

Draft Fairfax Town Council Minutes  
Special Meeting to Conduct a Retreat  
Fairfax Women's Club, 46 Park Road, Fairfax, CA  
Friday, **April 15, 2022**

Mayor Hellman called the Regular meeting to order at 9:15 am.

Call to Order/Roll Call:

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

**STAFF MEMBERS PRESENT:** Heather Abrams, Town Manager  
Michele Gardner, Town Clerk  
Janet Coleson, Town Attorney  
Greg Larson, Facilitator (consulting)

Public Comment

Mayor Hellman noted there were no members of the public in attendance.

Approval of Agenda and Affidavit of Posting

M/s, Coler/Ackerman, Motion to approve the Agenda and Affidavit of Posting.

AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

Mr. Greg Larson facilitated a discussion that included the following:

- Retreat overview
- Communication style exercise
- Roles and Relationships
- Municipal Best Practices
  - Staying focused on Council priorities
  - Committees, Commissions, and Council appointments
- Public Meeting Management

The Town Council reached consensus as follows:

Provide onboarding/training for new mayors, councilmembers, and new members of boards, committees, and commissions. Provide a Council handbook.

Make better use of the "Future Agenda Items" discussion. Include a draft "Agenda Forecast" in the agenda packet, and make it clear that it is a working draft that changes frequently.

Councilmember liaisons to committees shall be non-voting. Transition to one liaison per committee over the next year or sooner.

Change the regular meeting start time to 6:30 pm.

Consider adoption of a policy on participation by councilmembers from abroad.

Adjournment

The meeting was adjourned at 2:00 pm.

April 15, 2022 Special Meeting

AGENDA ITEM #3

DRAFT Fairfax Town Council Minutes  
**Regular Meeting and Special Meeting**  
Women's Club, 46 Park Road, and via teleconference  
Wednesday, **May 4, 2022**

Mayor Hellman called the **Special Meeting** to order at 6:30 p.m.

Call to Order/Roll Call:

**COUNCILMEMBERS PRESENT:** Bruce Ackerman  
Barbara Coler  
Chance Cutrano  
Renee Goddard  
Stephanie Hellman

**STAFF MEMBERS PRESENT:** Heather Abrams, Town Manager  
Michele Gardner, Town Clerk

Approval of Agenda and Affidavit of Posting

M/s, Ackerman/Coler, Motion to approve the Agenda and the Affidavit of Posting.  
AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

1. Interview applicant for Artist in Residence position and make appointment as appropriate

The Council interviewed Sharon Virtue for the Artist in Residence position for a three-year term (May 2022 – May 2025).

M/s Coler/Cutrano to appoint Sharon Virtue to the Artist in Residence position.  
AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

The Special meeting was adjourned at 6:50 pm.

Mayor Hellman called the **Regular Meeting** to order at 7:00 p.m.

Call to Order/Roll Call: Regular Meeting

**COUNCILMEMBERS PRESENT:** Bruce Ackerman  
Barbara Coler  
Chance Cutrano  
Renee Goddard  
Stephanie Hellman

**STAFF MEMBERS PRESENT:** Heather Abrams, Town Manager  
Michele Gardner, Town Clerk  
Janet Coleson, Town Attorney  
Rico Tabaranza, Police Chief

Approval of Agenda and Affidavit of Posting

M/s, Ackerman/Coler, Motion to approve the Affidavit of Posting and the Agenda with the continuation of item #19.

AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

## Presentations

### Meet and Greet with Marin County Supervisor Katie Rice

Supervisor Rice discussed issues of concern to Fairfax and Marin County and answered questions from the Council.

Mayor Hellman opened the meeting to public comments.

Ling Shien Bell was concerned about sound pollution from electric landscaping tools.

Mayor Hellman closed the meeting to public comments.

Councilmember Coler asked about the status of the Sunnyside Flood Detention Basin. Supervisor Rice stated construction should be finished by the end of the summer with landscaping occurring in October.

### Open Time for Public Expression

Lisel Blash, Pacheco Avenue, thanked the Town for the Sidewalk Repair Grant Program.

Jack Judkins and Susan Pascal Beran, Chair and Vice Chair of the Open Space Committee, supported the Town's acquisition of two undeveloped parcels on Ridgeway.

Miriam Weinstein, Oak Tree Lane, stated the maximum size for houses, garages, and accessory dwelling units should be lowered, and supported permeable surfaces for paving.

Michael Mackintosh asked for a refund on his overpayment of the Utility User Tax.

A resident stated the proposed ban on gas powered landscaping equipment needed to be improved. He also expressed concerns regarding activity behind the Pavilion.

Mark Bell opposed the land acknowledgment. He was concerned about PG&E cutting down trees.

## Consent Calendar

1. Adopt a Resolution Allowing for In-Person, Hybrid Teleconferenced, or Fully Tele-Conferenced Meetings of All Legislative Bodies Pursuant to the Provisions of AB361-  
Town Attorney
2. Receive Financial Statement and Disbursement Reports March 2022- Finance Director
3. Approve minutes for the Town Council meetings of March 11 and 30, and April 6, 2022-  
Town Clerk
4. Receive written report on Councilmembers' assignments, committees, and activities in April
5. Receive Monthly Recreation and Events Calendar for May 2022
6. Adopt a Resolution Confirming the Continued Existence of a Local Emergency at or Near

195 Pine Drive, Fairfax, and Continuing Authorization for the Emergency Procurement of Materials and Labor without Competitive Bidding

7. Receive Town Treasure Quarterly Report for Quarter Ending March 31, 2022
8. Endorse Marin County Measure "A" Parks
9. Adopt a Resolution Adopting a Flag Display Policy
10. Approve Amendment #4 to Agreement with Fredric C. Divine Architects (FCDA) in an amount not to exceed \$377,000 for additional design and structural engineering services required for the Pavilion Seismic Retrofit project and for the Pavilion Electric Kitchen project
11. Proclaim the first Friday in June 2022 National Gun Violence Awareness Day
12. Approve concept of \$2,000 donation to the Marin Countywide gun buyback effort
13. Introduce an Ordinance Authorizing a Special or Military Equipment Use Policy for the Fairfax Police Department Pursuant to California Assembly Bill 481
14. Receive Quarterly Financial Report on Department of Recreation and Community Services from January through March 2022
15. Receive update on Long-Term Outdoor Dining
16. Receive report on the schedule for the Fiscal Year 2022/23 Proposed Operating and Capital Improvement Budget

Vice Mayor Cutrano asked to remove item #13 from the Consent Calendar for discussion.

Mayor Hellman opened the meeting to public comments.

Michael Mackintosh asked that items #2 and #7 be removed for discussion.

Janet Tablisi thanked the Council for adopting the Proclamation on gun violence awareness.

Mark Bell referred to Item #15 and supported a fee for use of public space. He had concerns about structures being opaque.

Joe McGarry discussed police shootings.

Mayor Hellman closed the meeting to public comments.

M/s, Ackerman/Coler, Motion to approve the Consent Calendar with the removal of item #13 for discussion and clerical correction to the April 6, 2022 minutes.

AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

#### Regular Agenda

17. Direct Town resources to review and draft a rent stabilization ordinance, and direct staff regarding which recommended option to pursue at this time

Town Manager Abrams presented a staff report and a PowerPoint presentation that included the following: 1) Discussion of Rent Control; 2) Staff Recommendation; 3) Current Rent and Eviction Protections in Fairfax; 4) Summary of Resolution Options.

Mayor Hellman opened the meeting to public comments.

The following people spoke in favor of rent control: Megan; Curt Ries, Co-Chair of the Marin Democratic Socialists of America; Maureen McManus, representing the California Alliance for Retired Americans; Susan Adams; Chris Perrando; Heather Windom; Lisel Blash; Kyle Ainsler, Co-Chair of the Marin Democratic Socialists of America; Chris Bartel read a letter from a Fairfax resident; Wendy; Miriam Weinstein; Lakshmi; a 15-year resident; Erin Armstrong; Kris Organ (former Executive Director of SEIU Local 949); Alison Hamburg, Maddy Hirschfield read a letter from Emily Conway; Rainero Miranda; P.J.; Joe McGarry; Jack Buckhorn, North Bay Labor Council; Eduardo Torres; Lucie Hollingsworth; Eryka Milligan; Holly; Karym Sanchez, North Bay Organizing Project; Ellen Lovelidge; North Bay Jobs with Justice; Leah Simon-Weisberg; Poindexter; Megan; Chris Morales.

Michael Mackintosh discussed the Costa-Hawkins Act and stated rent control subsidizes big business.

The following people spoke in opposition to rent control; Sharab Bogan; Romeo Arrieta, Marin Association of realtors; Morgan Hall; Joshua Howard; Pamela Meigs; Deborah Benson.

Rhovy Lyn Antonio, representing the California Apartment Association, asked the Council to delay a decision in order to get more information and analyze two existing laws.

Mayor Hellman closed the meeting to public comments. The Council took a 5-minute recess and reconvened at 10:03.

Mayor Hellman reviewed the agenda pursuant to the 10:00 rule.

M/s Coler/Ackerman to hear the last two items on the agenda.  
AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

The Council gave direction to staff as follows:

Create a one-year pilot program that is similar to Option B. In September, present an outline/framework of such a program, with information on agencies that would assist with a rent control program; information about costs and fees; possibly a draft ordinance; and a possible appeal process. At the July or August meeting, present possible revisions to the Just Cause Ordinance including rooms in houses, Junior Accessory Dwelling Units (JADU), waiving last month's rent for no fault terminations, right of return; protections for vulnerable populations (seniors, families in middle of school year), such as a notice requirement.

M/s, Goddard/Ackerman, Motion to establish an ad hoc subcommittee of Mayor Hellman and Councilmember Cutrano to work with staff.

AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

13. Introduce an Ordinance Authorizing a Special or Military Equipment Use Policy for the Fairfax Police Department Pursuant to California Assembly Bill 481

Town Attorney Coleson and Police Chief Tabaranza presented a staff report. They answered questions from the Council regarding storage of the equipment; protocols for use; use of bodycams.

Mayor Hellman opened the meeting to public comments.

Michael Mackintosh recognized Police Chief Tabaranza and the Police Department.

Mayor Hellman closed the meeting to public comments.

M/s, Goddard/Coler, Motion to Introduce and waive the first reading of an Ordinance Authorizing a Special or Military Equipment Use Policy for the Fairfax Police Department.

AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

### Public Hearings

18. This item has been continued to the June 1, 2022 Town Council Meeting- 80 Crest Road: Appeal of a Planning Commission denial of a Height Variance for an unpermitted Ground Floor Level that would result in the height of the residential structure being approximately 50 Feet; Assessor's Parcel No. 002-151-32; Residential Single-family RS-6 Zone; Verle and Marlene Sorgen, appellants/owners' CEQA categorically exempt per Section 15301(e)(2)(1)- Principal Planner, Attorney

Mayor Hellman stated this item has been continued to the June 1, 2022 meeting.

M/s, Coler/Ackerman, Motion to waive the 11:30 p.m. rule

AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

19. Introduce an Ordinance Amending Town Code Title 17 (Zoning), Chapters 17.008 ("Definitions"), 17.052 ("Off-Street Parking and Loading Requirements"), Chapters 17.076 ("RS-7.5 Single-Family Residential Zone, Medium Density"), 17.080 ("RS-6 Single-Family Residential Zone, High Density"), 17.124 ("UR Upland Residential Zone"), Incorporating a Definition of "Short Term Housing", Providing Parking Regulations for Said Short Term Rental Use and Including Short Term Rentals as Permitted Uses in All Single Family Residential Zone Districts, and Introduce an Ordinance Adding Chapter 5.57 of the Fairfax Town Code, entitled "Short-Term Rental Program; and Adopt a Resolution Establishing Policies and Procedures for the Administration of the "Short-Term Rental Program" as Set Forth in Fairfax Town Code Chapter 5.57. This item is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), and 15301(a)- Town Attorney

Mayor Hellman stated this item was continued to the June 1<sup>st</sup> meeting.

### Regular Agenda

20. Introduce and read by title only an Ordinance Amending Section 2.08.010 ("Council Meetings") of the Town Code to set a 6:30 p.m. start time for Town Council regular Meetings; not subject to CEQA per Guideline Sections 15060(c)(3), 15378, and 15061(b)(3)

Town Clerk Gardner presented a staff report.

Mayor Hellman opened the meeting to public comments.

Michael Mackintosh stated the Council should review this issue each year.

Mark Bell stated there were too many items on the Consent Calendar for the public to comment on.

Mayor Hellman closed the meeting to public comments.

M/s, Cutrano/Ackerman, Motion to Introduce and read by title only an Ordinance Amending Section 2.08.010 ("Council Meetings") of the Town Code to set a 6:30 p.m. start time for Town Council regular Meetings.

AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

21. This item has been continued to June 1, 2022- Introduce an Ordinance Regulating the Use of Gasoline-Powered Landscape Equipment- Town Attorney, Climate Action Coordinator

Mayor Hellman stated this item has been continued to the June 1, 2022 meeting.

#### Council Reports and Comments

Mayor Hellman noted written reports were in the packet.

#### Town Manager's Report

There was no report.

#### Future Agenda Items

Councilmember Cutrano would like a discussion regarding Upper Ridgeway parcel per Open Space Committee request placed on the next agenda.

Councilmember Goddard would like to have Council discussion and public input regarding short-term rentals prior to adoption of an ordinance.

Mayor Hellman opened the meeting to public comments.

Frank Egger stated the staff report for agenda item #19 was not on the website.

Michael Mackintosh supported Councilmember Goddard's request.

Mayor Hellman closed the meeting to public comments.

The meeting was adjourned at 11:55 p.m.

DRAFT Fairfax Town Council Minutes  
Special Meeting  
Women's Club, 46 Park Road and by Teleconference  
Wednesday, **May 12, 2022**

Mayor Hellman called the Special Meeting to order at 6:30 p.m.

Call to Order/Roll Call

**COUNCILMEMBERS PRESENT:**

Bruce Ackerman  
Barbara Coler  
Chance Cutrano  
Renee Goddard  
Stephanie Hellman

**STAFF MEMBERS PRESENT:**

Heather Abrams, Town Manager  
Michele Gardner, Town Clerk  
Janet Coleson, Town Attorney

Approval of Agenda and Affidavit of Posting

M/s, Cutrano/Goddard, Motion to approve the Agenda and Affidavit of Posting.  
AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

Presentation

1. Housing Element Status and Timeline Update, including Opportunity Sites, CEQA, Objective Development and Design Standards ("ODDS"), and Eco-Village Concept- Town Attorney, EMC Planning Consultant Ande Flower

Consultants Ande Flower and David Mastensen presented a PowerPoint presentation that included the following: 1) Status and Timeline- Housing Element Update; 2) Opportunity Sites; 3) CEQA Review Preparation; 4) Objective Development and Design Standards; 5) Eco- Village Concept; 6) What is a Housing Element?; 7) Why does Fairfax need to plan for more housing?; 8) How Many Future Units?; 9) Where are we in the process?; 10) When will the State review the Plan?; 11) Housing Sites Inventory; 12) Some Factors for Site Consideration; 13) Original Sites; 14) Potential New Sites; 15) Revised Opportunity Sites; 16) CEQA Review; 17) Development and Design Standards Toolkit; 18) Initial Draft Document; 19) How will this benefit the Town?; 20) Eco-Village Concept; 21) Generalized Timeline; 22)

They answered questions from the Council regarding the documentation required by Housing and Community Development (HCD) Department to enable a unit to count towards the RHNA numbers; the Marin Town and Country site and a possible ballot initiative; how many of the new sites are SB9 projects; why the majority of the RHNA numbers are in the above moderate income levels; the number above the 490 (20% buffer); incentives, density bonuses, and maximum thresholds; the timelines; approval of the site list and preparation of the EIR; an Inclusionary Zoning Ordinance; County input to the ODDS; how "vehicle miles traveled" for the opportunity sites are calculated.

Mayor Hellman opened the meeting to public comments.



Michael Macintosh, owner of the Marin Town and Country Club property, stated his property cannot be downzoned by a referendum or by the Town.

Rick Hamer stated the School Street Plaza and Marin Town and Country Club sites could answer the requirements of the RHNA numbers. He opposed the concept of an Eco-village.

Mallory Geithheim stated 490 units are not reasonable considering fire, water, and traffic.

Lisel Blash asked when Housing Element Policies and Programs and an Inclusionary Zoning Ordinance would be reviewed. She asked for a better description of the Eco-Village concept.

Mark Bell asked about the number of un-occupied or under-occupied residences and undeclared in-law units. He discussed a referendum for the Marin Town and Country Club site and affordable housing.

Frank Egger, Meadow Way, stated the density bonus laws would allow up to a 50% increase in the numbers. He asked who would prepare the ballot language for possible rezoning of the Marin Town and Country Club site.

Amy Flynn stated this is mandated by the State and not something the Town has chosen to do. They need to come up with the best plan and help people who cannot afford to live here.

Michael Macintosh discussed improvements and entitlements for his property that could be considered. The 14-inch sewer line on his property could accommodate 8,000 homes. Building on the hillsides would cause impacts to the infrastructure.

Mayor Hellman closed the meeting to public comments.

Mayor Hellman stated the Council was not taking action on this item tonight.

#### Consent Calendar

2. Authorize the Town Manager to execute the First Amendment to the Professional Services Agreement with EMC Planning Group (EMC) for Update of the Fairfax General Plan Housing Element, Safety Element, and Land Use Element, associated environmental review, completion of Objective Development and Design Standards ("ODDS"), Zoning updates, an Eco-Village Ordinance, Visualizations, and Public Meetings, for a total not to exceed \$844,774- Town Manager

Mayor Hellman stated she would like to pull this item from the Consent Calendar for discussion.

Town Manager Abrams presented a staff report.

Town Attorney Coleson reported this is a refinement of the original scope and includes completing the Objective Development and Design Standards.

Councilmember Coler supported affirming the Fair Housing and equity and diversity piece. She stated the Town Attorney, and not the consultants, should prepare the ballot initiative language. Town Attorney Coleson stated she would work with the consultant and have the final say on the language.

Councilmember Ackerman asked if the Planning Commission would spend some time looking at the ODDS and the timeline for getting them into the Town Code. Town Attorney Coleson stated the ODDS would be reviewed by the Commission soon.

Consultant Flower discussed the timeline and schedule and stated the goal would be to move the ODDS through the decision making process prior to adoption of the Housing Element.

Councilmember Goddard asked for more information about the equity piece, the reasons for the increase in the cost, and the Eco-Village concept.

Mayor Hellman opened the meeting to public comments.

Pam Meigs, Cypress Drive, asked if the work was put out to bid, and if the contract included attorney fees.

Michael Macintosh discussed affordable housing on his property. He opposed extending the contract by over \$200,000 for review of an Eco-Village concept.

Frank Egger, Meadow Way, referred to the possible development of the Marin Town and Country Club and asked if the existing 40 units would be replaced. He had questions about the Eco-Village study.

Mallory Geitheim asked if anyone had informed the state about why adding 490 units would be a danger to the Town.

Mayor Hellman closed the meeting to public comments.

Councilmember Cutrano asked if the Council could approve the funding for the ballot initiative and Eco-Village concept components of the contract at a later date. Town Attorney Coleson stated this contract includes the preparation and presentation of that information for Council review.

Councilmember Coler supported virtual presentations by the consultants- it was effective and saved time and money.

M/s, Coler/Ackerman, Motion to Authorize the Town Manager to Execute the First Amendment to the Professional Services Agreement with EMC Planning Group (EMC) for Update of the Fairfax General Plan Housing Element, Safety Element, and Land Use Element, associated environmental review, completion of Objective Development and Design Standards ("ODDS"), Zoning updates, an Eco-Village Ordinance, Visualizations, and Public Meetings, for a total not-to-exceed contract amount of \$844,774. This is the total amount of the contract from the beginning.

AYES: Ackerman, Coler, Cutrano, Goddard, Mayor Hellman

The meeting was adjourned at 8:45 p.m. in memory of Marie Siegenthaler.