

**Unapproved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
January 3, 2024**

Minutes

Date: Wednesday, January 3, 2024

Location: Fairfield Town Office 103 East Main Street Fairfield, Utah

Time: 7:00 P.M.

Minutes By: Recorder: Stephanie Shelley

Agenda Item #1 - Open the Planning Commission Regular Meeting.

Chairwoman Alina Pringle called the meeting to order at 7:02 pm.

Agenda Item #2 - Roll Call.

Alina Pringle, Heather Strong, David Riet, Jane Lancaster,

Staff Present: Recorder: Stephanie Shelley

Others Present: Mayor Hollie McKinney

Agenda Item #3 - Public Comment Period (2-minute limit per person) Time has been set aside for the public to express their ideas, concerns, and comments on items not scheduled as public hearings on the Agenda. Those wishing to speak are encouraged to show respect for those who serve the Town. Comments should focus on issues concerning the Town. Those wishing to speak should have signed in before the beginning of the meeting. (Please limit your comments to 2 minutes or less.)

No one was present.

Agenda Item #4 - Discussion on the Planning Commission 2024 Meeting Schedule.

The Commissioners reviewed the schedule and opted for the April 10th and July 10th meeting dates.

Agenda Item #5 - Vote to Approve the Planning Commission 2024 Meeting Schedule.

Commissioner Lancaster moved to approve the Planning Commission Meeting Schedule with the April 10 and July 10 options. Commissioner Strong seconded the motion.

Commissioner Pringle - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

Agenda Item #6 - Vote for a New Planning Commission Co-Chair.

Tabled until next month once they have the new Commissioner in place.

Agenda Item #7 - Vote to Approve the Planning Commission's Regular Meeting Minutes on May 3, 2023.

Passed on June 7, 2023

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Agenda Item #8 - Vote to Approve the Planning Commission's Regular Meeting Minutes on June 7, 2023.

Commissioner Lancaster motioned to approve the minutes on June 7, 2023. Commissioner Riet seconded the motion. Unanimously approved.

Commissioner Pringle - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

Agenda Item #9 - Vote to Approve the Planning Commission's Regular Meeting Minutes on July 12, 2023.

Commissioner Lancaster motioned to approve the minutes on July 12, 2023. Commissioner Strong seconded the motion.

Commissioner Pringle - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

Agenda Item #10 - Vote to Approve the Planning Commission's Regular Meeting Minutes on September 6, 2023.

Commissioner Lancaster motioned to approve the minutes on September 6, 2023. Commissioner Riet seconded the motion. Unanimously approved

Commissioner Pringle - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

Agenda Item #11 - Vote to Approve the Planning Commission's Regular Meeting Minutes on October 4, 2023.

Commissioner Lancaster motioned to approve the minutes on October 4, 2023. Commissioner Riet seconded the motion.

Commissioner Pringle - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

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Agenda Item #12 - Vote to Approve the Planning Commission's Regular Meeting Minutes on November 1, 2023.

Commissioner Riet motioned to approve the minutes on November 1, 2023. Commissioner Lancaster seconded the motion.

Commissioner Pringle - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

Agenda Item #13 - Discussion on the Accessory Dwelling Unit Ordinance.

The Commissioners reviewed the Accessory Dwelling Unit Ordinance.

Agenda Item #14 - Vote to send the Accessory Dwelling Unit Ordinance to the Fairfield Town Council.

Commissioner Lancaster motioned to send the Accessory Dwelling Unit Ordinance to the Town Council. Commissioner Strong seconded the motion. The motion passed.

Commissioner Pringle - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

The Commissioners discussed with Mayor McKinney the best way to move the ordinance forward. They will send them to the Town Council once they approve, and then it will go to Vonda and Legal for review and codification. Once completed, the Commissioners can review and comment on it before passing.

Agenda Item #15 - Discussion on the Sign Ordinance.

Tabled until Commissioners have reviewed other cities' sign ordinances.

Agenda Item #16 - Vote to Send the Sign Ordinance to the Fairfield Town Council.

Tabled for a future meeting.

Agenda Item #17 - Discussion on Subdivision Ordinance and State Code Changes.

Commissioners reviewed the following state code:

10-9a-602. Planning commission preparation and recommendation of subdivision ordinance -- Adoption or rejection by legislative body.

(1) A planning commission shall:

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- (a) review and provide a recommendation to the legislative body on any proposed ordinance that regulates the subdivision of land in the municipality;
- (b) review and make a recommendation to the legislative body on any proposed ordinance that amends the regulation of the subdivision of the land in the municipality;
- (c) provide notice consistent with Section 10-9a-205; and
- (d) hold a public hearing on the proposed ordinance before making the planning commission's final recommendation to the legislative body.

(2)

- (a) legislative body may adopt, modify, revise, or reject an ordinance described in Subsection (1) that the planning commission recommends.
- (b) A legislative body may consider a planning commission's failure to make a timely recommendation as a negative recommendation if the legislative body has provided for that consideration by ordinance.

The Commissioner updated the information from the Fairfield Town Codebook.

10.15.150 (A)(D)

D. The Town Council may, at their discretion, elect to give authority for final plat approval to the Planning Commission if:

1. The subdivision is simplistic in nature;
2. Road dedications are along existing streets; and
3. No other requirements were made by the Town Council for approval of the preliminary plat.

Agenda Item #18 - Vote to Send Suggested Changes to the Subdivision Ordinance to the Town Council.

*Commissioner Lancaster moved to suggest changes to the Subdivision Ordinance to the Town Council.
Commissioner Strong seconded the motion. The motion passed unanimously.*

Commissioner Pringle - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

Agenda Item #19 - Discuss Old Business.

Commissioner Pringle informed the other Commissioners about the Town Council agreement that had been made with North Pointe.

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The Company NextEra contacted some of the Commissioners with an email asking for individual meetings. The Commissioners want NextEra to attend one of the Planning Commission's Regular meetings. Commissioner Strong forwarded the email to Stephanie Shelley so she could send the response.

Agenda Item#20 - Discuss New Business

Commissioner Lancaster briefed the Commissioners about Jerry Bradshaw's move. The commissioners expressed a desire to move forward with the ordinance related to the Caretaker Dwelling Unit that was presented to the Town Council. Mayor McKinney stated that the ordinance had been postponed when Jerry withdrew his request on the day of the Town Council meeting. Mayor McKinney will look into the ordinance.

The Commissioners discussed options for people who change their minds/applications frequently wasting public time. Stephanie Shelley will inquire if other cities have policies or fees associated with when individuals change their applications/minds.

The Commissioners discussed the lighting ordinance. Stephanie and Mayor McKinney will explore the possibility of sending a letter to Jerry concerning his lights.

Agenda Item #21 - Action Items

Commissioners will each look into different cities, sign ordinances, and return them to their next meeting.

Agenda Item #22 - Adjourn the Planning Commission Regular meeting.

A motion was made by Commissioner Lancaster to end the meeting. Commissioner Strong seconded the motion. The meeting adjourned at 8:24 pm.

February 7, 2024

Stephanie Shelley

Minutes Approval Date

Town Recorder Stephanie Shelley