

Sterling Town Planning & Zoning Minutes
Tuesday September 10, 2024
7:00 PM

Commission members attending:	Chairman; Judy Wadley, Gedeon Jarvis, Kaden Hanks, Laura Patton and Terry Brewer
Council members excused:	N/A
Staff attending:	Kristina Winkel.
Community attending:	Tami Privett, Mayor Keenan Pearson, Laurie Allen
Conducting:	Chairman Judy Wadley. Meeting called to order at 7:01

Agenda item number	Discussion and action items	Result
1. Welcome by Commission Chairman Judy Wadley	Judy welcomes commission and community present. Tami asks the Commission about a barn they want to build that is 40 feet by 50 feet. Tami would like to get it approved and be on an upcoming agenda and she is working on the plans with property lines and off-sets. Tami also wants to put a pre-built shed and asks if there is any compliance she needs to get. Laura states that it is not considered a permanent structure and approval may not be needed. Gedeon agrees and suggests that the commission look at this in the future. Mayor Pearson thanks the commission for everything they have done for the town and apologizes that he is not completing his term.	

	Laurie Allen states that she heard that there is a subdivision going up near her home. Commission states that Devan Fowels has been working with the town to update/create the subdivision code and that they are not aware of any subdivisions plans in that area. This is Gedeons final Commission meeting and the Town of Sterling is so appreciative for his service.	
2. Pledge of Allegiance	Council, staff and community present stand and recite the pledge of allegiance.	
3. Roll Call	See above for attendance.	
4. Reading and approval of minutes from the previous meeting.	Gedeon makes a motion to approve the minutes from the previous P&Z meeting 8.13.2024. Terry seconds the motion.	Motion: Gedeon Second: Terry Vote: Unanimous
5. Discussion on subdivision items such as: a. Who the city wants their administrative land use authority to be for the preliminary review process and final review process. b. Who the appeal authority would be after the 4th and final review if there is a dispute. c. Which land use	Judy summarizes the new laws/codes that the State of Utah has made in regards to subdivisions. The Commission has been working with Sunrise Engineering through Devan Fowles to create/update the Town of Sterlings subdivision code. Devan continues to work on the subdivision ordinance for the Town of Sterling. The Commission discussed having a work meeting. Tami explains the parameters in order to have a work meeting. The public is allowed to be present but not voice. Judy shares that Devan has accepted a position with Jones & DeMille and will be leaving Sunrise Engineering. Devan's current supervisor will continue to work with us in completing the subdivision ordinance. Kris gives a copy to the commission and community present of the progress report that Devan has emailed, see attached. Further discussion on the process and steps ahead. <i>The below items will remain in the minutes until resolved/completed.</i>	

authority holds the public hearing. d. The distance within which all property owners must be notified of the proposed subdivision. e. How long an application and preliminary approval is valid before it expires. f. The additional submittal contents accompanying the applications, plat, drawing requirements, and subdivision improvement plan. g. The conditions for review as it relates to public facilities. h. The signatures on the final plat demonstrate approval by the city.	a. Who the city wants their Administrative Land Use Authority to be for the preliminary review process and final review process. Most communities are having their Planning Commission be the Land Use Authority for the preliminary process and the staff member over zoning be the Land Use Authority for the final. <i>The Commission agrees it will be the Planning and Zoning Commission.</i> b. Who the Appeal Authority would be after the 4th and final review if there is a dispute. Either planning commission during preliminary review or staff member during final review. Most communities are holding the required public hearing with their Planning Commission. <i>The Commission agrees that it will be the Town Council.</i> c. Which Land Use Authority holds the Public Hearing. Either planning commission during preliminary review or staff member during formal review. Most communities are holding the required public hearing with their Planning Commission. <i>The Commission agrees that it will be the Planning and Zoning Commission.</i> d. The Distance within which all property owners must be notified of the proposed subdivision. Most communities use a 300-foot radius for such notifications. <i>The commission agreed that it will be 300 feet.</i> e. How long an application and preliminary approval is valid before it expires. It is 18 months for most communities. <i>The Commission agreed on 18 months.</i> f. Any additional submittal contents accompanying the application, Plat, drawing requirements, and subdivision improvement plan. Devan will get some suggestions based on other similar communities and review that with the Commission. Judy states concern about water lines. Discussion on infrastructure. This is not final yet, Devan will get back to the commission with suggestions. g. Any conditions for review as it relates to public facilities. Devan suggests putting in something general such as approval of subdivision does not guarantee a permit and a feasibility letter for the power company and the feasibility of bringing water. Also if	
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	there is no capacity of the town, it cannot be guaranteed. <i>This is the general idea, which the commission all agreed on.</i> h. Signatures on the final plat demonstrating approval by the city. Other communities are doing the Mayor, land use authority, city attorney. Some communities like to have all entities related to the infrastructure or at least one person signing that the city has approved it. Discussion on having a Fire Chief, Water Master, Power Company, Irrigation company, Gas (natural and propane) Company or possibly an outside engineering firm. If we go with an outside engineering firm, it would be a service contract and the charge would be passed to the applicant and this would be a long-term contract. Devan lists some of the towns and cities they contract with. <i>The Commission agrees on having the Mayor and Planning Commission Chair.</i>	
6. Adjournment	Gedeon makes a motion to adjourn the meeting. Laura seconds the motion. Meeting adjourned at 7:24PM	Motion: Gedeon Second: Laura Vote: Unanimous

Minutes Approval

By: _____ Date: _____ Attest: _____ Date: _____
 Commission Chair, Judith Wadley Clerk/Recorder, Kris Winkel

Commission Members Initials:

Kaden Hanks: _____

Laura Patton: _____

Terry Brewer: _____