

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

**DATE, TIME, PLACE:**

Thursday, January 09, 2014, 6:30 PM, Fairfax Women's Club

**PURPOSE OF MEETING:**

Regular Meeting

**ATTENDANCE:**

GPIC MEMBERS PRESENT: Chair Ted Pugh (Volunteer Board); Secretary Cassidy DeBaker, (Community); Diane Causey, (GPAC Adjourned); Bruce Ackerman (Community); Vice Chair Shelley Hamilton (Planning Commission); John Reed (Town Council); and Mimi Newton (Open Space Committee, Alternate).

GPIC MEMBERS ABSENT: and Jacob "Jake" Feickert (Open Space Committee).

STAFF PRESENT: Larry Kennings (Consultant).

STAFF ABSENT: Jim Moore (Planning Director).

GUESTS: None

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

- J. Moore and B. Ackerman to update the Housing Element Matrix.
- C. DeBaker and B. Ackerman to follow up with Christine O'Rourke on the status of the CAP and confirm that she will be present at the February 5, 2014 Town Council Meeting.
- GPIC members to review the General Plan Programs for priority ranking.
- J. Moore to confirm how many Town Council members can be on CAC (only 1?).

**1. CALL TO ORDER**

- Chair T. Pugh called the meeting to order at 6:36 PM.

**2. APPROVAL OF AGENDA**

- Approved January 9, 2014 Agenda.

**3. PUBLIC COMMENTS**

- None

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

- The Meeting Minutes for November 14, 2013 and December 12, 2013 were approved.

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

- J. Reed informed the members of a Red Cross event at the Pavilion in August 2014 that will focus on disaster preparedness. The Volunteer Board will coordinate this event.

#### **6. ELECTION OF OFFICERS**

- Members nominated and voted:
  - T. Pugh to continue as Chair (motion by Shelley and second by J. Reed).
  - S. Hamilton to continue as Vice Chair (motion by J. Reed and second by T. Pugh).
  - C. DeBaker to continue as Secretary (motion by B. Ackerman and second by J. Reed).

#### **7. GPIC REPORT TO TOWN COUNCIL**

- T. Pugh to report to Town Council at the February 5, 2014 meeting. The reporting period will span the last 9 months (May 2013-January 2014).
- T. Pugh will present on the following topics:
  - Introduction- “What does GPIC do?” Refer to the GPIC bylaws and Mayor’s Letter in the General Plan.
  - M. Newton to replace J. Fieckert for Fairfax Open Space Committee.
  - Progress Report (e.g., Housing Element, CAP, CAC, GP Matrix)
  - Announce that GPIC will begin accepting forms/interviews for CAC members (interested candidates can attend a GPIC meeting and complete boards/committee forms found on the town website and at Town Hall).

#### **8. UPDATE AND NEXT STEPS ON THE GENERAL PLAN MATRIX**

- Consider putting two spreadsheets on the town website to update the public on GPIC’s progress: 1) List of priorities going forward and 2) List of accomplishments. These spreadsheets would be adapted from the GP Matrix.
- Need to develop a systematic and consistent method for tracking feedback/updates from the various responsible parties.
- B. Ackerman and D. Causey noted missing information in the “Sequence” column of the General Plan Matrix for Lu-7.1.1.2 and H-4.1.1.3.
- M. Newton reported on Fairfax Open Space Committee tasks. She noted that many of the programs are beyond the expertise of Open Space Committee and require financial support-the Open Space Committee has limited resources to accomplish the tasks in the GP matrix. Preserving open space and fundraising are

the top priorities. The Open Space Committee will discuss and strategize at the next regular meeting and M. Newton will report back to GPIC. J. Moore suggested focusing on “what is most important to do” and priority ranking the programs in the GP that are specific to the Open Space Element.

- J. Moore and L. Kennings requested that GPIC members continue to review the General Plan Programs for priority ranking.
- General comments from GPIC are that many of the programs in the GP are synergetic and require combined efforts from more than one responsible party.
- The projected timelines and completion dates may need to be revisited.

## **9. PLANNING DIRECTOR REPORT**

- J. Moore updated the members regarding the following:
  - Request to form CAC (via resolution) is set for the January 15, 2014 Town Council meeting.
  - Request for adoption of CAP (via resolution) is set for the February 5th Town Council meeting.
  - B. Ackerman will update the Housing Element Matrix.
  - Town Center Plan public workshops will be held in Spring/Summer/Fall 2014 and will consist of a three data boards: 1) background briefing and problems/opportunities, 2) brainstorming and break out sessions, and 3) select preferred alternatives.
  - Rezoning ordinance commercial highway (CH) to central commercial (CC).
  - Affordable Housing (recent grants awarded).
  - Housing Element-add language to amend the Housing Element in the GP to reflect the rezoning ordinance from CH to CC.
  - Formally create CAC and implement CAP. No more than two GPIC members (one will serve as Chair) and only one Town Council member (J. Moore will confirm).

## **8. NEXT GPIC MEETING**

- The next GPIC meeting will be on the regular date of the second Thursday of the month, February 13, 2014, at 6:30 PM, at the Fairfax Women’s Club.

## **10. ADJOURNMENT**

- The meeting was adjourned at 8:35 PM.

**RESPECTFULLY SUBMITTED** by Cassidy DeBaker, GPIC Secretary

## **DISTRIBUTION:**

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