



TOWN OF FAIRFAX

STAFF REPORT

December 15, 2022

TO: Fairfax Planning Commission

FROM: David Woltering, Interim Planning and Building Services Director
Linda Neal, Principal Planner

SUBJECT: Discussion of changing the regular monthly Planning Commission meeting date from the 4th Thursday of each month to the 3rd Thursday of each month.

RECOMMENDATION

Direct staff to prepare a staff report and resolution for Town Council approval to restore the regular Planning Commission meeting date to the third Thursday of each month.

BACKGROUND

On January 19, 2022 the Town Council, at the request of the Planning Director, and based on the frequent special meetings that the Town Council had been scheduling due to Covid regulations and State General Plan Housing and Safety Element Update mandates, the Town Council changed the regular Planning Commission meeting date from the third Thursday of each month to the fourth Thursday of each month, just one week before the regular Town Council meetings on the first Wednesday of each month. After a year of having to prepare notices, write staff reports and prepare for the regular Planning Commission Meeting and the Regular Town Council meeting all concurrently during the last two and half weeks of each month, the collective Planning Department staff finds this revised schedule counterproductive to move items in a timely manner from the Planning Commission to the Town Council when necessary.

The Planning Commission had been holding their regular meetings successfully on the third Thursday of each month with the Town Council meeting two weeks later on the first Wednesday of each month since June of 1977 (Attachment A – Town Council Resolution No. 1102).

This schedule allowed Planning staff to focus in the third and fourth weeks of the month on preparing and mailing out the legally required notices, making the site inspections and preparing the staff reports required for the regular Town Council meeting on the first Wednesday of each month.

ATTACHMENTS

Attachment A – Town Council Resolution No. 1102

RESOLUTION NO. 1102

A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF FAIRFAX
CHANGING THE MEETING DATE OF THE TOWN'S PLANNING COMMISSION

WHEREAS, Section 2-28 of the Fairfax Town Code provides that the Planning Commission of the Town of Fairfax shall meet at least once each calendar month, at such times and places as fixed by resolution; and

WHEREAS, the Planning Commission wishes to insure that the City Council of the Town of Fairfax has available to it copies of the minutes of the Planning Commission's deliberations on all matters that come before the Fairfax City Council; and

WHEREAS, the Fairfax Planning Commission feels that if they meet earlier in the preceding month, the City Council may be assured of receiving copies of their minutes;

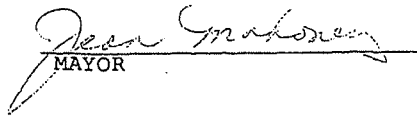
NOW, THEREFORE, BE IT RESOLVED by the City Council of the Town of Fairfax that the Fairfax Planning Commission shall meet on the third Thursday of each calendar month at 8:00 PM in the Town's Women's Club or at another location as determined by the Planning Commission and properly noticed.


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The foregoing resolution was duly passed and adopted at a regular adjourned meeting of the City Council of the Town of Fairfax held in said Town on the 13 th day of June, 1977, by the following vote, to-wit:

AYES: COUNCILMEN: EGGER, GATELY, GARRISON, GRAY, and MAYOR MAHONEY
NOES: COUNCILMEN: (NONE)
ABSENT: COUNCILMEN: (NONE)

ATTEST:


MAYOR


CITY CLERK

APPROVED AS TO FORM:
