

Meadow Town Planning and Zoning Meeting

May 13th, 2025
Meadow Firehouse
7:00 p.m.

*****THESE MINUTES ARE APPROVED*****

Attendance: Commission Chairman Andrew Flake, Commission Member Rex Williams, Commission Member Sarah Lombard, Planning and Zoning Secretary Haley Abplanalp, Jess Peterson, Andee Holdaway, Mark Cowley, Tony Cowley, Lloyd Robison

Excused: Commission Member James Wilcox, Commission Member Sean Kelly

1. **Opening Ceremonies (three-minute limit):** Andrew welcomed everyone to the meeting and led the Pledge of Allegiance. Rex offered a prayer.
2. **Review of minutes April 4th, 2025:** Rex motioned to accept the minutes as edited. Andrew seconded.
3. **Discuss the Subdivision Ordinance:** From the previous meeting Andrew took the application examples from Mona city and adapted them to suit Meadow Town. They discussed that after doing some research both preliminary and final applications are needed. Jess Peterson helped clarify how many days our town has for the timeline in getting these applications finished and reviewed. 30 days for the preliminary applications and 40 for the final. Sarah gave information about Quick Claims and splitting lots through the county level. She helped answer some of Andrews' questions about the difference between subdivision lots and quick claims. Points are made from the townspeople about the difference between Meadow town subdivision ordinance and the county ordinances when it comes to quick claims and subdividing here intown. Andrew then mentioned that he thinks there should be separate applications for Meadow town when it comes to splitting lots. The P&Z Committee then proceeded to go through the preliminary application and the checklist for both preliminary and final applications to make sure it best serves Meadow town. While going through the application Andrew asked Jess Peterson about the reviewing process and who is responsible for that. It was mentioned that when it comes to the final application the towns council and the planning and zoning are not able to review. Jess then recommends someone from the county. A member of the town said to appoint an administrator and Andrew suggested that we could use someone from Sunrise Engineering to help with the reviews of final applications through contract work. After reviewing the checklist for the preliminary applications and the final applications Andrew took note to check in with other towns to see what their application fees are and their process with that.
4. **Other Business:** None
5. **Adjourn:** Rex motioned to adjourn, Sarah seconded. All in favor

Haley Abplanalp

Planning & Zoning Secretary