

**TOWN OF FAIRFAX**  
***DRAFT* Minutes of a Special Joint Meeting of the**  
**Planning Commission, General Plan Implementation Committee and the**  
**Affordable Housing Committee**  
**7:00 PM, Tuesday, August 27, 2013**  
**Fairfax Women's Club, 46 Park Road**

**ROLL CALL**

Chair Reed called the meeting to order at 7:10 p.m.

**TOWN COUNCIL MEMBERS PRESENT:** Larry Bragman  
Barbara Coler  
John Reed, Mayor  
David Weinsoff, Vice Mayor  
Renee Goddard

**TOWN COUNCIL MEMBER ABSENT:** Renee Goddard

**PLANNING COMMISSIONERS PRESENT:** Roxanne Ezzett-Lofstrom  
Shelly Hamilton, Chair  
Laura Kehrlein  
Brannon Ketcham  
Shelby LaMotte, Vice Chair

**GENERAL PLAN IMPLEMENTATION  
COMMITTEE MEMBERS PRESENT:** Bruce Ackerman  
Diane Causey  
Cassidy DeBaker, Secretary  
Shelley Hamilton  
Ted Pugh, Chair  
John Reed

**GENERAL PLAN IMPLEMENTATION  
COMMITTEE MEMBER ABSENT:** Jacob Feickert

**AFFORDABLE HOUSING COMMITTEE  
MEMBERS PRESENT:** Larry Bragman, Chair  
Barbara Coler  
Tony Gardner  
Scott Hochstrasser

**AFFORDABLE HOUSING COMMITTEE  
MEMBER ABSENT:** Phil Green

**STAFF:**

Gary Toy, Town Manager  
Jim Moore, Planning Director  
Larry Kennings, Consultant  
Amy Sinsheimer, Sub-Consultant  
Joanne O’Hehir, Minutes Secretary

Chair Reed announced that the Town Council had met in closed session and agreed to grant an Industrial Disability Retirement to Police Sergeant \_\_\_\_\_. Chair Reed handed chairmanship of the meeting to Chair Hamilton.

**APPROVAL OF AGENDA**

M/s, LaMotte/Ketcham, Motion to approve the Agenda:

AYES: All

No one from the public came forward to speak.

**PUBLIC HEARING ITEM**

Consideration/discussion and approval of the Draft Amendments to the 2010 Housing Element in order to gain compliance with the conditions of the State Housing and Community Development Agency.

Planning Director Moore discussed the evening’s proceedings. He provided background information on the General Plan in relation to the Housing Element. Mr. Moore explained that, prior to the adoption of the General Plan, the draft Housing Element had been submitted to the State Housing and Community Development Agency (HCD) for review. However, the document had not been approved for reasons he explained, which included the need to increase the allocation of affordable units. Mr. Moore said that they had been working with Amy Sinsheimer of PMC, whom he introduced via Skype, and Consultant Larry Kennings, to amend the 2010 draft Housing Element prior to submission to HCD in order to gain certification. Mr. Moore noted that the draft Housing Element had been provided to the Councilmembers, Committee Members and Planning Commissioners with track changes.

Mr. Moore discussed the allocation of affordable units for the period 2009 – 2014. He discussed the problems that concerned the increased numbers of units required by HCD.

Mr. Moore noted that the Council would not be participating in voting at the end of the meeting. He said that it was hoped that the Draft Element would be approved at the end of the meeting and forwarded to HCD for provisional certification; that the document would then be returned and brought before the Town Council for approval at their October meeting. Mr. Moore explained that the Housing Element would then be re-submitted to HCD for final certification within 90 days in order to qualify for a grant that would be made available, subject to gaining an approved Housing Element before January 31, 2014.

Mr. Moore explained that HCD increased the number of units that it determined would be necessary, but did not allow the Town to include 27 informal second units that did not have permits for reasons he discussed.

Mr. Moore discussed accommodation that was found in the Central Commercial area for additional units. Furthermore, he said that second units that had been approved could be counted towards the allowance needed, as could empty lots that had capacity.

Mr. Moore used a slide presentation to introduce the Draft Housing Element. He explained that he would gradually scroll through the document and that further editing could be made.

An amendment was made on page H6 that related to a grant from the County of Marin and minor changes were made to page H15.

Councilmember Bragman and Mr. Moore discussed density in relation to different zoning districts.

General discussion took place to identify properties that were considered group homes.

Discussion took place between Commissioner Ketcham, Ms. Sinsheimer and Mr. Moore on undeveloped capacity with regard to partially developed sites.

An amendment was made to the number of housing units that related to development of units within a convenient distance from transit access points in Objective H-3.1. The number of housing units under Program H-4.1.1.1 regarding School Street Plaza was also changed to 9 units.

General discussion on tables took place.

In response to Commissioner Ezzet-Lofstrom, Ms. Sinsheimer discussed the difference between households and units. Ms. Sinsheimer noted that households usually referred to the number of people living in a unit and Mr. Moore discussed the data in Table HE-13.

Councilmember Coler led a discussion on language that related to open space under Housing Achievements and Opportunities. General consensus was reached to remove a sentence that related to open space.

Councilmember Coler also discussed language that pertained to the response to fair housing complaints. Amendments to the language were subsequently made.

Committee Member Gardner and Ms. Sinsheimer discussed sprinkler system and parking requirements with regard to second units and whether the State encouraged relaxation of the code. Ms. Sinsheimer said that the State encouraged the provision of such housing but that the fire and building codes dictated fire and sprinkler systems requirements. Mr. Moore discussed the Town's requirements in relation to the fire code.

Commissioner Ezzet-Lofstrom discussed the appendix and her recommendation of the source of the data that should be used. She provided layout suggestions.

In response, Ms. Sinsheimer noted that ABAG would shortly be releasing data that many jurisdictions would be using to update their housing elements.

Mr. Moore discussed his recommendations for the motion.

Affordable Housing Committee:

M/s, Coler/Bragman, Motion to approve the changes to the 2010 Draft Housing Element and direct staff to forward the amended document to State Housing and Community Development Agency as soon as possible for their approval:

A roll call was taken:

Bragman:	AYE
Coler:	AYE
Gardner:	AYE
Hochstrasser:	AYE

Motion passed unanimously.

General Plan Implementation Committee:

M/s, Pugh/Causey, Motion to approve the changes to the 2010 Draft Housing Element and direct staff to forward the amended document to State Housing and Community Development Agency as soon as possible for their approval:

A roll call was taken:

Pugh:	AYE
Causey:	AYE
DeBaker:	AYE
Reed:	AYE
Hamilton:	AYE
Ackerman:	AYE

Motion passed unanimously.

Planning Commission:

M/s, Hamilton/Ketcham, Motion to approve the changes to the 2010 Draft Housing Element and direct staff to forward the amended document to State Housing and Community Development Agency as soon as possible for their approval:

A roll call was taken:

Hamilton:	AYE
LaMotte:	AYE
Ketcham:	AYE
Kehrlein:	AYE
Ezzet-Lofstrom:	AYE

Motion passed unanimously.

## **ADJOURNMENT**

A motion was made, seconded and unanimously passed to adjourn the meeting at 8:40 p.m.