

DRAFT Town of Fairfax Planning Commission Minutes
Fairfax Women's Club
Thursday, June 18, 2015

Call to Order/Roll Call

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

COMMISSIONERS PRESENT: Bruce Ackerman
Esther Gonzalez-Parber
Philip Green (Chair)
Norma Fragoso
Shelley Hamilton (Vice-Chair)
Mimi Newton

COMMISSIONERS ABSENT: Laura Kehrlein

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

APPROVAL OF AGENDA

M/s Newton/Hamilton, Motion to approve the agenda:

AYES: Ackerman, Fragoso Gonzalez-Parber, Green, Hamilton, Newton
ABSENT: Kehrlein

PUBLIC COMMENTS ON NON-AGENDA ITEMS

No one from the public came forward to speak.

CONSENT ITEMS

Planning Director Moore discussed the consent items. He clarified the circumstances when an item should be removed from Consent to the Public Hearing items.

1. **105 Forrest Avenue; Application # 15-13:** Request for a Use Permit for a 44 square foot expansion and remodel of an existing 2,173 square foot, three bedroom, 3 bath, residence increasing it to a 2,217 square foot, 3 bedroom, 3 bath residence; Assessor's Parcel No. 002-192-22; Residential Single-family RS 6 Zone District; Ryan Cullinen, Leff Construction, applicant; Brendan Donahoe and Gabrielle Hall, owners; CEQA categorically exempt, § 15301(e)(1).

continued to the meeting of July 16, 2015, and the items concerning 2378 Sir Francis Drake Boulevard and 32 Wood Lane moved to the Public Hearing Items:

AYES: Ackerman, Fragoso, Gonzalez-Parber, Green, Hamilton, Newton
NOES: None
ABSENT: Kehrlein

Chair Green read the appeal rights.

PUBLIC HEARING ITEMS

1. **2374 – 2378 Sir Francis Drake Boulevard; Application # 15-16:** Request for a Design Review Approval of exterior changes proposed for an apartment building; Assessor's Parcel No. 001-150-31; Multiple Family RM Zone District; David Carlos, applicant; Anne Haring Revocable Trust, owner; CEQA categorically exempt, § 15301(a) and 15303(c).

Principal Planner Neal presented the staff report. She discussed the project, which includes the removal and replacement of the existing deck railings, and the construction of new fencing around the recycling areas. Ms. Neal confirmed that staff believes the project meets the design code's criteria and would recommend approval with additional conditions of approval that she discussed.

In response to Chair Green, Ms. Neal discussed the location of the planter.

Commissioner Fragoso suggested a 48" box tree is planted, rather than a 24" tree, and she discussed her concerns regarding the placement of the motion sensors, lighted building numbers and balcony framing.

Geoff Butler, Project Architect, said that they are not removing the existing deck railing, but are applying wood at the front to maintain a level of acoustic control. Mr. Butler said they would use a 48" box tree and ensure the motion detectors are located in a more attractive area. He noted that the building numbers and the "Fair Oaks" sign must conform to the Fire Department's requirements. Mr. Butler discussed the replacement of entrance doors and sliding glass doors and the trash enclosures.

In response to Chair Green, David Carlos, Project Contractor, said he did not foresee the project interfering with traffic on Sir Francis Drake Blvd.

M/s, Fragoso/Hamilton, Motion to approve Design Review Application # 15-16, a request for exterior changes proposed for an apartment building at 2374 – 2378 Sir Francis Drake Boulevard, with the additional conditions that a 48" box tree will be planted and the building numbers will be enlarged if allowed by code:

AYES: Ackerman, Fragoso, Gonzalez-Parber, Green, Hamilton, Newton
NOES: None

3. **2001 Sir Francis Drake Boulevard; Application # 15-18:** Request for a Use Permit for outdoor seating, Design Review of proposed exterior changes and site improvements, and a Parking Variance to have 1 less than the required number of parking spaces and less than the required dedicated delivery vehicle loading space; Assessor's Parcel No. 002-116-04; Highway Commercial CH Zone District; Brian and Elizabeth Back, applicants; Arash Salkhi, owner; CEQA categorically exempt, § 15301(a) and 15303(c).

Principal Planner Neal presented the staff report. She explained that the applicants are proposing to open a restaurant with indoor and outdoor seating. She discussed the proposed outdoor dining area, which includes a children's area, and the number of proposed outdoor seats that the applicant is requesting.

Ms. Neal discussed the parking area. She said the Traffic Engineer has concluded that the proposed restaurant will generate less traffic than the previous use of a gas station and that traffic would not reach a threshold to warrant a traffic study.

Ms. Neal discussed parking, when she noted that 9 spaces are proposed when 10 are required by the code. She said that the owners live nearby and will offer incentives to their employees not to use the spaces, which she discussed. Ms. Neal also discussed the lack of a delivery vehicle-loading zone and she commented on deliveries.

Ms. Neal explained that staff believes further analysis of the parking area is necessary for reasons she explained and she noted that staff have suggested alternative designs in the staff report, which should provide an additional parking space. Ms. Neal noted that staff have recommended approval of the project with an additional parking space, but that they have been alerted to the problem of how cars could safely leave the parking lot if there are no free spaces.

Planning Director Moore discussed a prior submittal in relation to parking, which met the Town's parking requirements. Mr. Moore explained that the applicant has a business model with a threshold for seating that they feel is critical, which affects the parking plan. The applicants are proposing to restrict truck deliveries to small delivery trucks, since the truck-loading area does not meet the code, restrict employee parking, and ensure deliveries are made before business hours. Mr. Moore said that staff believes an opportunity exists to provide an additional parking space and that further analysis is necessary to determine how cars can exit the lot safely when the lot is full.

Ms. Neal said that the project meets the design review criteria, and that signage is reasonable with the exception of the children's art sign for reasons she explained. She discussed a revocable encroachment permit, which staff would recommend, for the installation of a private pedestrian pathway.

Mr. Moore and Commissioner Newton discussed exterior seating numbers in relation to there being insufficient parking spaces. They also discussed traffic ingress and egress and Mr. Moore explained why westbound traffic could not turn left out of the parking lot. Mr. Moore and Commissioner Newton also discussed the route pedestrians would take to the site after leaving their car at the Parkade lot. They also discussed trees, the possible provision of AstroTurf, the presence of petroleum under the site and the feasibility of using Broadway as an exit. Mr. Moore

He said that they want to encourage cyclists and that the garden will be an oasis for people to relax and gather. He discussed the monitoring wells in relation to trees, the garden and lighting plan.

Mr. Moore asked for clarification of the plans when he noted that the architect's plans were different to those provided to the commissioners.

Elizabeth Beck, Applicant, discussed the importance of the children's play area as part of their project.

Seth Goddard, 12 Marin Road, said he supports the project. He said it will be a good place for people to hang out and he asked for the project to be approved.

Tim Gnatek, 91 Meernaa, said he supported the project; that it would be an innovative use of the space and he feels strongly about creating a safe place for kids.

Chair Green closed the public comment period and announced a 10-minute break at 8:50 p.m.

In response to Chair Green, Mr. Beck discussed ways in which they would encourage employees not to use their vehicles, which included the provision of the provision of bicycle racks for their exclusive use.

Commissioner Gonzalez-Parber said she liked the design and supported the project in the main. She recommended they revisit the parking lot design. Commissioner Gonzalez-Parber discussed the black wall, which she described as "unfriendly", with Mr. Kennedy. She also expressed her disappointment that the communal sink will be removed.

Commissioner Gonzalez-Parber led a discussion in the hours of operation and early morning deliveries. Mr. Beck said they could be flexible.

Vice-Chair Hamilton said that it is a great project. She made suggestions about delivery hours and trucks, and said she would agree to allowing music at stipulated times. Vice-Chair Hamilton said that the ability for drivers to turn when the parking lot is full remains a problem and she would support a continuance. Mr. Kennedy suggested removing a parking space and Vice-Chair Hamilton said that an engineer should study the parking lot configuration.

Commissioner Ackerman suggested a walkway be eliminated, which he discussed with Mr. Moore.

Mr. Kennedy and Mr. Moore discussed the parking lot issues that need to be addressed by an engineer and Mr. Moore suggested the project be continued. Commissioner Fragoso suggested design changes that might provide additional space.

Chair Green said he would support a continuance and he noted that, in general, design review of the project is not a problem.

Minutes from May 21, 2015: Page 6, "...an informal residence addition erected by the owner at 29 Bolinas...", amended to read, ".....an informal residence addition erected by the owner on the lot behind 29 Bolinas....".

Minutes from May 11, 2015: Page 1, second mention of "Commissioner Ackerman" to be removed.

AYES: Ackerman, Gonzalez-Parber, Green, Hamilton, Newton
NOES: None
ABSTAIN: Fragoso (minutes of May 11th), Newton
ABSENT: Kehrlein

DISCUSSION ITEMS

9. Zoning Ordinance: Issues list prioritization and schedule of first meeting to start addressing zoning code amendments

Planning Director Moore said that staff will provide a list at the next meeting, which he discussed.

Chair Green opened the public comment period.

Cassidy DeBaker, 145 Landsdale, commented on the need to define the meaning of "historic character" for downtown. Mr. Moore noted that this could be incorporated into future discussions on development standards and design guidelines for the Town Center Plan.

PLANNING DIRECTOR'S REPORT

Planning Director Moore reported that a parking forum will take place in September and an ordinance will be enacted enabling the streamlining of the solar permit process from September 2015.

COMMISSIONER COMMENTS AND REQUESTS

Vice-Chair Hamilton discussed e-mail correspondence with the San Anselmo Public Works Director about the traffic signals at Pastori and Willow. She said that she has requested additional information.

ADJOURNMENT

A motion was made, seconded and unanimously approved to adjourn the meeting at 10:35 p.m.

Respectfully submitted,

Joanne O'Hehir