

Pending

## MAYFIELD TOWN PLANNING COMMISSION MINUTES

July 7, 2026 7:00 PM

Mayfield Town Hall

|                                  |                                                             |
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| <b>Board Members Attending:</b>  | Ross Deubler, Adam Peterson, Jared Peterson, Steve Anderson |
| <b>Board Members excused:</b>    | Andy Christiansen                                           |
| <b>Administration attending:</b> | Amanda Bennett                                              |
| <b>Others attending:</b>         |                                                             |
| <b>Conducting:</b>               | Steve Anderson                                              |

### Discussion

| Agenda Item                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action                                                             |
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| <b>1. Review and possible approval of Minor Subdivision Application for 90 W Canyon Rd Janet Hanson</b> | <p>The Planning Commission reviewed Janet Hanson's Minor Subdivision Application for property located at 90 W. Canyon Road. Hanson attended the meeting electronically. Chairman Steve Anderson reviewed the submitted survey and explained his discussions with surveyor Darryl Penrod regarding the property boundaries and historical layout of the Mayfield Town plat. The survey was based on established roadway and fence lines and divided the existing parcel into two approximately equal lots. Each proposed lot is approximately 0.62 acres and exceeds the Town's minimum lot size requirement of 20,000 square feet.</p> <p>Chairman Anderson reviewed Mayfield Town Ordinance 18.68.125 regarding exceptions to specific subdivision application requirements. He explained that the proposed subdivision consists of fewer than ten lots, does not involve a proposed street or public easement, is served by an existing street, and may qualify for the ordinance's simplified subdivision requirements. Culinary water and local health department approvals were also discussed as applicable requirements.</p> <p>The Commission discussed irrigation water associated with the property. Hanson stated that irrigation shares would likely be available with the lots and indicated that the available shares would be divided equally, although she would need to verify the exact amount.</p> <p>A motion to approve the minor subdivision/lot split for Janet Hanson was made. The motion passed unanimously.</p> <p>Following approval, Hanson was advised to obtain a Mylar of the plat containing the appropriate signature lines so the Planning Commission could sign the plat for recording with the County Recorder. Town staff agreed to provide Hanson with a list of the remaining requirements.</p> | <p>Motion: Adam<br/>Second: Ross<br/>Vote: Unanimous<br/>'Aye'</p> |

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| <b>2. Approval of Minutes from previous meeting(s)</b> | <p>The Commission reviewed the minutes from the March 31, 2026 Planning Commission meeting. A duplicate listing of Ross Deubler in the attendance section was noted and will be corrected.</p> <p>A motion to approve the March 31, 2026 Planning Commission meeting minutes with the noted correction was made.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Motion: Adam<br>Second: Jared<br>Vote: Unanimous<br>'Aye' |
| <b>3. Unfinished Business</b>                          | <p><b>Planning Commission/Zoning Administrator Responsibilities:</b> Chairman Steve Anderson discussed the need to separate the duties of the Planning Commission Chairman from those of the Zoning Administrator. He explained that having one person performing both roles can create difficulties when reviewing land-use matters and emphasized the Planning Commission's responsibility in reviewing subdivision applications for compliance with Town ordinances.</p> <p>Amanda Bennett reported that she had discussed appointing a Zoning Administrator with Mayor Travis Good and that the Mayor was looking into possible candidates. Commission members were encouraged to provide recommendations. Anderson indicated that he would remain involved as Planning Commission Chairman and assist with ordinance review and improvements to the Town's land-use application process.</p> <p><b>Subdivision Ordinance – Storm Drainage:</b> Anderson discussed the Town's subdivision ordinance and expressed concern that the existing storm drainage provisions need additional clarification. He proposed preparing expanded language for Planning Commission review that would more clearly address stormwater retention, drainage design, and anticipated water collection within subdivision streets.</p> <p><b>Fence Ordinance:</b> The Commission discussed the Town's fence regulations, including allowable fence heights in front and side yards and requirements for corner lots. Anderson explained that additional illustrations had been prepared to make the ordinance easier to interpret. The Commission also discussed maintaining clear sight lines at intersections, including the required setback for fences on corner lots. The information and illustrations will be distributed to Commission members for further review.</p> <p><b>Canyon Road Property/Right-of-Way:</b> Anderson discussed a property on Canyon Road where rock retaining walls had reportedly been constructed into the Town street/right-of-way. The property owners had been instructed to stop the work and move the improvements back to the property line. Anderson reviewed legal descriptions for surrounding properties and explained that the descriptions support the existence of a 99-foot roadway.</p> <p>The Commission also discussed another fence that may extend into Town property and agreed that enforcement should be consistent when private improvements encroach into the public right-of-way. The Commission further discussed discrepancies that can arise between existing fence lines, surveys,</p> |                                                           |

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|                   | and legal descriptions. Members expressed support for requiring adequate survey information when property boundaries are necessary for the Town to evaluate land-use applications. |                                                           |
| <b>4. Adjourn</b> | Motion to adjourn was made at 7:38 PM.                                                                                                                                             | Motion: Adam<br>Second: Jared<br>Vote: Unanimous<br>'Aye' |

Minutes Approval \_\_\_\_\_ Date: \_\_\_\_\_ approved on the motion of \_\_\_\_\_ Second by \_\_\_\_\_, vote Unanimous 'Aye'

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| By: _____, Chair | Attest: /s/: Amanda Bennett, Recorder |
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