

Unapproved Meeting Minutes

Fairfield Planning Commission

Regular Meeting

November 6, 2024

Minutes

Date: Wednesday, November 6, 2024

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

Time: 7:00 P.M.

Minutes By: Recorder: Stephanie Shelley

Call to Order

1) Roll Call

Commissioner Riet opened the meeting at 7:00 pm

David Riet, Jane Lancaster, Wayne Taylor (Via-Zoom), Kyler Fisher, Heather Strong (7:05 pm)

Staff Present:

Recorder: Stephanie Shelley, Mayor: Hollie McKinney, Attorney: Todd Sheeran

Others Present:

Shawn Hill, Alina Pringle

Via-Zoom: Mitchell's iPhone

Mayor Update

Mayor McKinney provided updates on key projects and developments within the town. Highlights included the rebranding of the Cedar Valley Industrial Park to Fairfield Industrial Park, with development planned in phases. Updates on water sourcing included plans to drill a ten or twelve-inch well to connect to the town's system, aiming to ensure adequate water for current and future needs.

The Utah Inland Port Authority project area was discussed, focusing on utility developments, infrastructure costs, and fire protection measures tied to water supply improvements. Bowen Collins Engineering is studying the town's water resources to create a master plan, with ongoing mapping as a priority.

There was also a discussion on resident water pressure issues, as well as firefighting access. Easements, road access, and business licensing were explored, addressing the balance between commercial and agricultural needs.

Finally, the need to update historical water system records was mentioned, ensuring they align with town standards and incorporate knowledge from long-time community members.

Presentation

The design firm GSBS was introduced, with team members sharing their backgrounds and their commitment to preserving Fairfield's identity and character. They outlined their role in updating the general plan, focusing on areas like land use, transportation, and water.

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A map was used to show character zones and unique features of the town, helping guide discussions about development options, resource areas, business zones, and conservation efforts. Annexation plans for nearby areas were also addressed, tying into plans for public engagement to build consensus.

The team emphasized the importance of respecting residents' experiences and incorporating Fairfield's history into the plan. They concluded with a strategy to gather new data through upcoming meetings with regional partners like MAG.

Business Items

The Commission will discuss (without public comment) and may either make a recommendation to the Town Council or approve the following items as needed:

- 1) Vote to approve the Regular Session minutes on October 2, 2024.
Commissioner Lancaster motioned to approve the minutes on October 2, 2024.
Commissioner Riet seconded the motion. Unanimously approved

Commissioner Taylor - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

Commissioner Fisher - Yes

- 2) Site Plan Devin Meier

The site plan proposed by Devin Meier was reviewed, focusing on its alignment with municipal requirements, including setbacks and regulatory compliance. Discrepancies were identified, such as technical overlays and building dimension confirmations.

Discussions addressed elements like dimensions, access roads, and parking layouts. Concerns about adherence to town standards, mainly setbacks, led to recommendations for further revisions. Everything on the site plan checklist needs to be on the site plan.

Discussion Items

- 1) Subdivision Ordinance

The commissioners discussed updating the town's subdivision ordinance in light of recent legislative changes affecting municipal approval processes. It was noted that these changes shift preliminary review responsibilities from town councils to administrators, relying on governing ordinances. Suggestions were made to address missing phase sections in the ordinance.

Lot line requirements were reviewed, highlighting their basis in established codes rather than discretionary evaluations, prompting agreement on revisiting the ordinance for clarity and procedural consistency. Recommendations included addressing phasing requirements, water share transfers, and engineering roles to better align with planning

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needs.

Commissioners Lancaster moved to pass the Subdivision Ordinance onto public hearing in our General meeting of December, with stipulations that Todd add the phasing portion of the ordinance into the ordinance. Commissioner Taylor seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

Commissioner Fisher - Yes

Training Session

- 1) Stephanie Shelley's presentation on how to use Google Docs.

Stephanie Shelley had a training session led by Stephanie Shelley on using Google Docs to improve teamwork on official documents.

Members suggested ways to enhance communication, including better agenda sharing and earlier access to meeting documents. Text message reminders were also proposed to encourage participation. Stephanie was thanked for her helpful guidance in using technology to support smoother collaboration during and outside meetings.

Adjournment

Commissioner Strong made a motion to end the meeting. Commissioner Riet seconded the motion—meeting end time 9:07 pm.

December 4, 2024

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Recorder/Clerk