

Town of Leeds

Work Session Agenda Town of Leeds Planning Commission Wednesday, Sept 6, 2023

PUBLIC NOTICE is hereby given that the Town of Leeds Planning Commission will hold a **WORK SESSION** on Wednesday, September 6 Leeds@84746, 2023, at 5:00pm. The Planning Commission will meet in the Leeds Town Hall located at 218 N Main, Leeds, Utah.

The purpose of this work session is continued evaluation of consolidated fee schedule and to facilitate open dialogue among the Planning Commission, Town Council members (should a quorum be present) Staff, and residents regarding the and short-term rental policy. 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 5:00pm.

1. Call to Order/Roll Call
2. Consent Agenda:
 - a. Tonight's Agenda
 - b. Work Session Minutes of July 26, 2023
3. Work Session
 - a. Continued Evaluation of Consolidated Fee Schedule
 - b. Discussion on Leeds Short-Term Rental Policy and State Code Changes with Scott Messel
6. Adjournment

The Town of Leeds will make reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call the Leeds Town Hall at 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 5, 2023 at these public places being at **Leeds Town Hall, Leeds Post Office**, the **Utah Public Meeting Notice website** <http://pmn.utah.gov>, and the **Town of Leeds website** www.leadstown.org.



Aseneth Steed, Clerk/Recorder

Town of Leeds

Town Council and Planning Commission Work Session for Wednesday, September 6, 2023

Work Session 5:00 PM

Call to order: 5:00 p.m.

Chairman Swenson called to order the Work Session of the Planning Commission and Town Council at 5 PM on Wednesday, September 6, 2023.

ROLL CALL: TOWN COUNCIL

	<u>Present</u>	<u>Absent</u>
MAYOR: BILL HOSTER	_____	X
COUNCILMEMBER: DANIELLE STIRLING	_____	X
COUNCILMEMBER: RON CUNDICK	_____	X
COUNCILMEMBER: STEPHEN WILSON	_____	X
COUNCILMEMBER: KOHL FURLEY	_____	X

ROLL CALL: PLANNING COMMISSION

	<u>Present</u>	<u>Absent</u>
CHAIRMAN: DANNY SWENSON	X	_____
COMMISSIONER: ALAN ROBERTS	X	_____
COMMISSIONER: TOM DARTON	X	_____
COMMISSIONER: KEN HADLEY	X	_____
COMMISSIONER: GARY ROSENFELD	X	_____
	<u>Present</u>	<u>Absent</u>
TOWN PLANNER: SCOTT MESSEL	X	_____

Commissioner Roberts motioned to approve the agenda of September 6, 2023, and the meeting minutes of July 26, 2023, Commissioner Darton seconded the motion. The motion passed in a roll call vote.

ROLL CALL VOTE:

	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
CHAIRMAN: DANNY SWENSON	X	_____	_____	_____
COMMISSIONER: KEN HADLEY	X	_____	_____	_____
COMMISSIONER: TOM DARTON	X	_____	_____	_____
COMMISSIONER: GARY ROSENFELD	X	_____	_____	_____
COMMISSIONER: ALAN ROBERTS	X	_____	_____	_____

Conflicts or Abstentions: None

The discussion revolves around adjusting various fees, particularly the encroachment permit fees, based on a 2% annual inflation rate. They consider factors like the number of cuts, linear footage, and inspections for different types of projects. The proposed changes include raising the application fee from \$125 to match the county rate of a base application fee of \$300 for projects with zero to three cuts. Additionally, there's a suggestion to charge \$1 per linear foot for utility runs in the right of way. The discussion emphasizes the need to ensure that the fees cover the costs of inspections without generating excessive revenue.

Here's a summary of the changes and recommendations for the fees discussed in your conversation:

Amendment to Existing Fee Categories

- Solicitor or Itinerant Merchant Permit: \$130 per week and \$525 per year.
- Hillside Review Board Site Plan Review: \$300 plus \$65 per acre.
- Planning Application Fees: \$1,000.
- Annexation Application: \$1,000.
- Appeal Application: \$700.
- Conditional Use Permits: Category 1: \$130, Category 2: \$450, Category 3: \$850, Category 4: \$1,300.
- Hillside Permit: \$350.
- Lot Line Adjustment: \$250.
- Sign Review Board: Removed.

Exemptions:

- Public schools and minor additions to existing buildings are exempt from site plan review fees.

Some fees were adjusted to round numbers for simplicity, and new categories have been created for solicitors or itinerant merchants and hillside site plan reviews. The Hillside Review Board Site Plan Review fee has been increased to \$300 plus \$65 per acre to reflect the more complex nature of such reviews.

Commissioners discussed different fees for planning, subdivision, inspection, variance, and zone change processes. There is a debate about whether certain fees are discouraging or appropriate for specific situations, such as variances, and whether they should be based on a flat rate or the size of the project. Ultimately, they considered implementing a flat fee for zone changes, potentially in the range of \$1000, to simplify the process.

The main issues discussed are related to zoning regulations and short-term rentals.

Here's a simplified summary:

1. Zoning Changes: There was a discussion about making changes to zoning regulations, including the fees associated with zoning changes.
2. Recording Fees: They talked about recording fees, which are the costs incurred when recording documents related to property changes.
3. Inspection Fees: Commissioners considered setting fees for inspections of properties, both residential and commercial.
4. Short-Term Rentals: The primary topic was short-term rentals (like Airbnb) and whether property owners should be required to live on-site or nearby for better control and response to issues.

5. Code Enforcement: They discussed the importance of code enforcement to ensure properties in residential areas remain residential and don't turn into makeshift hotels.
6. Property Management: The idea of having a property manager or a contact person for short-term rental properties was mentioned to address complaints and issues promptly.

In essence, Commissioners' discussion is about trying to balance the flexibility of short-term rentals with the need to maintain the residential character of neighborhoods and ensure proper regulation and control.

Commissioner Roberts moved to adjourn the meeting

Meeting adjourned: 7:04

Approved this fourth Day of October 2023.



Danny Swenson, Chairman

ATTEST:



Aseneth Steed, Town Clerk/Recorder