

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

DATE, TIME, PLACE:

Thursday, March 13, 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: None

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

STAFF ABSENT: None

GUESTS: Jody Timms (Candidate for Climate Committee)

ACTIONS TO BE TAKEN PRIOR TO THE NEXT MEETING:

- J. Moore to post the final GPIC bi-laws on the town website.
- J. Moore to check that the Housing Element appendix that includes the maps is posted on the town website?
- GPIC members to review the General Plan Programs for priority ranking.
- C. DeBaker will provide the updated GP matrix to the town clerk and GPIC members.

1. CALL TO ORDER

- Chair T. Pugh called the meeting to order at 6:42 PM.

2. APPROVAL OF AGENDA

- Approved March 13, 2014 Agenda.

3. PUBLIC COMMENTS

- None

4. APPROVAL OF PREVIOUS MEETING MINUTES

- No Meeting Minutes for February 13, 2014 (no quorum).

5. COMMITTEE MEMBERS COMMENTS AND REQUESTS

- B. Ackerman mentioned the Chevron public hearing and how Fairfax citizens who attended the Town Council (TC) meeting referred to specific elements in the General Plan (GP). The feedback was positive.
- T. Pugh felt that GPIC should discuss protocols regarding GPIC members who speak about the GP. GPIC should be objective. Articulating and clarifying the GP document.
- S. Hamilton suggested a possible GPIC communications/outreach subcommittee to explain the GP to interested parties in town (e.g., Chamber of Commerce, Sustainable Fairfax). The subcommittee could answer questions, advocate the GP, and provide an educational groundwork for community members to become familiar with the GP.
- J. Reed suggested that the subcommittee could provide an opportunity for the public to comment on the GP and ask questions about its details.
- J. Moore stated that subcommittee could be seen as ambassadors of the GP. One idea is to prepare a PowerPoint presentation for the TC at the next GPIC report and highlight facts about the GP. Another idea is to hold a town forum on the GP and broadcast it live (possibly Saturday morning). J. Moore commented that GPIC's efforts are to disseminate information about the GP not to counter arguments in the community.
- D. Causey stated that GPIC's mission is to monitor and foster the implementation of the GP and make recommendations. She is not totally clear about the objective of a GP public forum.
- M. Newton commented that helping to implement the GP can also mean educating the public about the GP. However, human nature is that people are going to be interested in what effects them- and most people might not to read the GP.
- C. DeBaker suggested that the subcommittee could highlight the different elements in the GP and invite the public to attend to discuss and learn about what they are most interested in.
- S. Hamilton and T. Pugh will form the adhoc Education Subcommittee and other GPIC members will rotate into the group as needed (Motion by J. Reed; Second by S. Hamilton; all members in favor).

- D. Causey asked if the final bi-laws are posted on the town website? The last time she checked only the track changes version was available.

6. INTERVIEW CLIMATE COMMITTEE CANDIDATES

- GPIC members interviewed Jody Timms.
- GPIC members appointed Jody Timms, Kiki La Porta, Cassidy DeBaker, and Bruce Ackerman to the Climate Committee (Motion by J. Reed; Second by S. Hamilton; all members in favor).

7. REVIEW REVISED HOUSING ELEMENT MATRIX

- B. Ackerman and J. Moore prepared and sorted the housing element matrix by column headings for the respective groups. Give to PC to review and provide priority ranking.
- M. Newton asked if the Housing Element appendix that includes the maps is posted on the town website?

8. UPDATE AND NEXT STEPS ON THE GENERAL PLAN MATRIX

- GPIC suggested that the GP matrix function as a live spreadsheet and is upload as a read only sheet on the town website.
- The existing “Comments” and “Change” column can be replaced with “Date Accomplished” and “Completed.”
- Leave published version from the GP and keep all the updated versions archived on the website.
- C. DeBaker will provide the updated matrix to Michelle.
- B. Ackerman added a tab to the matrix spreadsheet that logs all changes made to the spreadsheet.
- GPIC members to review the General Plan Programs for priority ranking:
 - C. DeBaker-Fairfax Historical Society
 - B. Ackerman- FCAC (Climate Committee)
 - M. Newton-Open Space (three year plan for moving forward)
 - T. Pugh-Volunteer Board
 - S. Hamilton-Planning Commission
 - J. Reed-Town Council (focus on what has been completed)
 - J. Moore-Public Works

9. PLANNING DIRECTOR REPORT

- B. Ackerman and J. Moore updated the Housing Element section of Matrix per amended element (PC will receive new one on March 20th and rank priorities).
- Adoption of new General Plan Zoning Map (PC approved on January 30th, TC first reading January 13th and second reading March 5th).

- Climate Action Plan and Climate Committee: Adopted by TC via resolution on Feb 5th and created by TC via resolution on Feb 5th. Committee meetings will be notified but not staffed.
- Town Center Plan development process (workshops proposed for spring, summer, and fall).
- Update on Affordable Housing (update Housing Element in 2014/2015).
- GP can be amended four times per year and can be recommended by residents, PC, and TC.

8. NEXT GPIC MEETING

- The next GPIC meeting will be on the regular date of the second Thursday of the month, April 10, 2014, at 6:30 PM, at the Fairfax Women's Club.

10. ADJOURNMENT

- The meeting was adjourned at 9:00 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