

DRAFT Town of Fairfax Planning Commission Minutes
Fairfax Women's Club
Thursday, October 20, 2011

Call to Order/Roll Call:

COMMISSIONERS PRESENT: Barbara Coler
Morgan Hall
Shelly Hamilton (Vice-Chair)
Shelby LaMotte
Ryan O'Neil

COMMISSIONERS ABSENT: Brannon Ketcham (Chair)
Peter Lacques

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

Vice-Chair Hamilton called the meeting to order at 7.35p.m.

APPROVAL OF AGENDA

M/s, LaMotte/O'Neil, 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. 6 School Street Plaza, Suite 12 C-2; Application #-22: Request for a Use Permit to operate a multiple use business combining an artist studio, retail sales of artwork, and crafting classes and gatherings; Assessor's Parcel No. 002-112-13; Limited Commercial CL Zone District; Farshid Ezazi, owner; Michele Schwartz, applicant, CEQA categorically exempt, §15301(a)

M/s/, LaMotte/Hall, Motion to approve the Consent item.

Ayes: All

Vice-Chair Hamilton read the appeal rights.

PUBLIC HEARING ITEMS

2. Draft Ordinance of the Town of Fairfax Creating A Second Unit Amnesty Program For A Four (4) Year Period And Amending The Following Section Of The Fairfax Town Code For a Four-Year Period: Chapter 17.048 Regarding Existing Residential Second Units; and Amending Fairfax Resolution 2434 Regarding Planning/Building-Related Fees.

M/S, Coler/Hall, Motion to continue this item to the meeting of November 17, 2011.

AYES: All

3. Resolution No. 11-04, A Resolution of the Fairfax Planning Commission Changing the Starting Time For Their Regular Monthly Meeting, Held the Third Thursday of Each Month From 7:30 PM to 7:00 PM.
4. Resolution No. 11-05, A Resolution of the Fairfax Planning Commission Commending Peter Ramsay for His Years of Service on the Fairfax Planning Commission.

In the absence of former Planning Commissioner, Peter Ramsay, Vice-Chair Hamilton read the Resolution.

M/S, Coler/LaMotte, Motion to adopt Resolution No. 11-04, a resolution of the Fairfax Planning Commission changing the starting time for their regular monthly meeting, held the third Thursday of the each month from 7:30 PM to 7:00 PM, and Resolution No. 11-05, a resolution of the Fairfax Planning Commission commending Peter Ramsay for his years of service on the Fairfax Planning Commission.

AYES: All

APPROVAL OF MINUTES

5. Minutes from the September 15, 2011 meeting

Commissioner Lacques joined the meeting at 7.45 p.m.

M/S, LaMotte/O'Neil, Motion to approve the minutes of September 15, 2011, with the following amendments:

Page 5, 32 Tamalpais, the following conditions of approval, which had been omitted, were added:

- b. The applicant shall prepare, and file with the Public Works Director, a video of the roadway conditions on the construction delivery routes (routes must be approved by Public Works Director/ the Public Works Director can waive this requirement).
- c. The applicant shall submit a bond or letter of credit to the Town in an amount that will cover the cost of grading, weatherization and repair of possible roadway damage. The applicant shall submit contractor's estimates for any grading, site weatherization and improvement plans for approval by the Building Official/Public

Works Director. Upon approval of the contract costs, the applicant shall submit bond or letter of credit equaling 100% of the estimated construction costs. The Building Official/Public Works Manager has the authority to waive this requirement if he feels it is unnecessary.

Page 2, "The proposed new fire place" was amended to read "The proposed new gas fire place"

Page 4, "best intentions" was removed.

The following addition was made to "Discussion Items" by Vice-Chair Hamilton:

"Vice-Chair Hamilton asked staff to find out the status of the Fairfax gas station that was no longer operational, given the role it will potentially play in the rerouting of Elsie bank situation."

AYES: All

DISCUSSION ITEMS

In response to Vice-Chair Hamilton, Planning Director Moore clarified an aspect of the presentation materials.

In response to Commissioner Hall, Mr. Moore suggested that the alteration of height limits in the Planning Code should be discussed during the zoning ordinance change discussions, which will take place as part of the General Plan update.

Planning Commissioner O'Neil led a discussion on the possibility of providing a package of town information to new property owners, which could include tree ordinances and height restrictions, for example.

Mr. Moore discussed the difficulties of providing general information to the public, and general discussion amongst the commissioners ensued.

Commissioner LaMotte suggested that the Town website should include information on "frequently asked questions".

General discussion took place on presentation of agendas and Senior Planner Neal noted that certain information needed to be included by law. There was general consensus by the commissioners that providing an informal summary of an agenda, together with the official agenda, should be considered.

PLANNING DIRECTOR'S REPORT

Planning Director Moore discussed the agenda for the meeting in November, which would include the continued ordinance pertaining to the second unit amnesty program.

In response to Vice-Chair Hamilton, Mr. Moore noted that he needed to speak to the new owner of the defunct gas station in the center of town with regard to how it would be affected by the General Plan.

Mr. Moore discussed the role that GPIC would play in the implementation of the General Plan, which he anticipated would begin in the New Year.

Mr. Moore welcomed Barbara Coler to the Planning Commission.

ADJOURNMENT

A motion was made, seconded and unanimously approved to adjourn the meeting at 8.35 p.m.

Respectfully submitted,

Joanne O'Hehir