

Town of Fairfax Planning Commission Draft Meeting Minutes
Fairfax Women's Club, 46 Park Road and Via Zoom
Thursday, September 18, 2025 7:00 P.M.

1. **CALL TO ORDER:** Chair Feffer called the meeting to order at 7:05 P.M.

2. **ROLL CALL:**

Commissioners Present: Robert Jansen
Brett Kelly
Mimi Newton
Daniele Petrone
Cindy Swift
Chair Philip Feffer

Commissioners Absent: John Bela

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

APPROVAL OF AGENDA

M/S, Jansen – Petrone, motion to approve the agenda.

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

ABSENT: Bela

PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no public comments on non-agenda items.

CONSENT CALENDER

There were no consent calendar items.

PUBLIC HEARING ITEMS

1. **79 Wood Lane; Application # 25-21**

Request for a Hill Area Residential Development Permit, Design Review Permit, Variances and an excavation permit to legalize and complete a partially completed residence and detached garage; Assessor's Parcel No. 002-062-03; RS-6 Residential Single-family Zone; Richard Beahan, applicant/owner; CEQA categorically exempt, § 15303(a) and (e).

Staff reported this item was continued from the August 21, 2025 and September 4, 2025 Planning Commission meetings due to questions regarding an LLC's ability to use plans prepared by someone other than a licensed architect for an owner-builder project. The public hearing portion was held at the September 4, 2025, Special Planning Commission meeting.

Staff explained that after researching applicable laws and regulations, it was determined the Planning Commission could take action on the project with the following additional conditions included in resolution # 25-21.

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The name of the contracting business with indication that the architectural plan set was drawn by licensed contractor Richard Beahan, with date, signature, and contractor's license number listed on the signature block of each page.

- When filing the building permit application, Richard Beahan, licensed contractor, must be listed as the person filing the application, with the LLC listed as owner.

Staff noted that the applicant had provided an example of what the building permit plans would look like with the required signature block and agreed to comply with the second condition.

Two corrections to the revised resolution were noted:

- On the first page, second "whereas" clause: add reference to the September 18, 2025 meeting
- On page 3, item number 1: insert the date September 15, 2025 that the applicant used on plans

Commission discussion included appreciation that the issue had been resolved relatively efficiently despite requiring three meetings.

M/S, Jansen – Petrone, motion to approve application No. 25-21 by adopting Resolution No. 2025-21 with the two additional conditions and two corrections to the resolution listed above.

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

ABSENT: Bela

2. 332 Cascade Drive; Application # 25-23

Request for a Conditional Use Permit to replace an existing deck with an enlarged deck and construct a new balcony; Assessor's parcel No. 003-101-25; RS-6 Residential Single-family Zone; Onju Updegrave, applicant; Wynne Sarran owner; CEQA categorically exempt, § 15301(a) and 15303(e).

Associate Planner Spencer gave the staff report.

The applicant spoke.

No member of the public spoke about the item.

During Commission deliberation, Commissioner Swift noted concerns about exterior lighting for the front balcony and side deck and requested that condition number 11 of Resolution No. 2025-23 regarding dark sky compliant lighting be modified to require Planning Department approval of lighting once it is determined what will be needed.

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M/S, Jansen – Kelly, motion to approve application No. 25-23 by adopting Resolution No. 2025-23 with the additional language added to condition of approval number 11 that requires a lighting plan to be submitted with the building permit application and approved by the Planning Department prior to issuance of a building permit.

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

ABSENT: Bela

DISCUSSION ITEMS

There were no discussion items to review.

MINUTES

Staff presented the minutes from the August 21, 2025 and September 4, 2025 Planning Commission meetings for approval.

Commissioner Newton noted that the August 21 minutes incorrectly listed Commissioners Bela and Kelly as absent when they were present.

Commissioner Swift requested additions to the Commissioner Comments and Requests section of the August 21 minutes to include staff responses:

- Add "Staff confirmed that the mapping was current for this year" regarding Northern Spotted Owl mapping.
- Add "Planning Director stated that staff is working on putting it together and should have it completed by the end of the month or beginning of the next month to include providing the library a hard copy for the Fairfax section of the government document section" regarding the safety element and local hazard mitigation plan.
- Correct the meeting adjournment time to 8:30 PM, not 9:30 PM.

M/S: Jansen/Newton, motion to approve the minutes from August 21, 2025 and September 4, 2025 Planning Commission meetings with the corrections noted above by Commissioners Newton and Swift.

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

ABSENT: Bela

PLANNING DIRECTOR'S REPORT

The Planning Director reported on two items:

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- The first Bicycle and Pedestrian Advisory Committee (BPAC) meeting was held on Monday, September 1, 2025 with seven voting members, four alternates, a student member, and the mayor as council liaison. The next meeting will be held on October 20, 2025 at 7:00 PM. Staff are proposing that the Council hire consultant TJKM to help with technical aspects of the plan.
- A legal expert on state housing laws, Barbara Kautz, will hold a meeting with the Town Council on Tuesday, September 30, 2025 at 5:00 PM. The Planning Commission is invited to attend.

COMMISSIONER COMMENTS AND REQUESTS

- Commissioner Newton reminded commissioners that ethics training is due by September 30, 2025.
- Commissioner Swift requested an update on the status of the safety element with the local hazard mitigation plan and its placement in the library. The Planning Director responded that a digital version exists but has not yet been printed or posted to the website, and that making this a priority would be a priority.

ADJOURNMENT

M/S, Jansen – Chair Feffer, motion to adjourn the meeting.

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

ABSENT: Bela

Chair Feffer adjourned the meeting at 7:50 P.M.