



Agenda

Town of Leeds Planning Commission

Wednesday, March 5, 2025

PUBLIC NOTICE is hereby given that the Town of Leeds Planning Commission will hold a **PUBLIC MEETING** on Wednesday, March 5, 2025, 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. Oath of Office – David Rhoads
5. Voting for Planning Chairman & Chairman Pro Tempore
6. Declaration of Abstentions or Conflicts
7. Approval of Agenda/Minutes:
 - a. Tonight's Agenda of March 5, 2025
 - b. Meeting Minutes of February 5, 2025
 - c. Meeting Minutes of February 5, 2025 Work Session
8. Announcements:
9. Discussion and Possible Action Items:
 - a. Conditional Use Permit Application – Iconic Resorts LLC
 - b. Phillip Peine - Lot Line Adjustment
 - c. Application Review – 242 E. Silver Meadows Rd
 - d. Cemetery Project
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 March 3, 2025, 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, March 5, 2025

1. Call To Order/Roll Call: 7:02 pm

ROLL CALL:	<u>Present</u>	<u>Absent</u>
CHAIR: ALAN ROBERTS	X	
COMMISSIONER: CHUCK BENTLEY		X
COMMISSIONER: KEN HADLEY	X	
COMMISSIONER: LAURIE SULLIVAN	X	
COMMISSIONER: DAVID RHOADS	X	
TOWN PLANNER: SCOTT MESSEL	X	

2. Invocation: Commissioner Ken Hadley

3. Pledge of Allegiance

4. Oath of Office – David Rhoads

5. Voting for Planning Chairman & Chairman Pro Tempore

Chairman Roberts nominated Commissioner Chuck Bentley for the position of Commission Chair.

Commissioner Sullivan made the motion to appoint Chuck Bentley as the Planning Commission Chair, 2nd was made by Commissioner Hadley. Motion carries.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: ALAN ROBERTS	X			
COMMISSIONER: CHUCK BENTLEY				X
COMMISSIONER: KEN HADLEY	X			
COMMISSIONER: LAURIE SULLIVAN	X			
COMMISSIONER: DAVID RHOADS	X			

Commissioner Sullivan made the motion to appoint Alan Roberts as the Planning Commission Chair Pro Tempore, 2nd was made by Commissioner Hadley. Motion carries.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: ALAN ROBERTS	X			
COMMISSIONER: CHUCK BENTLEY				X
COMMISSIONER: KEN HADLEY	X			
COMMISSIONER: LAURIE SULLIVAN	X			
COMMISSIONER: DAVID RHOADS	X			

6. Declaration of Abstentions or Conflicts: None

7. Agenda:

a. Tonight's Agenda of March 5, 2025

Commissioner Sullivan made a motion to move Staff reports up on the Agenda before Possible Discussion and approve tonight's Agenda with that modification, 2nd by Commissioner Hadley.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: ALAN ROBERTS	X			
COMMISSIONER: CHUCK BENTLEY				X
COMMISSIONER: KEN HADLEY	X			
COMMISSIONER: LAURIE SULLIVAN	X			
COMMISSIONER: DAVID RHOADS	X			

- b. Meeting Minutes of February 5, 2025
Motion to approve made by Commissioner Sullivan, 2nd by Commissioner Hadley.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: ALAN ROBERTS	X			
COMMISSIONER: CHUCK BENTLEY				X
COMMISSIONER: KEN HADLEY	X			
COMMISSIONER: LAURIE SULLIVAN	X			
COMMISSIONER: DAVID RHOADS	X			

- c. Meeting Minutes of February 5, 2025 Work Session
Motion to approve made by Commissioner Sullivan, 2nd by Commissioner Hadley.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: ALAN ROBERTS	X			
COMMISSIONER: CHUCK BENTLEY				X
COMMISSIONER: KEN HADLEY	X			
COMMISSIONER: LAURIE SULLIVAN	X			
COMMISSIONER: DAVID RHOADS	X			

8. Announcements:

- Dumpster Days are March 14th & 15th. The dumpsters will be on Cherry Ln & Valley Rd, first come, first serve.
- Commissioner Hadley gave a reminder that the County Fair is from April 11th – April 19th. He would like to have Leeds represented, but he hasn't had any luck getting volunteers.

9. Staff Reports:

Danielle Stirling expressed her gratitude for the opportunity to work on a cemetery project, recognizing the significant contributions of each buried person. She highlighted the generosity of John Z, who donated the new wall, and the dedication of the people in the cemetery. Councilwoman Stirling aims to honor the legacies of these individuals and discuss the efforts of Doris, a dedicated volunteer, in honoring these cemeteries. Amy Berry, the manager of Utah cemeteries, provided valuable information on obtaining grants, including updating ordinances, creating an infrastructure master plan, and conducting an impact fee analysis. Councilwoman Stirling turned the time over to Doris to explain the necessary steps.

Doris McNally: So last week we had an opportunity to talk to town council about all the work we've done over the past year. So if any of you have any questions about all the work that's happened in the last 12 months, there's been a tremendous amount of work and we're very proud of the work that's happened. It's not just the Leeds cemetery. It's all three cemeteries. So what happened was we started out with some research. We met with the the Utah Preservation Group, to talk about what was needed relevant to a cemetery and the young ladies Amy Barry who you just heard about Danielle and she not only reviewed all the records that we had from our cemeteries. She also gave us some guidance on what we could do going forward to try to take advantage of the cemetery areas we have. Our concern behind this is that global growth in the town there really, really no expansion of new cemeteries in our town. So

we need to make sure that the cemeteries we have are not even only serving the residents that are there are also future residents. So in talking with Amy, she discussed that she has a grant that she makes available period the grant from February and March. So essentially, we're probably going to miss this series of the grants, but to even get it considered for a grant, we need a Master Plan for the cemeteries, so in the documents you were sent yesterday, you have a copy of the Master Plan. I drafted a rough draft of it. I've never done a master plan before, but I've looked at other towns and I put one together and I think it represents appropriately the three cemeteries and what the wishes and desires are at this time for restoration and also some expansion.

So that's one element that you might want to take a chance and take a look at it. We don't expect to do everything today. I just wanted to put on the table. The second thing that Amy said was that you need to have your impact analysis in place and up to date. So the current ordinance that you guys have and that our town has was written in 1997 and expired in 2010. So that needs to be updated. I am here to offer any assistance I can in getting that document up to date and I've never done one before. Alan, you probably were involved in that original document, so I'd be happy to take guidance from you, but I'd like to be able to get that document updated because in there it talks about impact fees and in talking to not only Amy, but also another lady who came to us from JUB engineering, it sounds like if we are creative in the way that we word the document what the cemeteries are, we can actually use impact fees for the cemeteries. Things like purchasing new land, which may become available to us at the Leeds Cemetery very soon. So getting this into play very quickly, we can take advantage of buying some more property and having more land for cemeteries. This is the South area that's right below the cemetery towards the I-15. The other component of it is the impact fees. Now you the town has impact fee ordinance for fees, OK and that's just the schedule of fees. But in talking to both these ladies, you can actually have an impact fee ordinance just talking about how impact fees are used and there's been some changes. So the other recommendation they had was to implement an impact fee ordinance, not an impact fee ordinance for fees, but an ordinance about how the fees can be used and try to separate it from the other document because if you put them all together then you don't have any flexibility. So that's the second document we need. So all these two ladies, the three things we need to be able to move forward and some of the planning that we want. Do is the master plan for the cemetery which the drift we need to have an impact analysis update from the two the 1997 to 2010 and bringing more current and then the third one is the impact analysis of the impact ordinance that needs to be either incorporated in or separate. Their recommendation is separate. We have aside from those meetings we also met with some Engineers. We have quotations from a number of engineers. Two came to the top and we have selected an engineer, Landworks, which is going to be helping us in laying out the cemeteries. We've gotten to the point where the work that Mark has done, and if you haven't been over there lately, you should really take a ride over there. That area that was actually the dirt that was excavated during the work that was done here on Main Street. And rather than just having them throw it away, Mark was smart enough to say, give it to me, I can use it to level out the cemetery. So if anybody has ever gone to the parking lot at the old cemetery you used to bottom out your car. All he did was he lifted the parking lot two or three feet. That actually makes it better and more stable for the school bus, of course, turns around there also on the DOT land that has been donated over to us that also had a 2 to 3 foot deep dip in it. And what we did is we brought that up and then Mark used boulders to eliminate the chicken wire fence that was in the cemetery and he built a beautiful wall of stone that will give a nice framework. So all the work that's been done at the three cemeteries including the gate at the Protestant cemetery has been done with the kindness and just donations of time and effort by people. The only expense to the town so or has been the purchase of gravel that's being used to address some road issues between the Protestant cemetery and the Catholic cemetery, what we need to now start to use some funds in an educated way and that's why we need these documents and some guidance from these people going forward. So thank you for that, the whole purpose of this was just to set the framework. And if anybody has any questions for the cemetery, both Danielle and myself are always available.

Commissioner Hadley: I have a question about the military park you have in there. So we can use the impact fees to do that?

Doris McNally: This is a good example, so we host a lot of events at the Leeds Cemetery and we also want to be able to host the Catholic and Protestant cemeteries too. So relevant to the military memorial, what we want to do is create an area as you go into the cemetery on the left hand side. You'll see flags

and maybe we have some other Ideas and we really want to be able to hold events there. In talking to some of the engineers, if we creatively use the term Military Memorial, we can actually use impact fees to design and develop that in a military Memorial Park. So that's why it's so important that all these documents reference not only the parks, but the cemeteries. And because if you don't have that in those documents, then we can't show justification to be able to use in use to do the work. That we want to do over there.

Commissioner Hadley: OK, so you'll have flags in all three cemeteries?

Doris McNally: We're hoping so, that's our goal. We want the engineer to offer some designs. The company that we've chosen, he's actually created about 5 or 6 different memorials, lots of different cemeteries. So we're excited to see, once we engage with him, what his designs and concepts will be.

Danielle Stirling: One other thing is, once the engineers come and does all of their preliminary area, we're going to present it to the entire town so that they will be able to understand what our ideas are and what their ideas are, we will have a public hearing so the citizens can share their opinions. We're going to hopefully have this very public oriented because we want this to be the opportunity for everyone that has people in there as well as future to be honored and that's our whole point is that for a long time, every one of us went and volunteered so much time there to try and beautify it. But it needs to be the point where we can have it designed specifically so that this is the platform and we want it to stay this way and we don't want it to ever degrade. And so that's why we need a lot of input, but then we also need to make sure that we have the plans in place for ordinances as well as everything else to show. This is exactly what it needs to be maintained for. So if you do have any. Ideas. Or if you have suggestions, please come to the meetings when we have the Landworks come and present because we would love to have everyone's input as well.

10. Discussion and Possible Action Items:

a. Conditional Use Permit Application – Iconic Resorts LLC

Chairman Roberts asked Scott Messel to take the lead. The applicant was present on ZOOM. The application is for a resort on the Northmost corner of the Silver Cliffs Development. They are proposing almost an identical plan as was presented during the Zone Change Application. There's 100 cabins spread out over the site. A free amenities building for a total of 21,677 sq ft. which includes a restaurant totalling 6,600 sq ft, a wellness center totalling 5,000 sq ft., and an event center totalling 6,542 sq ft, they will provide 310 parking spaces, maximum building height is 12 feet. The only changes were topographical, relocating the cabins.

Chairman Roberts asked if everyone understands the location. He explained that this is the Commercial portion that triggered the Zone Change at the end of 2024. Commissioner Hadley expressed his disapproval of the grading that has been happening in the area. Chairman Roberts explained that there will be a mess in a construction zone and that they are here for their Conditional Use Permit. The Zone Change had already been recommended by the Commission and approved by the Town Council. In order for them to build, this is the next step. He expressed his desire to have a face to face with the applicant. There was some confusion about the need for a public hearing. Scott explained that there is no requirement for a Public Hearing for this Conditional Use Application. Chairman Roberts also expressed his issue with the application turned in. (Attachment A) There was a portion stricken by the applicant and that is unacceptable. The applicant explained that the project may be sold to a subsidiary before the project is started and that is why they changed the application. A meeting with the applicant's representative will be scheduled for April 2, 2025 at 5:00pm and will be made available to the out of town applicant through ZOOM as well.

b. Phillip Peine - Lot Line Adjustment

Phillip Peine is requesting a lot line adjustment for his property on Valley Rd and his previous residence on Babylon Mill Rd, recently sold. Part of the sale agreement was to retain the orchard on the sold lot and still keep the lot a conforming lot. There's also a driveway from Babylon Mill Rd leading back to the orchard. There's a retaining wall between the sold lot and the driveway he would be adding to his new property. The attached map shows the 2 lots that would be combined. (Attachment B) None of the other neighbors would be affected by the lot line adjustment. The 2 properties are originally from 2 different subdivisions. Scott explained

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c. Application Review – 242 E. Silver Meadows Rd

The General Contractor was present representing the applicant. The applicants own 2 adjacent lots and would like to merge the 2 lots in order to build a garage on the second property. They do not feel the property is suitable for a home due to drainage issues, but cannot legally build a garage on a property without a home. He was instructed that a Subdivision Plat Amendment Application needs to be completed and submitted so that a Public Hearing can be held.

d. Cemetery Project

This Item was addressed in a Staff Report.

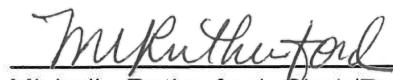
11. Adjournment: 8:08 pm

Approved this 2nd Day of April, 2025.



Chuck Bentley, Planning Commission Chair

ATTEST:



Michelle Rutherford, Clerk/Recorder