

DRAFT FAIRFAX PLANNING COMMISSION MEETING MINUTES
WOMEN'S CLUB, 46 PARK ROAD
AND VIA TELECONFERENCE
THURSDAY, OCTOBER 27, 2022

Call to Order/Roll Call:

Chair Fragoso called the meeting to order at 7:00 p.m.

Commissioners Present: Norma Fragoso (Chair)
Philip Feffer
Philip Green
Robert Jansen
Brett Kelly
Mimi Newton
Cindy Swift

Commissioners Absent

Staff Present: David Woltering, Interim Planning Director
Linda Neal, Principal Planner
Kara Spencer, Associate Planner

APPROVAL OF AGENDA

M/s, Newton/Swift, motion to approve the agenda placing the Commissioner Requests after the Planning Director's report in the agenda order.

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

ABSENT:

PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no comments.

CONSENT CALENDAR

1. Setting the regular meeting dates for the November and December 2022 Planning Commission meetings as November 17, 2022 and December 15, 2022

M/s, Swift/Feffer, motion to reschedule the regular November and December Planning Commission meeting dates for November 17, 2022 and December 15, 2022.

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

PUBLIC HEARING ITEMS

1. **35 Wreden Avenue.; Application #2022-21
Request for a Conditional Use Permit, Combined Side-yard Setback Variance and Parking Variance for a Remodel/expansion of an existing 1,182 s.f., single-family Residence. Project includes reconstruction/reorientation of the front entry stairs; APN # 002-014-10; RS-6 Single-Family Residential Zone; Christopher Arnold, applicant; Christopher and Kristin Arnold, owners; CEQA categorically exempt per Section 15301(e)(1).**

Principal Planner Neal presented the staff report

Chair Fragoso opened the Public Hearing.

Kristin Arnold, the owner and applicant, explained the purpose of the remodel project.

Chair Fragoso closed the Public Hearing.

Commissioner Jansen indicated that he believes the parking within the public right-of-way along the property frontage meets the requirements for the guest parking stall and that the staff is incorrect in requiring a parking variance to validate the existence of a guest parking stall in the driveway.

M/s, Jansen/Kelly, motion to adopt Resolution No. 2022-29 with the elimination of any language referencing the parking variance or the guest parking space being located within the driveway.

AYES: Jansen, Newton, Swift, Chair Fragoso

ABSENT: Green, Kelly

Chair Fragoso stated there was a 10-day appeal period.

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2. 54 Bolinas Rd.; Application #22-20

Request for a Conditional Use Permit for an existing commercial space that will combine both retail and service activities in one business location in accordance with Town Code Section 17.100.050(F); APN #002-111-15; Central Commercial Zone; Holly Brandborg and Emma Sheldon, applicants; Doug Yee, owner; CEQA Categorically exempt per Section 15301(a)

Principal Planner Neal presented the staff report. She answered questions from the Commission regarding whether the restrooms meet ADA codes; what triggers ADA requirements.

Chair Fragoso opened the Public Hearing.

Ms. Holly Brandborg made the following comments:

- The space is beautiful but too big for her hair styling business.
- She reached out to Ms. Sheldon.

Ms. Emma Sheldon made the following comments:

- She will run the retail portion of the space.
- This is an expansion of her business.

Mr. Todd Greenberg made the following comments:

- He lives across the street on Bolinas.
- He is in favor of the proposal- it will be a good addition.
- He is concerned about the increased luminescence of the lighting. It should be on the dimmest setting.

Chair Fragoso closed the Public Hearing.

Commissioner Swift provided the following comments:

- She asked staff to look at the interior lighting- the amount and timing.
- She likes the application and could approve it.

Commissioner Newton provided the following comment:

- She would like to see the ADA requirements upheld.

Principal Planner Neal referred to the Resolution and suggested the following modification: On page 2, under the first Whereas, #2, add to the last sentence: "... Chapter 8.32, and the Americans with Disabilities Act (*if the Building Official determines that the work that has been done triggers compliance*)." Interim Planning Director Woltering recommended leaving the language as is.

M/s, Swift/Jansen, motion to adopt Resolution No. 2022-24 with the following changes: 1) On page 1, the first "Whereas", the word April should be deleted; 2) On page 2, Condition #5, capitalize Dark Sky.

AYES: Jansen, Newton, Swift, Chair Fragoso

ABSENT: Green, Kelly

Chair Fragoso stated there was a 10 day appeal period.

3. 6 Walsh Lane.; Application #20-08

Modification of a previously approved Hill Area Residential Development Permit for a remodel and expansion of a single-family residence; APN # 003-192-20; Residential Single Family RS 6 Zone; Laura Kehrlein, applicant/architect; Tom and Anne Engel, owners; CEQA categorically exempt per Section 15301(e)(a)(2).

Principal Planner Neal presented the staff report. She noted there were changes to the staff report to reflect the following: 1) A reduction in the number and size of exterior decks; 2) Window changes; 3) Changes in the number and location of exterior lighting; 4) The addition of skylights to the roof; 5) A change to the exterior siding material and deck railing caps. The only change to the floor elevations is the garage floor elevation came up. She noted the following changes to the Resolution: 1) On page 4, Condition of Approval #6, should read: "Modifications...approved by the *Planning Commission* or Planning Director."; 2) On page 6, Condition #22, "or" should be "of"; 3) On page 7, Condition #30 should be deleted. She answered questions from the Commission regarding the color scheme; the appeal of the original application.

Chair Fragoso opened the Public Hearing.

Ms. Laura Kehrlein, architect, made the following comment:

- The owners want to remodel the house and make it their own.
- The siding will be gray.
- The side deck on the south adjacent to the driveway has been eliminated.
- The windows on the north side have been removed except for a small one in the lower floor bathroom.
- The owners were proactive in meeting with the neighbors.

Commissioner Jansen referred to the west elevation, Page A3.2, and asked Ms. Kehrlein what was going on above the main window area. Ms. Kehrlein stated that would be siding (the hatch was omitted from the plans). Commissioner Jansen referred to the two large windows on the south elevation and asked if they were different sizes. Ms. Engle stated the top one is aligned and the bottom is driven by the interior and was pulled a bit higher for privacy.

Chair Fragoso closed the Public Hearing.

Commissioner Jansen provided the following comments:

- The original color scheme had two colors- this is an architectural tool for making a large volume look smaller.
- Currently the entire volume is a single color.

- There is a significant difference in how one would read the architecture.

Commissioner Swift provided the following comments:

- The current color scheme and materials make the house look smaller and blend in more.
- She is happy the south side has been totally redone in terms of the number of windows.
- She referred to the Resolution and suggested the following changes: 1) On page 6, Condition #26, "if" should be "in".

Commissioner Newton provided the following comments:

- The completely solid gray color scheme is pleasing.
- She appreciated the changes made and the efforts to mitigate the neighbor's concerns.
- She supports the project.

Chair Fragoso provided the following comments:

- The internal layout has been rearranged and is much more user-friendly.
- She likes the redesign.
- She likes the new color scheme.
- She likes the original south elevation windows.
- She likes the treatment of the garage doors.
- The interior redesign results in a better living space.
- She supports the project.

M/s, Newton/Swift, motion to adopt Resolution No. 2022- with the following changes: 1) On page 4, Condition of Approval #6, should read: "Modifications...approved by the *Planning Commission* or Planning Director."; 2) On page 6, Condition #22, "or" should be "of"; 3) On page 7, Condition #30 should be deleted; 4) On page 6, Condition #26, "if" should be "in".

AYES: Jansen, Newton, Swift, Chair Fragoso

ABSENT: Green, Kelly

Chair Fragoso stated there was a 10 day appeal period.

MINUTES

4. Minutes from the August 25, 2022, and August 31, 2022 meetings

M/s, Newton/Swift, motion to approve the August 25, 2022 minutes as corrected.

AYES: Jansen, Newton, Swift, Chair Fragoso

ABSENT: Green, Kelly

M/s, Swift/Jansen, motion to approve the August 31, 2022 minutes as corrected.

AYES: Jansen, Newton, Swift

ABSENT: Green, Kelly

ABSTAIN: Chair Fragoso

Commissioner Comments and Requests

Chair Fragoso asked if the Commission should send staff their comments about the Objective Development and Design Standards (ODDS) document. Interim Director Woltering stated "yes".

Planning Director's Report

Interim Director Woltering stated there is a Special Commission Meeting scheduled for September 28th at 7:00 p.m. to discuss the ODDS. The meeting will be Zoom only and include an overview of the memorandum and the ODDS document. Staff will come back to the Commission with a revised

document for recommendation to the Council. He discussed the September 7th Town Council meeting which including action taken on the Parklet Program, expiration of the temporary parklets and the standards checklist, and rent stabilization and just cause protections. He discussed upcoming Commission meeting dates and asked the Commission to check their calendars.

Chair Fragoso commented on outdoor eating parklets, the ODDS, SB 9 requirements, and the Draft Housing Element.

Commissioner Swift stated the Commission provided feedback on the existing Housing Element Policies and Programs but has not done any work on the updated Housing Element.

Commissioner Jansen asked if there is a plan or timeframe for looking at revising the Zoning Code. Interim Director Woltering stated the Housing Element is the priority- the Commission has a lot on its plate!

ADJOURNMENT

A motion was made, seconded and unanimously approved to adjourn the meeting at 9:25 p.m.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary

DRAFT FAIRFAX PLANNING COMMISSION MEETING MINUTES
WOMEN'S CLUB, 46 PARK ROAD
AND VIA TELECONFERENCE
THURSDAY, NOVEMBER 17, 2022

Call to Order/Roll Call:

Chair Fragoso called the meeting to order at 7:00 p.m.

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

Commissioners Absent: Philip Green

Staff Present: David Woltering, Interim Planning Director
Linda Neal, Principal Planner

APPROVAL OF AGENDA

M/s, Newton/Jansen, motion to approve the agenda as submitted.

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

ABSENT: Green

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Michael Macintosh supported a three-minute time limit for public comments. Public dialogue should be encouraged.

CONSENT CALENDAR

There are no Consent Calendar items.

PUBLIC HEARING ITEMS

- 1. 54 Madrone Avenue.; Application #22-24**
Request for a Conditional Use Permit for a 144 square-foot room addition to an existing 1,995 s.f., single-family residence. APN # 003-132-10; RS-6 Single-Family Residential Zone; Rida Jamal, owner; Christopher Schrader, Schrader Design, applicant; CEQA categorically exempt per Section 15301(e)(1).

Commissioner Swift recused herself from this item.

Principal Planner Neal presented the staff report. She made the following correction to the Resolution: On page 3, Condition #8 should read, "Changes... set of plans *may be approved by the Planning Commission or the Planning Director.*". She answered a question from the Commission regarding the reference to Attachment B on page 2 of the resolution.

Chair Fragoso opened the Public Hearing.

Ms. Rida Jamal, owner, made the following comments:

- They are adding a mud room for shoes, coats, etc.
- The existing entry way is in the middle of the living space.
- The addition does not impact the neighbors.

Chair Fragoso closed the Public Hearing.

Commissioner Newton provided the following comments:

- The plans should not be an attachment to the resolution.
- She supports the project.
- She pointed out two typographical errors in the resolution.

Commissioner Feffer provided the following comments:

- This is a great project.
- It will have no visual impacts.
- He supports the project.

Chair Fragoso provided the following comments:

- The plans are straightforward.
- The addition is tucked away nicely.

M/s, Newton/Feffer, motion to adopt Resolution No. 2022-32 with the following changes: 1) On page 3, Condition #8 should read, "Changes....set of plans *may be approved by the Planning Commission or the Planning Director..*". 2) The two typographical errors noted by Commissioner Newton.

AYES: Fifer, Jansen, Kelly, Newton, Chair Fragoso

ABSENT: Green

RECUSED: Swift

Chair Fragoso stated there was a 10 day appeal period.

2. 2575 Sir Francis Drake Blvd.; Application #22-25

Request for a Sign Permit to erect a monument sign for the existing Creekside Apartments; 17 square-foot business identification sign with street number supported on the 4.8-foot tall monument; APN #174-051-17; RM Multiple Family Residential Zone; Car Town Santa Clara LLC, owner; The Sign Factory, Inc., applicant; CEQA Categorically exempt per Section 15302(b) and 15311(a)

Principal Planner Neal presented the staff report. She answered questions from the Commission regarding the blue color and the window trim; if the color of the planter base would remain the same; proximity to the wall; should the plantings be removed or irrigation be installed; new lighting vs. existing lighting; if Dark Sky language should be in the Resolution.

Planning Director Woltering stated the following language could be added: "Any existing plant material damaged during the installation of the monument sign shall be replaced to the satisfaction of the Planning Department staff. A follow-up inspection will be made by the Planning Department staff six months after final inspection of the sign to ensure that all plant material, whether existing or new, is in good condition. Any plant material found to be unhealthy shall be replaced". The following language could also be added: "The lighting for the sign shall be inspected to assure that it complies with the Town's Dark Sky Standards and modifications required as needed to assure compliance to the satisfaction of the Planning staff".

Chair Fragoso opened the Public Hearing.

Dustin, representing the Sign Factory, made the following comments:

- The brushed silver is a minimal element.
- The customer will be responsible for installing the lighting.
- The width of the proposed sign is the same as the current sign- it will not be wider.
- The depth of the sign will increase by six inches
- They are very careful about plant materials and will replace as needed.
- The existing lights would be adequate.

Chair Fragoso closed the Public Hearing.

Commissioner Newton provided the following comment:

- She referred to the Resolution, page 1, #3 and asked that the reference to “no lighting is proposed” be deleted. Director Woltering recommended the following: “Lighting proposed for this sign will not cause glare to passing pedestrians or motorists or cause light pollution”.

Commissioner Swift provided the following comment:

- She supported the Planning Director’s suggested language.

Chair Fragoso provided the following comments:

- She likes the colors.
- The proposed sign is a big improvement.

M/s, Swift/Jansen, motion to adopt Resolution No. 2022-33 with the following changes: 1) Adding the standard Dark Sky Compliant Standards as Condition #8; 2) Condition #6 shall reflect the language recommended by the Planning Director; 3) Addition of the following language: ““Lighting proposed for this sign will not cause glare to passing pedestrians or motorists or cause light pollution”.

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

ABSENT: Green

Chair Fragoso stated there was a 10 day appeal period.

**3. 101 San Gabriel Drive; Application No. 22-26
Request for a Conditional Use Permit (CUP) for a 640-square-foot media room, study, and half-bathroom first floor, addition to an existing 2,143 square-foot single-family residence; Assessor’s Parcel No. 001-261-25; RS 7.5 Single-Family Residential Zone; Bobby Singh & Sujathā Sankaran, owners Mahamad Sadrieh, architect/applicant; CEQA categorically exempt per Section 15301(e)(1).**

Commissioner Feffer recused himself from this item.

Principal Planner Neal presented the staff report. She made a correction to the table on page 2 of the staff report and noted the Lot Coverage was staying at 0.40. She answered questions from the Commission regarding the lot coverage and the Floor Area Ratio (FAR); the number of bedrooms; the number of bathrooms; if a Construction Management Plan is required; if a Dark Sky provision should be required.

Chair Fragoso opened the Public Hearing.

Ms. Sujatha Sankaran, owner, made the following comments:

- They need additional room for the family.
- They work from home.

- The house has five bedrooms but they are using four of the homes bedrooms. One is being used as a family room.
- They want to build a family room and study downstairs.

Mr. Bobby Singh, owner, made the following comments:

- The current master bedroom might have been listed as a study by the previous owners.
- Across from the master bedroom is the kid's room.

Chair Fragoso closed the Public Hearing.

Commissioner Jansen provided the following comments:

- The house is relatively big compared to others in the neighborhood.
- The expansion is clever.
- The exterior does not change.
- The coverage does not change.
- He is in favor of the application.

Commissioner Swift provided the following comment:

- The addition of the windows is an exterior change.

Commissioner Newton provided the following comments:

- She noted a typographical error in the Resolution. On page 2, under the "Whereas", 2(a) should include the following language: "at the discretion of the Public Works Director".
- She agreed with Commissioner Jansen.

Chair Fragoso provided the following comments:

- The addition does not change a thing- it is within the original structure.
- This is a smart design.

M/s, Jansen/Kelly, motion to adopt Resolution No. 2022-34 with the typographical correction noted by Commission Newton and on page 2, under the "Whereas", 2(a) should include the following language: "at the discretion of the Public Works Director".

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

ABSENT: Green

RECUSED: Feffer

Chair Fragoso stated there was a 10 day appeal period.

Planning Director's Report

Interim Planning Director Woltering reported at last night's meeting the Town Council introduced an ordinance prohibiting new gas stations, the expansion of existing gas stations, and an ordinance transferring the authority to consider driveway widths to the Planning Commission. The Council heard a presentation on the status of the Housing Element update from the new consultants on that project. He discussed upcoming steps in the process including anticipated certification of the Environmental Impact Report (EIR) in June, 2023. The Town's Website will be the primary portal for information. He discussed the work being done on the parklets, short-term rentals, rent stabilization, just cause evictions and the Objective Design and Development Standards.

Commissioner Swift asked about the status of the Safety Element. Interim Planning Director Woltering stated the new Housing Element consultants are evaluating this document along with the ODDS.

Commissioner Swift had a question about the timing of the CEQA document in relation to the other documents.

Commissioner Jansen had a question about how they will incorporate/integrate the ODDS to the Zoning Code- a separate document or will they merge?

Chair Fragoso had a question about the two parklets on Bolinas Road and how music in parklets would be handled.

Commissioner Comments and Requests

There were no comments or requests.

ADJOURNMENT

A motion was made, seconded and unanimously approved to adjourn the meeting at 9:05 p.m.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary