

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
January 7, 2026

Minutes

Date: Wednesday, January 7, 2026

Location: Fairfield Town Office 121 West Main Street, Fairfield, Utah

Time: 7:00 P.M.

Minutes By: Recorder: Stephanie Shelley

Call to Order

1) Roll Call

Commissioner Taylor opened the meeting at 7:00 pm

Wayne Taylor, Jamie Mascaro, Kelton Butterfield

Excused Commissioners:

Commissioner Kyler Fisher (out of town), Commissioner David Riet (ill)

Staff Present:

Recorder: Stephanie Shelley, Treasurer: Codi Butterfield, Sergeant Garrett Dutson

Others Present: Michael Weber,

Via Zoom: (One participant) iPad

Consent Items

The Commission may approve these items without discussion or public comment and may remove an item to the Business Items for discussion and consideration.

- 1) Approve the following minutes: September 16, 2025; September 22, 2025; September 24, 2025; September 25, 2025; November 5, 2025; December 3, 2025.**

Commissioner Masacro motion to approve consent item number 1. To approve the following minutes: September 16, 2025; September 22, 2025; September 24, 2025; second version September 25, 2025; November 5, 2025; December 3, 2025. Commissioner Butterfield seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes

Commissioner Mascaro - Yes

Commissioner Butterfield - Yes

Business Items

The Commission will discuss (without public comment) and may either make a recommendation to the Town Council or approve the following items as needed:

1) Letter of support

Chairman Taylor explained that the purpose of the letter was to publicly show support for Mayor McKinney and clarify that she is not acting alone in her efforts on behalf of the Town.

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Commissioner Macacro read the following letter.

Jan 7, 2026

To whom it may concern,

Concerning the recent personal attacks directed toward Mayor McKinney and the accusations that she is lying and being deceitful about her handling of the business of the town of Fairfield.

We, the undersigned, would like to voice our support for Mayor McKinney and the direction that she is so diligently working for the future of Fairfield Town. She is trying very hard to represent the town and the majority of the residents that live here, and the quality of life that we enjoy.

Commissioner Mascaro made a motion to approve business item number 1, a letter of support for Mayor McKinney. Commissioner Butterfield seconded the motion. The motion passed unanimously.

Commissioner Taylor - Yes

Commissioner Mascaro - Yes

Commissioner Butterfield - Yes

Chairman Taylor thanked the Commissioners for their support and asked Michael Weber to consider a letter of support from the Town Council as well.

2) Annual Conflict of Interest Disclosure Statement

Stephanie Shelley explained that the Conflict of Interest Disclosure is an annual requirement for all appointed board members and elected officials, and must be completed each January.

The Commissioners agreed to complete the form and return it to Stephanie by the end of the month.

3) Annual Ethical Behavior Pledge Form

The Commissioners were provided the Annual Ethical Behavior Pledge Form and were asked to complete and return it to Stephanie by the end of the month.

4) Landscape Ordinance

The Planning Commission continued its review of the proposed Landscape Ordinance. Chairman Taylor stated that the goal was to complete a working draft suitable for formatting and legal review prior to scheduling a public hearing.

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Discussion focused on balancing water-wise landscaping practices with maintaining the Town's visual character. Members agreed to retain tree requirements and emphasized the use of desert-compatible species to preserve a green community appearance.

Requirements for landscaping oversight by a landscape professional were reaffirmed, and the minimum requirement that five percent (5%) of parking areas be landscaped was maintained. References to multifamily uses were removed, as such uses do not currently exist in the Town.

Concerns were raised regarding prior projects where required trees were not maintained. As a result, members agreed to include a requirement that trees be kept alive and replaced as necessary, acknowledging that code enforcement may be required but preferring to address the issue proactively.

Water-wise landscaping standards were clarified to require that at least twenty percent (20%) of landscaped areas consist of live vegetation, distributed evenly rather than clustered. The phrase "where applicable" was retained in reference to drip irrigation systems to allow flexibility based on site conditions.

Definitions were reviewed and revised, including clarification that roadway gravel may not be counted as landscaping. The definition of "landscape professional" was also updated to be inclusive of various qualified practitioners without requiring licensure as a landscape architect.

Upon completion of the review, the ordinance was directed to be sent to Vonda Cook for formatting, followed by review by the Town Attorney. A public hearing will be scheduled after the legal review is complete.

5) Commercial Ordinance

Chairman Taylor introduced a discussion on a potential Commercial Overlay Zone, noting that he had consulted with the Town Attorney and reviewed an ordinance used by the Town of Francis, Utah, as a possible framework.

A draft paper ordinance based on the Francis Town model was reviewed, with discussion focusing on allowable uses within commercial zones, size limitations, and potential impacts on nearby residential properties.

Members discussed concerns related to traffic, lighting, proximity to existing residences, and long-term community impacts of various commercial uses. Considerable discussion was held regarding the need to first establish different types of commercial zones before finalizing a list of permitted uses.

Consensus was reached that additional work is required before making recommendations to the Town Council. It was determined that mapping existing and potential commercial zones would be a necessary next step to better evaluate appropriate land uses.

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Chairman Taylor asked Stephanie to print copies of the zoning maps for the Commissioners to take home and review. The Commissioners acknowledged that development of a commercial overlay would be an ongoing process requiring further discussion.

Adjournment

Motion made by Commissioner Mascaro to end the meeting. Commissioner Butterfield seconded the motion. Meeting end time 8:01 pm.

February 25, 2026

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Recorder/Clerk