Town of Mantua Planning and Zoning Meeting Minutes

Held on November 14, 2024

6:30 at Town Hall 409 North Main Mantua, Utah

Commission Members present: Chairperson – Pam Eaves, Robert Thayne, Doug Green, Cindy Gibbons, Dave Marsh, Tim Miles, Don Ruhl

Angela Madsen-Assistant Recorder

Audience present: Cindy Facer, Paul Jensen

Meeting opened by **Pam Eaves** and the invocation offered by **Don Ruhl**

Pledge of allegiance- led by **Pam Eaves** followed by all in attendance.

Chairperson Pam Eaves called for corrections, additions to the minutes. None were offered. The minutes stand approved for the meeting held on October 10, 2024 as printed.

Public Comment: None

Discussion items: Cindy Facer brought maps to show the commission regarding her subdivision. She told them they currently have power at (lot 1) 845 N Main Street. The power has been there for a long time. Cindy has family living with her and the power is in their name for this lot. Robert agreed that this information was true. Pam asked her if she was told about the changes to the plat? Chris Wight reviewed her plat and has made a few suggestions for change, which can be made on the mylar copies of the subdivision.

Move to make this an action item by Robert, seconded by Tim Miles

Cindy Gibbons: Yes Doug Green: Yes

Dave Marsh: Yes Robert Thayne:

Tim Miles: Yes Don Ruhl: Yes

Motion approved

Motion to move this to town council made by Dave seconded by Tim Miles.

Cindy Gibbons: Yes Doug Green: Yes

Dave Marsh: Yes Robert Thayne: Yes

Tim Miles: Yes Don Ruhl: Yes

Motion Approved

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Cindy thanked Robert for all his help during this process. Pam reminded Cindy that when the plat is signed, she will need to pay the indoor and outdoor impact fees. The developer pays those fees upfront on these lots.

Subdivision Checklist: Mike sent some information regarding these checklists. Robert has a question about a property sketch. The first thing the applicant brings in is a preliminary plat sketch. When the applicant comes in to apply, Pam would like more than a sketch/plat map, she'd like to see the preliminary plat. A sketch could be brought to a pre application meeting, which can be scheduled with the commission or zoning administrator. The goal is that the zoning administrator will review the application and map before it's brought to a planning and zoning meeting.

Robert printed a copy of the duties of zoning administrator and gave copies to the commission. Next week, Robert Thayne will begin acting as the zoning administrator. He will work closely with Marcus Abel, and the office staff. By the time an applicant comes to a planning and zoning meeting, they will be more prepared. Robert anticipated the applicants coming to 2 meetings to complete this process. Robert explained that if the applicant comes to him first, then go to the meeting with their application, this will be a much smoother process for the applicant and the commission. The zoning administrator can suggest changes to the zoning ordinance, keep track of non-conforming lots, and make sure the ordinances are being obeyed.

Pam brought up ordinance 2001-03-15, which was established in the culinary water department of Mantua and says that the developer is supposed to bring water. Before an applicant brings a sketch plat, there needs to be a discussion about water. Mantua's subdivision fees can be attached to these new subdivision applications. Pam wants to make sure that the fees and instructions are very clear so that we don't have to rebill anyone. A refund is better than having to ask people for more money. Robert would be acting as the zoning administrator as a volunteer. Pam would like to make sure that when final applications are submitted, it says "to the zoning administrator". We have 4 water impact fees. Pam wants to talk to the council about making them less questionable, clearer and simpler. She's also going to work on the building packet to update information and mirror it to the Land use Code book. Robert wondered if acting as the zoning administrator and sitting as a member of the planning and zoning commission would cause a conflict. He wants to make sure to have a non-biased opinion while working with planning and zoning. He may need to abstain from voting. The commission feels like he should stay and he can vouch for what's he's said to applicants during their own process. By the time an applicant came to a planning and zoning meeting, they would have already talked to Robert during the application process. Robert is planning on working in this capacity for a year. During this time, if this work goes well, he would like to keep the policies implemented in place as a new standard. The goal is to make things easier for the commission and for the applicant. Paul and Cindy liked the way that Robert helped them with their application.

The next goal is to put the ordinances on the website where they are easy to find. Pam can work with the town recorder on making things very clear on our town website. The commission and

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audience brought up some people saying that the information was difficult to locate. The words "pending adoption" need to be changed to "adopted on this date". All of mantua's ordinances have all been codified.

Commission comments:

Cindy brought up the RV park and said they the applicant could be approved after they presented their idea to planning and zoning. The applicant hasn't brought this to a meeting so they should not be operating as approved. Robert thought this was a storage place. Pam will talk to the county about this lot and feels this is on Mantua property. Pam can discuss this with the Mayor.

Motion to adjourn made by Doug Green, seconded by Dave Marsh.

Cindy Gibbons: Yes Doug Green: Yes

Robert Thayne: Yes Tim Miles: Yes

Don Ruhl: Yes

Motion approved

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