

**DRAFT** Town of Fairfax Planning Commission Minutes  
Fairfax Women's Club  
Thursday, August 16, 2012

**Call to Order/Roll Call:**

**COMMISSIONERS PRESENT:** Morgan Hall  
Shelly Hamilton (Chair)  
Laura Kehrlein  
Peter Lacques

**COMMISSIONERS ABSENT:** Barbara Coler  
Brannon Ketcham  
Shelby LaMotte (Vice-Chair)

**STAFF PRESENT:** Jim Moore, Planning Director  
Linda Neal, Senior Planner  
Joanne O'Hehir, Minutes-Secretary

Chair Hamilton called the meeting to order at 7.15 p.m.

**APPROVAL OF AGENDA**

M/S, Kehrlein/Lacques, Motion to approve the agenda:

AYES: All

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

No one from the public came forward to speak.

**CONSENT ITEMS**

Planning Director Moore discussed the reason that the applicants had requested a continuance of 40 Forrest Terrace to the meeting of September 20<sup>th</sup>. Mr. Moore also noted that the item at 135 Bolinas Road needed to be continued to the special meeting of August 23<sup>rd</sup> because Commissioner Hall owned property within 500 feet of the property and, once he had recused himself, there would not be a quorum.

1. **141 Bolinas Road; Application # 12-19:** Request for a Use Permit, Parking Variance and Design Review to have a residential use on the ground floor in the Central Commercial Zone District and to make minor exterior changes to the building; Assessor's Parcel No. 002-104-04; Central Commercial Zone (CC) District; Scott Hochstrasser, applicant/owner; CEQA categorically exempt, §15303(e) and 15305(a). *To be continued.*

AGENDA ITEM # **5a**

2. **51 Ridge Road; Application # 12-20:** Request for a Use Permit to legalize a detached office area beneath a garage; Assessor's Parcel No. 001-062-45 and 46; Residential Single-family RS Zone District; Queenelle Minet, applicant/owner; CEQA categorically exempt, § 15303(e) and 15305(a).
3. **40 Forrest Terrace; Application # 12-21:** Request for a Use Permit and a Variance to legalize an in ground Spa; Assessor's Parcel No. 002-091-01; Residential RD 5.5-7 Zone; Harold Lezzeni, Architect Applicant; Julien and Martha Pearl, owners; CEQA categorically exempt, § 15303(e). *Recommended for continuance until the September 20, 2012 meeting at the request of the applicant.*

M/S, Lacques/Kehrlein, Motion to approve Consent:

AYES: All

Chair Hamilton read the appeal rights.

#### **PUBLIC HEARING ITEMS**

5. **419 Cascade Drive; Application # 12 -23:** Use Permit and Variance to legalize a detached storage shed located on the side property line within the required side yard setback; Assessor's Parcel No. 003-044-21; Residential Single-family RS 6 Zone District; Rich Dowd, Architect/applicant; Bruce and Devon Wilson, owners: CEQA categorically exempt, § 15303(e) and 15305(a).

Senior Planner Neal presented the staff report. Ms. Neal noted that a use permit would be necessary because the parcel did not meet the minimum width requirements to accommodate a shed, which would also be located in the creek setback. She explained that the code allowed non-conforming rebuilds, provided that the property complied as much as possible with the regulations. Since the front fence exceeded the height limit, Ms. Neal said that staff could make findings to enable the shed to be rebuilt if the front fence were brought into compliance.

Commissioner Hall and Ms. Neal discussed the relationship between the shed and the front fence and staff's recommendation that the fence comply with the regulations. They also discussed electrical output in the shed.

Commissioner Lacques and staff discussed the construction of the shed, which Ms. Neal confirmed had started without permits.

Devon Wilson, applicant, presented materials to staff and the commissioners in support of her project. Ms. Wilson discussed the fence height when she noted that it was no higher than others in the vicinity. She said that a tall front fence kept out the deer, which destroyed gardens and vegetation, in addition to providing privacy.

Commissioner Moore used the plans to explain how the 6 foot fence could be moved back 6 feet to meet the code.

Rich Dowd, architect, discussed the fence options and suggested that the applicants apply for a variance for a 4 foot solid fence with a 2 foot lattice. In response, Ms. Neal explained why staff believed findings did not exist to grant a variance. She also noted that such a decision could set a precedence.

Chair Hamilton opened and then closed the public comment period when no one came forward to speak.

Commissioner Hall discussed his concerns about the shed with Ms. Neal.

Commissioner Lacques said that he supported the staff report; that the 6 foot fence created a block of mass that seemed imposing and which could be moved back or lowered in order to meet the code. He said that deer were a problem but that they existed everywhere.

Chair Hamilton discussed the difficulties of making findings to support the project. She noted that there were options available to ameliorate the problem of meeting the code.

Commissioner Hall said he would support the staff report in that the front yard fence should be required to meet the code in order for the shed to be built in the creek setback.

M/S, Lacques/Hall, Motion to approve application # 12-23 for a Use Permit and Variance to legalize a detached storage shed located on the side property line within the required side yard setback at 419 Cascade Drive with the specific findings and conditions in the staff report.

Chair Hamilton suggested a friendly amendment, which was accepted by Commissioner Lacques, to the first condition to read: "The front fence shall be lowered to the permitted 4 feet in height or relocated 6 feet from the property line prior to issuance of the permit for the shed".

AYES: All

Chair Hamilton read the appeal rights.

6. **22 Sequoia Road; Application # 12-25:** Use Permit to construct an additional to a single-family residence; Assessor's Parcel No. 001-144-10; Residential Single-family RS 6 Zone District; Denis Ludlow, Designer/applicant; Eric and Rolanda Ebert, owners; CEQA categorically exempt, § 15301(e)(1).

Senior Planner Neal presented the staff report. She noted that a Use Permit would be necessary because the property did not meet the required minimum size or width requirements to enable the requested additional space and improvement of the property. Ms. Neal noted that the expansion did not require design review because the project did not constitute a 50% remodel. She said that the project was consistent with the single family character of the neighborhood and that staff could therefore support the project with the recommendations and conditions laid out in the staff report.

Chair Hamilton and Ms. Neal discussed the changes to the square footage.

Commissioner Hall and Ms. Neal discussed the sprinkler requirements.

Rolanda Ebert, Applicant discussed their project. She said that they were reconfiguring their living and kitchen area in order to create a dining area and that the cupola would provide more light in their kitchen.

Chair Hamilton and Ms. Ebert discussed the Fire Department's requirements. Planning Director Moore discussed the condition of approval regarding the need for applicants to comply with the requirements of other agencies.

Keith Silver, Sequoia Avenue, said that he and his partner supported the project.

Ms. Neal discussed the reasons that staff did not put this item under the consent agenda. She reminded the commissioners that it was within their purview to remove public hearing items to the consent agenda.

M/S, Hall/Kehrlein, Motion to approve Application # 12-25 for a Use Permit to construct an addition to a single-family residence at 22 Sequoia Road.

AYES: All

Chair Hamilton read the appeal rights.

## **MINUTES**

### **7. Minutes from the August 2, 2012 meeting.**

M/S, Kehrlein/Lacques, Motion to approve the minutes of June 21, 2012, with the following amendment:

"Urban Wildfire Interface Code" on page 7 to be amended to read "Urban-Wildland Interface Code".

AYES: ALL

## **PLANNING DIRECTOR'S REPORT**

Planning Director Moore noted he had met with other Marin planning directors where discussion had taken place regarding various fire departments' sprinkler requirements.

## **COMMISSIONER COMMENTS AND REQUESTS**

General discussion commenced on what triggered the Fire Department's requirements.

In response to Chair Hamilton, Ms. Neal confirmed that staff generally only investigated non-conforming builds if the problem was brought to their attention.

Commissioner Kehrlein and Ms. Neal discussed the possibility of decision-making at an administrative level.

At the request of a commissioner, Planning Director Moore discussed the circumstances under which ready-built sheds could be placed in yards without permits.

### **ADJOURNMENT**

A motion was made, seconded and unanimously passed to adjourn the meeting at 8.15 p.m.

Respectfully submitted,

Joanne O'Hehir

Town of Fairfax Planning Commission Minutes  
Fairfax Women's Club  
**DRAFT** Thursday September 20, 2012

**ROLL CALL**

**COMMISSIONERS PRESENT:** Barbara Coler  
Morgan Hall  
Laura Kehrlein  
Brannon Ketcham  
Peter Lacques  
Chair Shelly Hamilton

**COMMISSIONERS ABSENT:** Vice Chair, Shelby LaMotte

**STAFF PRESENT:** Jim Moore, Director of Planning and Building Services  
Linda Neal, Senior Planner

**STAFF MEMBERS ABSENT:** Joanne O' Hehir, Minutes Clerk

**APPROVAL OF AGENDA**

**Consent Calendar**

**Resolution No. 12-02, 711 Center Boulevard, Fair-Anselm Creek Bank Restoration, Initial Study and Mitigated Negative Declaration; Application # 12-27**  
**Initial Study, Mitigated Negative Declaration and Creek Setback Variance to allow construction of a retaining wall and creek bank stabilization project within the required creek setback replacing an existing failing wall and stabilizing a compromised section of bank underneath Fair-Anselm Shopping Center and along the rear of the western parking lot; Assessor's Parcel No. 002-131-14; Central Commercial CC Zone District.**

Senior Planner Neal informed the Commission that the applicant's for agenda item # 4, 711 Center Boulevard, had requested a continuance until the October 18<sup>th</sup>, 2012 Commission meeting and staff recommended the Commission grant the continuance.

M/S, Coler-Hall, motioned to continue agenda item 4, 711 Center Boulevard, creek restoration project, until the October 18, 2012 meeting.

AYES: Coler, Hall, Kehrlein, Ketchan, Lacques, Chair Hamilton

**67 Park Road; Application # 12-26**

**Request for a Use Permit to construct a 167 square foot laundry room and full bath in a portion of an existing garage in an 1200 square foot single-family residence; Assessor's Parcel No. 002-012-05; Residential Multiple Family RM Zone District; Alex and Julie Witz, applicants/owners; CEQA categorically exempt, § 15301(a).**

M/S, Coler-Kehrlein, motion to approve application # 12-26 based on the findings and subject to the conditions contained in the staff report.

AYES: Coler, Hall, Kehrlein, Ketchan, Lacques, Chair Hamilton

### **OPEN TIME FOR PUBLIC EXPRESSION**

Chris Lang, resident of 177 Canyon Road, informed the Commission that he is spear heading an idea to have Mot, a well known local artist, paint a mural on the concrete wall along the south wall of the Parkade along Center Boulevard. The concept was approved by the Park and Recreation Committee subject to Mr. Lang hanging a sign advising passers-by of the mural project as public outreach to obtain support for the concept. The Committee also required that the Artist in Residence be involve throughout the process and that Mr. Lang should obtain a sign permit from the Town. He finished by stating that Senior Planner Neal indicated that she would not issue a permit for the sign and Staff member Neal explained that the Park and Rec Committee had the authority to approve the temporary sign on public property.

### **PUBLIC HEARING ITEMS**

#### **40 Forrest Terrace: Application # 12-21**

**Request for a Use Permit and a Variance to legalize an in ground Spa; Assessor's Parcel No. 002-091-01; Residential RD 5.5-7 Zone; Harold; Julien and Martha Pearl, applicants/owners; CEQA categorically exempt, § 15303(e).**

Senior Planner Neal gave the staff report.

Commissioner Coler indicated that she would like to discuss limiting the spa pump hours as requested by the neighbors.

Commissioner Lacques pointed out that if the Commission sets hours for the pump to run and then new neighbors move in the Commission will have to review the Use Permit to change the hours. He also pointed out that the spa is quite a distance from the property line and if the parcel were only wider, no discretionary permits would be required from the Commission. He asked staff if they knew how long the pump needs to run each day but staff did not know and neither did the applicant.

Commissioner Ketcham noted that there is a finding relating to noise that mirrors the condition relating to noise attenuation so if the noise is not adequately mitigated, the Use Permit can be reviewed by the Commission.

Chair Hamilton suggested that the following condition # 8 be added as follows: Mitigation measures shall be put in place to provide sound attenuation for the spa equipment to mitigate the impact of the project on the neighbors.

Commissioner Hall questioned whether an approval such as this one might set a precedent for other applicants trying to place structures or other uses that could impact neighbors within the required setback.

Commissioner Lacques stated that the unique facts about this request is that the structure (spa) is in the Kground, has a greater than the minimum setback, the equipment will be soundproofed and the recommended findings include that this site is narrow.

M/S, Ketcham-Lacques, motion to approve application # 12-21 based on the findings and conditions contained in the staff report including the additional finding # 8 as follows:

Mitigation measures shall be put in place to provide sound attenuation for the spa equipment to mitigate the impact of the project on the neighbors.

AYES: Coler, Hall, Kehrlein, Ketchan, Lacques, Chair Hamilton

Commissioner Hall recused himself at 7:45 PM because he has a conflict of interest with the next project since he is the applicant's architect.

**31 Bolinas Road; Application # 12-28**

**Design Review of proposed exterior changes to a commercially zoned property to accommodate an outdoor eating area previous approved by Use Permit on July 21, 2011; Assessor's Parcel No. 002-122-01, 02 and 34; Central Commercial CC Zone District; Morgan Hall, architect/applicant; Peter Ammerall, business owner; Brad Schwann, property owner; CEQA categorically exempt, 15301(a).**

Senior Planner Neal gave the staff report.

Surane Gunasekara introduced himself, the project and the business owner, Peter Ammerall to the Commission, and made himself available for questions.

Commission Lacques asked the business owner to tell the Commission about what type of food he plans to serve after verifying with staff that the original Use Permit conditions of approval still apply to the property and to the new business.

Mr. Ammerall informed the Commission that he is a resident and the food will be similar to that served by Lydia's Lovin foods, vegan meals using local produce and products that will help achieve his environmental and sustainable goals for the restaurant. He indicated the hours will be from 10 AM to 10 PM and the restaurant will be closed on Mondays and that he has traveled extensively and has a lot of experience with vegan cuisine.

Commissioner Kehrlein verified that the project includes relocating the front entry as part of the deck design and that a new window will replace the existing front door because it is shown on the elevation but not on the floor plans.

Mr. Gunasekara verified the existing front door will be replaced with a new window.

Commission Ketcham stated that the newly relocated front door on the side of the building might be difficult for diners to find.

Senior Planner Neal explained that the new entry will have an extended canopy over it with a menu board on the wall adjacent to the swinging doors with lighting to draw attention to it.

Commissioner Coler remembered that the hours of operation for the outdoor eating area were supposed to end at 9 PM and she asked the owner how his plan to operate Tuesday through Sunday from 10 AM to 10 PM would work with this condition.

Mr. Ammerall stated that the outdoor eating area would have to be closed by 10 PM.

Commissioner Kehrlein informed the applicant that she appreciates that the new design includes benches for the public to use along the property frontage.

Mr. Gunasekara agreed and stated that the new wooden benches will be in harmony with the new design of the outdoor patio unlike the existing adobe bench.

M/S, Coler-Kehrlein, moved to approve application # 12-28 based on the findings and subject to the conditions contained in the staff report.

AYES: Coler, Kehrlein, Ketcham, Lacques, Chair Hamilton

#### **APPROVAL OF MINUTES**

M/S, Kehrlein-Hamilton, moved to approve the August 16, 2012 meeting minutes with the following correction:

At the bottom of page two, "Commissioner Moore" should be changed to "Planning Director Moore".

AYES: Hall, Kehrlein, Lacques, Chair Hamilton

Commissioners Coler and Ketcham abstained because they had not been present at the meeting.

The minutes from the August 23, 2012 meeting were continued until the October 18, 2012 meeting because there is not a quorum of Commissioners present to take action on them.

#### **TREE COMMITTEE**

The Commission tabled this item until the October meeting when all the Commissioners are present.

#### **DIRECTOR'S REPORT**

Director Moore passed out copies of the 2010 to 2030 Fairfax General Plan; described a successful combination meeting between the General Plan Implementation Committee (GPIC) and the Affordable Housing Committee which included a presentation by the Community Church regarding their future site development by the developer, ????. He indicated that he would be getting his Town Council staff report out to Commissioner Coler and Commissioner Hall for their review since they are on the parklette committee.

Commissioner Coler informed the Commission that she had attended the Streets for People event and while the parklette demonstration was interesting it did not really represent a parklette because Bolinas Road was closed to traffic. She asked the Planning Director if there was going to be another meeting of

the Committee and David Smadbeck, Chamber of Commerce Member before the Town Council presentation.

Director Moore stated that the meeting she described will be occurring simultaneously with his report to the Town Council which will be requesting authorization to start implementing the parkletter program.

Chair Hamilton asked staff to give the Commission a sense of what is going on with the old Fairfax Gas gas station and Director Moore advised the Commission that staff will be filing a formal easement document at the County Recorder's Office to alert future buyers to the existence of the easement.

Chair Hamilton adjourned the meeting at 8:30 PM.

Respectfully submitted,

Linda Neal  
Senior Planner

**DRAFT** Town of Fairfax Planning Commission Minutes  
Fairfax Women's Club  
Thursday, November 15, 2012

**Call to Order/Roll Call:**

**COMMISSIONERS PRESENT:**

Barbara Coler  
Shelly Hamilton (Chair)  
Laura Kehrlein  
Brannon Ketcham  
Shelby LaMotte (Vice-Chair)  
Peter Lacques (arr. 7.10 p.m.)  
Morgan Hall

**STAFF PRESENT:**

Jim Moore, Planning Director  
Joanne O'Hehir, Minutes-Secretary

Chair Hamilton called the meeting to order at 7.05 p.m.

**APPROVAL OF AGENDA**

M/S, LaMotte/Ketcham, Motion to approve the agenda:

AYES: All

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

No one from the public came forward to speak.

**CONSENT ITEMS**

1. 765 Center Boulevard (Iron Springs Brewery); Application # 12-32  
Request for a Variance of the 28.5 foot height limit to replace an existing heating ventilation and air conditioning (HVAC) chiller with a new unit for use in the beer brewing processes; Assessor's Parcel No. 002-131-14; Central Commercial CC Zone District; Rich Dowd, architect/applicant; Mike Altman, Iron Springs Pub, business owner; Rich Hall, Fairfax Center Properties LLC, property owner; CEQA categorically exempt, § 15301

M/S, Lamotte/Ketcham, Motion to approve Consent:

AYES: All

Chair Hamilton read the appeal rights.

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## **PUBLIC HEARING ITEMS**

2. 367 Bolinas Road (Deer Park Villa); Application # 12-34  
Request for an exception to the Sign Ordinance regulations to erect two new signs and exterior lighting for an existing Commercial Restaurant Use; Assessor's Parcel No. 002-041-38; Commercial CL Zone District; Michael Ghiringhelli, applicant; Deer Park Villa Inc., owner; CEQA categorically exempt, § 15301(g).

Planning Director Moore presented the staff report. He discussed the sign ordinance in relation to the property and the difficulties of interpreting the code in relation to the signage requested. Moore discussed the exceptions to the code that were requested, which included a neon sign.

Commissioner Lacques joined the meeting.

Director Moore discussed the remoteness of the property, which had prompted the owner to request a neon sign to attract customers to his restaurant. Mr. Moore noted that objections had been received from neighbors about the neon light and the proposed driveway lights, which he discussed.

Director Moore explained how the commissioners had latitude to grant exceptions to the code which related to the category of findings. He said that staff believed that the sign placed above the first sign should not be viewed as a second sign for reasons he explained. Furthermore, Mr. Moore said that staff recommended the lights along the driveway should be allowed but placed lower to the ground.

In response to Commissioner Ketcham, Mr. Moore said that there appears to have been a long history of free-standing signs outside the property, which he said could be considered legal non-conforming. He also confirmed that the neon sign and the driveway lights were issues that had been raised by neighbors.

Director Moore and Commissioner Hall discussed the zoning district. Mr. Moore confirmed that Deer Park Villa was zoned light commercial in a residential neighborhood.

Mike Ghiringhelli, applicant, provided background information on the property. He noted that the current signage was old and that it needed to be upgraded. He explained that more prominent signage was necessary to attract custom and he noted that the neon sign was relatively small. Mr. Ghiringhelli said that the neon sign had already helped to improve his business which they needed to increase in order to stay open.

Mr. Ghiringhelli presented photographic materials to the commissioners and discussed the time he requested that the neon light be on with Commissioner Lacques.

Chair Hamilton opened the public comment period.

Carol, 382 Bolinas, said that she supported the project since she understood the neon light would not be a glaring sign.

Robert Cottle, Pacific Union Property Management, said that he had been asked by the owner of 380/382 Bolinas Road to attend the meeting to express strong concerns that the neon light would shine into residents' bedroom windows. However, he said that he had found the sign to be of surprisingly modest proportions.

Dan Damen, 380 Bolinas Road, said that he supported the project and the neon sign. He said that his bedroom was directly opposite the sign and that he slept well.

Bruce Donalds, 353 Bolinas Road, said that the neon light was intrusive as he exited his property.

Doug Gilmour, 12 Porteous Avenue, presented photographic materials that showed the neon sign from his back yard, which he said intruded upon what had been a serene setting. He said that he could no longer enjoy his deck area and look at the stars without seeing the sign and the patio heaters. Mr. Gilmour said that the restaurant should rely on good food and service to attract custom, not neon signage.

David Smadbeck, Fairfax Chamber of Commerce and Fairfax restaurant owner, said that the profit margin of a restaurant was low and that owners needed signage to attract custom. He said that he supported the project.

Wendy Baker, 235 Scenic Avenue, said that she believed that findings could be made to support the signage. She said that the neon light was necessary to attract business and that no one would see the restaurant without the sign because it was in a dark corner.

Debbie Ghiringhelli, one of the Deer Park Villa owners, noted that most of their neighbors supported the project and that they had not over-developed the property.

Matt King, San Anselmo resident, said that the neon sign was necessary to help the business.

Director Moore reminded the commissioners that their decision should ultimately be based on the materials in the packet.

Doug Gilmour, 12 Porteous Avenue, discussed his photographic materials. He suggested that the sign could be lowered.

Chair Hamilton closed the public comment period.

Commissioner Coler and Mr. Ghiringhelli discussed a compromise.

Commissioner Ketcham said that the corner needed street lighting.

Mr. Moore discussed a compromise which involved lowering the neon light. He noted that it was within the commissioners' purview to revisit signage at a future date.

Commissioner LaMotte noted that downward lighting and street lighting should be a long range plan. In the meantime, she said that she supported the idea of lowering the neon sign. Commissioner LaMotte noted that downtown had many neon lights and that the lot had been zoned for commercial use. She said that neon lighting should be addressed by the code at some point.

Commissioner Hall noted that the property had historically been a commercial lot besides a residential area and that past signage had been much brighter. He said that the neon sign was more subtle than other neon signs in the commercial districts. Commissioner Hall discussed the reasons why he did not believe that moving the signs would be a viable solution.

Commissioner Lacques said that the neon sign was not really obtrusive and that the business had been in existence for many years. He said that he would support lowering the signs but that the neon sign was important to attract business.

Commissioner Kehrlein said that she believed the signage was appropriate and constituted a special situation because the business was situated far back from the street. She supported the present proposal, although she said she would also support a proposal to lower the neon sign.

Commissioner Coler said that she believed it would be a reasonable compromise to lower the "open" sign. Commissioner Ketcham expressed his agreement.

General discussion took place on the way forward.

M/S, Coler/Kehrlein, Motion to approve Application # 12-34, a request for an exception to the Sign Ordinance regulations to erect two new signs and exterior lighting for an existing Commercial Restaurant Use at 367 Bolinas Road (Deer Park Villa), with the following conditions of approval:

1. The neon sign shall be relocated and placed or hung below the Deer Park Villa sign so the maximum height does not exceed the bottom of the Deer Park Villa sign.
2. The existing driveway lighting shall be relocated to the inside bottom of the hedges to light the driveway better without causing an excess of illumination in the yard area.

That the second finding in the staff report be amended to read:

The proposed change to the existing sign, incorporating the historic red background of some of the previous Deer Park Villa signs, and utilizing the existing sign frame, minimizes the number of exceptions to the sign ordinance regulations.

A roll call took place:

Hall: No  
LaMotte: Yes  
Lacques: Yes

Ketcham: Yes  
Hamilton: Yes  
Coler: Yes  
Kehrlein: Yes

The motion passed and the Chair read the appeal rights.

### **MINUTES**

3. Minutes from the August 23, 2012, September 20, 2012 and October 18, 2012 meetings.

M/S, Ketcham/Lacques, Motion to approve the minutes of August 23, 2012:

AYES: Hamilton, Kehrlein, Ketcham, LaMotte  
ABSTENTION: Coler, Hall, Lacques

M/S, Coler/Kehrlein, Motion to approve the minutes of September 20, 2012:

AYES: Coler, Hall, Hamilton, Kehrlein, Ketcham, Lacques  
ABSTENTION: LaMotte

M/S, LaMotte/Lacques, Motion to approve the minutes of October 18, 2012:

AYES: Hall, Kehrlein, Ketcham, Lacques, LaMotte  
ABSTENTION: Coler, Hamilton

### **TREE COMMITTEE ELECTION**

4. Election/appointment of a new member and an alternate to serve on the Tree Committee.

M/S, Hamilton/Lacques, Motion to appoint Shelby LaMotte to serve on the Tree Committee.

AYES: All

### **PLANNING DIRECTOR'S REPORT**

Planning Director Moore discussed three grant applications he had made and noted that he had prioritized "Parkade". He said there was hope that the grant would be awarded and he discussed the terms and conditions of the grant.

Mr. Moore noted that the Town Council had authorized the "parklet" plan and that a pilot program would be launched.

### **DISCUSSION ITEMS**

There were no discussion items scheduled for this meeting.

## **COMMISSIONER COMMENTS AND REQUESTS**

Commissioner Hall noted that an alternate had not been chosen to serve on the Tree Committee.

M/S, LaMotte/Coler, Motion to appoint Commissioner Kehrlein to serve as an alternate on the Tree Committee:

AYES: All

## **ADJOURNMENT**

A motion was made, seconded and unanimously approved to adjourn the meeting at 9.10 p.m.

Respectfully submitted,

Joanne O'Hehir