

**MINUTES OF A SPECIAL MEETING
OF THE FAIRFIELD PLANNING AND ZONING
COMMISSION - Fairfield, Idaho
November 18, 2014**

Recorded

COMMISSION MEMBERS IN ATTENDANCE: Jasmine Torwan, Ted Miller, and Linda Thomas.

CITY STAFF IN ATTENDANCE: Megan Stelma

OTHERS IN ATTENDANCE: George Yerion

I. CALL TO ORDER: Chairman Torwan called the meeting to order at 7:05 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 Thomas. All in favor 3-0 (Commissioner Dugan absent).

IV. MEETING MINTUES: Commissioner Thomas made motion to approve October 14, 2014 minutes. Second by Commissioner Miller. All in favor 3-0 (Commissioner Dugan absent).

V. PUBLIC HEARING: SUBDIVISION TITLE AMENDMENTS

Public Notice of the hearing before the Planning & Zoning Commission on November 18, 2014 was provided, pursuant to §10-5(A), Fairfield Zoning Ordinance, and Idaho Code § 67-6512 as follows: Published in the Camas Courier on October 29, 2014. Sent to all required City of Fairfield and Camas County political entities on October 29, 2014. Offsite posting five days prior to public hearing on October 29, 2014. Commissioner Miller made motion that notice is adequate, Commissioner Thomas seconded. All in favor 3-0 (Commissioner Dugan absent).

Staff began the public hearing by reviewing draft ordinance #259. Public comment was taken through the review.

Section 1 add Administration language. The administrator is to review pre-application, preliminary and final plat application documents prior to scheduling a hearing. Such change is noted in section 2. Other amendments in section 2 include additional language that if any person desires to resubdivide land they must also go through the subdivision process. Lots or parcels of land shall not be offered for sale until a final plat is recorded.

An amendment to section 3 Pre-application to note that the fee is based on fee schedule. Public comment by George Yerion suggested adding language that such fee is set by Council.

Section 4 Preliminary Plat Procedure. In the application section it is proposed to outline what fees are to be the burden of the applicant. Such fees include surveyor or engineer cost billed to the city and are to be paid prior to certification by administrator. Public comment by George Yerion suggested mailing costs to different agencies should be addressed in fees. In the section of review of local, state, and federal agencies Commissioners added the City Public Works Director in the list of local review. In the Compilation of Recommendations section, public comment by George Yerion stated concern that the language could be read that the commissioners and council members were able to visit the site outside of a public meeting. Staff reviewed public notice requirements for commissioners and council members and suggested deleting such language.

Combining both the preliminary and final plat has been proposed to move to a new section (3.5) where it is to have clearer guidelines.

In section D. Content of Preliminary Plat, public comment by George Yerion suggested to delete "engineering" from preliminary plat .Noting that engineering is not on the plat only the plan as outlined in subsection 2. In section E. Requirements of Preliminary Plats, public comment by George Yerion noted that some of the items listed are not on the plat but are a part of the application. Staff is to amend language. A subsection added for applicant to provide a 300 foot exterior boundary map with two sets of stamped envelopes addressed to each property owner within map area. Subsection D has numerous proposal amendments. Most are to clarify size of map, name of subdivision, location of existing and proposed streets, lots, easements, and blocks. In this section, George Yerion suggested that the "north point" be amended to "north arrow". Newer language includes building envelopes, floodplain, and river channel to be shown on plat as well as engineered preliminary construction drawings are required for all water and sewer, irrigation systems, streets, and drainages. Language is also proposed to be added to the fee subsection and note that the subdivider shall pay any engineering, surveying or legal fees incurred by the city in reviewing the application. Public notification, commission and council action subsections are proposed to be rewritten for better clarification on Idaho State Statue requirements. In section H. Council Action, public comment by George Yerion suggested adding the word "application" to specify that the approval is not for the plat itself, but only for the application.

Staff reviewed Final Plat suggested amendments. The main changes were to have the applicant provide "as constructed" drawings and more detail was to be provided on a final plat. For example, the current language does not specify that a final plat needs property lines, floodplain boundary, name of adjoining parcels, lots, streets, etc. Public comment by George Yerion suggested to add Idaho State Code section 55-1911 under # 1 of Content of Final Plat. The proposed language also identifies what signatures are to be obtained prior to recording. Public comment by George Yerion suggested deleting "registered engineer" under # 2 and only show a registered surveyor will certify plat. Public comment by George Yerion noted that #13 and #14 did not go on a final plat (signature of engineers). Staff will check with city attorney and reference State Idaho Code 50-1305. The fee section is proposed to change to reference the fee schedule as well as note the subdivider is to pay any professional fees incurred by the city in reviewing the application. Language was added to make it clear for the Council on what is to be included in the Findings of Fact. A section for conditions, acceptance of dedications, and improvement guarantees is proposed to be added. This language currently does not exist in the subdivision ordinance. Public comment by George Yerion suggested adding "corner monuments" as a requirement and to reference Idaho State Code Title 50, Chapter 13. This addition will insure that not only public improvements are installed, but that corner monuments will be installed prior to such improvements as required by state code. By adding these new sections the city will be able to place conditions on plats and by approving a plat all public streets, right of way and easements will be dedicated for public purpose. The improvement guarantee section will allow the city to hold a bond to guarantee that such infrastructure work is complete. If it is not complete within the time limitation, the city will use such funds to complete the project. A time limitation chapter has also been added to help the Council and applicant know what time lines are expected and what options are available if an extension is necessary. A new section for notice and hearing requirements is proposed to be added. These requirements are set by state standards. The reconsideration and judicial review section is also new language. Commissioner Thomas motioned to continue public hearing to December 9, 2014. Commissioner Miller seconded. All in favor 3-0 (Commissioner Dugan absent).

VI. ADJOURNMENT: Motion made Commissioner Thomas, seconded by Commissioner Miller All in favor 3-0 (Commissioner Dugan absent).

CITY OF FAIRFIELD
Planning & Zoning Commission

Jasmine Torwan, Chairman

ATTEST: _____
Megan Stelma, City Planning Administrator