



# **TOWN OF FAIRFAX**

## **STAFF REPORT**

### **January 19, 2022**

**TO:** Mayor and Town Council

**FROM:** Ben Berto, Director, Planning and Building Services

**SUBJECT:** Adopt a Resolution Setting the Planning Commission Regular Meeting Date and Time on the Fourth Thursday of Each Month, and Repealing and Replacing All Former Resolutions re Same

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#### **RECOMMENDATION**

Adopt the resolution.

#### **DISCUSSION**

Your Council began holding frequent special meetings in 2020. The special meetings, regularly held on the third Wednesday of the month, fall the day before the currently scheduled Planning Commission's once-per-month meeting, which occurs on the third Thursday of the month.

While not a direct concern for Council, this results in scheduling challenges for staff both preparing packets for meetings and for any staff that must attend those meetings on back-to-back days.

Staff discussed with the Planning Commission the possibility of switching its regularly scheduled once-per-month meeting date to avoid the meeting packet conflict and the back-to-back evening meeting issue. Insofar as all Commissioners were able to meet on a Thursday, staff focused on whether the new date would best be on the second or fourth Thursday. The Commission unanimously reported that meeting on the fourth Thursday would not conflict with any other Commissioner commitments. If the Council is considering a time-sensitive item requiring PC review earlier than the fourth Thursday of the month, the PC will schedule a Special Meeting to accommodate that need.

The Planning Commission meeting date was established by Town Council resolution, and in order to change the date the Council must pass a new resolution with that change. Staff therefore requests that the Council vote to approve the resolution (see attachment) establishing that the new Planning Commission regular meeting date be the fourth Thursday of the month. This new date would commence in February 2022.

#### **ATTACHMENT**

Resolution

**RESOLUTION 22-\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
SETTING THE DATE OF THE REGULAR MONTHLY MEETING OF THE FAIRFAX  
PLANNING COMMISSION AND REPEALING AND REPLACING ALL PRIOR  
RESOLUTIONS RE SAME**

**WHEREAS**, Section 2.28 of the Fairfax Municipal Code provides that the Planning Commission shall meet at least once each calendar month, at such times and places as fixed by resolution; and

**WHEREAS**, the Planning Commission's regular meeting is set on the third Thursday of every month pursuant to Town Council Resolution No.1102; and

**WHEREAS**, the Town Council often holds a special meeting on the third Wednesday of the month, the evening immediately preceding Planning Commission's regular meeting; and

**WHEREAS**, having back-to-back meetings of the Town Council and Planning Commission raises scheduling-related logistical and staff attendance issues; and

**WHEREAS**, the Planning Commissioners determined that holding their regular meeting on the fourth Thursday of the month would avoid said issues; and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Town Council of the Town of Fairfax the regular meeting date of the Fairfax Planning Commission shall be the fourth Thursday of the month at 7:00 p.m.;

**AND BE IT FURTHER RESOLVED** that all prior resolutions setting the regular meeting date and/or time of the Fairfax Planning Commission are hereby repealed and replaced.

The foregoing Resolution was duly passed and adopted at a regular meeting of the Town Council of the Town of Fairfax held in said Town on the 19<sup>th</sup> day of January 2022, by the following vote, to wit:

AYES:  
NOES:  
ABSENT:

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STEPHANIE HELLMAN, Mayor

Attest:

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Michele Gardner, Town Clerk