

Mayfield Town Council Regular Meeting Minutes
April 8, 2026 7:00 PM
Mayfield Town Hall

Council Members Attending	Jack Wilber, Mitzi Fuller, Keston Christiansen, Mayor Travis Good
Council Members Excused	Catherine Medler
Administration Attending	Amanda Bennett, Krista Dutton, Jake Nielson
Others Attending	Phillip Wood, Vearl Christiansen, John Andrews, Jack Wilber, Cade Penney, Mark Hopkins, Denis Kroff, Barbara Barton
Conducting	Mayor Good

Agenda Items

Discussion

Vote

<u>Agenda Items</u>	<u>Discussion</u>	<u>Vote</u>
<p>1. Public Comments</p> <p>a. Public Hearing for comments on Amendments to the Animal Ordinance pertaining to Dogs along with a Resolution to adopt fees for Dog Citations</p> <p>b. Public Hearing for comments on repealing the Ordinance adopting Vearl Christiansen Annexation</p> <p>c. Public Hearing for comments on adopting a Detached Accessory Dwelling Unit Ordinance</p>	<p>The Council explained proposed amendments to the Town's animal (dog) ordinance. Proposed changes included authorizing the Town's animal enforcement officer, Mark, to issue citations at his discretion, updating ordinance terminology by replacing "vicious dog" with "dangerous dog," and revising the citation and impound fee schedule. Discussion noted that the previous fee schedule did not adequately cover the costs associated with transporting and boarding impounded dogs at the Gunnison clinic. Councilmembers also discussed concerns regarding repeat violations and the need for more punitive fees for dogs impounded multiple times. It was clarified that the proposed increases applied only to citation and impound fees and did not include any increase to dog licensing fees. No public comments were given.</p> <p>The Council explained concerns regarding the previously adopted Vearl Christiansen annexation ordinance. Discussion centered on boundary and fence-line discrepancies that required correction before the annexation could proceed. Councilmembers agreed that the annexation language needed to be revised to accurately reflect the property boundaries and to avoid future disputes. It was noted that the corrected annexation ordinance would be brought back to a future Council meeting for further review and public hearing consideration. No public comments were given.</p> <p>The Council reviewed and discussed a proposed Detached Accessory Dwelling Unit (DADU) ordinance. The proposed ordinance would establish regulations for detached accessory dwelling units, including definitions, size limitations, setbacks, parking requirements, owner-occupancy standards, and permitting and inspection requirements. Discussion clarified that a DADU is intended to function as a separate detached living quarters, commonly referred to as a mother-in-law apartment, and must comply with applicable building and development standards. Councilmembers discussed proposed size limitations, including references ranging between 500 and 1,000 square feet, though no final size limit was established during the hearing.</p>	

<p>d. Public Hearing for comments on adopting Amendments to Title 18 the Zoning Ordinance to align with ADUs and update Accessory Building regulations</p> <p>e. Any other public comments</p>	<p>Additional discussion focused on setbacks, building permit requirements, inspections, and compliance with building codes related to plumbing, kitchen, and sleeping facilities. A minimum lot size of 30,000 square feet was also discussed, with acknowledgment that only a limited number of lots within Town limits would qualify.</p> <p>Significant discussion centered on Item #7 of the proposed ordinance regarding the conversion of existing accessory buildings into DADUs. The Council expressed concern that large existing accessory structures could potentially be converted into multiple dwelling units without proper permitting or oversight. The Council agreed that the ordinance language should be revised to clarify that existing accessory buildings may only be converted into DADUs if all development standards, permitting, and inspection requirements are met. The Council also discussed maintaining owner-occupancy requirements for the primary residence on the property. The Council directed the Planning Commission to further refine the ordinance language, particularly regarding Item #7 and related definitions, and to return the revised ordinance for additional review and a future public hearing. No public comments given.</p> <p>The Council held a public hearing to discuss proposed amendments to Title 18 of the Town zoning ordinance to align existing zoning regulations with the proposed Detached Accessory Dwelling Unit (DADU) ordinance and related accessory building standards. Discussion focused on updating zoning definitions, lot-use provisions, and accessory building regulations to provide consistency and clarity regarding detached accessory dwelling units and accessory structures. The proposed amendments included creating or updating an accessory building section, referenced during discussion as Section 18-48-060, to establish standards for setbacks, height limitations, allowable uses, and related development requirements. The proposed language would also clarify that accessory buildings may not be used as dwelling units unless approved as a DADU and developed in compliance with all applicable ADU standards, permits, and inspections. Councilmembers expressed the importance of consolidating accessory building regulations into a single section to make requirements easier for residents and applicants to locate and understand.</p> <p>The Council directed the Planning Commission to continue refining the proposed zoning amendments and accessory building language and to return with a revised draft for additional review and a future public hearing. The Council also requested that the revisions be completed in a timely manner so the matter could be placed on an upcoming Council agenda if ready.</p> <p>Denise Kroff and Barbara Barton presented information regarding a memorial project honoring Daniel Buckley Funk, recognized as the founder and engineer of Palisade Lake, originally known as "Funk's Lake." The proposed project includes preserving the original pioneer sandstone headstone in a shadow box display with a gazebo structure and creating informational panels highlighting the history and engineering significance of the lake. Presenters</p>	
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noted that assistance with historical information and displays would be provided and that the project would connect with the Palisade trail system and local historical tourism efforts. Discussion included historical background on Daniel Buckley Funk, noting his role as a surveyor, farmer, engineer, architect, entrepreneur, and community peacemaker. Presenters shared that Funk constructed the original 75-acre lake through manual and horse-driven earthwork methods.

The presenters announced a community celebration planned for August 8 at 11:00 a.m. at Manti Park to support and recognize the project. Fundraising opportunities were also discussed, including plaque sponsorship tiers for donors contributing \$500 or more as builders and \$50–\$499 as supporters. Checks were proposed to be made payable to the “Palisade State Park Buckley Daniel Funk Project,” with administrative details to be finalized by the organizers. The Council expressed support for the memorial project and encouraged community participation, attendance, and donations, noting the project’s value in preserving local history, strengthening community ties, and promoting tourism within the area.

Mr. Andrews addressed the Council regarding ongoing traffic safety concerns on Main Street, particularly between First South and Second South within the posted 25 mph zone. Residents reported frequent speeding violations, with some vehicles allegedly traveling as fast as 60 mph through town and failing to stop appropriately at the four-way intersection. Concerns were raised regarding the safety of pedestrians, residents, and children due to excessive vehicle speeds and limited enforcement.

Discussion included reports involving multiple types of vehicles, including passenger vehicles, motorcycles, ATVs, tractors, flatbed trucks, and semi-trucks. Residents suggested several possible traffic calming and enforcement measures, including installing speed dips or speed bumps within Town jurisdiction, adding flashing lights or additional speed signage, placing “No Jake Brake” signs at Town entrances, and increasing patrol and enforcement efforts through the sheriff’s office and highway patrol.

Councilmembers discussed jurisdictional limitations, noting that portions of the roadway fall under State and County jurisdiction outside Town limits. It was noted that the State road ends near 100 South and transitions to County jurisdiction farther south, requiring coordination with outside agencies for certain improvements or enforcement measures. Councilmembers also referenced prior traffic safety efforts, including flashing lights and stop sign markers already installed within Town limits.

The Council directed staff to verify roadway jurisdiction boundaries, research costs and safety standards related to speed dips or other traffic calming measures, and coordinate with County, State, and law enforcement agencies regarding enforcement and signage options. The Council agreed to review additional information and possible recommendations at a future meeting.

<p>2. Council Discussion & Action Items</p> <p>a. Discussion and possible approval of Vearl Christiansen Amended Petition for Annexation of 1.84 acres of property located at 100 S 250 W</p> <p>b. Discussion and possible approval of FY27 Road Work Bids</p> <p>c. Discussion and possible approval of renting office space at Town Hall</p> <p>d. Approval of changing Zoning Administrator to Land Use Authority and appointment of a Land Use Authority</p>	<p>A motion was made to approve repealing the previously adopted Vearl Christiansen annexation ordinance due to boundary discrepancies and move forward with a new petition which fixes the discrepancies.</p> <p>Road bids were opened publicly. Submitted bids were as follows: Johansen Construction, \$72,697.00; Christensen Ready Mix, \$70,704.70; and Hale's Sand & Gravel, \$82,429.60. The Mayor stated he would like to compare the bids "apples to apples" before making a final decision and indicated that notification of the awarded bid would be sent out by Friday.</p> <p>The Council previously discussed renting office space at the Town Hall. A motion was made to approve renting office space to the Mayfield Irrigation Company and Sanpete County Landfill. Mayor Good will talk to the irrigation company.</p> <p>The Council discussed the proposed assignment of Keston as the Town's Land Use and Zoning Administrator and reviewed the planning and approval process for land use applications. Discussion included the legal framework for smaller rural communities, noting that the Planning and Zoning Commission may serve as the land use authority under State code, although a separate review and approval process was preferred to provide additional oversight and accountability.</p> <p>Councilmembers discussed establishing a two-step review process in which the Planning Commission would conduct the full review of applications, verify completeness, and meet with applicants as needed before forwarding completed applications to the designated zoning administrator for final approval and sign-off. It was noted that once an application is determined complete, State timelines require action within approximately 15 days. Discussion also included creating a formal application checklist to ensure incomplete applications could be identified and returned before statutory review timelines begin.</p> <p>Operational responsibilities were also reviewed, including Steve's role as Planning Commission Chair in scheduling meetings and overseeing reviews, Keston's participation in the review process, and his proposed responsibility for final permit approval and signatures if officially appointed. Councilmembers expressed support for maintaining checks and balances by requiring both Planning Commission review and zoning administrator approval to provide additional verification before permits are finalized.</p>	<p>Motion: Jack Second: Mitzi Vote: 'Unanimous Aye'</p> <p>Motion: Keston Second: Jack Vote: Unanimous 'Aye'</p>
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<ul style="list-style-type: none"> e. Possible approval of Ordinance 2026-3 Amending Animal Ordinance f. Possible approval of Resolution 2026-C Adopting Fine Schedule for Animal Citations g. Possible approval of Ordinance 2026-4 Repealing Annexing Certain Real Property on Vearl Christiansen Petition h. Possible approval of Ordinance 2026-5 Ordinance adopting regulations for DADUs i. Possible approval of Resolution 2026-D Issuing a moratorium on Accessory Buildings 	<p>The Council tabled the matter until the next meeting to allow additional information to be gathered. Steve was asked to consult with the Town Attorney and provide further recommendations regarding the proposed process and appointment at a future Council meeting.</p> <p>The Council approved amendments to the animal (dog) ordinance authorizing the animal enforcement officer to issue citations, updating terminology from "vicious dog" to "dangerous dog," and adopting an updated citation and impound fee schedule. A motion to approved Ordinance 2026-3 and Resolution 2026-C was made.</p> <p>This matter was discussed with item 'a' above.</p> <p>Ordinance 2026-5 adopting regulations for Detached Accessory Dwelling Units (DADUs) was presented for consideration. The Council discussed amendments to the proposed language and agreed that a full reading of the ordinance was not necessary prior to adoption. A motion was made to approve Ordinance 2026-5 with the amendments discussed during the meeting, noting the amendments within the motion. The motion was seconded and passed unanimously.</p> <p>Resolution 2026-D imposing a temporary moratorium on accessory buildings was presented for consideration. The purpose of the moratorium is to allow the Council time to review and address setback requirements and regulations regarding irregular lots. The Council discussed that the moratorium may remain in effect for a maximum of six (6) months but could be terminated earlier if the issues are resolved sooner. The moratorium will apply only to new accessory building applications submitted after the date of adoption, while any active applications on file at the time of adoption will continue to be processed. A motion was made and seconded to approve Resolution 2026-D. The motion passed unanimously.</p>	<p>Motion: Jack Second: Keston Vote: Unanimous 'Aye'</p> <p>Motion: Jack Second: Keston Vote: Unanimous 'Aye'</p> <p>Motion: Jack Second: Mitzi Vote: Unanimous 'Aye'</p>
<p>3. Council Business</p> <ul style="list-style-type: none"> a. Approval of claims from the invoice register dated 03- 	<p>The Council reviewed the invoice register for the period of March 12, 2026 through April 8, 2026. Discussion was held regarding invoices from Centerfield City related to treatment plant membrane and filter work totaling \$6,934.02, with Mayfield Town's 38% share amounting to</p>	<p>Motion: Keston Second: Keston Roll Call: Unanimous 'Aye'</p>

<p>12-26 thru 04-08-2026</p> <p>b. Approval of meeting minutes from meetings on March 11, 2026 and April 1, 2026</p>	<p>\$2,634.93. Additional discussion included questions regarding a backflow device, prior charges, and clarification that Centerfield City had covered the majority of certain expenses while records continue to be reviewed. A motion was made and seconded to approve the invoice register. A roll call vote was taken, and the motion passed unanimously.</p> <p>The Council reviewed the meeting minutes for March 11, 2026 and April 1, 2026. Clarification was provided on several items, including follow-up regarding the 1A item and T-ball practice participation; however, no additional edits were requested. A motion was made and seconded to approve the minutes as presented. The motion passed unanimously.</p>	<p>Motion: Jack Second: Mitzi Vote: Unanimous 'Aye'</p>
<p>4. Department Reports</p> <p>a. Upcoming calendar items:</p> <ul style="list-style-type: none"> i. Public activities schedule ii. April 3-13 Dumpsters at Park iii. Town Clean Up May 16th 9am 	<p>Administration Report Amanda and Krista reported that operations are proceeding as normal. Staff are currently attending virtual training sessions scheduled Wednesday through Friday and will also attend a conference in St. George in May. The office continues to receive and process resident complaints and concerns. The Council requested that departments provide regular reports moving forward.</p> <p>Public Works Report Jake reported that irrigation water has not yet been fully turned on; however, park sprinkling is currently being supplied by spring water. Staff reported that booster pumps and relay systems were tested and are functioning properly. Since installation of the lower and upper booster pump system, approximately 7,000,000 gallons of spring water have been pumped into the lower 12 tanks over the past two years, reducing reliance on culinary wells and treatment plant usage. Staff also discussed pumping cycles, overflow observations, and water distribution operations. Sidewalk replacement is scheduled in the area where a resident recently fell, sanitary water service is expected to begin the following week, and road maintenance and cleanup activities are planned.</p> <p>Public Activity Schedule & Community Outreach The Council discussed upcoming community events and outreach efforts. A dumpster will remain at the park through April 13, 2026 for community cleanup use. The annual Town Cleanup is scheduled for May 16, 2026 at 9:00 a.m., with the Youth Council coordinating cleanup locations and volunteer assignments. Outreach efforts will include newsletters, A-frame sandwich boards, post office postings, handouts at community events, and possible email notifications. The Council also discussed potential incentives to encourage residents to provide email addresses for future communications.</p> <p>The Council further discussed researching options for an electronic marquee sign, including costs, vendors, and possible funding sources. Discussion included maintaining the community's small-town appearance by selecting a tasteful, low-profile sign with the ability to turn off lighting at night. Possible placement locations near the Town Hall and Post Office were also considered.</p>	
<p>5. Unfinished Business</p>	<p>Council members discussed participation in an upcoming golf tournament fundraiser. Several Council members have already registered, and additional team participation and sponsorship coordination were discussed. Engineering firms participating as sponsors were also mentioned.⁶</p>	
<p>6. Adjourn</p>	<p>A motion to adjourn was made at 8:35 PM.</p>	<p>Motion: Mitzi Second: Keston</p>

Vote: Unanimous
'Aye'

Minutes Approval

Date: 5-13-26

By: *Tom Board*, Mayor

Attest: *A Bennett*, Recorder

