

**MINUTES OF A SPECIAL MEETING
OF THE FAIRFIELD PLANNING AND ZONING
COMMISSION - Fairfield, Idaho
September 16, 2014**

Recorded

COMMISSION MEMBERS IN ATTENDANCE: Jasmine Torwan, Ted Miller, Linda Thomas, Kevin Dugan (phone).

CITY STAFF IN ATTENDANCE: Megan Stelma

OTHERS IN ATTENDANCE: None

- I. CALL TO ORDER:** Chairman Torwan called the meeting to order at 7:02 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 4-0.
- IV. MEETING MINTUES:** Commissioner Dugan made motion to approve August 12, 2014 minutes. Second by Commissioner Miller. All in favor 4-0.
- V. FINDINGS AND RECOMMENDATION FOR AMENDMENTS TO APPEALS CHAPTER:**

Amendments to Ordinance Number 223 Zoning Ordinance of the City of Fairfield, Idaho, Chapter 9 Permits, Section 1.4 Appeals, subsection A-C by amending appeals from administrator be reviewed by Council; subsection E. add language for briefs on appeals, add subsection H. Request for Rehearing as outlined in Idaho State Statutes Section 67-6535(2)(b), provide a severability clause and effective date. Commissioner Thomas made motion to approve Findings and Recommendation. Commissioner Miller seconded. All in favor 4-0.

VI. PUBLIC WORKSHOP: SUBDIVISION TITLE AMENDMENTS

The Commission initiated a review on August 12, 2014 of possible amendments to the Subdivision Title, Article 3 Procedure for Subdivision Approval. The public has been invited to this workshop, however, no public was in attendance. Staff reviewed following proposed amendments:

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 fee is based on fee schedule.

Section 4 Preliminary Plat Procedure. In the application section it clearly notes what fees are to be the burden of the applicant. Such fees include surveyor or engineer cost billed to the city. Such cost are to be paid prior to certification by administrator. Additional language to include review of local, state, and federal agencies and compilation of such recommendations. 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. 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. 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 to 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.

Commissioners decided to continue their review on October 14th to finish Article 3 in a public workshop setting.

VIII. MEETING SCHEDULE: Next meeting October 14, 2014.

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

CITY OF FAIRFIELD
Planning & Zoning Commission

ATTEST: _____
Megan Stelma, City Planning Administrator

Jasmine Torwan, Chairman