

Planning and Zoning Meeting  
May 13, 2025  
FINAL Minutes

Commission

Darlene Pope  
Kent Peterson  
Larry McRae  
Cameron Spendlove

Attendance

Krystal Percival-Clerk  
Shaila Kuikahi  
Cheri McRae  
Tom LaCosse  
Hannah Barry

Online

Charles Matsler  
Val Wenz

**REGULAR MEETING: 5:32pm**

**A. CALL TO ORDER/PLEDGE OF ALLEGIANCE: Darlene Pope**

**B. DECLARATION OF CONFLICTS OF INTEREST and EX PARTE CONTACTS ON ANY ITEM**

Larry stated he will abstain from the live work ordinance.

Cameron Spendlove stated that he did speak with Tom Lacoss

**C. REVIEW AND APPROVAL OF MINUTES**

**1. Approval of Minutes from April 8, 2025, and April 16, 2025, 5 Meetings**

Cameron Spendlove made a motion to approve the minutes of April 8, 2025, and April 16, 2025 /  
Larry McRae seconded / All Aye / No Nae

**D. OPEN FORUM**

Limit 3 minutes per speaker, may talk about anything NOT on the agenda.

Tom Lacoss asked for the general plan survey to be made available to the public

**E. COMMISSIONER COMMENTS**

Darlene Pope stated that we will be having the general plan survey a link will be made available  
hopefully by the end of the month for the public.

**F. UPDATE FROM RYKER**

Darlene Pope also asked if it was ok for Ryker to come for the work meeting and not the regular  
meetings. All agreed.

**G. OVERVIEW OF ITEMS UP FOR PUBLIC HEARING**

**PUBLIC HEARING:**

**Motion to close the public meeting and open the public hearing**

**Cameron made a motion to close the public meeting and open the public hearing Larry McRae seconded / All Aye / No Nae**

**A. ITEMS FOR COMMENT**

1. AN ORDINANCE AMENDING VIRGIN MUNICIPAL CODE TITLE 16 BY ADDING CHAPTER 48 VILLAGE OVERLAY ZONE

Tom Lacoss shared his research on overlay zones in other municipalities, emphasizing the importance of understanding the intent of an ordinance

2. SECOND PUBLIC HEARING FOR AN ORDINANCE AMENDING TITLE 16 OF VIRGIN MUNICIPAL CODE TO RENAME 'LIMITED COMMERCIAL HABITATION' TO 'LIVE-WORK'; TO ADD AND AMEND DEFINITIONS ACCORDINGLY, TO EXPAND AVAILABILITY OF THE USE, AND TO AMEND ASSOCIATED STANDARDS

Tom Lacoss stated that this is a great ordinance, and the year needs to be fixed. Line 85 is the two stories above grade, but I think you should re consider a two-story duplex.

3. AN ORDINANCE PROVIDING STREAMLINED PROCESS FOR LOW IMPACT CONDITIONAL USE PERMITS, ADDING CONDITIONAL USES, AND AMENDING THE CONDITIONAL USE APPROVAL PROCESS

None

4. AN ORDINANCE UPDATING, CLARIFYING AND AMENDING VARIOUS SECTIONS OF VIRGIN MUNICIPAL CODE TITLE 16 CHAPTER 8 SUPPLEMENTARY AND QUALIFYING REGULATIONS

Tom Lacoss stated that he wasn't quite sure why planning and zoning is doing so much. We have staff and they should be doing it, they are great, and they should be handling administrative staff not planning and zoning, It seems like a lot of things are being handled by the commission and not by staff.

**PUBLIC MEETING:**

**Motion to close the public hearing and open the public meeting**

**Larry McRae made a motion to close the public hearing and open the public meeting / Cameron Spendlove seconded / All Aye / No Nae**

**A. MOTION AND VOTE FOR ITEMS 1 - 3**

1. AN ORDINANCE PROHIBITING COMMERCIAL OR PUBLIC PARKING IN RESIDENTIAL AND AGRICULTURAL ZONES.

Cameron Spendlove stated that he doesn't think this takes the necessary steps to stop this. Cameron Stated that what if a home business has parking. Larry McRae agrees that this wouldn't stop that.

The Planning Commission discusses an ordinance to prohibit commercial and public parking lots in residential and agricultural zones. They agree on the need to add definitions for commercial and public parking lots to clarify the ordinance. The commission also recognizes the future need for parking to support the shuttle system but acknowledges that allowing parking lots in commercial zones requires careful consideration. They decided to recommend approval of the ordinance with the addition of definitions, leaving it to the Town Council to determine if this constitutes a significant change requiring further review

Kent Peterson made a motion that we recommend approval of AN ORDINANCE PROHIBITING COMMERCIAL OR PUBLIC PARKING IN RESIDENTIAL AND AGRICULTURAL ZONES with the following amendments 1. A commercial parking lot that is a lot/area that provides parking for a fee. 2. That is a public parking lot that is a parcel of land owned by the municipality that is used for parking for a period of time and may or may not have a fee. / Larry McRae seconded /

Roll Call Vote:

Darlene Pope – AYE

Kent Peterson – AYE

Larry McRae – AYE

Cameron Spendlove – AYE

Pass

**2. AN ORDINANCE AMENDING TITLE 16 OF THE VIRGIN LAND USE CODE TO REINSTATE AND RENUMBER CHAPTER 48 OPEN SPACE DISTRICT**

The purpose is to provide clarity on land use for open space parcels within town limits, as the chapter was previously removed, possibly unintentionally. The Commission debates the implications and necessity of this amendment, with some members expressing the need for more information.

Kent Peterson made a motion to recommend approval of AN ORDINANCE AMENDING TITLE 16 OF THE VIRGIN LAND USE CODE TO REINSTATE AND RENUMBER CHAPTER 48 OPEN SPACE DISTRICT. / Darlene Pope seconded

Roll Call Vote:

Darlene Pope – AYE

Kent Peterson – AYE

Larry McRae – NAE

Cameron Spendlove – NAE

Tie vote = Recommendation for denial

**3. SECOND PUBLIC HEARING FOR AN ORDINANCE AMENDING TITLE 16 OF VIRGIN MUNICIPAL CODE TO RENAME ‘LIMITED COMMERCIAL HABITATION’ TO ‘LIVE-WORK’; TO ADD AND AMEND DEFINITIONS ACCORDINGLY, TO EXPAND AVAILABILITY OF THE USE, AND TO AMEND ASSOCIATED STANDARDS**

Larry McRae stated that there is a typo on line 91 that should be C.



### **Standardizing Residential Units in Ordinance**

The Commission discussed the need for a standard in the ordinance to allow for an exemption, as the current language is vague and could lead to arbitrary decisions. The suggestion was to tie the number of residential units to the number of employees, with one living quarter per 10 employees. The group agreed to further discuss and possibly remove the exemption clause entirely, which would be a significant change to the ordinance.

### **Live-Work Space Regulation Discussion**

The meeting involved discussions about the regulation of live-work spaces in businesses. The attendees debated whether to limit the number of live-work spaces per business or allow for more flexibility. They also discussed the potential impact of such regulations on businesses and residents.

Kent Peterson Made a motion to recommend approval of AN ORDINANCE AMENDING TITLE 16 OF VIRGIN MUNICIPAL CODE TO RENAME 'LIMITED COMMERCIAL HABITATION' TO 'LIVE-WORK'; TO ADD AND AMEND DEFINITIONS ACCORDINGLY, TO EXPAND AVAILABILITY OF THE USE, AND TO AMEND ASSOCIATED STANDARDS / Darlene Pope seconded

Roll Call Vote:

Darlene Pope – AYE

Kent Peterson – AYE

Larry McRae – Abstained

Pass

Cameron Spendlove made a motion to bring back this ordinance with the removal of section C / No seconded – Motion failed.

Kent Peterson thanks Tom LaCosse for all his time.

### **ADJOURN MEETING 7:43pm**

Motion to adjourn public meeting

Larry McRae made a motion to adjourn the public meeting / Cameron Spendlove seconded / All AYE / No Nae

  
Krystal Percival Clerk/Recorder

July 8 2025  
Approved Date