

DRAFT FAIRFAX PLANNING COMMISSION MEETING MINUTES
WOMEN'S CLUB, 46 PARK ROAD
AND VIA TELECONFERENCE
THURSDAY, FEBRUARY 15, 2024

Call to Order/Roll Call:

Chair Jansen called the Regular Meeting to order at 7:00 p.m.

Commissioners Present: Philip Feffer
Robert Jansen (Chair)
Brett Kelly
Mimi Newton (attending remotely)
Cindy Swift

Commissioners Absent: John Bela

Staff Present: Jeffrey Beiswenger, Planning Director
Linda Neal, Principal Planner
Kara Spencer, Assistant Planner

APPROVAL OF AGENDA

Assistant Planner Spencer stated item #3 should be removed from the agenda since the property owner withdrew the application.

M/s, Feffer/Swift, motion to approve the agenda with the removal of item #3.

AYES: Feffer, Kelly, Newton, Swift, Chair Jansen

ABSENT: Bela

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Kristy expressed concern about the safety and welfare of the residents at Victory Village.

CONSENT CALENDAR

There were no Consent Calendar items.

PUBLIC HEARING ITEMS

- 1. 339 Cypress Drive; Application #23-35
Request for a Conditional Use Permit for two detached decks providing approximately 257 square feet of deck area under construction adjacent to an existing single-family Residence; APN #003-131-49; RS-6 Single Family Zone; Bruce McCurdy, applicant, Tess and Jesse Posner, owners. CEQA Categorically Exempt per Section 15303(e)**

Commissioner Swift stated she needed to recuse herself from this item.

Principal Planner Neal presented the staff report. Staff answered a question from the Commission regarding whether staff thought this could be a ministerial approval.

Chair Jansen opened the Public Hearing.

There were no comments.

Chair Jansen closed the Public Hearing.

Commissioner Newton provided the following comment:

- She had a question about Condition of Approval #14. Principle Planner Neal stated that could be eliminated.

M/s, Feffer/Newton, motion to approve Resolution No. 2023-36 with the deletion of Condition of Approval #14.

AYES: Feffer, Kelly, Newton, Chair Jansen

ABSENT: Bela

RECUSED: Swift

Chair Jansen stated there is a 10-day appeal period.

Commissioner Swift returned to the dais.

Commissioner Newton left the meeting.

2. 290 Cascade Drive; Application #24-01

Request for a Conditional Use Permit and Variance for the enclosure of an approximately 161 square foot covered entry porch and the conversion of a half bathroom to a full bathroom; APN #003-121-06; RS-6 Single Family Residential Zone; Jody Timms and Silver Clark, applicants/owners. CEQA Categorically Exempt per Section 15301(e)(1)

Assistant Planner Spencer presented the staff report. Staff answered questions from the Commission regarding the Northern Spotted Owl; if this would improve fire safety; if a Variance for a Side Setback would be required.

Chair Jansen opened the Public Hearing.

Dr. Jody Timms, owner, made the following comments:

- She thanked the staff for their assistance.
- The southwest side of the house gets very hot and a roof and two walls would help.
- They plan to install solar panels at some point.
- Having a walk-in shower will be helpful and safer.

Chair Jansen closed the Public Hearing.

There were no comments from the Commission.

M/s, Swift/Kelly, motion to approve Resolution No. 2024-04.

AYES: Feffer, Kelly, Swift, Chair Jansen

ABSENT: Bela, Newton

Chair Jansen stated there is a 10-day appeal period.

3. 31 Maple Avenue; Application #24-02

Request for a Conditional Use Permit and Variances to construct an approximately 144 square foot wooden, second story deck on an attached accessory dwelling unit (ADU) located above a garage; APN #001-204-92; Rd 5.5-7 Residential Zone; Bridgit

Fees, Applicant/Owners. CEQA Categorically Exempt per Section 15301(a)

Chair Jansen stated this item has been continued.

Discussion Items

4. Study Session: General Plan Annual Progress Report

Planning Director Beiswenger presented a staff report and a PowerPoint presentation. He answered questions from the Commission regarding budgeting for implementation; time lime for the Safety Element; what is considered “infrastructure”; funding sources for road repairs; the Town Center Plan, Town Center Element, and public engagement; if consideration has been given to declaring the town center “historic”; when the Conservation Element would be updated; the Commission’s role in encouraging climate conscious development; the requirement for emergency evacuation routes; if General Plan Progress Reports have been done in the past; how a greater number of units in a particular income category affects the RHNA compliance; if the focus is on the lower income units; the timeline for HCD submission and review.

Chair Jansen opened the meeting to public comments.

Mr. Todd Greenberg, downtown Fairfax, made the following comments:

- He had a number of questions.
- He asked how much the Town would pay for a Housing Planner.
- He asked how many ADUs were applied for in 2023. He was sure there was a dramatic decline.

Chair Jansen closed the meeting to public comments.

Commissioner Swift provided the following comment:

- She wants to make sure the Commission is aware of the previous concerns about the Safety Element.

Commissioner Feffer provided the following comment:

- Historic registry constrains what a property owner can do to the building.

Chair Jansen provided the following comments:

- There is a strong correlation between the Circulation, Safety, and Noise Elements with respect to roads. This requires a comprehensive review.
- Some of the downtown buildings might qualify to be on an Historic Registry.

Minutes

5. Minutes from the December 14, 2024 meeting

Chair Jansen opened the meeting to public comments.

Mr. Todd Greenberg, downtown Fairfax, made the following comment:

- He would like detail included in the minutes- he opposed the idea of Action Minutes.

Chair Jansen closed the meeting to public comments.

M/s, Swift/Feffer, motion to approve the December 14, 2023 minutes as corrected.

AYES: Feffer, Kelly, Swift, Chair Jansen

ABSENT: Bela, Newton

Commissioner Comments and Requests

Commissioner Swift asked staff to include the complete text of the paragraphs or sections being amended so that the people reviewing the proposed changes can view them in context with the code sections they are modifying.

Commissioner Swift asked staff to prepare a calendar that indicates upcoming discussion topics including the Safety Element

Commissioner Swift stated she attended the recent Planning Commissioners' Conference and asked staff to post the PowerPoint presentations.

Planning Director's Report

There was no report.

ADJOURNMENT

A motion was made, seconded and unanimously approved to adjourn the meeting at 8:44 p.m. .

Respectfully submitted,

Toni DeFrancis,
Recording Secretary