

MEETING DATE:	July 29, 2026	RECOMMENDED ACTION:	
APPLICATION:	Text Amendment – Site-Specific Development (SSD) Zoning District		Hold a public hearing and forward a positive recommendation to the Town Council.
APPLICANT:	Fairfield (initiated by Town)	EXHIBITS:	
LOCATION:	Town-wide (Zoning Ordinance)		A. Proposed Amendment (tracked changes)
STAFF CONTACT:	Jim Spung, AICP Planning Consultant		

OVERVIEW

In accordance with Code of Ordinances §154.062, Town Administration requests that the Planning Commission review a proposed text amendment to the Fairfield Code of Ordinances to establish a new Site-Specific Development (SSD) zoning district and corresponding review procedures. The SSD district is intended to accommodate unique development proposals that require tailored development standards not otherwise achievable under the Town's standard zoning districts.

SUMMARY

Through recent discussions, the Town has identified the need for a zoning tool that provides greater flexibility to accommodate creative, site-specific development proposals that may not fit neatly within existing zoning districts. As Fairfield continues to grow, future development opportunities may benefit from a process that allows the Town to consider innovative projects while maintaining appropriate public review and legislative oversight.

This text amendment request proactively addresses this need by establishing a legal framework for adopting customized development standards tailored to individual sites. Rather than reacting to unique proposals on a case-by-case basis, the SSD district provides a predictable process that allows the Town to evaluate creative development concepts to ensure they are consistent with the Town's vision, compatible with surrounding properties, and supported by enforceable development standards.

The SSD district provides flexibility in exchange for high-quality design, enhanced amenities, and meaningful public benefits that exceed what would typically be expected of projects developed using base zoning districts. It may also be used to address unique site constraints or opportunities. Development proposals using this tool are expected to demonstrate the project advances the goals and policies of the Fairfield General Plan through the coordinated placement of buildings, infrastructure, open space, and other site improvements.

This draft amendment establishes a two-step review process, summarized below.

- **SSD Preliminary Review.** Preliminary review is intended to be conceptual in nature to provide the Planning Commission and Town Council with an opportunity to evaluate the overall merits of the proposal before the applicant commits significant time and resources to preparing detailed plans and ordinance language. This review includes conceptual development information such as land use mix, density, site planning layout, architectural elevations, circulation patterns, and identifying potential anticipated impacts.

- **SSD Final Review.** If the proposal receives favorable direction during the preliminary review, the applicant may proceed to the final review. Unlike the preliminary review, the final review includes the ordinance-level detail necessary for adoption of the SSD district, including the specific development standards, a development agreement, site plans, architectural elevations, and other supporting materials. Together, these documents establish the approved development framework and provide the Town with the necessary assurances that the project will be developed substantially as approved through the SSD rezoning process.

The preliminary and final reviews require a public hearing before the Planning Commission and a recommendation to the Town Council prior to final action, largely mirroring the current zoning text amendment and zoning map change procedure requires.

STAFF ANALYSIS

The proposed amendment is consistent with the General Plan's goals of encouraging high-quality development, supporting economic vitality, and providing flexibility for innovative projects that meet community objectives. The two-step review process promotes efficiency while ensuring appropriate oversight and public involvement.

PUBLIC HEARING & NOTICE

Staff posted and published a notice of public hearing on July 17, 2026, in accordance with the standards in Town Code and State Statute.

FINDINGS

1. This application was initiated by the Town, pursuant to the Fairfield Code of Ordinances Sections 154.012 and 154.062.
2. The Town has identified the need for a zoning tool to accommodate unique, site-specific development proposals that cannot be approved using existing zoning districts.
3. The proposed text amendment to Sections 154.100; 154.113; and 154.114, establishes a new Site-Specific Development (SSD) zoning district and corresponding review procedures.
4. The two-step SSD review process (preliminary and final) promotes efficiency while ensuring appropriate oversight and public involvement.
5. The amendment is consistent with the General Plan by supporting high-quality development, economic vitality, and innovative development that aligns with the Town's vision.
6. Exhibit A illustrates the proposed amendments using underline and strike-through formatting to identify changes to the current code.
7. The Planning Commission is responsible for forwarding 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 Planning Commission forward a positive recommendation to the Town Council.

MODEL MOTIONS

Approval:

I move that we forward a positive recommendation to the Town Council for a zoning text amendment to the Fairfield Code of Ordinances, establishing a new Site-Specific Development (SSD) zoning district and corresponding review procedures, based on the findings and recommendations of this Staff Report.

Denial:

I move that we forward a negative recommendation to the Town Council for a zoning text amendment to the Fairfield Code of Ordinances, establishing a new Site-Specific Development (SSD) zoning district and corresponding review procedures, based on the following findings:

- [List findings for negative recommendation]

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TOWN ZONES

§ 154.100 ZONES ESTABLISHED.

In order to carry out the purposes of this chapter, the town is hereby divided into zones as follows:

(A) AR-1 Residential Agricultural Zone;

(B) AR-5 Residential Agricultural Zone;

(C) AR-10 Residential Agricultural Zone;

(D) AR-40 Agricultural Residential Zone;

(E) Light Industrial West Zone;

(F) Light Industrial East Zone;

(G) Commercial Overlay Zone;

(H) Heavy Industrial Zone;

(I) Airpark Zone; ~~and~~

(J) Airpark Overlay Zone; and-

(K) Site-Specific Development Zone.

(Prior Code, § 10.11.10)

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§ 154.113 SITE-SPECIFIC DEVELOPMENT ZONE (SSD).

(A) *Purpose.* The Site-Specific Development (SSD) district is intended to accommodate unique development proposals that require tailored development standards not otherwise achievable under the Town's standard zoning districts. The SSD district provides flexibility in exchange for high-quality design, enhanced amenities, and meaningful public benefits that exceed what would typically be expected under conventional zoning. It may also be used to address unique site constraints or opportunities. Development within an SSD district shall be designed to further the goals and policies of the Fairfield General Plan through the coordinated placement of buildings, infrastructure, open space, and other site improvements.

(B) *Qualifying Standards.* To qualify for SSD Zone classification, the following conditions shall be present:

- (1) The proposed SSD district includes a minimum of 10 acres of contiguous land area;¹
- (2) The proposed development could not otherwise be developed using conventional zoning districts or standards established in this code;
- (3) The land within the proposed SSD is under single ownership or unified control. Property under multiple ownership may qualify if the application includes enforceable agreements, covenants, or other legal instruments acceptable to the Town that ensure unified development and may be recorded as a condition of approval;
- (4) The proposed SSD zoning district embraces several highly-valued design features, as determined by the Town Council, upon recommendation from the Planning Commission, including but not limited to:
 - (a) Superior site planning and building orientation that responds to surrounding development and natural features;
 - (b) High-quality architectural design, building materials, and durable exterior finishes;
 - (c) Preservation of significant natural features, open space, mature vegetation, or scenic views;
 - (d) Enhanced pedestrian, bicycle, or trail connections beyond minimum code requirements;
 - (e) Public or common open spaces, plazas, parks, gathering areas, or recreational amenities;

¹ Establishing a minimum land area to qualify for an SSD application is intended to avoid owners of smaller parcels pursuing an SSD to circumvent development standards. This threshold can be adjusted to align with the Town's vision for when and where an SSD is appropriate.

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(f) Innovative housing types or site design that support housing diversity while maintaining neighborhood compatibility;

(g) Enhanced landscaping, streetscape improvements, and buffering exceeding minimum standards;

(h) Transportation, utility, stormwater, or infrastructure improvements that provide a public benefit;

(i) Sustainable or low-impact development practices, including water conservation, energy efficiency, or low-impact stormwater design;

(j) Preservation or adaptive reuse of historic, cultural, or other significant community resources; and/or

(k) Other design features or public amenities that further the goals and policies of the Fairfield General Plan.

(5) The entire site proposed for SSD District classification shall be included in a development plan for review and approval.

(C) District Designation. Each approved SSD district shall be assigned a permanent zoning suffix based on its primary land use. The following suffixes shall be used and displayed on the Official Zoning Map:

(1) SSD-RD (research and development).

(2) SSD-PO (professional office).

(3) SSD-I (industrial).

(4) SSD-C (commercial).

(5) SSD-X (mixed residential and commercial).

(6) SSD-R (residential).

(7) SSD-IN (institutional).

(8) SSD-ET (energy uses and technology).

(9) SSD-A (residential with agriculture).

(10) SSD-L (landfill, municipal or C&D).

(D) Permitted Uses. An SSD district may authorize a mix of land uses not otherwise permitted within a single zoning district, subject to approval by the Town Council. All proposed uses shall be planned as

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an integrated development that is consistent with the purposes of this Section.

§ 154.114 REZONING TO SSD PROCEDURE.

(A) Purpose. The rezoning to a Site-Specific Development procedure provides a mechanism for the city to achieve the purposes of §154.113.

(B) Applicability. The rezoning to SSD procedure shall not be used when a conditional use permit, variance, or rezoning to an existing base zoning district could achieve a similar result.

(C) Preliminary SSD Review. The preliminary SSD review process is intended to provide an opportunity for the Planning Commission and Town Council to conduct a high-level review of a proposed SSD district to weigh the merits of the overall vision and concept of the proposal, to provide feedback and guidance, and to identify items that should be addressed by staff and the applicant during the final SSD review process.

(1) Pre-Application Meeting. A pre-application meeting is required and 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.

(a) The requestor shall provide the following materials related to the proposed SSD to help determine whether rezoning to the SSD is the appropriate procedure for the applicant and the Town:

1. Proposed general site layout and phasing;
2. Proposed land use mix;
3. Number and type of residential or nonresidential units (as applicable);
4. Floor area and height of all buildings;
5. Floor area of each use for mixed-use buildings (if applicable); and
6. Proposed parking capacity and configuration.

(b) A request for a pre-application meeting must be submitted in writing to Town staff.² A schedule of meeting dates will be provided upon request; however, pre-application meetings are generally held weekly, or as needed. The request deadline for a pre-application meeting is at least six calendar days prior to the desired pre-application meeting date. Lack of adequate information may result in the request

² **QUESTION:** This draft refers generally to “Town staff;” however, is there a specific title/position you wish to designate here? In most communities the Planning Director (or designee) would be the authority.

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for a pre-application meeting to be postponed until sufficient information related to the request is provided.

(c) Staff will inform the person requesting the pre-application meeting of the time, date, and location of the meeting.

(d) 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.

(e) 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.

(2) *Application Submittal and Processing.* Except for Town-initiated applications, the preliminary SSD application shall be submitted by:

(a) The owner, contract purchaser, or other person having a recognized property interest in the land on which development is proposed, as evidenced by a notarized letter or document signed by the owner or contract purchaser; or

(b) A person authorized to submit the application on behalf of the owner, contract purchaser, or other person having a recognized property interest in the land, as evidenced by a notarized letter or document signed by the owner or contract purchaser.

(c) If there are multiple owners authorized to submit the application, the owner of at least 50 percent of the land involved shall provide a notarized letter or document consenting to the application.

(3) *Application Content.* The application shall be submitted to the Town. Staff are available to assist as needed at Town Hall during regular business hours.

(a) The applicant shall ensure that an application contains sufficient information to demonstrate compliance with this code and other applicable review criteria for which approval is sought.

(b) Town staff will not begin processing an application until the application materials submitted are determined to be complete and sufficient in accordance with §154.114(C)(4).

(c) If the proposal is for a project to be developed in phases, the application shall clearly identify the limits of disturbance for each phase.

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(4) Determination of Application Completeness

(a) Applications

1. Upon receiving an application, Town staff 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.
2. An application shall not be accepted nor deemed to be complete until a pre-application meeting has been satisfied and all required application fees, as established in the Town Fee Schedule, have been paid.

(b) Incomplete Applications

1. Upon determining whether the application is incomplete, Town staff 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 Town staff determines the application is complete.
2. 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.
3. Upon determining the application is complete, Town staff shall accept the application for review in accordance with the procedures and standards established in this code.

(c) Application Revisions

1. 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.
2. Revisions shall be limited to changes that directly respond to specific requests or suggestions made by Town staff, review, or decision-making bodies.
3. 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 Town Staff.

(d) 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

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the applicant with the comments, such application shall be deemed abandoned and all fees forfeited. The applicant may request, and Town staff may grant one three-month extension to address staff-noted deficiencies. In extenuating circumstances, Town staff may grant an additional six-month extension period beyond the three-month extension outlined above. Abandoning an application terminates the review process and closes the application.

(e) Application Withdrawal

1. After an application has been accepted for review, the applicant may withdraw the application by submitting a signed letter of withdrawal to Town staff before the Town takes action by a vote of the decision-making body.
2. An applicant is not entitled to a refund of application fees for withdrawn applications; however, application fees may be refunded at the Town staff's discretion if staff and review agencies have not provided the applicant with review comments and a public notice has not been sent.

(f) Concurrent Applications

1. 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.
2. 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.
3. 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.

(g) Authorization of Site Inspection. By submitting an application, the applicant is authorizing Town officials to inspect the subject property being considered for development at any reasonable time to obtain the information required for review of compliance with this code.

(h) 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

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the Town.

(5) Application Review.

(a) Referral to Staff and Review Agencies. Upon acceptance of an application, Town staff shall distribute the complete application to appropriate staff and review agencies. Town staff shall review the application and prepare comments considering the review criteria in §154.114(C)(7)(d).

(b) Application Review and Revisions. Town staff shall review the application and shall consult with applicable Town departments and referral agencies with jurisdiction over public health and safety or required public services, as necessary. Town staff shall submit recommendations and comments to the applicant. The application will not move forward for further review until Town staff determines that the applicant has adequately responded to the Town's recommendations and comments, or the applicant requests that the application move forward without responding to the Town's recommendations and comments.

(6) Public Notice and Hearing

(c) Planning Commission Review. The application shall be scheduled for a public meeting before the Planning Commission and noticed in accordance with Utah Code Ann. §10-20-Part 2.

(d) 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.

(7) Application Decision and Action

(a) Town Staff Recommendation.

1. Staff Report. Town staff shall prepare a written staff report that summarizes the proposal, findings, and staff recommendations.

2. Distribution and Availability of Application and Staff Report. Town staff 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.

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

1. The Planning Commission recommendation shall be based on the applicable review criteria listed in §154.114(C)(7)(d).

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2. The Planning Commission shall consider the application, relevant support materials, staff report, and any evidence and public comments from the public hearing.

3. 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.

4. The Planning Commission shall clearly state the factors and rationale considered in making its recommendation. Town staff shall notify the applicant in writing regarding the Planning Commission recommendation and shall clearly state reasons for a negative recommendation or conditions of approval.

(c) Town Council. The Town Council may provide the applicant with feedback regarding the merits of the project, considering the review criteria in §154.114(C)(7)(d), and the Planning Commission's recommendation. The Town Council will advise the applicant if the SSD proposal is ready to move forward to the final review phase, or if additional review is required.

(d) Preliminary SSD Review Criteria. Preliminary review for a rezone to the SSD zoning district is not a formal decision and is intended to provide the applicant with feedback from the Planning Commission and Town Council regarding the merits of the project. The Planning Commission and Town Council may consider whether and to what extent the proposed application:

1. Is consistent with the purpose of the SSD zoning district and satisfies the qualifying standards established in §154.113;

2. The proposed use and development 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.

3. The proposed use and development are 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.

4. If the proposal involves phases, each phase of the proposed development shall contain all of the required streets, utilities, landscaping, open space, and other improvements that are required by this code and other Town ordinances to

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provide adequate public facilities and comply with the project's cumulative development to-date and shall not depend upon subsequent phases for those improvements unless approved by separate agreement.

5. Is consistent with the General Plan and applicable small area plans; and

6. Advances the goals and objectives of the Town.

(8) *Post-Decision Actions and Limitations.* Preliminary review for a rezone to the SSD zoning district is not a formal action and is not subject to any post-decision actions and limitations. It is an early opportunity for the applicant to present the proposed concept to the city to solicit input and feedback related to the merits of the proposed project.

(D) *Final SSD Review.* The final SSD review process is intended to establish by ordinance the SSD zoning district standards related to the proposed project, the development agreement, and other necessary legal documents required to execute the proposed development concept and vision that was considered during the preliminary SSD review process.

(1) *Pre-Application Meeting.* Optional.

(2) *Application Submittal and Processing.* A request for final SSD review will not be accepted until the Town Council has authorized the applicant to proceed following the preliminary SSD review process. Upon acceptance, the application will be processed using the procedures established in §154.114(C)(2), (3), and (4).

(3) *Application Review.* Town staff shall review the application in accordance with §154.114(C)(5).

(4) *Public Notice and Hearing*

(a) *Planning Commission Review.* The application shall be scheduled for a public meeting before the Planning Commission and noticed in accordance with Utah Code Ann. §10-20-Part 2.

(b) *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.

(5) *Application Decision and Action*

(a) *Town Staff Recommendation.*

1. *Staff Report.* Town staff shall prepare a written staff report that summarizes the proposal, findings, and staff recommendations.

2. *Distribution and Availability of Application and Staff Report.* Town staff shall

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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.

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

1. The Planning Commission recommendation shall be based on the applicable review criteria listed in §154.114(D)(5)(b).
2. The Planning Commission shall consider the application, relevant support materials, staff report, and any evidence and public comments from the public hearing.
3. 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.
4. The Planning Commission shall clearly state the factors and rationale considered in making its recommendation. Town staff shall notify the applicant in writing regarding the Planning Commission recommendation and shall clearly state reasons for a negative recommendation or conditions of approval.

(a) *Town Council.* The Town Council may approve, approve with conditions, or deny the application, based on the final SSD review criteria in subsection (b), below.

(b) *Final SSD Approval Criteria.* Final review for a rezone to the SSD zoning district is a legislative decision by the Town Council. The Planning Commission and Town Council may consider whether and to what extent the proposed application:

1. Remains consistent with the preliminary SSD review criteria in §154.114(C)(7)(d); and
2. Includes the necessary SSD zoning district standards, development agreement, and other legal mechanisms approved by the Town Attorney that will regulate the development of the site to ensure its consistency with the development vision and concept approved during the preliminary SSD review.

(6) *Post-Decision Actions and Limitations.*

(a) *Building or Grading Permit Approval.*

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1. 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.

2. 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.

(b) Expiration of Approval. Rezoning to an SSD district does not expire but may be subject to specific requirements and restrictions established in the approval documents.

(c) Modification or Amendment of Approval. Amendments to the final SSD approval shall follow the procedures established in the Development Agreement executed in conjunction with the SSD approval.

(d) Resubmission. Following denial of an application, the decision-making body shall not decide on applications for the same property that are the same or substantially similar within one year of the previous denial. This waiting period may be waived by the Town Council provided that:

1. There is a substantial change to circumstances or new information available relevant to the issues or facts considered during the previous application review; or

2. The new application is materially different from the previous application.

(e) Appeals. In accordance with Utah Code Ann. §10-20-Part 11, any person that has standing to obtain judicial review of a non-administrative decision by the Town Council as it relates to this code, may appeal according to the judicial review process established in state law. Such appeal shall be filed at the appropriate venue in the judicial district where the land affected by the decision is located and shall be filed no later than 30 days after the date of the decision.