

Sterling Town Planning & Zoning Minutes
Tuesday October 8, 2024
7:00 PM

Commission members attending:	Chairman; Judy Wadley, Laura Patton and Terry Brewer
Council members excused:	Kaden Hanks
Staff attending:	Kristina Winkel.
Community attending:	Tami Privett, Ryker Stegliah, Chayse Stegliah, Nick Lyon, Mayor Zeb Wignall
Conducting:	Chairman Judy Wadley. Meeting called to order at 6:59

Agenda item number	Discussion and action items	Result
1. Welcome by Commission Chairman Judy Wadley	Judy welcomes commission and community present.	
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.	Terry makes a motion to approve the minutes from the previous P&Z meeting. Laura seconds the motion.	Motion: Terry Second: Laura Vote: Unanimous
5. Discussion on subdivision items such as:	Ryker Stegliah with Sunrise Engineering discuss the Sterling Subdivision Proposed Ordinance.	

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 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	Nick Lyon (Fire Chief) is present per Judy's request to address specific questions Terry asks if this ordinance addresses HOA's. Ryker states that those that want to have an HOA would have to request it and it is not addressed in the subdivision ordinance and this would need to be addressed in a separate ordinance. Ryker states that the rules could not be enforced by the town. Ryker states that the HOH would have to honor the subdivision ordinance. Tami talks about asphalt roads and turn-arounds in culdesac's. The Commission agrees they would like to stay away from culdesac as they are difficult for snow plows, buses and emergency access. Judy asks about zone changes and Ryker says that it depends and he would have to see the specific case and it may be a legislative process. Further discussion on general zone changes continues. Terry asks about changing the water pipes from 6 to 8 inches. The Commission agrees this is the route to go. Discussion on multi-family homes. Nick asks if there is (PUE) Public Utility Easement in the subdivision ordinance. Ryker states that it would need to be referenced in the plan and he will make sure that it is. Ryker explains that the builder is required to show public utility easement. Judy thanks Ryker, Nick and Mayor Wignall for being present and adding their input. Judy explains the next step is to have a public hearing on the Sterling Subdivision ordinance Nov 12nd before Planning and Zoning and then at P&Z they will vote to accept the proposed subdivision ordinance and then submit it to the Town Council on Nov 19th for approval and then submit it to the State of Utah. Discussion on curb and gutter requirements. Ryker states the builder would have to comply.	
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review as it relates to public facilities. h. The signatures on the final plat demonstrate approval by the city.	Judy asks Ryker to email the changes to her and Kris and then Kris can upload it to the public website when she posts the notice for the public hearing. Mayor Wignall asks that there be an additional copy available for the public at the hearing. <i>The below items have been resolved pending changes by Ryker.</i> 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.	
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	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 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	Laura makes a motion to adjourn the meeting. Terry seconds the motion. Meeting adjourned at 7:24PM	Motion: Laura Second: Terry 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: _____