

**MINUTES OF A REGULAR MEETING
OF THE FAIRFIELD PLANNING AND ZONING
COMMISSION - Fairfield, Idaho
January 13, 2015**

Recorded

COMMISSION MEMBERS IN ATTENDANCE: Jasmine Torwan, Ted Miller, and Kevin Dugan.

CITY STAFF IN ATTENDANCE: Megan Stelma

OTHERS IN ATTENDANCE: None

- I. **CALL TO ORDER:** Chairman Torwan called the meeting to order at 7:29 p.m.
- II. **ROLL CALL:** Roll call was taken by administrator.
- III. **APPROVAL OF AGENDA:** Commissioner Miller made motion to approve agenda. Second by Commissioner Dugan. All in favor 3-0 (Commissioner Thomas absent).
- IV. **MEETING MINTUES:** Meeting minutes for December 16, 2014 were not available.
- V. **Recommendation to City Council for amendments to Subdivision Ordinance #165, Article 3 Procedure for Subdivision Approval:**
Section 1-Add Administration section;
Section 2 -Amend language when subdivision approval is required;
Section 3-Amend pre-application reviewed by administrator within 30 days;
Section 4 -Amend preliminary plat procedures to clarify applicant's cost, add review by local, state, and federal departments and agencies, additions to requirements of a preliminary plat, addition of Commission Findings, clarify Commission and Council hearing and action procedures;
Section 5-Add section to outline Combined Preliminary and Final Plat requirements, application, Commission and Council actions;
Section 6- Amend Final Plat section for application and plat content requirements to outline number of final plat sets, title report, and signature requirements. Additions to content of Final Plat, amend fee subsection to note nonrefundable application fee and subdividers cost for professional fees. Amend subsection for Commissioner and Council actions. Add subsections for conditions, acceptance of dedications, and improvement guarantees;
Section 7 -Add section for time limitations for preliminary and final plat;
Section 8-Add section for notice and hearing requirements for public hearings;
Section 9-Add section for reconsideration and judicial review;
While providing a severability Clause and effective date.
Commissioner Miller made motion to approve Findings and Recommendation and to have Chair sign. Commissioner Dugan seconded. All in favor 3-0 (Commissioner Dugan absent).
- VI. **ELECT CHAIR AND VICE-CHAIR:**
Commissioner Miller nominated Commission Torwan as Chair. Commissioner Torwan nominated Commissioner Miller as Chair. Commission Dugan nominated Commissioner Miller as Chair. Commissioner Miller was voted in for Chair by Commissioner Dugan and Commissioner Torwan. Commissioner Miller nominated Commissioner Torwan as Vice Chair. Commissioner Torwan nominated Commissioner Dugan as Vice Chair. Commissioner Torwan in now Vice Chair by vote.
- VII. **TRAINING AND REVIEW:** Staff presented the booklet sent by Moore Smith Buxton & Turke. Commissioners reviewed over the following sections: Procedures for Conducting a Public Hearing, Conflicts of Interest and Ethics, and Duties of the Planning & Zoning Commission. The Commission will continue its review the next following meeting.
- VIII. **ADJOURNMENT:** Motion made Commissioner Torwan, seconded by Commissioner Miller All in favor 3-0 (Commissioner Thomas absent).

CITY OF FAIRFIELD
Planning & Zoning Commission

Ted Miller, Chairman

ATTEST: _____
Megan Stelma, City Planning Administrator