

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
April 1, 2026

Minutes

Date: Wednesday, April 1, 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.

David Riet, Wayne Taylor, Kyler Fisher, Jamie Mascaro, Kelton Butterfield

Staff Present:

Recorder: Stephanie Shelley, Mayor: Hollie McKinney, Treasurer: Codi Butterfield (in person and via Zoom)

Others Present: Michael Weber

Via Zoom: Alina

Chairman Taylor noted that the Planning Commission had left the landscaping public hearing open from the previous meeting and needed to continue it to the next meeting. He requested a motion to continue the public landscape hearing.

Commissioner Riet moved to continue the landscape public hearing from the last meeting to the next meeting. Commissioner Butterfield seconded the motion. The motion passed unanimously.

Chairman Taylor - Yes

Commissioner Riet - Yes

Commissioner Fisher - Yes

Commissioner Mascaro - Yes

Commissioner Butterfield - Yes

Public Comment

Michael Weber stated that he had spoken with a couple of neighbors who feel like the ordinance is similar to an HOA. He said he reassured them that they would not be required to plant trees and that the town would not enforce such requirements on people who are already there. He added that while people do not want an HOA, there does need to be something in place to protect the town.

Business Items

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

1) Approve the March 19, 2026, minutes.

There was a brief discussion. Because the minutes are lengthy, the Commissioners decided to move them to the next meeting so everyone has time to review them.

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
April 1, 2026

Commissioner Mascaro moved to postpone approval of the March 19, 2026, minutes to the May meeting for further review. Commissioner Butterfield seconded the motion. The motion passed unanimously.

Chairman Taylor - Yes
Commissioner Riet - Yes
Commissioner Fisher - Yes
Commissioner Mascaro - Yes
Commissioner Butterfield - Yes

2) Discussion with Shawn Lancaster for a potential meat shop.

Shawn Lancaster presented his proposal to build a full-service custom meat shop on a quarter-acre portion of his parents' property, which would require subdivision for commercial use. He explained that his interest in starting the business came from his experience working at Carson's Meat Shop, recognizing the growing need for another custom processing facility, especially since Carson's new owners have discontinued custom services.

Mr. Lancaster noted the continued growth in Fairfield and emphasized the town's strong agricultural roots, explaining that his shop would support local farmers and hunters. He also pointed out that the nearest custom butcher shop is located in Springville, approximately 26 miles away, and currently has months-long waiting lists.

Chairman Taylor acknowledged the value of the proposed service but raised concerns about the property's proximity to neighboring residences and the challenges associated with operating a meat processing facility on a septic system. He explained that wash-down operations could present complications without access to a municipal sewer system and encouraged Mr. Lancaster to develop a detailed business plan addressing these concerns, including contacting the county health department for guidance on septic requirements.

Further discussion focused on the procedural and regulatory challenges involved. Chairman Taylor outlined that the project would require subdivision of the property, a potential zone change since meat processing is not currently an allowed use, and compliance with water and septic requirements. He cautioned that the process would likely be lengthy and subject to state and county regulations, which may be more stringent than in the past.

Commissioners expressed additional concern about how a septic system would handle the volume and type of waste generated from wash-down operations. Mr. Lancaster stated that his proposed design is based on an existing facility that operates with a septic system; however, Commissioners noted that current regulations may differ and emphasized that any system would require approval from the county health department to ensure proper handling and disposal.

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
April 1, 2026

Commissioner Fisher asked whether the proposed location would be permanent or serve as a stepping stone to a larger operation. Mr. Lancaster responded that it would likely be a starting point, with plans to expand or relocate in the future.

The Commissioners discussed alternative options, including the possibility of locating the business in the Fairfield Industrial Park, where acre lots with existing water infrastructure are available. This option could eliminate the need for subdivision and provide more room for future growth.

Chairman Taylor encouraged Mr. Lancaster to continue working with staff, including Stephanie Shelley and Codi Butterfield, for guidance throughout the process. He reiterated that while there are several challenges to address, there was general support from the Commissioners for the concept of the business.

3) Discussion on the Landscape Ordinance.

The Planning Commission had a detailed discussion on the landscape ordinance, working through several sections and talking through residential versus commercial requirements, developer responsibilities, and how the ordinance would be enforced.

During the discussion, the Commissioners talked about the difference between residential and nonresidential requirements. There was general agreement that homeowners should have flexibility with their yards and not be held to strict requirements, while commercial and nonresidential properties should follow clearer standards. These included things like tree sizes, water-wise landscaping, and screening where properties are visible to the public.

The Commissioners discussed the difference between residential and nonresidential requirements. There was general agreement that residential properties should not be overly restricted, while commercial and nonresidential developments should meet clearer standards.

There was discussion about not making the ordinance feel like an HOA, while still maintaining a reasonable level of cleanliness and consistency throughout the town.

The Commissioners discussed how the ordinance would apply to developers and whether developer-installed residential projects should be treated differently. They talked through situations where a developer is building homes versus selling lots and how that might affect the requirements.

The Commissioners also reviewed landscaping requirements, including square footage and placement, and discussed how to make the language clear and enforceable.

There was discussion regarding agricultural uses, including pastures and grazing areas. The Commissioners worked through the language and clarified that those areas should be outside of the required landscaped areas.

Approved Meeting Minutes
Fairfield Planning Commission
Regular Meeting
April 1, 2026

The Commissioners discussed tree requirements, including whether trees should be replaced if they die, particularly in nonresidential areas. It was noted that previous developments had not maintained required landscaping, and there was support for ensuring better compliance moving forward.

Water use and water-wise landscaping were also discussed. The Commissioners talked about keeping those standards as recommendations rather than strict requirements, especially for properties with irrigation water.

The Commissioners reviewed fencing and screening requirements and discussed maintenance expectations for those areas.

The Planning Commission also discussed administrative flexibility and agreed that it is important to allow the Town Council to make adjustments when needed based on specific situations.

After working through the ordinance and making revisions, the Planning Commission agreed that the document should be sent for legal review before moving forward.

Commissioner Masacro to table item number 3, discussion on the landscape ordinance until legal has reviewed it, and at the next meeting, when we can complete the public hearing on the landscape ordinance. Commissioner Butterfield seconded the motion. The motion passed unanimously.

*Chairman Taylor - Yes
Commissioner Riet - Yes
Commissioner Fisher - Yes
Commissioner Mascaro - Yes
Commissioner Butterfield - Yes*

Adjournment

Motion made by Commissioner Mascaro to end the meeting. Commissioner Butterfield seconded the motion. Meeting end time 8:47 pm.

May 6, 2026

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Recorder/Clerk