

Unapproved Meeting Minutes

Fairfield Planning Commission

Regular Meeting

September 4, 2024

Minutes

Date: Wednesday, September 4, 2024

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

Time: 7:00 P.M.

Minutes By: Recorder: Stephanie Shelley

Agenda Item #1-Call to Order and Roll Call

Commissioner Taylor opened the meeting at 7:02 pm

Heather Strong, David Riet, Jane Lancaster, Wayne Taylor, Kyler Fisher

Staff Present:

Recorder: Stephanie Shelley, Attorney Todd Sheeran

Others Present: Tal Adair, Richard Cameron,

Via Zoom: Weber, Alina

Agenda Item #2- Public Comment Period (2-minute limit per person). Public comment is for any matter not on the Agenda and not the subject of a pending land use application.
No one present had comments.

Agenda Item #3 -Vote to approve the Regular Session minutes on August 7, 2024.

Commissioner Lancaster motioned to approve the August 7, 2024 minutes.

Commissioner Strong seconded the motion. Unanimously approved

Commissioner Taylor - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

Commissioner Fisher - Yes

Agenda Item #4 - Discussion of ADU ordinance, possible approval/denial to move on to the Town Council.

The discussion focused on the Accessory Dwelling Units (ADU) ordinance proposal. Chairman Taylor highlighted feedback from Vonda, deputy recorder, which included clarifying definitions.

Concerns about specific language and definitions were raised, especially regarding water rights and septic system compliance with county regulations. Key points included:

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The adequacy of an acre-foot of water per ADU.

The need for flexible power requirements.

The appropriateness of specified setbacks given town density.

The Commissioners agreed on simplifying language, clarifying setback expectations, and maintaining flexibility while ensuring compliance with regulations. They asked legal adviser Todd Sheeran to research water rights and septic system setbacks.

Agenda Item#5 - Discussion of the new subdivision ordinance. Possible approval/ denial of the new subdivision ordinance.

The Planning Commission reviewed the proposed new subdivision ordinance. The Commissioners suggested clarifications on application time frames and approval processes.

While adviser Todd Godfrey (Utah League of Cities and Towns) comprehensively reviewed and wrote the subdivision ordinance, the commissioners discussed past misunderstandings due to vague or incorrect state code references.

Key considerations included:

Concerns about the time frames for application processing.

Adoption of road standards (APWA guidelines) within Fairfield's Town documentation.

Clear task designation for either the town recorder or specific staff/advisory roles to ensure responsibilities align with legislative changes and town procedures.

The discussion emphasized the urgent need to finalize the ordinance by the end of December.

a) Possible set Public Hearing date.

The Commissioners discussed the necessity and efficiency of holding an additional meeting to review essential documents and prepare for a public hearing.

Considerations were made regarding workflow, processing extent overlaps with existing town council meetings, and availability amongst commission members. This led to a consensus on planning for a potential work session with sufficient time to meet scheduled public hearing processes in alignment with posting requirements.

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Agenda Item #6 -Discuss Old Business and New Business

Under old business, issues related to previous ordinance revisions and their accuracy were raised, but the underlying causes were not detailed, as the focus was on timely ordinance corrections.

In new business, the commissioners discussed the potential for more direct support from Todd Sheeran, with him writing and reviewing working documents before their meetings and guiding them through the meetings.

Agenda Item #7 -Action Items

Todd was asked to clean up the draft documents and provide new versions for review to ensure consistency in terms, requirements, and compliance language.

All commissioners were encouraged to review ADU and Subdivision ordinances and add any comments to those documents.

A work session was scheduled for October 2 at 5:30 PM to facilitate open discussion before the regular meeting later that day.

Agenda Item #8- Adjournment

Commissioner Lancaster moved to end the meeting, which Commissioner Strong seconded. The meeting ends at 9:06 p.m.

October 2, 2024

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Recorder/Clerk