

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
April 10, 2024

Minutes

Date: Wednesday, April 10, 2024

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

Time: 7:00 P.M.

Minutes By: Recorder: Stephanie Shelley

Agenda Item #1- Open the Planning Commission Regular Session

Chairwoman Alina Pringle stated the meeting began at 7:02 pm.

Agenda Item #2- Roll Call

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

Staff Present:

Recorder: Stephanie Shelley

Others Present:

Mayor Hollie McKinney, Mark Pringle, Michael Weber, Tal Adair, Steve Clement
Richard Cameron.

Via Zoom: ipad3

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

Michael Weber discussed relocating the phantom road situated on his in-laws' property to align with their property boundary. Currently, the phantom road intersects the edge of their residence.

Agenda Item #4 - Motion to approve the Planning Commission regular meeting minutes on March 6, 2024.

Commissioner Lancaster motioned to approve the March 6, 2024, minutes. Commissioner Strong seconded the motion. Unanimously approved

Commissioner Pringle - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

Commissioner Taylor - Yes

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
April 10, 2024

Agenda Item #5 - Discussion with Steve Clement for a business license.

The Commissioner engaged in a dialogue with Steve Clements concerning his property and his proposed plans for it. Additionally, they discussed Steve's application for a business license to vend firewood and similar items on his premises.

During the conversation, Steve informed the commissioners that he had conducted arsenic testing on his property and presented the test results. However, the Commissioners requested further testing at greater depths. They also expressed concerns about dust generation during excavation activities.

Steve provided a letter from the State of Utah regarding his mining endeavors, prompting discussions about the necessity of a zoning change for mining operations. Furthermore, the Commissioners deliberated on the potential implications of Steve's property being within the water source protection plan.

Agenda Item #6 - Conversation with Colton McCubbins from Boosted Holdings regarding the proposal for a Commercial Overlay Zone amendment to allow for auto or RV sales.

The Commissioners convened to discuss Colton McCubbins' online auto sales business, which requires a physical address for state licensing purposes. They deliberated on the necessary steps to address the fact that this type of business activity is not permitted within the Commercial Overlay Zone.

The Commissioners, recognizing the unique nature of Colton McCubbins' online auto sales business, expressed their intent to pursue a Conditional Use Permit (CUP) for him. They emphasized their desire to prevent the operation from evolving into a traditional car dealership. To facilitate this process, the Commissioners requested Colton to provide detailed information about the nature of his business. This input will assist them in drafting the CUP to accommodate his business activities appropriately.

Commissioner Pringle asked Jerry Bradshaw to send his ideas about what he was looking for in the business park.

The Commissioners will hold a Work Session on April 16th at 7 pm to work on the CUP.

Agenda Item #7 - Discussions with Mayor McKinney on Caretaker Dwellings, Subdivisions, and Accessory Dwelling Units.

Mayor McKinney addressed the Commissioners, expressing the need for the Town to move away from issuing Conditional Use Permits (CUPs). Based on discussions in recent meetings attended by herself and Stephanie, it has been strongly recommended that CUPs should no longer be pursued. Instead, zoning regulations should clearly delineate between allowed and disallowed uses within specific zones.

She informed the Commissioners about a grant available through the Utah League of Cities and Towns (ULCT) to assist the Town in drafting a subdivision ordinance. Mayor McKinney committed to reaching out to ULCT to schedule an appointment for their assistance. The Town Council has already voted in favor of seeking help from ULCT to meet the December deadline mandated by state code for passing

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
April 10, 2024

the subdivision ordinance. Commissioner Taylor emphasized the importance of seizing this opportunity to assist in drafting the ordinance.

Mayor McKinney also discussed the Accessory Dwelling Units (ADU) with the Commissioners.

Mayor McKinney mentioned that Bradshaw's buildings had been permitted as shell buildings, and occupants intending to use these spaces for business purposes would require Tenant Improvement (TI) permits. Additionally, she stressed the necessity of engaging a water engineer to assess water usage for such businesses to ensure compliance with water share regulations. Mayor McKinney requested the Commissioners to explore the possibility of adopting elements from Eagle Mountain's business park ordinance for implementation in their own town.

Furthermore, Mayor McKinney informed the Commissioners that Brent Ault had notified her about Eagle Mountain's consideration of closing Lewiston Road, which could potentially impact property owners in the area.

Agenda Item #8 - Town Council Update -Jane Lancaster - Alina Pringle

Commissioner Lancaster briefed the Commissioners on the latest developments from the Town Council meeting, where she relayed updates from the Commissioners. She mentioned that the Council is considering a zone change for the east side of Fairfield. Additionally, she reported that the Council approved the preliminary site plan for the West Desert Airpark and is actively addressing concerns related to the Town Park and the existing subdivision ordinance.

Commissioner Pringle shared with the Commissioners that the town is exploring the possibility of installing a fiber line throughout the area to enhance reliability. She also noted that Councilman Thomas encouraged planning commissioners to drive through Fairfield to observe the landscape firsthand, emphasizing the importance of understanding the potential impacts of decisions.

Agenda Item #9 - Discussion on mining uses. State Code 17-41-402 Limitations on local regulations.

This agenda item was tabled if they have time later in this meeting.

Agenda Item #10 - Discussion on planning for water and Subdivisions

The Commissioners gathered to deliberate on the necessity for individuals to supply water shares when developing or dividing properties. They also considered the possibility of implementing a phased approach, where construction could proceed as water shares are obtained.

Agenda Item #11 - Discussion on the Final Plat for Blue Skies at West Desert Airpark.

Commissioner Pringle handed over control of the meeting to Commissioner Taylor, citing a conflict of interest.

The Commissioners discussed the Final Plat of Blue Skies at West Desert Airpark with the Pringles.

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
April 10, 2024

The Commissioners extensively discussed this matter with the Pringles. Commissioner Strong recalled a previous detailed conversation where it was agreed to permit families to subdivide their property for family members, with a stipulation of an undeveloped five-lot limit. However, despite her recollection of including this provision in an ordinance, she was unable to locate any records of such information.

The Pringles repeatedly referenced directions from Brad Gurney during the discussion. Brad told them how to proceed with their planned subdivision. However, the Commissioners emphasized that the applicable regulations outlined in the code should be adhered to, regardless of any advice provided by Gurney or others.

The Commissioners pointed out that according to the code, both undeveloped and developed properties must adhere to the same requirements for approval. They expressed their support for the phasing approach, which allows property owners to obtain water shares gradually. However, the Pringles disagreed with the Commissioners and Council regarding the necessity of providing water shares and deeding them over when submitting the final plans.

The Pringles asserted that they no longer wish to pursue the phasing approach and instead seek approval for the entire project at once. They mentioned the master plan agreement during the discussion.

Agenda Item #12 - Motion to send the Final Plat for Blue Skies at West Desert Airpark to the Town Council.

Commissioner Taylor motioned to deny the application to send to the Town Council based upon the things that the Town Council talked to them about in another meeting. Commissioner Strong seconded the motion. The motion was two to two.

Commissioner Pringle - abstained

Commissioner Strong - Yes

Commissioner Riet - No

Commissioner Lancaster - No

Commissioner Taylor - Yes

*Commissioner Lancaster moved that we pass it on to the Town Council. Seconded Commissioner Riet
The motion was two to two.*

Commissioner Pringle - abstained

Commissioner Strong - No

Commissioner Riet - Yes

Commissioner Lancaster - Yes

Commissioner Taylor - No

Commissioner Taylor turned the meeting back over to Commissioner Pringle.

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
April 10, 2024

Agenda Item #13 - Review and Edit the Accessory Dwelling Unit Ordinance.

The agenda item was tabled due to lack of time.

Agenda Item #14 - Motion to recommend adopting the Accessory Dwelling Unit Ordinance to the Town Council.

The agenda item was tabled due to lack of time.

Agenda Item #15 - Planning Commission Basic Training: The Top Ten Things Every Planning Commissioner Needs to Know | Utah League of Cities and Towns.

Commissioner Pringle asked the Commissioners to review the links that Stephanie emailed them.

Agenda Item #16 - Review and motion on the adoption of procedures and checklists for land use applications.

Commissioner Pringle expressed a desire to review the checklist before its publication. She mentioned that Stephanie, the Mayor, and the Engineer have been collaborating on it. Mayor McKinney informed the Commissioners that the checklist was being administered. Stephanie emphasized the importance of maintaining control over documents, as multiple individuals contribute to their creation, making it difficult to determine the correct version.

Agenda Item #17 - Discussion and motion to forward to the Town Council revisions to the General Plan, including updates to language pertaining to minimum lot size across all zones and adjustments to rural density zoning regulations.

Commissioner Pringle asked them to review the general plan and see where minimum lot sizes should go. She asked them to look into other industrial and commercial areas and see what their minimum lot sizes were.

Agenda Item #18 - Discussion and adopt the Updated Priority List.

The agenda item was tabled due to lack of time.

Agenda Item #19 - Discuss Old & New Business.

The Commissioners had nothing to discuss.

Agenda Item #20 - Action Items.

Before their next meeting, the Commissioners have the following action items to address:

- Determine the town's legal requirements for permitting mining activities.
- Address the issue of trucks (snap trucks) depositing waste on roads en route to the landfill.
- Review phantom roads and investigate the status of the Hansen phantom road.
- Develop ideas for the Conditional Use Permit (CUP) process.
- Evaluate water requirements

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
April 10, 2024

- Significant mud accumulation on Allen's Ranch Road is leading to water pooling. North Pointe is responsible for addressing this issue.
- What would the commission like to see along Highway 73?

Agenda Item #21 - Adjourn the Planning Commission Regular Session.

Commissioner Strong moved to end the meeting, which was seconded by Commissioner Lancaster. The meeting ended at 9:28 p.m.

June 19, 2024

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Recorder/Clerk