

MINUTES
PLANNING COMMISSION MEETING
VIA TELECONFERENCE
JULY 14, 2020
CORTE MADERA TOWN HALL
CORTE MADERA

COMMISSIONERS PRESENT: Chair Peter Chase
Vice-Chair Phyllis Metcalfe
Commissioner Bob Bundy
Commissioner James Rizzo
Commissioner Margaret Bandel

STAFF PRESENT: Adam Wolff, Planning Director
Martha Battaglia, Senior Planner
Rebecca Vaughn, Assistant Town Manager/Town Clerk
Tracy Hegarty, Administrative Analyst

1. OPENING:

A. Call to Order – The meeting was called to order at 7:00 p.m.

B. Pledge of Allegiance – Commissioner Chase led in the Pledge of Allegiance.

C. Roll Call – All the commissioners were present.

D. Swearing in of reappointed incumbent Commissioners Margaret Bandel, Robert Bundy and Phyllis Metcalfe

Assistant Town Manager/Town Clerk Rebecca Vaughn swore in incumbent Commissioners Margaret Bandel, Robert Bundy and Phyllis Metcalfe.

E. Election of Officers: Chair and Vice-Chair

Commissioner Metcalfe nominated Commissioner Chase as Chair:

AYES: Metcalfe, Bundy, Bandel, Rizzo
NOES: None

Chair Chase nominated Commissioner Metcalfe Vice-Chair:

AYES: Bundy, Bandel, Chase, Rizzo
NOES: None

2. PUBLIC COMMENT – None

3. CONSENT CALENDAR – None

4. CONTINUED HEARINGS – None

5. NEW HEARINGS

- A. **38 BIRCH AVENUE** – MAJOR DESIGN REVIEW APPLICATION TO ADD A 723 SQUARE FOOT SECOND LEVEL AND TO ADD 241 SQUARE FEET TO THE FIRST LEVEL OF THE 1,796 SQUARE FOOT SINGLE STORY HOME AT 38 BIRCH AVENUE FILE PL-2020-0013 DRC (Senior Planner Martha Battaglia)

Senior Planner Martha Battaglia presented the staff report and answered questions from the commissioners.

Public comment was taken from Karine Kashen and Karl Spurzem in support of the project.

MOTION: Motioned by Vice-Chair Metcalfe, seconded by Commissioner Bundy, to approve Resolution No. 20-008, Major Design Review Application No. PL-2020-0013-DRC, to add a 723 square foot second level and to add 241 square feet to the first level of a 1,1796 square foot single story home at 38 Birch Avenue:

AYES: Metcalfe, Bundy, Bandel, Chase, Rizzo
NOES: None

Ms. Battaglia read the appeal rights.

6. BUSINESS ITEMS – None

7. ROUTINE AND OTHER MATTERS

A. REPORTS, ANNOUNCEMENTS AND REQUESTS

i. Commissioners

Chair Chase commented on his online attendance of the June 9, 2020 and July 7, 2020 Town Council Meetings.

ii. Planning Director

Planning Director Wolff reported on the following items:

- June 16, 2020 Town Council Meeting
- Adoption of an Urgency Ordinance by Town Council at the June 9, 2020 meeting
- July 7, 2020 Town Council Meeting, where extension of permit expiration dates was discussed
- Town Council Meetings of July 21, 2020 and August 4, 2020 are canceled
- Planning Commission Meeting of July 28, 2020 might be canceled
- Possible housing legislation that could impact local agencies

- iii. **Tentative Agenda Items for the Tuesday, July 28, 2020 Planning Commission Meeting**
(PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE)
 - a. None
- iv. **Future Agenda Items**
(PROPOSED ITEMS, AND ORDER, ARE SUBJECT TO CHANGE)

B. MINUTES

- i. **Planning Commission Meeting Minutes of April 28, 2020 (originally approved 5/26)**
- ii. **Planning Commission Meeting Minutes of May 26, 2020**
- iii. **Planning Commission Meeting Minutes of June 23, 2022**

MOTION: Motioned by Vice-Chair Metcalfe, Seconded by Commissioner Bandel, to approve the Planning Commission Meeting Minutes of April 28, 2020, May 26, 2020 and June 23, 2022:

AYES: Metcalfe, Bundy, Bandel, Chase, Rizzo

NOES: None

8. ADJOURNMENT

A motion was made, seconded and unanimously approved to adjourn the meeting at 8:30 p.m.