

TOWN OF FAIRFAX

SPECIAL MEETING STAFF REPORT

July 1, 2019

TO: Mayor and Town Council

FROM: Michele Gardner, Town Clerk *MG*

SUBJECT: Interview and discuss/consider appointment of applicant Shelley Clark to the Planning Commission

RECOMMENDATION

Interview applicant Shelley Clark and make appointment as appropriate to the Fairfax Planning Commission, to fill the term of Commissioner Kehrlein to 01/31/24.

DISCUSSION

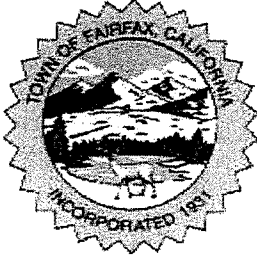
There is currently one vacancy on the Planning Commission. Shelley Clark, a Fairfax resident, submitted the attached application.

As background, prior to the expiration of her term on January 31, 2020, Commissioner Laura Kehrlein indicated she would no longer be able to serve, as she would be moving out of Fairfax later this year. She graciously agreed to continue serving until a new commissioner could be appointed. A Notice of Vacancy was immediately posted for the position, and only one application has been received.

ATTACHMENT

Application (redacted)

SPECIAL MEETING
AGENDA ITEM # 1



MAR 12 2020

To: **Mayor and Fairfax Town Council**

Date: 3/11/2020

Please consider this as an application for appointment to:

- Affordable Housing Committee
- Climate Action Committee
- Measure J Oversight Committee
- Open Space Committee
- Planning Commission
- Parks and Recreation Commission
- Tree Committee
- Volunteer Board
- Youth Commission
- Marin Commission on Aging Representative
- Other

You must be a **Fairfax resident** to apply for all of the above except for the Open Space Committee, which requires residency within the 94930 zip code area.

Name: Shelley Clark

Address: Forrest Terrace

Telephone please indicate home/cell/office): _____

Email Address: _____

Number of Years in Fairfax: 3 (Current residency required)

Education: B.A. University of Mississippi (international studies, French, environ. studies)

J.D. Pace Law School

Yale Forestry School (Master of Environmental Management)

Please list the names of professional societies, clubs, and other organizations to which you belong.

Marin Bar Association, Marin County Women Lawyers

see attached memo

Briefly describe your employment background. see attached resume

What is your vision for the Town of Fairfax? I love my home in Fairfax!
My vision is to maintain Fairfax's quirky, mountain-town
quality & thriving community spirit. I also appreciate
a walkable, bikable town that is friendly to all ages &
income levels.


Please describe possible areas of conflict of interest. None

Briefly explain your interest in serving on this Board, Commission, or Committee. _____

As a housing attorney, I understand the complexities of growth and affordability. Through land use planning and thoughtful engagement, Fairfax can allow growth and manage current housing stock without changing the nature of the community. Serving on the Planning Commission would be an invaluable opportunity for me to see the innerworkings of a small town and understand land use planning from a different angle.

Further, I am familiar with the new housing legislation enacted by the state of California. From new ADU requirements to documenting surplus land, jurisdictions have a mandate from the state to encourage development. My skills and knowledge would be a good addition to the Planning Commission as Fairfax works to implement these new laws.

I attended a meeting of the committee to which I am applying on (date) Fall 2018.

Signature 

(cannot remember date. I frequently attend Planning Commission meetings in other jurisdictions through my work, so I am familiar with this type of body).

Please return this completed, signed form to:

Town Clerk, Town of Fairfax
142 Bolinas Road
Fairfax, CA 94930

Your completed application will become a public record upon submittal to the Town.

Shelley Clark

Forrest Terrace Fairfax California 94930

ADMISSIONS AND LICENSES

Admitted to practice law in California State Court; State Bar No. 314629
Licensed Real Estate Salesperson in California; Identification No. 02073980

EDUCATION

Pace University School of Law, White Plains, NY

J.D., received May 2016

Honors: Dean's List (Fall 2015, Spring 2014, Spring 2013, Fall 2012); Charles H. Revson Public Interest Fellowship Recipient (Summer 2013); Federal Judicial Honors Program (Fall 2013-Spring 2014); Public Interest Law Center Fellow (Summer 2014); Full Scholarship

Activities: *Productions Editor*, Pace Environmental Law Review; *Secretary*, International Law Society; *Board Member*, National Environmental Law Moot Court Competition; *Member*, Environmental Law Society, Public Interest Law Student Organization

Yale School of Forestry & Environmental Studies, New Haven, CT

Masters of Environmental Management, received May 2016

Honors: Scholarship Recipient; Berkley Conservation Scholars Award Recipient (Summer 2015)

Activities: *President*, Forestry Club; *Research Assistant*, Yale Center of Environmental Law & Policy; *Editor*, Sage Magazine; *Organizer*, New Directions in Environmental Law Conference; *Volunteer*, Seeds to Salad; *Member*, Land Use & Urban Coalition at Yale, Yale Environmental Law Association

University of Mississippi, Croft Institute of International Studies, Oxford, MS

B.A., International Studies & French, Minor, Environmental Studies, cum laude, received May 2011

Honors: Sally McDonnell Barksdale Honors College; Lambda Sigma Honors Society; Chancellor's Leadership Class; Dean's List (Spring 2008); Chancellor's Honor Roll (all semesters); Pi Delta Phi French Honors Society; Merit Scholarship

Activities: *Member*, College Democrats, Feminist Majority, Ole Miss Ambassadors, Students for a Greener Campus

PROFESSIONAL EXPERIENCE

Legal Aid of Sonoma County, Santa Rosa, CA (May 2018 to Present)

Housing Policy Attorney

- Interact with various stakeholders, including municipal government officials, county officials, non-profit organizations, and community members, to further housing policy initiatives that benefit Legal Aid's clients (i.e. seniors, low-income families, people with disabilities, and other vulnerable groups).
- Attend community and advocacy organization meetings, government meetings, and other outreach events as a representative of Legal Aid.
- Work to organize and educate tenants by partnering with North Bay Organizing Project to initiate Sonoma County Tenants' Union and conducting Know Your Rights Clinics for tenants.
- Work with Sonoma County staff to redraft and implement the revised Sonoma County Mobile Home Park Space Rent Stabilization Program and draft Rules and Regulations that will accompany ordinance.
- Develop a housing policy platform for Legal Aid and distribute to local policy makers.
- Understand and follow progress of housing policy at municipal, county, and state level, including policies that address tenant protections (rent stabilization, just-cause eviction, anti-source of income discrimination), protections for mobile home owners, policies dealing with homelessness, and other issues like bond measures.
- Develop and give trainings on newly enacted housing legislation (i.e. Rent Cap, Just-Cause Eviction, and protections for Housing Choice Voucher Holders).

Fair Housing Advocates of Northern California, San Rafael, CA (August 2017 to May 2018)

Staff Attorney

- Provided direct fair housing counseling services to tenants and homeowners in protected classes.
- Drafted reasonable accommodation requests and other documents related to enforcing fair housing rights.
- Advocated on behalf of clients, including negotiating with housing providers and their representatives to enforce clients' rights under the Fair Housing Act.
- Represented clients in the administrative complaint process, including mediation and investigation.
- Acted as a volunteer attorney for tenants in Unlawful Detainer mediation, or Mandatory Settlement Conferences in Marin County Superior Court
- Made presentations to fair housing training sessions for housing providers, social service providers, advocacy organizations, and community members.
- Attended community and advocacy organization meetings, municipal government hearings, and other outreach events as an agency representative.

The Chanler Group, Berkeley, CA (October 2016 to July 2017)

Legal Assistant

- Assisted throughout process of civil litigation under Proposition 65, a California voter-initiate that enforces safe harbor levels of toxic chemicals.
- Worked closely with attorneys to draft documents involved in civil litigation including discovery requests, various motions, consent judgments, and settlement agreements.
- Corresponded with opposing counsel on behalf of supervising attorneys.
- Prepared and filed documents in Alameda, Marin, and San Francisco Counties.

INTERNSHIP EXPERIENCE

Trust for Public Land, San Francisco, CA (Summer 2016)

Legal Intern

Reviewed and evaluated land sale and rental agreements. Reviewed and evaluated proposals for new open space acquisitions in the Bay Area.

Yale School of Forestry Land Use Law Clinic, New Haven, CT (Fall 2015 to Spring 2016)

Participant

Adapted a New-York-centric guidebook for the use of Connecticut municipalities to create informed planning and zoning policies for solar energy systems. Drafted a memorandum outlining a potential Transfer of Development Rights program for Clinton, Connecticut.

Trust for Public Land, New Haven, CT (Fall 2015)

Legal Intern

Assisted in fostering land acquisitions through legal research and written memos, including drafting a memo evaluating the value of urban parks and innovative parks throughout the nation. Assisted in drafting a grant application to enable NCLT to acquire an ecologically-diverse parcel that increased open space connectivity.

New Canaan Land Trust, New Canaan, CT (Summer 2015)

Summer Coordinator and Legal Researcher

Drafted memo about major legal facing the land trust including public visitation, liability, and encroachment. Planned and executed a summer internship program for six high school students.

City of Florence, Mississippi, Florence, MS (Summer 2014)

Planning and Zoning Legal Intern

Assisted Mayor, other city officials, and community stakeholders in creation of a comprehensive plan and zoning scheme.

Chambers of Laura Taylor Swain, U.S. District Court, New York, NY (Spring 2014)

Judicial Intern

Assisted in legal research and drafting legal memoranda, orders, and opinions in both criminal and civil cases.

COMMUNITY INVOLVEMENT

Marin County Women Lawyers, *Board Member and Co-Chair of Social and MCLE Committee*

Marin County Bar Association, *Member*

Proficient in conversational French. Taught a hula-hoop fitness class. Enjoy traveling, theater, yoga, and knitting.