



## Agenda

### Town of Leeds Planning Commission

### Wednesday, October 2, 2024

**PUBLIC NOTICE** is hereby given that the Town of Leeds Planning Commission will hold a **PUBLIC MEETING** on Wednesday, October 2, 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 October 2, 2024
  - b. Meeting Minutes of August 7, 2024
  - c. Meeting Minutes of August 7, 2024 Work Session
  - d. Meeting Minutes of September 4, 2024
  - e. Meeting Minutes of September 4, 2024 Work Session
6. Announcements:
7. Public Hearing: None
8. Discussion and Possible Action Items:
  - a. Business License Application – Leeds Mark-It RV Resort
  - b. Conditional Use Permit Application – 520 Silver Crest Ct, Bed & Breakfast
  - c. Short-Term Rental Ordinance – update from Work Session discussion
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 September 30, 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>.

  
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Michelle Rutherford, Town Clerk/Recorder

# Town of Leeds

## Planning Commission Meeting for Wednesday, October 2, 2024

### 1. Call To Order/Roll Call: 7:00pm

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: CHUCK BENTLEY	X	
TOWN PLANNER: SCOTT MESSEL	X	

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

- a. Tonight's Agenda of October 2, 2024  
Motion to approve made by Commissioner Hadley, 2<sup>nd</sup> by Commissioner Bentley.

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

- b. Meeting Minutes of August 7, 2024  
Motion to approve made by Commissioner Bentley, 2<sup>nd</sup> by Commissioner Hadley.

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

- c. Meeting Minutes of August 7, 2024 Work Session  
Motion to approve made by Commissioner Hadley, 2<sup>nd</sup> by Commissioner Bentley.

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

- d. Meeting Minutes of September 4, 2024  
Motion to approve made by Commissioner Bentley, 2<sup>nd</sup> by Commissioner Hadley.

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

- e. Meeting Minutes of September 4, 2024 Work Session  
Motion to approve made by Commissioner Hadley, 2<sup>nd</sup> by Commissioner Bentley.

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

6. **Announcements:** None

7. **Public Hearing:** None

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

- a. Business License Application – Leeds Mark-It RV Resort  
Traci Fieldsted appeared before the Commission. She read a letter written by herself, received by the Town on September 19, 2024. Chairman Roberts explained to Ms. Fieldsted that he has reviewed all of the documentation in her file and the requirement from the Town for a Sales Tax License is for all RV Parks within the Town, and she stated on the record, that she would have short-term renters on her property. Ms. Fieldsted repeatedly insisted that she does not and has not ever had anyone stay for less than 30 days. Chairman Roberts explained that the Planning Commission is a recommending body, and a business license is an administrative function. He agreed to have her added to the agenda because she did appear before the Commission last year for her land use requirements. The Town Clerk advised Ms. Fieldsted that the only requirement she has to fulfill is the Sales Tax Number and then her application would be complete. Ms. Fieldsted maintained that she does not need a Sales Tax License to receive a Business License. The Clerk read Sec 163-65 of the Utah House Bill 353 from a letter mailed to Ms. Fieldsted on August 16, 2024, aloud for the record. Ms. Fieldsted was told that her business does not fall under any of those referenced and therefore that House Bill does not pertain to her. She again disagreed. Chairman Roberts explained to Ms. Fieldsted that in order to get her Business License for the RV Park, she would need to obtain the Sales Tax License per Leeds regulations. If, at the end of the year, she did not collect any Sales Tax or TRT, she simply file a zero return with the State of Utah. The full discussion can be heard on Audio 241002\_002 (0:06:29)
- b. Conditional Use Permit Application – 520 Silver Crest Ct, Bed & Breakfast  
Natalie Law appeared before the Commission with her Conditional Use Permit Application. Chuck Bentley read Land Use ORD 2008-04 Ch 24.2.4. This code pertains to the CC&Rs for her development. She was instructed to get letters from the majority of the land owners in her development (6 of 10).  
Motion to recommend an approval of the Conditional Use Permit Application with the following conditions: Letters from the majority of residents within her development, all

parking is off-street, and the CUP does not transfer with the sale of the property. Motion was made by Commissioner Bentley, 2<sup>nd</sup> by Commissioner Hadley. Motion carries.

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

The Conditional Use Permit Application will be added to the October 9, 2024 Agenda for Discussion and Approval.

**c. Short-Term Rental Ordinance – update from Work Session discussion**

The Commission is recommending to Town Council that the Proposed Ordinance be addressed in a Public Hearing set for October 2, 2024.

Chairman Roberts encouraged the citizens to have more dialog with their commissioners and councilmembers outside of Open Meetings.

**9. Staff Reports**

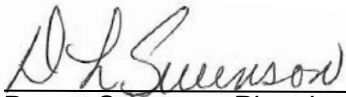
Chairman Roberts: None

Commissioner Bentley: None

Commissioner Hadley: He wanted to know why a condition was not given to Leeds Mark-It RV Resort to receive their business license? Chairman Roberts explained that it is a requirement, not a condition. It was recommended to Ms. Fieldsted that she obtain the Sales Tax License in order to get her Business License. Other than that recommendation, it is an administrative function.

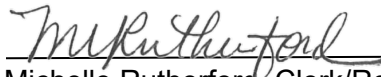
**10. Adjournment: 7:52pm**

Approved this 4<sup>th</sup> Day of December, 2024.



Danny Swenson, Planning Commission Chairman

ATTEST:



Michelle Rutherford, Clerk/Recorder