

Pending

MAYFIELD TOWN PLANNING COMMISSION MINUTES

May 20, 2026 7:00 PM

Mayfield Town Hall

Board Members Attending:	Ross Deubler, Adam Peterson, Jared Peterson, Steve Anderson
Board Members excused:	Andy Christiansen
Administration attending:	
Others attending:	JL Larson
Conducting:	Steve Anderson

Discussion

Agenda Item		Action
1. Review of zoning permit application for 100 S 32 E JL Larson	The Commission reviewed JL and Sarah Larson's zoning permit application for construction of a residence on property located on 100 South. The property is a nonconforming lot of record, and discussion centered on discrepancies between the legal description/surveyed boundaries and the longstanding fence lines surrounding the property. JL Larson explained that the property was purchased in good faith based upon the existing fence boundaries and that the fences had been treated as the boundaries for many years without challenge from neighboring property owners. He stated that boundary agreements were being prepared with the adjoining owners but expressed concern that the Town had required a survey when this had not historically been required of every applicant. The Town's concern was determining a defensible property line from which required setbacks could be measured. The proposed house location and required setbacks were reviewed. Mr. Larson agreed to shift the house approximately four feet east and then maintain the required eight-foot setback, which would place the proposed residence within the surveyed/legal property boundary while the boundary agreements were being resolved. The Commission also discussed the need for a consistent Town policy regarding proof of property boundaries. Members expressed that the burden of establishing the property line should rest with the applicant rather than the Town. Possible documentation could include a survey, boundary agreement,	

Pending

	or other acceptable written verification. The Commission agreed this requirement should be incorporated into the zoning application/checklist for future applicants. Although the applicants were advised during the meeting that the permit could move forward upon submission of the revised site plan and completion of other required application items, the Commission later recognized that no formal vote had been taken on the Larson application. Members discussed obtaining guidance regarding the proper procedure and ensuring that future applications requiring Commission action are formally presented and voted upon. The Commission further discussed the applicants' reference to a walkout basement and possible future occupancy by family members or renters. It was agreed that the applicants should be provided information regarding the Town's internal accessory dwelling unit requirements so they understand any additional requirements that may apply. The Commission next reviewed proposed regulations for amateur radio antennas. The proposed ordinance was intended to establish reasonable standards while accommodating amateur radio communications as required under applicable federal and state regulations. The proposed regulations would allow amateur radio towers as an accessory use in all zoning districts and allow towers up to 75 feet with a zoning application. Towers exceeding 75 feet would require additional Planning Commission review and engineering information.	
2. Review of changes to Accessory Building Ordinance	The Commission continued its review of the proposed accessory building ordinance. Members discussed language specifying that accessory buildings may not be used as dwelling units and reviewed permitted types of accessory structures, including premanufactured storage buildings, stick-frame buildings, steel-frame buildings, pole barns, shipping/Conex containers, and portable carports or garages. Considerable discussion centered on shipping containers. The Commission wanted to ensure that the proposed ordinance did not conflict with existing Town regulations and that containers would not create unsightly or excessive storage areas. Members discussed requiring containers to be painted and properly located and establishing clearer standards regarding the number and configuration of containers allowed on a property. The Commission discussed allowing two containers to be incorporated into an engineered accessory structure with a roof while preventing configurations that could effectively create rows or stacks of containers. Members recommended that two or more containers require a site plan so the Town can review their placement and configuration. Portable carports and garages were also discussed. Members supported allowing these economical structures but expressed concern regarding wind loads, proper anchoring, placement, and safety. The	

Pending

	Commission agreed that these structures should be subject to zoning review and that anchoring or engineering information should be provided as appropriate. The Commission reviewed proposed accessory building setbacks. Accessory buildings located behind the primary residence would generally be required to maintain setbacks from the residence and property lines. Structures located beside a residence would be subject to greater setbacks and height limitations to reduce impacts on neighboring properties and street visibility. The Commission also reviewed the proposed setback and height table. The draft included a 30-foot setback from the property line for a side yard with street frontage and differentiated height standards depending on whether an accessory building was located in a rear or side yard. Members agreed that setbacks must clearly be measured from the property line, rather than from the edge of pavement. The Commission briefly reviewed an accessory building currently subject to the Town's moratorium and stop-work order. Discussion reinforced the need for applicants to establish property boundaries, setbacks, utility locations, and structural information before proceeding. Following the review and proposed amendments, a motion was made to approve the accessory building ordinance review as amended. The motion was seconded. There were no opposing votes, and the motion passed unanimously. The amended ordinance would move forward for Town Council consideration. As part of the ordinance discussion, the Commission discussed establishing a more consistent process for future zoning applications. Members agreed that applicants should be responsible for demonstrating where their property lines are located when setbacks are being calculated. The zoning application should include appropriate checklist items requiring the applicant to provide the necessary documentation before an application is considered complete. The Commission discussed whether every zoning application should come before the Planning Commission. Members generally felt that applications meeting all established ordinance requirements could be handled administratively, while nonconforming lots or applications that cannot meet established standards should come before the Planning Commission for review.	Motion: Ross Second: Adam Vote: Unanimous 'Aye'
3. Review of proposed Amateur Radio Antenna Ordinance	Kelly Shelley presented information regarding his proposed telescoping amateur radio tower. The tower would reach approximately 55 feet when fully extended and would be supported by an engineered concrete and rebar foundation. Mr. Shelley had provided engineering information for the tower. The Commission reviewed the proposed location and setback requirements. The proposed ordinance generally required towers to be located in side or rear yards when possible and to be set back from property lines a distance equal to the height of the tower unless otherwise approved by the Town. Mr.	

Pending

	Shelley indicated that the tower would be located near the center of the property and that the proposed location would accommodate the tower's height. Following discussion, a motion was made and seconded to approve the amateur radio ordinance/application as discussed. The motion passed unanimously. Mr. Shelley was advised that he could proceed. Mr. Shelley was also asked to provide the Town with a copy of his amateur radio license for the file.	Motion: Adam Second: Ross Vote: Unanimous "Aye"
4. Review of Minor Subdivision Application for 90 W Canyon Rd Janet Hanson	The Commission reviewed preliminary information regarding Janet Joy Hansen's property near Canyon Road/First West. The approximately 231-foot-square parcel is proposed to be divided into two lots. An initial proposal showing two 135-foot lots did not fit within the existing parcel dimensions and would not meet the applicable requirements. Alternative configurations were discussed. An equal division would result in two lots approximately 115.5 feet wide by 231 feet deep, or the parcel could potentially be divided into one larger and one smaller lot while maintaining the minimum frontage requirement. The information was presented to explain available options to the property owner. The Commission clarified that the item was for review only and that no subdivision approval or vote was being requested at this meeting.	
5. Approval of Minutes from previous meeting(s)	The minutes from the previous Planning Commission meeting were not available for approval and were therefore not considered.	
6. Unfinished Business	The Commission reviewed several follow-up items resulting from the meeting, including revising the zoning application/checklist to place responsibility for property-line verification on the applicant; establishing consistent procedures for nonconforming lots; providing the Larsons with information concerning internal accessory dwelling unit requirements; clarifying ordinance language concerning the number and configuration of shipping containers; and finalizing amendments to the accessory building ordinance for Town Council consideration.	

Pending

7. Adjourn	Motion to adjourn was made at 8:47 PM.	Motion: Adam Second: Jared Vote: Unanimous 'Aye'
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Minutes Approval Date: approved on the motion of Second by , vote Unanimous 'Aye'

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