



## Agenda

### Town of Leeds Planning Commission

Wednesday, June 5, 2024

**PUBLIC NOTICE** is hereby given that the Town of Leeds Planning Commission will hold a **PUBLIC MEETING** on Wednesday, June 5, 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](mailto: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 June 5, 2024
  - b. Meeting Minutes of May 1, 2024
  - c. Meeting Minutes of May 1, 2024 Work Session
6. Announcements:
  - a. Update from Mosquito Abatement Committee
  - b. 4<sup>th</sup> of July Event – Volunteers needed
7. Public Hearing: None
8. Discussion and Possible Action Items:
  - a. Slate Ridge Homes – Auxiliary Building Review
  - b. Business License Application – Factory Direct Trailers
  - c. Business License Application – Nigel May
  - d. Feasibility for Conditional Use Permit – Aaron Anderson: Conservancy Pumphouse
  - e. Review ORD 2024-03 Consolidated Fee Schedule and Possible Approval to Town Council
  - f. Review Proposed ORD for Short-Term Rentals and Possible Approval to Town Council
  - g. 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.
  - h. Planning Commissioner Appointment
9. Staff Reports
10. 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 June 3, 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, June 5, 2024

### 1. Call To Order/Roll Call: 7:05pm

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

2. **Invocation:** Commissioner Sullivan
3. **Pledge of Allegiance**
4. **Declaration of Abstentions or Conflicts:** None
5. **Agenda:**

- a. Tonight's Agenda of June 5, 2024  
Motion to approve made by Commissioner Sullivan, 2<sup>nd</sup> by Commissioner Roberts.

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			

- b. Meeting Minutes of May 1, 2024  
Motion to approve made by Commissioner Roberts, 2<sup>nd</sup> by Commissioner Hadley.

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			

- c. Meeting Minutes of May 1, 2024 Work Session  
Motion to approve made by Commissioner Roberts, 2<sup>nd</sup> by Commissioner Sullivan.

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			

6. **Announcements:**
  - a. Update from Mosquito Abatement Committee

Representative from Mosquito Abatement Committee is not present

- b. 4<sup>th</sup> of July Event – Volunteers needed  
 Doris McNally represented the Bloom Committee. Things are still in the development stage.  
 7:00am 5K / 1 Mile Liberty Fun Run – Registration online (no T-Shirts this year)  
 7:00am Helpers for Breakfast should arrive at the park and begin cooking.  
 9:00am Breakfast begins  
 11:00am Parade starts on Valley Rd.  
 6:30pm Activities at the Park  
 10:00pm Fireworks – The Comas’ donated their property to set off fireworks

7. **Public Hearing:** None

8. **Discussion and Possible Action Items:**

- a. Slate Ridge Homes – Auxiliary Building Review  
 Gerry left after the Work Session - Tabled
- b. Business License Application – Factory Direct Trailers  
 Bowler did not attend - Tabled
- c. Business License Application – Nigel May  
 Fire Inspection has been requested. No changes to original plan provided to Planning Commission. Mr. May only has the ability to build 1-2 a year at this time. Business License Application has been turned in. Chairman Swenson explained to Mr. May that a firewall needs to be installed between the living space and garage to be compliant. Chairman Swenson asked if Mr May had reviewed the Town’s requirements for Conditional Uses. He ensured that he had gone through all the requirements, and would need a letter to the DMV stating that the Town does not allow business signage. A Motion was made by Commissioner Roberts to approve a Conditional Use Permit for Thornberry Rigs:
  1. Applicant must have property inspected and approved by the HVFSSD on an annual basis
  2. No public display of goods
  3. Comply with the Town’s Noise and Lighting Ordinances, as well as Ch 24 of Land Use Ord 2008-04
  4. Business Hours are from 7:00am – 5:00pm
  5. No on street parking
  6. Complete the annual business license process
  7. Conditional Use does not run with the property

Second by Commissioner Sullivan

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

- d. Feasibility for Conditional Use Permit – Aaron Anderson: Conservancy Pumphouse  
 Aaron Anderson with Bowen

So just a quick overview of the need for the project. It's associated with some of the construction going on right now through your town. As you may be aware the Water Conservancy District runs the Quail Creek Water treatment plant down by Quail Creek Reservoir. This project is designed to convey water from the treatment plant up to the Cottam Wells system. This project will convey water through this new pipeline to the new tank at the Toquerville exit, and then it will feed down into Toquerville, La Verkin, Virgin, as well as Hurricane. So these two pump stations are required to move the water. It's about 1000 feet of elevation change from the treatment plant to this tank. If we could make it work with one single pump station, we

would have preferred that, but because of the elevation change, it's going to require 2 pump stations that work in series. And so this chart is just showing that elevation change and what we consider the hydraulic grade line or the energy grade line of the system of how we're going to pump the water from the low point up to our high point. And this is again just demonstrating why we need the two pump stations with those two boxes and it came the line pressure we anticipate in that system which is fairly high for water system but is manageable. But again, if you were to add those two numbers together, you'd be talking about pumping water at close to 500 PSI, which is not really feasible for a water system. It functions bidirectionally to where it can actually feed water from the Cottam Wells back down through this way, and it can also, these pump stations will allow the water to move in the opposite direction. So depending on the seasonality, they can move water in both directions. Once these are done, the primary flow direction will be from the South to the North and then feeding back into Toquerville. This is not a loop, it's final destination is Virgin. Virgin's sole source of water is Cottam Wells, this will be supplementary to that supply. The pipeline will be connected to some hydrants here in Leeds, supplementing your system as well. The water flowing through the pipeline is all treated, drinkable water. We spent a good amount of time researching where we should put this Pump Station and we were able to acquire Mr Beach's property right off the freeway at Exit 22. This is the same location we spoke about several months ago. There will be three components to this Pump Station, two will be viable, the storage tank will be made of concrete, and the Pump House, made of concrete blocks (10" CMU, Concrete Masonry Unit) with a high R rating to mitigate noise, and a wood truss roof. The vault, made of concrete, will be underground and will house the pipes. There will be a block wall surrounding the entire site. We're working on these architectural elevations and we will get them to you as soon as possible. You'll see what appears to be a normal sized wall, and that's something that we made an agreement to say, hey, we're doing what we can to help conceal this, because a lot of concern with the site was just having a big tank in a building that looked industrial. And so we're trying to do what we can within reason to make it appealing to the to the community and not just be an eyesore.

Commissioner Sullivan spoke on how the area has always been kind of a marsh. She was not able to ride horses through there and they cannot let their cows out there.

Aaron Anderson: When you design a drinking water facility, you have to meet all the requirements from the division of drinking water. The district actually owns the property all the way close to the road, we had to pull that back, just so that we can keep our site out of a potential flood area in there. That's why on the site there is some grading, we have to actually raise some of those structures up to keep them a certain distance above those high water elevations of flood water. That's to protect the quality of the water and also to protect the structures. If we could have buried the tank entirely, we would have done that. But the division of drinking water, because of the shallow groundwater is not going to allow that, so that the tank will be above grade for that reason. We do not have updated renderings yet. As part of our conditional use permit application, you'd like to see updated renderings. We can provide those in our application, but this is the layout of the site with the pump house is the right the larger rectangle. The smaller rectangle on the South end is that bolt that I was talked about, and then the tank located kind of on the north corner.

Grayson Howard is another engineer on the project working with me has been more on the design side.

Chairman Swenson: What about elevation?

Grayson Howard: The tank itself from the bottom of the footing all the way to the top, is going to be 10.5' tall, so it's a pretty short tank. We will be burying 2 feet of it, so only 8.5' will be showing.

The top of the block wall in front of the site has an elevation of 3340. And so we should only be able to see six to seven feet or so of the tank, The wall will be showing as six feet from the road. It will be a little bit deeper on the inside. Fill dirt will be brought in to bring the tank above grade. The Pump House is 14'8" to the top of the ridgeline, so it will be taller than the tank. They sit on a  $\frac{3}{4}$  Acre lot with one access gate.

Scott Messel advised Aaron and Grayson that their Conditional Use Permit will need to consist of drawings, elevations, site plans, pictures would help. Landscaping drawings would be nice.

Aaron Anderson: The pump will be running 24 hours a day at certain times of the year. There is noise, but nothing too loud with the CMU we are going to be using. This District is open to planting trees to help obscure the buildings.

More discussion was had about the property lines as Aaron pointed to the provided map.

Chuck Bentley asked about lighting.

Aaron Anderson: There will be lighting at the exterior doors, all on switches.

Chuck Bentley asked about the size of the buildings

Aaron Anderson: The diameter of the tank is about 50' (100,000 gallon) and the Pump House is about 24' x 40', so the wall is probably more like 200' long.

The pipeline does need to be in place and this is the next step to get things done.

The District has Landscape Architects on staff and the Town will be requiring landscaping to help the building blend in. Additional conversation was had in regard to the final design, esthetically.

Chairman Swenson: How busy will this site be?

Aaron Anderson: Not busy at all. There will be a crew member in his pick up maybe a couple times a week. The site will be mostly remote controlled.

We are hoping to start within 3 months. The entire project could take up to 10 months to complete.

- e. Review ORD 2024-03 Consolidated Fee Schedule and Possible Approval to Town Council  
Additions were made during the Work Session today, and the clerk was asked to read those changes aloud.

A motion was made by Commissioner Roberts to Recommend the Approval of ORD 2024-03 Consolidated Fee Schedule with the changes read by the Clerk. 2<sup>nd</sup> by Commissioner Sullivan.

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

- f. Review Proposed ORD for Short-Term Rentals and Possible Approval to Town Council

Scott Messel explained that this Ordinance has been worked on for months in Planning Commission and Town Council and it is Staff's recommendation that the Planning Commission move forward with the Ordinance as it is written. It was brought up in the Work Meeting that we have 10% and that could be too high, and zones could be set up in the Town for STR. STR are a very hard thing to enforce and no ordinance is perfect. Additional conversation was had regarding the differences between Short-Term Rental, Home Occupancy, and Bed & Breakfast.

A Motion was made by Commissioner Roberts to recommend ORD 2024-05 Short-Term Rentals for approval to Town Council. 2<sup>nd</sup> by Commissioner Sullivan.

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

- g. 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.

Scott Messel: I reached out to the Hansen Group and they are recommending two different options.

1. Preliminary Plat & Construction drawings are the first phase and the Final Plat is a second phase. Both processes, no public hearing and it does not go to the Town Council.

2. Prelim Plat, Construction Drawings, and Final Plat all in one submission.

They need direction in order to write the code for us.

All Commissioners ere in favor of option 1.

h. Planning Commissioner Appointment

Chairman Swenson: Town Council has recommended the appointment of Chuck Bentley to the opening seat of Ken Hadley on June 30. He will start his appointment at the August Planning Commission Meeting. Ken Hadley will take an open Alternate Commissioner position. Ken Hadley has done great service to the town, at the cemetery, with Wreaths Across America, Memorial Day flags. We want to recognize Ken and thank him for his time with the Planning Commission.

9. **Staff Reports**

Scott Messel: I have friends coming down with a church group, looking for a Service Project for about 25 youth June 27-29 coming to the area for a Youth Conference.

Chairman Swenson: Service Project in the Leeds Cemetery on Saturday, June 8<sup>th</sup> at 10:00am  
Volunteers are needed for the July 4<sup>th</sup> Pancake Breakfast, please contact Michelle @ Town hall  
Dumpster Days – June 14-16 @ Cherry Lane and Valley Rd.

Special thanks to our Public Works Officer, Bill Stone, for all the work he's done in the park. Please take advantage of the park.

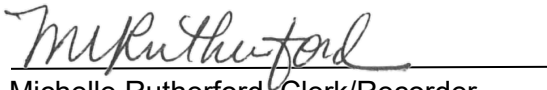
10. **Adjournment:** 8:47pm

Approved this 7<sup>th</sup> Day of August, 2024.



Danny Swenson, Planning Commission Chair

ATTEST:



Michelle Rutherford, Clerk/Recorder