

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
August 6, 2025

Minutes

Date: Wednesday, August 6, 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 7:02 pm

David Riet, Wayne Taylor, Jami Mascaro (via Zoom), Kelton Butterfield

Excused Commissioners: Kyler Fisher

Staff Present:

Recorder: Stephanie Shelley, Mayor: Hollie McKinney, Treasurer: Codi Butterfield, Attorney: Todd Sheeran, Sargent: Duston Garrett

Others Present: Tal Adair, Alina Pringle, Mark Pringle

Via Zoom: jim, Caden

2) Swearing in of new commissioner, Kelton Butterfield

Stephanie Shelley swore in Kelton Butterfield.

General Public Comment (2-minute limit per person): Comments are for any matter not on the agenda and not related to a pending land use application. *Two minutes per person, with a total limit of 14 minutes*

Commissioner Taylor explained that public comments should be for matters not on the agenda and not related to pending land use applications. He noted he would allow the Pringles to speak if they wished.

Alina Pringle expressed appreciation for being allowed to speak. They mentioned sending an email with concerns about the Airpark Ordinance and requested that the Commission consider their points. She stated that while much of the proposed ordinance followed what had been previously discussed and what residents wanted, there were other aspects that went against residents' desires and what had been previously approved. Alina noted there are many aviators based at the airport, including those who fly in schools and interns, and expressed appreciation for being part of the community.

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Business Items

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

1) Approve the July 2, 2025, minutes.

Commissioner Riet motion to approve the minutes of July 2, 2025. Commissioner Taylor seconded the motion. Unanimously approved

Commissioner Taylor - Yes

Commissioner Riet - Yes

Commissioner Mascaro - Yes

Commissioner Butterfield - Yes

2) Review the new draft of the Water Ordinance.

The Commissioners reviewed and discussed the Water Ordinance. Commissioner Riet wanted to ensure that the Fairfield Irrigation Company's water shares given to the town are recorded correctly and that their value is reflected.

Commissioner Taylor noted that Bowen and Collins drafted the ordinance, but no representatives were present. He stated the meeting would proceed without public input, unless requested, to avoid legal issues.

The Commissioners reviewed the water ordinance and want to clarify certain items.

Discussion began with Section B of the General Provisions regarding Fairfield Irrigation Company's requirements and perpetual responsibility for hookups. Existing town hookups were explained as stemming from a 1970s lawsuit. Dave raised questions about historical water use and potential records.

The appointment of a water director was debated, deciding on "Town Administrator or designee," not mayoral. Existing fee schedules were confirmed up to date regarding rates and water billing procedures, and needed further clarity.

The necessity of road boring versus digging was addressed, and it was suggested to specify "paved roadway" due to cost concerns.

The need for certified water operators was confirmed, establishing Tyler's small systems operator status and confirming that LB is a level 4 operator, thus covering requirements until the population surpasses 500.

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Metering requirements for ADUs were reviewed, noting that the existing ordinance allows two electrical meters under the owner's name, but other utility meters necessitate planning commission approval.

Commissioner Taylor proposed discussing with Bowen and Collins to further address unresolved inquiries before the town council convenes in two weeks.

3) Discussion and Review of a New Air Park Ordinance

Commissioner Taylor noted that the town had six months to develop this ordinance and they were now approaching the deadline. He stated that residents had expressed concerns about the air park operations, with 80-85% of town members signing a petition regarding these concerns. He explained that residents were frustrated because what they were told in the beginning was not what ultimately happened.

Mayor McKinney explained that JUB Engineering had been paid to draft the ordinance, but did not address some major concerns, such as conditional uses and residential matters. She noted that a land-use guide document had previously been given to the planning commission and used in presentations by the Pringles. She suggested following this guide, as the state developed it and contains good recommendations.

The Commission began reviewing definitions in the draft ordinance:

Regarding the definition of "airport," there was discussion about whether parcels sold for other purposes (like a motel or hangar) would still be covered by the ordinance.

The Commission discussed a "limited development zone" which extends 3,200 feet beyond either end of the runway and prohibits residential uses. It was noted that the Densley property is approximately 2,350 feet from the runway, placing it inside this zone. Todd explained that existing properties would be grandfathered as legal non-conforming uses, but future residential development would be restricted in this zone.

There was discussion about FAA Advisory Circulars and whether future revisions should be automatically adopted by reference. Todd suggested they could lock in the current standards by specifying "as of 2025."

The Commission discussed weight limits for aircraft, noting that the FAA defines small aircraft as those weighing 12,500 pounds or less.

Regarding shell hangars, there were concerns about regulation and oversight. Questions were raised about who owns the hangars, whether the town has the right to inspect them, and what improvements are being made. It was noted that tenant improvements

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would require permits. One resident explained that the hangars are currently just shells without tenant improvements, though they have heaters.

The Commission discussed whether to allow a small motel (up to 20 rooms) in the airpark zone. Commissioner Riet suggested this might be preferable to crew rest facilities, as it would generate tax revenue for the town and would be easier to regulate. It was agreed to list a small motel as a conditional use.

Chair Taylor noted they would need to continue the discussion at a future meeting to complete the review of both ordinances and meet the September deadline.

4) Fairfield Industrial Park Development Agreement Review

This item will not be discussed. Tal Adair informed the Commission that their attorney and our attorney have been working on the agreement.

5) Discuss a public hearing and set a possible date and time.

The Commission agreed to hold a special meeting on Thursday, August 14, 2025, at 6:00 PM to continue reviewing the ordinances.

Adjournment

Commissioner Riet made a motion to adjourn the meeting. Commissioner Taylor seconded the motion. Meeting end time 9:14 pm.

November 5, 2025

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Recorder/Clerk