

**Rockville Planning Commission  
Regular Meeting  
Rockville Town Hall  
November 14, 2023 – 6:00 pm**

1. **CALL TO ORDER – ROLL CALL:** Chair Arnold called the meeting to order at 6:00 pm. Ken Rybkiewicz, Garth Tyler, Robin Smith, Linda Brinkley, and Chair Tim Arnold were present. Jane Brennan was excused. Town Clerk Vicki S. Bell recorded the meeting.
2. **DECLARATION OF CONFLICT OF INTEREST WITH AN AGENDA ITEM:** No conflicts were declared.
3. **PUBLIC COMMENT:** Chair Arnold asked if there was anyone wishing to speak. Jacob Anderson approached the Commission. He introduced himself and stated I mostly just have a question. I know that when we had an event over at the vineyard, we got an event permit which is great. But I don't know what times I am supposed to get an event permit and what times I'm not. I see sometimes when people have weddings or something I see a permit come before the board. I see sometimes they don't, and I want to make sure I am in compliance if we ever do anything. So, I don't think there is a lot of clarity around that sometimes. Chair Arnold asked Clerk Bell to respond. Clerk Bell explained that we have two different kinds of event permits. The major event permit is for when the public is invited or when you have temporary living structures such as RV's or tents, we require a permit. The other one is a simple permit and that's if you are having a function at your property, but you are not exceeding two temporary structures, it is just letting the Town know of the event in case anyone calls in about it. Mr. Anderson stated it sounds like the deciding factor it sounds like is if there is a tent or RV? Clerk Bell said that is one of the major differences in the two permits. Clerk Bell then asked for a Code Book. Linda Brinkley provided her copy. Clerk Bell said the reference is Chapter 9. Chair Arnold said for example if they are bringing in sanitation and or port-a-potties. Does that require a major permit or not? Clerk Bell then read the pertaining section 9.1.25. This section lists out the types of events and possible sponsors. The major permit requires a permit be applied for 45 days in advance of the event. The simple permit states a private or family gathering but would have more than two temporary housing structures. Jacob Anderson asked if a wedding would be? Clerk Bell said a family wedding could be a private family event. Clerk Bell said the case of Zion Red Rock have not been required as those holding the weddings are the ones renting the facility. Chair Arnold said that was the setup of the original agreement for Red Rock Resort. Jacob Andersn said he didn't want to take up any more time, but he still had a few questions cause I'm still not clear on it, but we can chat later about that. Clerk Bell said for Mr. Anderson to read that Chapter pertaining to this issue and feel free to come into the Office with further questions.
4. **CONSIDERATION AND ACTION ON A GRADING/EXCAVATION PERMIT APPLICATION IN PREPARATION FOR THE MAINTENANCE BUILDING'S CONSTRUCTION LOCATED BEHIND THE PUBLIC BUILDINGS AT 43 EAST MAIN STREET, ROCKVILLE – TOWN OF ROCKVILLE/GRASS CREEK CONSTRUCTION :** Chair Arnold asked Craig Riddle of Grass Creek Construction to address the grading permit for the Town of Rockville. Craig Riddle then explained they are the contractors for the Rockville Maintenance Building that will be constructed behind the Community Center property. He said this request is merely for site preparation such as grading and preparing for utilities. This allows the contractor to move forward before the building is ordered. There will be no improvements that would require an inspection. He said a deposit will be paid to the company that is fabricating the building. The building will then be fabricated elsewhere and shipped to this site. Once the building has been ordered a foundation and structural plan will be submitted from the company to be reviewed and approved by the Town. He said at that time then further permits would be required, and approvals obtained. Chair Arnold asked about drainage. Mr. Riddle said all drainage would be retained on site. Chair Arnold asked about the easement on the proposed property and how this would affect it. Mr. Riddle explained that there will be no disturbance or violation to the easement. He said it is site prep only. Budd Lee Construction will be doing the excavation of the site. Garth Tyler asked about the wall running parallel to DeMille Lane. It should be noted that the wall is perpendicular to the road. Ken Rybkiewicz asked if the wall would be constructed at this time. Mr. Riddle said the wall will not be part of this site improvement at this time. Mr. Riddle asked if the Town had applied for the actual building permit. Clerk Bell said the building permit has not been applied for yet.

Chair Arnold **MOVED**, whereas, the application for a grading/excavation permit located at 43 East Main Street, Rockville Utah submitted by The Town of Rockville/Grass Creek Construction is complete, and whereas, the following has been addressed and accepted by the Planning Commissioners, with the understanding that the drainage will not be diverted to another property and the easement will not be violated and whereas, this Grading/Excavation project complies with the Land Use Code, specifically Chapter 5 and does not conflict with the Rockville General Plan and does not conflict with the nature of the community, I move we approve this application. Linda Brinkley **SECONDED** the motion.

**VOTE on Motion:**

Ken Rybkiewicz - Aye  
Garth Tyler - Aye  
Robin Smith - Aye  
Linda Brinkley - Aye  
Tim Arnold - Aye

The motion PASSED unanimously.

5. **CONSIDERATION AND ACTION ON A BUILDING PERMIT APPLICATION FOR THE CONSTRUCTION OF 2 METAL BUILDINGS-A BARN AND A SHOP-LOCATED AT 160 EAST DEMILLE ROAD ROCKVILLE - CRISSY CRISMON:** Crissy Crismon explained that they are requesting permission to build two workshops--prefab metal buildings behind their current home. One building would be for storage of yard equipment and dog stuff, while the other building is for a workshop for Jane Brennan. Crissy Crismon then presented the building layouts done in Legos. The larger building will have garage doors and walk in doors and be located on the East side of the property. The smaller building will be located on the West side of the property. They will both face DeMille Road. Chair Arnold asked about the buildings being prefab and Crissy Crismon stated they are both prefab with one building estimated to take 1 day and the other 2 days to put together. Chair Arnold asked about grading and engineering. Crissy Crismon said all engineering is already done by the company where the buildings are purchased and there should be no grading required. Crissy Crismon said there should be no grading required but the buildings will both be on cement slabs. Chair Arnold asked about the water to the building. Crissy Crismon said the water will be put into the outside of the building but not inside the building. The pipe will be installed to the outside should they ever decide they need water at the building Chair Arnold asked about the existing easement. Crissy Crismon said there is an easement, but it will not be affected in any way. Robin Smith asked if besides the doors into the buildings are there windows. Crissy Crismon said there are windows in each building. Ken Rybkiewicz stated that it appears the square footage had been calculated regarding the 25% overall density of the lot and it is less than that requirement. Chair Arnold complimented Crissy Crismon on providing this density review on her first application approval.

Chair Arnold **MOVED**, whereas, the application for a building permit for two metal buildings located at 160 East DeMille Road, Rockville Utah submitted by Melinda "Crissy" Crismon and Jane Brennan is complete, and Whereas, the following has been addressed and accepted by the Planning Commissioners, that there will be no water in the accessory building, and no easements are being violated, and whereas, this building project complies with the Land Use Code, and does not conflict with the Rockville General Plan, and does not conflict with the nature of the community, to approve this application. Garth Tyler **SECONDED** the motion.

**VOTE on Motion:**

Ken Rybkiewicz - Aye  
Garth Tyler - Aye  
Robin Smith - Aye  
Linda Brinkley - Aye  
Tim Arnold - Aye

The motion PASSED unanimously.

6. **APPROVAL OF THE MINUTES FOR OCTOBER 10, 2023, REGULAR MEETING:** Chair Arnold **MOVED** to approve the minutes from the regular Planning Commission meeting for October 10, 2023. Robin Smith **SECONDED** the motion.

**VOTE on Motion:**

Ken Rybkiewicz - Aye  
Garth Tyler - Aye  
Robin Smith - Aye  
Linda Brinkley - Abstained  
Tim Arnold - Aye

The motion PASSES with 4 Ayes and 1 Abstention.

**INFORMATION/DISCUSSION/NON-ACTION ITEMS**

7. Planning Commission Administrative Business

- a. Next Planning Commission meeting will be Tuesday, December 12, 2023.

Chair Arnold asked if everyone will be in attendance. All Commissioners said aye. He then said since it was December there would be no work meeting and work meetings would resume again in January.

Clerk Bell reminded the Commission that the new amendments to Chapter 7 and Chapter 9 are in their packets and to replace the existing chapters in their code books.

Clerk Bell also introduced the new Town Clerk, Shelley Cox. She will be assisting in the office.

8. **Adjournment**

Chair Arnold **MOVED** to adjourn the meeting. Robin Smith **SECONDED** the motion.

**VOTE on Motion:**

Ken Rybkiewicz - Aye  
Garth Tyler - Aye  
Robin Smith - Aye  
Linda Brinkley - Aye

Tim Arnold - Aye

The motion PASSED unanimously.

The meeting was adjourned at 6:24 pm

Minutes prepared by  
Shelley Cox  
Town of Rockville

APPROVED

  
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Planning Commission Chair/Vice Chair

The foregoing minutes were posted in the cabinet of the Rockville Town Office by Vicki S. Bell at approximately 11:06 AM on 13 Dec 2023, on the Rockville website and the Utah Public Notice website.

  
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Vicki S. Bell  
Town Clerk

