

**Minutes of the Newton Planning Commission
held on February 13, 2025
at the Newton Town Hall, 51 South Center, Newton UT**

1. Welcome, Roll Call, and Opening Ceremony:

The meeting was called to order by Jadd Shelton at 7:09 p.m.

Commission members present were: Brock Call, Cass Bleazard, Jadd Shelton

Commission Members Absent were: Holly Call

Others present were: Brett Peterson, Gaylen Maughan, Nicole Kunzler(recorder)

2. Approval of Agenda:

Jadd Shelton, made a motion to approve the agenda. Cass Bleazard, seconded the motion. All in favor.

3. Approve January 2025 Minutes from Planning Commission Meeting:

Cass Bleazard, made a motion to approve the minutes as presented. Brock Call, seconded the motion. A vote was called and the motion passed unanimously.

4. Elect New Chair:

A vote was conducted and the results were the following: 3 votes for Cass Bleazard, and 1 vote for Jadd Shelton. It is noted that Holly Calls vote was placed by proxy (Nicole Kunzler-Assistant town clerk). Cass Bleazard was elected as the Chair for the Planning and Zoning Commission of Newton Town.

5. Gaylen Maughan, Subdivision Preliminary Application 110 West 300 South Parcel ID: 13-030-0033:

Committee members reviewed and discussed the simple subdivision of Gaylen Maughan, that is to be located within the Newton Town limits. It was discussed that Jed Woodward on the Town Council who is over Water for Newton Town needed to be notified and follow up with Gaylen regarding a water line to the new building. This was done by the Assistant Town Clerk, Nicole Kunzler via email on 2/13/2025. The Town Engineer Eric, was also notified in the same manner for a review of the subdivision application. After further discussion the Planning and Zoning Committee didn't see any concerns with the subdivision application and would await a reply from the Town Engineer. This will be followed up with at the next meeting in March.

6. Review Subdivision Code: Zoning Clearance letter – from Hansen Planning Group:

Committee members had some concerns that were sent to the Town Clerk Karla to forward to Hansen Group. They Discussed the following: Who drafts the letter? Planning and Zoning, town staff, or applicant. Can the committee get an example of a completed letter to review? Committee would like to have a presentation from Hansen Group or just an email presentation with a walk through of the letter process. Will address this at next month's meeting in March.

7. Review Subdivision Preliminary Application Forms – from Hansen Planning Group:

Committee members discussed the form and how they liked the flow chart along with the different check boxes for items required in the form. Committee members just wanted to review some concerns regarding Section E. 4. a. c. & d. The questions concerning whether they should be included in the process. This information was sent to Town Clerk Karla to see if she had any clarification of these concerns. Will address this at next meeting in March.

8. Other Business:

Brett Peterson from Town Council addressed the committee to let them know the Town Council is still planning to move forward with the animal ordinance. Planning and Zoning asked that Brett get more specific animal numbers for the ordinance so the committee could make some adjustments to the ordinance before presenting it again to the Town Council. Brett also suggested that an Animal Ordinance Advisory Board could be created to help with this. It was discussed how the committee is ok with using both a specific number of animals and conditional use permits.

Brett Peterson also discussed with Committee members any possible leads to filling the vacancy on committee. It was discussed and Brett will move forward with asking Stephen Presbury if he would consider joining the Planning and Zoning Committee.

9. Set Next Agenda: 3/13/2025

The Committee would like to include the following on next months agenda:

- Respond to Gaylen Maughan regarding Subdivision Application.
- Finish reviewing Subdivision Letter with feedback requested
- Finish reviewing Subdivision Application Forms with feedback requested
- Animal Ordinance work session, Committee members will bring ideas for adjustments to animal number limits. Postponed to later date due to town council date change.

9. Adjourned at 9:23pm

Approved by Planning and Zoning Commission: 3/13/2025

Minutes prepared by: _____
Nicole Kunzler, Assistant Town Clerk, Newton, UT