



Work Session Agenda
Town of Leeds Planning Commission
Wednesday, December 4, 2024

PUBLIC NOTICE is hereby given that the Town of Leeds Planning Commission will hold a **Work Session** on Wednesday, December 4, 2024, at 5:00 PM at the Leeds Town Hall, 218 N. Main Street, Leeds, UT 84746.

The purpose of this work session is to facilitate open dialogue among the Planning Commission, Town Council members (should a quorum be present) and Staff, regarding agenda items. Public comment will not be taken in this session. 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. Work Session
 - a. Changes to the Land Use Ordinance pursuant to SB174
 - b. Proposed Revision of Ch 1 – General Provisions
 - c. Proposed Revision of Ch 4.18 – Walls, Fences, Landscaping and Buffering, Outdoor Lighting
 - d. Proposed Ch 19 – Village Commercial
 - e. Proposed Ch 23 – Mixed Use (MU) Zone Ordinance
 - f. Proposed Revision to Ch 20 – Hillside Protection Overlay Zone Ordinance

The Town of Leeds will provide reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call the Leeds Town Hall at 435-879-2447 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 December 2, 2024, at these public places: **Leeds Town Hall**, **Leeds Post Office**, the **Utah Public Meeting Notice website** at <https://www.utah.gov/pmn/>, and the **Town of Leeds website** at <http://www.leadstown.org>.



Michelle Rutherford, Town Clerk/Recorder

Town of Leeds

Planning Commission Work Session for Wednesday, December 4, 2024

Work Session 5:00pm

Call to Order: 5:07 pm

In Attendance: **Chairman:** Danny Swenson

Planning Commissioner: Alan Roberts (6:31pm)

Planning Commissioner: Chuck Bentley

Planning Commissioner: Laurie Sullivan

Town Planner: Scott Messel

Town Clerk: Michelle Rutherford

Also present: Doris McNally, Danielle Stirling, Michelle Peot

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Scott Messel started off by explaining that all of the items on the Agenda are up for Public Hearing tonight and we have reviewed all of them at length, so if there are any changes they will need to be made in the Public Meeting, but we can review anything of concern right now.

An email was received by the Clerk in regards to the Hillside Ordinance. The first concern was, "Make the measurement distance of the slope run 100 feet instead of 40 feet. 40 feet is too restrictive. It is too much for me to explain to you here, but it's a matter of scale." The Commission discussed this concern and concluded that 40 feet is the standard and it is not too restrictive. The second concern was "The last paragraph in the ordinance has been changed to give an exemption only to improved properties approved and completed before 1999. The old hillside ordinance used the terms subdivided and developed properties. By redefining the exemption to apply to only properties that have improvements on them affects a lot of lots in this town that were subdivided under different rules. Using the term improved changes the fundamental exemption and causes a lot of problems for existing subdivisions that have not been Improved upon yet. I urge you to change the exemption back to the way it was." Comments were made that it has been 25 years, if the improvements were not completed yet, they won't be. The Commission did not see any legitimate reason to change 20.10. No changes were recommended.

Chuck Bentley asked about Casitas. We removed casita from the definitions, but casita is referred to throughout the code? Scott said he has tried to remove it, but there might be some remaining. A comment was made that people do still refer to a casita and they know the term. Chuck agreed that it's probably not an issue, but he did like that it was defined with the size before. He also noticed that the developments outside of SB174 purview should still be the same "legacy" process. He had questions about the Minor Subdivisions and doesn't want to see those outsourced.

Scott explained that we received the revisions from the Hansen Group and they were not as thorough as we had hoped they would be. There are several things that need to be tweaked, but this draft will help protect the town In regards to SB174.

There was a lengthy discussion about getting Ordinances passed and codified. There will be changes made moving forward and it's important to have a good version control. There were specific changes called out to Scott for revision. Danielle Stirling brought up that Minor Subdivision is important to have spelled out in the Ordinances. Michelle Peot and Chuck Bentley made points against the Minor Subdivisions and asked for it to be removed. Chuck pointed out that line 5349 is blank and he suggests that we add "or any other plans deemed necessary." Scott explained the difference between a lot line adjustment and a lot division. The lot division is considered a subdivision by state code.

Michelle Peot brought up that we need a process for any development outside of SB174. Anything besides single family, two family, and townhouses (STT). She suggested the "Legacy" Process. This Process could be copied from our original code with the exception of the Application Process. That should be the same as the SB174. If a development is being brought in with multiple uses, Legacy would be used.

Chuck brought up ADUs and would like to make sure the main residence is larger than any ADU on the lot. The Clerk pointed out that this concern is already addressed in Chapter 4.4.

Michelle Peot brought the Commission back to Subdivisions. The "Legacy" Process should have the same language as the new process.

Chairman Swenson asked Scott how this should be presented to the town in the Public Hearing? He said he will make a presentation and hopefully address any concerns. We will then open the Public Hearing for A-F. Take Public comment, and then close the Hearing. The Commissioners will take notes and answer all the questions after the Public Hearing is closed.

Chairman Swenson mentioned that he would like to change the Regular Meeting Agenda to take care of item g. Conditional Use Permit Application – 2065 Oak Grove Dr – Chicken Coop before the Public Hearing and get it out of the way. He also wanted to discuss the item as to whether or not they could legally obtain the conditional use permit in the R-1-20 zone. Scott explained that you cannot give a Conditional Use Permit for something that does not meet code. Danielle explained that in order to rezone, they would have to open the Developers agreement.

Danielle Stirling asked why Bed & Breakfast is 35%? It is a conditional use Home Occupation, and that is still 25%. Chairman Swenson explained why they came up with 35%. She then asked about the number of guests allowed. She has a problem with 6 guests if there is a limit of 2 bedrooms? She was adamant that there should be a limit of 4 guests. She also had an issue with 10% of the homes in each quadrant. She feels it should be no more than 5%. Michelle Peot feels being more conservative for water purposes is also something to consider. She also questioned how many Conditional Use Permits you can have? Commissioner Roberts explained that if a resident already has a Conditional Use Permit using 25% of the home, they can't get another CUP. If the use only uses 10% of the home, they could get another CUP for no more than the remaining 15%. Doris commented that it needs to be clearly articulated that you cannot go over the 35% percent. If someone wants to use 10% for the Bed & Breakfast, they can have another CUP or Home Occupation License for the remaining 15%. The Clerk explained that each home has a file and if someone has a home occupation business license, it is well documented. Her final concern was in regards to CC&Rs. Commissioner Roberts explained that although we do not enforce CC&Rs, we still acknowledge them. She would like it written in the code that the CC&Rs are acknowledged at the time of application. The Zone 5 map breaking down developments was shown to Danielle and she asked that it be added to the code as an addendum.

Adjournment: 6:48 pm

Approved this 5th Day of February, 2025.


Alan Roberts, Planning Commission Chair ProTem

ATTEST:


Michelle Rutherford, Clerk