



# Town of Fairfax Planning Commission Meeting

NOVEMBER 16, 2023, 7:00 PM  
Women's Club, 46 Park Road

## Agenda

This meeting will be held in-person at the Fairfax Women's Club, 46 Park Road, Fairfax, and the 7:00 p.m. meeting is also being held virtually on Zoom. It will be broadcast on Channels 27 and 99, and livestreamed on <https://www.townoffairfax.org/watch-live-2/> or <https://www.cmcm.tv/27>.

### How to participate in the meeting virtually

- Join the Zoom webinar and use the "raise hand" feature to provide verbal public comment.
- **On Zoom: Webinar ID: 836 6532 1093** or join <https://us02web.zoom.us/j/83665321093>
- By telephone: [1 \(669\) 900 6833](tel:16699006833) or [1 \(346\) 248-7799](tel:13462487799) and use Webinar ID above. If you receive a busy signal, call +1 (346) 248-7799 (Press \*67 before dialing to hide your phone number). To speak during the public comment time press \*9 and you will be added to the queue and unmuted when it is your turn to speak.

**Before 2:00 pm** on the day of the meeting you may e-mail written comments to the Planning Commission at [lneal@townoffairfax.org](mailto:lneal@townoffairfax.org). Comments will be provided to the Commission prior to the meeting and will become part of the meeting record but will not be read out loud.

### 7:00 P.M.—CALL TO ORDER

**ROLL CALL (Commissioner Newton will participate via teleconferencing from 16 Ledge Rd. #72, Blue Hill, Maine, 04614)**

### APPROVAL OF AGENDA

### MEETING PROTOCOL

The Chair shall maintain order at the meetings in accordance with Robert's Rules of Order and the Commission has the responsibility to be a model of respectful behavior in order to encourage community participation and citizen input at Commission meetings. The Commission and the audience are expected to refrain from using profane language and/or ridiculing the character or motive of Commission members, staff, or members of the public and to maintain the standards of tolerance and civility.

### PUBLIC COMMENTS ON NON-AGENDA ITEMS

Anyone who wishes to address the Planning Commission on matters not on the agenda, but within the jurisdiction of the Planning Commission, must do so by e-mail, in person, or via Zoom in the manner described above. Presentations will be limited to three minutes, or as otherwise established by the Planning Commission Chair.

Conduct: All interested persons are invited to participate in public hearings. In order to give all interested persons an opportunity to be heard and to ensure the presentation of all points of view, members of the audience should: (1) Limit their presentation to three minutes; (2) Provide their comments by e-mail as described above; (3) State their view and concerns succinctly; and, (4) Submit any new documents to Planning Staff, first, directly, or via e-mail at [lneal@townoffairfax.org](mailto:lneal@townoffairfax.org) to be entered into the record.

## CONSENT CALENDER

There are no items on the consent calendar.

## OPEN TIME FOR PUBLIC EXPRESSION

### PUBLIC HEARING ITEMS

**1. 34 Olema Road; Application # 23-32**

Request for a Design Review Permit for the 50 percent remodel of a historic house, Combined Side-yard Setback Variance and Minimum Front-yard Setback Variance for the construction of a new single-car garage, and Second Driveway Variance for access to and creation of required parking; APN: 001-104-18; RD 5.5-7 Residential Zone; Mahaney Architecture and Design, architect; Skip Jack, LLC., owner; CEQA categorically exempt, § 15301(d), § 15303(e), § 15305(a), and § 15331.

**2. Fairfax 2023-31 Housing Element Draft Environmental Impact Report (DEIR) Public Review and Comment**

The Town of Fairfax (Town), as the Lead Agency, has prepared a Draft Environmental Impact Report (DEIR) in compliance with the California Environmental Quality Act for the Town of Fairfax, 2023-31 Housing Element Update. The Element is a component of the Town's General Plan that primarily addresses housing matters for the Town. This hearing is an opportunity for the public to receive information and provide verbal comments.

### DISCUSSION ITEMS

**3. Planning Commissioner Training Opportunities**

### MINUTES

**4. Minutes from the September 21, 2023, October 12, 2023, and October 19, 2023 Planning Commission meetings.**

### COMMISSIONER COMMENTS/REQUESTS

### PLANNING DIRECTOR'S REPORT

### ADJOURNMENT

**Staff reports:** Staff reports, and associated materials will be available for public review on the Town website at [www.townoffairfax.org](http://www.townoffairfax.org) the Saturday before the meeting.

**Court Challenges:** If you challenge the matter(s) described above in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this Notice, or in written correspondence delivered at, or prior to the above referenced public hearing [Govt. Code section 65009(b)].

**If an item is continued to a date certain, it is the responsibility of interested parties to note the new meeting date. Notices will not be sent out for items continued to a specific hearing date.**

Materials related to an item on this Agenda submitted to the Planning Commission after distribution of the agenda packet are available for public inspection on the Town's website at "[townoffairfax.org](http://townoffairfax.org)", subject to the staff's ability to post the documents before the meeting.

**Accommodation:** If you need accommodation to attend or participate in this meeting due to a disability, please contact the Town Clerk at [\(415\) 453-1584](tel:4154531584) a minimum of 48 hours prior to the meeting.

The Final Agenda will be posted on the Friday evening before the hearing at the Fairfax Post Office, the Women's Club and Town Hall in accordance with Government Code section 54954.2(a)(1). Items shown on this notice may be taken out of order so all interested parties should be at the meeting at 7:00 PM.