



To: Fairfax Planning Commission  
From: Emily Klofft, Regional Planner  
Date: October 1, 2025  
Subject: Fairfax Project Kick-off

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## Project Schedule

Date	Meeting/Event
10/7/2025	Planning Commission Meeting #1: Review scope of work, schedule and community engagement plan
11/04/25	Planning Commission Meeting #2: Review community assessment with Planning Commission
12/02/25	Planning Commission Meeting #3: Review plan audit and outline with the Planning Commission
01/06/26	Planning Commission #4: Review outreach materials
January 2026 (TBD)	Community Visioning Event
02/03/26	Planning Commission Meeting #5: Review Draft Section 1-3
03/03/26	Planning Commission Meeting #6: Review Draft Sections 4-5
04/07/26	Planning Commission Meeting #7: Review Draft Sections 6-7
05/05/26	Planning Commission Meeting #8: Review Draft Section 8 & Enhanced Energy Plan
06/02/26	Planning Commission Meeting #9: Review second draft of plan
07/07/26	Planning Commission Meeting #10: Final presentation on draft plan
08/18/26	Planning Commission Hearing
10/19/26	Selectboard Hearing

## Scope of Work

<b>Task</b>	
<b>1</b>	<b>Kick off Meeting with PC</b>
<b>1a</b>	Prepare draft community engagement plan
<b>1b</b>	Planning Commission Meeting #1: Review scope of work, schedule and community engagement plan
<b>1c</b>	Finalize community engagement plan, schedule and scope of work
<b>2</b>	<b>Community Assessment</b>
<b>2a</b>	Prepare draft community assessment presentation and memo
<b>3</b>	<b>Community Assessment Review</b>
<b>3a</b>	Planning Commission Meeting #2: Review community assessment with Planning Commission
<b>4</b>	<b>Plan Audit and Outline</b>
<b>4a</b>	Draft plan audit reviewing compliance with state statute and opportunities for improvements
<b>4b</b>	Draft plan outline based on audit
<b>5</b>	<b>Plan Audit and Outline Review</b>
<b>5a</b>	Planning Commission Meeting #3: Review plan audit and outline with the Planning Commission
<b>6</b>	<b>Public Outreach</b>
<b>6a</b>	Develop postcard mailer to advertise public outreach opportunities (based on public engagement plan approved in Task 3)
<b>6b</b>	Draft outreach campaign materials including press release, social media posts and project webpage
<b>6c</b>	Draft presentation and activities for community kick-off visioning session
<b>6d</b>	Draft materials to provide to the Planning Commission for other public events
<b>6e</b>	Planning Commission Meeting #4: Review outreach materials
<b>6f</b>	Hold community kick-off visioning session
<b>6g</b>	Summarize results of the community kick-off visioning session
<b>6h</b>	Draft follow-up outreach campaign materials summarizing results of community kick-off
<b>7</b>	<b>Revise and Update Town Plan</b>
<b>7a</b>	Update town plan data and information
<b>7b</b>	Update town plan maps
<b>7c</b>	Revise town plan based on results of community kick-off and Planning Commission feedback
<b>8</b>	<b>Review Draft Town Plan with PC</b>
<b>8a</b>	Planning Commission Meeting #5: Review Draft Section 1-3
<b>8b</b>	Planning Commission Meeting #6: Review Draft Sections 4-5
<b>8c</b>	Planning Commission Meeting #7: Review Draft Sections 6-7
<b>8d</b>	Planning Commission Meeting #8: Review Draft Section 8 & Enhanced Energy Plan
<b>8e</b>	Planning Commission Meeting #9: Review second draft of plan
<b>9</b>	<b>Prepare adoption materials</b>
<b>9a</b>	Final Presentation and Prepare for Adoption Process
<b>9b</b>	Planning Commission Meeting #10: Final presentation on draft plan

<b>9c</b>	Planning Commission hearing assistance and any required plan edits
<b>9d</b>	Selectboard hearings assistance and any required plan edits
<b>9e</b>	Finalize adopted plan