

# Town of Leeds

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## Agenda Town of Leeds Planning Commission Wednesday, February 7, 2024

**PUBLIC NOTICE** is hereby given that the Town of Leeds Planning Commission **PUBLIC MEETING** scheduled for Wednesday, February 7, 2024, at 7:00 P.M. This meeting will be held at Leeds Town Hall, 218 N. Main Street, Leeds, UT 84746.

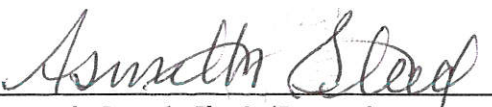
### Regular Meeting 7:00 pm

1. Call to Order/Roll Call
2. Invocation
3. Pledge of Allegiance
4. Declaration of Abstentions or Conflicts
5. Consent Agenda: (These items will be a single motion unless removed at the request of the chairman or board Members)
  - a. Tonight's Agenda of January 3, 2024
  - b. Meeting Minutes of December 6, 2023, Work Session
  - c. Meeting Minutes of January 3, 2023, Regular Session
6. Announcements:
  - a. Town of Leeds Princess Pageant is scheduled for February 15th at 7:00 pm, taking place at the LDS Church building.
  - b. Public meetings for the 2024 Washington County Fair Spotlight City Event will convene at the Town Hall every Monday at 5:00 pm until March 18th. All residents are welcome to participate.
7. Public Hearing: None
8. Action Items: None
9. Discussion Items:
  - a. Initial Review of Leeds Subdivision Code in accordance with SB 174 by Hansen Planning Group
  - b. Deliberation on Key Points Arising from Work Session, Short-Term Rental (STR) Draft Proposal by Commissioner Darton
10. Staff Reports
11. Adjournment

The Town of Leeds will provide 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 January 5 2024, at these public places being **Leeds Town Hall, Leeds Post Office**, the Utah Public Meeting Notice website <http://pmmutah.gov> and the Town of Leeds website [www.leadstown.org](http://www.leadstown.org).



Aseneth Steed, Clerk/Recorder

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# Town of Leeds

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## Planning Commission Meeting for Wednesday, February 07, 2024

1. Call to order: 7:07 p.m.  
Chairman Swenson called to order the regular meeting of the Planning Commission at 7 PM on Wednesday, February 07, 2024.

**ROLL CALL:**

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

2. Invocation: Rochelle Gardner
3. Pledge of Allegiance
4. Declaration of Abstentions or Conflicts: None
5. Consent Agenda:
  - a. Tonight's Agenda

Commissioner Gardner made a motion to approve the agenda for February 07,2024. Commissioner Roberts seconded the motion. Motion passed in a roll call vote.

**ROLL CALL VOTE:**

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
CHAIRMAN: DANNY SWENSON	X	_____	_____	_____
COMMISSIONER: ROCHELLE GARDNER	X	_____	_____	_____
COMMISSIONER: TOM DARTON	X	_____	_____	_____
COMMISSIONER: LAUIRE SULLIVAN	X	_____	_____	_____
COMMISSIONER: ALAN ROBERTS	X	_____	_____	_____

b. Meeting Minutes of December 6, 2023 Work Session

Commissioner Gardner made a motion to approve the meetings minutes from Planning Commission December 6, 2023 Work Session. Commissioner Roberts seconded the motion. Motion passed in a roll call vote.

ROLL CALL VOTE:

	Yea	Nay	Abstain	Absent
CHAIRMAN: DANNY SWENSON	X			
COMMISSIONER: ROCHELLE GARDNER	X			
COMMISSIONER: TOM DARTON	X			
COMMISSIONER: LAUIRE SULLIVAN	X			
COMMISSIONER: ALAN ROBERTS	X			

c. Meeting Minutes of the January 3, 2024 Regular Session.

Commissioner Roberts made a motion to approve the Minutes of January 3, 2024 Regular Session. Commissioner Sullivan seconded the motion. Motion passed in a roll call vote.

ROLL CALL VOTE:

	Yea	Nay	Abstain	Absent
CHAIRMAN: DANNY SWENSON	X			
COMMISSIONER: ROCHELLE GARDNER	X			
COMMISSIONER: TOM DARTON	X			
COMMISSIONER: LAUIRE SULLIVAN	X			
COMMISSIONER: ALAN ROBERTS	X			

6. Announcements:

- a. Town of Leeds Princess Pageant is scheduled for February 15th at 7:00 pm, taking place at the LDS Church building.

Chairman Swenson addressed the announcements by emphasizing the need for volunteers to assist with various tasks such as building floats, staffing booths at the fairgrounds, and overall planning. They mention the support from sponsors and local businesses, as well as the photographer offering their services for the beauty pageant.

- b. Public meetings for the 2024 Washington County Fair Spotlight City Event will convene at the Town Hall every Monday at 5:00 pm until March 18th. All residents are welcome to participate.

The grand marshal for the fair is announced to be Susan Savage, chosen through a

community nomination process. Volunteers are requested to assist with the fair preparations and support the girls participating in the pageant.

7. Public Hearing: None

8. Action Items: None

9. Discussion Items:

- a. Initial Review of Leeds Subdivision Code in accordance with SB 174 by Hansen Planning Group

Chairman Swenson asked Craig Hall and Scott Messel to lead the discussion to new code enforcement regulations introduced by the state of Utah. Scott and Craig Hall, the town attorney, provide information on Senate Bill 174, which aims to streamline the subdivision approval process.

Craig Hall provided a Power Point of highlights for key points of the legislation, including the designation of an administrative land use authority, the limitation of review cycles for subdivision plans, and the requirement for applicants to respond to feedback in writing.

There is a recommendation for developers to engage in a pre-application meeting to address potential issues early on. Craig stresses the importance of applicants submitting complete plans and complying with relevant codes to expedite the approval process.

The town council is urged to review the model ordinance provided and make recommendations for adoption before the December 1 deadline.

The speaker discusses the need to review and update the town's zoning ordinances in accordance with SB 174, emphasizing the importance of clarity and accessibility for residents and developers. They suggest involving the planning commission and town council in the process to ensure comprehensive feedback and alignment with community needs.

The floor is opened for questions and discussion.

- b. Deliberation on Key Points Arising from Work Session, Short-Term Rental (STR) Draft Proposal by Commissioner Darton

Commissioners along with Mayor Hoster discusses with Attorney Craig Hall, and Scott Messel the need to review and potentially update the zoning ordinances of the town to comply with Senate Bill 174. They emphasize the importance of collective input from the staff, planning commission, and town council to ensure that the ordinances are clear and accessible to the public. Additionally, they mention the need to improve the town's website to make it easier for residents to understand the processes and regulations. The speaker also addresses the involvement of the town council in the planning commission's meetings and the importance of collaboration between the two bodies. They

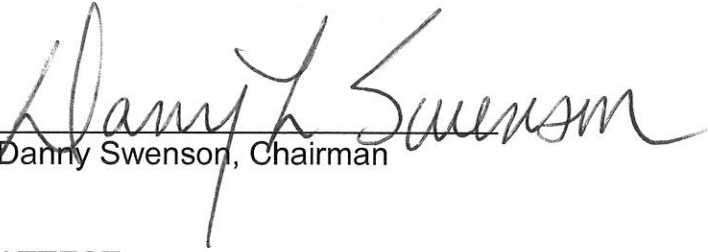
conclude with updates on other agenda items discussed during the meeting,  
including short-term rental regulations and upcoming community events.

10. Staff Reports : None

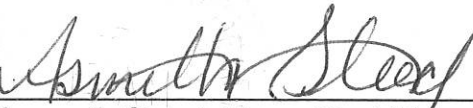
11. Adjournment : 8:00pm

Adjournment: The meeting was adjourned at 9:45 pm.

Approved on this Sixth day of March 2024

  
\_\_\_\_\_  
Danny Swenson, Chairman

ATTEST:

  
\_\_\_\_\_  
Aseneth Steed, Town Clerk/Recorder