

# Town of Leeds

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## Work Session Agenda Town of Leeds Planning Commission Wednesday, December 06, 2023

**PUBLIC NOTICE** is hereby given that the Town of Leeds Planning Commission will hold a **WORK SESSION** on Wednesday, **December 6, 2023, at 5:30pm**. The Planning Commission will meet in the Leeds Town Hall located at 218 N Main, Leeds, Utah.

The purpose of this work session is to facilitate open dialogue among the Planning Commission, Town Council members (should a quorum be present) and Staff, regarding agenda items. Public comment will not be taken in this session. Decision-related discussions will be scheduled for a future Planning Commission meeting. This session prioritizes candid idea exchange, with no formal action taken.

### **Work Session 5:30pm**

1. Work Session
  - a. Finalize the Fee schedule update
  - a. Discussion on State Code regulation changes with Scott Messel and Short-Term Rental (STR) draft proposal by Commissioner Darton
2. Adjournment

The Town of Leeds will make reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call the Leeds Town Hall at 879-2447 at least 24 hours prior to the meeting.

The Town of Leeds is an equal opportunity provider and employer.

Certificate of Posting:

The undersigned Clerk/Recorder does hereby certify that the above notice was posted December 4, 2023 at these public places being at **Leeds Town Hall, Leeds Post Office**, the **Utah Public Meeting Notice website** <http://pmn.utah.gov>, and the **Town of Leeds website** [www.leedstown.org](http://www.leedstown.org).

  
Aseneth Steed, Clerk/Recorder

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# Town of Leeds

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## Planning Commission Work Meeting for Wednesday, December 06, 2023

### Work Meeting 6:00 PM

ROLL CALL:

	<u>Present</u>	<u>Absent</u>
CHAIRMAN: DANNY SWENSON	_____	X
COMMISSIONER: ALAN ROBERTS	_____	X
COMMISSIONER: KEN HADLEY	_____	X
COMMISSIONER: TOM DARTON	_____	X
COMMISSIONER: ROCHELLE GARDNER	_____	X
TOWN PLANNER : SCOTT MESSEL	_____	X

1. Work Session

a. Finalize the Fee schedule update

The key points discussed in the conversation are:

- The discussion about cemetery fees, including burial plots for residents and non-residents, cremation fees, and other related charges.
- Consideration of different fees charged by other jurisdictions, such as Kaysville, Springdale, and Hurricane, for comparison.
- Exploration of the possibility of developing additional cemetery space and the need for a cemetery ordinance.
- Discussion on park impact fees and their use to fund park improvements and maintenance.
- Suggestions for potential changes in cemetery fees, such as increasing fees for non-residents and non-resident cremations.
- Consideration of the impact of future developments on cemetery plots and the need for long-term planning.
- Civil penalties for ordinance violations: Discussion on the penalties for violations, with increasing fees for first, second, and third offenses.
- Alcohol licenses: Consideration to increase the fee for alcohol licenses from \$260. Clarification on the frequency of license renewals and confirmation that the town receives the money from alcohol license fees.
- Animal licenses: Discussion on dog licenses and fees, including considerations for the number of dogs covered by a license and the inclusion of tags.

- Parks and building use fees: Changes in fees for pavilion cleaning deposits and reservation fees for town residents.
- Special events and festival booths: Discussion on fees for special events, including considerations for events like Christmas Village and Farmers Market.
- Permits: Overview of various permits, including encroachment permit fees and food truck permits. Clarification on the purpose and necessity of certain permits.
- Planning and Development fees: Discussion on fees related to annexation applications, conditional use permits, general plan amendments, and other planning and development-related processes.

Overall, the discussion involved a thorough review of fees and permits, and further considerations for others.


- a. Discussion on State Code regulation changes with Scott Messel and Short-Term Rental (STR) draft proposal by Commissioner Darton

Chairman Swenson explained that the Commission have only gone through the fee Schedule, specifically discussing each item up to that point. However, we still need another meeting to finalize the proposed Short-Term Rental Fee schedule. The draft for the proposed Short-Term Rental is in your packet, allowing us time to carefully consider it before the next meeting scheduled for February 7 at 5:30 pm. This situation serves as a good example of how thorough consideration has led to constructive changes. As we have the agenda proposals for the upcoming meeting in our packets, the discussions should proceed more smoothly. So, if you find yourself bored with baking cookies and seeking an alternative task, reviewing the meeting materials would be a worthwhile endeavor. A journeyman, or even heading straight to sleep, is not necessary for this particular engagement.

Adjournment

Meeting adjourned: 7:04

Approved this 7<sup>TH</sup> Day of February 2024.

  
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Danny Swenson, Chairman

ATTEST:

  
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Aseneth Steed, Town Clerk/Recorder