Unapproved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
October 2, 2024

Minutes

Date: Wednesday, October 2, 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.

David Riet, Wayne Taylor, Kyler Fisher

Excused Commissioners: Heather Strong, Jane Lancaster

Staff Present:
Recorder: Stephanie Shelley

Others Present:
Mayor Hollie McKinney (via Zoom), Todd Sheeran (via Zoom)

Agenda Item #2- Approval of Minutes
Vote to approve the Regular Session minutes from September 4, 2024.
Commissioner Riet's motion to approve the September 4, 2024, minutes. Commissioner Fisher seconded the motion. Unanimously approved

Commissioner Taylor - Yes
Commissioner Riet - Yes
Commissioner Fisher - Yes

Agenda Item #3 - Site Plan Review

a) **Discussion on the Garth Jacklin Site Plan.**
The Commissioners discussed the site plan with Garth Jacklin. They informed him he would need to bring in the written agreement with Jayson Densley with access to his property.

b) **Vote to approve Garth Jacklin's Site Plan.**
Commissioner Riet motioned to approve Garth Jacklin's site plan, which is agenda item number three with the contingency that we have an agreement in place with Jayson Densley who owns the small strip of property along Allen Ranch Road and that we get a ten foot easement across that property as well. Commissioner Fisher seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes
Commissioner Riet - Yes
Commissioner Fisher - Yes

Agenda Item #7 - Mayor's Report
Mayor McKinney first started off discussing with commissioners and Todd Sheeran the possibility of a lot line adjustment or zone change or conditional use permit for Bryce Thomas's property and what zone the town would like in that area.

Update on the General Plan and other ordinances.
Mayor McKinney provided several important updates, starting with discussions about potential funding for water infrastructure through the Inland Port Authority. This organization proposes to help municipalities by bonding for public infrastructure projects, focusing on improving water accessibility in preparation for future development needs. This approach aims to secure and manage financial resources without directly passing the cost onto residents, as the Inland Port Authority can back these financial bonds, which are repaid through increased property taxes from new developments.

The mayor also highlighted collaborative regional planning efforts, including a coordinated master roads plan with nearby areas like Eagle Mountain and Saratoga Springs. These plans account for inter-regional connections to manage roads and transportation corridors more efficiently.

Additionally, the mayor emphasized the town's need to meet upcoming sewer and water resource mandates. By working with consultancy and engineering firms, the town is developing a comprehensive master water plan to assess the capacities required to support both current and anticipated developments.

The importance of strategic general planning was also underscored, particularly in aligning zoning decisions with infrastructure readiness. This involves considering factors like the impact on current zoning and potential adjustments based on the general plan. The mayor explained that a well-developed general plan will guide the town's objectives as it expands infrastructure to support growth, which is expected to be both complex and extensive.

Finally, discussions emphasized that development agreements should include key infrastructure terms to ensure sufficient readiness and capacity for future growth, laying a strong foundation for the town's expansion.

Agenda Item #4 - Lot Line adjustment and Zone change Discussion for Bryce Thomas.

The Commissioners discussed a lot line adjustment requested by Bryce Thomas for his property near Facebook and a pending zone change for new development projects. Bryce Thomas wants to sell off 40 acres to an individual intending to develop a paintball course and storage units on the property. The Commissioners considered how the property, currently zoned as AR 40, should be adjusted to facilitate this development. The necessity for adjusting land use and developing infrastructure, such as roads and sewers, was emphasized.

A discussion took place regarding the necessity of obtaining a lot line adjustment and eventually a zone change from agricultural to possibly light industrial, depending on the conformity to town planning. Commissioners' concerns included whether conditional use permits might be applied temporarily for activities such as paintball while a more permanent zoning solution is determined. The Commissioners expressed a need to consider future town planning to decide whether the area might require more permanent zoning changes either to light industrial or commercial. This was amidst broader concerns about increased taxes due to zoning changes and potential impacts on neighboring properties, which may or may not wish for their property's zoning to also change.

Furthermore, considerations were made on infrastructure requirements if the zoning were to change, specifically the need for adjustments in how roads and sewer services would be incorporated into the area. The Commissioners also highlighted that community feedback would be important, especially with public hearings as a requisite for zoning changes, ensuring tax implications for surrounding property owners are clearly communicated. The landowner and developer of the paintball and storage unit project would need to actively participate in these discussions to align their development goals with town planning strategies and ensure that all zoning and development code requirements are met.

Agenda Item #5 - Vote to approve or deny the Cedar Valley Industrial Park Final Plat located approximately 600 South 250 West Fairfield.
The Commissioners discussed the development agreement with Tal, including potential components it might cover. Tal also mentioned exploring the availability of the name "Fairfield Industrial Park."

The following is what they will put into the agreement:

1) Conditional approval
    a) GEO Tech Report for the Asphalts Mc Neil Engineering
2) Development Agreement
    a) Water

    i) Well
    ii) Pump House location
    iii) Water Line
    iv) Water shares
  b) Phasing, HOA
  c) Bonding
  d) Park and Trails complete; 75% of sold lots
  e) Roads

Commissioner Taylor made a motion that we approve the Cedar Valley Industrial Park final plat on the condition that the development agreement as written with five items and a sixth handwritten item is added and completed and agreed upon by all parties to be signed by the mayor and our attorney before the development is finalized. Commissioner Riet seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes
Commissioner Riet - Yes
Commissioner Fisher - Yes

Agenda Item #6 - ADU Ordinance

a) **Discussion of the ADU (Accessory Dwelling Unit) ordinance.**
The Commissioners reviewed the ADU.

b) **Vote on approval or deny the ADU ordinance for recommendation to the Town Council.**

Commissioner Riet motioned the ADU onto a public hearing on December 4th. Commissioner Taylor Seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes or No
Commissioner Riet - Yes or No
Commissioner Fisher - Yes or No

Agenda Item #8 - Old Business
Discussion of any outstanding items.
Nothing under old business needed to be dealt with this time around.

Agenda Item#9 - New Business

Introduction of any new items for consideration.

The Commissioners acknowledged the ongoing preparation for subdivision adjustments and state code compliance, noting that they were awaiting completed reviews from legal counsel on planning ordinances for upcoming sessions. The subdivision ordinance had been submitted to Todd Sheeran, the town's legal counsel, for updates to ensure compliance with state law. Initially, Todd Godfrey received a version of the ordinance that had passed in 2020, but that wasn't reflected in the current codebook. Upon review, Todd Sheeran suggested that the ordinance may need a complete rewrite.

As a result, the review and revision process will continue, with a focus on creating an ordinance that better serves the town's current and future needs. Commissioners recognized the unfortunate but necessary delay, as this process requires a comprehensive review to include all needed adjustments. The Commissioners were updated based on notes provided by legal counsel, which ensures the town's ordinances align with state regulations and reflect the community's best interests.

While there were no further updates at the meeting, Todd Sheeran aims to have the revised ordinance ready for review at the next planning commission meeting, facilitating any necessary adjustments before a public hearing.

Agenda Item #10 - Action Items

Nothing was discussed.

Agenda Item #11 - Adjournment

A motion was made by Commissioner Riet to end the meeting. Commissioner Taylor seconded the motion. The meeting ended at 9:17 pm.

November 6, 2024	Stephanie Shelley
Minutes Approval Date	Stephanie Shelley Recorder/Clerk