

Unapproved Meeting Minutes

Fairfield Town Council
Public Hearing and Session
August 12, 2026

Minutes

Date: Wednesday, August 12, 2026

Location: Fairfield Town Office, 121 West Main Street, Fairfield, Utah

Time: 7:00 P.M.

Minutes By: Stephanie Shelley

Call to Order

Roll Call

Town Council Members Present:

Mayor Hollie McKinney, RL Panek, Tyler Thomas, Richard Cameron, Michael Weber

Staff Present:

Recorder: Stephanie Shelley, Treasurer: Codi Butterfield, Attorney: Brad Christopherson,
Planner: Jim Spung, Sergeant Dutson.

Others Present: Wayne Taylor, Travis Ramiler, Vern Carson, Holly Panek.

Others Present Via Zoom: Alina, Tal Adair, Lori Haslem (UIPA), Ronnie, Lori Howells, Brenda,
Michael Miller, Josh Leigh, Amberly Judy

Prayer / Pledge Of Allegiance

Councilman Cameron offered the prayer, followed by the Pledge of Allegiance.

General Public Comment: Public comments are limited to matters not listed on the agenda and not related to a pending land use application (2-minute limit per person; 14-minute total).

Mayor McKinney opened the general public comment period for matters not listed on the agenda.

The Council discussed the installation of natural gas service lines to individual properties and concerns regarding the location of existing underground utilities. It was noted that while the Town can identify main utility lines, it does not have complete information showing the location of private sewer and water service lines, field drains, and other utilities extending to individual homes. Concern was expressed about ensuring these utilities are identified before excavation occurs on private property.

Mayor McKinney explained that the Town had developed an application process for individual natural gas connections. Property owners requesting service would be required to provide a map identifying existing utilities, easements, and other required information before a service line could be installed on the property. The Town would review the application and forward it to Sunrise Engineering for applicable technical review, including gas pressure requirements. Discussion emphasized that connection work should not proceed onto private property until the required information had been provided and the Town's approval process completed. Property owners were encouraged to identify the locations of their

Unapproved Meeting Minutes

Fairfield Town Council

Public Hearing and Session

August 12, 2026

private utilities as accurately as possible and coordinate with the Town and contractors before excavation.

Vern Carson shared information he had received from a natural gas company representative regarding the anticipated connection timeline. He stated that residents had been told they would have two years to sign up for service and, once signed up, two years to connect. Discussion followed regarding when the initial two-year period begins, as different information had been provided regarding whether it began when the project started in Fairfield or when an individual signed a contract. The Council agreed that the timing should be clarified with the natural gas company. Residents were also advised that natural gas service would not necessarily be available immediately and discussed maintaining adequate propane supplies in the meantime.

Alina Pringle began to comment regarding the proposed compensation changes. Mayor McKinney clarified that general public comment was limited to matters not listed on the agenda and that comments regarding compensation could be made during the applicable public hearing.

Mayor McKinney read a written public comment submitted by Jami Mascaro regarding continued aircraft traffic over her properties. Ms. Mascaro stated that flight radar information identified aircraft associated with West Desert Flight as continuing to fly over her properties. She expressed concern because the Town had previously been told that West Desert Flight was willing to work with the Town and make efforts to avoid flying over the properties. She stated that the continued aircraft activity was difficult to reconcile with those representations.

PUBLIC HEARINGS

1. Fairfield Consolidated Fee Schedule

- **Staff review, presentation, and discussion of the proposed amendments to the Fairfield Consolidated Fee Schedule.**

Treasurer Codi Butterfield reviewed the proposed amendments to the Fairfield Consolidated Fee Schedule. The proposed additions included fees associated with Site-Specific Development applications, caretaker dwellings, natural gas connections, water main installations, encroachment permits, temporary right-of-way occupancy permits, utility infrastructure applications, inspections, reinspections, and miscellaneous applications.

Treasurer Butterfield explained that several inspection, engineering, and technical review fees were listed as the Town's actual cost. This would allow the Town to pass costs incurred for outside professional review or inspection on to the applicant rather than having Fairfield taxpayers pay those expenses. She also explained that the miscellaneous application fee was intended to address applications for matters the Town had not previously processed.

- **Open the Public Hearing.**

Unapproved Meeting Minutes

Fairfield Town Council
Public Hearing and Session
August 12, 2026

Mayor McKinney opened the public hearing at 7:12 p.m.

- **Receive public comment (two minutes per person).**

No public comments were received.

- **Close the Public Hearing.**

Mayor McKinney closed the public hearing at 7:12 p.m.

- **Council discussion and consideration.**

Councilman Weber noted that the fee schedule would be an ongoing process and would likely require continued adjustments as the Town encounters new applications and circumstances. Mayor McKinney agreed, noting that additional revisions would likely be necessary as the Town continues to develop its processes.

- **Consider and adopt R2026-15, A Resolution Amending the Consolidated Fairfield Fee Schedule.**

Councilman Thomas moved to approve R2026-15, A Resolution Amending the Consolidated Fairfield Fee Schedule. Councilman Cameron seconded the motion. The motion passed unanimously.

*Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Panek - Yes
Councilman Cameron - Yes
Councilman Weber - Yes*

2. Town Manager/Chief Administrative Officer Compensation

- **Staff review, presentation, and discussion of the proposed ordinance establishing the salary and compensation for the Fairfield Town Manager/Chief Administrative Officer.**

Councilman Thomas reviewed the proposed compensation for the Town Manager/Chief Administrative Officer. He explained that the Council had discussed fair compensation several times as Fairfield's workload had increased significantly and noted that compensation had not kept pace with the amount of work being performed. The Council obtained a third-party compensation study to evaluate the duties of the position and comparable compensation levels. The study identified a median salary of approximately \$134,000 for a city administrator. Councilman Thomas acknowledged that Fairfield's small population made direct comparisons difficult but stated that population alone did not reflect the amount or complexity of work currently facing the Town.

Unapproved Meeting Minutes

Fairfield Town Council

Public Hearing and Session

August 12, 2026

Councilman Thomas explained that the Council had considered several alternatives, including maintaining the existing compensation, hiring an outside administrator, and continuing with Mayor McKinney in the administrative role. He stated that the Council had also met in closed session without Mayor McKinney present to discuss the matter. After considering the alternatives, the Council determined that retaining Mayor McKinney as Town Manager/Chief Administrative Officer was the best option at this time because of her familiarity with ongoing matters, including litigation and significant development projects. The proposed compensation was \$96,000 annually under a two-year contract.

Councilman Thomas explained that the two-year term was intended to provide continuity while allowing the Council to reassess the arrangement. He noted that Mayor McKinney's elected term would expire about six months before the proposed contract, providing time for transition and knowledge transfer if the Mayor's office changed.

Mayor McKinney stated that the administrative responsibilities required a significant amount of her time and involved considerable work and stress. She stated that staff turnover at this time could be disruptive and that replacing personnel would require time for recruitment and transition, particularly given the matters currently facing the Town.

- **Open the Public Hearing.**

Mayor McKinney opened the public hearing at 7:24 p.m.

- **Receive public comment (two minutes per person).**

Holly Panek stated that she understood the difficulty of replacing employees and acknowledged the amount of work being performed. She questioned whether the compensation study provided an appropriate comparison because Fairfield's population, staffing structure, and combination of responsibilities differed substantially from the municipalities included in the study. She also expressed concern about combining the roles of Mayor, administrator, and building official and questioned whether adequate separation and oversight existed when those responsibilities were held by one individual. She emphasized that her concerns related to the structure of the position rather than Mayor McKinney personally.

Josh Leigh, participating remotely, stated that he did not question the amount of work being performed but was concerned about how the proposed increases would be funded. He noted the significant population difference between Fairfield and the municipalities included in the compensation comparison and asked whether the increases would result in higher property taxes.

Alina Pringle, a Fairfield resident and business owner, expressed concerns regarding the proposed compensation and the Town's administrative structure. She questioned having one individual serve simultaneously as Mayor, Town Administrator, Building Official, and a voting member of the body responsible for oversight. She also questioned the proposed increases in

Unapproved Meeting Minutes

Fairfield Town Council

Public Hearing and Session

August 12, 2026

relation to the Town's size, the hours the Town office is open, the handling of Council emails, and the Town's legal expenses. She requested that the Council table the matter until the structural and financial concerns were addressed.

Amberly Judy spoke in support of the proposed compensation. She stated that developers working with the Town see a substantial amount of work that may not be visible to the public, including meetings and coordination with engineers and attorneys. She expressed appreciation for the efforts of the Mayor and staff to manage development responsibly while protecting Fairfield's history, character, and residents' interests. She stated that, in her opinion, staff had been underpaid for the amount of work being performed.

Travis Ramiler commented in support of fair compensation for Town officials. He stated that Fairfield is unique because of the amount of work facing the Town despite its small population. He cautioned against relying solely on population data when evaluating compensation and stated that officials should be fairly compensated for the amount of work they perform.

Stephanie Shelley read Jaren Hancock's written comment. I support the Town Council's adjusted compensation wages.

- **Close the Public Hearing.**

Mayor McKinney closed the public hearing at 7:36 p.m.

- **Council discussion and consideration.**

Mayor McKinney responded to concerns raised during the public hearing. She stated that the compensation information and job descriptions had been made publicly available and that the third-party consultant had reviewed the duties, qualifications, and time associated with the positions. She noted that the Town Council provides oversight of the Town Manager/Chief Administrative Officer and that the position would be subject to an annual review.

In response to concerns regarding funding, Mayor McKinney stated that the Town did not plan to increase property taxes to fund the proposed compensation. She explained that the Town was working to recover development-related expenses through appropriate fees so developers, rather than Fairfield taxpayers, would bear those costs.

Mayor McKinney also clarified that Fairfield had approximately 60 households and stated that the Town office was regularly open from 9:00 a.m. to 3:00 p.m., Monday through Thursday, and frequently remained open until 5:00 p.m. She stated that Town staff did not screen Council members' emails. Regarding legal expenses, she stated that the Town had ongoing litigation and needed to continue protecting its legal interests.

Council members discussed the amount of work currently being performed, the potential cost of hiring separate personnel for the administrative and building department, and the importance of retaining institutional knowledge during ongoing litigation and development matters. Council

Unapproved Meeting Minutes

Fairfield Town Council

Public Hearing and Session

August 12, 2026

Members acknowledged differing perspectives on compensation but noted that the work would still need to be performed and paid for, regardless of whether it was performed by existing staff or outside employees or contractors.

Councilman Panek stated that he was not opposed to the proposed compensation but wanted to ensure that the Town followed proper due process. He stated that, given the scrutiny facing the Town, he wanted to ensure that the Council properly documented and followed its procedures.

The Council further discussed accountability under the proposed arrangement, including the defined two-year term and review process. Mayor McKinney clarified that she had not proposed a specific salary amount and that the Council developed the compensation figure through its review and deliberation process.

3. Annual Compensation Schedule

- **Staff review, presentation, and discussion of the proposed ordinance adopting the annual compensation schedule for Fairfield's elected officials, appointed officials, and town employees.**

The Council reviewed the proposed Annual Compensation Schedule for Fairfield's elected and statutory officers. Discussion included proposed compensation for Town Council members, the Recorder, and the Treasurer, as well as the information used to evaluate the positions.

- **Open the Public Hearing.**

Mayor McKinney opened the public hearing at 7:56 p.m.

- **Receive public comment (two minutes per person).**

Holly Panek stated that she was not suggesting that any current employee should leave their position but encouraged the Town to establish clearly documented qualifications and requirements for its positions, including education, experience, and other applicable qualifications. She said establishing those requirements would provide consistency and facilitate future transitions as the Town grows.

Josh Leigh, participating remotely, said the earlier discussion helped him better understand Fairfield's development direction. He asked whether the Town could provide residents and property owners with greater visibility into anticipated development and the Town's long-term direction.

Mayor McKinney responded to Josh Leigh's comments regarding the Town's future development direction. She stated that the Town is actively preparing for anticipated development and encouraged residents and property owners to attend Town Council and Planning Commission meetings to stay informed. She noted that Fairfield's General Plan, available on the Town

Unapproved Meeting Minutes

Fairfield Town Council

Public Hearing and Session

August 12, 2026

website, provides guidance regarding the Town's long-term vision and that meeting agendas and minutes are also available online.

Attorney Christopherson discussed the Town's efforts to prepare for future development and protect Fairfield's long-term interests. He referenced previous efforts by the Town to protect its boundaries and stated that the Council's planning and preparation had helped position Fairfield for development now being considered. He noted developer interest in the Town's Technology Overlay Zone and potential energy-generation uses, as well as significant pending real estate transactions. Attorney Christopherson emphasized the need to follow the applicable land-use process, noting that formal applications for some anticipated projects had not yet been filed.

- **Close the Public Hearing.**

Mayor McKinney closed the public hearing at 7:59 p.m.

- **Council discussion and consideration.**

The Council discussed how the proposed compensation would be reflected in the Town's budget. Mayor McKinney requested that wage and compensation expenses be separated into individual budget line items to provide greater clarity and transparency. The Council addressed the specific budget adjustments under the subsequent Fiscal Year 2026–2027 Budget Amendment.

- **Consider and adopt Ordinance No. 2026-06, An Ordinance Amending the Compensation for Fairfield Executive Officers and Elected Officials.**

Councilman Panek stated that he was not opposed to the proposed compensation but wanted to ensure that the proper process was followed, including whether the Town Administrator position should be opened for applications. Attorney Brad Christopherson clarified that the Town Administrator position already existed and Mayor McKinney was currently serving in that role. He explained that the ordinance before the Council did not create or fill a new position but amended the compensation for existing positions. If the Council wished to separate the Town Administrator position from the Mayor and open the position for applications, that would require separate action by the Council. Christopherson also noted that the proposed contract would allow the Council to establish expectations, conduct reviews, and periodically reevaluate the arrangement. Following the clarification, Councilman Panek stated that he understood the distinction.

Mayor McKinney stated that she would abstain from voting because the ordinance included compensation for her position. Councilman Panek also abstained.

Councilman Thomas moved to adopt Ordinance No. 2026-06, An Ordinance Amending the Compensation for Fairfield Executive Officers and Elected Officials. Councilman Cameron seconded the motion. The motion passed with three yes votes and two abstentions.

Unapproved Meeting Minutes

Fairfield Town Council
Public Hearing and Session
August 12, 2026

Mayor McKinney - abstained
Councilman Thomas - Yes
Councilman Panek - abstained
Councilman Cameron - Yes
Councilman Weber - Yes

4. Fiscal Year 2026–2027 Budget Amendment

- **Staff review, presentation, and discussion of the proposed amendment to the Fairfield Budget for Fiscal Year 2026–2027.**

Treasurer Butterfield reviewed the proposed amendments to the Fairfield Town Budget for Fiscal Year 2026–2027. Discussion included separating certain wage and compensation expenses into individual line items to provide greater clarity and transparency within the budget.

The Council also discussed funding for anticipated Main Street repairs. It was noted that construction activity had contributed to increased road wear and that discussions had taken place about whether contractors or companies operating in the area could contribute toward repair costs. The Council discussed establishing an appropriate budget line item for the anticipated road improvements while continuing to determine the extent of the repairs and potential outside contributions.

- **Open the Public Hearing.**

Mayor McKinney opened the public hearing at 8:25 p.m.

- **Receive public comment (two minutes per person).**

No public comments were received.

- **Close the Public Hearing.**

Mayor McKinney closed the public hearing at 8:25 p.m.

- **Council discussion and consideration.**

There was no additional Council discussion.

- **Consider and adopt a R2026-16 A Resolution Amending The Fairfield Budget For Fiscal Year 2026–2027.**

Councilman Thomas made a motion to approve R2026-16, A Resolution Amending the Fairfield Budget for Fiscal Year 2026–2027. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes
Councilman Thomas - Yes

Unapproved Meeting Minutes

Fairfield Town Council
Public Hearing and Session
August 12, 2026

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

REPORTS

- **Sheriff's Department Update.**

Sergeant Dutson presented the July report and reported one traffic accident involving injuries. He explained that a semi-truck attempting a detour became high-centered, causing traffic to stop on the roadway. A pickup truck subsequently struck one of the stopped vehicles, and three occupants were transported to the hospital. The roadway was temporarily closed as a result of the accident.

The Council discussed the Town's contract with the Utah County Sheriff's Office and the additional patrol hours currently provided in Fairfield. Sergeant Dutson recommended beginning discussions regarding future contract costs well in advance of the contract renewal so the Council would have adequate time to review its options.

Sergeant Dutson also discussed continued speeding concerns within the Town and reported observing vehicles traveling at excessive speeds on local roads. He noted the limited number of posted 25 mph speed limit signs and suggested that additional signage could assist with enforcement and driver awareness.

The Council discussed maintaining the additional patrol hours and the need for continued attention to speeding within the Town.

- **Planning Commission Update.**

Wayne Taylor provided an update on recent Planning Commission activity. He reported that the Planning Commission held a public hearing regarding proposed amendments to the AR-1 through AR-40 zoning standards addressing setbacks on corner lots. The amendment clarifies that the required front setback applies to both street-facing sides of a corner lot. No adverse comments were received during the public hearing, and the Planning Commission forwarded the amendment to the Town Council with a positive recommendation.

Taylor also reported that the Planning Commission held a public hearing regarding the Town's road regulations, which were renumbered through the Town Code codification process as Title 15, Chapter 152, Roads, Highways and Rights-of-Way. The Planning Commission reviewed a public comment concerning cul-de-sacs and determined that the issue could be addressed through the Site-Specific Development process rather than through an additional amendment to the proposed road regulations. The Planning Commission forwarded the ordinance to the Town Council with a positive recommendation.

The Planning Commission also approved the Darwin Bundy site plan, allowing the applicant to proceed with the building permit process. Because the property is located within a water source

Unapproved Meeting Minutes

Fairfield Town Council

Public Hearing and Session

August 12, 2026

protection area, the septic system required approval from Utah County. Taylor reported that the County had approved the septic system with specific restrictions and requirements that must be followed during construction.

Taylor further reported that the Planning Commission received a request for an agricultural protection zone, for existing agricultural operations when neighboring properties raise concerns regarding normal agricultural activities, including activities such as baling. The Planning Commission agreed to research the matter further.

Taylor concluded his report by noting that the Planning Commission had received two packets of materials related to the Gold Mine development. Due to the volume of information and the timing of the submissions, the Planning Commission had not completed its review and would continue reviewing the materials.

BUSINESS ITEMS

1. Presentation by Jim Spung regarding the proposed Site-Specific Development Zone.

Planner Jim Spung presented the proposed Site-Specific Development (SSD) Zone. He explained that the Town's General Plan establishes the community's long-term vision, while the zoning code and zoning map provide tools to implement that vision. After reviewing Fairfield's General Plan and existing zoning regulations, Planner Spung identified a need for a process to accommodate large-scale or unique development proposals that may not fit within the Town's existing zoning districts.

The proposed SSD Zone would provide a project-specific zoning process for complex developments, mixed or unique land uses, and projects requiring standards that differ from conventional zoning. It was explained that the SSD process would not replace the Town's existing zoning districts but would provide an additional tool for projects that could not otherwise be appropriately accommodated.

The proposed process would consist of preliminary and final reviews. During the preliminary stage, an applicant would present the overall project concept to the Planning Commission and Town Council, allowing the Town to provide initial direction before the applicant incurs the expense of preparing detailed engineering and development documents. If the proposal moved forward, the final review would include project-specific development standards, exhibits, proposed improvements, and other applicable requirements.

The proposed ordinance also established review criteria addressing consistency with the Town's General Plan, applicable zoning purposes, proposed improvements, prior approvals, and other Town goals and requirements. It was emphasized that the SSD process would remain discretionary and that meeting the minimum application requirements would not guarantee approval.

Unapproved Meeting Minutes

Fairfield Town Council

Public Hearing and Session

August 12, 2026

The Council discussed the proposed minimum acreage requirement. A 50-acre minimum had been recommended, with discussion regarding whether that threshold was appropriate given the size of properties within Fairfield. Council members expressed concern that setting the acreage too low could allow the SSD process to be used to avoid requirements that would otherwise apply under conventional zoning.

Discussion also addressed Fairfield residents who own larger parcels and whether the acreage requirement could unnecessarily prevent legitimate proposals. It was clarified that adjoining property owners could apply jointly as part of a unified development proposal.

After further discussion, the Council agreed to increase the minimum acreage from 50 acres to 100 acres to ensure the SSD process is reserved for substantial development projects.

- **Consider and adopt Ordinance 2026-07 adopting the Site-Specific Development Zone.**

Councilman Weber moved to adopt Ordinance 2026-07, adopting the Site-Specific Development Zone, with the minimum acreage requirement amended to 100 acres. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

2. **Presentation by Jim Spung regarding proposed amendments to Section 154.105(E) of the Fairfield Town Code.**

Planner Jim Spung reviewed the proposed amendment to Section 154.105(E) of the Fairfield Town Code regarding setback requirements for corner lots. The amendment clarifies that the required front setback applies to both street-facing sides of a corner lot for primary structures and accessory buildings. The amendment is intended to maintain appropriate setbacks from roadways and address visibility and safety concerns.

- **Consider and adopt Ordinance 2026-08 amending Section 154.105(E) of the Fairfield Town Code.**

Councilman Weber made a motion to adopt Ordinance 2026-08, amending Section 154.105(E) of the Fairfield Town Code. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Unapproved Meeting Minutes

Fairfield Town Council
Public Hearing and Session
August 12, 2026

Councilman Cameron - Yes

Councilman Weber - Yes

3. **Consider and adopt Ordinance 2026-09 adopting the Road Regulations previously codified as Title 6, Chapter 3, and renumbered through the Town Code codification process as Title 15, Chapter 152, Roads, Highways and Rights-of-Way.**

The Council reviewed Ordinance 2026-09 adopting the Town's Road Regulations, previously codified as Title 6, Chapter 3 and renumbered through the Town Code codification process as Title 15, Chapter 152, Roads, Highways and Rights-of-Way. The Planning Commission had previously conducted the required public hearing and forwarded the ordinance to the Town Council with a positive recommendation.

The Council discussed a public comment received during the Planning Commission's review regarding cul-de-sacs. It was determined that the concern could be addressed through the Site-Specific Development process rather than by amending the Road Regulations.

Councilman Panek moved to adopt Ordinance 2026-09, adopting the Road Regulations previously codified as Title 6, Chapter 3 and renumbered as Title 15, Chapter 152, Roads, Highways and Rights-of-Way. Councilman Thomas seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

4. **Consider and adopt R2026-17, A Resolution Supporting the Drafting Of An Amended Project Area Plan To Add Property Into The Pony Express Utah Inland Port Authority Project Area.**

Mayor McKinney recommended tabling Resolution R2026-17, a resolution supporting the drafting of an amended project area plan to add property into the Pony Express Utah Inland Port Authority Project Area, to allow additional revisions to be completed.

Attorney Brad Christopherson explained that minor modifications were needed before the resolution was ready for adoption. He stated that certain properties within the proposed project area had recently changed ownership or were anticipated to change ownership, and the resolution needed to accurately reflect the applicable parcels and newly acquired property.

Attorney Christopherson also provided a brief explanation of the Inland Port Authority's tax increment financing mechanism. He explained that the process is based on increases in property

Unapproved Meeting Minutes

Fairfield Town Council

Public Hearing and Session

August 12, 2026

tax revenue resulting from new development and that the incremental revenue can be used toward infrastructure associated with the project area.

Lori Haslem, representing the Utah Inland Port Authority, introduced herself and discussed her previous involvement with Fairfield through the Governor's Office of Economic Development. She expressed support for the Town's efforts and noted that the Inland Port Authority has various funding mechanisms that may be available to assist with infrastructure projects.

5. **Discussion and approval of Bowen and Collins' Scope of Work and Fee for the new Industrial Park Well.**

The Council reviewed Bowen Collins & Associates' proposed scope of work and fee for the design and engineering of the new Fairfield Industrial Park Well.

Mayor McKinney raised concerns regarding the availability of power at the proposed well location and questioned whether the Town should proceed with the full design before three-phase power was available.

Council members discussed proceeding with the design while continuing to address the power requirements. It was noted that temporary power solutions could potentially be utilized if necessary while permanent infrastructure was being developed.

Tal Adair discussed ongoing efforts to secure adequate power for the area, including coordination with the Utah Inland Port Authority, Rocky Mountain Power, and other applicable entities. He stated that several potential solutions were being explored and emphasized the importance of identifying a cost-effective approach for future development and Fairfield residents.

The Council discussed the challenges of extending power infrastructure when utility providers seek committed users before making infrastructure investments, while prospective users need assurance that adequate power will be available before committing to a project. The Council also discussed the potential role of the Utah Inland Port Authority in assisting with infrastructure.

It was also noted that the \$600,000 already committed to the well project would be applied toward this scope of work.

The Council agreed that proceeding with the design phase would allow the well project to continue moving forward while power options were further evaluated.

Councilman Cameron made a motion to approve Bowen Collins & Associates' Scope of Work and Fee for the new Industrial Park Well. Councilman Weber seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Unapproved Meeting Minutes

Fairfield Town Council
Public Hearing and Session
August 12, 2026

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

6. Discussion on maintenance and repairs of Fairfield Roads

The Council discussed the condition of Main Street and damage associated with increased construction and heavy truck traffic. Mayor McKinney reported that she contacted Enbridge about road damage associated with its construction activities and was informed that the company may be willing to contribute toward a portion of the repair costs.

Councilman Panek reported that he had been in regular contact with a company representative and was working to arrange a meeting to discuss potential participation in the repairs. He expressed concern that delaying those discussions could affect the availability of potential contributions toward the repairs. The Council also discussed seeking contributions from other companies whose construction activities and heavy vehicles have contributed to roadway wear.

The Council discussed the volume and speed of semi-trucks and other vehicles traveling on Town roads. Council members expressed concern regarding speeding, compliance with weight restrictions, and the difficulty large trucks have passing one another on narrower portions of the roadway. The Council discussed whether additional or alternative signage could improve compliance with existing restrictions.

The Council also discussed restricting through traffic on certain roads and expressed concern that improving a roadway could attract additional traffic. Discussion included the potential widening of portions of the roadway as part of future improvements to better accommodate the safe movement and passing of large vehicles.

The Council agreed to continue discussions with the natural gas company, Enbridge, and other applicable parties regarding potential contributions toward road repairs before committing to a specific repair project. The Council will further evaluate the scope of the needed improvements and available cost-sharing opportunities before proceeding.

CONSENT AGENDA

The following items may be approved by one motion. Any Council Member may remove an item for separate discussion and consideration.

- **Approval of Minutes:**
 - June 24, 2026
 - July 7, 2026
 - July 29, 2026
- **Approval of Financial Statements dated June 30, 2026.**

Unapproved Meeting Minutes

Fairfield Town Council
Public Hearing and Session
August 12, 2026

Councilman Thomas moved to approve all consent agenda items. Councilman Cameron seconded the motion. The motion passed unanimously.

*Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Panek - Yes
Councilman Cameron - Yes
Councilman Weber - Yes*

CLOSED SESSION

Possible motion to enter into a Closed Session pursuant to Utah Code § 52-4-205 for the purpose of discussing the purchase, exchange, or lease of real property; pending or reasonably imminent litigation; the character, professional competence, or physical or mental health of an individual; or the deployment of security personnel, devices, or systems.

Councilman Weber moved to temporarily recess the Council meeting to go into closed meeting for the following purpose(s): Strategy sessions to discuss pending or reasonably imminent litigation at 9:20 pm. Councilman Panek seconded the motion. The motion passed unanimously.

*Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Panek - Yes
Councilman Cameron - Yes
Councilman Weber - Yes*

Mayor McKinney reconvened the regular session at 9:38 pm. Councilman Weber seconded the motion. The motion passed unanimously.

*Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Panek - Yes
Councilman Cameron - Yes
Councilman Weber - Yes*

ADJOURNMENT

Councilman Weber made a motion to adjourn the meeting.

The meeting adjourned at 9:38 p.m.

Fairfield Town

Utah County, Utah _____

Fairfield Town Financials

As of the Month Ending

07/31/2026

Mayor McKinney _____

Councilman Thomas _____

Councilman Panek _____

Councilman Cameron _____

Councilman Weber _____

Treasurer: _____

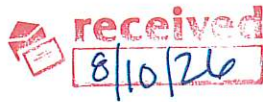
Recorder/Clerk: _____

Date _____

(Seal)



PO Box 307
American Fork, UT 84003



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Summary of Accounts

Account Type	Account Number	Ending Balance
SIMPLY BUSINESS CHECKING		\$163,361.66
SIMPLY BUSINESS CHECKING		\$6,935.45
SIMPLY BUSINESS CHECKING		\$0.00
SIMPLY BUSINESS CHECKING		\$0.00
SIMPLY BUSINESS CHECKING		\$0.00

Statement of Account

Account Title: TOWN OF FAIRFIELD

Statement Dates 7/01/26 to 8/02/26 (33 days)

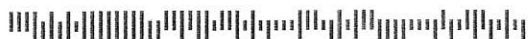
SIMPLY BUSINESS CHECKING -

Previous Balance	\$298,880.67	Average Ledger	\$113,200.61
Deposits/Credits (18)	\$169,700.13	Average Collected	\$113,200.61
Checks/Debits (52)	\$305,219.14		
Service Charge	\$0.00		
Interest Paid	\$0.00		
Ending Balance	\$163,361.66		

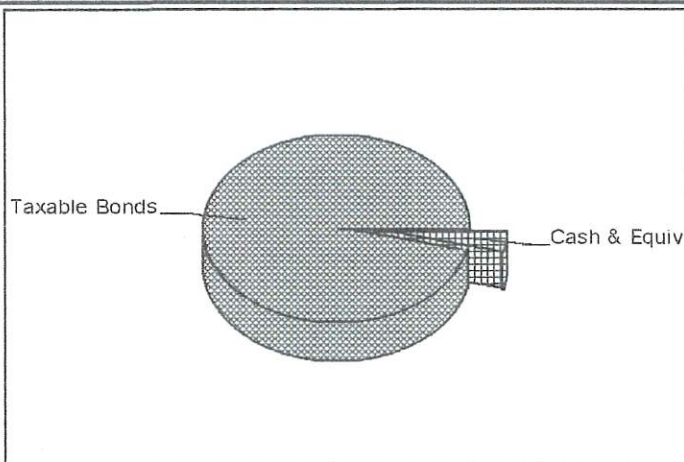
Credit Transactions

Date	Description	Amount
7/02	Remote Deposit	\$95.00
7/03	heygov.com TRANSFER CCD ST-V9D0R7J4W9V4 111000020097998	\$105.00
7/07	Remote Deposit	\$22,201.20
7/09	Remote Deposit	\$95.00
7/09	heygov.com TRANSFER CCD ST-M4U6V6M3Y6Z7 091000016241001	\$115.00
7/13	Remote Deposit	\$14,642.63
7/14	Remote Deposit	\$10.00



ACCOUNT NUMBER:
FAIRFIELD TOWNThis statement is for the period from
July 1, 2026 to July 31, 2026FAIRFIELD TOWN
PO BOX 271
FAIRFIELD UTAH 84013**QUESTIONS?**If you have any questions regarding
your account or this statement, please
contact your Account Manager.**MARQUES MCNIESE**
CN-OH-W5IT
CN-OH-W5IT
425 WALNUT STREET
CINCINNATI OH 45202
Phone 513-632-4147
E-mail marques.mcniese@usbank.com**ASSET SUMMARY AS OF 07/31/26**

Assets	Current Period Market Value	% of Total	Est Annual Income
Cash & Equivalents	48,237.95	2.60	1,728.36
Taxable Bonds	1,834,999.30	97.40	79,325.28
Total Market Value	\$1,883,237.25	100.00	\$81,053.64

**ASSET DETAIL**

Shares or Face Amount	Security Description	Market Value/ Price	Tax Cost/ Unrealized Gain(Loss)	Yield at Market	Est Annual Inc
Cash & Equivalents					
Cash/Money Market					
48,237.950	First American Government Oblig Fd CI X	48,237.95 1.0000	48,237.95 0.00	3.58	1,728.36
Total Cash/Money Market		\$48,237.95	\$48,237.95 \$.00		\$1,728.36

Cash

STATEMENT OF ACCOUNT
P T I F
UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager
PO Box 142315
350 N State Street, Suite 180
Salt Lake City, Utah 84114-2315
Local Call (801) 538-1042 Toll Free (800) 395-7665
www.treasurer.utah.gov

FAIRFIELD TOWN
CODI BUTTERFIELD
121 WEST MAIN STREET
FAIRFIELD UT 84013

Account	Account Period
9179	July 01, 2026 through July 31, 2026

Summary

Beginning Balance	\$ 800,682.16	Average Daily Balance	\$ 807,495.06
Deposits	\$ 23,809.87	Interest Earned	\$ 2,689.89
Withdrawals	\$ 0.00	360 Day Rate	3.8684
Ending Balance	\$ 824,492.03	365 Day Rate	3.9222

Date	Activity	Deposits	Withdrawals	Balance
07/01/2026	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 800,682.16
07/22/2026	Add TrmL	\$ 1,863.49	\$ 0.00	\$ 802,545.65
07/22/2026	PUBTRAN	\$ 936.49	\$ 0.00	\$ 803,482.14
07/22/2026	SALES TX	\$ 18,320.00	\$ 0.00	\$ 821,802.14
07/31/2026	REINVESTMENT	\$ 2,689.89	\$ 0.00	\$ 824,492.03
07/31/2026	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 824,492.03



M E E D E R

GAAP Financials

07/01/2026 - 07/31/2026

M-Fairfield Town (444217)

[Return to Table of Contents](#)

Dated: 08/05/2026

Balance Sheet

As of: M-Fairfield Town

	06/30/2026	07/31/2026
Book Value	1,880,359.26	1,882,630.25
Accrued Balance	8,431.73	13,210.04
Book Value + Accrued	1,888,790.99	1,895,840.29
Net Unrealized Carrying Value Gain	4,284.64	607.00
Carrying Value and Accrued	1,893,075.63	1,896,447.29

Income Statement

M-Fairfield Town

	Begin Date 07/01/2026	End Date 07/31/2026
Net Amortization/Accretion Income		176.64
Interest Income	7,066.50	
Dividend Income	0.00	
Foreign Tax Withheld Expense	0.00	
Misc Income	0.00	
Net Allowance Expense	0.00	
Income Subtotal		7,066.50
Net Realized Gain/Loss	0.00	
Net Holding Gain/Loss	0.00	
Impairment Loss	0.00	
Net Gain/Loss		0.00
Expense	-193.84	
Net Income		7,049.30
Transfers In/Out		0.00
Change in Unrealized Gain/Loss		-3,677.64

Statement of Cash Flows

M-Fairfield Town

	Begin Date 07/01/2026	End Date 07/31/2026
Net Income		7,049.30
Amortization/Accretion on MS	-176.64	
Change in Accrued on MS	-4,778.31	
Net Gain/Loss on MS	0.00	
Change in Unrealized G/L on CE	0.00	
Subtotal		-4,954.95
Purchase of MS	0.00	
Purchased Accrued of MS	0.00	
Sales of MS	0.00	
Sold Accrued of MS	0.00	
Maturities of MS	0.00	
Net Purchases/Sales		0.00
Transfers of Cash & CE		0.00
Total Change in Cash & CE		2,094.35
Beginning Cash & CE		46,143.60
Ending Cash & CE		48,237.95

Fairfield Town Payroll Register

Payroll Period - 07/01/2026 to 07/31/2026

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
General Government #14 Net Amount \$1,169.05 Pd 06/22/2026 - 07/05/2026 Payment 07/06/2026 Check No. ACH	Regular Total Earnings: Total Reimbursements:	52.16 52.16	1,304.00 \$1,304.00 \$0.00	Social Security Tax Medicare Tax State Unemployment Total Benefits: Total Taxes:	1,304.00 1,304.00 1,304.00 1,304.00 Total Taxes:	80.85 18.91 0.00 \$99.76 \$99.76	Social Security Tax Medicare Tax Federal Income Tax State Income Tax Total Deductions: Total Taxes:	1,304.00 1,304.00 1,304.00 1,304.00 1,304.00 Total Taxes:	80.85 18.91 6.55 28.64 \$134.95 \$134.95
General Government #14 Net Amount \$1,239.33 Pd 07/06/2026 - 07/19/2026 Payment 07/23/2026 Check No. ACH	Regular Total Earnings: Total Reimbursements:	55.83 55.83	1,395.75 \$1,395.75 \$0.00	Social Security Tax Medicare Tax State Unemployment Total Benefits: Total Taxes:	1,395.75 1,395.75 1,395.75 1,395.75 Total Taxes:	86.54 20.24 0.00 \$106.78 \$106.78	Social Security Tax Medicare Tax Federal Income Tax State Income Tax Total Deductions: Total Taxes:	1,395.75 1,395.75 1,395.75 1,395.75 1,395.75 Total Taxes:	86.54 20.24 15.73 33.91 \$156.42 \$156.42
Planning Commission #10 Net Amount \$230.87 Pd 07/01/2026 - 07/31/2026 Payment 07/23/2026 Check No. ACH	Regular Total Earnings: Total Reimbursements:	1.00 1.00	250.00 \$250.00 \$0.00	Social Security Tax Medicare Tax State Unemployment Total Benefits: Total Taxes:	250.00 250.00 250.00 250.00 Total Taxes:	15.50 3.63 0.00 \$19.13 \$19.13	Social Security Tax Medicare Tax Federal Income Tax State Income Tax Total Deductions: Total Taxes:	250.00 250.00 250.00 250.00 250.00 Total Taxes:	15.50 3.63 0.00 0.00 \$19.13 \$19.13
Mayor/Council #10 Net Amount \$1,154.37 Pd 07/01/2026 - 07/31/2026 Payment 07/23/2026 Check No. ACH	Regular Total Earnings: Total Reimbursements:	2.00 2.00	1,250.00 \$1,250.00 \$0.00	Social Security Tax Medicare Tax State Unemployment Total Benefits: Total Taxes:	1,250.00 1,250.00 1,250.00 1,250.00 Total Taxes:	77.50 18.13 0.00 \$95.63 \$95.63	Social Security Tax Medicare Tax Federal Income Tax State Income Tax Total Deductions: Total Taxes:	1,250.00 1,250.00 1,250.00 1,250.00 1,250.00 Total Taxes:	77.50 18.13 0.00 0.00 \$95.63 \$95.63
General Government #18 Net Amount \$130.87 Pd 07/01/2026 - 07/31/2026 Payment 07/23/2026 Check No. ACH	Regular Total Earnings: Total Reimbursements:	0.00 0.00	250.00 \$250.00 \$0.00	Social Security Tax Medicare Tax State Unemployment Total Benefits: Total Taxes:	250.00 250.00 250.00 250.00 Total Taxes:	15.50 3.63 0.00 \$19.13 \$19.13	Social Security Tax Medicare Tax Federal Income Tax State Income Tax Total Deductions: Total Taxes:	250.00 250.00 250.00 250.00 250.00 Total Taxes:	15.50 3.63 100.00 0.00 \$119.13 \$119.13
General Government #14 Net Amount \$183.77 Pd 06/22/2026 - 07/05/2026 Payment 07/06/2026 Check No. ACH	Regular Total Earnings: Total Reimbursements:	7.96 7.96	199.00 \$199.00 \$0.00	Social Security Tax Medicare Tax State Unemployment Total Benefits: Total Taxes:	199.00 199.00 199.00 199.00 Total Taxes:	12.34 2.89 0.00 \$15.23 \$15.23	Social Security Tax Medicare Tax Federal Income Tax State Income Tax Total Deductions: Total Taxes:	199.00 199.00 199.00 199.00 199.00 Total Taxes:	12.34 2.89 0.00 0.00 \$15.23 \$15.23

Fairfield Town
Payroll Register
Payroll Period - 07/01/2026 to 07/31/2026

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
Planning Commission #13	Regular	1.00	250.00	Social Security Tax	250.00	15.50	Social Security Tax	250.00	15.50
Net Amount \$230.87				Medicare Tax	250.00	3.63	Medicare Tax	250.00	3.63
Pd 07/01/2026 - 07/31/2026				State Unemployment	250.00	0.00	Federal Income Tax	250.00	0.00
Payment 07/23/2026							State Income Tax	250.00	0.00
Check No. ACH	Total Earnings:	1.00	\$250.00	Total Benefits:		\$19.13	Total Deductions:		\$19.13
	Total Reimbursements:		\$0.00	Total Taxes:		\$19.13	Total Taxes:		\$19.13
Cemetery #4	Regular	1.00	200.00	Social Security Tax	200.00	12.40	Social Security Tax	200.00	12.40
Net Amount \$184.70				Medicare Tax	200.00	2.90	Medicare Tax	200.00	2.90
Pd 07/01/2026 - 07/31/2026				State Unemployment	200.00	0.00	Federal Income Tax	200.00	0.00
Payment 07/23/2026							State Income Tax	200.00	0.00
Check No. ACH	Total Earnings:	1.00	\$200.00	Total Benefits:		\$15.30	Total Deductions:		\$15.30
	Total Reimbursements:		\$0.00	Total Taxes:		\$15.30	Total Taxes:		\$15.30
Planning Commission #15	Regular	1.00	250.00	Social Security Tax	250.00	15.50	Social Security Tax	250.00	15.50
Net Amount \$230.87				Medicare Tax	250.00	3.63	Medicare Tax	250.00	3.63
Pd 07/01/2026 - 07/31/2026				State Unemployment	250.00	0.00	Federal Income Tax	250.00	0.00
Payment 07/23/2026							State Income Tax	250.00	0.00
Check No. ACH	Total Earnings:	1.00	\$250.00	Total Benefits:		\$19.13	Total Deductions:		\$19.13
	Total Reimbursements:		\$0.00	Total Taxes:		\$19.13	Total Taxes:		\$19.13
Mayor/Council #2	Regular	2.00	4,150.00	Social Security Tax	4,150.00	257.30	Social Security Tax	4,150.00	257.30
Net Amount \$3,331.51				Medicare Tax	4,150.00	60.18	Medicare Tax	4,150.00	60.18
Pd 07/01/2026 - 07/31/2026				State Unemployment	4,150.00	0.00	Federal Income Tax	4,150.00	316.33
Payment 07/23/2026							State Income Tax	4,150.00	184.68
Check No. ACH	Total Earnings:	2.00	\$4,150.00	Total Benefits:		\$317.48	Total Deductions:		\$818.49
	Total Reimbursements:		\$0.00	Total Taxes:		\$317.48	Total Taxes:		\$818.49
Water Operations #17	Water Worker	10.00	250.00	Social Security Tax	250.00	15.50	Social Security Tax	250.00	15.50
Net Amount \$230.87				Medicare Tax	250.00	3.63	Medicare Tax	250.00	3.63
Pd 07/06/2026 - 07/19/2026				State Unemployment	250.00	0.00	Federal Income Tax	250.00	0.00
Payment 07/23/2026							State Income Tax	250.00	0.00
Check No. ACH	Total Earnings:	10.00	\$250.00	Total Benefits:		\$19.13	Total Deductions:		\$19.13
	Total Reimbursements:		\$0.00	Total Taxes:		\$19.13	Total Taxes:		\$19.13
Mayor/Council #1	Regular	2.00	1,250.00	Social Security Tax	1,250.00	77.50	Social Security Tax	1,250.00	77.50
Net Amount \$1,154.37				Medicare Tax	1,250.00	18.13	Medicare Tax	1,250.00	18.13
Pd 07/01/2026 - 07/31/2026				State Unemployment	1,250.00	0.00	Federal Income Tax	1,250.00	0.00
Payment 07/23/2026							State Income Tax	1,250.00	0.00
Check No. ACH	Total Earnings:	2.00	\$1,250.00	Total Benefits:		\$95.63	Total Deductions:		\$95.63
	Total Reimbursements:		\$0.00	Total Taxes:		\$95.63	Total Taxes:		\$95.63

**Fairfield Town
Payroll Register**

Payroll Period - 07/01/2026 to 07/31/2026

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
Planning Commission #5 Net Amount \$230.87 Pd 07/01/2026 - 07/31/2026 Payment 07/23/2026 Check No. ACH	Regular 1.00 250.00	1.00	250.00	Social Security Tax Medicare Tax State Unemployment	250.00 250.00 250.00	15.50 3.63 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	250.00 250.00 250.00 250.00	15.50 3.63 0.00 0.00
	Total Earnings: Total Reimbursements:	1.00	\$250.00 \$0.00	Total Benefits: Total Taxes:		\$19.13 \$19.13	Total Deductions: Total Taxes:		\$19.13 \$19.13
General Government #7 Net Amount \$1,364.52 Pd 06/22/2026 - 07/05/2026 Payment 07/06/2026 Check No. ACH	Regular 70.20 1,755.00	70.20	1,755.00	Social Security Tax Medicare Tax State Unemployment	1,755.00 1,755.00 1,755.00	108.81 25.45 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	1,755.00 1,755.00 1,755.00 1,755.00	108.81 25.45 201.65 54.57
	Total Earnings: Total Reimbursements:	70.20	\$1,755.00 \$0.00	Total Benefits: Total Taxes:		\$134.26 \$134.26	Total Deductions: Total Taxes:		\$390.48 \$390.48
General Government #7 Net Amount \$1,172.64 Pd 07/06/2026 - 07/19/2026 Payment 07/23/2026 Check No. ACH	Regular 60.18 1,504.50	60.18	1,504.50	Social Security Tax Medicare Tax State Unemployment	1,504.50 1,504.50 1,504.50	93.28 21.82 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	1,504.50 1,504.50 1,504.50 1,504.50	93.28 21.82 176.60 40.16
	Total Earnings: Total Reimbursements:	60.18	\$1,504.50 \$0.00	Total Benefits: Total Taxes:		\$115.10 \$115.10	Total Deductions: Total Taxes:		\$331.86 \$331.86
Planning Commission #12 Net Amount \$369.40 Pd 07/01/2026 - 07/31/2026 Payment 07/23/2026 Check No. ACH	Regular 2.00 400.00	2.00	400.00	Social Security Tax Medicare Tax State Unemployment	400.00 400.00 400.00	24.80 5.80 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	400.00 400.00 400.00 400.00	24.80 5.80 0.00 0.00
	Total Earnings: Total Reimbursements:	2.00	\$400.00 \$0.00	Total Benefits: Total Taxes:		\$30.60 \$30.60	Total Deductions: Total Taxes:		\$30.60 \$30.60
Mayor/Council #3 Net Amount \$1,132.62 Pd 07/01/2026 - 07/31/2026 Payment 07/23/2026 Check No. ACH	Regular 2.00 1,250.00	2.00	1,250.00	Social Security Tax Medicare Tax State Unemployment	1,250.00 1,250.00 1,250.00	77.50 18.13 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	1,250.00 1,250.00 1,250.00 1,250.00	77.50 18.13 0.00 21.75
	Total Earnings: Total Reimbursements:	2.00	\$1,250.00 \$0.00	Total Benefits: Total Taxes:		\$95.63 \$95.63	Total Deductions: Total Taxes:		\$117.38 \$117.38
Mayor/Council #11 Net Amount \$323.22 Pd 07/01/2026 - 07/31/2026 Payment 07/23/2026 Check No. ACH	Regular 1.00 350.00	1.00	350.00	Social Security Tax Medicare Tax State Unemployment	350.00 350.00 350.00	21.70 5.08 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	350.00 350.00 350.00 350.00	21.70 5.08 0.00 0.00
	Total Earnings: Total Reimbursements:	1.00	\$350.00 \$0.00	Total Benefits: Total Taxes:		\$26.78 \$26.78	Total Deductions: Total Taxes:		\$26.78 \$26.78

**Fairfield Town
Payroll Register**

Payroll Period - 07/01/2026 to 07/31/2026

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
REPORT TOTALS									
Net Amount									
	Regular	262.33	16,258.25	Social Security Tax	16,508.25	1,023.52	Social Security Tax	16,508.25	1,023.52
	Water Worker	10.00	250.00	Medicare Tax	16,508.25	239.44	Medicare Tax	16,508.25	239.44
				State Unemployment	16,508.25	0.00	Federal Income Tax	16,508.25	816.86
							State Income Tax	16,508.25	363.71
	Total Earnings:	272.33	\$16,508.25	Total Benefits:		\$1,262.96	Total Deductions:		\$2,443.53
	Total Reimbursements:		\$0.00	Total Taxes:		\$1,262.96	Total Taxes:		\$2,443.53

Fairfield Town
Operational Budget Report
10 General Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Taxes					
3110 General property taxes-current	2,018.22	517.03	517.03	37,000.00	1.40%
3130 General sales & use tax	9,471.41	0.00	0.00	82,000.00	0.00%
Total Taxes	11,489.63	517.03	517.03	119,000.00	0.43%
Licenses and permits					
3211 Business licenses	170.00	260.00	260.00	2,000.00	13.00%
3250 Penalties & Permits & Fees	0.00	0.00	0.00	400.00	0.00%
3260 Intermountain Regional Landfill	0.00	0.00	0.00	1,000,000.00	0.00%
3261 North Pointe Landfill	0.00	0.00	0.00	60,000.00	0.00%
Total Licenses and permits	170.00	260.00	260.00	1,062,400.00	0.02%
Intergovernmental revenue					
3339 State grants	0.00	6,466.25	6,466.25	30,000.00	21.55%
3356 Class C road fund allotment	0.00	0.00	0.00	60,000.00	0.00%
Total Intergovernmental revenue	0.00	6,466.25	6,466.25	90,000.00	7.18%
Charges for services					
3480 Opening/closing graves	0.00	0.00	0.00	625.00	0.00%
Total Charges for services	0.00	0.00	0.00	625.00	0.00%
Interest					
3610 Interest earnings	0.00	2,689.89	2,689.89	0.00	0.00%
3611 Investments increase (decrease)	2,401.47	3,371.66	3,371.66	85,000.00	3.97%
Total Interest	2,401.47	6,061.55	6,061.55	85,000.00	7.13%
Miscellaneous revenue					
3615 Donations, Collections, Christmas	0.00	0.00	0.00	21,000.00	0.00%
3690 Miscellaneous revenue	0.00	0.00	0.00	200.00	0.00%
3810 Contributions, Local Government	0.00	6,466.25	6,466.25	0.00	0.00%
Total Miscellaneous revenue	0.00	6,466.25	6,466.25	21,200.00	30.50%
Buildings and Grounds					
3220 Building Dept Application Fees	0.00	0.00	0.00	10,000.00	0.00%
3220.5 Building Dept Inspection Fees	0.00	4,425.69	4,425.69	0.00	0.00%
3220.6 Building Dept Fire Inspection Fees	500.00	935.00	935.00	0.00	0.00%
3221 Non-business buildings, structures, equip	0.00	0.00	0.00	16,000.00	0.00%
3222 Building Dept Permits	0.00	22,176.20	22,176.20	30,000.00	73.92%
3223 Building Franchise Fee Revenue	0.00	0.00	0.00	2,000.00	0.00%
3224 Engineering and Surveying Fees	2,100.00	0.00	0.00	2,000.00	0.00%
3225 Grama Request Fees	0.00	0.00	0.00	600.00	0.00%
3481 Cemetery Revenue	0.00	0.00	0.00	3,500.00	0.00%
3670 Road Impact Fees	0.00	0.00	0.00	15,000.00	0.00%
Total Buildings and Grounds	2,600.00	27,536.89	27,536.89	79,100.00	34.81%
Highways and Public Improvements					
3671 Highway Improvements Engineering Revenue	0.00	0.00	0.00	2,500.00	0.00%
Total Highways and Public Improvements	0.00	0.00	0.00	2,500.00	0.00%
Total Revenue:	16,661.10	47,307.97	47,307.97	1,459,825.00	3.24%
Expenditures:					
General government					
Administrative					
4103 Admin Permanent employees wages	4,528.25	514.00	514.00	148,331.00	0.35%
4103.1 Admin Office Manager Stipend	3,600.00	0.00	0.00	0.00	0.00%
4103.2 Admin Treasurer Stipend	1,811.25	0.00	0.00	0.00	0.00%
4103.4 Public Works Consultant	0.00	269.13	269.13	3,000.00	8.97%
4104 Admin Employee Payroll Services	0.00	3,200.00	3,200.00	0.00	0.00%
4105 Admin Employee Benefits	1,169.70	1,155.85	1,155.85	15,000.00	7.71%
4111 Admin Books, subscriptions, memberships	257.50	40.00	40.00	3,000.00	1.33%
4112 Admin Public notices	219.00	0.00	0.00	800.00	0.00%
4113 Admin GRAMA requests	0.00	0.00	0.00	300.00	0.00%
4114 Admin Travel	0.00	155.07	155.07	4,000.00	3.88%
4115 Admin Office expenses & supplies	1,111.09	1,611.30	1,611.30	5,000.00	32.23%
4115.5 Admin Stamps	0.00	59.65	59.65	1,000.00	5.97%
4116 Admin Computer & internet expenses	239.26	51.11	51.11	4,000.00	1.28%
4116.5 Admin IT services	0.00	536.95	536.95	2,000.00	26.85%
4120 Admin Telephone	227.97	246.17	246.17	3,216.00	7.65%

Fairfield Town
Operational Budget Report
10 General Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
4121 Admin Interlocal contributions	0.00	0.00	0.00	1,500.00	0.00%
4122 Admin Education	0.00	1,245.00	1,245.00	3,000.00	41.50%
4123 Admin Rental expense	782.44	0.00	0.00	0.00	0.00%
4124 Admin Insurance	4,965.28	5,491.07	5,491.07	6,000.00	91.52%
4126 Admin Repairs and maintenance	356.71	0.00	0.00	500.00	0.00%
4126.5 Town Hall - Repairs and maintenance	1,525.25	1,338.87	1,338.87	10,000.00	13.39%
4130 Admin Bank service charges	28.00	1,348.28	1,348.28	500.00	269.66%
4132 Admin Town codification	0.00	0.00	0.00	1,500.00	0.00%
4140 Admin Elections	0.00	0.00	0.00	2,500.00	0.00%
4142 Admin Food Expenditures	0.00	0.00	0.00	3,000.00	0.00%
4190 State Grant Expenses	3,131.50	0.00	0.00	5,000.00	0.00%
Total Administrative	23,953.20	17,262.45	17,262.45	223,147.00	7.74%
Buildings and grounds					
4127 Admin Bldg Permit fee state surcharge	0.00	0.00	0.00	200.00	0.00%
4141 Admin Survey and Engineering	1,850.00	2,399.38	2,399.38	30,000.00	8.00%
4169 Cemetery Expense	900.00	485.00	485.00	0.00	0.00%
4169.2 Cemetery Wages	0.00	200.00	200.00	2,400.00	8.33%
4180 Building Dept - Surveyor Expenses	2,100.00	0.00	0.00	0.00	0.00%
4180.7 Building Dept - Building Permit Expense	0.00	0.00	0.00	29,000.00	0.00%
4181 Building Dept - Engineering Expenses	322.50	0.00	0.00	0.00	0.00%
4182 Building Dept - Legal Expenses	0.00	0.00	0.00	2,000.00	0.00%
Total Buildings and grounds	5,172.50	3,084.38	3,084.38	63,600.00	4.85%
Planning and zoning					
4155 Planning and Zoning	0.00	0.00	0.00	5,000.00	0.00%
4156 Planning and Zoning - Stipend	1,400.00	1,400.00	1,400.00	16,800.00	8.33%
4156.5 Planning and Zoning Professional Services	0.00	3,405.00	3,405.00	50,000.00	6.81%
4157 Planning and Zoning General Plan	0.00	0.00	0.00	1,000.00	0.00%
4158 Town Council- Misc	0.00	0.00	0.00	200.00	0.00%
Total Planning and zoning	1,400.00	4,805.00	4,805.00	73,000.00	6.58%
Professional Services					
4117 Admin Pelorus Software	0.00	0.00	0.00	3,400.00	0.00%
4118 Admin Copier Service and Maintenance	182.60	0.00	0.00	4,000.00	0.00%
4133 Admin Website	0.00	0.00	0.00	3,300.00	0.00%
4134 Admin Accounting & auditing	0.00	0.00	0.00	7,500.00	0.00%
4136 Admin Accounting services	0.00	0.00	0.00	16,400.00	0.00%
4139 Admin Legal	3,202.50	0.00	0.00	300,000.00	0.00%
Total Professional Services	3,385.10	0.00	0.00	334,600.00	0.00%
Total General government	33,910.80	25,151.83	25,151.83	694,347.00	3.62%
Public safety					
4149 Code Enforcement	0.00	0.00	0.00	8,100.00	0.00%
4150 Animal services	0.00	0.00	0.00	10,000.00	0.00%
4151 Police Contracted services	1,945.00	5,047.84	5,047.84	27,000.00	18.70%
4152 Fire Contracted services	0.00	0.00	0.00	2,500.00	0.00%
4153 Emergency dispatch	0.00	0.00	0.00	4,100.00	0.00%
4153.5 Everbridge	0.00	0.00	0.00	35.00	0.00%
Total Public safety	1,945.00	5,047.84	5,047.84	51,735.00	9.76%
City Council					
4000 City Council Stipend	1,400.00	1,400.00	1,400.00	16,800.00	8.33%
4010 Mayor Stipend	550.00	550.00	550.00	6,600.00	8.33%
4169.1 Cemetery Board	0.00	0.00	0.00	9,150.00	0.00%
Total City Council	1,950.00	1,950.00	1,950.00	32,550.00	5.99%
Highways and public improvements					
Roads					
4137 Admin Street Signs	0.00	0.00	0.00	3,000.00	0.00%
4161 Roads Repairs & maintenance	0.00	0.00	0.00	165,000.00	0.00%
4162 Engineering Expenses	0.00	0.00	0.00	6,000.00	0.00%
4163 Roads Snowplow - Fuel, maint & repair	0.00	0.00	0.00	2,000.00	0.00%
4165 Roads Weed Control	0.00	0.00	0.00	500.00	0.00%
4166.5 Roads Contracted Stipend	900.00	900.00	900.00	10,800.00	8.33%
Total Roads	900.00	900.00	900.00	187,300.00	0.48%
Sanitation					
4191 Trash collection	200.00	800.00	800.00	10,000.00	8.00%
Total Sanitation	200.00	800.00	800.00	10,000.00	8.00%

Fairfield Town
Operational Budget Report
10 General Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Total Highways and public improvements	1,100.00	1,700.00	1,700.00	197,300.00	0.86%
Parks, recreation, and public property					
Parks					
4167 Community events	0.00	0.00	0.00	10,000.00	0.00%
4167.3 Christmas Events	0.00	(450.00)	(450.00)	40,000.00	-1.13%
4167.5 Christmas Town Donations	0.00	0.00	0.00	3,300.00	0.00%
4174 Parks and Public Improv Stipend	900.00	900.00	900.00	10,800.00	8.33%
Total Parks	900.00	450.00	450.00	64,100.00	0.70%
Total Parks, recreation, and public property	900.00	450.00	450.00	64,100.00	0.70%
Miscellaneous					
4193 Other miscellaneous supplies	0.00	0.00	0.00	1,000.00	0.00%
4193.5 Cards and Flowers	0.00	0.00	0.00	500.00	0.00%
4199 Budgeted increase in fund balance	0.00	0.00	0.00	278,747.00	0.00%
4200 Rainy Day Fund	0.00	0.00	0.00	13,020.00	0.00%
4202 Donations, fees, collections for Community Days	0.00	0.00	0.00	500.00	0.00%
4203 Sub for Santa	0.00	0.00	0.00	500.00	0.00%
Total Miscellaneous	0.00	0.00	0.00	294,267.00	0.00%
Transfers					
4197 Transfer to Capital Projects	0.00	0.00	0.00	95,526.00	0.00%
4198 Transfer to water fund	0.00	0.00	0.00	30,000.00	0.00%
Total Transfers	0.00	0.00	0.00	125,526.00	0.00%
Total Expenditures:	39,805.80	34,299.67	34,299.67	1,459,825.00	2.35%
Total Change In Net Position	(23,144.70)	13,008.30	13,008.30	0.00	0.00%

Fairfield Town
Operational Budget Report
41 Capital Projects - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Change In Net Position					
Revenue:					
Contributions and transfers					
3810 Transfer from General Fund	0.00	0.00	0.00	95,526.00	0.00%
3910 Appropriation of fund balance	0.00	0.00	0.00	884,474.00	0.00%
Total Contributions and transfers	0.00	0.00	0.00	980,000.00	0.00%
Total Revenue:	0.00	0.00	0.00	980,000.00	0.00%
Expenditures:					
Miscellaneous					
4149 Admin Capital outlay	664,852.33	3,055.55	3,055.55	0.00	0.00%
4204 Town Hall Project	0.00	6,000.00	6,000.00	80,000.00	7.50%
4205 Cemetery Projects	0.00	0.00	0.00	100,000.00	0.00%
4206 Park Project	0.00	178,681.06	178,681.06	800,000.00	22.34%
Total Miscellaneous	664,852.33	187,736.61	187,736.61	980,000.00	19.16%
Total Expenditures:	664,852.33	187,736.61	187,736.61	980,000.00	19.16%
Total Change In Net Position	(664,852.33)	(187,736.61)	(187,736.61)	0.00	0.00%

Fairfield Town
Operational Budget Report
51 Water Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	Prior YTD	Current Period	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
5140 Culinary income	4,697.00	4,696.00	4,696.00	32,000.00	14.68%
5151 Impact Fees	0.00	0.00	0.00	32,000.00	0.00%
5410 Late penalties and fees	50.00	100.00	100.00	100.00	100.00%
Total Operating income	4,747.00	4,796.00	4,796.00	64,100.00	7.48%
Operating expense					
6110 Culinary operator stipend	900.00	900.00	900.00	10,800.00	8.33%
6111 Employee wages	0.00	250.00	250.00	0.00	0.00%
6113 Employee taxes and benefits	68.85	87.98	87.98	800.00	11.00%
6121 Dues	0.00	0.00	0.00	500.00	0.00%
6128 Utilities	360.25	390.73	390.73	2,600.00	15.03%
6131 Professional fees	187.50	200.00	200.00	3,000.00	6.67%
6132 Water Engineering	0.00	633.00	633.00	29,830.00	2.12%
6133 Water Inspections	0.00	0.00	0.00	7,832.00	0.00%
6134 Water & Sewer Master Plan expenses	0.00	0.00	0.00	16,751.00	0.00%
6141 Repairs and maintenance	171.16	1,700.00	1,700.00	280,000.00	0.61%
6142 Chlorine	0.00	0.00	0.00	500.00	0.00%
6143 Monthly water tests	0.00	12.00	12.00	150.00	8.00%
6144 Water tests - other	0.00	0.00	0.00	300.00	0.00%
6169 Depreciation expense	7,309.60	0.00	0.00	54,000.00	0.00%
Total Operating expense	8,997.36	4,173.71	4,173.71	407,063.00	1.03%
Total Income From Operations:	(4,250.36)	622.29	622.29	(342,963.00)	-0.18%
Non-Operating Items:					
Non-operating income					
5510 Grant income	(26,708.25)	0.00	0.00	0.00	0.00%
5810 Transfers from general fund	0.00	0.00	0.00	30,000.00	0.00%
5841 Fund balance appropriation	0.00	0.00	0.00	312,963.00	0.00%
Total Non-operating income	(26,708.25)	0.00	0.00	342,963.00	0.00%
Total Non-Operating Items:	(26,708.25)	0.00	0.00	342,963.00	0.00%
Total Income or Expense	(30,958.61)	622.29	622.29	0.00	0.00%

Fairfield Town
Standard Financial Report
10 General Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	2026 Year-End Actual	July Actual	2027 YTD Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1117 General Checking - Bank of AF	(1,977,935.18)	28,559.60	(1,949,375.58)
1118 Water Checking - Bank of AF	0.00	14,325.64	14,325.64
1119 B & C Road - Bank of AF	89,762.44	(89,762.44)	0.00
1121 Altabank- Water Impact Fee	0.00	(728.00)	(728.00)
1122 Altabank- Road Impact Fee	0.00	(29,210.00)	(29,210.00)
1127 PTIF #9179	800,682.16	23,809.87	824,492.03
1130 Moreton Investment	1,056,724.82	3,371.66	1,060,096.48
1175 Undeposited receipts	240,045.37	(7,928.75)	232,116.62
Total Cash and cash equivalents	<u>209,279.61</u>	<u>(57,562.42)</u>	<u>151,717.19</u>
Receivables			
1311 Accounts receivable	15,914.63	(10,206.94)	5,707.69
1313 Taxes Receivable	21,119.98	(21,119.98)	0.00
1440 Due from other governments	41,017.93	0.00	41,017.93
1600 Deferred tax revenues	29,211.00	0.00	29,211.00
Total Receivables	<u>107,263.54</u>	<u>(31,326.92)</u>	<u>75,936.62</u>
Total Current Assets	<u>316,543.15</u>	<u>(88,889.34)</u>	<u>227,653.81</u>
Total Assets:	<u>316,543.15</u>	<u>(88,889.34)</u>	<u>227,653.81</u>
Liabilites and Fund Equity:			
Liabilities:			
Current liabilities			
2131 Accounts payable	(92,691.92)	92,653.39	(38.53)
2211 Salaries and wages payable	(9,244.25)	9,244.25	0.00
Total Current liabilities	<u>(101,936.17)</u>	<u>101,897.64</u>	<u>(38.53)</u>
Deferred revenue			
2600 Deferred revenue	(53,565.00)	0.00	(53,565.00)
Total Deferred revenue	<u>(53,565.00)</u>	<u>0.00</u>	<u>(53,565.00)</u>
Total Liabilities:	<u>(155,501.17)</u>	<u>101,897.64</u>	<u>(53,603.53)</u>
Equity - Paid In / Contributed			
2981 Fund balance	(161,041.98)	(13,008.30)	(174,050.28)
Total Equity - Paid In / Contributed	<u>(161,041.98)</u>	<u>(13,008.30)</u>	<u>(174,050.28)</u>
Total Liabilites and Fund Equity:	<u>(316,543.15)</u>	<u>88,889.34</u>	<u>(227,653.81)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Fairfield Town
Standard Financial Report
10 General Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	2026 Year-End Actual	July Actual	2027 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Change In Net Position						
Revenue:						
Taxes						
3110 General property taxes-current	37,184.15	517.03	517.03	37,000.00	36,482.97	1.40%
3130 General sales & use tax	88,739.70	0.00	0.00	82,000.00	82,000.00	0.00%
Total Taxes	125,923.85	517.03	517.03	119,000.00	118,482.97	0.43%
Licenses and permits						
3211 Business licenses	1,045.00	260.00	260.00	2,000.00	1,740.00	13.00%
3250 Penalties & Permits & Fees	25.00	0.00	0.00	400.00	400.00	0.00%
3260 Intermountain Regional Landfill	964,328.04	0.00	0.00	1,000,000.00	1,000,000.00	0.00%
3261 North Pointe Landfill	54,014.02	0.00	0.00	60,000.00	60,000.00	0.00%
Total Licenses and permits	1,019,412.06	260.00	260.00	1,062,400.00	1,062,140.00	0.02%
Intergovernmental revenue						
3339 State grants	26,206.90	6,466.25	6,466.25	30,000.00	23,533.75	21.55%
3341 Parks	400,000.00	0.00	0.00	0.00	0.00	0.00%
3356 Class C road fund allotment	84,181.91	0.00	0.00	60,000.00	60,000.00	0.00%
Total Intergovernmental revenue	510,388.81	6,466.25	6,466.25	90,000.00	83,533.75	7.18%
Charges for services						
3480 Opening/closing graves	0.00	0.00	0.00	625.00	625.00	0.00%
Total Charges for services	0.00	0.00	0.00	625.00	625.00	0.00%
Interest						
3610 Interest earnings	682.16	2,689.89	2,689.89	0.00	(2,689.89)	0.00%
3611 Investments increase (decrease)	56,607.47	3,371.66	3,371.66	85,000.00	81,628.34	3.97%
Total Interest	57,289.63	6,061.55	6,061.55	85,000.00	78,938.45	7.13%
Miscellaneous revenue						
3615 Donations, Collections, Christmas	19,010.00	0.00	0.00	21,000.00	21,000.00	0.00%
3690 Miscellaneous revenue	799.28	0.00	0.00	200.00	200.00	0.00%
3810 Contributions, Local Government	0.00	6,466.25	6,466.25	0.00	(6,466.25)	0.00%
Total Miscellaneous revenue	19,809.28	6,466.25	6,466.25	21,200.00	14,733.75	30.50%
Buildings and Grounds						
3220 Building Dept Application Fees	1,015.00	0.00	0.00	10,000.00	10,000.00	0.00%
3220.2 Building Dept Assignment of Addr	100.00	0.00	0.00	0.00	0.00	0.00%
3220.5 Building Dept Inspection Fees	1,078.90	4,425.69	4,425.69	0.00	(4,425.69)	0.00%
3220.6 Building Dept Fire Inspection Fee	875.00	935.00	935.00	0.00	(935.00)	0.00%
3220.7 Building Dept Plan Review Fees	4,470.15	0.00	0.00	0.00	0.00	0.00%
3220.9 Building Dept State Permit Surch	109.44	0.00	0.00	0.00	0.00	0.00%
3221 Non-business buildings, structures,	0.00	0.00	0.00	16,000.00	16,000.00	0.00%
3222 Building Dept Permits	27,529.08	22,176.20	22,176.20	30,000.00	7,823.80	73.92%
3223 Building Franchise Fee Revenue	2,282.00	0.00	0.00	2,000.00	2,000.00	0.00%
3224 Engineering and Surveying Fees	2,100.00	0.00	0.00	2,000.00	2,000.00	0.00%
3225 Grama Request Fees	0.00	0.00	0.00	600.00	600.00	0.00%
3481 Cemetery Revenue	0.00	0.00	0.00	3,500.00	3,500.00	0.00%
3670 Road Impact Fees	10,580.00	0.00	0.00	15,000.00	15,000.00	0.00%
Total Buildings and Grounds	50,139.57	27,536.89	27,536.89	79,100.00	51,563.11	34.81%
Highways and Public Improvements						
3671 Highway Improvements Engineerin	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
Total Highways and Public Improvemen	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
Contributions and transfers						
3890 Beginning fund balance appropriate	0.00	0.00	0.00	0.00	0.00	0.00%
Total Contributions and transfers	0.00	0.00	0.00	0.00	0.00	0.00%
Total Revenue:	1,782,963.20	47,307.97	47,307.97	1,459,825.00	1,412,517.03	3.24%
Expenditures:						
General government						
Administrative						
4103 Admin Permanent employees wag	69,192.25	514.00	514.00	148,331.00	147,817.00	0.35%
4103.1 Admin Office Manager Stipend	43,200.00	0.00	0.00	0.00	0.00	0.00%
4103.3 Admin Treasurer Employee Wa	28,711.25	0.00	0.00	0.00	0.00	0.00%
4103.4 Public Works Consultant	1,076.52	269.13	269.13	3,000.00	2,730.87	8.97%
4104 Admin Employee Payroll Services	0.00	3,200.00	3,200.00	0.00	(3,200.00)	0.00%
4105 Admin Employee Benefits	14,999.07	1,155.85	1,155.85	15,000.00	13,844.15	7.71%
4111 Admin Books, subscriptions, mem	3,670.57	40.00	40.00	3,000.00	2,960.00	1.33%

Fairfield Town
Standard Financial Report
10 General Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	2026 Year-End Actual	July Actual	2027 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
4112 Admin Public notices	219.00	0.00	0.00	800.00	800.00	0.00%
4113 Admin GRAMA requests	0.00	0.00	0.00	300.00	300.00	0.00%
4114 Admin Travel	5,487.02	155.07	155.07	4,000.00	3,844.93	3.88%
4115 Admin Office expenses & supplies	6,479.35	1,611.30	1,611.30	5,000.00	3,388.70	32.23%
4115.5 Admin Stamps	886.00	59.65	59.65	1,000.00	940.35	5.97%
4116 Admin Computer & internet expen	18,331.47	51.11	51.11	4,000.00	3,948.89	1.28%
4116.5 Admin IT services	3,143.37	536.95	536.95	2,000.00	1,463.05	26.85%
4120 Admin Telephone	2,766.33	246.17	246.17	3,216.00	2,969.83	7.65%
4121 Admin Interlocal contributions	0.00	0.00	0.00	1,500.00	1,500.00	0.00%
4122 Admin Education	2,902.00	1,245.00	1,245.00	3,000.00	1,755.00	41.50%
4123 Admin Rental expense	3,546.09	0.00	0.00	0.00	0.00	0.00%
4124 Admin Insurance	5,961.24	5,491.07	5,491.07	6,000.00	508.93	91.52%
4125 Admin Taxes - property	866.31	0.00	0.00	0.00	0.00	0.00%
4126 Admin Repairs and maintenance	539.56	0.00	0.00	500.00	500.00	0.00%
4126.5 Town Hall - Repairs and mainten	17,410.75	1,338.87	1,338.87	10,000.00	8,661.13	13.39%
4130 Admin Bank service charges	78.61	1,348.28	1,348.28	500.00	(848.28)	269.66%
4132 Admin Town codification	8,182.99	0.00	0.00	1,500.00	1,500.00	0.00%
4140 Admin Elections	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
4142 Admin Food Expenditures	695.64	0.00	0.00	3,000.00	3,000.00	0.00%
4171 Admin Capital Outlay	3,567.30	0.00	0.00	0.00	0.00	0.00%
4190 State Grant Expenses	2,836.75	0.00	0.00	5,000.00	5,000.00	0.00%
Total Administrative	244,749.44	17,262.45	17,262.45	223,147.00	205,884.55	7.74%
Buildings and grounds						
4127 Admin Bldg Permit fee state surch	146.62	0.00	0.00	200.00	200.00	0.00%
4141 Admin Survey and Engineering	31,235.85	2,399.38	2,399.38	30,000.00	27,600.62	8.00%
4169 Cemetery Expense	6,123.74	485.00	485.00	0.00	(485.00)	0.00%
4169.2 Cemetery Wages	2,400.00	200.00	200.00	2,400.00	2,200.00	8.33%
4180 Building Dept - Surveyor Expense	2,179.32	0.00	0.00	0.00	0.00	0.00%
4180.5 Building Dept - Inspection Fees	(3,940.97)	0.00	0.00	0.00	0.00	0.00%
4180.6 Building Dept - Plan Review Exp	4,199.65	0.00	0.00	0.00	0.00	0.00%
4180.7 Building Dept - Building Permit E	12,922.00	0.00	0.00	29,000.00	29,000.00	0.00%
4181 Building Dept - Engineering Expen	332.50	0.00	0.00	0.00	0.00	0.00%
4182 Building Dept - Legal Expenses	0.00	0.00	0.00	2,000.00	2,000.00	0.00%
4183 Building Dept - Inspections/Plan R	11,974.78	0.00	0.00	0.00	0.00	0.00%
4187 Building Dept - Master Site Plan	0.00	0.00	0.00	0.00	0.00	0.00%
4188 Building Dept - Preliminary Site PI	0.00	0.00	0.00	0.00	0.00	0.00%
Total Buildings and grounds	67,573.49	3,084.38	3,084.38	63,600.00	60,515.62	4.85%
Planning and zoning						
4155 Planning and Zoning	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
4156 Planning and Zoning - Stipend	16,800.00	1,400.00	1,400.00	16,800.00	15,400.00	8.33%
4156.5 Planning and Zoning Profession	0.00	3,405.00	3,405.00	50,000.00	46,595.00	6.81%
4157 Planning and Zoning General Plan	989.65	0.00	0.00	1,000.00	1,000.00	0.00%
4158 Town Council- Misc	0.00	0.00	0.00	200.00	200.00	0.00%
Total Planning and zoning	17,789.65	4,805.00	4,805.00	73,000.00	68,195.00	6.58%
Professional Services						
4117 Admin Pelorus Software	7,750.00	0.00	0.00	3,400.00	3,400.00	0.00%
4118 Admin Copier Service and Mainten	4,619.33	0.00	0.00	4,000.00	4,000.00	0.00%
4133 Admin Website	3,215.00	0.00	0.00	3,300.00	3,300.00	0.00%
4134 Admin Accounting & auditing	8,503.65	0.00	0.00	7,500.00	7,500.00	0.00%
4136 Admin Accounting services	0.00	0.00	0.00	16,400.00	16,400.00	0.00%
4139 Admin Legal	221,316.10	0.00	0.00	300,000.00	300,000.00	0.00%
Total Professional Services	245,404.08	0.00	0.00	334,600.00	334,600.00	0.00%
Total General government	575,516.66	25,151.83	25,151.83	694,347.00	669,195.17	3.62%
Public safety						
4149 Code Enforcement	0.00	0.00	0.00	8,100.00	8,100.00	0.00%
4150 Animal services	1,170.00	0.00	0.00	10,000.00	10,000.00	0.00%
4151 Police Contracted services	29,550.12	5,047.84	5,047.84	27,000.00	21,952.16	18.70%
4152 Fire Contracted services	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
4153 Emergency dispatch	5,515.89	0.00	0.00	4,100.00	4,100.00	0.00%
4153.5 Everbridge	28.94	0.00	0.00	35.00	35.00	0.00%
Total Public safety	36,264.95	5,047.84	5,047.84	51,735.00	46,687.16	9.76%
City Council						
4000 City Council Stipend	16,800.00	1,400.00	1,400.00	16,800.00	15,400.00	8.33%

Fairfield Town
Standard Financial Report
10 General Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	2026 Year-End Actual	July Actual	2027 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
4010 Mayor Stipend	6,600.00	550.00	550.00	6,600.00	6,050.00	8.33%
4169.1 Cemetery Board	0.00	0.00	0.00	9,150.00	9,150.00	0.00%
Total City Council	23,400.00	1,950.00	1,950.00	32,550.00	30,600.00	5.99%
Highways and public improvements						
Roads						
4137 Admin Street Signs	1,971.11	0.00	0.00	3,000.00	3,000.00	0.00%
4161 Roads Repairs & maintenance	58,950.92	0.00	0.00	165,000.00	165,000.00	0.00%
4162 Engineering Expenses	0.00	0.00	0.00	6,000.00	6,000.00	0.00%
4163 Roads Snowplow - Fuel, maint & r	375.05	0.00	0.00	2,000.00	2,000.00	0.00%
4165 Roads Weed Control	0.00	0.00	0.00	500.00	500.00	0.00%
4166.5 Roads Contracted Stipend	10,800.00	900.00	900.00	10,800.00	9,900.00	8.33%
Total Roads	72,097.08	900.00	900.00	187,300.00	186,400.00	0.48%
Sanitation						
4191 Trash collection	9,737.35	800.00	800.00	10,000.00	9,200.00	8.00%
Total Sanitation	9,737.35	800.00	800.00	10,000.00	9,200.00	8.00%
Total Highways and public improvemen	81,834.43	1,700.00	1,700.00	197,300.00	195,600.00	0.86%
Parks, recreation, and public property						
Parks						
4167 Community events	9,427.28	0.00	0.00	10,000.00	10,000.00	0.00%
4167.3 Christmas Events	40,628.10	(450.00)	(450.00)	40,000.00	40,450.00	-1.13%
4167.5 Christmas Town Donations	3,359.00	0.00	0.00	3,300.00	3,300.00	0.00%
4173 Parks and Improvment	980,085.06	0.00	0.00	0.00	0.00	0.00%
4174 Parks and Publice Improv Stipend	10,800.00	900.00	900.00	10,800.00	9,900.00	8.33%
Total Parks	1,044,299.44	450.00	450.00	64,100.00	63,650.00	0.70%
Total Parks, recreation, and public prop	1,044,299.44	450.00	450.00	64,100.00	63,650.00	0.70%
Miscellaneous						
4193 Other miscellaneous supplies	1,678.09	0.00	0.00	1,000.00	1,000.00	0.00%
4193.5 Cards and Flowers	128.91	0.00	0.00	500.00	500.00	0.00%
4199 Budgeted increase in fund balance	0.00	0.00	0.00	278,747.00	278,747.00	0.00%
4200 Rainy Day Fund	0.00	0.00	0.00	13,020.00	13,020.00	0.00%
4202 Donations, fees, collections for Co	0.00	0.00	0.00	500.00	500.00	0.00%
4203 Sub for Santa	0.00	0.00	0.00	500.00	500.00	0.00%
Total Miscellaneous	1,807.00	0.00	0.00	294,267.00	294,267.00	0.00%
Transfers						
4197 Transfer to Capital Projects	714,052.00	0.00	0.00	95,526.00	95,526.00	0.00%
4198 Transfer to water fund	70,000.00	0.00	0.00	30,000.00	30,000.00	0.00%
Total Transfers	784,052.00	0.00	0.00	125,526.00	125,526.00	0.00%
Total Expenditures:	2,547,174.48	34,299.67	34,299.67	1,459,825.00	1,425,525.33	2.35%
Total Change In Net Position	(764,211.28)	13,008.30	13,008.30	0.00	(13,008.30)	0.00%

Fairfield Town
Standard Financial Report
41 Capital Projects - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	2026 Year-End Actual	July Actual	2027 YTD Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1111 Checking	714,052.00	(187,736.61)	526,315.39
1122 Altabank- Road Impact Fee	29,210.00	0.00	29,210.00
1130 Moreton Investment	836,350.81	0.00	836,350.81
Total Cash and cash equivalents	1,579,612.81	(187,736.61)	1,391,876.20
Total Current Assets	1,579,612.81	(187,736.61)	1,391,876.20
Total Assets:	1,579,612.81	(187,736.61)	1,391,876.20
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
2981 Fund Balance	(1,579,612.81)	187,736.61	(1,391,876.20)
Total Equity - Paid In / Contributed	(1,579,612.81)	187,736.61	(1,391,876.20)
Total Liabilites and Fund Equity:	(1,579,612.81)	187,736.61	(1,391,876.20)
Total Net Position	0.00	0.00	0.00

Fairfield Town
Standard Financial Report
41 Capital Projects - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	2026 Year-End Actual	July Actual	2027 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Change In Net Position						
Revenue:						
Contributions and transfers						
3810 Transfer from General Fund	714,052.00	0.00	0.00	95,526.00	95,526.00	0.00%
3910 Appropriation of fund balance	0.00	0.00	0.00	884,474.00	884,474.00	0.00%
Total Contributions and transfers	714,052.00	0.00	0.00	980,000.00	980,000.00	0.00%
Total Revenue:	714,052.00	0.00	0.00	980,000.00	980,000.00	0.00%
Expenditures:						
Miscellaneous						
4149 Admin Capital outlay	708,113.12	3,055.55	3,055.55	0.00	(3,055.55)	0.00%
4204 Town Hall Project	0.00	6,000.00	6,000.00	80,000.00	74,000.00	7.50%
4205 Cemetery Projects	0.00	0.00	0.00	100,000.00	100,000.00	0.00%
4206 Park Project	0.00	178,681.06	178,681.06	800,000.00	621,318.94	22.34%
Total Miscellaneous	708,113.12	187,736.61	187,736.61	980,000.00	792,263.39	19.16%
Total Expenditures:	708,113.12	187,736.61	187,736.61	980,000.00	792,263.39	19.16%
Total Change In Net Position	5,938.88	(187,736.61)	(187,736.61)	0.00	187,736.61	0.00%

Fairfield Town
Standard Financial Report
51 Water Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	2026 Year-End Actual	July Actual	2027 YTD Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
1117 General Checking - Bank of AF	1,516,214.28	3,762.02	1,519,976.30
1118 Water Checking - Bank of AF	5,302.20	(20,205.70)	(14,903.50)
1125 Altabank- Water Impact Fee	728.00	0.00	728.00
1175 Undeposited receipts	0.00	14,395.00	14,395.00
Total Cash and cash equivalents	1,522,244.48	(2,048.68)	1,520,195.80
Receivables			
1311 Accounts receivable	1,568.84	2,670.97	4,239.81
Total Receivables	1,568.84	2,670.97	4,239.81
Total Current Assets	1,523,813.32	622.29	1,524,435.61
Non-Current Assets			
Capital assets			
Property			
1611 Land and easements	4,700.00	0.00	4,700.00
1612 Water rights	112,608.00	0.00	112,608.00
1621 Buildings	6,304.17	0.00	6,304.17
1641 Water system 10yr	92,600.00	0.00	92,600.00
1643 Water system 30yr	2,376,446.78	0.00	2,376,446.78
1644 Water system 40yr	77,004.00	0.00	77,004.00
Total Property	2,669,662.95	0.00	2,669,662.95
Accumulated depreciation			
1721 AccDepn Buildings	(2,521.92)	0.00	(2,521.92)
1741 AccDepn Water system	(545,869.26)	0.00	(545,869.26)
Total Accumulated depreciation	(548,391.18)	0.00	(548,391.18)
Total Capital assets	2,121,271.77	0.00	2,121,271.77
Total Non-Current Assets	2,121,271.77	0.00	2,121,271.77
Total Assets:	3,645,085.09	622.29	3,645,707.38
Liabilities and Fund Equity:			
Liabilities:			
Current liabilities			
2330 Customer deposits	(100.00)	0.00	(100.00)
Total Current liabilities	(100.00)	0.00	(100.00)
Long-term liabilities			
2510 2016 Loans	(419,000.00)	0.00	(419,000.00)
Total Long-term liabilities	(419,000.00)	0.00	(419,000.00)
Total Liabilities:	(419,100.00)	0.00	(419,100.00)
Equity - Paid In / Contributed			
2981 Retained earnings	(3,225,985.09)	(622.29)	(3,226,607.38)
Total Equity - Paid In / Contributed	(3,225,985.09)	(622.29)	(3,226,607.38)
Total Liabilities and Fund Equity:	(3,645,085.09)	(622.29)	(3,645,707.38)
Total Net Position	0.00	0.00	0.00

Fairfield Town
Standard Financial Report
51 Water Fund - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	2026 Year-End Actual	July Actual	2027 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Income or Expense						
Income From Operations:						
Operating income						
5140 Culinary income	27,759.44	4,696.00	4,696.00	32,000.00	27,304.00	14.68%
5145 Sale of Purchased Water	215.00	0.00	0.00	0.00	0.00	0.00%
5150 Connection Fees	3,735.00	0.00	0.00	0.00	0.00	0.00%
5151 Impact Fees	31,258.00	0.00	0.00	32,000.00	32,000.00	0.00%
5410 Late penalties and fees	450.00	100.00	100.00	100.00	0.00	100.00%
Total Operating income	63,417.44	4,796.00	4,796.00	64,100.00	59,304.00	7.48%
Operating expense						
6110 Culinary operator stipend	11,025.00	900.00	900.00	10,800.00	9,900.00	8.33%
6111 Employee wages	1,137.50	250.00	250.00	0.00	(250.00)	0.00%
6113 Employee taxes and benefits	913.22	87.98	87.98	800.00	712.02	11.00%
6121 Dues	372.00	0.00	0.00	500.00	500.00	0.00%
6128 Utilities	3,033.98	390.73	390.73	2,600.00	2,209.27	15.03%
6131 Professional fees	1,387.50	200.00	200.00	3,000.00	2,800.00	6.67%
6132 Water Engineering	34,734.75	633.00	633.00	29,830.00	29,197.00	2.12%
6133 Water Inspections	0.00	0.00	0.00	7,832.00	7,832.00	0.00%
6134 Water & Sewer Master Plan expens	17,067.75	0.00	0.00	16,751.00	16,751.00	0.00%
6141 Repairs and maintenance	107,985.15	1,700.00	1,700.00	280,000.00	278,300.00	0.61%
6142 Chlorine	0.00	0.00	0.00	500.00	500.00	0.00%
6143 Monthly water tests	156.00	12.00	12.00	150.00	138.00	8.00%
6144 Water tests - other	1,731.00	0.00	0.00	300.00	300.00	0.00%
6161 Bank service charges	366.00	0.00	0.00	0.00	0.00	0.00%
6169 Depreciation expense	87,715.20	0.00	0.00	54,000.00	54,000.00	0.00%
6170 Improvements	1,323.74	0.00	0.00	0.00	0.00	0.00%
Total Operating expense	268,948.79	4,173.71	4,173.71	407,063.00	402,889.29	1.03%
Total Income From Operations:	(205,531.35)	622.29	622.29	(342,963.00)	(343,585.29)	-0.18%
Non-Operating Items:						
Non-operating income						
5710 Miscellaneous Non-Operating Inco	1,599,290.00	0.00	0.00	0.00	0.00	0.00%
5810 Transfers from general fund	70,000.00	0.00	0.00	30,000.00	30,000.00	0.00%
5841 Fund balance appropriation	0.00	0.00	0.00	312,963.00	312,963.00	0.00%
Total Non-operating income	1,669,290.00	0.00	0.00	342,963.00	342,963.00	0.00%
Total Non-Operating Items:	1,669,290.00	0.00	0.00	342,963.00	342,963.00	0.00%
Total Income or Expense	1,463,758.65	622.29	622.29	0.00	(622.29)	0.00%

Fairfield Town
Standard Financial Report
91 General Fixed Assets - 07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	2026 Year-End Actual	July Actual	2027 YTD Actual
Net Position			
Assets:			
Non-Current Assets			
Capital assets			
Work in Process			
1601 Construcion in progress	104,648.09	187,736.61	292,384.70
Total Work in Process	<u>104,648.09</u>	<u>187,736.61</u>	<u>292,384.70</u>
Property			
1611 Land	795,078.48	0.00	795,078.48
1631.10 Improvements other than bldg	156,287.96	0.00	156,287.96
1631.30 Improvements other than bldg	256,928.40	0.00	256,928.40
1661 Machinery and equipment	11,465.00	0.00	11,465.00
Total Property	<u>1,219,759.84</u>	<u>0.00</u>	<u>1,219,759.84</u>
Accumulated depreciation			
1731 AccDpn Improvements other than	(160,424.99)	0.00	(160,424.99)
1761 AccDpn Machinery and equipme	(10,317.12)	0.00	(10,317.12)
Total Accumulated depreciation	<u>(170,742.11)</u>	<u>0.00</u>	<u>(170,742.11)</u>
Total Capital assets	<u>1,153,665.82</u>	<u>187,736.61</u>	<u>1,341,402.43</u>
Total Non-Current Assets	<u>1,153,665.82</u>	<u>187,736.61</u>	<u>1,341,402.43</u>
Total Assets:	<u>1,153,665.82</u>	<u>187,736.61</u>	<u>1,341,402.43</u>
Liabilites and Fund Equity:			
Equity - Paid In / Contributed			
2971.1 Invested in capital assets	(1,324,407.93)	(187,736.61)	(1,512,144.54)
2972 Total depreciation charged	170,742.11	0.00	170,742.11
Total Equity - Paid In / Contributed	<u>(1,153,665.82)</u>	<u>(187,736.61)</u>	<u>(1,341,402.43)</u>
Total Liabilites and Fund Equity:	<u>(1,153,665.82)</u>	<u>(187,736.61)</u>	<u>(1,341,402.43)</u>
Total Net Position	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

MEETING DATE:	September 9, 2026	RECOMMENDED ACTION:	Consideration of the proposed Ordinance.
APPLICATION:	Ordinance 2026-10, Amending Fairfield Code §§154.180 through 154.188, Relating to Conditional Use Permit Procedures and Standards		
APPLICANT:	Fairfield (initiated by Town)	EXHIBITS:	A. Ordinance 26-10
LOCATION:	Town-wide (Zoning Ordinance)		
STAFF CONTACT:	Jim Spung, AICP Planning Consultant		

OVERVIEW

Town Administration requests that the Town Council review a comprehensive amendment to Fairfield's conditional use regulations. This amendment replaces the existing conditional use provisions with a consolidated procedure addressing application requirements, review, public hearings, decision-making, mitigation, post-approval administration, and appeals.

BACKGROUND

On March 25, 2026, the Town Council adopted Resolution No. R2026-02 establishing a temporary moratorium on processing conditional use applications so the Town could review and update its conditional use ordinance. The resolution identified several deficiencies in the existing conditional use regulations, including a lack of clear procedures and standards, an incomplete application process, outdated and unclear provisions and code references, and review standards and conditions of approval requiring revision in response to recent legislative changes and court rulings.

The attached Ordinance includes the proposed text amendment, prepared in response to the concerns identified by the Town Council and intended to establish a clearer, more comprehensive, and predictable framework for reviewing and administering conditional uses.

SUMMARY

The draft retains the fundamental conditional use standard: approval is required when reasonably anticipated detrimental impacts can be mitigated through reasonable conditions; denial is permitted when those impacts cannot be substantially mitigated. Below is a summary of noteworthy proposed changes to the existing regulations.

- Establishes a complete application and review process, including an optional pre-application meeting, detailed submittal requirements, completeness review, referral to staff and agencies, application revisions, withdrawal, abandonment, and concurrent processing.
- Authorizes additional technical studies when reasonably necessary to evaluate anticipated impacts, including traffic, drainage, utilities, geotechnical hazards, noise, lighting, environmental resources, wildfire, emergency access, and construction impacts.

- Changes the CUP decision-making structure. The Planning Commission would hold a public hearing and forward a recommendation; the Town Council would serve as the land use authority and make the final CUP decision.
- Clarifies how conditional uses are evaluated by requiring conditions of approval to address specific anticipated impacts and be based on applicable Town standards. It also requires the basis for conditions and decisions to be documented in the record.
- Expands post-approval procedures for expiration, enforcement, revocation, minor modifications, amendments, extensions, and appeals. The draft removes the existing requirement for CUPs to be re-evaluated at least every five years and changes the inactivity/expiration framework to generally use a 12-month period instead of 6 months.
- Adds and refines definitions to support consistent administration, including complete application, decision-making body, extenuating circumstance, minor modification, qualified professional, reasonably anticipated detrimental impacts, and review criteria.

STAFF ANALYSIS

The proposed amendment directly addresses the deficiencies identified by the Town Council when Resolution No. R2026-02 was approved. This text amendment replaces the existing abbreviated application procedure with defined submittal and completeness requirements; consolidates review criteria and potential mitigation measures; clarifies the respective roles of staff, the Planning Commission, and Town Council; and establishes procedures for administering CUPs after approval.

The draft also provides a clearer record for decision-making. Staff reports, Planning Commission recommendations, conditions of approval, and Town Council decisions are tied to identified review criteria and reasonably anticipated detrimental impacts. These updates promote consistency and predictability for applicants, neighboring property owners, staff, and the Town's decision-making bodies.

This amendment does not change which uses are classified as conditional uses within each zoning district. Instead, it updates the procedures and standards for reviewing and deciding conditional use applications Town-wide. Use-specific standards continue to apply unless they conflict with the procedures, standards, or criteria established by the amended conditional use section.

PUBLIC HEARING & NOTICE

The Town posted and published a notice of public hearing on September 27, 2026, in accordance with Town Code and State law.

FINDINGS

1. The Town Council adopted Resolution No. R2026-02 on March 25, 2026, identifying deficiencies in the existing conditional use regulations and establishing a 180-day moratorium on the processing and approval of conditional use applications to allow the Town to update its regulations. The moratorium is scheduled to expire on September 21, 2026.
2. The existing conditional use standards contain limited application and processing procedures, distributes standards among multiple sections, and includes provisions identified by the Town Council as outdated, unclear, incomplete, or in need of revision.
3. This proposed amendment (Exhibit C) establishes a conditional use procedure addressing application completeness, technical review, public hearings, recommendations and decisions, mitigation, post-approval administration, enforcement, modifications, extensions, and appeals.
4. This proposed amendment clarifies that the Planning Commission will hold a public hearing and forward a recommendation, while the Town Council will serve as the land use authority and final decision-making body for conditional uses, unless otherwise specified.

5. The proposed review criteria require decisions and conditions to be based on applicable Code standards and reasonably anticipated detrimental impacts, providing a clearer and more consistent framework for administering conditional uses.
6. The proposed amendment does not change which uses are designated as conditional within each zoning district but updates the procedures and standards for reviewing and approving those uses.
7. This proposed amendment responds to the concerns raised in Resolution No. R2026-02 and provides a more complete, predictable, and efficient conditional use review process.
8. The attached Ordinance includes the proposed amendments using underline and strike-through formatting to identify changes to the current Code.
9. The Planning Commission forwarded a recommendation to the Town Council, who is the final decision-making authority for amendments to the Fairfield Code of Ordinances.

STAFF RECOMMENDATION

Staff recommend the Town Council approve the amendments, as proposed.

Ordinance No. 2026-10 Amending Fairfield Code §§154.180 through 154.188, Relating to Conditional Use Permit Procedures and Standards.

September 9, 2026

WHEREAS, the Fairfield Town Council deems it to be in the best interest of Fairfield to amend Fairfield Code §§154.180 through 154.188 to establish clear and consistent procedures and standards for the review, approval, and administration of conditional use permits; and

WHEREAS, on March 25, 2026, the Town Council adopted Resolution No. R2026-02, establishing a temporary moratorium on the processing and approval of conditional use applications to allow the Town to review and update its conditional use regulations; and

WHEREAS, the proposed amendment establishes updated procedures and standards for the application, review, decision, administration, and enforcement of conditional use permits; and

WHEREAS, the proposed amendment clarifies the respective roles of Town staff, the Planning Commission, and Town Council and establishes the Town Council as the land use authority for conditional use permits unless otherwise specified by the Fairfield Town Code; and

WHEREAS, the proposed amendment establishes standards for evaluating and mitigating reasonably anticipated detrimental impacts; and

WHEREAS, Utah Code §10-9a-501 and related provisions authorize municipalities to amend their land use regulations; and

WHEREAS, the Fairfield Planning Commission conducted a duly noticed public hearing on September 8, 2026, considered the proposed amendment, and forwarded a positive recommendation to the Town Council; and

WHEREAS, the Fairfield Town Council has reviewed the proposed amendment and finds that it promotes clear and consistent administration of the Town's conditional use regulations and serves the public health, safety, and general welfare:

NOW THEREFORE, be it ordained by the Town Council of Fairfield, in the State of Utah:

Section 1. Adoption of Amendments. The Town Council hereby amends Fairfield Code §§154.180 through 154.188, as shown in Exhibit A, wherein deletions to the current ordinance are ~~struck through~~ and additions to the current ordinance are underlined.

Section 2. Severability. If any provision of this Ordinance is held invalid or unenforceable, the remaining provisions shall remain in effect.

Section 3. Effective Date. This Ordinance shall become effective upon passage and posting as required by law.

Approved by the Town Council of Fairfield, Utah, on this 9th day of September 2026 by the following vote:

FAIRFIELD

Hollie McKinney, Mayor

Hollie McKinney	yes_____	no_____	abstain_____
RL Panek	yes_____	no_____	abstain_____
Tyler Thomas	yes_____	no_____	abstain_____
Michael Weber	yes_____	no_____	abstain_____
Richard Cameron	yes_____	no_____	abstain_____

ATTEST:

Stephanie Shelley, Recorder

(OFFICIAL SEAL)

EXHIBIT A

CONDITIONAL USES

§ 154.180 CONDITIONAL USE PERMIT PROCEDURE.

- (A) Purpose. The purpose of conditional use permit review is to allow a land use that, because of its unique characteristics or potential impact on the municipality, surrounding neighbors, or adjacent land uses, may be suitable only if certain conditions are required that mitigate the detrimental impacts or, if the detrimental impacts or effects cannot be mitigated, to prohibit such use.¹
- (B) Applicability.
- (1) Each zone will govern what conditional use will be allowed in that zone. Each zone may have additional conditions listed to fully mitigate adverse impacts.²
 - (2) Any conditional use permit request that requires site plan, building permit, or another review shall also be subject to the applicable review procedures established in this Code for those procedures.
 - (3) The procedures, standards, and criteria of this Section shall apply to all conditional uses under this Title and shall control over any conflicting provisions elsewhere in this Title. Use-specific standards that do not conflict with this Section shall continue to apply.³
- (C) Land Use Authority.⁴
- (1) A land use authority shall approve a conditional use permit if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with applicable standards and criteria.
 - (2) Unless stated otherwise in this code, the Town Council is hereby authorized, as the land use authority, to review and render a decision for all conditional use applications in accordance with the requirements of this subchapter.
- (D) Pre-Application Meeting. A pre-application meeting is optional and may be requested by the

¹ Replaces current 154.180.

² From current 154.183.

³ Sections 154.208(K)–(N), related to “Solar Power Plant–Large,” and 154.210(I), related to “Battery Energy Storage Systems,” contain separate conditional use procedures and review criteria. Rather than amending those provisions as part of this ordinance, this language clarifies the procedures, standards, and criteria of this Section govern where a conflict exists, while any nonconflicting use-specific standards continue to apply. This minimizes duplicating conditional use procedures and establishes a consistent review framework.

⁴ From current 154.182. Revised the decision-making body to be the Town Council rather than the Planning Commission.

applicant.

- (1) The pre-application meeting is intended to provide an opportunity for Town staff and referral agencies to discuss details and potential impacts of the proposed project and to establish points of contact. Staff may review the zoning classification of the site, the applicable regulatory ordinances and materials, applicable procedures, and examine the proposed use and development of the property. Staff may advise the applicant in preparing the application and supporting documents as necessary.
 - (2) Any information or discussions held at the pre-application meeting shall not be binding on the Town, referral agencies, or the person that requested the meeting. Discussions of potential conditions to mitigate impacts do not reflect actions by a decision-making body until and unless a decision-making body takes formal action to attach that condition to an application.
 - (3) A pre-application meeting does not preclude an interested party from meeting with Town staff to discuss concepts, development, zoning, or other items as part of the owner or other party's due diligence or investigatory processes.
- (E) Application Submittal and Processing. Except for Town-initiated applications, the conditional use permit application shall be submitted by the property owner or by an authorized agent or lessee. Applications submitted by an agent or lessee shall include an affidavit of authorization from the property owner.⁵
- (F) Application Content. The application shall be submitted to the Town. Staff are available to assist as needed at Town Hall during regular business hours. The applicant shall submit:
- (1) The Town's completed conditional use permit application form;
 - (2) A description of existing uses, structures, and development on the property;
 - (3) A written narrative describing:
 - (a) The proposed use and the manner in which it will operate;
 - (b) The days and hours of operation;
 - (c) The anticipated number of employees, customers, residents, visitors, or other users;
 - (d) Anticipated traffic, parking, loading, deliveries, noise, lighting, odor, utility demand, drainage, public-safety needs, and other operational characteristics;
 - (e) Proposed construction, phasing, and the anticipated schedule;

⁵ From current 154.184(A)(2). Re-worded for clarity and consistency.

- (f) Reasonably anticipated detrimental effects of the proposed use; and
- (g) Measures proposed to avoid or mitigate those effects and to demonstrate compliance with applicable Town standards.
- (4) A dated and scaled map showing the subject property, surrounding streets, parcels, zoning districts, and existing land uses, together with a north arrow;
- (5) A current boundary survey, recorded plat, or other document acceptable to the Planning Director or Mayor's Designee, showing property boundaries and dimensions;
- (6) A scaled site plan showing:
 - (a) Parcel boundaries and dimensions;
 - (b) Existing and proposed buildings and structures, including dimensions and setbacks;
 - (c) Access points, driveways, internal circulation, parking, loading areas, curbs, and sidewalks;
 - (d) Landscaping, open space, fencing, and refuse or waste facilities;
 - (e) Grading, drainage facilities, floodplains, slopes, waterways, sensitive lands, and other environmental features;
 - (f) Existing and proposed utilities, easements, lighting, and other site improvements; and
 - (g) Calculations for parking, landscaping, lot coverage, open space, floor area, occupancy, and other applicable land-use or development standards;
- (7) Floor plans, building elevations, landscape plans, lighting plans, grading and drainage plans, utility plans, circulation plans, and other technical plans relevant to evaluating the proposal; and
- (8) Photographs or other visual materials documenting existing site conditions when reasonably required by the Planning Director or the Mayor's Designee.
- (9) Additional studies or analyses may be required when necessary for the decision-making body to evaluate reasonably anticipated detrimental effects under the applicable review criteria. The decision-making body may require additional or revised information when a submitted study or analysis does not satisfy these requirements. Any required study or analysis shall:

- (a) Be prepared by a qualified professional in the applicable field;
 - (b) Identify reasonably anticipated detrimental effects relevant to the proposed use or site;
 - (c) Describe measures necessary to demonstrate compliance with applicable standards and to avoid or mitigate identified detrimental effects; and
 - (d) Contain information, methodologies, assumptions, and conclusions determined by the decision-making body to be reasonable, accurate, and appropriate for evaluating the proposed use.
- (10) Examples of studies, analyses, or other supporting materials that may be required include:
- (e) A traffic or transportation-impact analysis;
 - (f) A parking or loading analysis;
 - (g) A drainage, stormwater, or floodplain analysis;
 - (h) A utility-capacity or public-facilities analysis;
 - (i) A geotechnical, geological-hazard, sensitive-lands, or slope-stability report;
 - (j) A noise, vibration, lighting, odor, air-quality, or environmental-resource analysis;
 - (k) A wildfire, emergency-access, fire-protection, public-safety, or security plan;
 - (l) Documentation of required health, environmental, state, county, or other agency approvals; and
 - (m) A construction-management, phasing, or mitigation plan addressing reasonably anticipated construction impacts.
- (11) In addition to any study or analysis required pursuant to paragraph (9), The Planning Director or Mayor's Designee may require additional information, plans, studies, or documentation reasonably necessary to determine:
- (a) If the proposed use complies with applicable laws, adopted plans, zoning regulations, and conditional use approval standards; or
 - (b) If reasonably anticipated detrimental effects can be avoided or mitigated

through reasonable conditions.

- (12) Provide current ownership information and mailing labels, envelopes, postage, or a Town-approved equivalent necessary to address legally required notices to property owners within 300 feet of the subject property.
- (13) Town staff will not begin processing an application until the application materials submitted are determined to be complete in accordance with this section.

(G) Determination of Application Completeness.

(1) Applications.

- (a) Upon receiving an application, the Planning Director or Mayor's Designee shall determine whether the application is complete. A complete application is one that contains all information and materials required by this code, and that has sufficient detail and readability to evaluate the application for compliance with applicable review standards of this code.
- (b) An application shall not be accepted or deemed complete until all required initial application fees, as established in the Town Fee Schedule, have been paid.

(2) Incomplete Applications.

- (a) Upon determining whether the application is incomplete, the Planning Director or Mayor's Designee shall notify the applicant in writing of any submittal deficiencies. The applicant may correct the deficiencies and resubmit the application for a determination of completeness until the Planning Director or Mayor's Designee determines the application is complete.
- (b) An application shall not be reviewed for compliance with this code or scheduled for a public meeting or public hearing by any review or decision-making body until it is determined to be complete according to this section and all outstanding fees have been paid in full.
- (c) Upon determining the application is complete, the Planning Director or Mayor's Designee shall accept the application for review in accordance with the procedures and standards established in this code.

(3) Application Revisions.

- (a) An applicant may revise an application following a determination that the application is complete prior to any formal action taken by a review or decision-making body.

- (b) Revisions may include changes that respond to comments or recommendations from Town staff, review agencies, review bodies, or the decision-making body, or other changes determined by the Planning Director or Mayor's Designee not to materially alter the application.
 - (c) All other application revisions shall be processed as a new application, except those that constitute only minor additions, deletions, or corrections to the request, as determined by the Planning Director or Mayor's Designee.
- (4) *Abandoned Applications.* If a complete application has been reviewed and comments provided to the applicant for correction, but a resubmittal addressing staff-noted deficiencies has not been received within six months of staff providing the applicant with the comments, such application shall be deemed abandoned and all fees forfeited. The applicant may request, and the Planning Director or Mayor's Designee may grant one three-month extension to address staff-noted deficiencies. In extenuating circumstances, the Planning Director or Mayor's Designee may grant an additional 12-month extension period beyond the three-month extension outlined above. Abandoning an application terminates the review process and closes the application.
- (5) *Application Withdrawal.*
 - (a) After an application has been accepted for review, the applicant may withdraw the application by submitting a signed letter of withdrawal to the Planning Director or Mayor's Designee before the Town takes action by a vote of the decision-making body.
 - (b) An applicant is not entitled to a refund of application fees for withdrawn applications; however, application fees may be refunded at the Planning Director or Mayor's Designee's discretion if staff and review agencies have not provided the applicant with review comments and a public notice has not been sent.
- (6) *Concurrent Applications.*
 - (a) Whenever an application requires review under the provisions of more than one permit, approval, or process, staff may schedule the review procedures and hearings so that review for each different permit, approval, or process can be scheduled on the same agenda, to the extent practicable.
 - (b) Review and decision-making bodies considering applications submitted simultaneously shall render separate recommendations and decisions on each application based on the specific standards applicable to each approval.

- (c) Some forms of approval depend on the applicant having previously received another form of approval or require the applicant to take particular action within some time period following the approval to avoid having the approval lapse. Therefore, even though this code intends to accommodate simultaneous processing, applicants should note that each of the permits and approvals set forth in this code has its own timing and review sequence, and so as a result, concurrent filings are not guaranteed to expedite the respective timing and review sequences of any particular permit or approval.
- (7) Authorization of Site Inspection. By submitting an application, the applicant is authorizing Town officials to inspect the subject property at any reasonable time to obtain information required for review of compliance with this code.
- (8) Examination of Application and Other Documents. Upon reasonable request, and during normal business hours, any person may examine an application and materials submitted in support of, or in opposition to, an application on file with the Town.

(H) Application Review.⁶

- (1) Referral to Staff and Review Agencies. Upon acceptance of an application, the Planning Director or Mayor's Designee shall distribute the complete application to appropriate staff and review agencies. The Planning Director or Mayor's Designee shall review the application and prepare comments considering the review criteria in this section.
- (2) Application Review and Revisions. The Planning Director or Mayor's Designee shall review the application and may consult with applicable Town departments and referral agencies with jurisdiction over public health and safety or required public services, as necessary. The Planning Director or Mayor's Designee may submit recommendations and comments to the applicant. The application will not move forward for further review until the applicant has responded to the Town's recommendations and comments or requests in writing that the application proceed without further revisions.

(I) Public Notice and Hearing

- (1) Planning Commission Review. The application shall be scheduled for a public hearing before the Planning Commission and noticed in accordance with Utah Code Ann. §10-20-Part 2.
- (2) Town Council Review. The application shall be scheduled for a public meeting before the Town Council and noticed in accordance with Utah Code Ann. §52-4-202.

⁶ Replaces current 154.184(B).

(J) Application Decision and Action

(1) The Planning Director or Mayor's Designee Recommendation.

- (a) Staff Report. The Planning Director or Mayor's Designee shall prepare a written staff report that summarizes the proposal, findings, and staff recommendations.*
- (b) Distribution and Availability of Application and Staff Report. The Planning Director or Mayor's Designee shall submit a copy of the staff report to the applicant and the review and/or decision-making body and shall make the staff report and related materials available for public review prior to the public meeting or public hearing at which the application is scheduled to be heard.*

(2) Planning Commission. The Planning Commission shall review the application and forward its comments to the Town Council, subject to the following standards.

- (a) The Planning Commission recommendation shall be based on the applicable review criteria listed in this section.*
- (b) The Planning Commission shall consider the application, relevant support materials, staff report, and any evidence and public comments from the public hearing.*
- (c) The Planning Commission shall forward a positive or negative recommendation to the Town Council based on the review criteria. The Planning Commission may also table or continue the item pursuant to adopted policies and procedures. If a Planning Commission motion fails, the item shall be referred to the Town Council without a formal Planning Commission recommendation.*
- (d) The Planning Commission shall clearly state the factors and rationale considered in making its recommendation.*

(3) Town Council. The Town Council may approve, approve with conditions, or deny the application, in accordance with the conditional use permit review procedures and criteria in this section.

- (a) In granting a conditional use permit, the decision-making body may impose conditions of approval in accordance with the review criteria established in this section, that shall be satisfied before a certificate of occupancy or business license may be issued for use of the property or building subject to the conditional use review.*
- (b) Any cost of mitigating detrimental impacts or effects in excess of those*

which could be reasonably expected to arise from a permitted use in the same zoning district shall become a charge against the development so as not to constitute a burden on the town, surrounding neighbors, or adjacent land uses.

- (c) If the decision-making body proposes reasonable conditions on a proposed conditional use, the decision-making body shall ensure that the conditions are stated on the record and reasonably relate to mitigating the anticipated detrimental effects of the proposed use.
- (d) If the reasonably anticipated detrimental effects of a proposed conditional use cannot be substantially mitigated by the proposal or the imposition of reasonable conditions to achieve compliance with applicable standards, the decision-making body may deny the conditional use request.

(4) Conditional Use Review Criteria.⁷

- (a) The decision-making body shall approve a conditional use if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed use, in accordance with this code and Utah Code.
- (b) The requirement to reasonably mitigate anticipated detrimental effects of the proposed conditional use does not require elimination of the detrimental effects.
- (c) Any detrimental impacts or effects from the proposed use on any of the following shall not exceed those that could reasonably be expected to arise from a use that is permitted in the district. In determining compliance with applicable objective standards of this Code, reasonably anticipated detrimental effects may include effects relating to the following:
 - 1. The health, safety, and welfare of the city and its present and future inhabitants and businesses;
 - 2. The prosperity of the city and its present and future inhabitants and businesses;
 - 3. The morals, peace and good order, comfort, convenience, and aesthetics of the city and its present and future inhabitants and businesses;
 - 4. The tax base;

⁷ Replaces current 154.184(C) and (D) and 154.186.

5. Economy in governmental expenditures;
 6. The state's agricultural and other industries;
 7. Access to sunlight for solar energy devices; and
 8. Property values.
- (d) To mitigate reasonably anticipated detrimental effects and achieve compliance with applicable standards of this Code, the Town may impose conditions that address:⁸
1. Size, configuration, and location of the site and the proposed site plan layout;
 2. Proposed site ingress and egress to existing and proposed roads and streets;
 3. The adequacy, provision, relocation, or protection of public facilities and amenities, including roads and streets, culinary water, secondary water, sanitary sewer, storm drainage, public safety and fire protections, and other utilities;
 4. Design, location, and amount of off-street parking, loading areas and solid waste disposal, and refuse collection areas;
 5. Site circulation patterns for vehicular, pedestrian and other traffic;
 6. Massing, size, number, location, design, exterior features, materials, and colors of buildings, structures, and other facilities;
 7. The location and design of all site features, including proposed signage, lighting, and site furnishings;
 8. The provision of usable open space, public features, and recreational amenities;
 9. Fencing, screening and landscape treatments, and other features designed to increase the attractiveness and safety of the site and protect adjoining property owners from noise, visual, and other impacts;
 10. Measures directed at minimizing or eliminating possible nuisance factors including, but not limited to, noise, vibrations, smoke, dust, dirt, debris, plant materials, odors, gases, noxious matter, heat, glare, electromagnetic disturbances, and radiation;

⁸ Replaces current 154.185.

11. Measures designed to protect the natural features of the site including wetlands and drainageways, groundwater protection, soils, wildlife, and plant life;
 12. The regulation of operating hours for activities affecting normal schedules and functions;
 13. Identifying a time for regular review and monitoring, as determined necessary, to ensure the use continues to operate in compliance with all conditions and requirements of approval;
 14. Measures to ensure compliance with all conditions and requirements of approval, including, but not limited to, bonds, letters of credit, improvement agreements, agreements to conditions, road maintenance funds, and restrictive covenants;
 15. Measures to preserve the quiet, aesthetic and peaceful enjoyment of surrounding properties.
 16. Other reasonable conditions necessary to mitigate reasonably anticipated detrimental effects and achieve compliance with applicable standards of this Code.
- (e) The proposed use complies with all applicable standards in this code, unless the standard is lawfully modified or varied through a procedure established in this code or by court order.
- (f) The proposed use is consistent with the terms and conditions of any prior land use approval, plan, or plat approval for all or part of the property that is in effect and not proposed to be changed. This includes consistency with any approved phasing plan(s) for development and installation of public improvements and amenities.

(K) Post-Decision Actions and Limitations.

(1) Building or Grading Permit Approval.

- (a) A building or land disturbance permit shall not be issued until all permits, reviews, guarantees of improvement (bonds), or approvals required by this code have been secured.
- (b) The securing of one required review or approval shall not exempt the recipient from the necessity of securing any other review or approval required by this code.

(2) Effect of Approval.⁹

- (a) The granting of a conditional use permit has no effect on the uses permitted by-right and does not waive the regulations of the underlying zoning district.
- (b) The granting of a conditional use permit authorizes the use and establishes the terms of use.
- (c) This code shall not be construed to vest a right to any approved conditional use except upon complete and continued compliance with the conditions finally approved.
- (d) Conditional uses shall be subject to the standards of this code and applicable development permit review procedures. All required permits and approvals shall be obtained before any grading, construction, or use commences.
- (e) A conditional use permit shall continue to be valid upon a change of ownership of the site or structure that was the subject of the conditional use permit application, so long as the use is not modified, amended, or expired.

(3) Expiration.¹⁰

- (a) A conditional use permit shall expire if the use has not commenced within 12 consecutive months of the date of approval or the use ceases for a period longer than 12 consecutive months.
- (b) Upon expiration, a new conditional use permit application may be submitted following the procedures and regulations in effect at the time of re-application.
- (4) Failure to Comply with Conditions. Failure to comply with a condition of approval constitutes a violation of this Code and may result in suspension, revocation, or other enforcement action as provided in this section and the Fairfield Code of Ordinances. A conditional use permit may be suspended and/or revoked subject to the following:
 - (a) The Town shall notify the applicant in writing of the suspension and the reasons for the suspension and provide 10 days for the applicant to comply with the condition(s).

⁹ Did not carry forward current 154.187, requiring re-evaluation of conditional uses at least every 5 years.

¹⁰ Replaces current 154.187(D)(2) and 154.187(E) and changes the abandoned use clause from 6 months to 12 months. The 12-month timeframe is consistent with other communities and best practices.

- (b) If the applicant fails to comply within 10 days, the original decision-making body may revoke the conditional use permit or take action necessary to ensure compliance with the approved conditional use permit if the original decision-making body finds that:
1. The actual detrimental effects or impacts are greater than anticipated;
 2. The conditional use permit was obtained by misrepresentation or fraud;
 3. One or more of the conditions of the conditional use permit have not been met;
 4. The holder or user of the conditional use permit has failed to comply with any city, state, or federal law governing the conduct of the use;
 5. The holder or user of the conditional use permit has failed to construct or maintain the site as shown on the approved plan; or
 6. The property or use is in violation of one or more of the standards of this code.
- (c) The decision to revoke a conditional use permit shall be in writing and shall clearly state reasons for revocation.
- (d) The decision to revoke a conditional use approval shall be final immediately following the decision, unless an appeal has been filed in accordance with §154.048: Appeal Authorities and Procedures, in which case the Appeal Authority shall render a final decision.
- (5) Modification or Amendment.¹¹
- (e) Minor modifications that do not materially alter the approved use, site plan, conditions of approval, or reasonably anticipated detrimental effects may be approved administratively by the Planning Director or Mayor's Designee. All other modifications or amendments shall require a new conditional use permit application. An application shall be submitted, accepted, and revised, and may be withdrawn, in accordance with this section.
 - (f) The Town Council, following a public hearing, may modify the conditions under which the use approval was originally approved if the Town Council finds that the use or related development constitutes or is creating a nuisance.

¹¹ Replaces current 154.187.

(6) Extension Requests.¹²

- (g) The original decision-making body may grant an extension of the original approval by no more than 12 months, following a written request from the applicant explaining reasonable cause for such extension, prior to the expiration date. The original decision-making body shall determine whether or not there is reasonable cause for the requested extension and grant the extension for the minimum time-frame necessary, based on the criteria below.
- (h) In all requests for a time extension, the applicant shall provide substantial and verifiable evidence showing that:
1. In spite of the good faith efforts of the applicant, circumstances beyond their control have prevented the timely pursuit of the development and completion of the necessary requirements within the originally authorized time period; or
 2. The applicant has completed substantial property improvements, incurred substantial nonrecoverable monetary expenditures or commitments, or has completed supporting development improvements, or retained the services for preparation of supporting data in reliance upon the approval of the request.
 3. In either instance, the applicant is, in good faith, continuing to diligently pursue implementation of the development to the degree authorized by the Town and the applicant shall be current on all Town fees and has no code violations or environmental, health, or safety issues existing on the property.
- (i) In extenuating circumstances, the original decision-making body may grant an additional six-month extension period beyond the 12-month extension outlined above, subject to the same criteria established in paragraph (h) above.

(7) Appeals. A conditional use permit decision may be appealed pursuant to §154.048: Appeal Authorities and Procedures, with the following modifications:

- (a) Except as provided in paragraph (b) below, review of conditional use decisions shall be confined to the record developed by the conditional use permit decision-making body.
- (b) If the Appeal Authority determines there is good cause and that the record is incomplete or deficient, the matter may be reviewed de novo.

- (c) Any decision by the Appeal Authority, except a remand to the original decision-making body, shall be final and subject to the conditions imposed by the original decision-making body. This code shall not be construed to vest a right to any conditional use except upon complete and continued compliance with the conditions finally approved.

§ 154.181 DEFINITIONS.¹³

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

APPLICANT. The property owner or authorized agent who submits an application for a conditional use permit under this subchapter.

COMPLETE APPLICATION. An application containing all information and materials required by this Code in sufficient detail and readability to evaluate compliance with applicable review standards.

CONDITIONAL USE. A land use that, because of its unique characteristics or potential impacts on the municipality, surrounding neighbors or the community, requires special consideration, evaluation and reasonable conditions to mitigate adverse effects.

CONDITIONAL USE PERMIT (CUP). An official authorization issued by the town allowing a conditional use to be established on a specific property, subject to compliance with conditions imposed by the land use authority to mitigate reasonably anticipated detrimental effects.

DECISION-MAKING BODY. The body or individual designated as the land use authority and authorized to take final action on a land use application. For purposes of conditional use permits under this subchapter, the Town Council is the land use authority and shall serve as the decision-making body unless otherwise specified by this Code.

~~DETRIMENTAL EFFECTS. Reasonably anticipated adverse impacts of a proposed use, including, but not limited to, noise, traffic, environmental degradation, incompatible aesthetics, safety risks or disruption to the community character or adjacent properties.~~

~~FINDINGS OF FACT. A set of conclusions supported by the factual evidence presented during the CUP review process, used by the land use authority to determine compliance with the applicable standards.~~

~~LAND USE AUTHORITY. The designated body or individual responsible for reviewing and making decisions on land use applications, including conditional use permits. For purposes of this subchapter, the Planning Commission Town Council serves as the LAND USE AUTHORITY unless otherwise specified.~~

EXTENUATING CIRCUMSTANCE. An unusual or unforeseen circumstance beyond the reasonable control of the applicant that materially prevents or delays compliance with an applicable requirement or deadline despite the applicant's reasonable and diligent efforts.

¹³ This draft proposes several updates to definitions, as shown with the standard strikethrough and underline format. The eliminated terms are either no longer applicable or are defined with a different term.

MINOR MODIFICATION. A change to an approved conditional use permit that does not materially alter the nature, location, scale, intensity, operation, site configuration, or reasonably anticipated detrimental effects of the approved use and does not conflict with or modify a condition of approval.

MITIGATION. Measures required to eliminate or minimize the negative impacts of a conditional use, such as screening, buffering, site design modifications, hours of operation restrictions or infrastructure improvements.

~~MONITORING PLAN. A strategy or schedule submitted by the applicant and/or required by the land use authority to ensure ongoing compliance with the conditions of approval for a conditional use over time.~~

QUALIFIED PROFESSIONAL. A person possessing the applicable professional license, education, training, experience, or other qualifications necessary to prepare or evaluate a particular technical study, analysis, or report.

REASONABLE CONDITIONS. Conditions imposed by the land use authority that are proportionate, related to mitigating anticipated detrimental effects and necessary to ensure the use is compatible with the surrounding area.

REASONABLY ANTICIPATED DETRIMENTAL EFFECTS. Adverse impacts or effects that may reasonably be expected to result from a proposed conditional use based on the nature, location, scale, intensity, or operation of the use and the characteristics of the site and surrounding area.

REVIEW CRITERIA. The applicable standards and criteria established by this Code for evaluating and taking action on a conditional use permit.

SITE PLAN. A detailed drawing or set of plans submitted with a conditional use application showing proposed improvements, structures, access, parking, landscaping, utility connections, drainage and other required elements.

~~SUBMITTALS. Documents and supporting materials required for a complete CUP application, including site plans, narratives, traffic studies, utility plans and other evidence necessary to demonstrate compliance with applicable standards.~~

~~USE COMPATIBILITY. The extent to which the proposed use is harmonious with surrounding land uses in terms of scale, intensity, operation, aesthetics and potential impacts.~~

~~VICINITY PLAN. A drawing or map showing the subject property and surrounding properties, land uses and infrastructure within a defined radius to help assess potential impacts of the proposed conditional use.~~

(Prior Code, § 10.17.20)

~~§ 154.180 PURPOSE:~~

~~—The purpose of this subchapter is to establish standards for certain land uses listed in each zone as conditional uses.~~

~~(Prior Code, § 10.17.10)~~

~~§ 154.181 DEFINITIONS:~~

~~—For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:~~

~~—APPLICANT. The property owner or authorized agent who submits an application for a conditional use permit under this subchapter.~~

~~—CONDITIONAL USE. A land use that, because of its unique characteristics or potential impacts on the municipality, surrounding neighbors or the community, requires special consideration, evaluation and reasonable conditions to mitigate adverse effects.~~

~~—CONDITIONAL USE PERMIT (CUP). An official authorization issued by the town allowing a conditional use to be established on a specific property, subject to compliance with conditions imposed by the land use authority to mitigate reasonably anticipated detrimental effects.~~

~~—DETRIMENTAL EFFECTS. Reasonably anticipated adverse impacts of a proposed use, including, but not limited to, noise, traffic, environmental degradation, incompatible aesthetics, safety risks or disruption to the community character or adjacent properties.~~

~~—FINDINGS OF FACT. A set of conclusions supported by the factual evidence presented during the CUP review process, used by the land use authority to determine compliance with the applicable standards.~~

~~—LAND USE AUTHORITY. The designated body or individual responsible for reviewing and making decisions on land use applications, including conditional use permits. For purposes of this subchapter, the Planning Commission serves as the LAND USE AUTHORITY unless otherwise specified.~~

~~—MITIGATION. Measures required to eliminate or minimize the negative impacts of a conditional use, such as screening, buffering, site design modifications, hours of operation restrictions or infrastructure improvements.~~

~~—MONITORING PLAN. A strategy or schedule submitted by the applicant and/or required by the land use authority to ensure ongoing compliance with the conditions of approval for a conditional use over time.~~

~~—REASONABLE CONDITIONS. Conditions imposed by the land use authority that are proportionate, related to mitigating anticipated detrimental effects and necessary to ensure the use is compatible with the surrounding area.~~

~~—SITE PLAN. A detailed drawing or set of plans submitted with a conditional use application showing proposed improvements, structures, access, parking, landscaping, utility connections, drainage and other required elements.~~

~~—SUBMITTALS. Documents and supporting materials required for a complete CUP application, including site plans, narratives, traffic studies, utility plans and other evidence necessary to demonstrate compliance with applicable standards.~~

~~—USE COMPATIBILITY. The extent to which the proposed use is harmonious with surrounding land uses in terms of scale, intensity, operation, aesthetics and potential impacts.~~

~~—VICINITY PLAN. A drawing or map showing the subject property and surrounding properties, land uses and infrastructure within a defined radius to help assess potential impacts of the proposed conditional use.~~

~~(Prior Code, § 10.17.20)~~

~~§ 154.182 LAND USE AUTHORITY.~~

~~—(A) A land use authority shall approve a conditional use permit if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with applicable standards and criteria.~~

~~—(B) Unless stated otherwise in this code, the Planning Commission is hereby authorized, as the land use authority, to review and render a decision for all conditional use applications in accordance with the requirements of this subchapter.~~

~~(Prior Code, § 10.17.30)~~

~~§ 154.183 ZONES TO GOVERN ALLOWED CONDITIONAL USES.~~

~~—Each zone will govern what conditional use will be allowed in that zone. Each zone may have additional conditions listed to fully mitigate adverse impacts.~~

~~(Prior Code, § 10.17.40)~~

~~§ 154.184 APPLICATION FOR A CONDITIONAL USE.~~

~~—(A) (1) All requests for a conditional use as identified in this subchapter shall be made on an application form provided by the town.~~

~~—(2) A property owner may present a conditional use application for review and decision, or an agent of the property owner or a lessee of the property may present a conditional use application for review and decision, provided such application is accompanied by a property owner affidavit of authorization. All applications shall be considered by the Planning Commission.~~

~~—(B) The application process for conditional use is as follows:~~

~~—(1) Fill out business license application;~~

- ~~—(2) Applicant shall supply the town with addresses and envelopes for all landowners that are located within 300 feet of the proposed business (to be turned in with application);~~
- ~~—(3) Pay all appropriate fees;~~
- ~~—(4) Building Department shall review the application for approval;~~
- ~~—(5) Planning Commission shall review the application for approval and hold a public hearing;~~
- ~~—(6) Approval authority approves the CUP;~~
- ~~—(7) Mayor signs the building permit, if approved (no license is valid without the Mayor's signature);~~
- ~~—(8) Licensing Official issues approved business license to applicant;~~
- ~~—(9) Licensing Official mails said permit to applicant; and~~
- ~~—(10) Fire inspection may be required.~~
- ~~—(C) The presentation/application to the Planning Commission shall include the following when appropriate. Those requirements not applicable may be removed by the Chairperson of the Planning Commission:~~
 - ~~—(1) Size, configuration and location of the site, and proposed site plan layout;~~
 - ~~—(2) Proposed site ingress and egress to existing and proposed roads and streets;~~
 - ~~—(3) The provision of public facilities and amenities, including roads and streets, culinary water, sanitary sewer, storm drainage, public safety and fire protection and other utilities;~~
 - ~~—(4) The location and amount of off-street parking and loading areas;~~
 - ~~—(5) Site circulation pattern for vehicular and pedestrian traffic;~~
 - ~~—(6) Building size and location;~~
 - ~~—(7) The location and design of all site features, including proposed signage, lighting and refuse collection;~~
 - ~~—(8) The provision of usable open space, public features and recreational amenities;~~
 - ~~—(9) Fencing, screening and landscape treatments and other features designed to increase the attractiveness of the site and protect adjoining property owners from noise and visual impacts;~~
 - ~~—(10) Measures directed at minimizing or eliminating potential nuisance factors, including, but not limited to, noise, vibrations, smoke, dust, dirt, odors, gasses, noxious matter, heat, glare, electromagnetic disturbances and radiation;~~
 - ~~—(11) Measures designed to protect the natural features of the site, including wetlands and drainage ways, around water, wildlife habitats, historic and archeological sites and other natural site features;~~

~~—(12) The regulation of operating hours for activities affecting normal schedules and functions;~~

~~—(13) Identify a time for regular review and monitoring, as determined necessary, to ensure the conditional use continues to operate in compliance with all conditions and requirements of approval; and~~

~~—(14) Such other conditions determined as reasonable and necessary by the Commission to allow the operation of the proposed conditional use at the proposed location in compliance with the requirements of this subchapter.~~

~~—(D) Applicants for a conditional use are required to comply with all requirements of this subchapter and this code, and including the requirements for a building permit, as applicable, and all other applicable requirements.~~

~~(Prior Code, § 10.17.50)~~

~~§ 154.185 CONDITIONS FOR APPROVAL:~~

~~—The Planning Commission, in reviewing a conditional use application, may impose such requirements and conditions with respect to:~~

~~—(A) Location;~~

~~—(B) Proof of land ownership;~~

~~—(C) A site plan;~~

~~—(D) A vicinity plan;~~

~~—(E) A written narrative, including, but not limited to:~~

~~—(1) Type of use proposed;~~

~~—(2) Days and times of operation;~~

~~—(3) Square footage of the building(s) proposed;~~

~~—(4) Square footage used by the conditional use;~~

~~—(5) Expected hardship on surrounding uses;~~

~~—(6) Number of users or employees; and~~

~~—(7) Other information the land use authority deems necessary to fulfill the purpose of this subchapter may be requested prior to approval.~~

~~—(F) The applicant shall also pay the appropriate fee outlined in the Town Fee Schedule before the Planning Commission may review the application.~~

~~(Prior Code, § 10.17.60)~~

~~§ 154.186 STANDARDS OF REVIEW:~~

~~— Decisions of approval, approval with conditions or denial of the conditional use permit application is based on the following criteria:~~

~~—(A) The general plan and permitted zoning conditions:~~

~~—(1) The CUP shall fit the town's future vision contained in its general plan; and~~

~~—(2) The CUP shall follow the zoning conditions for its location.~~

~~—(B) The safety of people and property;~~

~~—(C) Size and location of the use;~~

~~—(D) Structures associated with the use are compatible with surrounding structures in terms of use, scale, mass and circulation;~~

~~—(E) Prevent or minimize floodwater damage where necessary;~~

~~—(F) Relocation, covering or fencing of irrigation ditches and drainage channels;~~

~~—(G) Location, dimensions of truck loading and unloading facilities;~~

~~—(H) Conditions hazardous to the public health or safety;~~

~~—(I) Traffic considerations, including:~~

~~—(1) Traffic conditions are not adversely affected by the proposed use, including the existence or need for dedicated turn lanes, pedestrian access and capacity of the existing streets;~~

~~—(2) The location and design of off street parking as well as compliance with off street parking standards;~~

~~—(3) Provision of parking facilities, including vehicular ingress and egress, loading and unloading areas and the surfacing of parking areas and driveways to specified standards; and~~

~~—(4) Internal traffic circulation.~~

~~—(J) Health and sanitation:~~

~~—(1) The use is not detrimental to the public health, safety and welfare;~~

~~—(2) Emergency vehicle access; and~~

~~—(3) Screening of trash pickup or waste storage areas.~~

~~—(K) Environmental concerns:~~

~~—(1) The regulation of operating hours for activities affecting normal schedules and functions;~~

~~—(2) Utility capacity;~~

~~—(3) Usable and permanent open space considerations;~~

- ~~—(4) Signage;~~
- ~~—(5) Exterior lighting that complies with the lighting standards of the zone;~~
- ~~—(6) Noise, vibration, pollution, odors, steam or other factors that might affect people and property off-site;~~
- ~~—(7) Potential discharge into the air, groundwater, surface and subsurface water or soil; and~~
- ~~—(8) All buildings or other structures are designed to add to the quality of the area.~~
- ~~—(L) Fencing, screening and landscaping:~~
 - ~~—(1) Fencing, screening and landscaping may be required to preserve the quiet, aesthetic and peaceful enjoyment of surrounding properties and to promote an aesthetically pleasing area to attract tourism and promote the prosperity and general welfare of the town:~~
 - ~~—(a) Shall be of acceptable design that blends into the natural surrounding areas;~~
 - ~~—(b) Shall follow the landscaping ordinance, §§ 154.225 to 154.229 of this chapter;~~
 - ~~—(c) May require screening to effectively block all views from adjoining roads and properties of any passive storage of materials or equipment, including, but not limited to, vehicles, equipment, junk, waste storage or other personal property; and~~
 - ~~—(d) Fencing may be required to be 95% opaque and made of long-lasting material. Cloth or temporary materials are not permitted.~~
 - ~~—(2) Walls shall be made from a solid surface. Walls and fences shall be of acceptable design with architectural detail to conform to or enhance the surrounding area; and~~
 - ~~—(3) Removal of structures, debris or plant materials incompatible with the characteristics of the underlying zone may be required, and property shall be maintained and kept weed-free.~~
- ~~—(M) Provision of a reasonable guarantee, bond or other surety, as determined by the Planning Commission, that the proposed conditional use will be maintained and operated in compliance with all conditions and requirements;~~
- ~~—(N) Identifying a time for regular review and monitoring, as determined necessary by the Planning Commission, to ensure the use continues to operate in compliance with all conditions and requirements of approval, not greater than five years;~~
- ~~—(O) Any other items for the conditional use permit as deemed necessary for the protection of adjacent properties and the public interest. The Planning Commission may require guarantees or other evidence that such conditions will be met and complied with; and~~
- ~~—(P) Preserve the quiet, aesthetic and peaceful enjoyment of surrounding properties.~~

~~(Prior Code, § 10.17.70)~~

~~§ 154.187 REVOCATION OR MODIFICATION OF A CONDITIONAL USE APPROVAL:~~

~~—(A) A conditional use approved in accordance with the provisions of this subchapter may be revoked by the approval authority if any of the conditions of approval are not met, or if the permit is used to violate any law, code or ordinance.~~

~~—(B) Conditional uses shall be re-evaluated and renewed at a minimum time interval of not less than once every five years, or at shorter intervals as the approval authority deems necessary.~~

~~—(C) Conditional use requirements may change as a result of growth or unforeseen circumstances.~~

~~—(D) The town staff shall notify the approved conditional use holder by certified mail of any violation, or if a violation exists in any conditions of approval. If no attempt to correct the violation is made within ten days after notification, the conditional use approval may be revoked by the approval authority if the approval authority finds that one or more of the following circumstances exists:~~

~~—(1) The conditional use approval was obtained in a fraudulent manner;~~

~~—(2) The use for which the approval was granted has now ceased for at least six consecutive calendar months;~~

~~—(3) One or more of the conditions of approval have not been met; or~~

~~—(4) Additionally, the Planning Commission, following a public hearing, may modify the conditions under which the use approval was originally approved if the Planning Commission finds that the use or related development constitutes or is creating a nuisance.~~

~~—(E) A conditional use application approval shall expire and shall be invalid if a building, activity, construction or occupancy, as authorized by the approval, is not commenced within 180 days from the date of approval. If work has not commenced or a use been established within 180 days from the date of approval, the approval shall be void and a new conditional use application required.~~

~~—(F) Any person aggrieved by a decision of the Planning Commission regarding a conditional use may appeal the decision to the Town Council.~~

~~(Prior Code, § 10.17.80)~~

~~§ 154.188 ADDITIONS AND AMENDMENTS:~~

~~—Though standards have been set for certain uses in this subchapter, the Planning Commission may add additional conditions providing § 154.185 of this chapter is followed.~~

~~(Prior Code, § 10.17.90)~~

FAIRFIELD

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the Town Council of Fairfield, Utah, on the **9th day of September 2026**.

Ordinance # 2026-10. Amending Fairfield Code §§154.180 through 154.188, Relating to Conditional Use Permit Procedures and Standards.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield, Utah, this **9th day of September 2026**.

_____,
Stephanie Shelley
Fairfield Recorder/Clerk

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that I posted in three (3) public places the following summary of the ordinance which was passed by the Fairfield Town Council on the **9th day of September 2026**. and herein referred to as:

SUMMARY.

An Ordinance Amending Fairfield Code §§154.180 through 154.188, Relating to Conditional Use Permit Procedures and Standards..

The three places are as follows:

1. Fairfield Town Hall
2. Fairfield Town Website
3. Utah State Public Notice Website

Stephanie Shelley
Fairfield Recorder/Clerk

Date of Posting _____ day of September, 2026.