



BRIAN HEAD

The Regular Meeting of the
Brian Head Planning Commission

Town Hall - 56 North Highway 143 - Brian Head, UT 84719

Zoom Meetings ([Click Here](#))

Zoom Meeting ID# 861 3275 5042

TUESDAY, September 16, 2025 @ 1:00 PM

AGENDA

A. CALL TO ORDER 1:00PM

B. PLEDGE OF ALLEGIANCE

C. DISCLOSURES

D. APPROVAL OF THE MINUTES

September 2, 2025 Planning Commission Meeting

E. PUBLIC INPUT/ REPORTS (Limited to three (3) minutes) Non-Agenda Items

F. AGENDA ITEMS:

1. PUBLIC HEARING - Consideration and Recommendation to Town Council of a LMC change regarding Noticing Requirements for Public Hearings – Greg Sant, Planning and Building Administrator.

2. PUBLIC HEARING - Consideration and Recommendation to Town Council of an LMC change adding Flag Lots as an acceptable Lot Standard as found in the LMC 9-12-2 – Greg Sant, Planning and Building Administrator

3. LEGISLATIVE ACTION – Consideration and Recommendation to Town Council of a LMC change regarding Noticing Requirements for Public Hearings – Greg Sant, Planning and Building Administrator.

4. LEGISLATIVE ACTION – Consideration and Recommendation to Town Council of an LMC change adding Flag Lots as an acceptable Lot Standard as found in the LMC 9-12-2 – Greg Sant, Planning and Building Administrator

G. ADJOURNMENT

Date: September 16, 2025

Available to Board Members as per Ordinance No. 11-003 authorizes public bodies, including the Town, to establish written procedures governing the calling and holding of electronic meetings at which one or more members of the Council may participate by means of a telephonic or telecommunications conference. In compliance with the Americans with Disabilities Act, persons needing auxiliary communications aids and services for this meeting should call Brian Head Town Hall @ (435) 677-2029 at least three days in advance of the meeting.

CERTIFICATE OF POSTING

I hereby certify that I have posted copies of this agenda in two public and conspicuous places within the Town Limits of Brian Head; to wit, Town Hall and Post Office, and have posted such copy on the Utah Meeting Notice Website and have caused a copy of this notice to be delivered to the Daily Spectrum, a newspaper of general circulation.

Ciera Claridge, Deputy Clerk



STAFF REPORT TO THE TOWN COUNCIL

BRIAN HEAD

ITEM: PUBLIC HEARING NOTICING

AUTHOR: Greg Sant
DEPARTMENT: Planning and Building
DATE: September 16, 2025
TYPE OF ITEM: Legislative Action

Our LMC discusses Notice Requirements in Title 9, Chapter 9-1-8:

NOTICES: Whenever notice to adjoining property owners or the public is required by any section of this title, the notice shall be given in the following manner:

- A. Public Notice: Public notice of all public hearings and public meetings required to be noticed shall be given in accordance with Utah Code Annotated §10-9a-201 as amended, as applicable.
- B. Notice to Adjoining Property Owners:
 1. Where the provisions of Utah Code Annotated § 10-9a-201 et seq. as amended, require notice of public hearings to be given to adjoining property owners, the applicant shall give such notice to those owners whose property is located entirely or partly within three hundred feet (300') from any boundary of the property subject to the application. Notice shall be mailed at least ~~fourteen (14)~~ **ten (10)** calendar days prior to the public hearing to the address appearing on the last completed real property assessment rolls in the office of the County Recorder. The notice shall include a map showing the land included in the application and a letter stating that the application has been filed, the nature of the application, the time, place, and date of the public hearing on the application, and that more complete information is available at the Town offices. (ord. 15-004, 4-28-2015)
 2. The applicant will provide a referral packet as defined in Chapter 4 of this title. The Planning and Zoning Department will prepare and mail the notice to adjacent landowners, as well as appropriate agencies. The mailing will be paid for by the applicant. The notice shall be mailed at least ~~fourteen (14)~~ **ten (10) calendar** days prior to the public hearing. (ord. 15-004, 4-28-2015, amd. 21-005, 05-11-2021)

STAFF RECOMMENDATION:

Staff recommends that the Notice Requirement match that of the Utah Code and be changed to 10 calendar days.

PROPOSED MOTION:

This is a discussion item only and if Council agrees with this change it would first go to the Planning Commission and then come back to Town Council in a Public Hearing.

ATTACHMENTS:

None

September 2, 2025

PUBLIC HEARING NOTICE

NOTICE is hereby given that the Brian Head Planning Commission will hold a Public Hearing on September 16, 2025, to receive public comment on an amendment to the Brian Head Land Management Code – Notice Period Change and Flag Lot Addition. The meeting is scheduled to begin at 1:00 pm or shortly thereafter at the Brian Head Town Hall located at 56 N. Hwy. 143, Brian Head, UT 84719. Comments are limited to three minutes and written comments may be submitted to the Deputy Clerk at cclaridge@bhtown.utah.gov no later than noon on September 15, 2025, whose office is located at the Town Hall, 56 North Highway 143, Brian Head, UT or by mail to PO Box 190068, Brian Head, UT 84719.

The Brian Head Town Council will also hold a public hearing on September 23, 2025, during their regular meeting scheduled to begin at 1:00 pm or shortly thereafter. Comments are limited to three minutes and written comments may be submitted to the Town Clerk at nleigh@bhtown.utah.gov or by mail to: PO Box 190068, Brian Head, UT 84719 no later than 5PM on September 22, 2025.

A draft copy of the proposed amendment to the Land Management Code is open for public inspection at the Town offices during normal business hours of 9AM to 5PM Monday - Friday.

If you have any questions or need additional information, please do not hesitate to contact our offices during normal business hours.

Respectfully,

Brian Head Town

Phone (435) 677-2029.

Greg Sant

Planning and Building Administrator

 BRIAN HEAD

In compliance with the Americans with Disabilities Act, persons needing auxiliary communications aids and services for this meeting should call Brian Head Town Hall @ (435) 677-2029 at least three (3) days prior to the meeting.

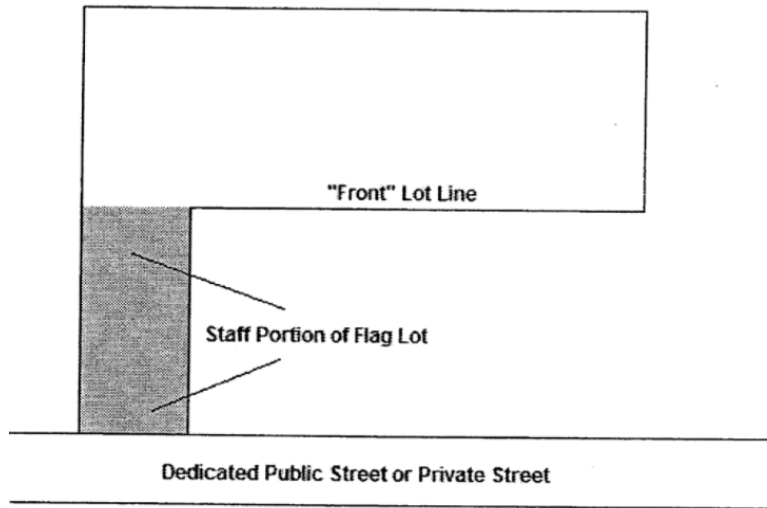


ITEM: PROPOSED CHANGE TO LMC - FLAG LOTS

AUTHOR: Greg Sant
DEPARTMENT: Planning and Building
DATE: September 16, 2025
TYPE OF ITEM: Legislative Action

9-12-2 Lot Standards

M. Flag Lots: A flag lot shall be comprised of a staff (narrow) portion that is contiguous with a flag (wide) portion as shown below.



1. Creation of a flag lot should not foreclose the possibility of future development of other large interior parcels that are not developable unless a street is extended to them across other adjacent properties.
2. The Staff Portion of the Flag Lot shall:
 - a. front on a dedicated public street or private street.
 - b. be a minimum width of 20 feet.
 - c. be a maximum of 150 feet in length. If longer, a wider access could be required for emergency vehicles according to the specifications of the fire marshal.
 - d. be improved with a compacted gravel or other all-weather surface. The driving surface shall be well maintained and shall be readily passable by a standard passenger car and standard emergency vehicle. It shall be constructed to the minimum standards specified by the Town Construction Standards.
 - e. have no Town maintenance responsibility.
 - f. have no building or structure located within the Staff portion of a flag lot. All buildings shall be located on the flag portion of the lot and no more than 250 feet from a fire hydrant. If a fire hydrant is located in the staff portion of the flag lot, then the width of the staff will be increased to a minimum width of 30 feet. The water line for the Fire Hydrant will have a shut-off valve at the street and the Fire Hydrant would be private and the responsibility of the homeowners to maintain and test on a regular basis.

- g. require installation of curb, gutter and other drainage control measures in the Staff portion of a flag lot to prevent runoff from entering neighboring properties if Town determines it necessary.
 - h. only service one Flag Lot and the maximum slope for the Staff portion of the flag lot will be 12%.
3. The Flag Portion of the Flag Lot:
- a. shall conform to the minimum lot size requirement of the zone in which the lot is located. The front yard, for purposes of determining setbacks, of a flag lot shall be on the side of the flag portion which connects to the Staff (see diagram). Yard setbacks shall conform to the setback requirements of the zone in which the flag lot is located. No part of the Staff portion of the lot shall be used to meet any setback requirement.
4. Flag Lot Additional Requirements:
- a. Clear address signage shall be installed and maintained at the street by the owner, including notice that the driveway is a private right-of-way.
 - b. During the construction of the home, no building materials, dumpsters, toilets or parking will be allowed on the Staff portion of the lot as to keep it clear for emergency vehicles.
 - c. Public services, such as garbage collection, water and sewer, will be on the dedicated street only.
 - d. Staff lots for any Zone other than R-1 will be handled on a case-by-case basis.

STAFF RECOMMENDATION:

It is the recommendation of Staff that this change to the LMC be approved.

PROPOSED MOTION:

I move that we recommend approval to the Town Council of this change to the Land Management code as outlined above.

ATTACHMENTS:

None