



Work Session Agenda

Town of Leeds Planning Commission
Wednesday, April 2, 2025

PUBLIC NOTICE is hereby given that the Town of Leeds Planning Commission will hold a **Work Session** on Wednesday, April 2, 2025, at 4:00 PM at the Leeds Town Hall, 218 N. Main Street, Leeds, UT 84746.

The purpose of this work session is to facilitate open dialogue among the Planning Commission, Town Council members (should a quorum be present) and Staff, regarding agenda items. Public comment will not be taken in this session. Decision-related discussions will be scheduled for a future Planning Commission meeting. This session prioritizes candid idea exchange, with no formal action taken.

Work Session 4:00pm

1. Work Session
 - a. 4:00 pm Joint Work Session to discuss Village Commercial (VC) Zone
 - b. 5:00 pm Work Session to discuss Iconic Resort Conditional Use Permit Application
 - c. CiviclinQ Code Hosting Status Review

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 31, 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 & Town Council Work Session for Wednesday, April 2, 2025

Work Session 4:00pm

Call to Order: 4:13 pm

In Attendance: **Planning Chairman:** Chuck Bentley
 Planning Commissioner: Alan Roberts
 Planning Commissioner: Laurie Sullivan (4:20)
 Mayor: Bill Hoster (ZOOM)
 Town Councilmember: Danielle Stirling
 Town Councilmember: Ron Cundick
 Town Councilmember: Michelle Peot (4:20)
 Town Planner: Scott Messel
 Town Clerk: Michelle Rutherford
 Deputy Town Clerk: Cari Bishop

a. 4:00 pm Joint Work Session to discuss Village Commercial (VC) Zone

Commissioner Roberts started the meeting by explaining that the document in front of the attendees is not the document recommended by Planning Commission. Changes have been added from a previous Town Council Meeting. The intent of the Village Commercial Zone was to allow for a smaller commercial use with some mixed use that would align with our General Plan. This would be for smaller properties. He advised to be cautious of making drastic changes to this Zone, unless you want to develop a different zone than what Village Commercial has the ability to do. It brings that commercial use up closer to pedestrian traffic. Parking would be in the back. What you would see is a more walkable area. If you want to add hard setbacks, you might as well just put in Commercial.

Chairman Bentley added that when the Village Commercial was recommended to Town Council on December 13th, the Mixed Use Zone was also recommended. He does not feel separately, these two zones would do what they were intending.

Commissioner Roberts responded that on the larger properties, if both residential and commercial were desired, a Planned Development (PD) would be more appropriate.

Chairman Bentley agreed, but stated that Leeds' PUD Ordinance is so archaic, we would need to upgrade that to add commercial to it. Whatever is going to be done, it needs to be worked on instead of just kicking it down the road.

Scott Messel added that we could add a stipulation that if the property is larger than a certain stated acreage, a PD would need to be used. He feels that a PD has benefits to the Town and the Developer.

The meeting focused on discussing the Village Commercial zone and its potential modifications. The attendees agreed that the zone should allow for smaller commercial uses, aligning more closely with the current general plan. They also discussed the need for guidelines to help developers understand what would be acceptable in the zone. The idea of using a Plan Development (PD) was brought up as a potential solution, but it was noted that the current PD Ordinance is residential-centric and needs to be updated to allow for commercial use. The attendees also discussed the need for a minimum width in the commercial zone and the potential for growth in the town.

Planning Commission and Town Council discussed the concept of village commercial development, emphasizing the importance of creating a genuine sense of place in a community. They differentiated village commercial from other types of commercial development, such as strip malls, and highlighted the need for buildings to be placed on the property in a way that creates a sense of community. Chairman Bentley suggested that the village commercial could be a good fit for certain areas in the Town of Leeds, such as the triangle piece across from the post office. He also mentioned the need for unique and attractive buildings to enhance the community's appeal.

Councilmember Cundick discussed concerns about the proposed village commercial zone, particularly regarding residential development within it. Leeds expresses worry about how to manage residential growth in a potentially large commercial area. The discussion touches on the need for affordable housing provisions and the possibility of using a Planned Development process to give the town more control over larger developments. The attendees also consider removing residential components from the village commercial zone entirely, or setting parameters for residential development within it.

The attendees discussed the concept of mixed-use development and village commercial zoning. They agreed to remove residential components from the village commercial zone, focusing solely on small-scale commercial development with a walkable, village-like feel. Scott expressed support for planned developments but wants to establish guidelines. He clarified that any large-scale project, like the one proposed by Paul, would require separate zoning for commercial and residential areas, as well as annexation into Leeds before any zone changes can be made. Scott emphasizes that adopting a village commercial zone would provide additional options for future development without precluding other types of projects.

The Work Session was split into two sessions to respect the time of the Town Council Members and the applicant. A new recording was started after a short break and Roll Call was taken.

b. 5:00 pm Work Session to discuss Iconic Resort Conditional Use Permit Application

Call to Order: 5:10pm

In Attendance: **Planning Chairman:** Chuck Bentley
 Planning Commissioner: Alan Roberts
 Planning Commissioner: Laurie Sullivan
 Town Councilmember: Danielle Stirling
 Town Councilmember: Ron Cundick
 Town Planner: Scott Messel
 Town Clerk: Michelle Rutherford

Brandee Walker was present representing Iconic Resorts.

Commissioner Roberts discussed concerns about changing verbiage on town applications, particularly in a commercial context. He suggested that a condition could be added to allow for transferability, but not to change the application. He also addressed the town's hillside ordinance, explaining that it pertains to the entire town and has specific requirements for grading and rock outcroppings. He noted that some areas of the

proposed project would fall within the ordinance's restrictions. The team agreed to review the town's code to ensure they are not outside the ordinance's parameters. Hillside Ordinance would need to be followed. They pointed out a potential problem with the location of one of the roads going through a no-build area.

They discussed the design of a private road system for a resort, emphasizing that it is not a public road but a driveway system. The road is designed to accommodate golf carts and has designated parking areas for guests. Brandee also mentioned that the resort is not held to a road or street standard. The cabins have a living roof design to blend with the surroundings. The resort is located in a desert area, and the design includes water-friendly landscaping. Brandee agreed to have her firm look into the Hillside Ordinance and be sure to follow it.

c. CiviclinQ Code Hosting Status Review

Michelle Rutherford introduced the CiviclinQ website that now hosts the town's municipal code and land use ordinances. The website provides easy access and searchability for both the public and town officials. The Clerk demonstrated how to navigate the site, including accessing training materials and viewing draft amendments. The system allows for version control and tracking of changes. She also discusses the proper protocol for making changes to ordinances, emphasizing that any modifications should be made by the legislative body in an open public meeting for transparency.

Adjournment: 6:55 pm

Approved this 7th Day of May, 2025.



Chuck Bentley, Planning Commission Chairman

ATTEST:



Michelle Rutherford, Clerk