



TOWN OF FAIRFAX

STAFF REPORT

October 27, 2022

TO: Fairfax Planning Commission

FROM: Linda Neal, Principal Planner

SUBJECT: Adopt a Resolution Setting the Planning Commission Regular Meeting Dates for the November and December meetings to November 17, 2022 and December 15, 2022

RECOMMENDATION

Adopt resolution 2022-31 changing the regularly scheduled November 24th, 2022 Planning Commission meeting date to November 17, 2022 and the regularly scheduled December 22, 2022 Planning Commission meeting date to December 15, 2022.

DISCUSSION

The regular November 24, 2022, Planning Commission meeting falls on Thanksgiving this year and the regular December 22, 2022 Planning Commission meeting is just two days before Christmas Eve. This is a time when people schedule vacation trips because schools are closed and Town Hall is closed starting on Christmas Eve through New Year's Day. It is probable that all the necessary planning staff members may be unable to attend these meeting dates and it also may be difficult to raise a quorum of the members of the Commission to legally conduct the meetings.

Staff previously discussed with the Commission the possibility of switching its regularly scheduled November meeting to November 17, 2022, and the regularly scheduled December meeting to December 15, 2022 and obtained responses that indicated a quorum of the Commission and staff members would be able to attend regular meetings rescheduled to these dates, which fall on the third Thursdays of November and December.

Staff members consulted Town Legal Counsel for direction on how to reschedule these two regular meetings and were advised that a quorum of the Commission present at this meeting can approve a resolution officially changing the regular meeting dates for one time only as long as the rescheduled regular November and December meetings are posted at three public places in the Town of Fairfax: 1) Bulletin Board, Town Hall Offices; 2) Bulletin Board, Fairfax Post Office, and 3) Bulletin Board, Fairfax Women's Club, a minimum of ten (10) days prior to the meetings. Staff will also post the rescheduled regular November and December meetings if the attached Resolution No. 2022-31 is adopted on the Town website ten (10) days prior to the meetings.

ATTACHMENT

Resolution No. 2022-31

RESOLUTION 2022-31

**A RESOLUTION OF THE FAIRFAX PLANNING COMMISSION OF THE TOWN OF FAIRFAX
SETTING THE DATE OF THE REGULAR NOVEMBER PLANNING COMMISSION MEETING
TO NOVEMBER 17, 2022, AND THE REGULAR DECEMBER PLANNING COMMISSION
MEETING TO DECEMBER 15, 2022 FOR ONE TIME ONLY**

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 fourth Thursday of every month pursuant to Town Council Resolution No. 22-05, adopted on January 19, 2022; and

WHEREAS, the Planning Commission has determined that the regular November 24, 2022 meeting falls on a Town of Fairfax Holiday and the December 22, 2022 meeting is just two days before Town Hall Officially is closed between Christmas Eve through New Year's Day;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Planning Commission of the Town of Fairfax that the regular November Planning Commission meeting in the year 2022 shall be held on November 17, 2022, and the regular December Planning Commission meeting in the year 2022 shall be held on December 15, 2022, as hybrid meetings, conducted in person starting at 7:00 PM at the Fairfax Women's Club, 46 Park Road, Fairfax, and via Zoom.

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 27th day of October 2022, by the following vote, to wit:

AYES:
NOES:
ABSENT:

Chair Norma Fragoso

Attest:

David Woltering, Interim Planning Director