

## Meeting Notes

Tuesday, March 3, 2015, 6:30-8:30 PM

Item	Outcome
6:35 P - Welcome, Introductions	Attendees: Linda Lopez, Margy Kahn, Maeve Johnston, Joshua Hugg, Laura Caplan, and Lionel de Maine  Planning Staff: Lisa Aozasa, Will Gibson, Bryan Albini  Facilitators: Ashley Quintana and Ellie Dallman
Finalize draft of Purposes, Definitions & Permitted Uses of Neighborhood Mixed Use (NMU) Ordinance (see notes from last meeting pg 2/3 for details) – discuss remaining questions on the following: <ul style="list-style-type: none"> <li>- Bars</li> <li>- Financial Institutions</li> <li>- Home occupations</li> <li>- Non Chartered Financial Institution</li> <li>- Restaurants</li> <li>- Small Collection Facilities for Recyclable Materials</li> <li>- Small indoor Exercise and Leisure Facilities</li> </ul>	Reviewed changes and remaining questions of the updated copy of the definitions & permitted uses provided by Planning Department: <ul style="list-style-type: none"> <li>- <u>Day Care Centers</u>: Asked to clarify how many hours per day – why 24 hrs?; suggested not to include pre-school in day care definition</li> <li>- <u>Financial institutions</u>: already regulated so no need to further regulate through zoning</li> <li>- Suggestion to include a definition for farmers markets - will bring more information at the next meeting</li> <li>- <u>Food establishments specializing in take-out service</u>: removed “delivery service”</li> <li>- <u>Home occupation</u>: need to further explore internally, so more information will be provided next meeting- goal is to not allow home businesses where many customers come to the home</li> <li>- <u>Limited keeping of pets</u>: clarified so it does not include doggie day care</li> <li>- <u>Parking Lots and Parking Garages</u>: included word “garage” in title</li> <li>- <u>Restaurants</u>: will provide a more detailed definition next meeting to clarify</li> <li>- No longer allow “Commercial/Industrial Laundry Facilities” that have a plant on site; retail cleaning establishments are still allowed (ie Laundromats for public use, dry cleaning pick up)</li> <li>- <u>Small indoor exercise and leisure facilities</u>: reduced size from 4,500 s.f. to 2,000 s.f.</li> <li>- <u>Educational Facilities</u>: revised to create more general definition that does not distinguish type or scale</li> </ul>

	<p>Clarified that any current uses on Middlefield that are no longer allowed by updated permitted uses would be considered legal nonconforming and could exist as long as they do not close for an extended period of time (more than 6 months). Planning will look into the possibility of further limiting this time period.</p>
<p>Review proposed NMU development and performance standards with workgroup and gather feedback on the following questions:</p> <ol style="list-style-type: none"> <li>1. Does the ordinance match the expectations described in the NFO Community Plan?</li> <li>2. Is the language used in the ordinance user-friendly (understandable)?</li> <li>3. Do the development and performance standards address potential land use conflicts between commercial and residential land uses?</li> </ol>	<p>Reviewed NMU development and performance standards with proposed changes presented by Planning by section:</p> <p>Development Standards</p> <ol style="list-style-type: none"> <li>1. <u>Minimum Parcel Area and Width</u>: stays the same</li> <li>2. <u>Building setbacks</u>: changed minimum side setback for single family residential parcel to 0ft. For all other cases, rear setback minimum was changed to 10ft (was 15ft originally). The maximum front setback was changed to 10ft (need to double check this number with the NFO Plan).</li> <li>3. <u>Maximum Building Coverage</u>: stays the same</li> <li>4. <u>Maximum Building Floor Area</u>: clarified that floor area only includes habitable space (ie parking garage in basement would not be included in floor area)</li> <li>5. <u>Maximum Residential Development Density</u>: allows up to 60 dwelling units per net acre (clarified in NFO Plan)</li> <li>6. <u>Building Height</u>: agreed to remove maximum number of stories and only include maximum height of 40 ft. Removed use permit exception for buildings with less than 2 story minimum. Included sentence to clarify that height does not include non-habitable space that is subgrade. A question was raised about wireless telecommunication facilities and the response was that they are regulated by separate regulations; building height will allow up to 5 extra feet for equipment such as antennae, chimneys etc that are necessary for safe or efficient operation</li> <li>7. <u>Signs</u>: under prohibited signs, included underlined verbiage under #1: “any sign that... can be confused with or <u>obscure view of</u> traffic control device...”. Question came up about ability to regulate above ground utility boxes?       <ol style="list-style-type: none"> <li>a. <u>Billboards</u>: Questions came up around removing all billboards, or the possibility of shortening the window of operation required when billboard is sold to a new owner.</li> <li>b. <u>Maximum number of signs and display area</u>: changed to allow one sign per parcel street frontage; if there are multiple businesses, one sign per</li> </ol> </li> </ol>

	<p>business is allowed but all signs must fit in the maximum total sign display area (see equation listed in development standards)</p> <ul style="list-style-type: none"> <li>c. <u>Maximum Sign Height</u>: freestanding signs will now require a use permit</li> <li>d. <u>Temporary Signs</u>: added section specifically about temporary signs limiting them to a 30 day display period <ul style="list-style-type: none"> <li>o There was a question about restriction of brightness of signs (see section on lighting that limits this type of sign to only the front facing side of the business)</li> <li>o Another question came up about window screenage and visibility into businesses → way to help reduce alcohol to minors if you can see into the business</li> </ul> </li> </ul> <p>Performance standards</p> <ol style="list-style-type: none"> <li>1. <u>Noise</u>: question about County Noise Ordinance- will bring back more information next meeting</li> <li>2. <u>Lighting</u>: no change</li> <li>3. <u>Trash and Debris</u>: included sentence that requires refuse, waste, or outdoor storage areas to be screened with a 6ft wall or fence when visible from public way or residentially zoned parcel</li> </ol> <ul style="list-style-type: none"> <li>- Questions came up about including noise or facility shield, and including a section about hazardous materials</li> </ul> <p>The idea of putting together a community benefits agreement for North Fair Oaks came up during the meeting.</p>
<p>Next Steps and Timeline for NMU Ordinance</p>	<ul style="list-style-type: none"> <li>• Walked the group through the timeline for the Neighborhood Mixed Use Ordinance <ul style="list-style-type: none"> <li>o April 7 Workgroup – Discuss Parking Standards</li> <li>o May 5 Workgroup – Design Standards</li> <li>o June 2 Workgroup – Final Wrap up of NMU Ordinance</li> <li>o June 25, 2015 – Present to North Fair Oaks Community Council</li> <li>o July 22, 2015 – Present to Planning Commission</li> <li>o September 1, 2015 – Present to Board of Supervisors</li> </ul> </li> <li>• Mentioned that only parking standards for 1<sup>st</sup> through 9<sup>th</sup> along Middlefield Road will be discussed at the next meeting.</li> </ul>
<p>Agenda items for April</p>	<ul style="list-style-type: none"> <li>• Review remaining questions from this meeting, and discuss</li> </ul>

	parking Standards for Middlefield Road between 1 <sup>st</sup> Ave and 8 <sup>th</sup> Ave
8:25 P	Adjourn

Next Meetings at Fair Oaks Health Center:  
(2710 Middlefield Rd. RWC)

April 7, 2015 6:30p-8:30p

May 5, 2015 6:30p-8:30p

June 2, 2015 6:30p-8:30p