

Approved Meeting Minutes
Fairfield Planning Commission
Regular Session / Public Hearing
July 29, 2026

Minutes

Date: Wednesday, July 29, 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, Jamie Mascaro, Kelton Butterfield

Staff Present:

Recorder: Stephanie Shelley, Mayor: Hollie McKinney, Treasurer: Codi Butterfield, Attorney: Brad Christopherson, Planner: Jim Spung (via Zoom).

Others Present: Grant Peterson (Grantsville), Michael Weber, Vern Carson, Krista Black, Glade Nielson (Nephi - Sunrise), Darwin & Lesa Bundy.

Via Zoom: Brenda, Kandice Johnson, Samsung SM-S938U

Public Hearing

The Planning Commission will conduct separate public hearings for each of the following legislative items. Public comment will be accepted during each public hearing. Following each hearing, the Planning Commission may deliberate and make a recommendation to the Town Council.

Text Amendment on Setbacks

1) Staff report and presentation, discussion on the Text Amendment 154.105(E) Agricultural Residential Zones. Setbacks, building height, lot size, frontage, parking.

Planner Jim Spung presented the proposed text amendment to Section 154.105(E), Agricultural Residential Zones, regarding corner lot setbacks. He explained that the current ordinance establishes front-yard setbacks but does not specify how those setbacks apply to corner lots. The proposed amendment clarifies that the required front setback applies to both street frontages of a corner lot.

Jim stated that the amendment does not change the existing setback requirements but clarifies how they apply to corner lots. He noted that the amendment is consistent with the way most communities regulate corner lots and would apply to both principal buildings and accessory structures. After the presentation, the Commissioners had no questions or comments.

2) Open public hearing on the Text Amendment 154.105(E) Agricultural Residential Zones. Setbacks, building height, lot size, frontage, parking.

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Chairman Taylor confirmed with Attorney Brad Christopherson that a formal motion was required to open the public hearing. Following that confirmation, Chairman Taylor opened the public hearing on the proposed text amendment to Section 154.105(E), Agricultural Residential Zones, regarding corner lot setbacks.

3) Receive Public Comment (two minutes per person).

No public comments were received.

4) Close Public Hearing.

Chairman Taylor closed the public hearing.

5) Planning Commission Discussion and Deliberation: Text Amendment 154.105(E) Agricultural Residential Zones. Setbacks, building height, lot size, frontage, parking.

After the public hearing closed, the Commissioners had no additional discussion. A Commissioner noted that the suggested motion language was included in the staff report, and the Commissioners proceeded to consider a recommendation to the Town Council.

6) Consider a recommendation to the Town Council regarding the proposed Text Amendment to section 154.105(E) Agricultural Residential Zones. Setbacks, building height, lot size, frontage, parking.

Commissioner Mascaro moved to forward a positive recommendation to the Town Council for a zoning text amendment to the Fairfield Code of Ordinances related to corner lot setbacks in Agricultural Residential Zones, based on the findings and recommendations of this Staff Report. Commissioner Butterfield seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes

Commissioner Riet - Yes

Commissioner Fisher - Yes

Commissioner Mascaro - Yes

Commissioner Butterfield - Yes

Roads Regulations Title 6 Chapter 3 has been renumbered to Title 15, Chapter 152, Roads, Highways and Rights-of- Way Ordinance

1) Staff report and presentation, discussion on the Roads Regulations Title 6 Chapter 3 has been renumbered to Title 15, Chapter 152, Roads, Highways and Rights-of- Way Ordinance

Chairman Taylor introduced the next agenda item regarding the Roads Regulations, formerly codified as Title 6, Chapter 3, which had been renumbered to Title 15, Chapter 152, Roads, Highways, and Rights-of-Way.

Attorney Brad Christopherson explained that the Roads Ordinance had already been incorporated into the Town Code during codification. During that process, the codifier relocated

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the Roads Ordinance into the Town's land use regulations. Staff later determined that a public hearing was necessary to ensure the ordinance had been properly adopted within the land use regulations before recommending it to the Town Council.

Mayor Hollie McKinney added that the Roads Ordinance had been rewritten to incorporate the American Public Works Association (APWA) standards and that the ordinance had been placed in the land use section during codification, making the public hearing necessary.

2) Open public hearing on the Roads Regulations, Title 6, Chapter 3, has been renumbered to Title 15, Chapter 152, Roads, Highways and Rights-of- Way Ordinance

Chairman Taylor opened the public hearing on the proposed Roads Regulations, Title 15, Chapter 152, Roads, Highways, and Rights-of-Way Ordinance.

3) Receive Public Comment (two minutes per person).

Chairman Taylor invited comments from those present in the meeting room and those attending via Zoom. After receiving no comments, he stated that one written public comment had been submitted by email and read the comment into the record.

The proposed road ordinance prohibits cul-de-sacs. I support street connectivity as a planning goal. But a complete ban on cul-de-sacs — with no exception process — doesn't account for situations where connectivity is physically impossible: terrain, floodplains, or parcels bordered by land that will never develop, like airport runway protection zones, landfills, and water features like the sinks. Most jurisdictions that discourage cul-de-sacs still allow them through a variance or hardship exception for exactly these cases. I'd ask the commission to add an exception process rather than an absolute ban, so the ordinance can achieve its connectivity goal without creating undevelopable parcels where a through-street simply isn't feasible.

4) Close Public Hearing.

Chairman Taylor closed the public hearing.

5) Planning Commission Discussion and Deliberation: Roads Regulations Title 6 Chapter 3 has been renumbered to Title 15, Chapter 152, Roads, Highways and Rights-of- Way Ordinance

Chairman Taylor stated that he viewed the concern as one that could be addressed through the proposed Site-Specific Development (SSD) process. He noted that an SSD could allow a cul-de-sac when warranted by the circumstances and did not believe the Roads Ordinance needed to be amended at this time. He added that if changes became necessary in the future, the ordinance could be amended.

Commissioner Riet stated that he believed the proposed Site-Specific Development (SSD) ordinance addressed the concern regarding cul-de-sacs. He noted that the SSD process would allow a cul-de-sac to be considered when appropriate for a specific development and, therefore, did not believe the issue required changes to the Roads Ordinance at that time.

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Jim Spung explained that many communities allow cul-de-sacs only under extenuating circumstances when connectivity cannot reasonably be achieved. He stated that the proposed SSD process would provide flexibility for projects meeting the SSD criteria and noted that allowing exceptions was ultimately a policy decision for the Town.

- 6) Consider a recommendation to the Town Council to adopt the Roads Regulations, Title 6, Chapter 3, has been renumbered to Title 15, Chapter 152, Roads, Highways and Rights-of-Way Ordinance.**

Commissioner Mascaro moved to forward the Roads Regulations, Title 6, Chapter 3, which has been renumbered to Title 15, Chapter 152, Roads, Highways, and Rights-of-Way Ordinance, to the Town Council with a positive recommendation. Commissioner Butterfield seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes

Commissioner Riet - Yes

Commissioner Fisher - Yes

Commissioner Mascaro - Yes

Commissioner Butterfield - Yes

Site-Specific Development Zone (SSD)

- 1) Staff report and presentation, discussion on the Site-Specific Development Zone (SSD)**

Chairman Taylor introduced the agenda item and invited Planner Jim Spung to present the proposed Site-Specific Development (SSD) zoning district.

Jim explained that the Commissioners had previously reviewed the proposal and that only a few revisions had been made since the last meeting based on comments received from the Planning Commission, the Mayor, and Attorney Brad Christopherson.

Jim reviewed the purpose of the proposed SSD district, explaining that the General Plan establishes the Town's vision, the zoning ordinance provides the regulations to implement that vision, and the zoning map identifies where those regulations apply. He stated that the Town's existing zoning districts do not fully implement the vision outlined in the General Plan adopted the previous year. The SSD district is intended to provide a tool for projects with unique characteristics that cannot be appropriately addressed through the Town's existing zoning districts.

Jim explained that the proposed SSD district would apply only to projects meeting specific qualifying criteria, including a minimum project size. He noted that the proposed minimum acreage had been increased from 10 acres to 50 acres since the previous Planning Commission

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meeting to reserve the SSD process for larger, unique developments requiring customized development standards.

Jim described the proposed two-step review process. The preliminary review would allow the Planning Commission and Town Council to evaluate a conceptual development proposal before significant resources were invested. If supported, the applicant would proceed with a final review, during which the Town would prepare the site-specific zoning ordinance, development agreement, and zoning map amendment for the project.

Jim explained that approving an SSD district would establish zoning regulations specific to the project but would not eliminate the requirement for future subdivision approval, site plan review, building permits, or other applicable development approvals.

2) Open public hearing on the Site-Specific Development Zone (SSD)

Before opening the public hearing, Chairman Taylor invited additional discussion regarding the proposed minimum acreage requirement for the Site-Specific Development (SSD) district and asked Planner Jim Spung and Attorney Brad Christopherson for their perspectives.

Jim explained that the minimum acreage requirement was intended to provide guardrails so the SSD process would be reserved for larger, unique developments rather than being available to every property owner seeking exceptions to the Town's zoning regulations. He stated that other provisions of the Town Code already provide mechanisms for addressing smaller-scale requests, such as setbacks or building heights.

Attorney Brad Christopherson agreed that Fairfield's rural character supported a larger minimum acreage requirement for the proposed Site-Specific Development (SSD) Zone. He explained that while a 10-acre threshold might be appropriate in a suburban community, a single residence in Fairfield could occupy a 10-acre parcel. Although he did not recommend a specific acreage requirement, he said the minimum should be greater than 10 acres and expressed support for the Planning Commission and Town Council in determining the appropriate threshold.

The Planning Commission discussed whether the minimum acreage should be 40, 50, or 100 acres. Commissioners noted that multiple property owners could combine property into a single development if necessary. Following discussion, the Commissioners reached a general consensus to recommend a minimum project size of 50 acres, recognizing that the Town Council could modify the requirement during its review.

Chairman Taylor then opened the public hearing on the proposed Site-Specific Development Zone.

3) Receive Public Comment (two minutes per person).

Chairman Taylor invited public comment.

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Vern Carson addressed the Commissioners and referred to the previous discussion regarding the difficulty of administering multiple SSD districts, each with different development standards. He suggested that, in addition to establishing a minimum acreage requirement, the Commissioners consider the number and configuration of SSD districts and the need for consistency among them.

Mr. Carson also asked whether developments approved through the SSD process would be required to comply with the Town's roadway standards, including the 66-foot right-of-way and APWA standards. He then asked about the process for establishing an Agricultural Protection Area, expressing concern about future development adjacent to his property and the potential for conflicts with his existing agricultural operations.

Jim Spung responded that the Town would have discretion to determine which development standards it was willing to modify through the SSD process. He explained that the Town's baseline standards would apply unless an applicant demonstrated that a proposed deviation would benefit the Town and the Town approved the change through the rezoning process. Regarding the Agricultural Protection Area, Jim stated that he would need to research whether the Town or Utah County administers the process and would follow up with additional information.

Brenda Tanner commented remotely that a 50-acre minimum initially seemed small to her. After hearing Jim's explanation of the Town's discretion in approving SSD applications, she said she was less concerned about the proposed acreage. However, she remained concerned about the possibility of a larger property being divided into multiple 50-acre SSD districts with different development standards.

No additional public comments were received.

4) Close Public Hearing.

Chairman Taylor closed the public hearing on the proposed Site-Specific Development (SSD) Zone.

5) Planning Commission Discussion and Deliberation on Site-Specific Development Zone (SSD)

Following the close of the public hearing, Chairman Taylor asked if there were any additional comments or discussion. No further discussion was offered.

Planner Jim Spung informed the Commissioners that, since the meeting packet had been distributed, Attorney Brad Christopherson and Mayor Hollie McKinney had reviewed the draft ordinance and recommended three additional revisions:

1. Replace references to the Airpark with the Airpark Mixed-Use Zone on lines 23 through 25 and renumber the section accordingly.

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2. Update the minimum project size from 10 acres to 50 acres.
3. Replace references to Town Staff with Planning Director or the Mayor's Designee throughout the ordinance.

Mayor McKinney also suggested using Google Docs for future draft reviews to make it easier for Planning Commissioners to provide comments. The Commissioners indicated they were comfortable using that format.

6) Consider a recommendation to the Town Council to adopt Site-Specific Development Zone (SSD)

Commissioner Mascaro motioned 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. With the following, replace references to the Airpark with the Airpark Mixed-Use Zone on lines 23 through 25 and renumber the section accordingly. Update the minimum project size from 10 acres to 50 acres. Replace references to Town Staff with Planning Director or the Mayor's Designee throughout the ordinance. Commissioner Riet seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes

Commissioner Riet - Yes

Commissioner Fisher - Yes

Commissioner Mascaro - Yes

Commissioner Butterfield - Yes

Business Items

The Commission will discuss (without public comment) and may either make a recommendation to the Town Council or approve the following items as needed:

1) Approve the July 16, 2026 minutes.

Chairman Taylor presented the July 16, 2026 Planning Commission meeting minutes for approval.

Chairman Taylor presented the July 16, 2026, Planning Commission meeting minutes for approval. After confirming that a comment in the draft had been addressed, the Commissioners proceeded with consideration of the minutes.

Commissioner Mascaro stated that she would abstain from voting because she had not been present at the July 16 meeting.

Commissioner Riet made a motion to approve the minutes of the July 16 meeting.

Commissioner Butterfield seconded the motion. The motion passed with 4 yes and 1 abstention.

Commissioner Taylor - Yes

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Commissioner Riet - Yes

Commissioner Fisher - Yes

Commissioner Butterfield - Yes

Commissioner Mascaro - Abstained

2) Review and may approve Darwin Bundy's site plan.

Chairman Taylor introduced the agenda item and explained that when the site plan was previously reviewed, two items remained outstanding: the fire protection requirements and approval of the septic system by the Utah County Health Department.

Chairman Taylor reported that since the previous meeting, Mr. Bundy had elected to install a fire sprinkler system, which would be addressed during the Fire Marshal's review of the building permit. He also noted that the required approval from the Utah County Health Department for the septic system had been received. Chairman Taylor commended Darwin Bundy and Grant Peterson for completing the remaining requirements sooner than anticipated and stated that he was satisfied the outstanding items had been resolved.

Chairman Taylor invited any additional comments.

Grant Peterson acknowledged that the project presented unique circumstances because of the water protection zone and thanked Mr. Bundy for his cooperation throughout the review process and his willingness to address the Town's requirements. Mr. Peterson also complimented Mayor McKinney for including suggested motion language in the staff reports, noting that it made the Commissioners' work easier.

Commissioner Riet made a motion to approve the site plan for the Darwin Bundy property.

Commissioner Mascaro seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes

Commissioner Riet - Yes

Commissioner Fisher - Yes

Commissioner Mascaro - Yes

Commissioner Butterfield - Yes

3) Update from Oquirrh Wood Ranch.

Jared Westhoff provided an update on the Oquirrh Wood Ranch project. He explained that, based on the direction received from the Planning Commission at the previous meeting, the proposed development had been reorganized using the Site-Specific Development (SSD) framework. The project had been divided into three primary components: the business park, ranch units, and commercial area. Mr. Westhoff stated that restructuring the project in this manner had simplified the drafting process and made it easier to develop project-specific standards. He expressed appreciation for the Commissioners' guidance and said the project team found the direction helpful.

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For the business park, Mr. Westhoff explained that the Town's Technology Overlay Zone served as the foundation for the proposed standards. The project team then incorporated project-specific provisions where appropriate. He presented a draft summary identifying the modifications, additions, and revisions made to the Technology Overlay Zone, noting that portions of the draft remained highlighted where the project team was still evaluating options and refining language.

Mr. Westhoff stated that the project team was continuing to evaluate water use, transportation, and roadway design. He explained that while the Town's standard 66-foot right-of-way was appropriate for many roadways, the draft plans proposed wider rights-of-way in certain locations to accommodate anticipated traffic and industrial uses. He stated that some industrial roads were proposed to have 70- or 76-foot rights-of-way, and that 900 North was proposed with a 94-foot right-of-way because the project team believed additional width would be necessary. He noted that these roadway sections remained in draft form and would continue to be evaluated.

Chairman Taylor suggested that the project's water rights be submitted to the Town's water engineer for verification early in the development process so their validity and transferability could be confirmed before significant time and expense were invested in project review.

Mr. Westhoff responded that the project team had already begun gathering that information and would follow up with the Town. He stated that the business park standards had also been simplified by limiting the list of permitted uses to those already contained within the Technology Overlay Zone, with only project-specific modifications where necessary.

Mr. Westhoff reported that the project team hoped to return by the end of August with near-final drafts for the business park and ranch unit portions of the project, as well as an initial draft for the commercial area. The goal was to refine the documents sufficiently for Planning Commission consideration in September, while recognizing that additional revisions could still be made if needed.

The Commissioners then discussed the proposed transition between commercial and business park uses. Chairman Taylor noted that previous discussions had emphasized creating a gradual transition from lighter commercial uses to more intensive commercial and industrial uses rather than an abrupt change in land use. Mr. Westhoff responded that the project had been revised to reflect that concept. He explained that an area of approximately 30 acres along the Pony Express (trail), previously identified as part of the business park, was now proposed as commercial property to provide a transition between commercial development and the business park. The Commissioners agreed that the layered approach was appropriate.

The Commissioners also discussed proposed building heights. Chairman Taylor asked how the proposed building heights compared with those permitted in Eagle Mountain. Mr. Westhoff explained that the proposed ordinance retained the Town's existing 50-foot maximum building

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height for principal buildings. However, the project team was requesting that the conditional maximum height be increased from 80 feet to 90 feet to accommodate a prospective industrial user that anticipated needing a 90-foot air-cooling tower rather than a taller building. He stated that the project team was still confirming whether the additional height would actually be necessary and emphasized that the proposal remained in draft form.

Commissioners discussed potential impacts associated with taller structures, including whether a 90-foot tower might require aviation marker lights and whether taller structures could affect fire protection requirements, including the possible need for ladder truck access. Mr. Westhoff agreed to compare the proposed standards with Eagle Mountain's regulations, verify the height requirements with prospective users, and consult with Unified Fire Authority regarding any fire protection considerations before returning with the next draft.

The discussion concluded with additional comments regarding water rights. Mr. Westhoff explained that the project team held a block of water rights that had already been converted to municipal use but would require a change in the point of diversion. He stated that their goal was to drill wells on the east side of the project to move the point of diversion as far as possible from potential interference with the Fairfield Spring. Chairman Taylor explained that the Town's objective was to verify that sufficient transferable water rights existed before investing significant time in the development review process. Mayor McKinney added that the Town's water engineer could review the water rights to verify the certificates and confirm they were transferable.

Mr. Westhoff then asked about the Town's water banking ordinance and discussed the possibility of transferring a portion of the water rights into the Town's water bank and adding additional water rights as development progressed. The Commissioners indicated that this approach could be helpful.

Mr. Westhoff thanked the Commissioners for their guidance and stated that the revised approach had significantly improved the project. The Commissioners expressed appreciation for the update and looked forward to reviewing the next draft as the project continued to progress.

Adjournment

Motion made by Commissioner Mascaro to end the meeting. Commissioner Butterfield seconded the motion. Meeting end time: 7:52 pm.

August 2, 2026
Minutes Approval Date



Stephanie Shelley
Stephanie Shelley Recorder/Clerk

Fairfield

Utah County, Utah

Sign-In Sheet

Date: **July 29, 2026**

Event: **Planning Commission**

<u>Name</u>	<u>Town / City</u>	<u>Would you like to volunteer</u>
Grant Peterson	Grantsville	
Michael Weber	FAIRFIELD	Y
Vern Carson	Fairfield	
Christa Black	Fairfield	
Glade Nielson	Nephi-Sunrise	

Fairfield

Utah County, Utah



Please sign in to make a public comment

Date July 29, 2026

Public Hearing Public Comment (2-minute limit per person):

- Comments must relate to the ordinance currently under public hearing.
- Speakers are asked to state their name for the record.
- Two minutes per person.

- 1) Name Vern Carson Topic Roads -
- 2) Name Vern Carson Topic SSD
- 3) Name Brenda Tanner Topic SSD
- 4) Name _____ Topic _____
- 5) Name _____ Topic _____
- 6) Name _____ Topic _____
- 7) Name _____ Topic _____
- 8) Name _____ Topic _____
- 9) Name _____ Topic _____
- 10) Name _____ Topic _____



Stephanie Shelley <sshelley@fairfieldtown-ut.gov>

Public Comment 7/29/2026

1 message

Alina Pringle [REDACTED]

Wed, Jul 29, 2026 at 5:26 PM

To: Stephanie Shelley <sshelley@fairfieldtown-ut.gov>

Fairfield Town Planning Commission,

First thank you for the work you do to planning Fairfield's future.

In the proposed road ordinance cul-de-sacs are prohibited. I support street connectivity as a planning goal. But a complete ban on cul-de-sacs — with no exception process — doesn't account for situations where connectivity is physically impossible: terrain, floodplains, or parcels bordered by land that will never develop, like airport runway protection zones, landfills, and water features like the sinks. Most jurisdictions that discourage cul-de-sacs still allow them through a variance or hardship exception for exactly these cases. I'd ask the commission to add an exception process rather than an absolute ban, so the ordinance can achieve its connectivity goal without creating undevelopable parcels where a through-street simply isn't feasible.

I generally support the new site specific development (SSD zoning district proposed to the planning commission.

Thank you again,

Alina Pringle

Fairfield Town Resident

Fairfield

Utah County, Utah

PUBLIC NOTICE IS HEREBY GIVEN THAT

The Planning Commission of Fairfield, Utah, shall hold a Public Hearing on Wednesday, July 29, 2026, @ 7:00 P.M., at the Town Office, 121 West Main Street, Fairfield, Utah.

Notice of Public Hearing

The Fairfield Planning Commission will conduct a Public Hearing on the following:

- 1) Roads Regulations Title 6 Chapter 3 has been renumbered to Title 15, Chapter 152, Roads, Highways and Rights-of- Way Ordinance
- 2) Site-Specific Development Zone (SSD)
- 3) Text Amendment 154.105(E) Agricultural Residential Zones. Setbacks, building height, lot size, frontage, parking.

Meeting Date: July 29, 2026, 7 p.m.
Meeting Location: Fairfield Town Office
121 West Main Street
Fairfield Town, UT 84013

Zoom Meeting

<https://us06web.zoom.us/j/88276448741?pwd=KUMzdrmlgAbD1eay1Z5G6X3aiptVLD.1>

Meeting ID: 882 7644 8741 **Passcode:** 027768

The proposed application, staff reports, and associated informational materials will be available for review on the Town's website, <https://fairfieldtown-ut.gov/>, by **July 22, 2026, at 5 pm**. Printed copies are available if needed during office hours. To provide public comment, email sshelley@fairfieldtown-UT.gov. Comments received will be added to the public record at the public hearing. For additional questions, contact the recorder/clerk at (801) 766-3509 or sshelley@fairfieldtown-UT.gov.

Certificate Of Posting

The above Public Hearing notice was posted on or before the 17th day of July 2026, at the location of the meeting, Fairfield Town Office, 121 West Main Street, Fairfield, UT, and at the Fairfield town website <https://fairfieldtown-ut.gov/meetings/>, and on the Utah state public notice website at <https://www.utah.gov/pmn/index.html>.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the Town offices at 801-766-3509.

July 17, 2026

Date



Stephanie Shelley

Stephanie Shelley Town Recorder/Clerk

Unapproved Meeting Minutes
Fairfield Planning Commission
Regular Session
June 3, 2026

Minutes

Date: Wednesday, June 3, 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

Co-Chair Riet opened the meeting at 7:00 pm

David Riet, Jamie Mascaro, and Kelton Butterfield participated via Zoom until arriving in person at approximately 7:19 p.m.

Excused Commissioners:
Wayne Taylor, Kyler Fisher

Staff Present:

Recorder: Stephanie Shelley, Mayor: Hollie McKinney, Treasurer: Codi Butterfield, Attorney: Brad Christopherson (via Zoom), Sargent Dutson.

Others Present: Vern Carson, Chase Andresi

Via Zoom: Tal Adair, Weber, Jim Smith.

Business Items

The Commission will discuss (without public comment) and may either make a recommendation to the Town Council or approve the following items as needed:

1) Approve the May 6, 2026, minutes.

Commissioner Mascaro motioned to approve the May 6, 2026, minutes.

Commissioner Butterfield seconded the motion. The motion passed unanimously.

Commissioner Riet - Yes

Commissioner Mascaro - Yes

Commissioner Butterfield - Yes

2) Update from Oquirrh Wood Ranch.

Chase Andresi, representing Oquirrh Wood Ranch, provided an update on the proposed development project. Mr. Andresi explained that Oquirrh Wood Ranch owns and is under contract to purchase approximately 1,400 acres adjacent to the Firefly development in Eagle Mountain. He stated that the intent is not to replicate the Firefly development within Fairfield, but rather to create a development consisting of industrial, commercial, agricultural, and residential ranchette uses. Residential lots being considered would generally range from one to five acres.

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Mr. Andresi stated that a draft development agreement is being prepared and will incorporate proposed land uses, development standards, road and utility plans, and other project requirements. He indicated the development agreement would be provided to the Town for review once additional exhibits and supporting documents are completed.

Commissioners noted that information regarding the project had previously been presented to the Town Council, but that the Planning Commission had not yet received a presentation on the proposal. Commissioners requested additional information and maps showing existing property owners, parcel boundaries, and how the proposed Fairfield development would transition from the Firefly development in Eagle Mountain.

Commissioners also discussed the importance of following the Town's land use review process, noting that future zoning amendments and related land use applications should be reviewed by the Planning Commission before recommendations are forwarded to the Town Council.

Commissioners reviewed the proposed land-use map and discussed the locations of residential, commercial, industrial, and agricultural areas. Discussion included existing neighboring properties and the proposed development's relationship to surrounding landowners.

Commissioner Riet expressed concerns regarding the proposed realignment of Lehi-Fairfield Road and its potential impact on the historic Pony Express Trail route. He stated that the road has been used for many years as part of the annual Pony Express Re-Ride and emphasized the importance of preserving the historic route whenever possible. Mr. Andresi acknowledged the concern and stated that the proposed road alignments remain conceptual and can be adjusted as planning progresses.

Discussion also focused on future roadway planning and traffic impacts. Commissioners emphasized the importance of preserving future roadway corridors and establishing a northern access route to serve future industrial and commercial development and reduce traffic through Fairfield. Commissioners noted that future roadway easements and dedications should be addressed during the planning process to avoid future access issues. Discussion included previous concerns regarding the loss of access to Lewiston Road and the importance of preserving future transportation corridors.

Commissioners discussed the proposed ranchette area and the anticipated acquisition of several lots by existing Fairfield residents and their families. Discussion included proposed lot locations, compatibility with surrounding properties, and development standards that would govern residential uses, livestock, and accessory structures within the development. Commissioners also discussed the anticipated timeline for those residents to begin construction once zoning and approval processes are completed.

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Discussion also included existing zoning within the project area and the need for future rezoning requests. Commissioners noted that portions of the property are currently zoned AR-40 and discussed how proposed land uses would need to be addressed through the zoning process. Commissioners also discussed an area currently designated AR-10, which was identified as a placeholder for future development, and reviewed potential future land uses for that property. Commissioners reviewed the Town's existing Tech Overlay Zone and discussed the possible use of a Site-Specific Development (SSD) Zone to establish project-specific standards for portions of the development. Town Attorney Brad Christopherson explained that the SSD approach could be used to clearly define development standards and requirements. He also explained that the Town's contracted planner, together with legal counsel, would prepare staff reports, findings, recommendations, and supporting materials to assist the Planning Commission during its review of future applications.

Commissioners discussed the proposed relocation of Bryce Thomas's agricultural operation as part of a land exchange and noted concerns regarding how future roadway alignments could affect agricultural uses in that area.

The discussion also included future commercial development opportunities along Highway 73 and a parcel currently identified as a placeholder for future development. Mr. Andresi stated that future uses have not been finalized and would be evaluated through future planning and approval processes.

Mr. Andresi explained that Oquirrh Wood Ranch has acquired water rights in conjunction with its land holdings and is working with engineers on utility and infrastructure planning. He stated that additional information regarding utilities, roadway layouts, design standards, and development requirements would be included in future presentations. Discussion also included the anticipated review process for the proposed development. It was noted that any future zoning amendments, development agreements, and related land use approvals would proceed through the Town's required public hearing and review process before any formal action is taken.

Mr. Andresi stated that he had prepared a draft development agreement and was working with Jared, Town Attorney Brad Christopherson, and Mayor McKinney to finalize supporting materials. He explained that exhibits, development standards, road cross-sections, utility information, and other project details were being assembled and could be provided to the Town within the next few weeks. When asked about the review process, Mr. Andresi indicated that he would like to hold an additional work session with the Planning Commission to review the development agreement and supporting documents and receive feedback before proceeding through the formal approval process.

The presentation was informational only. No formal application, development agreement, zoning amendment, or other land use request was before the Commission for consideration, and no recommendation or action was taken.

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3) Wildlife Hazard and Safety Protection Area within Fairfield.

Commissioners discussed the item briefly and agreed that additional review was needed before further discussion. The item will remain on the agenda for future discussion.

Adjournment

Motion made by Commissioner Mascaro to end the meeting. Commissioner Butterfield seconded the motion. Meeting end time: 8:12 pm.

Minutes Approval Date

Stephanie Shelley Recorder/Clerk

Working Draft 26-06-04

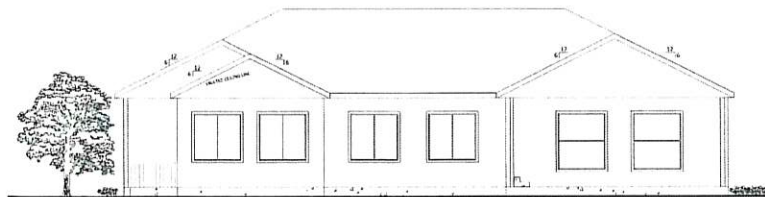
A NEW RESIDENCE FOR:
DARWIN & LISE BUNDY
 383 WEST BIG SPRINGS DRIVE
 FAIRFIELD, UTAH 84013

SQUARE FOOTAGES:

MAIN FLOOR LIVING -	1916 S.F.
BASEMENT LIVING -	1784 S.F.
PORCH -	274 S.F.
COLD STORAGE -	253 S.F.

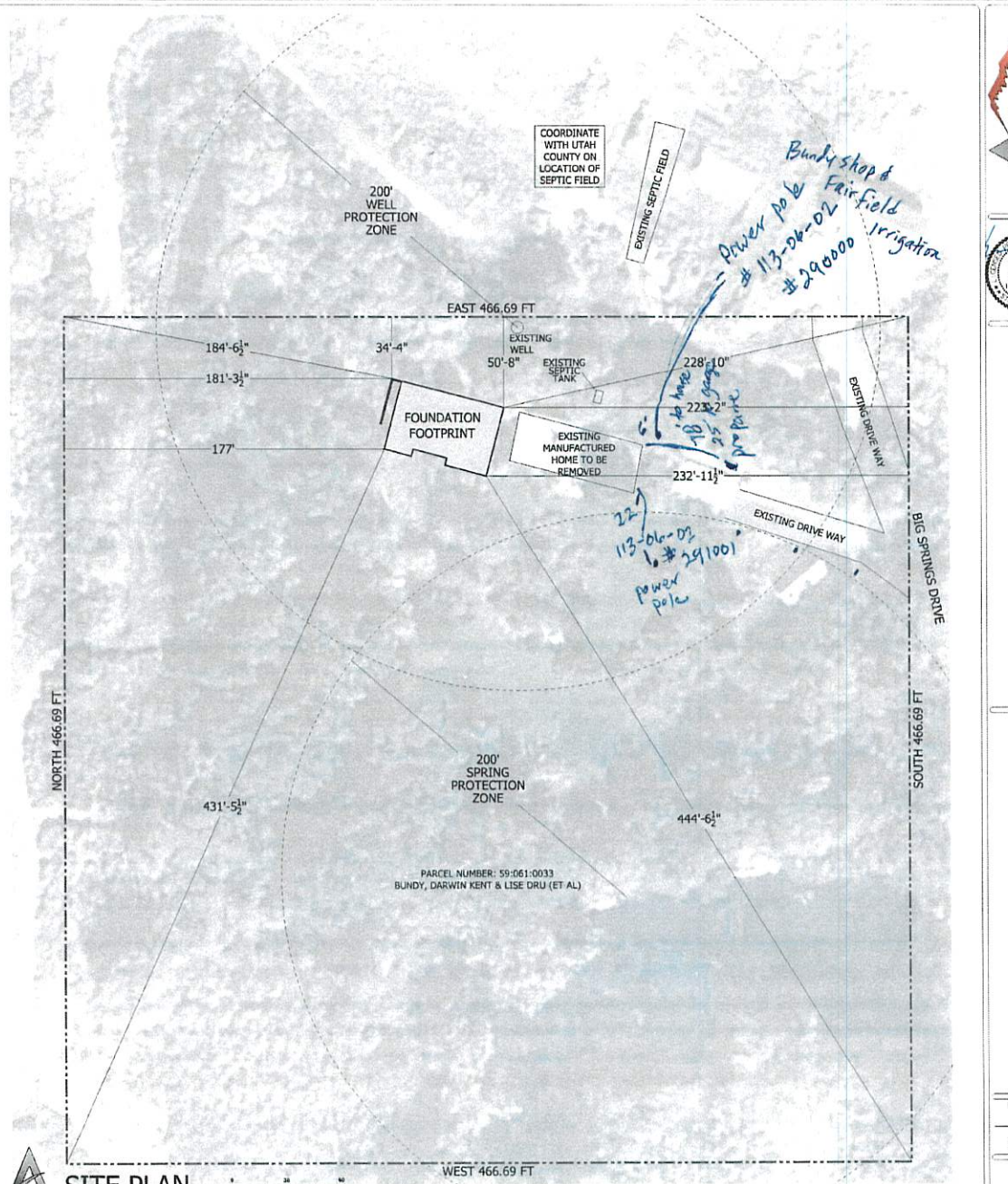
DRAWING INDEX:

- COVER SHEET
- A101 - BASEMENT FLOOR PLAN
- A102 - MAIN FLOOR PLAN
- A201 - ELEVATIONS
- E101 - BASEMENT ELECTRICAL PLAN
- E102 - MAIN FLOOR ELECTRICAL PLAN
- S100 - FOOTING & FOUNDATION PLAN
- S101 - BASEMENT FRAMING PLAN
- S102 - MAIN FRAMING PLAN
- S103 - MAIN FLOOR FRAMING PLAN
- S104 - ROOF FRAMING PLAN
- S500 - STRUCTURAL NOTES
- S501 - SECTIONS & DETAILS
- S502 - DETAILS
- S503 - DETAILS
- S504 - DETAILS
- EX001 - GAS SCHEMATIC



SITE PLAN

SCALE: 1" = 30' (24X36), 1" = 60' (12X18)



Title 6 Public Utilities

Chapter 3

Road Regulations.

Section 6.3.05	Adoption of Standard Specifications
Section 6.3.10	General Provisions
Section 6.3.30	Plats and Description
Section 6.3.40	Locating of Lines
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Section 6.3.70	Poles, Posts, and Fences
Section 6.3.80	Bridges, Ditches, Water, and Waterways
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Section 6.3.90	Limitations on Use of Vehicles
Section 6.3.95	Street Cuts and Degradation Fees.
Section 6.3.100	Official Map Showing New Streets or Alterations to Existing Streets
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Section 6.3.125	Vacation of Public Street or Right-of-Way
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Section 6.3.140	Traffic Control
Section 6.3.150	Road Classifications.
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Section 6.3.165	As-Built Drawings and Close-Out.
Section 6.3.170	Enforcement
Section 6.3.180	Judicial Review
Section 6.3.190	Severability
Section 6.3.200	Conflict with Other Land Use Ordinances or Town Code
Section 6.3.210	Maps.
Section 6.3.10	Definitions

Section 6.3.05 - Adoption of Standard Specifications

All road infrastructure improvements within Fairfield Town shall be designed and constructed in accordance with the Town's adopted Design Guidelines and Standard Specifications. Where the Town's standards are silent or in conflict, the work shall comply with applicable sections of the American Public Works Association (APWA) Utah Chapter Manual of Standard Specifications, latest edition.

Section 6.3.10 – General Provisions

A. Purpose

This Chapter establishes regulations to promote the safety and health of individuals who use and travel upon the roads, highways, and rights-of-way within Fairfield Town. It is further intended to:

1. Protect the structural integrity and longevity of public roads and rights-of-way.
2. Prevent unauthorized or unnecessary crossings and excavations.
3. Provide for the regulated approval, oversight, and restoration of essential crossings and excavations; and
4. Establish standards for the proper repair and maintenance of roads and rights-of-way following construction or disturbance.
5. Ensure that all construction, excavation, and repair activities conform to uniform standards for design, materials, and workmanship consistent with APWA general requirement specifications

B. Department of Roads

1. There is hereby established a Department of Roads, which shall be responsible for the general administration and supervision of construction, maintenance, and repair of all roads, streets, sidewalks, bridges, and other public ways within Fairfield Town.
2. The Department shall operate under the direction and control of the Director of Roads, who shall be appointed in accordance with Town policy and procedures.
3. The Department shall enforce compliance with Fairfield Town Standards and applicable APWA testing and inspection specifications during design review and inspection.

C. Powers and Duties of the Department of Roads

The Department of Roads shall have the following powers and responsibilities:

1. Manage and oversee the construction, repair, and maintenance of all roads, sidewalks, bridges, curbs, gutters, culverts, drains, and other public ways. The Department shall exercise control over all water flowing on or through such areas, including stormwater, floodwater, drainage, and irrigation flows.
2. Maintain a public record of all reported complaints related to the condition of roads and public infrastructure. The Department shall promptly investigate such complaints and, when appropriate, initiate repairs or other corrective actions. Each complaint and resulting action shall be documented.

3. Undertake or direct the repair of any identified defects in roads or public ways. Where repairs cannot be completed immediately, the Department shall implement reasonable measures to protect the public from harm until the defect is addressed.
4. Coordinate with engineers retained by Fairfield Town to review plans for subdivisions, developments, and other projects involving public or private infrastructure.
5. Ensure with engineers that construction drawings, subgrade, base course, asphalt, concrete work, traffic control compliance, and materials testing meet APWA standards.
6. Inspect or assign inspectors to oversee the construction of all infrastructure improvements within subdivisions or within any public right-of-way to ensure compliance with approved plans and specifications.
7. Facilitate the final acceptance of public infrastructure improvements by Fairfield Town upon successful completion and compliance with applicable standards.
8. Approve the timely release of construction and warranty bonds required to guarantee the construction, function, and durability of infrastructure improvements.

Section 6.3.30 – Plats and Description

A. Purpose

The purpose of this section is to ensure the proper documentation, preservation, and accessibility of all public roads within Fairfield Town through accurate platting and description.

B. Duties of the Planning Commission

1. The Fairfield Town Planning Commission shall identify, review, and document all roads that exist within the incorporated limits of the Town.
2. The Commission shall prepare and maintain current plats and written descriptions for all such roads. Plats and descriptions shall meet survey accuracy and documentation requirements consistent with APWA record drawing specifications.
3. The Commission may, as necessary, locate and describe additional roads situated on public lands within the Town's jurisdiction.
4. All plats and road descriptions shall be filed with the Office of the Town Recorder and shall be maintained as official public records.

Section 6.3.40 – Locating of Lines

A. Roadway Line Definition

1. For purposes of this Chapter, roadway lines shall be defined as the measured distance from the centerline of a road to each edge of the platted or surveyed right-of-way.
2. The total width of the right-of-way shall be calculated as twice the distance from the centerline to the edge of the roadway line.

B. Minimum Right-of-Way Width

1. No public roadway located within Fairfield Town that is considered surveyed and platted shall have a total right-of-way width of less than fifty-five (55) feet.
2. Exceptions may apply in cases where existing partially deeded half roads have not yet had their full width acquired or platted.
3. Surveying and staking shall conform to APWA surveying specifications.

Section 6.3.50 – Utilities

A. Utility Responsibilities

1. Any person, company, or entity that owns, operates, or manages a utility located within, beneath, alongside, over, or across any Fairfield Town road, highway, or right-of-way shall be fully responsible for the repair, replacement, or relocation of such utility when:
 - a. The utility is damaged; or
 - b. Relocation is required due to the rebuilding, reconstruction, or realignment of a Town road, highway, or right-of-way.

B. Timeframe for Compliance

1. Upon receiving written notice from Fairfield Town, the responsible utility owner or operator shall complete all required repairs, relocations, or replacements within five (5) calendar days.
2. All such work shall be performed at the expense of the utility owner or operator.

C. Town Authority to Act

1. If the utility owner or operator fails to complete the required work within the time specified, the Town may proceed to perform or contract the necessary work.
2. The utility owner or operator shall be liable for all costs incurred by the Town in completing such work.

D. Installation Standards and Surface Restoration

1. Boring of utility lines or pipelines beneath roadways is strongly encouraged to minimize surface disruption.
2. Any utility trenching, excavation, extension or installation that results in road surface damage shall require full restoration of the affected surface in accordance with Fairfield Town's adopted Design Guidelines and APWA Standard Specifications.
3. Restoration shall include full-depth pavement replacement per APWA drawings standards or as directed by the Town.
4. The cost of any such restoration shall be borne entirely by the utility owner or operator responsible for the extension or installation.
5. The Town may require density and material testing per APWA testing and quality control standards to verify compaction and surface quality.
6. Failure to meet these standards shall require rework at the permittee's expense.

Section 6.3.60 – Obstructions and Encroachments

A. Unauthorized Encroachments

1. No person shall place, construct, or maintain any structure or object within the right-of-way of any Town road, highway, or public way without first obtaining the required permit from the Town. Work zones and right-of-way shall comply with APWA traffic control standards to ensure safe passage of the traveling public. This includes but is not limited to:
 - a. Approaches or driveway entrances;
 - b. Roads or private access lanes;
 - c. Poles, pipelines, conduits, sewers, culverts, or ditches;
 - d. Billboards, advertising signs, or any other permanent or temporary fixtures.
2. In the event of an unauthorized installation, the Town may:
 - a. Remove the installation or require the responsible party to remove it.
 - b. Provide written notice to remove the encroachment, delivered via personal service, registered mail, and by posting the notice on the object for ten (10) consecutive days;
 - c. If removal is not completed within ten (10) days, remove the object and recover the cost of removal from the responsible party. Additional fines may be imposed for each day the encroachment remains following notice, as specified in the Fairfield Fee Schedule.
 - d. If the person denies the existence of or refuses to remove the encroachment, the Town Council may initiate legal action to abate the encroachment as a nuisance. If judgment is rendered in favor of the Town, the responsible party shall be liable for all costs of the action and daily fines for each day the violation persists following notice.

B. Vehicles Obstructing Rights-of-Way

No person shall place, leave, or cause to be placed or left any vehicle, wagon, trailer, or other obstruction upon any public road, street, or right-of-way in a manner that obstructs traffic, endangers the public, or impairs visibility.

C. Temporary Placement of Materials

Building materials or other similar objects may be temporarily placed upon a public road only if they do not obstruct, endanger, or impede ordinary traffic, and only with prior approval of the Town Council when required. Traffic control devices shall conform to APWA and Manual on Uniform Traffic Control Devices (MUTCD) standards.

D. Discharge of Gravel and Foreign Materials

1. It is unlawful to operate a vehicle or other conveyance on any public road, street, or right-of-way in a manner that causes the discharge or dropping of sand, gravel, rock, or other material unless the operator:
 - a. Immediately stops; and
 - b. Removes all such materials from the public way.
2. This section shall not apply to construction activities performed by authorized personnel involving lawful material placement or unloading within a project zone.

E. Prohibited Excavations and Structures in Rights-of-Way

No person shall dig, excavate, or disturb any right-of-way, nor shall any structure or object—including approaches, driveways, poles, pipelines, conduits, sewers, culverts, or similar facilities—be placed or maintained within a right-of-way without first obtaining written approval from the Town Council.

F. Advertising Prohibited Without Permit

It is unlawful for any person to place any form of advertising within three hundred (300) feet of a Town road unless:

1. The advertising is located on private property.
2. The property is in a zoning district that permits such advertising; and
3. A permit has been obtained from the Town Council prior to placement.
4. The advertising does not obstruct sight distance, distract motorists, or interfere with traffic control devices, consistent with APWA and MUTCD standards.

G. Tree Planting Restrictions

1. No tree shall be planted within any Town road right-of-way or within ten (10) feet of the edge of such right-of-way, unless specifically approved by resolution of the Town Council.
2. Tree placement shall comply with APWA standards to ensure vegetation does not obstruct visibility, signage, drainage, or utilities.
3. The Roads Director shall treat all trees planted in violation of this subsection as obstructions and shall take appropriate action for their removal.

H. Visual Obstructions

It is unlawful for any person to place or maintain any object that obstructs visibility and creates a traffic hazard. This includes, but is not limited to:

1. Fences;
2. Signs;
3. Motorhomes, trailers, or other vehicles or structures.

I. Cleanup

Upon completion of work, all rights-of-way shall be cleared of debris and restored in accordance with APWA cleanup standards.

Section 6.3.65 Traffic Control Plans.

A. Any construction, maintenance, or activity affecting the public right-of-way shall require a Traffic Control Plan (TCP) prepared in accordance with the most current edition of the Manual on Uniform Traffic Control Devices (MUTCD).

B. The TCP shall be approved by the Director of Roads prior to work commencement. All required signs, barricades, and devices must be maintained on site during work.

C. Failure to maintain a compliant TCP may result in immediate suspension of work.

Section 6.3.70 – Poles, Posts, and Fences

A. Violations Deemed Obstructions

1. The Director of Roads or Town Engineer shall treat any post, pole, fence, or similar object set or placed in violation of this section as an obstruction to the public right-of-way under Section 6.3.60.
2. Such violations shall be subject to enforcement and abatement as provided in that section.

B. Location Restrictions

1. No person shall set, place, maintain, or allow any post, pole, fence, or similar obstruction along or within the right-of-way of any public road, avenue, lane, alley, trail, or sidewalk in the Town, except as expressly permitted under this section.

C. Utility Pole Placement

1. No person shall set or install any utility pole on a public road in the Town unless the installation complies with APWA utility pole specifications as as adopted by the Town Council.
2. Utility poles shall maintain required lateral and vertical clearances from traveled ways as established by the Town Engineer.
3. The Director of Roads or Town Engineer shall provide such specifications upon request.

D. Right-of-Way Permit Required

1. No telephone, telegraph, electric, or communication pole intended to carry wires or conduct current may be installed within a public road right-of-way without prior approval or the granting of a right-of-way permit by the Town Council.

E. Mailboxes

1. All mailboxes shall conform to United States Postal Service (USPS) standards and shall:
 - a. Be installed at a height of forty-one (41) to forty-five (45) inches above the surface of the roadway; and
 - b. Be located six (6) to eight (8) inches from the face of the curb or edge of the pavement.
2. Mailboxes must be installed in accordance with APWA subgrade preparation standards and in a manner that does not obstruct the traveled way, drainage, or compromise sight visibility and shall be maintained in good repair by the property owner

F. Signage Restrictions

1. No signs shall be placed within the right-of-way of any Town road or highway unless the sign is an official traffic control or regulatory sign authorized by the Town or other public authority.
2. Any unauthorized sign, display, or device located within the right-of-way is hereby declared a public nuisance and may be removed by order of the Roads Director.

G. Fence Line Standards

1. Fence posts or other permanent fencing materials may only be installed along a line not less than one-half of the surveyed and platted right-of-way width measured from the centerline of the road.
2. No public highway in the Town shall be deemed to have a right-of-way width less than fifty-five (55) feet, except where an alternative width is expressly documented by a recorded plat or deed.

H. Sight Distance Triangle at Intersections

1. At any intersection involving a public street, driveway, or roadway:
 - a. No fence, wall, berm, structure, or vegetation exceeding three (3) feet in height above grade shall be placed within a sight distance triangle measured thirty (30) feet along each intersecting roadway from the point of intersection, or otherwise determined by the Town Engineer based on design speed criteria; and
 - b. No object within this area shall block more than twenty percent (20%) of the field of vision as viewed from three and one-half (3.5) feet above the centerline of the intersecting roadway.
2. The purpose of this provision is to preserve adequate sight distance for motorists and pedestrians consistent with APWA planting standards and the American Association of State Highway and Transportation Officials (AASHTO) Geometric Design Standards for Intersection Sight Distance.

I. Reservation of Town Utility Use

1. Any grant, franchise, or permission issued by the Town for the placement of communication or electric utility poles within a public right-of-way shall be subject to the following reserved right, whether or not expressly stated in the grant:
 - a. The Town retains the right, whenever deemed necessary for the public good, to install or co-locate municipal facilities (including street lighting, traffic control, or communication lines) within the same right-of-way or on existing poles where authorized under a joint-use or utility-occupancy agreement approved by the Town Engineer and consistent with APWA electrical utilities and National Electrical Safety Code (NESC) standards.
 - b. Such Town use shall be coordinated with the utility owner to avoid interference, ensure structural safety, and comply with UDOT utility accommodation rules and APWA street lighting standards.
 - c. Nothing in this section shall be construed as granting the Town ownership rights or attachments without prior technical approval and agreement.

Section 6.3.80 – Bridges, Ditches, Water, and Waterways

A. Violations Deemed Obstructions

1. The Director of Roads shall treat any unauthorized bridge, flume, pipe, ditch, or similar structure as an obstruction and shall address the violation in accordance with Section 6.3.60 and APWA storm drainage structures standards.

B. Location Restrictions

1. It is unlawful for any person to construct, place, install, or maintain any bridge, culvert, storm drain, sewer, irrigation ditch, well, spillway, or similar structure upon, in, under, or along any public road, street, avenue, lane, alley, trail, or sidewalk within the Town

without prior approval as set forth in this section.

C. Bridge Approval

1. All proposed bridges over public rights-of-way shall be designed and constructed in accordance with APWA and UDOT standards and submitted to the Town Council for review and approval.
2. The Council may approve, deny, or condition such proposals based on review from the Town Engineer of hydraulic, structural, and geotechnical plans to ensure that such work does not impair public safety, roadway stability, or drainage capacity.

D. Septic System Location

1. Septic systems must be designed, permitted, and installed in accordance with specifications adopted by the Utah County Health Department or other applicable regulatory agencies.
2. Septic systems shall also comply with APWA utility coordination and installation standards to ensure proper separation from public utilities and to prevent interference with roadway drainage, structures, or right-of-way improvements.
3. No septic component, including tanks, drain fields, or connecting laterals, may encroach into the public right-of-way or utility easement.

E. Ditches and Waterways

1. Any ditch, canal, or waterway proposed to cross, run over, or pass under any public sidewalk, street, or right-of-way shall:
 - a. Be subject to prior approval by both the Town Council and the Fairfield Irrigation Company; and
 - b. Be designed, permitted, and constructed under the supervision and direction of the Town Engineer and the Director of Roads in accordance with APWA storm drainage structures, storm drain piping, and erosion and sediment control standards.
2. All installations shall comply with the UDOT utility accommodation rules and shall be designed to prevent obstruction of drainage or damage to roadway structures.

F. Headgates

1. The placement, adjustment, or replacement of headgates used to control irrigation or other water flows shall be carried out under the direction of the Fairfield Irrigation Company and subject to review and approval by the Town Engineer when located within or adjacent to a public right-of-way.
2. All headgates, structures, and associated piping or channels shall be designed and installed in accordance with APWA storm drainage structures, storm drain piping, and erosion and sediment control guidelines and shall comply with UDOT utility

accommodation rules.

3. No headgate or irrigation control structure may be placed within a public right-of-way without compliance with this provision.

G. Water Mains

1. Water mains may be installed across or along any public road only upon issuance of a permit and approval by the Town Engineer and Town Council.
2. All water mains shall:
 - a. Be laid at a sufficient depth to protect the integrity of the roadway;
 - b. Be located in accordance with the APWA and the Town's adopted Design Standards and Specifications; and
 - c. Be installed and inspected under the supervision of the Town Engineer or Director of Roads.
3. Design and installation requirements;
 - a. Minimum cover shall meet depth standards - typically 30 inches minimum and 72 inches maximum from finished grade to the top of pipe - unless otherwise approved by the Town Engineer.
 - b. Trenching, bedding, and backfill shall conform to APWA excavation and fill plans and standards.
 - c. Provide thrust blocks or joint restraints per APWA plans and standards.
 - d. Disinfection and pressure testing shall be performed in accordance with APWA commissioning and utilities guidelines.
4. No person shall excavate in any public road for the purpose of laying water mains or pipes without first obtaining a right-of-way excavation permit from the Town. Roadway surfaces shall be restored per APWA plans.

H. Water Discharge onto Roads Prohibited

1. It is unlawful for any person to allow water from any ditch, stream, well, storm drain or irrigation system to discharge or flow onto any public road, sidewalk, or right-of-way in a manner that:
 - a. Damages or undermines the road surface, shoulder, or subgrade;
 - b. Interferes with vehicular or pedestrian use of the roadway; or
 - c. Causes standing water, icing, or pooling that poses a nuisance or safety hazard to the public.
2. All water discharges shall be managed in compliance with APWA temporary controls and storm drainage systems standards which require proper surface-water control and disposal to prevent damage to roadways and adjacent properties.

Section 6.3.85 Insurance, Indemnification, and Bonds.

A. Before a right-of-way or excavation permit is issued, the applicant shall provide:

1. Proof of general liability insurance naming Fairfield Town as an additional insured in amounts specified by Town resolution;
2. A signed hold-harmless agreement indemnifying the Town from any claims arising from the permitted activity;
3. A performance bond equal to 110% of the approved cost estimate; and
4. A maintenance bond (20%) valid for two years following final acceptance.

B. Failure to maintain insurance or bonds shall be grounds for immediate revocation of the permit.

Section 6.3.90 – Limitations on Use of Vehicles

A. Prohibition of Road-Damaging Vehicles

1. Any person who drives, operates, or moves a vehicle or object upon any Town road, street, or structure in a manner that causes damage shall be held liable for the cost of repairs.
2. If the operator of the vehicle or object is not the owner but is acting with the owner's express or implied permission, both the operator and the owner shall be jointly and severally liable for any damage sustained.
3. Damages may be recovered by the Town through a civil action in accordance with APWA pavement performance and maintenance standards.
4. It is unlawful to operate any vehicle on or across a Town road if the vehicle has wheels with lugs, flanges, cleats, ridges, bolts, or any metal or wood projection extending beyond the tread or surface of the tire, unless protective measures are taken to prevent road damage. Acceptable protection includes:
 - a. The placement of solid planks or other suitable materials on the road surface; or
 - b. The use of wheel attachments designed to prevent damage.
5. Exceptions to this subsection include:
 - a. Tractors or tractor engines equipped with caterpillar treads that do not contain projections likely to damage road surfaces;
 - b. The use of tire chains of reasonable proportions for safety purposes during conditions involving snow, ice, or similar hazards that may cause skidding or loss of control.

B. Road Repairs and Liability

1. Any person, company, or corporation responsible for damaging a Town road or right-of-way shall immediately repair the injury at their own expense.
2. All repairs shall be completed under the supervision and to the satisfaction of the Town Engineer or Director of Roads and in accordance with APWA asphalt pavement repair and excavation and fill standards.

C. Vehicle Weight Limits

1. The following weight limits are hereby established for all roads classified as "local" within the incorporated limits of the Town:
 - a. Maximum axle weight: Four (4) tons per axle;
 - b. Maximum gross vehicle weight: Eighteen (18) tons per vehicle.
2. Temporary permits authorizing higher weight limits may be granted on a case-by-case basis by the Director of Roads or the Town Council, provided that the applicant demonstrates compliance with AASHTO design load standards and UDOT overweight permit criteria.
3. All applicable permit fees shall be established by resolution of the Town Council and referenced in the official Fairfield Fee Schedule.

Section 6.3.95 Street Cuts and Degradation Fees.

- A. Streets resurfaced or reconstructed within the past five (5) years shall not be cut except in emergency situations approved by the Director of Roads.
- B. When cuts are authorized, a pavement degradation fee shall be assessed based on current Town fee schedules.
- C. All restored surfaces shall meet Town standard pavement section requirements and be subject to a two-year warranty.

Section 6.3.100 – Official Map Showing New Streets or Alterations to Existing Streets

A. Adoption of Official Maps

1. Fairfield Town may, from time to time and in accordance with Utah Code § 10-9a-407 et seq. , adopt an official map depicting the location and alignment of all existing public streets within the Town.
2. Such official maps shall be prepared in accordance with APWA submittal procedures and the AASHTO Policy on Geometric Design of Highways and Streets, and may also include the location of streets shown on subdivision plats that have been reviewed and approved by the Fairfield Planning Commission.

B. Amendments to the Official Map

1. The Town may add to or modify the official map by including the accurate, surveyed location of:
 - a. Proposed new streets;
 - b. Extensions or realignments of existing streets;
 - c. Street widenings or narrowings; or
 - d. Street vacations or abandonments.
2. No addition or modification to the official map shall be made unless:
 - a. The proposed change has been accurately surveyed and definitively located in accordance with APWA measurement and payment and UDOT CADD/GIS standards; and
 - b. A public hearing has been held by the Town to receive input on the proposed change.
3. The inclusion of any street or proposed street on the official map shall not, by itself, constitute or be deemed to constitute the legal opening, dedication, acceptance, or establishment of such street by the Town.

C. Updates to the Master Road Plan

1. The Planning Commission shall update the Town's Master Road Plan upon the dedication of any new road or roads.
2. Updates shall reflect changes approved through subdivision or development processes and shall be incorporated into future planning and mapping efforts consistent with APWA submittal procedures and the Town's adopted design standards.

6.3.105 Temporary Right-of-Way Occupancy.

A. Temporary use of the public right-of-way for dumpsters, construction trailers, storage containers, scaffolding, or similar purposes shall require a Right-of-Way Occupancy Permit.

B. Occupancy permits shall be issued for a defined duration and location and shall carry daily fees as set forth in the Town Fee Schedule.

C. The permittee shall maintain clear pedestrian and vehicle access and restore all affected surfaces upon completion.

Section 6.3.110 – Winter Snow Removal

A. Snow Removal from Public Roads

1. Fairfield Town shall be responsible for snow removal on all public roads within the Town's jurisdiction.

2. Snow removal operations shall be carried out by the Fairfield Road Department under the direction of the Director of Roads and in accordance with an officially adopted Snow and Ice Control Operation Plan , prepared consistent with APWA roadway maintenance guidelines and the AASHTO Maintenance Manual for Roadways and Bridges.
3. Snow shall be cleared from travel lanes and stored in locations that do not obstruct drainage ditches, culverts, channels, flowlines, or borrow pits, as conditions allow and consistent with APWA storm drainage structures and temporary controls standards.
4. Priority shall be given to the following areas, in order of importance:
 - a. Access routes to public facilities (Town Hall, emergency services, schools);
 - b. Roads serving major residential developments with high-volume traffic;
 - c. Higher-intensity residential and commercial areas.
5. Use of deicing materials shall follow best management practices established by APWA and Utah Department of Environmental Quality (DEQ) to minimize environmental impacts and protect water quality.

B. Snow Removal from Private Driveways and Approaches

1. Property owners are responsible for removing snow and ice from the following areas:
 - a. Private driveways and access approaches;
 - b. Sidewalks and footpaths adjacent to their property;
 - c. Areas around mailboxes and garbage collection containers.
2. Snow cleared from private properties shall not be pushed onto or across any Fairfield Town road, gutter, or right-of-way.
3. Snow shall be stored on the same side of the street as the originating driveway or approach, in a manner that does not obstruct traffic or create a hazardous condition.
4. Property owners are responsible for ensuring that foot traffic areas remain free of snow and ice to prevent slips, falls, or obstructed pedestrian access.

C. Parking Restrictions During Snow Events

1. It is unlawful for any person to park or allow any motor vehicle to remain parked on any Town street during periods of active snow accumulation or removal operations, to allow unobstructed access for snow plowing equipment and emergency vehicles.
2. This restriction remains in effect during and immediately after a snowstorm until the Town has determined snow removal operations are complete.

D. Parking Enforcement and Towing Authority

1. The Utah County Sheriff's Office, serving as the Town's law enforcement authority, is authorized to issue citations or cause the removal (towing) of any vehicle parked in violation of Subsection C.
2. This includes:
 - a. Motor vehicles;
 - b. Trailers or non-road vehicles;
 - c. Non-motorized vehicles;
 - d. Junk or abandoned vehicles.
3. The registered owner of any vehicle towed under this section shall be responsible for all associated towing and storage fees.

E. Damage or Obstruction Liability

1. Any person whose actions interfere with or damage Town snow removal operations, including plowing, salting, or sanding, shall be liable for the cost of repairs or cleanup under APWA surface cleaning guidelines.

Section 6.3.120 – Property Acquisition and Management

A. Interpretation of "Road Purposes"

For the purposes of this Chapter, the term "road purposes" shall include, but is not limited to, the following:

1. The establishment, acquisition, and use of rights-of-way, including those required for State or County roads within the Town;
2. The construction, reconstruction, relocation, improvement, and maintenance of all Town roads, streets, roadways, and related facilities under the Town's jurisdiction;
3. The development and management of limited-access facilities, including the regulation of access rights, air rights, light, view, frontage, and service roads consistent with AASHTO Geometric Design Standards;
4. The installation and maintenance of drainage systems associated with roads, including culverts, cuts, fills, channel changes, and associated improvements in accordance with APWA storm drainage structures standards;
5. The acquisition and use of road material sites, including sites used for the manufacture of road materials and necessary access routes thereto;
6. The preservation of clear sightlines and unobstructed views along roadways and intersections consistent with APWA planting and sight distance standards to ensure the

safety of the traveling public;

7. The installation and maintenance of traffic control devices , signage,, fences, curbs, barriers, lighting, and related infrastructure in accordance with APWA street construction and the MUTCD standards for the convenience and safety of road users;
8. The construction and maintenance of storm sewers, sidewalks, trails, and roadway illumination systems;
9. The construction and maintenance of livestock crossings or roads, where applicable;
10. The establishment and maintenance of roadside rest areas adjacent to or in the vicinity of public roads.

B. Property Contributions for Road Purposes

1. The Fairfield Town Council is authorized to accept contributions of real or personal property for the purpose of establishing, maintaining, or improving Town roads.
2. Such contributions may be accepted by gift, bequest, grant, or donation subject to APWA submittal procedures for record documentation.

C. Public Use Constitutes Dedication

1. A road or right-of-way shall be deemed dedicated and abandoned to public use if it has been continuously used by the public as a thoroughfare for a period of ten (10) years or more.
2. Such use shall be presumed to create a public right-of-way under Utah Code Ann. § 72-5-104 or applicable common law.

D. Acquisition and Disposition of Road Property

1. The Town Council is authorized to acquire real property or interests in real property for road purposes by gift, agreement, exchange, purchase, condemnation, or other lawful means consistent with the UDOT Right-of-Way Manual and APWA project coordination standards.
2. Such acquisition may be for temporary, present, or reasonably foreseeable future use in connection with public roads.
3. If the Town Council determines that any property acquired for road purposes is no longer needed, the Town may dispose of such property by lease, sale, exchange, or other lawful disposition.

E. Dedication of Roads for Public Use

1. Roads or streets proposed for dedication to the Town must extend the full length of the property's frontage.
2. For properties located on corners, dedication shall be required along all public-facing sides.
3. The size and classification of the road dedication shall be based on the following criteria:
 - a. The volume of traffic generated by the proposed development;
 - b. The anticipated impact of such traffic on adjacent streets and the surrounding community;
 - c. The minimum roadway standards applicable to the zoning district in which the property is located;
 - d. Projected traffic flow patterns;
 - e. Existing adjacent streets and connections.
 - f. Functional classification per AASHTO and APWA design criteria.
4. All dedications shall comply with APWA measurement and payment and submittal procedures standards to ensure accurate survey and mapping requirements.

F. Prescriptive Easement Dedications

1. Where a prescriptive easement or right-of-way wholly or partially exists on a property, the full width of the easement up to the property boundary shall be dedicated to the Town.
2. In certain circumstances, dedication of the entire width of the existing street or road may be required.
3. Where applicable, developers may be eligible for impact fee offsets or credits related to the value of the land or improvements dedicated under this section.
4. Dedications shall be documented and recorded per APWA and accepted by formal Town Council action.

Section 6.3.125 – Vacation of Public Street or Right-of-Way

A. General Procedure

1. All petitions to vacate a public street, right-of-way, or public easement shall comply with Utah Code § 10-9a-609.5 and applicable provisions of the UDOT Right-of-Way Manual.
2. The proposed vacation shall be reviewed and recommended by the Planning Commission and shall require a public hearing and approval by the Fairfield Town

Council.

3. No street, right-of-way, or easement shall be vacated except by ordinance adopted by the Town Council, prepared and recorded in accordance with APWA submittal procedures.

B. Application Requirements

1. Each petition shall be submitted using the official application form provided by the Town Recorder and shall include the fee established by resolution of the Town Council.
2. The application shall include the following:
 - a. A written narrative explaining the reason(s) for the proposed vacation;
 - b. A detailed surveyed exhibit of the area to be vacated prepared in accordance with APWA measurement and payment guidelines, showing:
 - i. A north arrow;
 - ii. All adjacent streets, buildings, and structures;
 - iii. The acreage, bearings-and-distance description, and surveyed boundary of the area to be vacated;
 - iv. Adjacent properties and names and addresses of all property owners;
 - c. A petition signed by the owners of record of all properties:
 - i. Adjacent to or relying on the public street, right-of-way, or easement; or
 - ii. Accessed exclusively by or within three hundred (300) feet of the public street or easement;
 - d. Proof of written notice to all affected utility providers and culinary water or sanitary sewer operators with facilities located within the area to be vacated in accordance with APWA utility coordination criteria.

C. Application Submittal Procedures

1. Applicants shall contact the Town Recorder prior to submitting an application.
2. All required documents shall be submitted electronically via the Town's website, including:
 - a. Completed application form and narrative;
 - b. Supporting maps or exhibits;
 - c. If applicable, a petition signed by affected property owners for plat amendments.
3. The applicant shall provide:
 - a. A verified mailing list and
 - b. Stamped and addressed #10 envelopes for all affected property owners identified under Subsection B(2)(c).

D. Review and Approval Process

1. The Planning Commission shall:
 - a. Conduct a public meeting following departmental review;
 - b. Determine whether good cause exists for the vacation and whether any person or the public will be materially injured;
 - c. Forward a recommendation to the Town Council based on its findings.
2. Upon receiving a recommendation, the Town Council shall:
 - a. Schedule and provide notice of a public hearing pursuant to Utah Code § 10-9a-208;
 - b. Hold a public hearing to determine whether to approve the vacation.
3. The Town Council may approve the vacation by ordinance if it finds the following:
 - a. The right-of-way is unnecessary for present or future public use;
 - b. The vacation is consistent with the Town's General Plan, Master Road Plan, and APWA roadway continuity standards;
 - c. The vacation benefits the public more than if the right-of-way remained;
 - d. Adequate consideration has been offered, which may include non-monetary contributions, as determined by the Town Council;
 - e. The vacation will not impair the function or viability of adjacent rights-of-way or public service easements consistent with APWA storm drainage structures guidelines.
4. The Town Council may impose conditions, including but not limited to:
 - a. Payment of compensation;
 - b. Execution of indemnification agreements;
 - c. Ongoing maintenance responsibility for the vacated area;
 - d. Retention of certain defined reservations and easements.

E. Recording and Effect of Vacation

1. If the Town Council approves a vacation ordinance, it shall ensure that either:
 - a. A plat showing the vacated area is recorded with the Utah County Recorder; or
 - b. The ordinance itself is recorded per APWA rules.
2. Upon recording, the ordinance shall:
 - a. Revoke public acceptance and relinquish the Town's fee interest in the vacated area;
 - b. Not impair any private right-of-way or easement or any public utility franchise rights.
 - c. Reference all coordinate data and survey control points consistent with APWA standards.

F. Effective Period of Approval

1. Approval of a street vacation shall remain valid for a period of one (1) year from the date of Town Council approval.

2. If the vacation is not recorded with the Utah County Recorder within that period, the approval shall become void, and a new application must be submitted in compliance with the current Town Code and General Plan.

G. Effective Date of Ordinance

This section shall take effect upon adoption and publication or posting in accordance with state law by the Fairfield Town Council.

Section 6.3.130 – Motor Vehicle Use on Public or Private Property

A. Unauthorized Entry and Operation

1. It is unlawful for any person to take down a fence, open a gate, or enter upon the premises of another by motor vehicle without the express or implied permission of the property owner or lawful occupant.

B. Enforcement

1. Violations of this section shall constitute a Class B misdemeanor and may be enforced by citation, impoundment, or other lawful remedies available to the Town.
2. The Utah County Sheriff's Office and the Fairfield Director of Roads are authorized to enforce this provision.
3. Any damages to public or private property resulting from unauthorized operation shall be subject to full restitution by the responsible party.

C. Cross-References

This section shall be read in conjunction with Utah Code §41-22-10.3 (Off-Highway Vehicle Trespass) and Section 6.3.170 of this Title (Enforcement).

Section 6.3.140 – Traffic Control

A. Adoption of Uniform Traffic Code

1. Fairfield Town hereby adopts the most current edition of the Utah Traffic Code, including the rules of the road, as compiled and published by the Utah Department of Public Safety and the Utah League of Cities and Towns.
2. The Town further adopts by reference the Manual on Uniform Traffic Control Devices (MUCD), as adopted and amended by UDOT, and APWA traffic control devices and pavement markings standards, which govern fabrication, placement, and maintenance of

all official signs, markings, and signals within the Town.

3. One copy of the adopted traffic code shall be kept on file for public inspection in the office of the Town Recorder.
4. The adopted code is subject to modification or supplementation by Fairfield Town ordinance.

B. Definitions

1. The term **“local authorities”** as used in the Utah Traffic Code shall mean the **Fairfield Town Council** unless otherwise defined by ordinance.

C. Traffic Regulations Within Town Limits

1. Prima Facie Speed Limits

- a. Where posted, the speed limits on appropriate signs shall be the legally enforceable maximum speed limits on those streets in accordance with UDOT and AASHTO speed zoning criteria, based on engineering and traffic investigation.
- b. Where no speed limit signs are posted, the prima facie speed limit shall be twenty-five (25) miles per hour.

2. Intersection Controls – Stop and Yield Entrances

- a. Where stop or yield signs are posted at intersections, such designations are hereby declared official stop or yield entrances in accordance with warrants and placement criteria in the MUTCD and APWA guidelines .

3. Angle Parking

- a. Where authorized by posted signs, angle parking shall be permitted at the designated angle on the applicable streets or segments of streets to meet AASHTO Green Book standards for maneuvering clearances.
- b. Posted signs shall be consistent with MUTCD and APWA guidelines.

4. Traffic Control Posting Authority

- a. The Fairfield Town Council in coordination with the Town Engineer or Road Director, shall designate locations for the placement of official traffic control devices and regulatory signs, including but not limited to:
 - i. Speed limit signs;
 - ii. Stop and yield signs;
 - iii. Angle parking and regulatory signs;
 - iv. Warning and guide signs; and
 - v. Pavement markings and crosswalks.

b. Any person who violates posted traffic regulations shall be subject to penalties as provided under state law and any applicable Town ordinances.

c. All devices shall comply with APWA, MUTCD, and UDOT Traffic Operations Manual requirements for sign size, retroreflectivity, placement, and maintenance.

D. Maintenance of Traffic Control Devices

1. The Town Engineer or Director of Roads shall ensure that all signs, signals, and markings are maintained in good condition and visibility per APWA roadway maintenance standards. Records of installation and maintenance shall be retained in accordance with the Town's adopted record-keeping policies.

Section 6.3.150. Road Classifications.

A. Purpose

A roadway classification system for all streets and roads within the corporate limits of Fairfield Town is hereby established. This classification system is intended to organize the Town's roadways by function, traffic volume, and level of access, and shall be used in connection with UDOT's Roadway Design Manual, AASHTO, APWA standards, and the regulation of roadway widths, construction standards, access management, parking restrictions, and placement of traffic control devices. All streets and roads shall be categorized for purposes including, but not limited to:

1. Parking controls;
2. Through street designations;
3. Stop and yield intersections; and
4. Other regulations governing traffic movement.
(Reference: 1976 Code § 11-326)

B. Minimum Right-of-Way Width

1. All public roads in Fairfield Town shall maintain a minimum public right-of-way width of sixty (60) feet for local and collector streets, unless otherwise approved by the Town Council based on engineering justification, topography, and established historical conditions.
2. A ten (10) foot utility easement shall be required along both sides of the right-of-way unless otherwise designated by the Town Council or elsewhere in this Code.

3. Any exceptions to these minimums must be approved by the Town Council and clearly justified based on topography, historical use, or planning context.
4. These requirements are intended to ensure adequate space for roadway improvements, utilities, drainage, landscaping, pedestrian access, and emergency access consistent with APWA guidelines.

C. Types of Roads.

Table 1

CLASSIFICATIONS	Right of way	Surface Width	Easements	Access Spacing Driveway	Snow removal	Weight limits
Local streets	60 feet	24-28 feet	10 feet both sides	50 Agriculture Is exempt	24 hrs. 4 inches	4 ton per axle with a weight limit of 18 tons per vehicle
Local collectors	60-66 feet	28-34 feet	10 feet both sides	200	12 hrs. 4 inches	4 ton per axle with a weight limit of 18 tons per vehicle
Major Collector	66-70 feet	34-40 feet	10 feet both sides	330	24 hrs.4 inches	NA
Minor Arterial	70-80 feet	40-48 feet	10 feet both sides	330	24 hrs. 4 inches	NA
Major arterial	80-100 feet	48-60 feet	10 feet both sides	500	24 hrs. 4 inches	NA
Principal arterial	100-120 feet	64-84 feet	10 feet both sides	500	24 hrs. 4 inches	NA
Expressways	120 feet	Variable	10 feet both sides	1000	24 hrs.4 inches	NA
Rural roads	56 feet	24 feet	10 feet both sides	50	48 hrs. 6 inches	NA
Partial Roads Minimum Local road only	27.5 feet	27.5 feet	10 feet on one side	50	24 hrs. 4 inches	4 ton per axle with a weight limit of 18 tons

						per vehicle
ADT = Average Daily Traffic, defined as the average number of vehicles passing a specific point in a 24 hour period, if the roadway allows for two-way traffic ADT includes vehicles traveling in both directions						

1. Pavement widths assume two travel lanes (10-12 ft each) plus shoulders and parking lanes as applicable.
2. Pavement structure shall comply with APWA asphalt paving standards and minimum 4-inch compacted asphalt over 8-inch base course unless otherwise specified by the Town Engineer.

D. Roadway Type Descriptions

1. Local Streets

Local streets provide direct access to adjacent properties with very limited traffic capacity.

- a. Intended for low traffic volumes (typically fewer than 1,500 average daily trips [ADT]).
- b. Designed for low speeds and to serve residential areas.
- c. Direct driveway access is permitted.

2. Local Collectors

Local collectors connect local streets to higher-order roads and manage internal neighborhood circulation.

- a. Intended for moderate traffic volumes (generally 2,500–5,000 ADT).
- b. Should avoid direct access to single-family residential properties when feasible.
- c. Provide a transition between local streets and the arterial network.

3. Major Collectors

Major collectors provide traffic service to residential, institutional, and low-intensity commercial uses.

- a. Typical traffic volumes are less than 10,000 ADT.
- b. Provide a balance between access and mobility.
- c. Direct access to nonresidential properties is common; access to residential parcels should be limited.

4. Minor Arterials

Minor arterials support travel between activity centers and accommodate moderate-length trips.

- a. Typical traffic volumes range from 10,000 to 25,000 ADT.
- b. Serve business parks, retail centers, and community institutions.
- c. Allow limited access, with priority given to traffic movement over driveway connections.

5. Major Arterials

Major arterials serve as primary high-volume roads connecting major destinations.

- a. Support traffic volumes greater than 20,000 ADT.
- b. Provide connections to expressways or freeways.
- c. High-speed travel is prioritized; property access is secondary and limited.

6. Expressways

Expressways serve long-distance, high-speed travel and are managed by the Utah Department of Transportation (UDOT).

- a. Trip lengths typically exceed five (5) miles.
- b. Traffic volumes may exceed 100,000 ADT.
- c. Property access is not permitted from expressways.

7. Partial Roads

Partial roads are interim half-width improvements permitted under limited conditions.

- a. Require 28 feet of improved width on one side of a full right-of-way.
- b. Unpaved surfaces require Fire Marshal approval.
- c. Adequate stormwater control is required per APWA guidelines.
- d. Improvements must be constructed entirely on the developer's property.
- e. The Town Council may approve partial roads under the following conditions:
 - i. The Planning Commission recommends approval;
 - ii. The road runs along a shared property boundary;
 - iii. The road is temporary in nature and will be vacated in the future;
 - iv. The cost of full-width construction imposes an unreasonable burden;
 - v. Other reasonable conditions justify an exception.

8. Rural Roads

Unpaved roads serving parcels five (5) acres or larger.

- a. Require Fire Marshal approval for emergency access.
- b. Intended for low-density areas with limited development.

c. Minimum improved width required is twenty-four (24) feet, with six (6) inch compacted gravel surface per APWA standards.

9. Commercial Zone Roads

All roads within commercial zoning districts must meet a minimum right-of-way width of sixty-six (66) feet thirty (30) feet paved width, designed per APWA and AASHTO commercial-turning standards.

10. Phantom Roads

Phantom roads are rights-of-way platted on the original Fairfield Town map but remain unimproved.

- a. These rights-of-way remain under Town ownership.
- b. The Town may activate and improve such roads at its discretion consistent with the Master Road Plan and General Plan.

11. Private Roads

Private roads may be permitted with Town Council approval under the following conditions:

a. Access and Design

- i. Properties must be accessed from a public road that meets all APWA public safety standards.
- ii. Private roads must meet applicable APWA standards for commercial or HOA use.

iii. Commercial drives used as private roads must have a minimum 24-foot paved surface.

b. Maintenance and Responsibility

- i. The applicant must provide documentation showing a permanent easement, a perpetual maintenance agreement, and funding plan.
- ii. No public improvements shall be installed or maintained by the Town on private roads.
- iii. Fire department approval is required, including turnaround compliance.

c. Restrictions on Use

- i. Private roads may only serve commercial or HOA developments, not individual residential or agricultural properties.
- ii. The maximum length of a private road is 1,500 linear feet.
- iii. Private driveways longer than 150 feet must include a turnaround approved by the Fire Chief.

d. Homeowner Associations (HOAs)

- i. HOAs or similar entities must be legally responsible for the perpetual maintenance of private access tracts.
- ii. HOA covenants assigning road maintenance responsibilities must be approved by the Town Council and may not be amended without Council approval.
- iii. The final plat shall include a notice stating that the road is private and not eligible for dedication to the Town.

e. Naming of Private Drives

- i. Private driveways may be named for addressing purposes if:
 - The driveway exceeds 400 feet in length from the public road; or
 - The residence is not visible from the public street.
- ii. Named private drives shall not count toward minimum frontage requirements for building permits.
- iii. All street names, including private road names, require Town Council approval.

E. Design and Access Management Standards

1. Access spacing and intersection design shall comply with the AASHTO Green Book and the UDOT Access Management Manual.
2. Minimum driveway spacing should be:
 - a. Local - fifty (50) feet.
 - b. Collector - two hundred (200) feet.
 - c. Minor Arterial - three hundred and thirty (330) feet.
 - d. Major Arterial - five hundred (500) feet.
3. Each road classification shall be designed with cross sections, turning radii, and pavement structures consistent with APWA and UDOT small-urban standards.

4. Deviations may be approved by the Town Engineer only where physical constraints or rural context warrant modification.

Section 6.3.160 General Standards

A. Road Development Guidelines

Development of new roads within Fairfield Town shall comply with the following standards:

1. All new roads and crossroads located within or adjacent to a proposed subdivision shall conform to the Fairfield Town Master Road Plan and the AASHTO Green Book functional classification system.
2. Wherever feasible, new roads shall be located along shared property lines when both adjoining properties stand to benefit from such improvement in accordance with APWA street construction standards.
3. The alignment and width of all through streets shall be preserved, except where unusual topographical or environmental conditions, verified by the Town Engineer, justify a deviation.
 - a. Where the Planning Commission determines it is necessary to promote an orderly street system, proposed roads shall be extended by dedication to the boundary of adjoining undeveloped property.
4. When a large subdivision abuts a major thoroughfare, arterial, or state highway, the Planning Commission may require the inclusion of marginal access roads in the street layout consistent with AASHTO Access Management Guidelines.
5. Road width shall be measured from lot line to lot line. Minimum width standards shall follow the Fairfield Town Master Road Plan and APWA design standards, unless otherwise approved by the Town Council.
6. Any access to State Road 73 or other state facilities shall be subject to the regulations and permitting standards of the Utah Department of Transportation (UDOT) Access Management Manual and require a UDOT encroachment permit.

B. Construction Requirements for Developers

Any developer or applicant for a building permit within an undeveloped or unimproved area shall construct road improvements from an existing improved street to the full extent of the developer's property boundary. Roadway construction shall meet current Fairfield Town and APWA standard specifications. All construction shall be inspected and accepted by the Town Engineer prior to plat recordation or certificate of occupancy.

C. Emergency Access Standards

All roads and driveways shall comply with the minimum design standards for emergency vehicle access per the International Fire Code and APWA standards, as reviewed and approved

by the Fire Marshal or designee. Minimum turning radius for fire apparatus should be fifty (50) feet inner/sixty (60) feet outer diameter paved. Road grades shall not exceed ten (10) percent without Fire Marshal or designee approval.

D. Cost Recovery for Road Extensions

1. If a road extension benefits properties adjacent to or beyond the developer's frontage, the Town may authorize a Master Development Agreement (MDA) to define reimbursement provisions consistent with Utah Code § 10-9a-610.
2. The MDA shall be executed prior to the start of construction and shall include:
 - a. Identification of any excess capacity created by the improvement.
 - b. A cost-sharing formula for prorated reimbursement to the developer;
 - c. Terms for reimbursement triggered by future service connections by third-party property owners.
3. The Town shall track reimbursements for a period determined by the Town Council or until full recovery of prorated costs is achieved.
4. All reimbursements shall be contingent on actual collection from benefitted property owners, and shall expire upon the term set in the MDA or Town Policy.

E. Cul-de-Sacs and Turnarounds

1. Permanent cul-de-sacs are not permitted in Fairfield Town.
2. Temporary turnarounds shall be required on all roads that extend more than one (1) lot from an intersection.
 - a. Turnarounds shall be designed with a diameter of sixty (60) feet, recorded as easements on the final plat, and designed with APWA cross-section requirements.
 - b. Temporary turnarounds shall comply with Fairfield Town road standards unless otherwise approved by the Town Council.
 - c. Final design and approval shall be obtained from the Fire Chief or designated representative.

F. Motor Vehicle Access Standards

All lots and parcels with frontage on a public street shall comply with the following access control standards:

1. A maximum of two (2) driveway connections shall be permitted per lot along any single street frontage.
2. Driveways shall be no closer than twenty (20) feet from one another.

3. Driveways shall not exceed thirty (30) feet in width at the point of connection to the public street, measured at a right angle to the centerline of the driveway.
4. On corner lots or on curves with a centerline radius of forty-five (45) feet or less, no driveway shall be located within fifty (50) feet of the point of intersection of the lot lines (or point of intersection of inside tangent lines at the curve) per AASHTO standards.
5. All driveway locations and spacing along state routes shall comply with the UDOT Access Management Manual and be approved by UDOT prior to permit issuance.
6. Driveway approaches shall be constructed per APWA standard drawings and curb and gutter series and shall maintain ADA-compliant pedestrian cross-slopes.

G. Driveway Approaches.

All driveway approaches or connections to a Town road shall require approval from the planning commission during site plan approval.

Driveway widths, slopes, and materials shall conform to Fairfield Town Standards and shall not conflict with drainage, utilities, or pedestrian access.

Section 6.3.165 As-Built Drawings and Close-Out.

A. Upon completion of any approved road or utility work, the permittee shall submit as-built drawings in PDF and digital (GIS) format showing the final locations, depths, and materials used.

B. Compaction and density testing results must accompany the submittal.

C. No bonds shall be released until the as-built documentation has been approved by the Director of Roads.

Section 6.3.170 Enforcement

A. Authority for Enforcement

1. The Utah County Sheriff's Department, acting as the Town's designated law enforcement agency, is authorized to:
 - a. Issue citations for violations of this title;
 - b. Tow or cause to be towed, by a licensed commercial towing service, any junk vehicles, non-motorized vehicles, non-roadworthy vehicles, or other objects or obstructions parked or placed in violation of this title in accordance with APWA protection and restoration of surfaces standards; and
 - c. Take such actions when said vehicle or object obstructs or endangers the safe travel of vehicles or pedestrians on any Town road.

2. The registered owner of the towed vehicle or object shall be responsible for all towing, impound, and associated fees.

B. Administrative Enforcement

1. The Director of Roads or designee shall ensure compliance with this title consistent with APWA project coordination and quality control standards through:
 - a. Withholding of building, excavation, and road access permits, or any other related approvals for non-compliant properties or applicants;
 - b. Initiating enforcement actions through written correction or stop-work orders documented under APWA submittal procedures, including referrals to legal counsel for prosecution or injunctions; and
 - c. Requiring submission and review of necessary plans, and performing site inspections, materials testing, or record audits to verify compliance with applicable APWA standards.

C. Penalties for Violations

1. Any person, firm, corporation, or other entity found to be in violation of any provision of this title shall be guilty of a Class B misdemeanor pursuant to Utah Code §10-3-703 .
2. The Town Attorney is authorized to initiate legal proceedings, which may include:
 - a. Injunctive relief;
 - b. Mandamus actions;
 - c. Orders of abatement; or
 - d. Other appropriate legal remedies necessary to obtain compliance or recovery of damages and restoration costs for Town property.

D. Limitation of Liability

1. The issuance of any permit, performance of inspections, approval of plans, or any other official act under this title shall not be construed to impose liability upon Fairfield Town or any of its officers, agents, or employees for any damages resulting from:
 - a. The construction, placement, or maintenance of structures, facilities, or private improvements;
 - b. The use of any public or private road or rights-of-way; or
 - c. Any act or omission by the permittee or third parties.
2. Applicants and property owners are solely responsible for ensuring the safety, adequacy, and legality of their improvements and activities within the Town's rights-of-way or jurisdiction.
3. These limitations are consistent with the Utah Governmental Immunity Act (§ 63G-7-101 et seq.).

Section 6.3.180 Judicial Review

A. Legal Action

1. Any person or entity seeking to challenge a decision made by the Town Council, Planning Commission, or any other official or governmental body acting under the authority of this title shall file such challenge in a court of competent jurisdiction in accordance with Utah Code sections § 10-9a-801 through § 10-9a-803.
2. The legal action must be filed no later than thirty (30) calendar days following the date of the final decision being challenged.
3. Failure to timely file the legal challenge shall constitute a waiver of any claim or right to contest the decision.
4. Filing of a petition does not automatically stay enforcement of the challenged decision unless ordered by the court.

B. Scope of Review

1. Judicial review shall be limited to the record of proceedings before the Town and shall be governed by applicable provisions of Utah State law, including the Utah Code Title 10, Chapter 9a (Municipal Land Use, Development, and Management Act), and Utah Rules of Civil Procedure.
2. The Town shall compile the record for judicial review in accordance with APWA submittal procedures including:
 - a. All applications, plans, and correspondence submitted by the applicant;
 - b. Meeting minutes, staff reports, and exhibits, and
 - c. The final written findings, decisions, or ordinances adopted by the Town.
3. The scope of review shall be deferential to factual findings and limited to determining whether the decision was arbitrary, capricious, illegal, or procedurally defective under Utah law.

C. Record Maintenance and Certification

1. The Town Recorder and Director of Roads shall ensure that all records associated with actions under this Title are maintained in a manner consistent with APWA project coordination standards and with Utah Code § 63G-2 (GRAMA), to facilitate timely certification of the record for court review.

Section 6.3.190 Severability

A. Severability of Provisions

1. If any section, subsection, sentence, clause, phrase, or portion of this chapter is held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed severable under Utah Code § 68-3-12.

2. The invalidity or unenforceability of any portion shall not affect or impair the validity, application, or enforceability of the remaining provisions of this chapter.
3. All remaining portions shall remain in full force and effect, independent of the invalidated portion and shall be administered in a manner consistent with APWA project coordination standards, ensuring that ongoing projects, permits, and administrative actions proceed without interruption unless specifically enjoined by court order.

Section 6.3.200 Conflict with Other Land Use Ordinances or Town Code

A. Governing Provisions

1. In the event of a conflict between the provisions of this chapter and any other provision of the Fairfield Town Code, including land use ordinances, subdivision, or building regulations, the more stringent provision shall govern and apply.
2. This rule of interpretation shall ensure that the highest standard for public safety, health, welfare, and infrastructure design and development regulation is maintained consistent with APWA regulatory requirements.
3. Where uncertainty exists as to which provision is more stringent, the determination shall be made by the Town Council upon recommendation from the Planning Commission or appropriate staff (i.e., Town Engineer) based on the following:
 - a. The degree of public safety and engineering protection achieved;
 - b. Compliance with Utah Code § 10-9a-104; and
 - c. Consistency with APWA specifications, UDOT design standards, and adopted Fairfield Master Road Plan.
4. When a conflict arises between a technical specification (e.g., APWA design standards) and an administrative or zoning provision, the Town shall apply APWA project coordination to reconcile the requirements, ensuring that both legal and engineering standards are satisfied to the maximum extent feasible.
5. Where state or federal law establishes a higher minimum requirement than that contained in this Chapter, the higher standard shall apply.

Section 6.3.10 Definitions

AASHTO = American Association of State Highway and Transportation Officials

This is a national agency/organization that publishes standards, design manuals, engineering criteria, geometric design standards, safety standards etc. for roads, bridges, highways, bike facilities, roadside clear zones, and traffic engineering.

Access Management:

The systematic control of the location, spacing, design, and operation of driveways, median openings, and street connections to optimize roadway safety and capacity, consistent with AASHTO Green Book and APWA street design and layout standards.

ADT (Average Daily Traffic):

The average number of vehicles that travel over a specific road segment in a 24-hour period, including both directions of travel for two-way roads as determined by accepted engineering methods in the AASHTO Green Book and UDOT Traffic Operations Manual.

Backfill:

Material used to refill an excavation within a right-of-way, placed and compacted in accordance with APWA trench excavation and backfill rules.

Base Course/Subbase:

Base Course: The layer of material placed directly beneath the pavement surface, providing load distribution and structural support, as specified in APWA aggregate base courses.

Subbase: The layer of granular material beneath the base course providing additional stability and drainage.

Compaction:

The process of densifying soil or aggregate by mechanical means to achieve the required density as specified in APWA compaction of soil and aggregate specifications.

Cul-de-Sac:

A local street with only one outlet and having a turnaround for vehicles at its terminus. Cul-de-sacs are not permitted in Fairfield Town except for temporary access as approved by the Fire Marshal in accordance with International Fire Codes and APWA street construction standards.

Degradation Fee: A monetary charge assessed to offset the impact of street cuts or excavations on the long-term pavement condition.

Department of Roads: The Town department responsible for planning, construction, repair, inspection, and maintenance of public roads and rights-of-way, operating consistent with APWA project coordination.

Director of Roads:

The person appointed by the Town with primary responsibility for managing the Department of Roads and overseeing the access, construction, maintenance, utilities, and repair of the Town's public roadways and rights-of-way in accordance with this title and APWA guidelines.

Drainage Facility:

Any structure or improvement used to collect, convey, or detain surface water runoff, including culverts, swales, storm drains, detention basins, and inlets, as defined in APWA storm drainage systems definitions.

Driveway Approach:

The area of a driveway between the public right-of-way line and the edge of pavement, designed and constructed in accordance with APWA standard drawings and the UDOT Access Management Manual.

Easement: A recorded right granted to the Town or another entity for access, utilities, or maintenance within private property boundaries, in accordance with APWA utility coordination.

Emergency Work: Any unplanned work within the right-of-way necessary to restore essential services or protect public safety.

Encroachment:

Any unauthorized structure, improvement, or obstruction placed within a public right-of-way, easement, or roadway that interferes with its intended use or maintenance, as governed by APWA protection and restoration of surface standards.

Encroachment Permit: Written approval from Fairfield Town authorizing a temporary or permanent structure, excavation, or use within the public right-of-way.

Excavation:

Any mechanical removal of earth material within a public right-of-way or easement, including trenching, grading, or boring, performed under a Town-issued permit per APWA excavation rules.

Expressway:

A high-speed, limited-access highway primarily used for long-distance travel and managed by the Utah Department of Transportation (UDOT), consistent with AASHTO functional classification standards. No direct access is permitted from adjoining properties.

Fence Line:

A barrier composed of posts, wires, rails, or other materials used as a boundary marker, which must conform to setback and visibility standards established by the Town and APWA landscaping and sight distance requirements.

Hard Surface Capping:

The use of concrete, asphalt, or other durable, approved surface materials to cover and protect a roadbed or right-of-way, particularly where excavation or utility work has occurred per APWA asphalt paving or concrete paving guidelines.

Inspection: The observation, testing, and verification of work performed in a public right-of-way to confirm compliance with Town standards and approved permits.

Local Street:

A road providing direct access to adjacent properties, intended for low-speed, low-volume traffic and typically serving residential areas, consistent with the AASHTO Green Book.

Major Arterial:

A high-capacity road is intended to move large volumes of traffic between major destinations. Property access is limited and regulated by AASHTO and APWA cross-sections.

Master Road Plan:

The official transportation plan adopted by the Town that identifies current and future public street alignments, classifications, and rights-of-way consistent with AASHTO functional classifications and the UDOT Design Manual.

Minor Arterial:

A road that provides connections between neighborhoods and community activity centers, facilitating moderate traffic volumes with limited access points per the AASHTO Green Book.

Monument Sign:

A freestanding sign with a solid base mounted close to the ground, not exceeding the height limits specified in the applicable APWA signage regulations.

MUTCD Manual on Uniform Traffic Control Devices

Obstruction:

Any object—whether temporary or permanent—that impedes or endangers travel within a public road, right-of-way, or sidewalk, including unauthorized deposits, debris, or signage.

Partial Road:

A half-width roadway constructed along the boundary of a parcel, pending future development of the adjacent parcel to complete the full width, designed and improved per APWA cross-section standards.

Pavement Structure:

The combination of surface, base, and subbase layers placed on the subgrade to support traffic loads, designed per the AASHTO Pavement Design Guide and APWA asphalt paving standards.

Permittee:

Any person or entity who has obtained written authorization from the Town to perform construction, excavation, or installation activities within the public right-of-way, consistent with APWA regulatory requirements.

Phantom Road:

An unimproved right-of-way shown on historical or official maps that has not been developed or opened for public use but remains under Town jurisdiction.

Planning Commission:

The official body designated by the Fairfield Town under Utah Code § 10-9a-301 to review and make recommendations regarding land use and infrastructure matters, including road alignments and vacations.

Prescriptive Easement:

A public or private right-of-way acquired through continuous use over time without formal dedication or recording, as recognized by Utah Code § 72-5-104.

Private Road:

A road not dedicated to public use or maintained by the Town, generally serving commercial or HOA-managed developments and maintained per APWA street construction standards under a recorded private-maintenance agreement.

Public Improvement:

Any infrastructure constructed to Town standards and intended for ownership, operation, or maintenance by Fairfield Town, including roads, sidewalks, storm drains, water lines, and related appurtenances.

Public Road: A road, street, or highway that has been formally dedicated to and accepted by the Town for public use and maintained under APWA standard specifications.

Public Right-of-Way:

Land dedicated or reserved for public use, including the surface, subsurface, streets, sidewalks, drainageways, and utility corridors governed by APWA and the Fairfield Town Master Road Plan.

Restoration: The process of returning the road surface, base, and sub-base to its original or better condition following excavation or disturbance.

Right-of-Way

The surface and the space above and below any public road, street, highway, alley, or sidewalk that is owned, controlled, or maintained by the Town for public use.

Roadway Line:

The measured distance from the centerline of a road to each edge of the platted or surveyed right-of-way as shown on approved construction drawings.

Rural Road: A road serving agricultural or large-lot residential properties, typically unpaved or gravel-surfaced, approved by the Fire Marshal for emergency access per APWA aggregate base courses.

Sight Distance Triangle:

A defined area at road intersections that must remain clear of visual obstructions to ensure adequate visibility for motorists and pedestrians as defined in the AASHTO Green Book and APWA standards.

Subgrade:

The native soil or improved material beneath a pavement structure prepared to support the base, per APWA preparation of subgrade standards.

Town Engineer: A professional engineer designated or contracted by the Town to review road plans, inspect infrastructure, and ensure compliance with Town and APWA standards.

Traffic Control Device:

Any sign, signal, pavement marking, or device placed or erected by authority of the Town or State to regulate, warn, or guide traffic, consistent with the Manual on Uniform Traffic Control Devices (MUTCD) and APWA traffic control for construction and maintenance operations guidelines.

Trench Restoration:

The process of replacing pavement and base materials following excavation within a right-of-way, meeting minimum thickness and compaction standards per APWA street restoration.

UDOT- Utah Department of Transportation

Utility:

Any public or private system for conveying electricity, gas, telecommunications, water, wastewater, or stormwater, including associated structures, conduits, or appurtenances, as covered by APWA standards.

Utility Easement:

A designated area within or adjacent to a road or right-of-way reserved for the installation and maintenance of public or private utilities, governed by APWA utility coordination guidelines.

Vehicle Weight Limit:

The maximum permissible weight of a vehicle (including load) operating on Town roads, typically expressed in tons per axle or total gross vehicle weight, determined in accordance with AASHTO design load standards.

Winter Snow Event:

A weather condition involving measurable snowfall that triggers the Town's official snow removal operations and corresponding parking restrictions per APWA roadway maintenance rules.

Work Zone:

The area of a roadway under construction or maintenance where traffic control devices are placed to protect workers and the traveling public, established per APWA and MUTCD.

Working Draft

MEETING DATE: July 29, 2026

APPLICATION: Text Amendment – Site-Specific
Development (SSD) Zoning
District

APPLICANT: Fairfield (initiated by Town)

LOCATION: Town-wide (Zoning Ordinance)

STAFF CONTACT: Jim Spung, AICP
Planning Consultant

RECOMMENDED ACTION:

Hold a public hearing and forward a positive recommendation to the Town Council.

EXHIBITS:

A. Proposed Amendment (tracked changes)

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. 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.*

APPENDIX A

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.

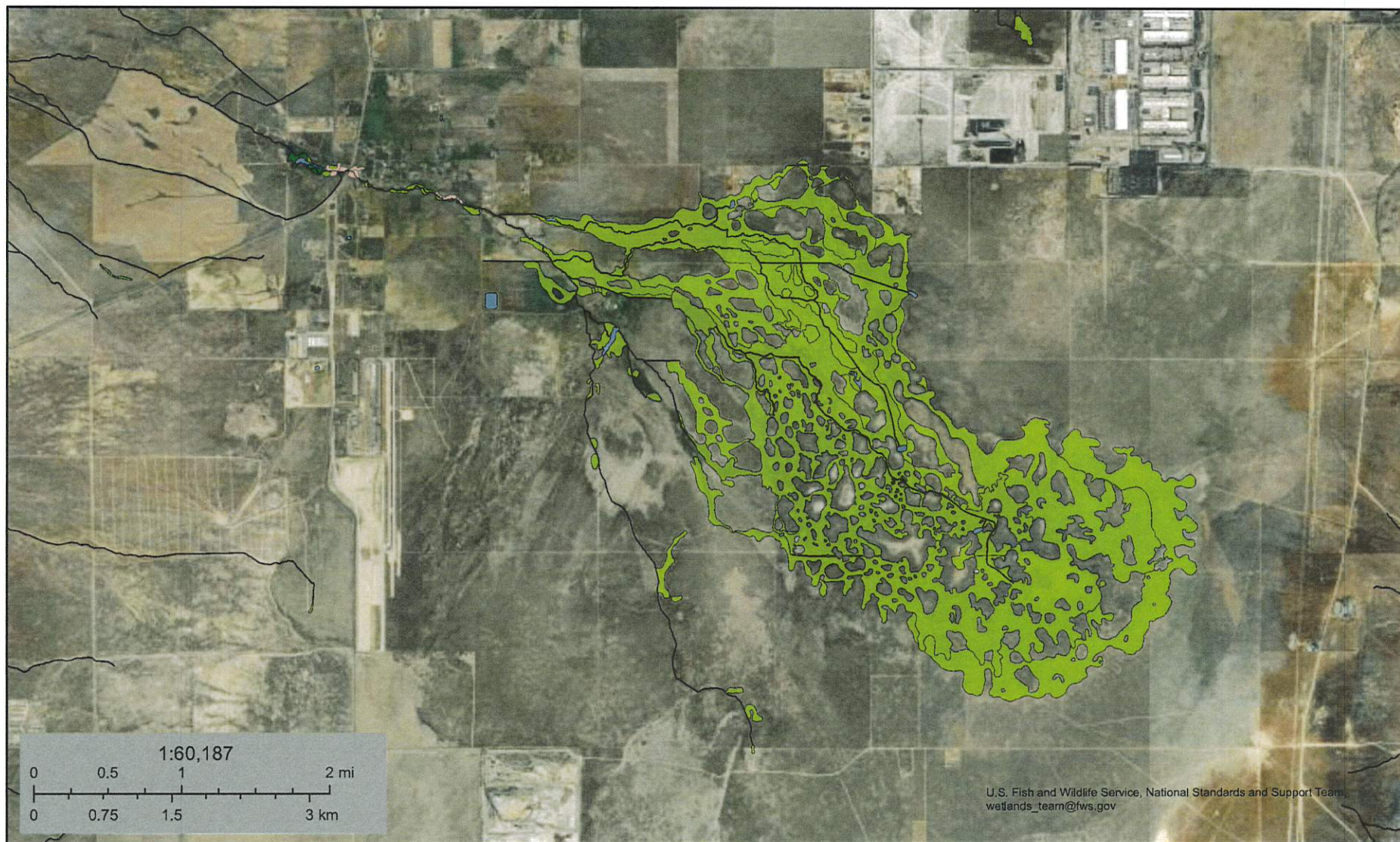
(e) Appeals. In accordance with Utah Code Ann. §10-20-Part 11, any person that has standing to obtain judicial review of a non-administrative decision by the Town Council as it relates to this code, may appeal according to the judicial review process established in state law. Such appeal shall be filed 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.



U.S. Fish and Wildlife Service

National Wetlands Inventory

Wetlands



June 30, 2026

Wetlands

- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland

- Freshwater Emergent Wetland
- Freshwater Forested/Shrub Wetland
- Freshwater Pond

- Lake
- Other
- Riverine

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.