

Pending

MAYFIELD TOWN PLANNING COMMISSION MINUTES

May 29, 2024 7:00 PM

Mayfield Town Hall

Board Members Attending:	Mayor Steve Anderson, Ross Deubler, Adam Peterson, Tyler Jensen
Board Members excused:	James Carey, Andy Christiansen
Administration attending:	Amanda Bennett
Others attending:	Jake Nielson
Conducting:	Mayor Anderson

Agenda Item	Discussion	Action
1. Discussion & Action Items		
a. Discussion and possible approval of Hansen Planning Group's Subdivision Ordinance Proposal	Mayor Anderson oriented Tyler Jensen and Ross Deubler on the duties of the planning commission and recent legislative changes affecting land use in municipalities. The Town received a recommendation from Hansen Planning Group, which states that an initial review of a 1-2 family residential application must be provided within 30 days. The total review period for improvement plans cannot exceed 120 business days. The commission discussed whether to adopt a two-phase or combined approach for 1-2 family residential subdivisions. The consensus was to adopt a two-phase approach, with improvement plans reviewed during the preliminary phase, and to prefer a single process for all applications.	Motion: Adam Second: Ross Vote: Unanimous 'Aye'
b. Discussion and possible approval of updating Business License Ordinance to include rental properties and fee schedule	A copy of the current business license ordinance was distributed. The discussion focused on adding regulations for rental properties, including Vrbo, AirBnB, and landlord/tenant agreements. The commission debated whether the Town should require a business license for rentals. The consensus was to propose a \$50 fee for rentals to the Town Council. The topic of short-term rentals was tabled for future discussion.	Motion: Ross Second: Adam Vote: Unanimous 'Aye'
c. Review of minimum lot size	Mayor Anderson described properties in Town that are a quarter of a block in size. If divided into three, the parcels would fall below the minimum lot size(20,000 sq ft) and be approximately 18,000 sq ft. The commission discussed soil percolation, the uniqueness of different town areas, and the need to accommodate existing non-conforming lots. The possibility of granting variances to allow for smaller lot sizes was considered.	
d. Review of existing accessory dwelling	The current ordinance only permits one dwelling per zoning lot, though there have been instances where multiple dwellings have been allowed. Mayor Anderson questioned whether this ordinance is necessary and whether accessory dwellings should be permitted.	

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e. Discussion of creating a short term rental ordinance	The Mayor provided an overview of the duties of the planning commission and mentioned the legislation affecting land use, including the subdivision approval process. The commission discussed the recommendation from Hansen Planning Group and decided to adopt a two-phase approach for reviewing improvement plans.	
2. Unfinished business a. Appointment of a planning commission chairman	The matter was tabled for future discussion.	
3. Adjourn	Motion to adjourn the meeting was made at 8:30 PM	Motion: Adam Second: Ross Vote: Unanimous 'Aye'

Minutes Approval _____ Date: _____

By: _____, Chair	Attest: _____ Amanda Bennett, Recorder
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