward a recommendation to the City Council

EXHIBITS

1. Sausalito Historic District Design Criteria and Guidelines, 1993
2. Sausalito Sign Guidelines for the Downtown District
3. Public Comment Letters
 - a. Linda Lyons, 221 Bridgeway and 203 Richardson, date-stamped May 4, 2011
 - b. Tony Badger, date-stamped May 4, 2011

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**SAUSALITO HISTORIC DISTRICT
DESIGN CRITERIA AND GUIDELINES**

For use by Property Owners, Residents,
Developers, Architects, and
Decision-making Public Bodies.

City of Sausalito
--
Historic Landmarks Board

Adopted: January 21, 1993

Table of Contents

1.0 THE SAUSALITO HISTORIC LANDMARKS BOARD ("HLB").....	2
1.1 Introduction	4
1.2 Purposes of the HLB	4
1.3 The Sausalito Historic District.....	5
1.4 General Concerns of the HLB.....	6
1.5 Jurisdiction of the HLB	8
1.6 Normal Procedures of the HLB.....	9
2.0 REFERENCE MATERIALS	10

1.0 THE SAUSALITO HISTORIC LANDMARKS BOARD (HLB)

1.1 Introduction

Sausalito, with its scenic location and well preserved original architecture, has one of the most naturally attractive small downtowns in the entire country. Most of the early commercial structures are included in the Historic Preservation District established by the Sausalito City Council in 1981, and certified by the United States Department of the Interior in 1982.

Sausalito's Historic District reflects design values especially suited to the town and its location. These can be lost through inattention or carelessness. It is the purpose of these Guidelines to state clearly the procedures and criteria the community intends to use to conserve them.

The Sausalito Historic Landmarks Board, HLB, formally adopted these Guidelines for the Downtown Historic District at its meeting of January 21, 1993. The motion for adoption included the proviso that the HLB undertake periodic reviews for the purpose of modifying the Guidelines based on revised codes and ordinances and updated information.

1.2 Purposes of the HLB

Section 8.44 of Sausalito Ordinance 901, Preservation of Historical Landmarks, states the following purpose for the HLB:

- A. The protection, enhancement, perpetuation, and use of structures, sites, and areas that are reminders of past eras, events, and persons important to local, state or national history, or which provide significant examples of architectural styles of the past or area landmarks in the history of architecture, or which are unique and irreplaceable assets to the city and its neighborhoods, or which provide for this and future generations examples of the physical surroundings in which past generations lived;
- B. The development and maintenance of appropriate settings and environment for such structures;
- C. The enhancement of property values, the stabilization of neighborhoods and

the increase of economic and financial benefits to the city and its inhabitants;

D. The enrichment of human life in its educational and cultural dimensions by serving aesthetic as well as material needs and fostering knowledge of the living heritage of the past.

1.3 The Sausalito Historic District

The downtown commercial district is centered around the intersection of Princess and Bridgeway streets. This older commercial district exhibits a consistent architectural grouping of late 19th Century styles. The scale is one that complements the view of San Francisco. This is one of the primary attractions of Sausalito, and people who come here enjoy being by the Bay and its play of light, boats, city and seascape.

1. The Northern portion of the Historic District which is on Bridgeway north of Princess Street, can be characterized as two and three story attached row-buildings that relate to one another in a harmonious way while representing different styles of architecture and modernizations.

The time periods represented here date from the 1890's through the decade following World War II. The facades are of a shared scale, height and general style, with several notable exceptions, and have in common some or all of the following: bay windows, boxed cornices, false fronts, Italianate roofline detail, recessed entryways and transoms.

2. The Central portion of the District is oriented to a small, triangular park/plaza with a fountain from the 1915 San Francisco Panama Pacific International Exposition. The park is filled with shrubs, specimen trees and flowering plants and combines the feeling of a Victorian garden with that of a Mediterranean plaza. This impression is enhanced by the 1915 mission revival style Sausalito Hotel. North and east of the hotel are the last remnants of the railroad/ferryboat era--the vestigial pilings of the old ferryboat slip.

3. Southern Bridgeway south of Princess has an unrestricted view of Richardson and San Francisco Bays. Yee Tock Chee Park is a small, multi-level area of concrete and wood pilings built on the site of the original ferryboat landing (the ferry Princess, 1868).

The buildings along this portion of the street are more heterogeneous than those of the northern portion. Many were either built or remodeled in the 1920s--functional structures that suggest their original uses--stores and garages. Others are representative of the "Victorian" era.

4. Princess Street is the transition between Bridgeway and the Hill. At its base, a continuation of the type of building that appear on Bridgeway, then a gradual transition to residential at the top of the street. At the intersection with Bulkley on the south side, a small, wood Greek revival house is all but obscured by trees. Two homes across the street on Bulkley have been converted to apartments and have been included in the District as they are prominent in early photos from the water and represent the styles of many early hillside homes.

At the top of Princess Street, on Bulkley, are the "Portals of the Nook"--an arched brick and terra cotta entryway to a Willis Polk designed shingle-style Queen Anne mansion.

Just to the north, on Bulkley, the "crown jewel" of the district, Laneside. Built only months after the Nook was completed, the style and use of materials suggests that Polk may have inspired its design as well. (New condominiums have been added to the original house.)

The buildings of the Historic District are largely in commercial and related use. It is the function of the HLB to conserve the qualities the District gives the town. It is understood that owners may want or be required to adapt their properties to new uses, functions and codes from time to time.

1.4 General Concerns of the HLB

The delicate historic character and scale of the District may be easily disrupted or overwhelmed by large or blank-faced buildings out of proportion to surrounding structures or by architectural styles or lines which do not respect or relate to the existing historic, commercial neighborhood.

Structures in the District may be renovated, rehabilitated or upgraded in ways that materially contribute to the entire District. Design elements which can be identified as positive features of the Historic District are encouraged.

In evaluating applications for permits and entitlements within the Historic District, the HLB uses the United States Secretary of the Interiors' "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" (GPO937-843). Copies of this are maintained in the Sausalito Planning Department at City Hall. In addition the HLB has identified the following general design principles to which the HLB may refer in determining what conditions or limitations, if any, shall be applied to any project subject to HLB review:

A. Consistency

Any addition and/or alteration to a structure in the District should be designed so as not to destroy the integrity of the original. By matching elements in exterior materials, color, texture, architectural detailing, and roof shape, an addition can be successfully integrated with the original structure while incorporating contemporary features and functions.

B. Height

Height is an important consideration in designing new structures or additions to preserve neighborhood scale and fit in with existing development. With the exception of important community, institutional, or unique buildings which act as visual landmarks, a new structure should always be designed so that its height is in scale with its surrounding environment. While varied heights can offset each other in interesting ways, a building height out of scale with its surroundings can produce an inharmonious effect.

C. Scale

Scale is also determined by building mass, height, and proportion as it relates to circulation, open space and neighboring structures. New structures or renovations should communicate a scale consistent with the identity, use, and characteristics of the District.

D. Materials

Materials help to maintain the historic character of the District. In areas where either historic or architecturally significant structures predominate, the use of similar exterior construction materials (board and batten, shingled, clapboard, and shiplap wood siding, for instance) are appropriate. Avoid shiny metallic or bogus materials which simulate

natural materials. Wood sash should be used whenever wood was the original material. Whenever metal frames are required in new construction, bronze anodized aluminum should be considered. Historically inappropriate materials should not be used.

E. Rhythm

Disproportional gaps or masses that would visually disrupt the rhythm of any existing sequence of buildings are inappropriate.

F. Other Elements

Other elements which might impact the overall historic character of the building or the District as a result of the proposed project. Some of these elements include building proportion as it relates to adjacent structures, design of doors and windows, relationship of building projections, architectural details, texture, color and signage.

1.5 Jurisdiction of the HLB

As outlined in Sausalito City Ordinance 901, the HLB approves three groups of projects:

- (i) Projects which involve modifications to facades of city designated Landmarks.
- (ii) Projects which involve modifications to facades of Historic District structures
- (iii) Projects involving any of the arks

Ordinance 901, Section 8.44 provides that modifications to facades of structures in the Historic District require plans to be reviewed and approved by the HLB before permits are granted.

Whenever possible, HLB approval should be obtained before approvals from other bodies which may have jurisdiction, such as Design Review Board.

1.6 Normal Procedures of the HLB

The review process followed by HLB consists of these steps:

1. Applicants are encouraged to make informal presentations of preliminary ideas or sketches to the HLB for feedback prior to submittal to the Planning Department. (This step is optional.)
2. Submit completed application with plans to the Planning Department.
3. Present plans at a regularly scheduled meeting of the HLB for its review and vote.
4. In reviewing applications, the HLB may take one of the following actions:
 - (i) approve
 - (ii) approve with conditions
 - (iii) continue to next meeting with specific recommendations
 - (iv) deny

Note: all applicants are encouraged to present color schemes in detail, including paint chips or samples as early in the process as possible; also make available samples of materials to be used, such as facing materials, canvass for awnings, typefaces for signs, glass if other than clear, etc.

The HLB holds regular meetings on the fourth Tuesday of each month. To accommodate applicants the HLB can schedule additional meetings, which are generally on the second Tuesday of the month.

If you need further information regarding the HLB, please contact the Planning Department at 415 289-4129 or send your inquiry to the Planning Department, Attn: HLB Chairperson, 420 Litho Street, Sausalito.

2.0 REFERENCE MATERIALS

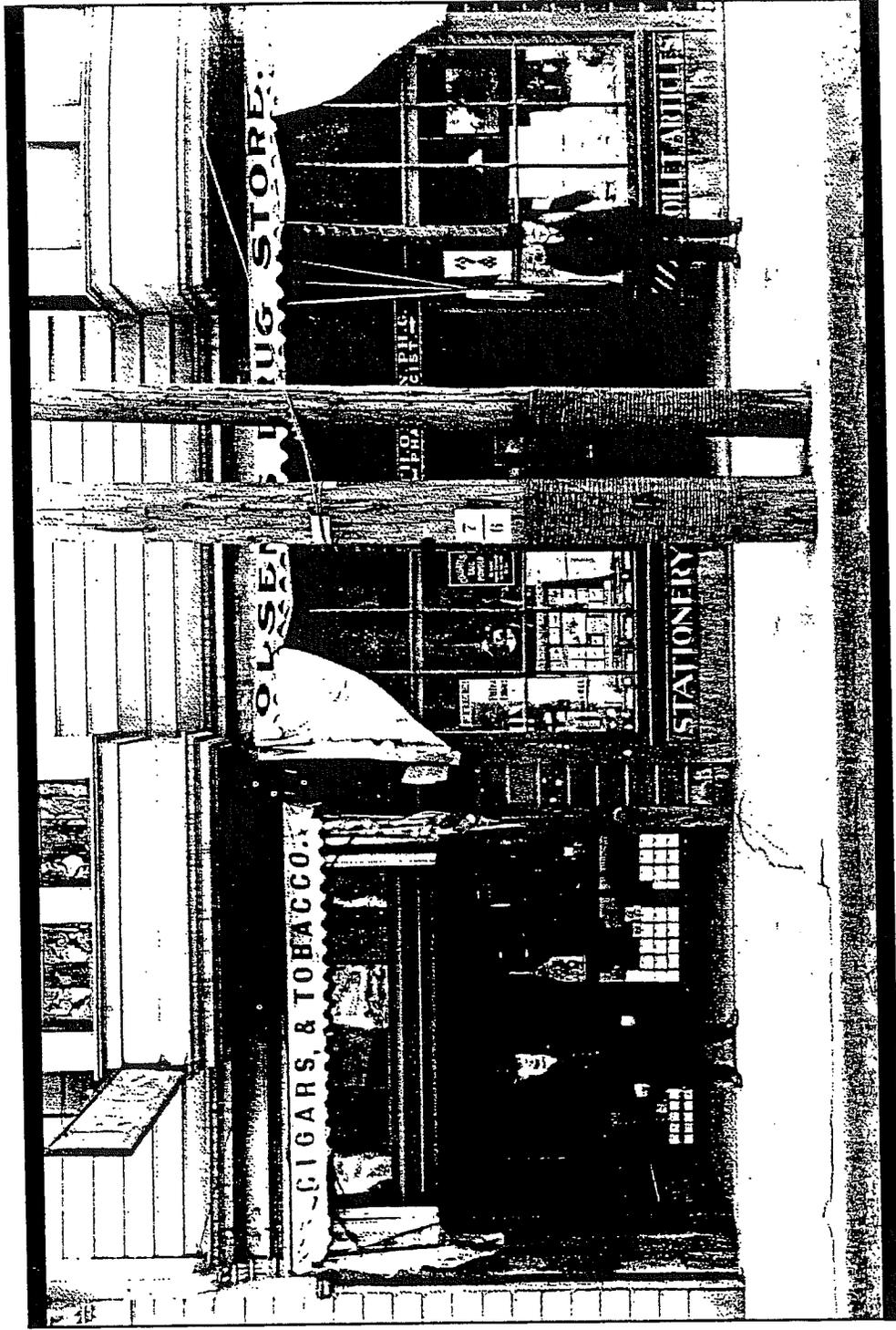
These resources may be useful:

1. Sausalito City Ordinance 901, Section 8.44.
2. Sausalito City Zoning Ordinance 630.
3. "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings," Department of the Interior, (GPO937-843).
5. State Historic Building Code
6. The Sausalito Historic Society archives.

The Sausalito Historical Society, located in City Hall, has archives including photographs and files of buildings in the Historic District; assistance is available.

7. Sausalito Historic District Booklet (available in Planning Department).

Downtown Historic District Signage Guidelines

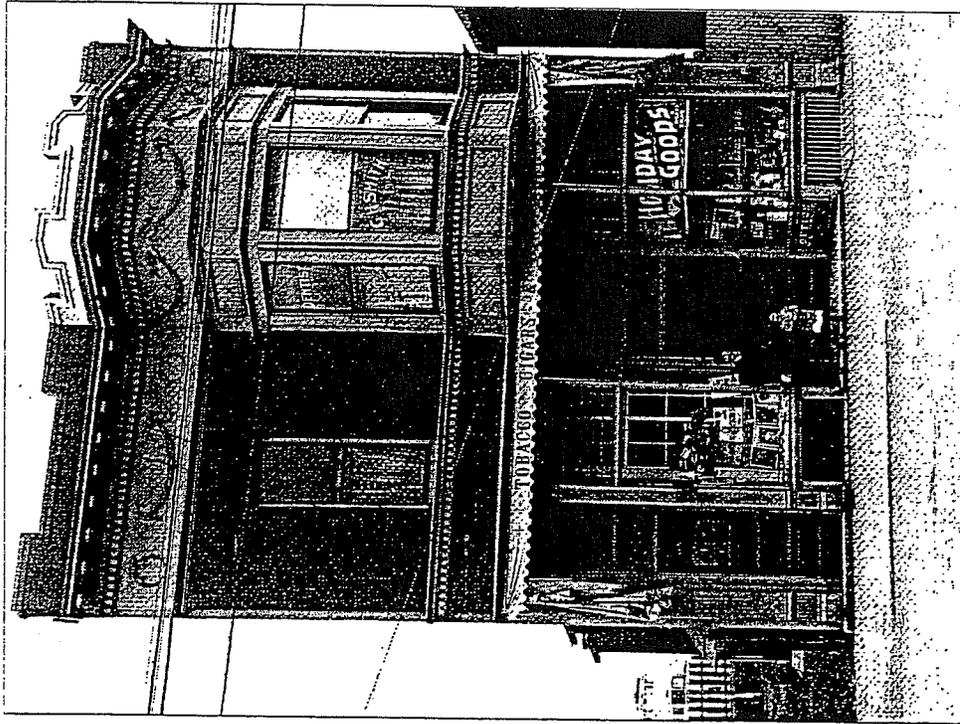


Sausalito, California

November
1998

Exhibit 2

Sign Guidelines



Contents

Applicability	1
Permitted Signs	2
Prohibited Signs	3
Exempt Signs	4
General Regulations	4
Wall Signs	6
Projecting Signs	8
Awning Signs	10
Window Signs	11
Hanging Signs	12
Plaque Signs	13
Directory Signs	14
Address Signs	15
Menu Signs	16
Temporary Signs	17
Special Signs	18

Sign Guidelines

Signs within any downtown area, especially a historic district, establish to a great extent both its spirit and character.

The intent of these sign guidelines is to:

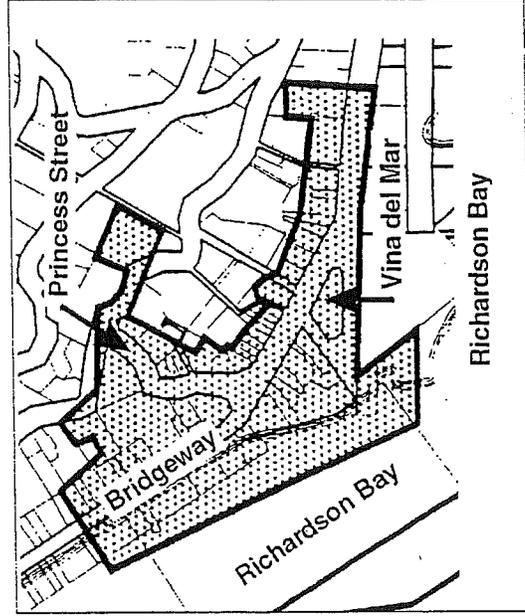
- Establish reasonable standards for business identification
- Reinforce the historic qualities of Downtown Sausalito
- Assist property and business owners in understanding Community signage expectations
- Encourage creativity within a controlled framework
- Promote economic vitality

Applicability

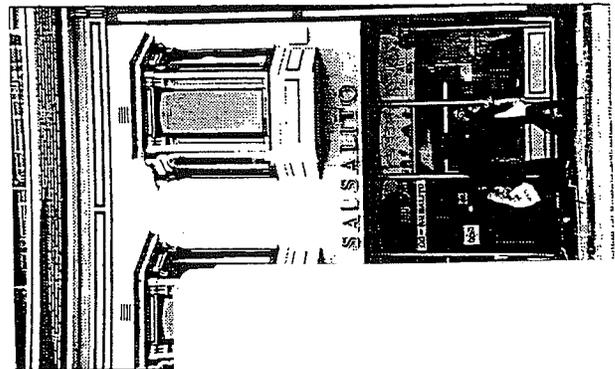
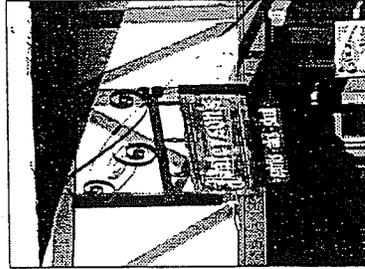
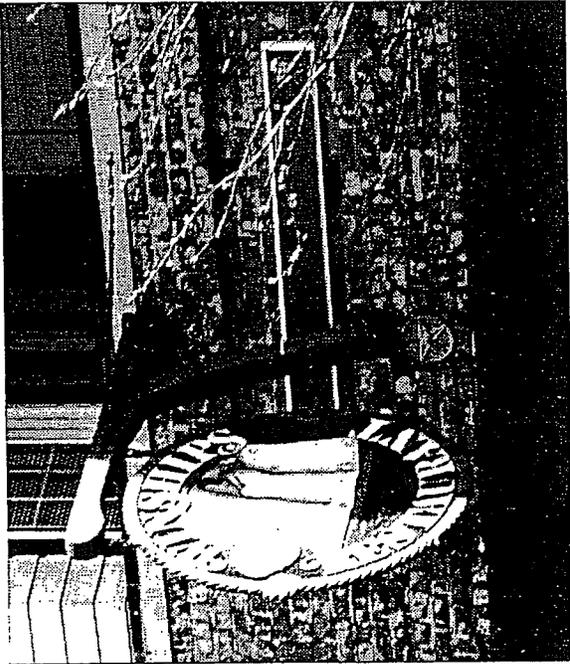
- The standards and guidelines set forth in this section apply to all properties within the Historic District as shown on the map below. All new signs, replacement signs and modifications to existing signs must comply with these standards.
- No sign may be changed or installed until its design has been approved by the Sausalito Historic Landmarks Board and Planning Commission, and a permit has been issued by the Sausalito Community Development Department.

Submittal Requirements

- Photographs and accurate drawings are required for sign approval consideration. Applicants should consult with Community Development Department for a list of requirements. Incomplete and poorly prepared materials may result in delays in the review process.



Historic District Boundaries



Sign Guidelines

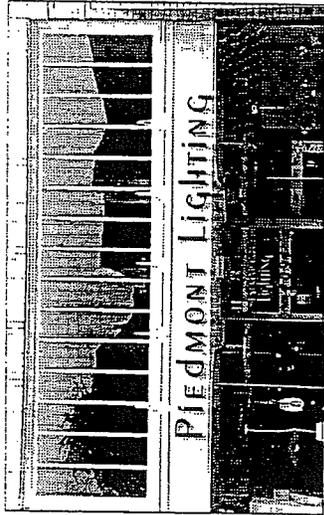
The following sign types are permitted in the Sausalito Historic District:

- Wall Signs
- Projecting Signs
- Awning Signs
- Window Signs
- Hanging Signs
- Plaque Signs
- Directory Signs
- Address Signs
- Menu Signs
- Temporary Signs
- Special Signs

While generally discouraged, small freestanding signs may be considered at the discretion of the Sausalito Historic Landmarks Board and Planning Commission for appropriate uses and locations such as upper Princess Street and Bulkeley Avenue.

Permitted Signs

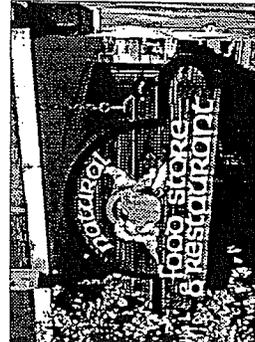
The following signs are acceptable subject to the guidelines in this section and the approval of the Sausalito Historic Landmarks Board and Planning Commission. All other signs not specifically prohibited are at the discretion of the Sausalito Historic Landmarks Board and Planning Commission.



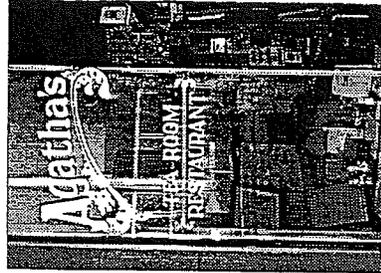
Wall Sign



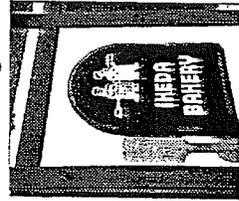
Projecting Sign



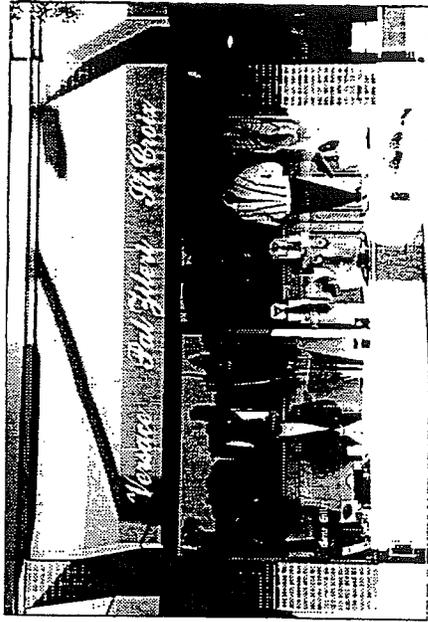
Hanging Sign



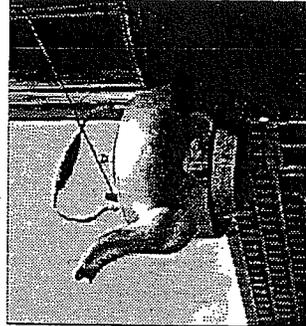
Window Sign



Plaque Sign



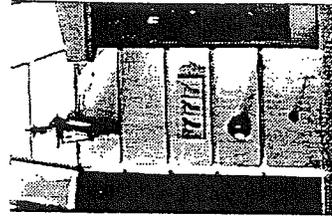
Awning Sign



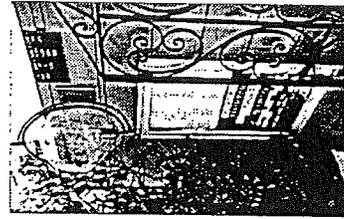
Special Sign



Tenant Directory Sign



Address Sign

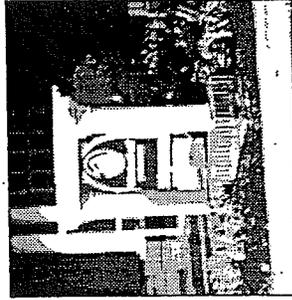


Menu Sign

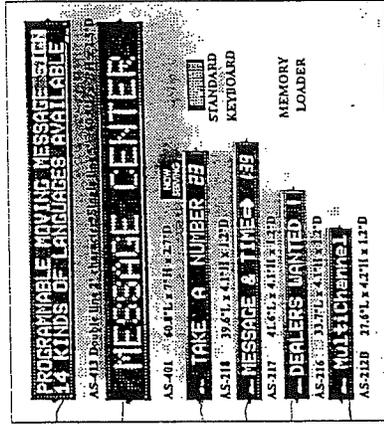
Sign Guidelines

In addition to the specific sign types illustrated on this page, the following signs are discouraged:

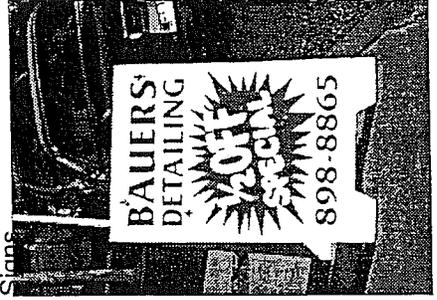
- Flashing, illuminated, phosphorescent, and signs incorporating lights or movement as viewed from the public right-of-way or from any area open to the public
- Signs which create a bizarre, inharmonious, cluttered or otherwise unattractive look or appearance which could be detrimental to the Historic District character
- Signs which would adversely affect the health, safety and/or general welfare of the community
- Signs which might create confusion to the public or to public safety officials in their response to community emergencies
- Off Premise Signs
- Floating Signs



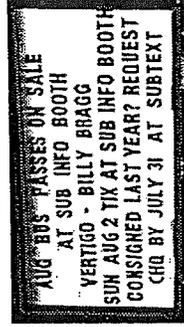
Freestanding Sign



Electronic and Reader Board Signs



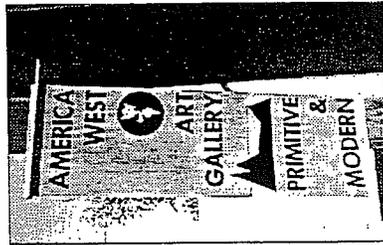
A-Frame Sign



Changeable Letter Sign

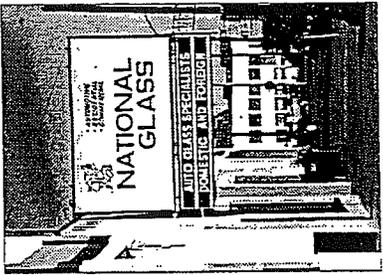
Inappropriate Signs

The following signs are discouraged in the Historic District.

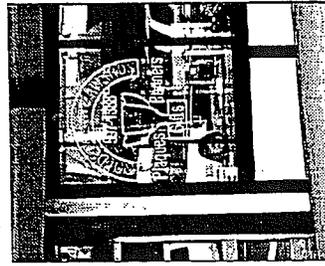


Banner Sign

See exception under Temporary Signs



Interior Illuminated Sign



Neon Sign



Roof Sign



Sign Guidelines

Exempt Signs

The following signs will be allowed without a Sign Permit and are not included in the calculation of maximum sign area.

- Interior signs that are not visible from any public right-of-way or from any area open to the public.
- Interior signs that are located within 15 feet of the business frontage and visible by the public that contain lettering of 1 inch or less.
- Interior signs visible by the public and located more than 15 feet from the business frontage that contain lettering 3 inches or less.
- Public information signs that are required by City, State or Federal laws.
- Name plate signs on doors not exceeding 2" x 24" and administratively approved by the Director of Community Development.
- One alarm sign indicating that alarm devices are installed and identifying the representative to be contacted in case of alarm activation so long as the aggregate size of the sign does not exceed 1 square foot.

General Regulations

Allowable Number

The total number of signs for any given business or building shall be at the discretion of the Sausalito Historic Landmarks Board and Planning Commission.

Allowable Area

The maximum allowable sign area for any business or building shall be at the discretion of the Sausalito Historic Landmarks Board and Planning Commission.

- No business shall be entitled to more than 0.5 square feet of signage per lineal foot of street frontage. Exceptions may be considered for narrow buildings.
- Store information (e.g., hours of operation) under 1 inch in height incorporated into window signs are not included in the calculation of total sign area.
- All faces of a multifaced sign shall be included except for a double faced sign in which case only one face will be included in the total sign area calculation.
- Sign area does not include brackets for projecting or hanging signs.
- Any interior signage that is not classified as an exempt sign shall be included in the sign area calculation for total signage and window signage and must be reviewed and approved by the Sausalito Historic Landmarks Board and Planning Commission.

Signage Materials

Materials should be appropriate to the Historic District. Carved wood signs and individual cast or cut metal letters are strongly encouraged. Plastic and similar materials are discouraged, and will be permitted under only the most unusual of circumstances such as the accommodation of special icons related to especially creative signs.

Workmanship

High quality workmanship is expected for all signs and supports. The edges of all signs should be clean and finished with appropriate materials and techniques.

Signage Colors

Colors for all signs should be appropriate to the Historic District, and will be judged in relation to their location, size and context. Matte or non-glossy finishes are preferred over glossy colors. Primary and other bright colors as well as strongly contrasting color combinations are discouraged.

Lighting

Lighting should be as unobtrusive as possible. Ill-designed small fixtures which limit glare and spill are strongly encouraged. Internally illuminated signage and bare bulb spot lights will be allowed. All lighting should be controlled by timer switches.



Upper Floor Signage

Signage for upper floor tenants will be at the discretion of the Sausalito Historic Landmarks Board and Planning Commission.

This signage may be in the form of directory or projecting signs located at ground level entries, projecting signs located at the upper floor window level or lettering applied directly to upper floor windows.

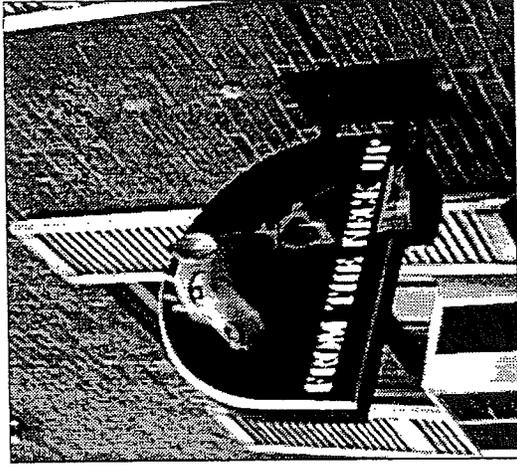
Signage for upper floor tenants will generally be smaller than that allowed for ground floor tenants.

Sign Area Calculation

The area of any sign will be determined by a series of short, straight lines inscribed around the perimeter of the sign. In cases where the lettering and graphics are located on a background material other than the building surface, the area shall be calculated around the outside of the material on which the sign is placed.



Sign Area Calculation Examples



Historical Precedents

The use of historical sign precedents that are generally within the parameters of these guidelines is encouraged where appropriate to the building and location.

Assistance is available from the Sausalito Historic Landmarks Board in locating historic photos of specific buildings. Additional information is available in the book *Sausalito Moments in Time* authored by Jack Tracy and published by Windgate Press.

Sign Guidelines

Wall signs are mounted on the face of buildings and generally identify the historical building name, unique shopping complexes or the current major tenant. The location of wall signs with respect to the character and architectural detail of individual buildings is extremely important. Since each condition will be unique, the size, location and type of wall signage will be at the discretion of the Sausalito Historic Landmarks Board and Planning Commission.

Historical plaques and date-of-construction wall signs must be reviewed and approved, but are not included in the calculation of maximum sign area.

Wall signs painted directly to wall surfaces are not allowed except when they are of historic significance.

Wall Signs

1 Use wall signs to identify specific buildings or major tenants.

- Signs are limited to the building's name (e.g., Richardson Building) or the major tenant's name (e.g., Bayworks Boutique).
- The date of building construction is also permitted and encouraged, but should be smaller in size than the main wall sign.
- Additional commercial sign information such as goods and services offered is not appropriate.
- Signs on walls not directly fronting on a public street are strongly discouraged.

2 Limit wall signs to the following types:

- Individual solid metal, wood, stone or glass letters.
- Carved, routed or sandblasted wood plaques mounted flush to the wall surface. All edged should be finished.

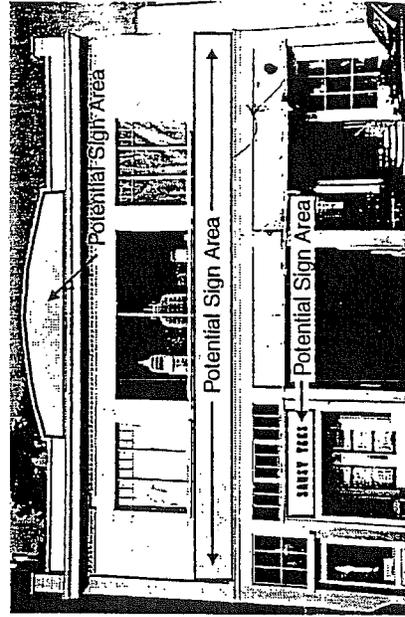
3 Place signs within a clear Signable Area.

Signable Areas should have the following characteristics:

- An architecturally continuous wall surface uninterrupted by doors, windows, columns or architectural details such as mouldings.
- Area does not exceed 15% of the business facade.

4 Limit the size of signs within the Signable Area.

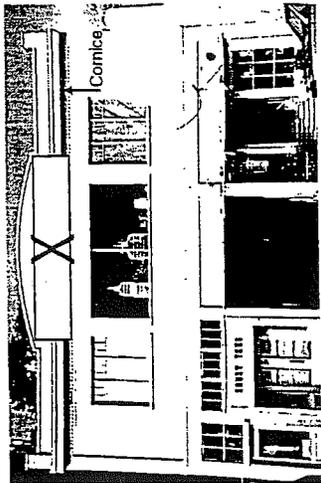
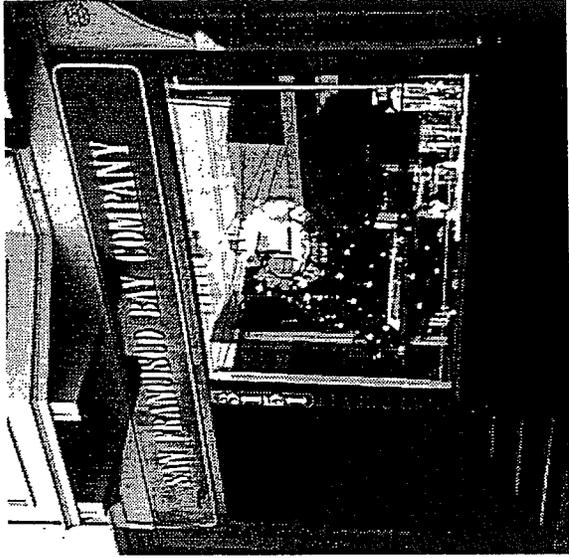
- Individual letter size should generally be limited to a maximum height of 12 inches. If all capital letters are used, the maximum height should be limited to 8 inches.
- Total signage area, including any mounting board, should not exceed 40% of the Signable Area.
- The length of the signage, including any mounting board, should not generally exceed 75% of the Signable Area width for a single tenant storefront building or 2/3 of the individual tenant storefront for multi-tenant buildings.
- The height of the signage, including any mounting board, should not exceed 2/3 of the Signable Area height.
- The sign should project no more than 4 inches from the face of the wall surface.



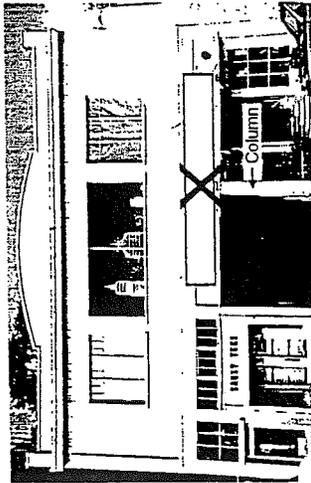
Signable Area Examples

Sign Guidelines

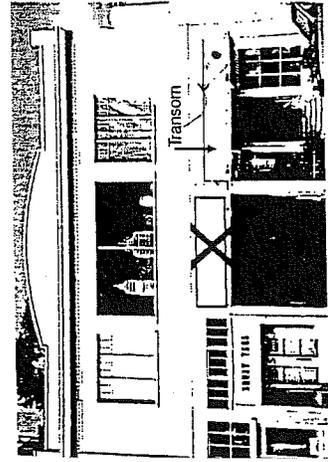
- Wall sign positioning should relate to the architecture and proportions of the building.
- Preferred wall sign locations are just above doors and windows, and within plain fascia bands or plain panel areas.
- If a building does not provide good locations for flat mounted wall signs, use awning signs, projecting signs or window signs instead.



Avoid covering cornices and moldings



Avoid covering columns



Avoid covering transoms

Sign Guidelines

Projecting signs may be simple or designed with text and icons to express the unique personality of an individual business.

They can do a great deal to enhance the vitality of the Historic District and set it apart from other commercial locations in the Bay Area. They are strongly encouraged, and should be carefully designed and fabricated to enhance the character of the business while remaining sensitive to the unique architectural characteristics of their location.

Any Projecting Sign with portions thicker than 12 inches must be reviewed under the Special Signs guidelines.

Projecting Signs

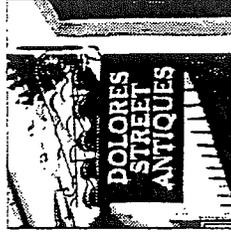
1

Relate the location of signs to the architectural character of the buildings to which they are attached.

- Projecting signs should be oriented to pedestrians passing by on the sidewalk in front of the building rather than to automobiles or pedestrians on the far side of the street.
- Projecting signs should generally not be mounted above the second floor window sill in multi-storied buildings.



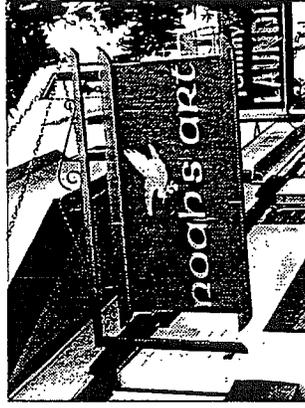
Examples A



2

Relate the design of projecting signs to the individual business and building.

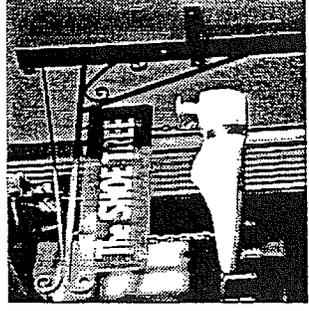
- Square, rectangular, circular or oval shapes with painted, routed or applied letters and shapes are generally appropriate for any business (Example A).
- Painted or applied logos or other shapes can add special interest to otherwise flat-surfaced projecting signs (Example B).
- Projecting signs with irregular outlines and/or internal cutouts should be considered (Example C).
- Two or three dimensional icon signs related to specific businesses can add interest and a touch of visual delight to the shopping and business environment (Example D).



Example B



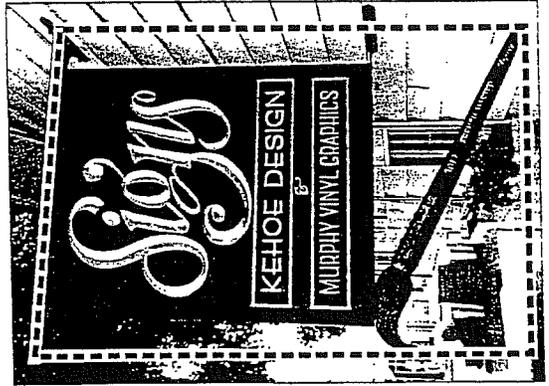
Example C & D



Example D

3 Limit the size of signs as well as their projections from building faces and mounting heights.

- Limit the maximum projection from building faces to 36 inches.
- Provide a minimum clearance of 6 inches between the building face and the sign.
- Limit maximum sign area to 6 square feet for any individual projecting sign. Irregular-shaped signs should fit within an imaginary rectangle not to exceed 9 square feet in area (See below).
- Maintain a minimum clearance of 8 feet below projecting signs.

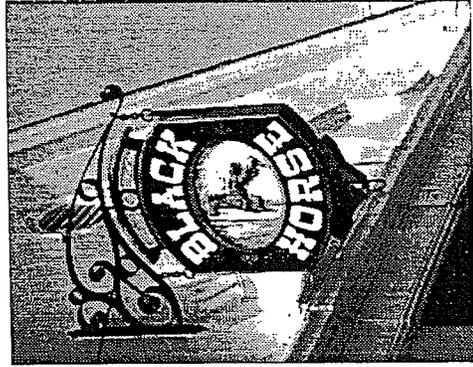


Imaginary 9 square foot rectangle

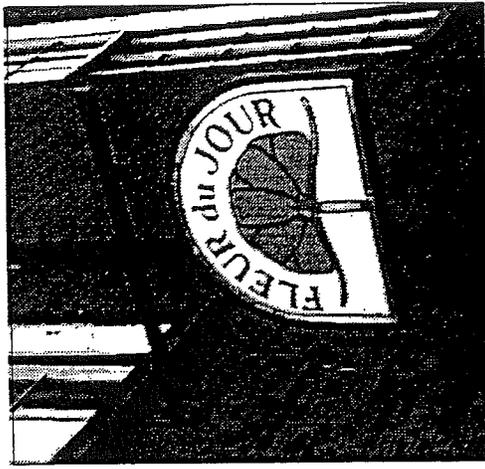
4 Provide well-design mounting brackets appropriate to the business and the building.

Simple round pipe brackets with plugged ends or added decorative end elements are generally appropriate for any projecting sign.

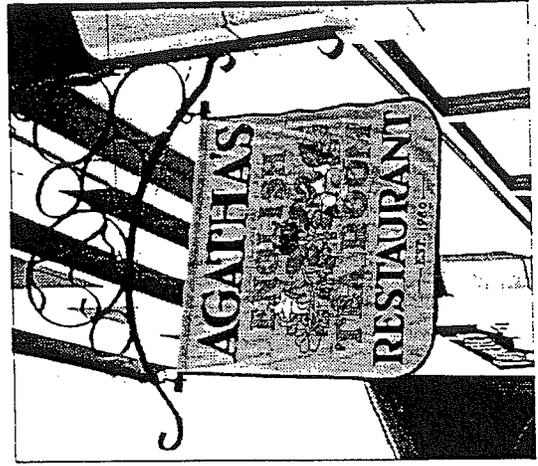
However, metal brackets or a more decorative and complex shape are encouraged where appropriate to the character of the sign and the building. In addition to adding to the uniqueness and visual character of the sign, they cast interesting shadows on wall surfaces and convey an impression of special concern for the appearance of the business.



Bracket Example



Bracket Example



Bracket Example

Sign Guidelines

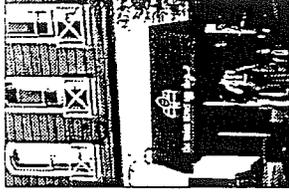
Awning signs offer the opportunity to identify a business to both pedestrians and automobiles while adding color and interest to the shopping environment. Awning signs are often used in conjunction with window signs for maximum effectiveness.

Awning Signs

1

Limit the size of lettering on awnings.

- Awning valences (e.g., vertical faces) should not exceed 12 inches in height, and the letter height should not exceed 8 inches.
- Logos will be considered for application on sloping awning face so long as they are appropriately sized in the context of other nearby signs, but should generally not exceed 12 inches in height.
- Logos and other design elements applied to the sloped face of awnings should not exceed 10% of the awning face.
- Letters, logos and other design elements applied to the sides (e.g., closed ends of awnings) should be smaller than those on the front of the awning valence, and should not exceed 40% of the awning end panel area.



2

Minimize signage on upper level awnings.

- Awning signs at windows above the ground floor are permitted at the discretion of the Sausalito Historic Landmarks Board and Planning Commission.
- Upper level awning signs are limited to the name of the business or generic description of products or services (e.g., fine arts, tailor).



Sign Guidelines

Window signs offer a variety of information to passing pedestrians.

Window signage generally contains only text, but in special circumstances can express a special business identity and personality through the use of graphic logos or images combined with color.

Any interior signage not exempt from these standards, as noted on page 4, will be considered window signage and subject to the coverage and sign area limitations of these guidelines.

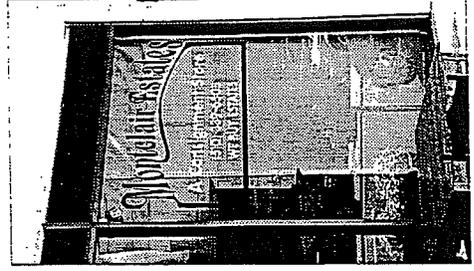
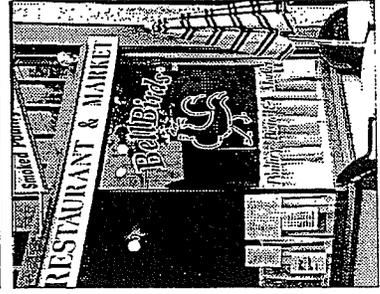
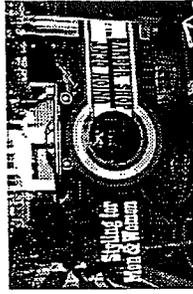
Letters and graphics should be applied directly to glazed window surfaces. Signs taped to windows or suspended independent of the glass are not allowed.

Window signs with gold lettering and black or dark red outlines are especially appropriate for use in the historic district.

2 Use special window graphics to express the unique personality of a business.

Special window graphics are included in the overall sign area and the maximum window coverage limitations. They are permitted at the discretion of the Sausalito Historic Landmarks Board and Planning Commission based upon the following criteria:

- Signs effectively express the type of business located on the premises.
- Signs relate positively to the character, scale, and color of the building structure, awnings and other signage.
- Signs contribute to the quality, liveliness and interest of the Historic District without conflict with other adjacent businesses.



Window Signs

1 Limit the type and amount of information placed on business windows.

- Window sign copy should include only business name, address, hours of operation, emergency telephone numbers, and business tenant logos. An exception may be granted for creative signage proposals.
- Window sign area should not exceed 25% of any single window area, nor 10% of the aggregate ground floor window area.
- Sign copy should not exceed 8 inches in height.
- Store information copy (e.g., hours of operation) under 1 inch in height and credit card logos under 2 inches should be counted in calculating the percent of window coverage, but need not be counted in the maximum sign area allowance.



Sign Guidelines

Hanging signs are similar to Projecting Signs except that they are suspended below awnings, balconies or beams, and are generally smaller in size.

They may be of simple shape and design or fanciful with irregular outlines and multiple colors.

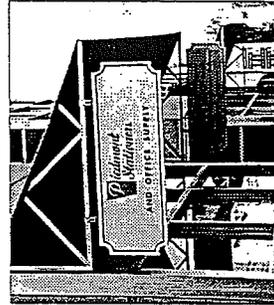
Hanging Signs

1 Keep hanging signs relatively small in size.
Most hanging signs are close to pedestrian level and therefore should be limited to 4 square feet in area. Exceptions may be granted at the discretion of the Sausalito Historic Landmarks Board and Planning Commission for hanging signs with higher mounting heights so long as the sign is in scale with the building and its adjacent architectural and signage environment.



2 Mount hanging signs perpendicular to pedestrian movement patterns.

A minimum clearance of 8 feet above pedestrian areas should be maintained.



Do This



Not This

3 Design signs to be appropriate for close viewing distances.

Since signs will be close to pedestrian eye level, carved wood, smaller details, and subtle detail can add visual interest to hanging signs.



Sign Guidelines

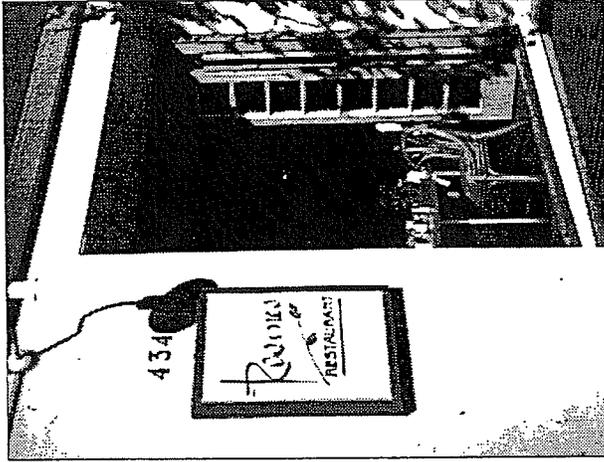
Plaque signs are small versions of wall signs which are attached to surfaces adjacent to shopfront entries. Generally they are limited to the business name and/or logo.

Plaque signs are designed for viewing by pedestrians at close range.

Historic designation plaques are encouraged, and are subject to review and approval but not counted in the calculation of maximum sign area.

Plaque Signs

- 1 Place plaque signs on wall surfaces near tenant entries.
- 2 Design plaque signs to fit within an imaginary rectangle with a maximum area of 3 square feet.
- 3 Limit plaque sign projections from wall surfaces to a maximum of 3 inches.



Sign Guidelines

Tenant Directory Signs are intended for buildings which have multiple tenants who do not have direct frontage on a public street. Buildings with upper floors and those with businesses located in courtyards are two examples.

Tenant Directory Signs which are intended to be read from passing automobiles are not appropriate in the Historic District. Directories should be oriented to pedestrian traffic in the immediate area.

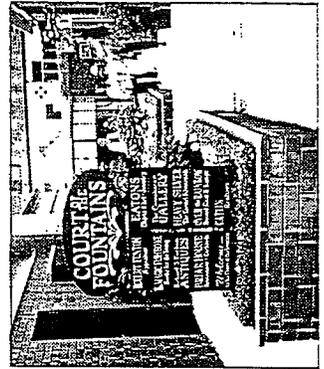
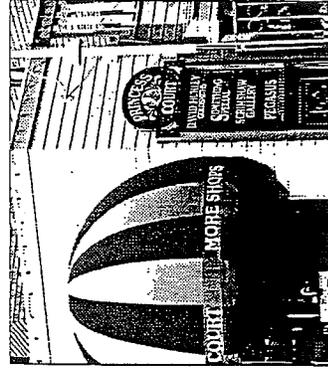
Directory Signs

1 Use directory signs only where essential for primary business identification.

Tenant directory signs are allowed at the discretion of the Sausalito Historic Landmarks Board and Planning Commission. Applications must be accompanied by a written authorization of the building owner.

Signs may be used for the following:

- Multiple businesses located in courtyards separated from public streets.
- Multiple businesses located above ground floor level.



2 Minimize the size and prominence of directory signs.

Signs should be mounted flat against a solid wall or incorporated into a free standing kiosk located wholly on the property on which the tenants are located.

Sign copy may include the following:

- Building or project name
- Project Logo
- Address
- Business Tenant Names
- Suite Numbers or Letters

Project name letters or project logos should not exceed 6 inches in height.

All other sign copy should not exceed 2 inches in height.

3 Provide signs with a strong visual quality.

Interesting frames and sign designs are encouraged.

Changeable sign panels may be used so long as the changeable part consists of the entire name of the business and other related information such as suite number. Individual letter changeable signs should not be used.

Easy to see and easy to read address signs are strongly encouraged to assist Historic District shoppers and other business patrons in finding their destinations.

Address signs 4 inches or less in height are not included in the calculation of maximum sign area.

Address Signs

1

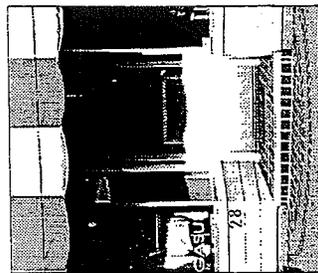
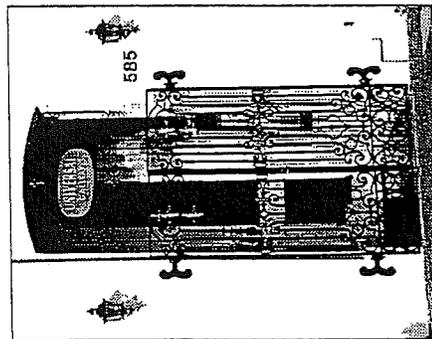
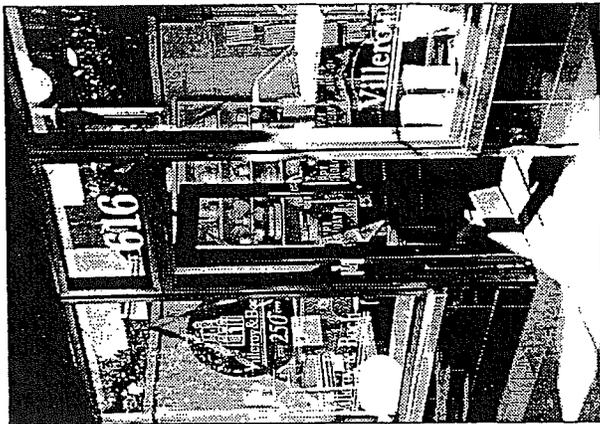
Address signs should be prominently displayed facing the street.

- Signs should include only the street address number.
- Signs may be placed on doors, transoms or on wall surfaces adjacent to entries.

2

Size, location, type style and the design of address signs should be appropriate to the character of the business and the building.

- Address signs are at the discretion of the Sausalito Historic Landmarks Board and Planning Commission.
- Script lettering is discouraged.
- Individual numbers on glass surfaces on or above doorways are strongly encouraged. Numbers on glass placed in another color field as available from hardware stores are discouraged.



Sign Guidelines

The Sausalito Historic District has many good restaurants. Attention to the design of menu displays easily visible from adjacent pedestrian areas can do a great deal to enhance the overall image of the district as a quality restaurant center.

Menu Signs

1

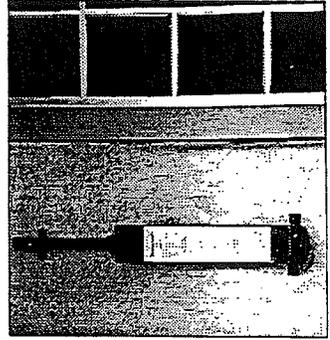
Provide menu signs for all restaurants with sit-down dining.

- Restaurant menu signs are not included in the calculation of maximum sign area.
- Restaurant menu signs should incorporate an actual menu or reasonable facsimile thereof containing food served, prices for each item and other relevant information pertaining to service and pricing.

2

Locate menu signs prominently near restaurant entries.

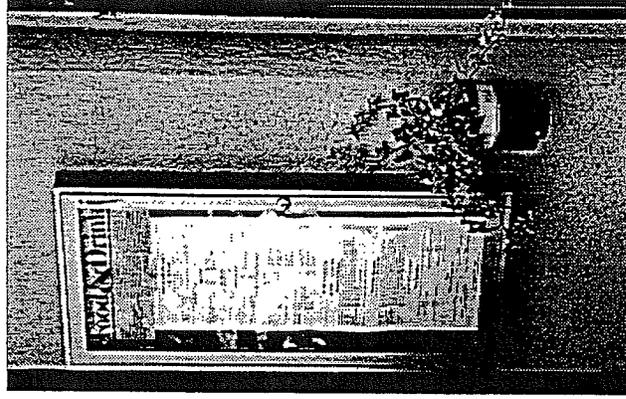
- Signs should be mounted on walls adjacent to restaurant entries.
- In cases where adequate wall space is unavailable, menu signs may be mounted in window areas near the entry. However, care should be taken in the visual presentation of the sign. Menus should not be taped to the inside of windows and doors.



3

Size, location, type style and the design of menu signs should be appropriate to the character of the business and the building.

- Sign boxes or plaques made of quality wood or metal with interesting design features are encouraged.
- Subtle nighttime lighting is encouraged.



Temporary Signs

1 Approval must be received for all Temporary Signs.

All temporary signs must be approved by the Community Development Director.

Exceptions

- #1 The following temporary signs are allowed without approval so long as they are placed in windows near business entries and do not exceed a total aggregate area of 3 square foot.
 - Announcement of special or infrequent events by Charitable Organizations with a fixed place of business in Sausalito.
 - Information on special activities including, but not limited to, activities held at community or cultural centers in Sausalito.
- #2 Temporary signs for restaurants and art galleries listing currently featured artists are allowed without approval so long as they are placed in windows near business entries and do not exceed a total aggregate area of 1 square foot.

2 Temporary banner signs may be preapproved.

Banner signs for changing events (e.g., featured artist of the month) may be approved by the Sausalito Historic Landmarks Board and Planning Commission.

Once the location, supporting brackets and general banner design are approved, individual banners may be approved by the Community Development Director under the temporary sign guidelines.

3 Temporary signs announcing retail sales should conform to the following criteria:

- Signs to be no more than 3 square feet in area.
- Letters to be no larger than 6 inches in height.
- The aggregate area of all temporary signs on a business tenant frontage to be no greater than 10% of the display window area.
- Signs should not be illuminated, luminescent, fluorescent, or have any characteristic that would make them incompatible with the character of the Historic District.

4 Temporary real estate sale or lease information, and construction, alteration and repair signs should conform to the following criteria:

- Signs to be no more than 3 square feet in area.
- Letters to be no larger than 3 inches in height.
- The aggregate area of all temporary signs on a business tenant frontage to be no greater than 6 square feet.
- Signs should not be illuminated, luminescent, fluorescent, or have any characteristic that would make them incompatible with the character of the Historic District.

Temporary Signs are generally constructed of paper, cloth, canvas and other light-weight materials.

They are used to provide information on events or conditions of a short and limited time duration.

- *The number and duration of display of all temporary signs are at the discretion of the Community Development Directory.*
- *Temporary signs may be displayed for a period no greater than 30 days and displayed no more than four times a year without specific approval regardless of content.*
- *A period of at least 30 days must occur between any of the four display periods unless waived by the Community Development Director.*

Sign Guidelines

Within lively and unique commercial areas, there are often proposals for creative signs which do not fit within the categories or guidelines outlined in the previous pages of this document, but which could make a positive contribution to the image and success of the area.

Moveable signs, such as those used for valet parking and for hotel, inn and bed and breakfast vacancies, must be approved by the Sausalito Historic Landmarks Board and Planning Commission prior to their initial use.

Business owners are strongly encouraged to design unique and attractive signage for these special uses which is appropriate to the historic district, and compatible with the village scale of Sausalito.

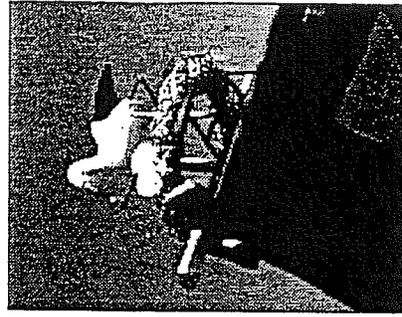
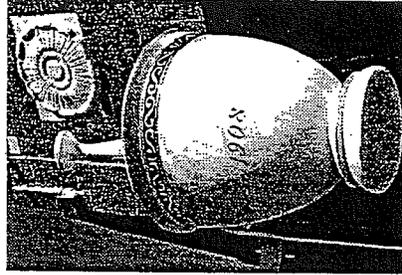
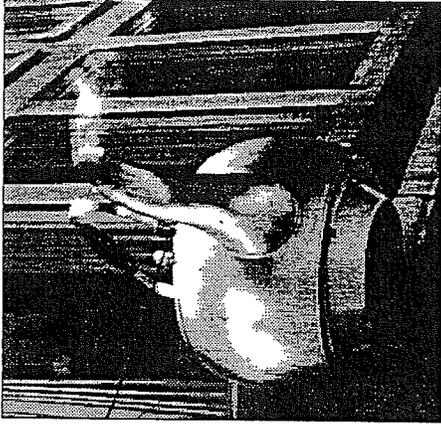
Special Signs

1

Use special signs only when appropriate to the business and location.

Special Sign proposals will be subjected to exceptional review by the Sausalito Historic Landmarks Board and Planning Commission to judge their appropriateness to the Historic District. To be acceptable, they must be compatible with their location within a Historic District and meet one or more of the following criteria:

- Contribute to the vitality of the Historic District.
- Provide a better visual building and signage relationship for difficult buildings or locations.
- Maintain a size and character appropriate to the pedestrian scale of the Historic District.



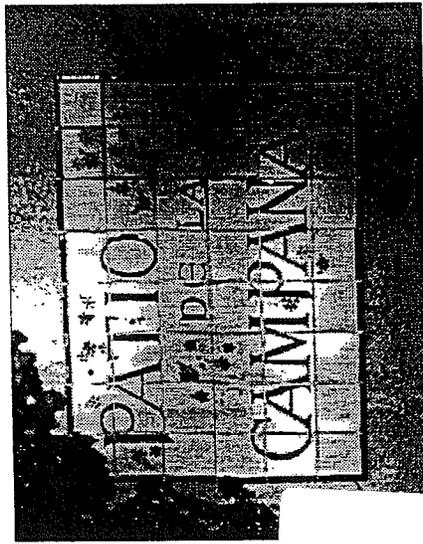
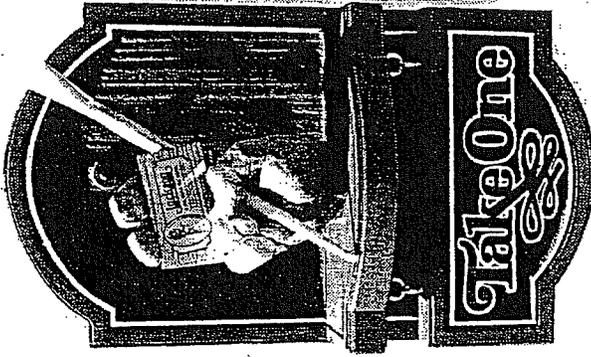
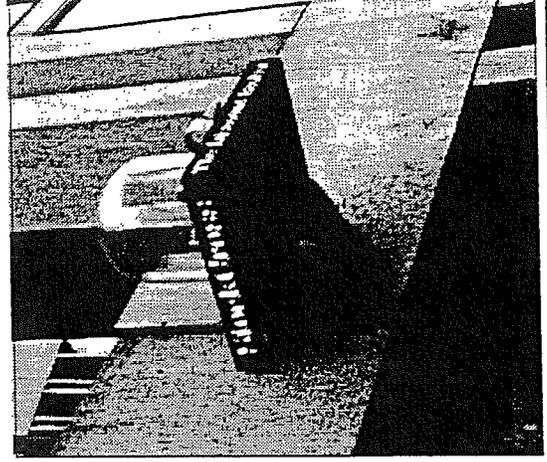
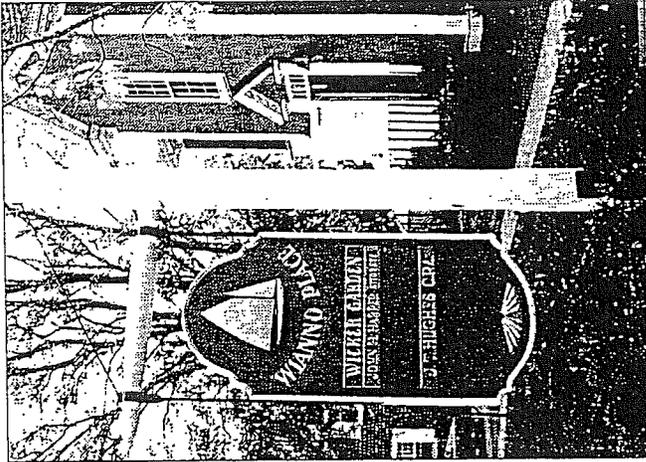
2

Special Signs shall exhibit a high level of creativity.

Special Signs should be unique, and relate especially well to both the business they represent and their location in relation to the architecture of the building and the character of the surrounding area.

Signs which are merely larger than allowed by the other guidelines contained within this document will not be considered as "Special Signs".

Sign Guidelines



Acknowledgements

These guidelines were prepared by the Sausalito Historic Landmarks Board and Planning Commission in consultation with the City Council and with input from property and business owners in the Sausalito Historic District.

The following individuals are gratefully acknowledged for their thoughtful input and contributions.

City Council

- Amy Belzer, *Mayor*
- Sandra Bushmaker, *Vice Mayor*
- Paul Albritton
- J. R. Roberts
- George Stratigos

Planning Commission

- Michael Partow, *Chair*
- Ronald Alpert
- Dennis Elsasser
- Jeni Kardinal
- Douglas Powers

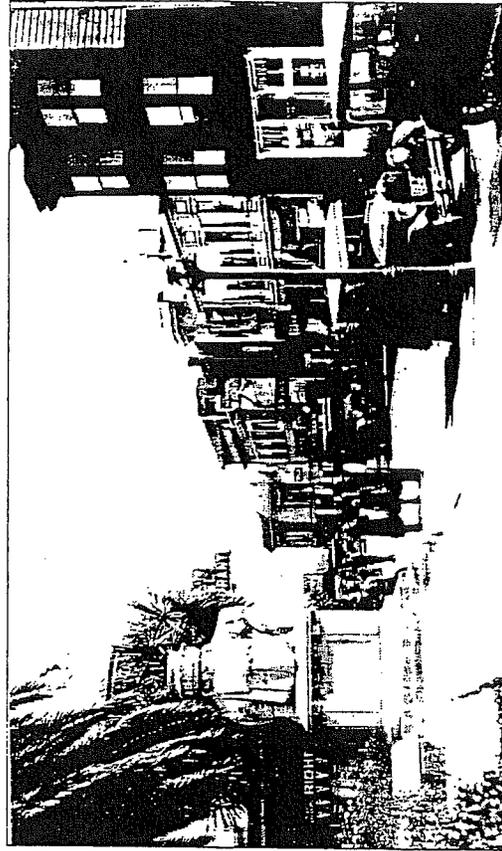
Historic Landmarks Board

- David Hodgson, *Chair*
- Chris Bradford
- Larry Cannon
- Susan Hirschy
- Claire Huff

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5562 Wilder Ridge Rd
Garberville, CA 95542

MAY 4 - 2011

May 2, 2011

CITY OF SAUSALITO
COMMUNITY DEVELOPMENT DEPT

Historic Landmarks Board
City of Sausalito

Thank you for the opportunity to voice my concerns about the Public Draft of the Historic Design Guidelines. It is apparent that considerable thought and work went into this draft.

My interest in this is due to the fact that I own the building at the corner of Richardson and Bridgeway on the boardwalk which is known as The Castle by the Sea and by some, although not our family, The Jack London House. It has been owned by my family since the early 1920's when my grandmother, Anna Duffy, purchased it from the original owner, Peter Wellnitz. The building was restored and alterations were made in 1976. Since then I have made considerable repairs as necessary with plans reviewed and approved by the Historic Board.

My specific concern at this time is the portion of the draft pertaining to windows. A few years ago I replaced some double hung windows and received permission to replace the wood with vinyl casings. The design is exactly the same as the original wood. I still have 4 to replace on the second story on the Richardson St. side. The problem with wood is twofold, salty moisture and black soot from diesel buses, trucks, etc. The combination causes deterioration at a rate that is difficult to keep up with. The vinyl is tighter and easier to keep clean. The black soot seeps in wherever there is not a tight seal. The vinyl windows are not necessarily less expensive to install but the wood is definitely a maintenance issue and that is very expensive.

Cost is a consideration for me. Although the location on the boardwalk is desirable I am limited in the amount of rent I can charge for the units due to difficulty crossing the street to get to the building. The closest crosswalk is at Second and Main which is a 2 block walk. It is extremely inconvenient for tenants to carry groceries, etc. If they choose to cross on the corners of Second and Richardson, along Richardson, or Bridgeway and Richardson which are closer there is definitely a safety factor. The buildings on the boardwalk were all built before the Golden Gate Bridge brought the traffic which has become an increasing problem over the years.

I appreciate your attention. Thank you.

Sincerely,

Linda Lyons, owner, Castle by the Sea, 221 Bridgeway/203 Richardson

Exhibit 3.a.

RECEIVED

MAY 4 - 2011

CITY OF SAUSALITO
COMMUNITY DEVELOPMENT DEPARTMENT

Tony Badger
625 Locust Rd.
Sausalito, CA
June 1, 2010

Dear Council Members:

The WAM effort and resulting report are now finished, but I am still left with a very big concern. During the two years spent working on this project, I became increasingly aware and concerned about the survival of what is left of our working waterfront, especially that portion that uses the historic marine railways that are located on the Sausalito Shipyard property owned by the Lemon Family.

There is a total of six railways on this property. I interviewed three of the businesses that operate using these railways: Bayside Boatworks (owned by Mike Linder), Aqua Maison (owned by Eon Moody), and North Bay Boat Works (owned by Ross Sommer). Together, these three businesses grossed approximately seven million dollars in 2009 during the worst economic time since the great depression. I find this nothing short of amazing considering the bad economic times, and the less than ideal conditions they are working under!

These business have been working at their present locations for at least twenty years and yet they enjoy no long term lease protection and operate on a month to month basis. All investments to their facilities are shouldered by the business owners themselves. These investments can be very costly and are made with no assurance that they will be in business next month! One could also ask the question why the landowner doesn't invest in the facilities that he enjoys income from.

With increasing environmental impact requirements and the deteriorating condition of the facilities, substantial investment will be necessary if these businesses are to survive. At the very least, these businesses need long term lease protection they presently do not enjoy. Who, in their right mind, would invest large sums of money in an operation that could be terminated with a months notice?

Exhibit 3.6

The businesses that use these historic marine railways form the backbone of Sausalito's maritime heritage. These rail ways allow work to be performed that is not possible with a travelift such as the one at KKMI with its limited capacity. Examples of some of the unique work that is performed using the railways would include the following:

AQUA MAISON - Maintains and builds the houseboats that form our world renowned Sausalito House Boat Community. The very existence and health of this Community depends on this facility for its long term survival. These burdensome structures can not be serviced by a travelift facility. The marine railways are uniquely suited to this purpose.

NORTH BAY BOAT WORKS - Can haul and work on the delicate classic wooden yachts that can be carefully supported and worked on without damage to an aging and fragile hull. The railways allow careful and continuous support of these vessels. This facility also provides employment for many of the students graduating from the Arques Wooden Boat School.

BAYSIDE BOATS WORKS - Is able to haul and maintain larger craft such as the San Francisco Fire Boats and Commuter Ferry Boats. They have recently converted the first Bay Ferry to electric operation and have contracts to do more diesel electric conversions in the future.

It is very clear that we have a treasure in the railways and the businesses that employ them. But I believe that we must act very soon or we will loose them and once gone, they are not going to come back! I fear it may already be too late! We must get real in dealing with this situation. Bantering around terms of preserving our working waterfront isn't going to do it. And upscale zoning of the Marinship isn't going to do it either and here is why:

By the time any rezoning of the Marinship works its way through the contentious Sausalito political process, many years will have gone by. And whatever development is finally approved, it will take many more years to build with all the very difficult problems that exist within this site due to subsidence, water level rising and environmental issues. To think that our working waterfront would get any financial support from high end development is wishful thinking at best.

My urgent message to you is that something must be done NOW! What this measure is I am not sure. But it might include declaring this area of the Marinship an Historic Zone as a first step. And I believe that providing the existing tenants with secure reasonable long term leases would be another step in the right direction. There may be other very good ideas that can help us and I would be willing to work with you to find a solution. There may also be government grant money to help preserve this portion of our working waterfront. However, there is no time to lose. And this conclusion is not reflected in the WAM report.

In closing, I would like you to ask yourselves what will we do if we lose this historic working waterfront. We will then look out on the deteriorating and abandoned facilities that no longer function and produce any income whatsoever. What will take their place? On this day, the heart of Sausalito will die and we will all share in responsibility for its death.

Very concerned,

Tony Badger