

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

DATE, TIME, PLACE:

Thursday, October 9, 2014, 7:30 PM, Fairfax Women's Club

PURPOSE OF MEETING:

Regular Meeting

ATTENDANCE:

GPIC MEMBERS PRESENT: Chair Ted Pugh (Volunteer Board); Secretary Cassidy DeBaker (Community); Mimi Newton (Open Space); and John Reed (Town Council)

GPIC MEMBERS ABSENT: Vice Chair Shelley Hamilton (Planning Commission); Diane Causey (GPAC Adjourned); and Bruce Ackerman (Community).

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

STAFF ABSENT: None

GUESTS: None

ACTIONS TO BE TAKEN PRIOR TO THE NEXT MEETING:

- Matrix Subcommittee to continue to work on rating system/categories for the GP matrix (B. Ackerman, D. Causey, and M. Newton).
- GPIC members identify their individual top priority program in the GP.
- J. Moore/L. Kennings to examine "density bonus requirements."
- Town to collect data on traffic for upcoming Traffic Forum.
- C. DeBaker to discuss with CAC and identify the top three actions for the CAC Action Plan.
- C. DeBaker and B. Ackerman to address M. Newton's question regarding MCE "is Deep Green the greenest choice?"

1. CALL TO ORDER

- Chair T. Pugh called the meeting to order at 7:53 PM

2. APPROVAL OF AGENDA

- Approved October 9, 2014 Agenda

3. PUBLIC COMMENTS

- None

4. APPROVAL OF PREVIOUS MEETING MINUTES

- Approved September 11, 2014 meeting minutes with minor revisions to address typographical errors.

5. PLANNING DIRECTOR REPORT

- Town Manager will report to Town Council on the outcome of Public Forum No. 2 that was held on September 17, 2014 from 6pm-8pm. Forum topic was the housing opportunity sites of Olema Road and School Street Plaza.
- The focus for next Public Forum will be the rezoning of Highway Commercial to Central Commercial.
- J. Reed asked if there will be another public forum regarding the status of the Olema Road and School Street Plaza sites?
- Affordable Housing meeting was held on September 24, 2014 and approved moving forward with the preparation of a new Housing Element (deadline is January 31, 2015).
- Town may receive a 1 year extension to resubmit the previous Housing Element that was amended and adopted in the General Plan on October 22, 2013.
- Town will explore the idea of junior second units; will consider rewriting second unit ordinance and put in allowances for junior second units.

6. COMMITTEE MEMBERS COMMENTS AND REQUESTS

- M. Newton announced a Fairfax Open Space Committee fundraiser on October 18, 2014 at Iron Springs.
- M. Newton would like to know more about “density bonus requirements”
- S. Hamilton is going to be replaced on GPIC by another Planning Commissioner.

7. TOWN HOLDING TRAFFIC FORUM

- David Parisi and Bob Anderson will contribute to the town forum on traffic. They have developed a protocol for collecting data on traffic that records the first three letters of a license plate number, car color, and travel locations. This system is designed to help understand the daily volume of cars travelling through the town and peak travel hours.
- J. Moore would like to conduct the traffic data collection in October, using a panel of volunteers and present the forum outline to the Town Council for approval at the November 4th meeting.
- M. Newton would like the methodology for the data collection to be explicit.

- J. Moore stated that the traffic information will be possessed by the town only and will consist only of non-identifying data.
- T. Pugh would like the opportunity to review the staff report on the forum and possibly wait until December for Town Council's approval.
- GPIC consensus is to move forward with the forum on traffic and supports the town staff.

8. UPDATES AND NEXT STEPS ON THE GENERAL PLAN MATRIX, DISCUSSION OF MATRIX PRIORITIES

- M. Newton on behalf of B. Ackerman and D. Causey submitted a handout titled: "GPIC Subcommittee Proposed Categorization Methodology for the Matrix."
- M. Newton posed the question, "What would you ask the matrix?" Below is a list of the general responses:
 - Prioritize, while taking into account that some things need to be done sequentially.
 - Sometimes things are driven by outside forces and time frames and are subject to change.
 - What priority or importance does the community have for a project or program?
 - Will we continue to use the Matrix as a tool to help organize our General Plan?
 - How can we make the Matrix less complicated?
 - How can we distill the Matrix down to about 1/10th its current size?
 - How do you characterize aspirational programs (e.g., those affecting cultural resources) that have an ongoing aspect that affects our quality of life?
 - What does "ongoing" mean?
 - How do we avoid forgetting about a program when it's "done"?
 - Can we explain how something was accomplished?
 - What does it mean to be "done"?
 - Is the General Plan a living document?
 - How do we count one thing that pertains to multiple programs – can we go back and add things or connect different programs to each other later?
 - How do we use the Matrix to enlist Fairfaxians in the performance of different programs?
 - Can we parse tasks so that people's interests are sparked to encourage community participation in the performance of tasks?
 - How can we use the Matrix to address stresses and priorities that need triage but still ensure that over-riding issues that affect many elements are addressed in a methodical manner that allows us to avoid rushing things?
 - What are the goals of the GPIC?
 - Should we be checking in with different groups and asking them about their needs, especially in terms of public outreach efforts?
- Subcommittee will continue to work on the matrix.

- J. Moore asked each GPIC member to choose a priority program/goal in the GP.
- GPIC members will email the subcommittee with any additional questions that leap to mind between now and the next regular meeting in November.

9. OLD BUSINESS

- J. Moore to post the final GPIC bi-laws on the town website

10. NEXT GPIC MEETING

- The next GPIC meeting will be on the regular date of the second Thursday of the month, November 13, 2014, at 7:30 PM, at the Fairfax Women's Club.

11. ADJOURNMENT

- The meeting was adjourned at 9:50 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, L. Kennings, and M. Gardner