

***DRAFT*** Town of Fairfax Planning Commission Workshop Minutes  
Fairfax Women's Club  
Thursday, May 6, 2010

**Call to Order/Roll Call:**

**COMMISSIONERS PRESENT** Terry Goyan  
Shelley Hamilton (Vice-Chair)  
Brannon Ketcham (Chair)  
Peter Lacques  
Shelby LaMotte  
Peter Ramsay

**COMMISSIONERS ABSENT:** Shelley Hamilton (Vice-Chair)  
Pam Meigs

**STAFF PRESENT:** Jim Moore, Planning Director  
Joanne O'Hehir, Minutes-Secretary

Chair Ketcham called the meeting to order at 7.25 p.m.

Approval of Agenda

M/S, Lacques/Goyan, Motion to approve the agenda.

AYES: All

Public Comments on Non-Agenda Items

There was no one present from the public to speak.

Discussion Items.

1. Consideration of the Draft Open Space Element

Chair Ketcham gave a brief introduction to the Draft Open Space Element.

In response to Commissioner Lacques, Planning Director Moore said that the Open Space Element had been generated from scratch by the Open Space Committee.

General discussion took place on the parcel inventory included in Appendix B. There was general agreement to Chair Ketcham's suggestion that a map be provided which reflected the information in the list, in addition to another map of undeveloped parcels in town. APN numbers would be added for the final draft and whether or not the parcels were publicly or privately owned would be noted, in addition to those parcels or parts of them that were in the city limits.

Minor amendments were made to the Introduction.

Commissioner LaMotte arrived at 7.55 p.m.

A discussion on wording took place and it was agreed that “Fairfax Designated Open Space” would be added to the glossary.

Additional language was added to Program OS-1.1.1.1 to include parcels that would tie into the open space goals of the County, adjacent municipalities or larger green belts. A program was added to identify all significant underdeveloped and undeveloped parcels within the Fairfax Planning Area.

Program OS-1.3.1.1, was amended to read “Fairfax Planning and Building Services..... application will be reviewed by the Open Space Committee and in the event that the Open Space Committee does not exist, the Planning Commission.....”.

Discussion took place on prioritizing the policies and the order was changed.

Objective OS-1.3 was amended to read “Protect undeveloped and underdeveloped lands according to the list of priorities established by OS-1.1 and OS-1.2 by converting them to Designated Open Space”.

A new objective was added: “Codify Open Space Committee by Town Ordinance to assist in the implementation of the Objectives, Policies and Programs of this Element.” The Town Council was allotted responsibility and “Effective immediately” was added to the schedule.

Under Program OS-2.1.1.1, “...including any special status species.....” was added to the description.

Under Program OS-3.1.3.1, regarding trail signage, Public Works and Volunteers were added under responsibility in place of the Town Manager.

Policy OS-3.2.1 “.....presented in Objective xxxtdc of the Conservation Element” was removed.

Policy OS-3.2.2 was amended to read “Ensure that design guidelines and development standards for all development projects within the Town of Fairfax compliment the goals of this element”

Program OS 3.2.2.1 was amended to read “Review design guidelines for construction.....” The Open Space Committee was added under responsibility.

Policy OS-3.2.4 was amended to read “Prevent development from blocking or impairing existing views.....”

There was general consensus that Policy OS-3.2.2.2 on writing a set of development standards for construction in Fairfax should be removed because it was adequately covered by other policies in this section.

Policy OS-3.2.3.1 was amended to read “Update Fairfax Ordinance 17.060 to clarify conditions surrounding development near ridgelines and encourage the County of Marin to align the Marin County Ridgeline Ordinance, as it exists as the date of the date of approval of this General Plan”.

Minor changes were made to Program OS-4.1.1.1.

There was general consensus that Objective OS-4.3 and its programs and policies should be removed because the same information appeared in the Safety Element.

There was general consensus that the glossary needed to be completed by the Open Space subcommittee and merged into the main glossary that would be developed for the General Plan.

M/S, Lacques/LaMotte, motion to accept the changes made to the Draft Open Space Element and to direct Planning Director Moore to create a resolution for presentation at the next Planning Commission Workshop Meeting approving the Draft Open Space Element and forwarding the document to the Town Council with a recommendation for approval.

Ayes: All

## 2. Consideration of the Draft Land Use Element

Planning Director Moore provided a brief introduction to the Element. He noted that the Draft Land Use Element was an update to an original document. He briefly discussed the major change, which included Highway Commercial. Mr. Moore noted that the General Plan and Zoning Map needed to be updated.

Mr. Moore confirmed that the Commissioners would be provided with an updated version of the Land Use Element for perusal before discussion at the next Planning Commission Meeting.

## Approval of Minutes

### 3. Minutes from the April 8, 2010 workshop meeting.

M/S, Ramsay/Goyan, Motion to approve the minutes of the April 8, 2010 workshop meeting.

Ayes: All

Commission Comments and Requests

None.

Planning Director Comments

Planning Director Moore noted that adding a school site on School Street should not be precluded from the Land Use Element.

Adjournment

A motion was made, seconded and unanimously passed to adjourn the meeting at 9.35 p.m.

Respectfully submitted,

Joanne O’Hehir