

DRAFT Fairfax Town Council Minutes
Special Meeting for the Purpose of Conducting an Annual Goal-Setting Retreat
Fairfax Women's Club
Friday, March 26, 2021

Call to Order/Roll Call:

COUNCILMEMBERS PRESENT: Bruce Ackerman, Mayor
Barbara Coler (left 4:25 p.m.)
Chance Cutrano
Renee Goddard
Stephanie Hellman (arrived 11:45 a.m.)

STAFF MEMBERS PRESENT: Garrett Toy, Town Manager
Michele Gardner, Town Clerk
Janet Coleson, Town Attorney

Mayor Ackerman called the special meeting to order at 10:30 a.m.

Approval of Agenda and Affidavit of Posting

M/S, Coler/Goddard, Motion to approve the agenda and Affidavit of Posting.

AYES: Ackerman, Coler, Cutrano, Goddard

ABSENT: Hellman

The Council conducted the retreat, and discussed the following topics:

- Team building exercise: personality profile
- Councilmember interactions/working relationships among themselves and with staff
- Code of conduct/norms for Councilmembers and staff
- Virtual meeting policies for committees and boards
- Staff and Town Attorney interactions with the Council and Council expectations and requests
- Council policies and protocols regarding the expectations/roles of councilmembers on commissions, committees, JPA's and as liaisons to residents or resident groups
- The Brown Act and the use of social media
- Council agenda setting process, protocols, format, staff report formats, supplemental agenda materials, minutes, Council reports, and other related issues
- Protocols/practices for virtual Council meetings including process, Council comments, time management, time for public comment, and related issues
- Data regarding Council meetings
- Town communication strategies including website
- Role of Town-appointed committees and commissions such as Affordable Housing Committee, Tree Committee, and Disaster Council
- Staffing issues and resources for Committees and Boards
- Town accomplishments of 2020
- Council goals, priorities, budgetary/organizational issues, and projects/programs for 2021
- Future Council agenda items
- Current/post COVID-19 meeting protocols and policies
- American Rescue Plan Act funding

Public comment was received from Mike Altman, co-owner of Iron Springs brewpub, regarding improving the connection between the east and west sides of town.

The Council cancelled the March 27, 2021, meeting as the retreat was concluded, and adjourned at 4:40 p.m.

Respectfully submitted,

Michele Gardner, Town Clerk

Fairfax Town Council Minutes
Special Joint Meeting of the Town Council and Planning Commission
Study Session to discuss the Housing Element Update
Via teleconference due to COVID-19
Wednesday, April 21, 2021

Mayor Ackerman called the Special meeting to order at 5:30 p.m.

Call to Order/Roll Call:

COUNCILMEMBERS PRESENT: Bruce Ackerman, Mayor
Barbara Coler
Chance Cutrano
Renee Goddard
Stephanie Hellman, Vice Mayor

COMMISSIONERS PRESENT Norma Fragoso
Mimi Newton
Cindy Swift

COMMISSIONERS ABSENT: Esther Gonzalez-Parber
Philip Green
Michele Rodriguez (Chair)

STAFF MEMBERS PRESENT: Garrett Toy, Town Manager
Michele Gardner, Town Clerk
Janet Coleson, Town Attorney
Ben Berto, Planning Director

Approval of Agenda and Affidavit of Posting

M/S, Coler/Goddard, Motion to approve the affidavit of posting and the agenda as submitted.
AYES: Coler, Cutrano, Goddard, Hellman, Mayor Ackerman

Regular Agenda

1. Conduct a Joint Study Session with the Planning Commission to discuss the Housing Element Update- Town Manager and Planning Director

Planning Director Berto presented a brief staff report, and introduced the Town's consultants, EMC Planning.

Richard James and Ande Flower, representing EMC, gave a PowerPoint presentation that included the following: 1) Introduction- 6th Cycle Housing Element; 2) State Requirements; 3) Context with all California jurisdictions; 4) Regional Housing Needs Allocation (RHNA) Numbers; 5) Housing Element Framework; 6) Estimated Project Timeline Overview; 7) Key Components of a Housing Needs Analysis; 8) Project Schedule- Spring 2021; 9) Housing Needs Analysis; 10) Project Schedule- Summer 2021; 11) Safety Element for Fall Review; 12) Draft Site Options Report; 13) Project Schedule- Fall 2021; 14) Site Options Incorporated into Elements; 15) Project Schedule- Winter 2021/2022; 16) CEQA Decision; 17) CEQA Key Dates

(Draft); 18) Compliance with CEQA; 19) Project Schedule- Spring 2022; 20) Housing Element; 21) Project Schedule- Summer 2022; 22) CEQA Drafts; 23) Project Schedule- Fall 2022; 24) Hearings; 25) Project Schedule- Year 2021; 26) Major Milestones; 27) Project Schedule-Year 2022; 28) Major Milestones; 29) Process from HCD Perspective; 30) Public Participation.

Michelle Stephens, representing Bang the Table; gave a PowerPoint presentation that included the following: 1) Who and What is Bang the Table; 2) Our Community; 3) Engagement HQ - Why is it important; 4) Tool Spectrum; 5) Participant Relationship Manager; Newsletters, Social and Text; 6) Reporting and Analytics.

Richard James, Ande Flower, and Michelle Stephens answered questions from the Council and Planning Commission about what is meant by “programs”, scheduling of Open Houses, differences in the cycles, due dates, schedule for CEQA and Initial Study, how early they will engage with the Marin Municipal Water District (Marin Water), State mandates on water districts to come up with a way to supply water to expanded new RHNA units, possible environmental issues, schedule for public review and HCD, application of density bonuses, legalization of junior second units and accessory dwelling units, taxation of AirBNB’s, and how to “Fairfaxize” the survey questions.

Mayor Ackerman opened the meeting to public comments.

Robert Jansen asked if second units were a part of this.

Holly Baade was concerned about the mandate.

Loren was concerned for the future of the Town.

Jessica Green agreed with Lauren and was concerned about insufficient water.

Lynn agreed with comments made by Loren.

Jody Timms stated the community was facing existential threats, including housing and climate change.

Lisel Blash stated the focus should be on needs and values, not numbers.

Sandra Stamos stated getting homeowner’s insurance in Fairfax has become a challenge.

Richard Applebaum supported the Town challenging the mandate.

Alison Sees was concerned the proposed housing numbers would change the Town.

Planning Director Berto stated that officially recognizing units such as accessory dwelling units or the second story units in the downtown area would count towards the RHNA number. He noted this would be an intensive planning process that will look at key issues including water supply and evacuation routes.

M/s, Coler/Goddard, Motion to adjourn the meeting at 7:27 p.m.

Ayes: Ackerman, Coler, Cutrano, Goddard, Hellman

Respectfully submitted,

Toni DeFrancis,

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