

Town of Fairfax Planning Commission Workshop Minutes  
Fairfax Youth Center  
Thursday, January 7, 2009

**Call to Order/Roll Call:**

**COMMISSIONERS PRESENT:** Terry Goyan  
Shelley Hamilton  
Brannon Ketcham, Chair  
Peter Lacques  
Shelby LaMotte  
Pam Meigs  
Peter Ramsay

**STAFF PRESENT:** Jim Moore, Planning Director  
Larry Kennings, Consultant  
Joanne O’Hehir, Minutes-Secretary

Call to Order

Chair Ketcham called the meeting to order at 7pm.

Approval of Agenda

M/S, Hamilton/Goyan, Motion to approve the amended agenda whereby the discussion item concerning the Adoption of the Resolution to send the draft Town Center Element to the Town Council would be the first item discussed; that the Resolution Number would be 09-10.

AYES: Goyan, Ketcham, Hamilton, Ramsay

Commissioner Meigs joined the meeting at 7.05 pm.

Public Comments on Non-Agenda Items

No members of the public were present at the time.

Discussion Items

1. Adopt Resolution No. 09-10, a resolution of the Fairfax Planning Commission forwarding the revised draft Town Center Element of the General Plan Update back to the Town Council for review and to make appropriate amendments.

Planning Director Moore discussed the minor changes that had been made to the Resolution. He explained that it would be expected of the Commissioners to forward the draft Town Center Element to the Town Council for review by vote. Mr. Moore said that he believed the final Resolution articulated the Commissioners' wishes that the public right-of-way pertaining to Bank Street be permanently maintained.

Following general discussion, it was agreed that the words ".....for further review and editing", which referred to the Resolution being passed to the Town Council, would be removed.

Following discussion amongst staff and Commissioners, it was agreed that the language in Program PC-11A, whereby Bolinas Road should be a pedestrian-only area, should be strengthened and referenced in Appendix A.

Commissioners LaMotte and Ramsay joined the meeting at 7.25 pm.

General discussion took place on the way forward regarding the revised draft Town Center Element.

M/S, Hamilton/Lacques, Motion to adopt Resolution No. 09-10, a Resolution of the Fairfax Planning Commission forwarding the revised draft Town Center Element of the General Plan Update back to the Town Council for review with an amended Program PC-11A, which would read: "Should traffic be re re-routed along the approximate route of the present Bank Street to Elsie Lane to Sir Francis Drake Boulevard, Bolinas Road could eventually become a pedestrian-only area from Broadway to Else as discussed in Appendix A".

AYES: All

2. Continued consideration of the Draft Safety Element of the General Plan; including preliminary review of the draft chapter four "Community Preparedness Section" - Language for Policies and Programs (attached).

Discussion continued from the last meeting on Policy ESE 2.6 regarding flooding.

Commissioner Lacques suggested that choke points and culverts be identified. However, there was general agreement amongst the Commissioners that this could be potentially libelous.

General discussion took place between staff and Commissioners on Chapter 4, Community Preparedness, about whether a decision should be made to move appropriate policies to Chapter 4 as the Commissioners discussed the draft Safety Element. General consensus was reached that the Commissioners would review and amend the draft Safety Element and call out items they considered would be more appropriately placed under Community Preparedness.

Minor amendments were made to ESE 2.6 and 2.6.1. Following discussion on ESE 2.6, general agreement was reached that this policy was educational and a note was made that it should be moved under Community Preparedness with a new policy and program.

Minor amendments were made to ESE-2.7 and a note was made that it should be moved to Community Preparedness.

“Partner with Marin County Storm Water Prevention Program .....” was added to the beginning of ESE-2.7.2.

ESE-2.8 was tagged to be moved to Preparedness.

A minor amendment was made to the Schedule under ESE-2.9.2.

“Pursue funding to.....” was added to ESE-2.11.3.

A new program, ESE-2.11.4 was added to develop a plan to mitigate flooding associated with Fairfax Town Hall and other Town property. Responsibility and schedule were added.

A new program, ESE-2.11.5 was added to develop appropriate setback requirements for all tributaries from Fairfax and San Anselmo Creeks. Responsibility and schedule were added.

Having reached the end of the Flooding chapter of the draft Safety Element, it was agreed that discussions on Fire Hazards would take place at the next meeting.

2. Report from Planning Director on forthcoming topics or items of interest.

Planning Director Moore discussed the Town’s bylaws pertaining to meeting attendance. Mr. Moore noted that an Ordinance did address Planning Commissioners’ attendance of meetings but that ad-hoc meetings were not addressed. He noted the necessity of such meetings to prepare the different elements of the General Plan for discussion by the Planning Commission in a timely manner.

Commissioner Meigs said she remained concerned that too few Planning Commissioners were represented at such meetings, which she did not believe should be undertaken on an ad-hoc basis.

Mr. Moore suggested that the Commissioners could volunteer in advance to join a subcommittee for each element.

Commissioner LaMotte said she would participate in a subcommittee for the Fire Section and the remainder of the Safety Element, and Chair Ketcham volunteered to join Commissioner LaMotte on the Fire Element subcommittee.

M/S, Hamilton/Ramsay, Motion to form a subcommittee to review and present recommendations for any changes to the remainder of the Safety Element, including Chapter 4, Community Preparedness.

AYES: All

Mr. Moore said that the Formal Housing Committee had agreed with a second site capacity study of the Lutheran Church and that a workshop would take place to discuss the orientation of the school.

### Approval of Minutes

3. Minutes from the November 5, 2009 workshop meeting.

M/S, Ramsay/Hamilton, Motion to approve the Minutes of November 5, 2009 with a correction on page 2 to spell “Elsie” correctly.

AYES: All

### Commission Comments and Requests

Commissioner Goyan requested a copy of the “Green Ordinance” that will be presented by San Rafael’s Community Development Director in advance of the meeting. Planning Director Moore said he would place a copy in the Commissioners’ boxes. He noted that the presentation will take place at the Council Meeting on Wednesday, January 13, 2010.

Commissioner Ramsay presented a letter to staff and the Commissioners regarding the Second Unit Amnesty Program for inclusion in the next meeting packet.

Vice-Chair Hamilton said that she had attended a meeting of the Ross Valley School District where there was discussion on the former Town and Country Club becoming a site for a new school. She expressed concern that this would impact the Town and the General Plan.

Planning Director Moore suggested that it should be discussed at a future Planning Commission Meeting to which there was general consensus.

### Adjournment

A motion was made, seconded and unanimously passed to adjourn the meeting at 9.45 p.m.

Respectfully submitted,

Joanne O’Hehir