

**MINUTES OF A REGULAR MEETING  
OF THE FAIRFIELD PLANNING AND ZONING  
COMMISSION - Fairfield, Idaho  
October 14, 2014**

Recorded

**COMMISSION MEMBERS IN ATTENDANCE:** Jasmine Torwan, Ted Miller, Linda Thomas, 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 7:07 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 4-0.

**IV. MEETING MINTUES:** Commissioner Dugan stated concern for the subdividers cost relative to the engineering and legal fees incurred by the City. The concern is that if the city requires such cost to be covered will this drive away potential developers. Staff explained that the applicant has their team of legal advisors and the city would need to have theirs. If a subdivider came in, the city would need to contract an engineer to review the plans. This engineer would look over the plans in the interest of the city to make sure the developer is within city and state code for building roads, utilities, etc. Staff clarified that such cost are usually paid by subdivider. If they aren't paid by the subdivider the citizens of Fairfield pay the cost. Commissioner Thomas made motion to approve September 16, 2014 minutes. Second by Commissioner Miller. All in favor 4-0.

**V. PUBLIC WORKSHOP: SUBDIVISION TITLE AMENDMENTS**

Staff began the continuation of the public workshop on 3.5 Combined Preliminary and Final Plat.

Combing of prelim and final plat are available under the current ordinance, however, suggested changes separate this to its own section with clearer outlines for application, hearings, and decision. Staff reviewed Final Plat suggested amendments and noted that the main changes were to have the applicant provide "as constructed" drawings and more 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. The proposed language also identifies what signatures are to be obtained prior to recording. 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 also 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. 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. In 2013 the Idaho State legislature set a requirement that any applicant seeking judicial review must first go through a reconsideration process.

**VIII. MEETING SCHEDULE:** The commission moved next meeting from November 11, 2014 to November 18, 2014 due to Veteran's day

**IX. ADJOURNMENT:** Motion made Commissioner Thomas, seconded by Commissioner Dugan. All in favor 4-0.

CITY OF FAIRFIELD  
Planning & Zoning Commission

ATTEST: \_\_\_\_\_  
Megan Stelma, City Planning Administrator

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Jasmine Torwan, Chairman