

**TOWN OF FAIRFAX
STAFF REPORT**

To: Mayor, Members of the Town Council
From: Jim Moore, Director of Planning & Building Services
Date: March 6, 2013
Subject: GPIC Bylaws



RECOMMENDATION

Consider and approve the GPIC bylaws (attached as **Exhibit A**).

BACKGROUND

The GPIC has approved the attached bylaws for the Council's consideration and final approval. Comments, if any, can be directed to staff. Council will note two structural changes. One is the membership and the other is the involvement of the Affordable Housing Committee (AHC). FYI: AHC's involvement with GPIC commenced at a Joint Meeting held September 13, 2012.

DISCUSSION

The GPIC bylaws have been completed and approved by GPIC contingent upon Council's final approval. The bylaws indicate two enhancements to the GPIC mandate as originally prescribed by Council on April 6, 2011 via Resolution No. 11-02 (attached as **Exhibit B**). These are:

1. GPIC members whose membership represents a parent council, commission committee, or board may have another member(s) of the parent membership act in their stead as a designee with voting power and full responsibility for any office within the Committee that they may hold.
2. The Affordable Housing Committee (AHC) will meet jointly with GPIC, as necessary, but it is not essentially a part of the Committee or its voting membership.

FISCAL IMPACTS

None

ATTACHMENTS

Exhibit A: GPIC bylaws

Exhibit B: April 6, 2011 Staff Report, and Resolution No. 11-02 (creating GPIC)

TOWN OF FAIRFAX
GENERAL PLAN IMPLEMENTATION COMMITTEE (GPIC)
BYLAWS

7. In the event of the resignation of the Chairperson, Vice-Chairperson, or Secretary, the Committee shall expeditiously elect new officer(s) to fill the vacancy for the unexpired term.
8. The Chairperson shall preside at all Committee meetings and have the powers generally assigned as such and in the office of conduction of meetings.
9. It shall be the Chairperson's duty to see that the transaction of Committee business is in accord with these bylaws.
10. GPIC, by majority vote of those present, may create special sub-committees and assign one or more members to such committees.
11. If a Committee member has more than four (4) contiguous absences from regularly scheduled meetings, the Chairperson or the Director of Planning and Building Services will contact the GPIC member, and/or Chairperson of the member's parent committee if applicable. The Chairperson or Planning Director will then report back to the GPIC, and a vote will be taken as to the member's status. If the vote is to discontinue membership, the Town Council will be informed that this person is no longer a participating member.
12. If a Committee member anticipates a period of non-attendance, he or she may inform the Chairperson in advance and request a leave of absence.
13. No person shall hold the office of voting member of GPIC unless that person is a resident of the Town. If a member of GPIC ceases to be a resident of the town, the office must be vacated.
14. A person who is not a Fairfax resident may be a non-voting member of GPIC, if so appointed by the Town Council. There shall be no more non-voting members than half the number of voting members.
15. A quorum is a majority of the voting members of the Committee, excluding any who are on an approved leave of absence.

Article III: Meetings

The Committee shall meet at a regular time, place, and frequency, as determined by action of the GPIC.

1. All meetings of the Committee shall be open to the public and conducted in accordance with the Brown Act, California Government Code section 54950 et seq.
2. To conduct official Committee business, a quorum must be present. If no quorum exists due to members leaving the meeting or not arriving at the meeting, no official action can be taken. The Secretary will provide documentation of the meeting date and note that a quorum was not present to the Director of Planning and Building Services, the Town Manager, and the Town Clerk.
3. All GPIC meetings shall be governed by these bylaws. Where the bylaws do not state otherwise, the parliamentary rules and procedures contained in the current edition of *Roberts Rules of Order* shall apply.
4. Action is taken by a majority vote of the members present and voting.
5. After 9 p.m. the Committee shall hear no new agenda items, unless a majority of the Committee present decides otherwise.
6. A Committee member will be responsible for the written recording of all GPIC meetings.

TOWN OF FAIRFAX
GENERAL PLAN IMPLEMENTATION COMMITTEE (GPIC)
BYLAWS

Article IV: Agenda

The monthly agenda shall be prepared as follows.

1. The preparation and public notice of the agenda will be the duty of the Director of Planning and Building Services or his/her designee, and he or she will coordinate that preparation with the Chairperson.
2. The agenda may be divided into sections and continued to subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business.
3. Copies of the agenda will be available to the public and all Committee members prior to a meeting date in accordance with the Brown Act.
4. The agenda shall be approved at the beginning of each meeting.

Article V: Quarterly Reports to the Town Council

The Town Council has required GPIC to make quarterly reports at its meetings for at least the first year. At the meeting, the Committee's Chairperson, Vice-Chairperson, or designee will deliver a report to the Council.

Article VI: Amending Bylaws

GPIC may amend these bylaws at a regularly scheduled meeting.

**TOWN OF FAIRFAX
STAFF REPORT**

To: Mayor, Members of the Town Council

From: Michael Rock, Town Manager 
Jim Moore, Director of Planning and Building Services

Date: April 6, 2011

Subject: Discussion/Consideration of the Establishment of a General Plan Implementation Committee.

RECOMMENDATION

1. Open the public hearing and take testimony.
2. Close the public hearing.
3. Move to approve adoption Resolution No. 11-02.

BACKGROUND

The former General Plan "Super Committee" strongly recommended that the Town Council create and appoint members to a *General Plan Implementation Committee* (GPIC) in order to monitor and facilitate the implementation of the goals, objectives, policies and programs contained in the 2010 General Plan. It was recommended that this committee should consist of one representative from:

- The Town Council (if appropriate)
- The Planning Commission (if appropriate)
- The Open Space Committee
- The Volunteer Board
- The former GPAC, and
- Two members from the community at-large

DISCUSSION

Several of the "Programs" called for in the Final Draft 2010 General Plan are underway, ongoing - or even completed in a couple of instances (please see "Appendices: General Plan Matrix" in the back of the Final Draft 2010 General Plan for a detailed list of the approximately 500 programs). Therefore, staff recommends that the Town Council consider the creation and appointment of members to a *General Plan Implementation Committee* (GPIC) sooner rather than later, even though final adoption of the 2010 General Plan will occur after CEQA

RESOLUTION NO. 11-16

A RESOLUTION OF THE FAIRFAX TOWN COUNCIL TO CREATE A GENERAL PLAN IMPLEMENTATION COMMITTEE (GPIC) AND DIRECT STAFF TO GATHER THE NAMES OF QUALIFIED APPLICANTS FOR SUBSEQUENT APPOINTMENT BY TOWN COUNCIL

WHEREAS, the Town Council received and accepted the final Draft 2010 General Plan on December 1, 2010 and directed staff to commence CEQA review thereof; and

WHEREAS, several of the "Programs" called for in the final Draft 2010 General Plan are underway, ongoing - or certain instances even completed; and

WHEREAS, the former General Plan "Super Committee" strongly recommended that the Town Council create and appoint members to a *General Plan Implementation Committee (GPIC)* in order to monitor and facilitate the implementation of the goals, objectives, policies and programs contained in the 2010 General Plan; and

WHEREAS, the Super Committee recommended that the GPIC committee should consist of one representative from the Town Council, one from the Planning Commission, one from the Open Space Committee, one from the Volunteer Board, one from the former GPAC, and two members from the community at-large; and

WHEREAS, the Super Committee recommended that the GPIC meet monthly to review and monitor the proposed timelines contained within the General Plan and to provide or recruit assistance as needed; and that it should report to the council on a quarterly basis, at least through the first year of implementation after the General Plan is adopted.

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby establishes the formation of a General Plan Implementation Committee (GPIC) consisting of one representative from the Town Council, one from the Planning Commission, one from the Open Space Committee, one from the Volunteer Board, one from the former GPAC, and two members from the community at-large, and directs staff to publicly notice the openings for such a committee.

The foregoing resolution was duly introduced and adopted on the 6th day of April, 2011, by the following vote:

AYES:
NOES:
ABSTAIN:

Larry Bragman, Mayor

ATTEST:

Judy Anderson, Town Clerk

"certification", presumably in December of 2011.

The Super Committee recommended that the GPIC meet monthly to review and monitor the proposed timelines contained within the General Plan and to provide or recruit assistance as needed; and that it should report to the council on a quarterly basis, at least in the first year of implementation.

Please note: staff had previously recommended that a separate "Climate Action Committee" be created under another Resolution. However, upon further consideration – and after consultations with the Planning Commission – staff now recommends that the GPIC (when convened) make recommendations to the Town Council on the make-up of a Climate Action Committee (perhaps as a sub-committee of the GPIC).

ATTACHMENTS

Exhibit A – Draft Resolution No. 11-02