

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 & Sujatha 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