

**TOWN OF FAIRFAX
GENERAL PLAN IMPLEMENTATION COMMITTEE (GPIC)
REGULAR MEETING MINUTES**

DATE, TIME, PLACE:

Thursday, June 13, 2013, 7:00 PM, Fairfax Women's Club

PURPOSE OF MEETING:

Regular Meeting

ATTENDANCE:

GPIC MEMBERS PRESENT: Chair Ted Pugh (Volunteer Board); Vice Chair Shelley Hamilton (Planning Commission); Secretary Cassidy DeBaker, (Community); Jacob "Jake" Feickert (Open Space Committee); Diane Causey, (GPAC Adjourned); John Reed (Mayor Town Council).

GPIC MEMBERS ABSENT: Bruce Ackerman (Community).

STAFF PRESENT: Larry Kennings (Consultant)

GUESTS: Arijit Sen (Intern)

ACTIONS TO BE TAKEN PRIOR TO THE NEXT MEETING:

- C. DeBaker to conduct technical edit on CAP and email GPIC members.
- S. Hamilton to present General Plan Matrix at next Planning Commission.
- L. Kennings to ask J. Moore if GPIC meeting agendas can be posted on the Town website.
- B. Ackerman to submit April 11, 2013 Meeting Minutes.
- T. Pugh to prepare an outline for the next quarterly report.

1. CALL TO ORDER

- Chair T. Pugh called the meeting to order at 7:09 PM.

2. APPROVAL OF AGENDA

- Approved June 13, 2013 agenda.
- Brief discussion regarding making the GPIC agenda available to Town citizens. T. Pugh suggested posting the agenda on the Towns website. L. Kennings will bring this idea forward to J. Moore (Planning Director).

3. PUBLIC COMMENTS

- None

4. APPROVAL OF PREVIOUS MEETING MINUTES

- Approved May 9, 2013 Meeting Minutes.
- Need to approve April 11, 2013 Meeting Minutes at the next GPIC meeting scheduled for July 11, 2013.

5. WORKING SESSION ON THE DRAFT CLIMATE ACTION PLAN (CAP)

- Following the May 9, 2013 meeting, GPIC members made individual comments to the CAP. Member comments were emailed to C. DeBaker and combined into a single Word document and uploaded to Dropbox on June 10, 2013.
- During tonight's meeting, GPIC members made "real-time" edits in track changes using the June 10, 2013 CAP. A revised version (dated June 13, 2013) was uploaded to Dropbox during the meeting. "Live edits" ceased on page 9 Section 1.4 (Climate Change Mitigation Activities in Fairfax).
- GPIC members agreed that the CAP will need to be technically edited for overall language and formatting consistency, including grammar, footnotes, style, font, figures, table of contents, appendices, and acronyms. C. DeBaker volunteered to complete this task before the next regular GPIC meeting and email the revised CAP to all GPIC members.
- J. Reed suggested that the next working session on the CAP focus on content; all members agreed.
- Tentative deadline for completion of a Draft CAP is set for Fall 2013.

6. ONGOING UPDATE ON OUTREACH TO RELATIVE PARTIES (First and Second Year Implementation Priorities and Responsibilities)

- S. Hamilton plans to bring the General Plan Matrix (dated June 2012) to the next Planning Commission meeting to discuss the General Plan goals and priorities assigned to the Planning Commission. S. Hamilton will report back to the GPIC.
- T. Pugh commented that the Volunteer Board has completed many of the tasks listed on the General Plan Matrix and that they will further discuss how to complete the remaining programs.
- J. Feickart reported on Fairfax Open Space's priorities and responsibilities in accordance with the General Plan Matrix: 1) Youth members to join Open Space, possibly from Drake High School leadership programs, 2) Fundraising and grant writing; 3) Fairfax Open Space inventories, working on a time table, scope of tasks, field approach, and priority to address visually distinct properties; 4) Wall Property meeting Saturday June 15th 10am-2pm, Fairfax Women's Club.
- D. Causey asked how GPIC plans to track the programs in the General Plan assigned to each of the responsible parties (i.e., what has been completed vs. ongoing/in-process). Is it feasible to establish a checklist or measure criteria? S. Hamilton and J. Feickart suggested a means to measure quantitative and qualitative progress. T. Pugh suggested adding a column to the existing matrix to keep track.

7. QUARTERLY REPORT DISCUSSION (Report to Town Council)

- In March 2013, B. Ackerman presented the previous quarterly report to the Town Council.
- T. Pugh will prepare an outline for the next quarterly report and discuss with GPIC at the next meeting. The next quarterly report is scheduled for the July 25th Town Council Meeting.

8. COMMITTEE MEMBERS COMMENTS AND REQUESTS

- None

9. PLANNING DIRECTOR REPORT

- Planning Director, J. Moore was absent from the meeting. However, on behalf of J. Moore, Town Intern, A. Sen, distributed a three-page handout, titled, "Planning & Building Services Budget Message."

10. NEXT GPIC MEETING

- The next GPIC meeting will be on the regular date of the second Thursday of the month, July 11, 2013, 7 PM, at the Fairfax Women's Club.

11. ADJOURNMENT

- The meeting was adjourned at 9:20 PM.

RESPECTFULLY SUBMITTED by C. DeBaker

DISTRIBUTION:

Draft minutes will be emailed to: J. Moore and L. Kennings

Approved minutes will be emailed to: J. Moore