

**Approved Meeting Minutes**  
Fairfield Planning Commission  
Regular Meeting  
June 4, 2025

**Minutes**

**Date: Wednesday, June 4, 2025**

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

**Time: 7:00 P.M.**

**Minutes By: Recorder: Stephanie Shelley**

**Call to Order**

**1) Roll Call**

Commissioner Taylor opened the meeting at 7:00 pm

Heather Strong, David Riet, Wayne Taylor, Kyler Fisher

Staff Present:

Recorder: Stephanie Shelley, Mayor: Hollie McKinney, Attorney: Todd Sheeran (via Zoom)

Others Present: Jamie Mascaro, Tal Adair, Greg Poulsen, Angie Poulsen (Eagle Mountain), Mike Fraughton (Eagle Mountain), Collen Wilson, Ronnie Wilson, Michael Weber, Mike Hanyon (Lehi), Alina Pringle, Shaun Hill (GSBS)

Via Zoom: Shaun Hill (GSBS)

**2) Public comment: *The Commissioners will accept public comment, limited to two minutes, no more than 14 minutes total.***

Alina Pringle expressed gratitude towards the planning commission for their efforts in planning the future of Fairfield. She highlighted concerns regarding the proposed general plan maps, pointing out two specific roads: one at the north end of a public use runway and another through the middle of an existing permitted public use runway. Pringle requested that the commission consult with relevant parties to consider safer alternatives for the placement of these roads. Additionally, she raised an issue with the special use ordinance, which currently requires compliance with the International Fire Code. She noted that this broad requirement could pose challenges for permitting certain special uses and suggested instead using the Utah fire code, which incorporates specific amendments tailored by the state.

Jamie Mascaro reiterated her concerns about a new overlay and flyovers that had been discussed previously. She stated that her comments were consistent with those she made in the prior meeting, suggesting ongoing issues with how the overlay and air traffic might impact the area. The chair clarified that the purpose of this session was to listen to public concerns, implying they would not provide direct responses or engage in discussion at this time.

Commissioner Taylor let those present know that they, as commissioners, can not respond to them. They are here to listen to the public voice their perspectives on the community.

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3) **Mayor's update** 7:03 pm

These updates involve current and possible projects that will need continued attention from the Planning Commission and are expected to benefit Fairfield's economy and infrastructure.

**a) Enbridge Natural Gas open house set for June 9th, 7 pm**

Mayor McKinney informed the Planning Commission that an open house was scheduled for June 9th at the schoolhouse to discuss the potential of bringing Enbridge Natural Gas service to Fairfield.

**b) Power issues and Utah's affordable housing "crisis"**

Mayor McKinney attended a convention at the governor's mountain, where the affordability of housing was a significant topic of discussion. The crisis stems from the fact that while Utah's median income is \$90,000, the cost of a home is at least \$400,000, making it unaffordable for many. To address this, there is mounting pressure on rural towns, like Fairfield, to approve subdivisions more easily. However, Mayor McKinney expressed frustration with this approach, emphasizing the importance of maintaining current zoning laws and water restrictions, given the town's limitations and the lack of infrastructure to support such expansions.

The mayor highlighted that pushing approvals through without addressing underlying issues could lead to unintended consequences. While developers might benefit from rapid approvals, it doesn't necessarily translate into lowered costs for homebuyers, as the savings aren't passed on to them. This concern is aligned with the view that pressing these developments onto rural areas is not a viable solution and could result in more problems, such as overburdened infrastructure.

Additionally, Fairfield is grappling with power shortages, particularly in the light industrial zone, where projects have stalled pending a sufficient power supply. Extending power lines is costly, and several power companies are seeking solutions. This underscores the importance of integrating infrastructure needs with housing development plans. Mayor McKinney highlighted the need for vigilance in related discussions, including proposed projects like a natural gas power plant and solar panels in the IRL landfill area, tied to potential annexation matters.

**c) Potential projects**

**Jesse Wright's Stone Business:** Jesse Wright is prepared to move forward with his previously approved site plan for a stone business located just west of the storage units. While he has been inactive after the initial site plan approval, Wright's readiness to proceed indicates potential economic growth and utility connections, including hooking onto the town water system and potentially drilling a well in the future.

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**Wolf Fireworks:** The company is actively seeking water resources as they make plans to establish something new on their site. The lack of water remains a primary hurdle, and its resolution is crucial for the project's advancement.

**Tal's Development Agreement:** Tal has recently submitted a development agreement for review by the planning commission. As per the town's ordinances, the planning commission is responsible for reviewing and approving development agreements. Tal's submission represents an important step towards formal approval and project initiation. The agreement in question will be circulated among town officials for questions and review, with expectations set for further progress by the end of the month.

**Firefly Development:** Firefly has expressed interest in initiating discussions with the town regarding a development agreement. Although the specifics of their proposal have not yet been disclosed, engagement with Fairfield's planning commission is necessary for any potential development. There is recognition that development agreements represent different stages of various projects, and the planning commission is expected to be actively involved in approving these agreements as projects progress.

d) **Ideas of how we could make building in Fairfield efficient.**

During the meeting, a discussion took place about how to streamline the building process in Fairfield, with a particular focus on addressing water rights transfers. The commission explored several avenues for improvement:

**Water Rights Transfer:** One suggestion was to allow conditional approval based on proof of water rights, even before the full transfer of these rights is complete. The goal is to prevent the delay in building permits caused by lengthy administrative processes involved in water rights transfer. The approach suggests accepting something akin to a notarized statement or receipt, which verifies that the transfer process has been initiated, thus allowing builders to move forward without waiting for the full legal transfer to be completed.

**Site Plan Requirements:** Another focus was on simplifying site plan requirements, especially for single-family homes. The commission debated the necessity of requiring professionally scaled and prepared site plans, considering Fairfield's unique conditions, such as "ghost roads" and easements, that may not be fully understood by external architects. The consensus leaned towards the appropriateness of hand-drawn plans for residential builds, avoiding the additional expense of architectural services that might not be needed due to the commission's familiarity with local land issues.

**Special Checklist:** Creating a clear and comprehensive checklist of Fairfield-specific building requirements was also discussed. This would include noting specific details such as septic placement, propane usage, necessary easements, and other unique aspects of local land use, streamlined to assist builders in complying with the town's ordinances.

**Surveyor Recommendations:** The commission considered recommending specific surveyors who are familiar with Fairfield's unique challenges, like the old phantom roads and various easements that impact building layouts. This could help ensure more

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accurate and efficient planning and development processes, notably benefiting newcomers unfamiliar with the area.

**Water Ordinances:** The mayor planned to consult with Fairfield's water attorney, intending to clarify and improve the town's water ordinances. This is seen as a crucial step in smoothing out the procedural hurdles that currently affect new developments and ensuring that water management aligns effectively with growth needs and housing regulations.

The Commission acknowledged the challenges with Fairfield's building process but expressed interest in making improvements to help builders. No formal decisions were made, but the discussion highlighted ways to reduce delays and improve efficiency.

**e) Commercial Overlay**

Mayor McKinney stated they need to revisit the commercial overlay standards, as there are currently no standards in place for the commercial overlay zone.

**Business Items**

*The Commissioners will discuss (without public comment) and may approve the following items:*

**1) May 7, 2025, minutes.**

*Commissioner Strong motioned to approve the May 7, 2025, minutes. Commissioner Riet seconded the motion.*

*Commissioner Taylor - Yes*

*Commissioner Strong - Yes*

*Commissioner Riet - Yes*

*Commissioner Fisher - Yes*

*The motion passed unanimously.*

**2) Hape Properties Concept Plan. 7:13**

Mike Hanyon presented a concept plan for an office/warehouse development near the storage units. The initial proposal includes one building with 40 units, each about 3,000 square feet, combining office and warehouse space. These units are intended for small businesses such as HVAC companies, medical suppliers, and tradespeople who need workspace and storage. The building would be about 20–22 feet tall and made of concrete and wood. Hape also shared a long-term vision to expand to up to four buildings, depending on demand.

The Planning Commission had no objections to the concept and encouraged Hape to ensure all checklist items are addressed in the application. They expressed support for the project and recommended he submit a formal application and detailed site plan.

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**3) Mike Fraughton's / Ronnie Wilson's site plan. 7:20**

The Commission reviewed the site plan for Mike Fraughton and Ronnie Wilson’s proposed residential development. They confirmed that town water rights for the property have been properly transferred and recorded.

The property has about 136 feet between the back of the house and the fence, allowing enough space for a septic system. Mike was unsure if a previous tank still exists, but the Commission didn’t see any issues with septic installation.

A 60-foot-wide “ghost road” easement affects setbacks. The applicants confirmed they do not plan to vacate any nearby roads, and the easement will remain between the road and their fence line.

An old, non-working well on the property—likely already transferred to the town—was mentioned. Its exact location is unclear, but is near the former pumphouse. The Commission recommended noting the well on the site plan.

There was also discussion on how easements and setbacks are handled, particularly within the ghost road easement. The Commission emphasized the need for accurate property measurements that meet the town code.

**7:46** Commissioner Fisher motioned to approve Mike Fraughton and Ronnie Wilson site plan. Commissioner Riet seconded the motion.

*Commissioner Taylor - Yes*  
*Commissioner Strong - Yes*  
*Commissioner Riet - Yes*  
*Commissioner Fisher - Yes*

*The motion passed unanimously.*

**4) Title 10 - Land Use Regulations Chapter 16 - Special Use Regulations.**

The Commissioner reviewed the proposed changes to the special use regulations.

*Commissioner Riet moved to forward Title 10 Land Use Regulations Chapter 16 Special Use Regulations to the Town Council. Commissioner Strong seconded the motion.*

*Commissioner Taylor - Yes*  
*Commissioner Strong - Yes*  
*Commissioner Riet - Yes*  
*Commissioner Fisher - Yes*

*The motion passed unanimously.*

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**5) General Plan 8:16 -**

Shaun Hill from Rural Community Consultants presented the updated draft of the General Plan to the Commission. One major change involved relocating the proposed bypass road. Originally planned north of town, the route was shifted to the south following discussions with MAG and UDOT. The new southern route will run below the air park and landfill area, which is expected to help reduce traffic congestion and support future growth while preserving Fairfield’s rural character.

References to public access at Big Spring were removed from the plan due to concerns about property rights and the preservation of the area’s historical significance. This change reflects feedback from the community and property owners.

The updated plan now addresses affordable housing by including provisions for accessory dwelling units (ADUs). While ADUs will not be permitted in the Air Park Zone, they will be allowed in other zones such as AR 1 through 40. This update aligns with state guidance while taking into account the town’s context and goals.

There is also a new focus on protecting Spring Creek, recognized as an important water resource. The updated language in the plan ensures compliance with state and federal regulations and highlights the town’s commitment to long-term environmental sustainability.

The Commission reviewed each of these updates, made minor wording suggestions for clarity, and expressed its overall support. The updated plan will now advance to the Town Council with the Commission’s recommendation.

1:41:54

*Commissioner Strong, the Planning Commission wants to move the General Plan to the Town Council with our approval, with noted changes that Sean has made in our meeting. Commissioner Riet seconded the motion.*

- Commissioner Taylor - Yes*
- Commissioner Strong - Yes*
- Commissioner Riet - Yes*
- Commissioner Fisher - Yes*

*The motion passed unanimously.*

**6) Building regulations 8:44**

The Planning Commission held a thoughtful and collaborative discussion on improving Fairfield’s building permit process, particularly in relation to the recurring issues with water rights transfers. Acknowledging that builders have faced persistent delays, the Commission explored several ideas to streamline the process and make it more efficient.

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There was unanimous agreement that the current system for transferring water rights creates unnecessary delays in issuing permits. One suggestion was to allow conditional approval when applicants can show proof that the water rights transfer has been initiated, such as providing a notarized statement or receipt. This would allow builders to move forward while the formal paperwork is being completed.

The Commission also discussed the requirement for professionally drawn site plans for single-family homes. In Fairfield, factors like phantom roads and various easements often make such plans less helpful. Commissioners suggested that hand-drawn site plans could be acceptable in some cases, especially since they are familiar with the town's unique land features, which can be difficult for outside professionals to interpret accurately.

To help applicants better understand and meet Fairfield's requirements, the Commission proposed creating a customized building checklist. This would include items such as septic system placement, propane tank locations, easements, and other town-specific considerations, making it easier for builders to comply from the outset.

The idea of recommending surveyors who are already familiar with Fairfield's unique challenges—such as phantom roads and complicated easements—was also raised. A list of experienced surveyors could be helpful, particularly for new builders unfamiliar with the area.

In addition, the Commission recognized the need to revisit Fairfield's water ordinances. The Mayor plans to meet with Bowen Collins to review and update the ordinances to better reflect current development needs.

Although no formal decisions were made during the meeting, the discussion demonstrated the Commission's strong commitment to improving the permit process. The focus remained on reducing red tape while supporting smart growth and preserving Fairfield's distinctive character.

**7) Agenda Items for next month's meeting.**

The commission agreed to work on commercial overlay zone standards at the next meeting. Commissioner Strong indicated a willingness to step down from the commission if more than one applicant expresses interest, citing current time constraints as the reason.

*Motion 9:02 Commissioner Taylor motioned to take the definitions out of Title 10 section 16 and move them into Title 12 definitions to hold a public hearing on July 2nd. Commissioner Riet seconded the motion.*

*Commissioner Taylor - Yes  
Commissioner Strong - Yes  
Commissioner Riet - Yes  
Commissioner Fisher - Yes*

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*The motion passed unanimously.*

**Adjournment**

*Motion made by Commissioner Strong to end the meeting. Commissioner Riet seconded the motion.  
Meeting end time: 9:04 pm.*

**June 2, 2025**

*Stephanie Shelley*

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Minutes Approval Date

Stephanie Shelley Recorder/Clerk