

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

**DATE, TIME, PLACE:**

Thursday, July 11, 2013, 7:00 PM, Fairfax Women's Club

**PURPOSE OF MEETING:**

Regular Meeting

**ATTENDANCE:**

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

GPIC MEMBERS ABSENT: Vice Chair Shelley Hamilton (Planning Commission)

STAFF PRESENT: Jim Moore (Planning Director) and Larry Kennings (Consultant)

GUESTS: Arijit Sen (Intern)

**ACTIONS TO BE TAKEN PRIOR TO THE NEXT MEETING:**

- C. DeBaker and B. Ackerman to form ad hoc subcommittee to prepare a draft CAP and email to GPIC members before the next regular meeting (August 8, 2013).
- S. Hamilton to present General Plan Matrix at July 18, 2013 Planning Commission meeting.
- T. Pugh and J. Feikart to add a column to the General Plan Matrix for their respective groups and to update/track what has been completed or in-progress.
- T. Pugh to present GPIC quarterly report at the August 7, 2013 Town Council meeting.
- C. DeBaker to upload approved minutes to dropbox.

**1. CALL TO ORDER**

- Chair T. Pugh called the meeting to order at 7:12 PM.

**2. APPROVAL OF AGENDA**

- Approved July 11, 2013 Agenda.

**3. PUBLIC COMMENTS**

- None

#### **4. APPROVAL OF PREVIOUS MEETING MINUTES**

- Approved April 11, 2013 and June 13, 2013 Meeting Minutes.

#### **5. QUARTERLY REPORT DISCUSSION (Report to Town Council)**

- The next quarterly report is scheduled for the August 7, 2013 Town Council Meeting and will be presented by T. Pugh (max. 10 minutes).
- T. Pugh presented an outline to GPIC and plans to highlight the following:
  - GPIC activities during the previous 6 months (February-July 2013) and frequency of reports to be bi-annual;
  - GPIC mission statement;
  - First and Second Year Implementation Priorities and Responsibilities (i.e., General Plan Matrix, ongoing reporting to the GPIC by various parties, and GPIC's ability to track progress over the years);
  - The CAP (briefly describe); will be submitted to Town Council in October 2013.

#### **6. COMMITTEE MEMBERS COMMENTS AND REQUESTS**

- None

#### **7. PLANNING DIRECTOR REPORT**

- J. Moore discussed the 2010 Greenhouse Gases (GHG) Inventory Report for the Town of Fairfax. A copy of the inventory was uploaded to dropbox and viewed on the projector during the meeting. The CAP will need to be updated to incorporate the 2010 GHG inventory results.
- In sum, the 2010 GHG Inventory provides an updated baseline between 2005 and 2010, showing a 5% reduction for Fairfax.
- Christine O'Rourke (MCEP Sustainability Coordinator) is scheduled to present on the 2010 GHG Inventory at the September 4, 2013 Town Council meeting.
- MCEP has discussed displaying a "report card" on their website that will show carbon usages for all Marin County municipalities (i.e., government only).
- J. Moore mentioned that there are potential grants available to fund the Town staff to work with PG&E to acquire data on residential usage. Currently, the 2010 GHG Inventory takes into account governmental usage for the Town of Fairfax and extrapolates uses for the community.

#### **8. DISCUSSION OF HOW TO MEASURE SPECIFIC ACTIONS**

- GPIC consensus is to add a checklist column to the existing General Plan Matrix as a means to track implementation priorities and responsibilities. GPIC will annually update the checklist for distribution.
- D. Causey suggested the use of pie charts to graphically display progress.

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

- S. Hamilton to present General Plan Matrix at July 18, 2013 Planning Commission meeting.
- T. Pugh and J. Feickart to add a checklist column to the General Plan Matrix for their respective groups and to update/track what has been completed or in-progress.
- Open Space Committee update from J. Feickart:
  - Letters were sent to property owners listed in the General Plan;
  - Trail grant-focused on mapping and analyzing trails, including Priority Conservation Areas (PCA);
  - Willow Property-likely to purchase in the next 6 months;
  - Wall Property (undecided, ongoing);
  - 415-Mile and Miracle Run (5-mile race) to be held on July 21<sup>st</sup>. Open Space Committee will receive \$4 per register ([www.run415mile.com](http://www.run415mile.com)); and
  - Inventory- Open Space is discussing the methodology and implementation of the inventory. J. Feickart would like to take a closer look at the available properties; possibly those that are undeveloped vs. underdeveloped.

## **10. WORKING SESSION ON THE DRAFT CLIMATE ACTION PLAN (CAP)**

- C. DeBaker and B. Ackerman to form ad hoc subcommittee to prepare a draft CAP and email to GPIC members before the next regular meeting (August 8, 2013).
- Ad hoc subcommittee will likely meet 3-4 times prior to next meeting
- C. DeBaker and B. Ackerman will also coordinate with J. Moore and L. Kennings.
- Plan to submit Draft CAP to Town Council in October 2013.
- GPIC members were encouraged to send any comments via email to C. DeBaker.
- J. Feickart commented that it would be beneficial to consult with an arborist for tree related sections in the CAP (e.g., Section 3.2). Briefly discussed the Tree City USA program (<http://www.arborday.org/programs/treeCityUSA/about.cfm>).
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## **11. NEXT GPIC MEETING**

- The next GPIC meeting will be on the regular date of the second Thursday of the month, August 8, 2013, 7 PM, at the Fairfax Women's Club.

## **12. ADJOURNMENT**

- The meeting was adjourned at 9:04 PM.

**RESPECTFULLY SUBMITTED** by C. DeBaker, Secretary

**DISTRIBUTION:**

Draft minutes were emailed to: J. Moore and L. Kennings

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