



Agenda

Town of Leeds Planning Commission

Wednesday, May 1, 2024

PUBLIC NOTICE is hereby given that the Town of Leeds Planning Commission will hold a **PUBLIC MEETING** on Wednesday, May 1, 2024, at 7:00 PM at the Leeds Town Hall, 218 N. Main Street, Leeds, UT 84746.

If you are interested in participating remotely via Zoom, please contact Town Hall at 435-879-2447 or email the clerk@leedstown.org for Zoom details.

Regular Meeting 7:00 pm

1. Call to Order/Roll Call
2. Invocation
3. Pledge of Allegiance
4. Declaration of Abstentions or Conflicts
5. Agenda:
 - a. Tonight's Agenda of May 1, 2024
 - b. Meeting Minutes of March 6, 2024
 - c. Meeting Minutes of March 6, 2024 Work Session
 - d. Meeting Minutes of April 3, 2024
 - e. Meeting Minutes of April 3, 2024 Work Session
6. Announcements:
 - a. Recap on Washington County Fair Spotlight City
7. Public Hearing: None
8. Action Items: None
9. Discussion Items:
 - a. Review Feasibility of Conditional Use Permit Home Occupational Business at 2015 Wells Fargo Rd
 - b. Slate Ridge Homes, 342 E. Silver Meadows Rd. Accessory building on the property.
 - c. Review Feasibility of Conditional Use Commercial Property, Jared Bowler
 - d. Recap of the Work Session covering the Comprehensive Code Update and dialogue on SB 174 compliance, including validation of monthly assignments and follow-up actions.
 - e. Review Southern Utah Regional Trail Standards
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 435-879-2447 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 April 26, 2024, at these public places: **Leeds Town Hall, Leeds Post Office**, the **Utah Public Meeting Notice website** at <https://www.utah.gov/pmn/>, and the **Town of Leeds website** at <http://www.leedstown.org>.

Michelle Rutherford, Town Clerk/Recorder

Town of Leeds

Planning Commission Meeting for Wednesday, May 1, 2024

Regular Meeting 7 PM

1. Call To Order/Roll Call: 7:04pm

ROLL CALL:	<u>Present</u>	<u>Absent</u>
CHAIR: DANNY SWENSON	<u>X</u>	<u> </u>
COMMISSIONER: TOM DARTON	<u>X</u>	<u> </u>
COMMISSIONER: KEN HADLEY	<u>X</u>	<u> </u>
COMMISSIONER: LAURIE SULLIVAN	<u> </u>	<u>X</u>
COMMISSIONER: ALAN ROBERTS	<u>X</u>	<u> </u>
ALT COMMISSIONER: ROCHELLE GARDNER	<u>X</u>	<u> </u>
TOWN PLANNER: SCOTT MESSEL	<u>X</u>	<u> </u>

2. Invocation: Chairman Swenson
3. Pledge Of Allegiance
4. Declaration Of Abstentions Or Conflicts: None
5. Consent Agenda:

a. Tonight's Agenda of May 1, 2024

Commissioner Roberts moved to approve tonight's agenda Second by Commissioner Gardner.
Motion passed in a Roll Call Vote.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: DANNY SWENSON	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: TOM DARTON	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: KEN HADLEY	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: LAURIE SULLIVAN	<u> </u>	<u> </u>	<u> </u>	<u>X</u>
COMMISSIONER: ALAN ROBERTS	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: ROCHELLE GARDNER	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

b. Meeting Minutes of March 6, 2024, Work Session

Commissioner Gardner moved to approve tonight's agenda Second by Commissioner Roberts.
Motion passed in a Roll Call Vote.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: DANNY SWENSON	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: TOM DARTON	<u> </u>	<u> </u>	<u>X</u>	<u> </u>
COMMISSIONER: KEN HADLEY	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: LAURIE SULLIVAN	<u> </u>	<u> </u>	<u> </u>	<u>X</u>
COMMISSIONER: ALAN ROBERTS	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: ROCHELLE GARDNER	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

c. Meeting Minutes of March 6, 2024, Regular Session

Commissioner Gardner moved to approve tonight’s agenda Second by Commissioner Roberts.
Motion passed in a Roll Call Vote.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: DANNY SWENSON	X			
COMMISSIONER: TOM DARTON			X	
COMMISSIONER: KEN HADLEY	X			
COMMISSIONER: LAURIE SULLIVAN				X
COMMISSIONER: ALAN ROBERTS	X			
COMMISSIONER: ROCHELLE GARDNER	X			

d. Meeting Minutes of April 3, 2024, Work Session

Commissioner Roberts moved to approve tonight’s agenda Second by Commissioner Hadley.
Motion passed in a Roll Call Vote.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: DANNY SWENSON	X			
COMMISSIONER: TOM DARTON			X	
COMMISSIONER: KEN HADLEY	X			
COMMISSIONER: LAURIE SULLIVAN				X
COMMISSIONER: ALAN ROBERTS	X			
COMMISSIONER: ROCHELLE GARDNER			X	

e. Meeting Minutes of April 3, 2024, Regular Session

Commissioner Roberts moved to approve tonight’s agenda Second by Commissioner Hadley.
Motion passed in a Roll Call Vote.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: DANNY SWENSON	X			
COMMISSIONER: TOM DARTON			X	
COMMISSIONER: KEN HADLEY	X			
COMMISSIONER: LAURIE SULLIVAN				X
COMMISSIONER: ALAN ROBERTS	X			
COMMISSIONER: ROCHELLE GARDNER			X	

6. Announcements:

a. Recap on Washington County Fair Spotlight City

Ken Hadley was on the Fair Committee and did a lot of work on the booth. We had a lot of interest and it went over really well. Brian Hansen gave a recap about the Parade. The Royalty rode in a wagon lead by 2 mules, and they gave out a lot of candy. The wagon was provided by a gentleman in LaVerkin, and it and the mules were in the show Yellowstone. The Grand Marshall Susan Savage road in a convertible. Susan was asked to give a comment.

Susan Savage said what an honor it was to represent the Town. The crowd was nice and they all clapped as she passed by. Kohl Furley represented the Town as Mayor ProTem with his son, in the parade. Mayor Hoster was there for the Rodeo, she and the Mayor rode in a wagon led by a team of black clydsdales. We didn't know that we were going to be involved in the ribbon cutting and Ryan Moss sang the National Anthem. It was really a neat experience.

7. Public Hearings: None

8. Action Items: None

9. Discussion Items:

a. Review Feasibility of Conditional Use Permit Home Occupation Business at 2015 Wells Fargo Rd

Paul & Jean McCollum have submitted a Conditional Use Application for an AirBnB. They would like rent out the lower floor of their home. They live on the upper floor, the lower floor has 4 bedrooms, one is being converted into a kitchen. The renters would have their own private entrance and parking area. The Commission was shown pictures of the inside of the home as well as the overhead view of the property. The issue with the application is that they plan to rent out more than 25% of their square footage and the current Ordinance prohibits it. They were advised that the revised Ordinance is in the works and they should wait until it passes to submit their application.

Commissioner Roberts: The town of Leeds is criticized for not providing adequate governmental services such as water, sewer, and power. As a municipality, Leeds is responsible for having sufficient staff to handle daily operations. An administrator should meet with individuals to discuss their desired actions and follow ordinances, then advise individuals to fill out conditional use permits and send them to the Planning Commission and Town Council. The municipality is not stepping up to the plate and not offering these services. The daily staff is not the clerk/recorder, Michelle, who has duties as a clerk/recorder but is not responsible for entertaining applications.

b. Slate Ridge Homes, 342 E. Silver Meadows Rd. Accessory building on the property

Gerry Holzapfel presented preliminary drawings of the Accessory Building he would like to build next to the home he is currently building. He was instructed to move the building back on th property so that is would not sit in front of the home, but at least even with the front of his home. After more discussion, he was advised to get the building drawn up and submit for the building permit.

c. Review Feasibility of Conditional Use Commercial Property, Jared Bowler

Jared Bowler presented an overhead view of his Commercial property just South of the Fire Station on Main St. He advised that even though he has much more property he could build on, he only wants to use the small section for Trailer Sales and a small office. There will be no manufacturing on the property. He was advised to get a Business License Application from the Clerk during normal business hours.

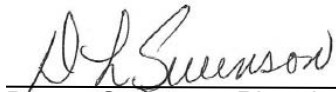
d. Recap of the Work Session covering the Comprehensive Code Update and dialogue on SB 174 compliance, including validation of monthly assignments and follow-up actions

During our Monthly Work Session, Scott introduced some new Proposed Ordinances to review; one for Home Occupation, major and minor, that classification would break it down as to who has authority to grant the license, the Town Administration or Town Council. There's also an Outdoor Lighting Ordinance for review, and a mixed use zone for all the new development coming in. Also, Trail Standards have been written and adopted by Southern Utah and we're reading through that for possible adoption.

10. Staff Reports: None

11. Adjournment: 8:20pm

Approved this 5th Day of June, 2024.



Danny Swenson, Planning Commission Chair

ATTEST:



Michelle Rutherford, Clerk/Recorder