

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
July 1, 2026

Minutes

Date: Wednesday, July 1, 2026

Location: Fairfield Town Office, 121 West 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.
David Riet, Wayne Taylor, Kyler Fisher, Kelton Butterfield

Excused Commissioners:
Jamie Mascaro

Staff Present:
Recorder: Stephanie Shelley, Mayor: Hollie McKinney, Attorney: Brad Christopherson (via Zoom),
Sargent Garrett Dutson, Planner: Jim Spung.

Others Present: Jared Westhoff, Darwin & Lesa Bundy, Grant Peterson, Vern Carson.

Via Zoom: no name, Amberly Judy, RL.

Consent Items

The Council may approve these items without discussion or public comment and may remove an item to the Business Items for discussion and consideration.

1) Minutes for June 3, 2026.

Commissioner Riet motioned to approve the June 3, 2026, Planning Commission meeting minutes. Commissioner Butterfield seconded the motion. Unanimously approved.

Commissioner Taylor - Yes

Commissioner Riet - Yes

Commissioner Fisher - Yes

Commissioner Butterfield - Yes

Commissioner Mascaro - Absent

Business Items

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

1) Update from Oquirrh Wood Ranch.

Chairman Taylor invited Jared Westhoff to provide an update on the Oquirrh Wood Ranch project and present the current draft of the proposed community plan for Commissioners' review and discussion.

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
July 1, 2026

Jared explained that the purpose of the meeting was to receive guidance from the Planning Commissioners as the project develops a site-specific community plan to establish the project's land-use vision, development standards, and overall character. He stated that the draft remained a working document and that the development team wanted to ensure it reflected Fairfield's goals before moving forward with additional revisions.

Jared reviewed the proposed planning goals, which included preserving Fairfield's rural character, protecting open space, avoiding high-density residential development, promoting responsible economic development, encouraging water conservation through drought-tolerant landscaping, protecting dark skies, and supporting development that complements the Town's existing character and quality of life.

Commissioners emphasized that preserving Fairfield's historical significance should also be included as one of the project's planning goals. Particular attention was given to the historic Pony Express Trail and the proposed realignment of Lehi-Fairfield Road. Commissioners expressed concern about losing the trail's historical alignment and discussed possible alternatives, including preserving portions of the alignment as a pedestrian or equestrian trail and incorporating historical monuments or markers. Jared explained that the proposed road alignment was developed primarily to improve traffic safety by creating safer intersections and reducing vehicle speeds, but agreed to further evaluate methods of preserving the historic corridor and to include historical preservation within the planning goals.

The Commissioners reviewed the proposed land use plan, including one-acre ranch lots, three-to five-acre residential lots, commercial property, industrial and business park areas, and agricultural open space. Jared explained that the larger residential lots would provide a transition between Fairfield and surrounding development while maintaining opportunities for agricultural uses, including horses and barns. He stated that the initial phase would consist of a limited number of ranch lots for existing property owners before additional residential development would occur.

The Commissioners then reviewed preliminary development standards. Discussion focused on setbacks, building placement, building height, accessory dwelling units, landscaping, and architectural standards. Commissioners supported maintaining larger setbacks that reflected Fairfield's rural character and discussed increasing garage setbacks to better accommodate larger vehicles and trailers commonly associated with ranch properties. Jared agreed to revise the proposed setback standards and return with updated diagrams for further review.

Discussion also included proposed landscaping standards emphasizing drought-tolerant plants, xeriscaping, limited turf areas, and water conservation. Commissioners supported reducing outdoor water consumption but expressed concern that large unimproved portions of residential lots could become overgrown with weeds and create potential fire hazards if not properly maintained.

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
July 1, 2026

Jared explained that a limited homeowners association was being considered to maintain community standards relating to landscaping, nuisance conditions, and architectural review while avoiding unnecessary regulation of homeowners. Attorney Brad Christopherson advised that the Town should not assume responsibility for HOA enforcement and explained that private covenant enforcement should remain with the homeowners association, while the Town would continue to enforce its own nuisance ordinances when necessary. Planner Jim Spung agreed that properly recorded covenants would provide the appropriate legal framework for the HOA while protecting the Town from unnecessary liability.

The Commissioners reviewed the proposed transportation plan, including the alignment of collector roads, the future extension of 900 South, and proposed intersections with State Route 73. Discussion focused on improving traffic safety, preserving 670 North as a local residential street, and directing future traffic to the planned collector roadway. Commissioners generally supported the proposed roadway configuration while emphasizing the importance of minimizing through traffic in existing residential areas.

Jared also presented preliminary concepts for future water and sewer infrastructure. He explained that the project proposes future connections to Eagle Mountain's sewer treatment system through an interlocal agreement, construction of a lift station, and installation of collection lines sized to accommodate future growth. Water system improvements would include new production wells, additional water storage, booster stations, and pressure zones designed to improve water service throughout Fairfield.

Commissioners discussed future maintenance responsibilities associated with the proposed infrastructure and acknowledged that continued community growth would eventually require expanded public works operations. Attorney Christopherson noted that future commercial and industrial development would provide additional tax revenues capable of supporting those municipal services.

Attorney Christopherson concluded the discussion by introducing the proposed Site-Specific Development Ordinance framework. He explained that the ordinance would allow Fairfield to adopt development standards tailored to individual properties without requiring amendments to Town-wide zoning regulations. The Commissioners discussed using the new framework for the Oquirrh Wood Ranch project and agreed the proposed approach would provide additional flexibility while maintaining local control over future development.

Chairman Taylor thanked Jared for the presentation and requested that future draft materials be distributed to the Commissioners earlier to allow additional review before meetings.

2) Discussion regarding changing the regular meeting day of the Planning Commission.

Chairman Taylor explained that Planner Jim Spung's schedule conflicted with the Planning Commission's current meeting schedule, prompting the Commissioners to consider changing

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
July 1, 2026

the day of its regular monthly meetings. He noted that Jim was unavailable on the first and third Wednesdays due to commitments with another municipality and asked the Commissioners to discuss alternative meeting dates.

Commissioners considered several options, including meeting on Tuesdays, the second Wednesday, the fourth Wednesday, and the last week of each month. Mayor Hollie McKinney expressed concern that scheduling meetings too close to the Town Council meetings could reduce the amount of time available for staff and applicants to prepare agenda items and supporting materials. Planner Jim Spung confirmed that meetings held during the second or fourth weeks of the month would best accommodate his schedule.

Attorney Brad Christopherson also noted that additional Planning Commission meetings would be needed during July to review the proposed Site-Specific Development Ordinance and Roads Ordinance before forwarding recommendations to the Town Council. After discussion, the Commissioners agreed that changing the regular meeting schedule to the fourth Wednesday of each month would provide a consistent schedule while allowing adequate time between Planning Commission and Town Council meetings.

Commissioner Fisher motioned to change the regular Planning Commission meeting schedule to the fourth Wednesday of each month at 7 p.m., beginning in August 2026. Commissioner Butterfield seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes

Commissioner Riet - Yes

Commissioner Fisher - Yes

Commissioner Butterfield - Yes

Commissioner Mascaro - Absent

3) Review and possible approve the Darwin Bundy Site Plan

Chairman Taylor introduced the application for the proposed site plan for Darwin and Lise Bundy's new residence located at 383 West Big Spring Drive. Grant Peterson, representing the applicants, presented the request to the Planning Commission.

Grant read an affidavit prepared by Darwin Bundy stating that the proposed residence would comply with all applicable state, county, and local requirements for septic systems, including required setbacks from protected water sources. He explained that meetings had already been held with the Utah County Environmental Health Department and that an additional on-site meeting had been scheduled with county staff and the project's certified septic system designer to finalize the septic system design. Grant stated that the applicants would comply with all recommendations and requirements issued by the County and would provide any necessary utility easements associated with the project.

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
July 1, 2026

Grant explained that the existing septic system location had raised concerns because of its proximity to the protected water source. Although the existing system had initially been considered for reuse, discussions with County Environmental Health indicated that relocating the septic system farther from the protected area would likely be the preferred solution. He stated that Darwin owned additional property to the north, allowing the septic system to be relocated if necessary.

The Commissioners discussed the proposed fire protection requirements for the property. Grant explained that one option under consideration was extending a water line to install a fire hydrant near the residence, which would also provide additional protection for the Town's nearby chlorination facility. Mayor Hollie McKinney advised that any proposed hydrant location or water line extension would require review and approval by the Town's water engineer and that a professionally prepared engineering drawing would be required before the proposal could be evaluated. Commissioners also discussed residential fire sprinklers as a possible alternative should a hydrant extension prove impractical.

Commissioners reviewed the site plan checklist and determined that final approval remained contingent upon approval of the septic system and fire protection plan. Attorney Brad Christopherson advised against conditional approval while those items remained outstanding.

The Commissioners expressed their desire to help move the project forward as quickly as possible and acknowledged Darwin Bundy's personal circumstances. The Commissioners agreed that the remaining engineering reviews and required approvals should be completed before the site plan is returned for final consideration.

Commissioner Fisher motioned to table the Darwin and Lise Bundy site plan until the July 16, 2026, Planning Commission meeting to allow remaining septic system and fire protection issues to be resolved. Commissioner Butterfield seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes

Commissioner Riet - Yes

Commissioner Fisher - Yes

Commissioner Butterfield - Yes

Commissioner Mascaro - Absent

4) Discussion regarding the Roads Ordinance.

Chairman Taylor explained that the Roads Ordinance had previously been adopted by the Town but, during the recent recodification of the Town Code, it had been relocated from another section of the code into the Land Use Title. Although the ordinance itself had not been substantively changed, the relocation required the Planning Commission to conduct a public hearing before making a recommendation to the Town Council.

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
July 1, 2026

Mayor Hollie McKinney explained that the ordinance had originally been rewritten with assistance from the Mountainland Association of Governments and updated to reflect current APWA (American Public Works Association) standards. She noted that the purpose of the upcoming public hearing was not to revise the ordinance but to satisfy the required public hearing process following its placement within the Land Use Code.

Attorney Brad Christopherson outlined a proposed schedule for completing both the Roads Ordinance and the Site-Specific Development Ordinance. He recommended holding a work session to allow the Commissioners to review the draft ordinances and ask questions before conducting a formal public hearing. Brad explained that this approach would allow the Commissioners to make informed recommendations to the Town Council while keeping both projects on schedule.

Following discussion, the Commissioners agreed to hold a Planning Commission work session on July 16, 2026, at 7:00 p.m. to review the Roads Ordinance and the proposed Site-Specific Development Ordinance. The Commissioners also agreed to hold a public hearing on July 29, 2026, at 7:00 p.m. to receive public comment and consider recommendations for both ordinances before forwarding them to the Town Council.

Commissioner Fisher made a motion to schedule a Planning Commission work session on July 16, 2026, at 7 pm and a public hearing on July 29, 2026, at 7 pm regarding the Roads Ordinance and the proposed Site-Specific Development Ordinance. Commissioner Butterfield seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes

Commissioner Riet - Yes

Commissioner Fisher - Yes

Commissioner Butterfield - Yes

Commissioner Mascaro - Absent

5) Discussion regarding the Wildlife Hazard and Safety Protection Area.

Chairman Taylor introduced the discussion regarding the proposed Wildlife Hazard and Safety Protection Area, noting that the item had been tabled from a previous meeting pending additional research.

Commissioners discussed historical reports of bald eagle activity within the Fairfield area and the possibility of protected nesting locations. One Commissioner explained that attempts had been made to obtain additional information from the Utah Division of Wildlife Resources; however, no response had been received. The Commissioners discussed that Fairfield had previously been recognized as a location where bald eagles regularly returned during the winter months but acknowledged that it was unknown whether any active nesting sites currently existed within the proposed area.

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
July 1, 2026

The Commissioners agreed that any determination regarding protected wildlife habitat or nesting areas would ultimately fall under the jurisdiction of the Utah Division of Wildlife Resources rather than the Town. Because additional information was needed before any recommendations could be made, the Commissioners agreed to postpone further discussion until more information became available.

Commissioner Riet motioned to table the discussion regarding the Wildlife Hazard and Safety Protection Area until further notice. Commissioner Fisher seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes

Commissioner Riet - Yes

Commissioner Fisher - Yes

Commissioner Butterfield - Yes

Commissioner Mascaro - Absent

Adjournment

Motion made by Commissioner Riet to end the meeting. Commissioner Butterfield seconded the motion. Meeting end time 8:58 pm.

July 16, 2026

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Recorder/Clerk