

FAIRFAX PLANNING COMMISSION MEETING MINUTES  
WOMEN'S CLUB, 46 PARK ROAD  
AND VIA TELECONFERENCE  
THURSDAY, SEPTEMBER 22, 2022

Call to Order/Roll Call:

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

Commissioners Present: Norma Fragoso (Chair)  
Robert Jansen  
Mimi Newton  
Cindy Swift

Commissioners Absent: Philip Green  
Brett Kelly

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

#### **APPROVAL OF AGENDA**

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

AYES: Jansen, Newton, Swift, Chair Fragoso

ABSENT: Green, Kelly

#### **PUBLIC COMMENTS ON NON-AGENDA ITEMS**

There were no comments.

#### **CONSENT CALENDAR**

There were no Consent Calendar Items.

#### **PUBLIC HEARING ITEMS**

- 1. 40 Manzanita Road.; Application #22-19  
Request for a Conditional Use Permit and Design Review to expand and remodel an existing single-family residence; APN # 002-011-08; RS-6 Single-Family Residential Zone; Hieronymous Axelson, applicant; Katherine and Hieronymous Axelson, owners; CEQA categorically exempt per Section 15301(e)(1).**

Associate Planner Spencer presented the staff report. She answered questions from the Commission regarding whether the project is located in the Northern Spotted Owl nesting area; is a "substantial remodel" synonymous with an "over 50% remodel"; the proposed and existing roof height.

Chair Fragoso opened the Public Hearing.

Mr. Ernie Seland, architect, made the following comment:

- They are reducing the mass of the project while adding a unit in the basement.
- There is a new shed roof. They are making this an all-solar house.

- This is a good project for the Town.

Chair Fragoso closed the Public Hearing.

Commissioner Jansen provided the following comments:

- The volume of the building gets smaller while adding a unit- it is cleverly done.
- The different orientation of the cladding between the two volumes and the different colors are striking.
- He supports the project.

Commissioner Newton provided the following comments:

- This is a lovely design.
- It will be a great home.
- She appreciated that the trees were maintained.

Chair Fragoso provided the following comments:

- This is a nice set of plans.
- She appreciated the landscaping plan.
- The project is attractive and compact.
- The off-haul soil will be reused on the site.

M/s, Jansen/Swift, motion to adopt Resolution No. 2022-23 with the following changes: 1) On page 4, Condition #10, "Any construction...the benefit of the approved modification *by the Planning Commission* or Planning Director; 2) On page 6, Condition #26, "or" should be "of"; 3) On page 6, Condition #32, "All fixtures...*Dark Sky*..."

AYES: Jansen, Newton, Swift, Chair Fragoso

ABSENT: Green, Kelly

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

## **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 the following changes being made to the previous project approved by the Commission: 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 markings were 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 yes and indicated 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 which 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 28<sup>th</sup> 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 Planning Commission sub-committee reviewed the current Housing Element policies and programs and provided feedback to the Planning Director. They have not, as a Planning Commission, reviewed the draft Housing Element policies and programs.

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 currently 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