

*DRAFT* Town of Fairfax Planning Commission Minutes  
Fairfax Women's Club  
Thursday, November 20, 2014

**Call to Order/Roll Call**

Chair Ketcham called the meeting to order at 7:05 p.m.

**COMMISSIONERS PRESENT:** Roxanne Ezzet  
Esther Gonzalez-Parber  
Philip Green  
Shelly Hamilton  
Brannon Ketcham (Chair)

**COMMISSIONERS ABSENT:** Laura Kehrlein (Vice-Chair)  
Shelby LaMotte

**STAFF PRESENT:** Jim Moore, Planning Director  
Joanne O'Hehir, Minutes Secretary

**APPROVAL OF AGENDA**

M/s, Green/Gonzalez-Parber, Motion to approve the agenda:

AYES: All

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

No one from the public came forward to speak.

**CONSENT ITEMS**

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

**CONSENT ITEMS**

1. **Formula Business Ordinance:** Continued consideration for recommendation to the Town Council of a draft Ordinance amending Town Code Chapter 17.096 to include language regulating formula businesses in the Highway Commercial CH Zone Districts and Chapter 17.100 to amend/update the formula businesses regulations in the Central Commercial CC Zone Districts; CEQA exempt, 14 C.C.R. § 15061(b)(3).6.  
*Recommended for continuance to the December 18, 2014 meeting.*

2. **Sign Ordinance Amendment:** Continued consideration for recommendation to the Town Council of a draft Ordinance amending Town Code Chapter 17.064, Signs, to

include regulations for non-commercial signs; CEQA exempt, 14 C.C. R. § 15061(b)(3).  
*Recommended for continuance to the December 18, 2014 meeting.*

3. **145 Ridgeway Avenue; Application # 14-38:** Application for a Use Permit to construct a 522 square foot deck off the second floor of an existing single-family residence; Assessor's Parcel No. 001-203-04; Residential RD 5.5-7 Zone District; Rich Rushton, Rushton-Chartock Architects, applicant; Brooke and Matt Golden, owners; CEQA categorically exempt, §15301(e).
4. **50 Bay Road; Application # 14-39:** Application for an encroachment permit for a second driveway and associated retaining wall improvements leading to an unpermitted parking space; Assessor's Parcel No. 001-112-04 and 05; Residential Single-family RS 6 Zone District; Michelle Kahn and David Glazier, applicants/owners; CEQA categorically exempt, § 15303(e).
5. **49 and 67 Canyon Road; 14-40:** Application for a Lot Line Adjustment to reconfigure three residentially zoned parcels to ensure that all three have street frontage and remain developable; Assessor's Parcel Numbers 003-032-22, 26 and 27; Residential Single-family RS Zone District; Moises Elterman, Kimberly Best and Eric Best, applicant/owners; CEQA categorically exempt, § exempt from CEQA per 14 C.C.R. §15061(b)(3).
6. **30 Deer Park Drive; 14-41:** Application for a Use Permit to construct a 453 square foot bedroom/full bath addition onto an existing 3,028 square foot single-family residence; Assessor's Parcel No. 002-171-09; Residential Single-family RS 6 Zone District; Walter Connolly, applicant/owner; CEQA categorically exempt, § 15301(e)(1).

Commissioner Green and Planning Director Moore discussed a minor adjustment to the language regarding the written agreement concerning 49 and 67 Canyon Road. Commissioner Green wanted to ensure that any future agreement between the two applicants/property owners involved in the Lot Line Adjustment, will not be a common form of interest or will not create any kind of common interest agreement.

M/s, Ezzet/Green, Motion to approve Consent, with Chair Ketcham's recusal on Item 4, 50 Bay, including minor changes to the conditions of approval for 49 and 67 Canyon road.

AYES: All.

Chair Ketcham read the appeal rights for items 3, 4, 5 and 6.

**PUBLIC HEARING ITEMS - None**

**MINUTES**

7. **Minutes from the September 25, 2014 and October 30, 2014 meetings.**

M/s, Ezzet/Gonzalez-Parber, Motion to approve the minutes of September 25, 2014, and October 14, 2014, with the change from an Abstention vote to an Aye by Commissioner Gonzalez-Parber for the Consent Agenda in the minutes of September 25, 2014.

AYES: Ezzet, Green, Ketcham, LaMotte, Gonzalez-Parber

#### **APPOINTMENT OF REPLACEMENT GENERAL PLAN IMPLEMENTATION (GPIC) MEMBER**

Commissioner Hamilton discussed the position.

M/s, Hamilton/Ezzet, Motion to appoint Commissioner Green to the General Plan Implementation Committee:

AYES: All

Planning Director Moore said that he would ascertain whether an alternate commissioner could also be elected to the same position.

#### **PLANNING DIRECTOR'S REPORT**

Planning Director Moore reported on the senior affordable housing project at the Lutheran Church site. He said that an architect had been selected and funds had been made available for pre-development costs.

Mr. Moore also reported on the 10 Olema project, which he said would be discussed by the Town Council at their meeting in December. He also discussed a meeting he had with an author of a book about cohousing.

Mr. Moore noted that a joint meeting between the Planning Commission and Affordable Housing Committee would take place on Tuesday, November 25<sup>th</sup>. He said that one of the main goals would include a discussion on how the State's deadline for the streamlining process for the Housing Element update could be met. Mr. Moore discussed the reasons why the Town would not be compliant with the State's policy on affordable housing.

#### **COMMISSIONER COMMENTS AND REQUESTS**

Commissioner Ezzet expressed pleasure that the affordable housing project at the Lutheran Church was moving forward.

In response to Commissioner Green, Mr. Moore said that remediation works to remove gas tanks and soil were ongoing at 2001 Sir Francis Drake Blvd.

## **ADJOURNMENT**

A motion was made, seconded and unanimously adjourn the meeting at 7:30 p.m.