

# **Sanpete County Planning Commission Meeting**

July 9, 2025 6:30 P.M.

Sanpete County Courthouse, 160 North Main, Room 101, Manti, Utah

Attendees: Planning Commission Chair Curtis Ludvigson and Board Members: Claudia Jarrett, Gene Jacobson, Justin Atkinson and Jo-Anne Riley. Sanpete County Zoning Administrator Steven Jenson and Sanpete County Deputy Clerk Heather Pyper. Also in attendance is Sanpete County Commissioner Jim Cheney. Sanpete County Recorder Talisha Johnson and Board Member Reed Hatch joined via ZOOM. Planning Commission Co-Chair Cody Harmer has been excused.

Meeting is called to order by Curtis Ludvigson.

Role Call: Claudia Jarrett, here; Jo-Anne Riley, here; Justin Atkinson here; Gene Jacobson, here; Reed Hatch, here.

## **Approval of the Agenda**

The motion is made by Claudia Jarrett to approve the agenda.

The motion is seconded by Jo-Anne Riley. All in favor, none opposed and the motion passes.

Vote by voice: Curtis Ludvigson, aye; Jo-Anne Riley, aye; Claudia Jarrett, aye; Gene Jacobson, aye; Justin Atkinson, aye; Reed Hatch, aye.

## **Discussion for possible approval for a 1 lot Major Subdivision (Puett Acres) application by Mark Puett. The Parcel is located East of Mount Pleasant, in the RA-2 Zone. The Subdivision would contain 1 lot of 5.72 +/- acres. Parcel # S-26007X6**

Mark Puett is present. Steven Jenson presents the item. The Mylar copy of the survey has been reviewed and approved by the Recorder's Office and submitted, along with a PDF file of the preliminary survey, for final review by the Planning Commission. An owner affidavit has been signed, notarized, and submitted. A letter from Mount Pleasant City has been provided, indicating that water, sewer, and power for the property will be connected after the impact fees are paid. These fees have already been paid. The Sanpete County Road Supervisor has approved access to the property from the county road. A police/fire/ambulance waiver has been signed, notarized, and submitted by the applicants. Property taxes are current and paid. A current title search has been submitted showing no issues with the property. The application fee has also been paid. This application meets all

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ordinance requirements, and the Zoning Department recommends approval by the Planning Commission. Mr. Ludvigson asks about the current wells on the property. Mr. Puett explains that Mount Pleasant City initially denied sewer access due to the proximity of another sewer system. As a result, the house location was moved, and the city granted access. The well that has been drilled will not be used at this time but could potentially serve as a shared well in the future. Mr. Ludvigson notes that the well is located on the property line. Mr. Puett clarifies that it is three feet from his property line and was placed there with the intention of possibly sharing it with neighboring properties. He also states that a Public Utility Easement (PUE) exists in the area for the well. Mr. Ludvigson mentions that a 100-foot radius is required around the well for source protection. He then asks how the property will be accessed. Mr. Puett responds that access will be off 900 East. Mr. Jacobson states that, after visiting the site, he believes Mr. Puett intends to create a three-lot subdivision. Mr. Puett denies this. Mr. Jacobson questions the presence of survey lines along the property line. Mr. Puett explains these are flag lines, as the property boundaries do not follow the surveyed property lines. Mr. Jacobson raises concerns about the subdivision, stating that a 24-foot road is being constructed without a permit. Mr. Puett replies that he spoke with Steven Jenson and received verbal confirmation to begin dirt work. He also states that Mr. Schlappi is working with Sunrise Engineering to develop his own property, and Puett is providing an easement for Schlappi to use the road for access. Mr. Jacobson notes that there is no easement shown on the Preliminary Plat for the road or the irrigation line. Mr. Puett states that his title search shows a general easement for irrigation across the property. Mr. Jacobson recommends that Mr. Puett review the subdivision requirements and informs him that he will need a permit to proceed with any additional work, in accordance with the Roadway Design and Construction Manual. Mr. Puett states that the road is not needed for his own driveway or house access; it is for Mike's (Mr. Schlappi's) future development. Mr. Ludvigson and Mr. Atkinson note that easements are shown on the plat—specifically a 33' and a 66' easement. Mr. Puett expresses frustration, saying the process feels like an attack and that he just wants to build a house in Sanpete County. Mr. Jacobson states that the easement shown on the plat needs to be labeled as a PUE (Public Utility Easement), which would then grant Mr. Schlappi access to use the road. Mr. Jacobson reads from the Sanpete County Subdivision Ordinance, Chapter 13.16(g):

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*“All rights-of-way and easements proposed to be created by the subdivision, along with their boundary, bearings, lengths, widths, name, number, or purpose shall be given, including: i. The location and size of existing and proposed culinary water and sewer lines.”* Mr. Puett asserts that this information is on the plat. Mr. Jacobson reads from the plat: “Approximate location of a future sewer” and “Approximate location of a culinary water.” He argues that it should reference the 33’ right-of-way from the center of the lane and should include the location of the PUE on the frontage, the 400-foot sewer line extension, and the manhole. Mr. Puett replies that the city is responsible for those aspects because they are not located on his property. Mr. Jacobson counters, citing a letter from Mount Pleasant City stating that Mr. Puett is responsible for contracting a licensed, insured, and bonded contractor to install the sewer main and manhole at his own expense. Mr. Puett asks if he must submit a bid with his application. Mr. Jacobson confirms that he does and that he must also submit either a bond or a surety agreement with the County to cover the cost of improvements. Mr. Puett questions why this is necessary when the improvements are on city property. Mr. Atkinson agrees with his concern and asks what Colter’s concern is. Mr. Jacobson replies that Colter wants the work to be done correctly. Mr. Puett states that Colter has been working closely with his contractor and doesn’t understand the issue. Mr. Ludvigson interjects to ease the growing tension and confusion, noting that Colter may not be aware of what the County requires on Mylar documents. Mr. Puett becomes visibly frustrated and asks if things would be easier if he moved the house to the back of the property and used the well instead. At this point, there are multiple side conversations, making it difficult to follow the discussion. Mr. Jacobson provides Mr. Puett with a paper outlining what is required. Mr. Atkinson states that the County cannot enforce County standards on a property that falls under city jurisdiction and must instead follow the city’s requirements. Again, the conversation is interrupted by several overlapping discussions. Mr. Ludvigson apologizes to Mr. Puett for not informing him sooner that the additional information would be required based on the ordinance. Mr. Jacobson reiterates that a bond or agreement needs to be submitted to ensure funds are available to cover the required work. A discussion then follows regarding the specific requirements for the Mylar.

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Gene Jacobson makes a motion to approve, with conditions, the 1-lot Major Subdivision application (Puett Acres) submitted by Mark Puett. The parcel is located east of Mount Pleasant in the RA-2 Zone. The proposed subdivision consists of one lot totaling approximately 5.72 acres, identified as Parcel #**S-26007X6**. A plan profile or typical cross-section drawing must be submitted showing the required city road improvements in accordance with Mount Pleasant City standards. The Preliminary Plat must be updated to clearly show the existing irrigation easement. Written approval must be obtained from the neighboring property owner for the fifty-foot encroachment onto their property related to the Well Source Protection Area. A licensed contractor must install all required off-site improvements per Mount Pleasant City requirements, including the relaying of asphalt where applicable.

The motion is seconded by Claudia Jarrett. All in favor, none opposed, and the motion passes.

**Discussion and review of a 13 lot Major Subdivision (Alden Johansen) application by Steven Johansen. The Parcel is located West of Mount Pleasant, in the RA-2 Zone. The Subdivision would contain 13 lots with lot 1 of 0.96 +/- acres, lot 2 of 0.96+/- acres, lot 3 of 1.07+/- acres, lot 4 of 1.07+/- acres, lot 5 of 1.05+/- acres, lot 6 of 1.04+/- acres, lot 7 of 1.00+/- acres, lot 8 of 1.00+/- acres, lot 9 of 1.00+/-acres, lot 10 of 1.00/+-acres, lot 11 of 2.32+/- acres, lot 12 of 1.09+/- acres, and lot 13 of 1.09+/- acres. Parcel # S-27421, S-27421X, and S-27421X1**

Steven Jenson presented the item. The Mylar copy of the survey has been reviewed and approved by the Recorder's Office and submitted, along with a PDF version of the preliminary survey, for final review by the Planning Commission. An owner affidavit has been signed, notarized, and submitted. A letter from Mount Pleasant City indicates that water, sewer, and power will be connected once impact fees are paid. The Sanpete County Road Supervisor has approved access to the property from the county road. The internal subdivision road has not yet been completed. A police/fire/ambulance waiver has been submitted for the properties. All boundary line agreements have been recorded with the

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County Recorder's Office. The application fee has also been paid. This application meets all ordinance requirements, except that the infrastructure has not yet been completed. Mr. Atkinson asked whether this subdivision was always intended to remain in the County. Mr. Johansen stated that he attempted to have the property annexed into the city, but the request was denied. Mr. Jacobson inquired whether there was a Fence Line Agreement in place. Mr. Johansen stated that there is an agreement with one neighboring property owner, and he believes he can obtain an agreement with the other. Mr. Jacobson noted a past discrepancy where the space from fence to fence was only 24 feet and clarified that lot lines need to extend to the center of the road, as the County does not accept dedications. Mr. Johansen mentioned that the City plans to annex the property in the future. Mr. Jacobson recommended discussing this with the City before moving forward, especially since existing fences in the city right-of-way are approximately 15 feet off. Mr. Atkinson asked about the inclusion of a cul-de-sac. Mr. Jenson responded that, since this is a Major Subdivision, it must include both ingress and egress. Ms. Jarrett asked if the property lies within the Buffer Zone. Mr. Jenson confirmed that it does. Mr. Jacobson suggested that the applicant prepare a set of CC&Rs (Covenants, Conditions & Restrictions), which should be recorded with the title. Ms. Jarrett questioned whether Mr. Johansen should be listed as an applicant since he is not on the Owner Affidavit. Mr. Jenson explained that agents often submit applications and are not required to be listed as the owner. Mr. Johansen expressed concern, stating he was previously told he could not proceed until the infrastructure was completed, as the subdivision would not be approved otherwise. Mr. Jacobson clarified that in a Major Subdivision, individual plats cannot be recorded until all infrastructure is completed or bonded. However, if Mr. Johansen is not in a rush to record the plats, he can proceed by submitting the engineer's cost estimate, completing the work, and having the engineer certify completion. Mr. Johansen raised a concern that if he seeks a bank loan and must tell them he cannot get subdivision approval until infrastructure is complete, the bank may deny the loan. Mr. Jacobson explained that the County can approve the Preliminary Plat, which would allow Mr. Johansen to purchase the permit needed to construct roads and infrastructure. Ms. Pyper reminded the group that no motion could be made at this meeting, as the item was only advertised for "discussion and review." Ms. Jarrett added that clarification is still needed regarding the

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power lines. Mr. Johansen stated that the power lines are being buried and that trenching work is already underway. Mr. Jacobson recommended submitting the Preliminary Plat and Final Plat simultaneously to help streamline the process.

No motion was made on this application, as it was advertised for discussion and review only.

**Discussion with possible approval of a 7 lot Major Subdivision (Crawford Circle) application by Jacob Yamada. The Parcel is located South of Spring City, in the RA-2 Zone. The Subdivision would contain 7 lots with lot 1 of 1.25 +/- acres, lot 2 of 1.25+/- acres, lot 3 of 1.25+/- acres, lot 4 of 1.25+/- acres, lot 5 of 3.31+/- acres, lot 6 of 3.43+/- acres, lot 7 of 3.58+/- acres. Parcel # S-26801**

Steven Jenson presented the item. The Mylar copy of the survey has been reviewed and approved by the Recorder's Office and submitted for final review by the Planning Commission. An owner affidavit has been signed, notarized, and submitted. A septic permit has been obtained for seven lots within the subdivision. A letter from Spring City has been submitted, stating their intent to provide power to the subdivision; however, the power has not yet been stubbed to the property. Some of the required fees have been paid to Spring City. A bank loan application has also been submitted, showing that a portion of the loan has been disbursed. The Utah Division of Water Rights has approved over 7 acre-feet of water for domestic use, meeting the minimum requirement of one acre-foot per lot. The water rights are in the applicant's name. The well has been drilled, and the well driller's report has been submitted, along with a shared well agreement. The Sanpete County Road Supervisor has approved access from the county road. While the internal subdivision road has been built, a signed letter from a licensed engineer certifying that the road was completed in compliance with County Ordinance has not yet been submitted. A police/fire/ambulance waiver has been submitted for the properties. Property taxes are current and paid. A current title search has been submitted, showing no issues with the property. All boundary line agreements have been recorded with the County Recorder's Office. The application fee has also been paid. This application meets all ordinance requirements, and the Zoning Department recommends

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approval by the Planning Commission. Mr. Ludvigson noted that any subdivision should include a complete plat, and that labeling the subdivision “Phase 1” was concerning. He referenced the cul-de-sac at 700 feet on the plat and clarified that this did not comply with the County’s ordinance. He interpreted the “circle” at the end of the road as a reserved roadway into a future Phase 2. Mr. Jacobson asked Mr. Yamada to explain the dead-end road, the location of the turnaround, and why “Phase 1” was included on the plat. Mr. Jacobson further clarified that Sanpete County allows phasing only after 70 percent of the lots are sold and expressed concern about approving a subdivision without seeing the full plan and ensuring the infrastructure meets County standards. Mr. Yamada responded, explaining his reasoning and noting that the “Phase 1” label was never intended to raise concern and that he would remove it. Mr. Jacobson reiterated that major subdivisions require two points of ingress and egress, and discussion ensued about the subdivision’s access. It was brought to Mr. Yamada’s attention that if the subdivision expands beyond seven lots, it will be considered a Public Water System by the State. Mr. Jacobson read from Sanpete County’s Roadway Design and Construction Manual, Section 2.4 – Road Design, which states: *“A development may be required to provide multiple access points (two (2) or more) if it is deemed necessary for health, safety, and welfare reasons. County roads adjacent to a declared annexation area or located within the incorporated boundaries of a municipality shall meet the minimum standards of Sanpete County and may, through discussions and agreement with the affected municipality, also be required to meet the road standards of said municipality.”* Mr. Jacobson recommended that Mr. Yamada identify the 600-foot point and construct a roundabout or spur to provide better access. Mr. Atkinson raised questions about ongoing road maintenance, and further discussion followed regarding access to the individual lots. Mr. Jacobson raised concerns about the well’s proximity to neighboring properties and the need for a Source Protection Zone agreement. Discussion followed regarding well protection standards. Mr. Jacobson stated that the road had not been over-excavated and that, per County Code, a road must be excavated to a depth of twelve inches, with all virgin soil either hauled offsite or placed in a pile for landscaping use. Mr. Yamada expressed confusion regarding that statement and explained that approximately two hundred truckloads of material had already been removed from the site. Mr. Jacobson stated that a roadway permit

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is required, which involves over-excavating the road, hiring a geotechnical engineer to perform a cone penetration test, applying a smaller base material, and then completing the final surface. Mr. Jacobson asked Mr. Yamada if these steps had been completed. Mr. Yamada responded that they had over-excavated and that a geotechnical engineer had performed the cone test. Mr. Jacobson then inquired why the report was not included with the application. Mr. Yamada stated he was unaware it was required and will submit it. Mr. Jacobson informed Mr. Yamada that CC&Rs (Covenants, Conditions, and Restrictions) are required and explained their purpose. Additional discussion followed about what still needs to be submitted for final approval. Mr. Ludvigson stated he felt they were close to being able to approve the subdivision. Ms. Jarrett disagreed, expressing concern that too many items remained incomplete. Ms. Riley asked whether the power was stubbed to the lots. Mr. Yamada confirmed it has been stubbed but not pulled and is currently bonded. Mr. Jenson noted that Ms. Johnson had pointed out that the original deed was in Mr. Worthington's name and asked if it had been updated. Mr. Yamada responded that the name had been changed but not yet recorded. Mr. Jacobson stated that the required 33-foot right-of-way easement was not shown on the plat. Mr. Yamada asked whether approval could be granted contingent on completion of the remaining items. Mr. Atkinson asked if that would require a re-submittal of the plat. Mr. Ludvigson responded that Mr. Jenson could approve it, and he would then come in and sign it. Mr. Jacobson expressed concern regarding Spring City's annexation plans and how they relate to the placement of the road. Mr. Yamada provided an explanation of the situation. Ms. Jarrett then read from the "City Buffer Zone Application Notice" submitted by Spring City, stating: *"Work has already begun, which is a problem. Cul-de-sacs are not good. Platted roads for the entire development need to be shown."* Mr. Jacobson asked Mr. Yamada to clarify the meaning of that statement. Mr. Yamada explained that, to his understanding, he had submitted a notice of the development plan approximately 13 months ago, along with supporting email correspondence. He expressed surprise that the city now claims to have no knowledge of the project. Mr. Yamada further explained that he has attempted multiple times to contact Craig from Spring City but has been unsuccessful. As a result, he included the speed road easement extension on the plat. Mr. Jenson stated that Spring City requires any development within or near the Buffer Zone

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to go through their Planning Commission for approval prior to submission to the County Planning Commission. He clarified that while Spring City may provide recommendations and suggestions for subdivisions within the Buffer Zone, final approval lies with the County. Mr. Atkinson asked how far the property is from the Spring City boundary. Mr. Jenson estimated it is a couple of miles. Mr. Jacobson asked if Mr. Yamada had two lots sold, pending approval. Mr. Yamada confirmed that he did. Mr. Jacobson asked if documentation showing conditional approval in the minutes would suffice for bank financing. Mr. Atkinson clarified that the plat would be re-submitted to Mr. Jenson, and then signed by Mr. Ludvigson once the conditions are met. Mr. Jenson confirmed this process. Ms. Pyper explained that the minutes will not be formally approved until the next meeting in August. Mr. Jenson followed, stating they would remain in draft form. Ms. Pyper emphasized that the draft is just that—a draft—and could potentially change. Mr. Ludvigson stated that the subdivision should be approved pending completion of required items. Ms. Riley expressed concern that the remaining items would take significant time to complete. Ms. Jarrett commented that, unlike the Puett subdivision, which only required Mylar attachments, this application involves actual changes to the Mylar. Mr. Jenson noted that any changes to the dedication would need to be signed and recorded in the Recorder's Office. Ms. Riley asked how difficult it would be to obtain signed Source Protection Zone agreements from neighboring property owners. Mr. Jenson replied that the neighbors live on the property.

The motion is made by Gene Jacobson to approve the 7 lot Major Subdivision (Crawford Circle) application by Jacob Yamada. The Parcel is located South of Spring City, in the RA-2 Zone. The Subdivision would contain 7 lots with lot 1 of 1.25 +/- acres, lot 2 of 1.25 +/- acres, lot 3 of 1.25 +/- acres, lot 4 of 1.25 +/- acres, lot 5 of 3.31 +/- acres, lot 6 of 3.43 +/- acres, lot 7 of 3.58 +/- acres. **Parcel # S-26801** with the following items needing to be completed: Submission of the Geo Tech report to the County Planning Administrator, Compliance with County Ordinance requiring a second point of ingress/egress, Removal of the "Phase 1" label from the plat, Submittal of recordable CC&Rs, Completion and recording of all necessary deed changes, Inclusion of the 33-foot centerline right-of-way easement on the plat, Submission of a signed letter from neighboring property owners regarding the

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Source Protection Zone, Final satisfaction and sign-off by the Sanpete County Planning Commission Chair and the Sanpete County Zoning Administrator

Gene Jacobson made a motion to approve the 7-lot Major Subdivision (Crawford Circle) application submitted by Jacob Yamada. The parcel is located south of Spring City in the RA-2 Zone and consists of 7 lots as follows: Lot 1- 1.25 +/- acres, Lot 2-1.25 +/- acres, Lot 3-1.25 +/- acres, Lot 4- 1.25 +/- acres, Lot 5- 3.31 +/- acres, Lot 6-3.43 +/- acres, Lot 7-3.58 +/- acres. **Parcel #: S-26801.** The approval is contingent upon the following items being completed: Submission of the Geo Tech report to the County Planning Administrator, Compliance with County Ordinance requiring a second point of ingress/egress, Removal of the "Phase 1" label from the plat, Submittal of recordable CC&Rs, Completion and recording of all necessary deed changes, Inclusion of the 33-foot centerline right-of-way easement on the plat, Submission of a signed letter from neighboring property owners regarding the Source Protection Zone, Final satisfaction and sign-off by the Sanpete County Planning Commission Chair and the Sanpete County Zoning Administrator.

The motion is seconded by Justin Atkinson. Vote by voice is taken; Gene Jacobson, aye; Justin Atkinson, aye; Curtis Ludvigson, aye; Jo-Anne Riley, nay; and the motion passes. Ms. Jarrett abstains from the motion.

## Approval of minutes from June's meeting

Motion is made by Claudia Jarrett to approve the Planning Commission minutes from June 11, 2025, with no corrections.

The motion is seconded by Justin Atkinson. All in favor, none opposed, and the motion passes

## Additional Discussion

Ms. Johnson brought to the Commission's attention that in Mr. Yamada's previous subdivision (Juniper Fields), the plat indicated "Phase 1," but no restrictive covenants have been recorded. Mr. Jacobson acknowledged this was an oversight. Mr. Cheney added that

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this was an example of necessary steps not being completed and expressed concern that the current subdivision could face the same issues. Mr. Jenson noted that while those items were missed in the past, this time they had been identified. Discussion ensues, meeting adjourned.

## **Adjournment**

With no further business before the Planning Commission, a motion to adjourn is made by Claudia Jarrett. The motion is seconded by Jo-Anne Riley. All in favor, none opposed, and the motion passes. The meeting is adjourned at 8:31p.m.