

Action Summary:

Agenda Item	Item Description	Action
#1	Consideration of the appeal by Cole Shakespear regarding the Planning and Zoning Administrator's decision to deny the request to build an accessory building that encroaches into the Public Utility & Drainage Easement, located at approximately 883 S. Poplar Lane in the RR-1 zone.	Approved with modification
#2	Recommendation of a General Plan amendment, adding a Water Element addressing supply, planning, and conservation as required by §10-9a-403.	Approved
#3	Recommendation of the proposed plat amendment for Harvest Meadows Subdivision to change the front yard setbacks from a 40' foot to 30' front yard.	Approved
#4	Approval of minutes from the August 25, 2025 Planning Commission Special Meeting.	Approved

MINUTES OF THE GRANTSVILLE CITY PLANNING COMMISSION, HELD ON September 18, 2025 AT THE GRANTSVILLE CITY HALL, 429 EAST MAIN STREET, GRANTSVILLE, UTAH AND ON ZOOM. THE MEETING BEGAN AT 7:00 P.M.

Commission Members Present: Chairman Derek Dalton, Vice Chair Sarah Moore, Trent Stirling, Jason Hill, Debra Dwyer

On Zoom:

Commission Members Absent:

Appointed Officers and Employees Present: Zoning Administrator Shelby Moore, City Attorney Tysen Barker, City Council Member Rhett Butler, Community and Development Director Bob Cobabe, Planning and Zoning Administrative Assistant Nicole Ackman.

On Zoom:

Citizens and Guests Present:

Citizens and Guests Present on Zoom:

Chairman Derek Dalton called the meeting to order at 7:00 PM.

PUBLIC NOTICE

The Grantsville City Planning Commission will hold a Regular Meeting at 7:00 p.m. on Thursday, September 18, 2025 at 429 East Main Street, Grantsville, UT 84029. The agenda is as follows:

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

- a) Recommendation of a General Plan amendment, adding a Water Element addressing supply, planning, and conservation as required by §10-9a-403.**

No Comment

- b) Recommendation of the proposed plat amendment for Harvest Meadows Subdivision to change the front yard setbacks from a 40' foot to 30' front yard.**

No Comment

AGENDA

1. Consideration of the appeal by Cole Shakespear regarding the Planning and Zoning Administrator's decision to deny the request to build an accessory building that encroaches into the Public Utility & Drainage Easement, located at approximately 883 S. Poplar Lane in the RR-1 zone.

Cole Shakespear was present to answer questions regarding his appeal. Planning and Zoning Administrator Shelby Moore provided background, explaining that Mr. Shakespear proposed a 12-foot by 28-foot shed to be placed 40 feet from the rear property line and 2.5 feet from the side property line. City code requires a minimum side setback of two feet or compliance with the full easement width of 7.5 feet. The shed would be on a concrete slab with power but no plumbing.

Commissioner Stirling asked whether the shed was positioned close to the fence to save lawn space. Mr. Shakespear confirmed that it was to avoid extending eight feet into the yard and noted that the placement would be on an existing gravel driveway strip. He also confirmed that utility approval letters had been received from Rocky Mountain Power, Questar, and Xfinity. Shelby clarified that Public Works had denied approval.

Commissioner Stirling asked if the shed could instead be placed on the lawn. Mr. Shakespear stated he preferred to preserve grass but was willing to install conduit under the slab for potential future utility needs. He noted the shed would serve both as storage and a backyard office.

Vice Chair Sarah Moore expressed safety concerns about placing a structure only 2.5 feet from the fence, citing potential fire hazards and future neighbor development. She suggested meeting setbacks or compromising at a greater distance. Mr. Shakespear noted that the adjacent property had no structures near the fence line.

Commissioner Dwyer supported the idea of a conduit but questioned whether it would address long-term utility access concerns. Commissioner Stirling explained that the setback exists to allow equipment access, which would not be possible with only 2.5 feet of clearance.

City Council Member Rhett Butler explained that installing conduit sleeves is standard practice when constructing buildings or sidewalks over potential utility routes. He noted that sleeves allow for electrical, gas, or communication lines to be installed in the future without disturbing the structure above but cautioned that this method has limitations for certain utilities, such as sewer lines. He added that while approval letters had been obtained for power, gas, and Comcast, Public Works' remaining concern involved potential water lines.

Commissioner Hill acknowledged the importance of protecting city service access but agreed that the likelihood of needing utilities in this location was minimal, given that the property backs onto a church. Chairman Dalton noted that although the Commission has granted variances on more constrained lots, this lot had room to meet code. He expressed concern about setting a precedent but suggested a compromise at four feet.

Mr. Shakespear stated he was willing to adjust the shed placement to four feet from the side property line. Commissioners agreed this was a reasonable compromise.

Derek Dalton made a motion to deny the Zoning Administrator's decision and modify the request to allow the shed to be placed four feet from the side property line, resulting in a 3.5 enrichment into a PU&DE. Trent Stirling seconded the motion. The vote was as follows: Sarah Moore "Aye," Trent Stirling "Aye," Deborah Dwyer "Aye," Derek Dalton "Aye," Jason Hill "Aye." The motion was carried unanimously.

2. Recommendation of a General Plan amendment, adding a Water Element addressing supply, planning, and conservation as required by §10-9a-403.

Planning and Zoning Administrator Shelby Moore introduced the proposed amendment to the General Plan to include a Water Element addressing supply, planning, and conservation, as required under Utah Code §10-9a-403. She explained that consultant Devan Fowels with Jones and DeMille would provide background on the legislative requirements and the proposed amendment.

Devan outlined that in 2022, the state passed Senate Bill 110, which mandates that communities incorporate a water use and preservation element into their General Plans by December 31, 2025. He emphasized that the General Plan provides broad vision and policy direction, while specific implementation details are included in related documents such as the Capital Facilities Plan, Impact Fee Facilities Plan, Impact Fee Analysis, and the city's Water Conservation Plan. He explained that the city engaged Jones and DeMille in February, held a kickoff meeting in March, and followed state guidance and checklists to prepare the draft amendment, which was submitted to the state in July. After minor revisions suggested by the state, the draft was returned to city staff and included on the Planning Commission agenda for recommendation.

He outlined the four core state-mandated sections of the Water Element: (1) understanding current and future water demand; (2) water conservation strategies for new development; (3) water conservation strategies for existing development; and (4) reducing water waste in city operations, including parks and public lands. He noted that existing city plans provided much of the necessary data, allowing the element to be completed efficiently and within state-provided funding. Adoption of this amendment would ensure compliance with state law and provide a foundation for long-term land use and water management decisions.

Vice Chair Sarah Moore asked whether the legislation included reporting requirements or a framework to measure goal achievement. Devan responded that reporting requirements were unclear, but Shelby clarified that after the General Plan amendment, city ordinances and policies would need to be updated to implement water-wise standards.

Community and Development Director Bill Cobabe explained that while the state provides regional benchmarks, Grantsville has flexibility in setting specific goals. He noted that the goals in the General Plan element were drawn primarily from existing city documents, including the Capital Facilities Plan, Impact Fee Facilities Plan, Impact Fee Analysis, and Water Conservation Plan. He emphasized that residential water use is a small percentage of overall consumption compared to agriculture, so the city's greatest impact would be in municipal, commercial, and industrial settings. Bill highlighted that water conservation policies rely heavily on voluntary participation, similar to how the city approaches affordable housing goals: policies and benchmarks are set, while compliance depends on participation and market forces.

Vice Chair Sarah Moore inquired about incentives for residents. Devan and Shelby confirmed that some programs and grants exist, such as rebates for replacing toilets, sprinkler controllers, and converting turf to water-wise landscaping. Commissioner Dwyer raised concerns about resident participation, and Devan noted that incentive programs can influence behavior, though uptake may be limited.

Commissioner Hill asked whether state funding extends beyond creating the plan and whether it could drive actual conservation results. Devan explained that state funding supports the development and adoption of the Water Element, while implementation relies on city resources

and code updates. Shelby added that grants are available for both new and existing residents to support water-wise landscaping improvements.

Commissioner Stirling asked who establishes the specific water goals outlined in the amendment. City Attorney Barker explained that Senate Bill 110 requires the Planning Commission to consider regional water conservation goals recommended by the Utah Division of Water Resources. While the legislature provides the framework, the Planning Commission and city staff determine the goals appropriate for Grantsville based on local conditions, existing plans, and available data.

Chairman Dalton asked what consequences would occur if Grantsville did not meet the goals. City Council Member Rhett Butler noted that the city had already met certain metrics, and the intent of the amendment is to improve beyond the baseline. Bill Cobabe added that most water use reductions would occur in municipal, commercial, and industrial applications rather than residential, emphasizing voluntary compliance over enforcement.

Commissioners Sarah Moore and Commissioner Hill emphasized balancing water savings with practical considerations, including cooling benefits from green turf and gradual adoption of new practices. Devan noted that some communities have achieved measurable water savings through utility bill incentives.

Jason Hill made a motion to recommend approval of the General Plan amendment, adding a Water Element addressing supply, planning, and conservation as required by §10-9a-403. Debra Dwyer seconded the motion. The vote was as follows: Sarah Moore “Aye,” Trent Stirling “Aye,” Deborah Dwyer “Aye,” Derek Dalton “Aye,” Jason Hill “Aye.” The motion was carried unanimously.

3. Recommendation of the proposed plat amendment for Harvest Meadows Subdivision to change the front yard setbacks from a 40’ foot to 30’ front yard.

Andy Lewis and Barry Bunderson were present to answer questions regarding the proposed plat amendment for Harvest Meadows Subdivision. Planning and Zoning Administrator Shelby Moore provided background, explaining that the subdivision had been approved in 2022 when the code required a 40-foot front yard setback. On corner lots, this resulted in two front yard setbacks, which created challenges because the lots were narrow, approximately 75 to 100 feet wide and roughly 230 feet long.

The applicants requested a reduction to a 30-foot front yard setback to allow more flexibility in home placement. Side yard setbacks would remain at 10 feet, even though the ordinance technically allows 7.5 feet. Shelby emphasized that only the front yard setback reduction was being requested.

Commissioner Hill asked whether reducing the front setback would allow for larger homes and increased builder income. Shelby explained that while the reduction could increase usable space, the ordinance's maximum building coverage would remain unchanged.

Commissioner Dwyer indicated she had no questions. Commissioner Stirling asked whether similar changes had been considered in past amendments. Chairman Dalton asked whether this was one of the zones previously adjusted from 40 to 30 feet. Shelby clarified that prior reductions had occurred in the R-1-12, RM-15, and R-1-8 zones, but the R-1-21 and agricultural zones had remained unchanged. Since Harvest Meadows is zoned R-1-21, the subdivision had been approved under the 40-foot requirement. The applicant had approached the city before the Commission considered lowering R-1-21 to 25 feet, so this request brings the development in line with the current 30-foot standard.

Chairman Dalton commented that his usual practice is to uphold standards established at the time of subdivision approval, but in this case, the adjustment aligns with recent code changes and would not significantly alter the neighborhood. Vice Chair Sarah Moore added that the reduction could result in less yard space to maintain, supporting the city's water-wise goals.

Sarah Moore made a motion to recommend approval of the proposed plat amendment for Harvest Meadows Subdivision to change the front yard setbacks from a 40' foot to 30' front yard. Jason Hill seconded the motion. The vote was as follows: Sarah Moore "Aye," Trent Stirling "Aye," Deborah Dwyer "Aye," Derek Dalton "Aye," Jason Hill "Aye." The motion was carried unanimously.

4. Approval of minutes from the August 25, 2025 Planning Commission Special Meeting.

Derek Dalton made a motion to approve the Planning Commission Regular Meeting Minutes from August 25, 2025. Trent Stirling seconded the motion. The vote was as follows: Sarah Moore "Aye," Trent Stirling "Aye," Deborah Dwyer "Aye," Derek Dalton "Aye," Jason Hill "Aye." The motion was carried unanimously.

5. Reports from City Staff.

Commissioner Dwyer asked whether future Planning Commission meetings would be scheduled on Tuesdays or Thursdays. Chairman Dalton stated he had no preference and noted that only two commissioners had voted so far. Commissioner Dwyer and Vice Chair Sarah Moore indicated that either day worked for them, with Commissioner Hill noting flexibility but that he had previously voted differently.

City Council Member Rhett Butler sought clarification on aligning Planning Commission meetings with the City Council schedule to meet the ten-day agenda review requirement.

Planning and Zoning Administrator Shelby Moore explained that proper coordination would satisfy this requirement.

Community and Development Director Bill Cobabe clarified that City Council notices require a 24-hour publication, so meetings must be scheduled with 14–15 days' notice. Shelby emphasized that holding Planning Commission meetings on the Tuesday before City Council meetings allows adequate preparation and reduces rushed submissions. Chairman Dalton summarized that Planning Commission meetings would remain on the first and third Tuesdays, with City Council meetings on the first and third Wednesdays. Shelby confirmed this was correct.

Bill Cobabe introduced the City's new planner, Tae-Eun Ko, who joined the team as the City planner and GIS analyst one and a half weeks prior. Tae-Eun Ko expressed excitement about joining the team. Vice Chair Sarah Moore and Chairman Dalton welcomed her, and Bill encouraged commissioners to reach out to staff with any questions or concerns, emphasizing his open-door policy.

The Commission discussed an upcoming planning conference on October 9–10. Bill highlighted that the conference focuses on citizen planners, practical training, terminology, and legal updates relevant to Planning Commission work. Commissioners were asked to check their calendars and indicate availability, with Shelby coordinating registrations. Commissioner Dwyer noted possible conflicts, and Vice Chair Sarah Moore said she would confirm her schedule. Bill emphasized that attending such conferences helps commissioners stay informed on planning law, zoning, and best practices, enabling better recommendations to the City Council.

Bill addressed variances and code consistency, noting that historical exceptions created unpredictability for staff and applicants. He suggested codifying standard rules and limiting variances to simplify processes while maintaining safety and alignment with city goals. Commissioner Dwyer agreed, emphasizing the importance of helping property owners develop land safely and compliantly while minimizing procedural barriers. Bill added that predictable standards reduce repeated variance requests and inconsistent outcomes. Vice Chair Sarah Moore acknowledged the balance between enforcing current code and streamlining development, noting that a dedicated planner and proactive code updates could reduce variance requests and clarify expectations.

Bill explained that the General Plan guides zoning and code amendments but is not regulatory. Comprehensive updates typically occur every five years to account for changes in community values, population trends, land use, and priorities. Commissioner Dwyer asked whether code amendments could occur on a case-by-case basis. Bill confirmed that targeted changes, such as those for Public Utility and Drainage Easements, could be proposed independently, although comprehensive updates should align with General Plan revisions. Chairman Dalton noted that variances would remain necessary due to unique property circumstances, and developers would continue to request adjustments even after code updates.

Item Discussed

6. Open Forum for Planning Commissioners.

Commissioner Hill asked what role, if any, the Planning and Zoning Commission had played in the recent transition of water service from the irrigation company to the city. Chairman Dalton clarified that the Commission had no involvement. Vice Chair Sarah Moore acknowledged that public misconceptions regarding the issue existed.

Commissioner Hill expressed concern about misinformation circulating among residents, particularly regarding a reported 20% administrative cost increase, and suggested that better public communication would help explain the city's decisions.

City Council Member Rhett Butler explained that the City Council had thoroughly discussed the matter over multiple meetings, including during public comment. He noted that a prior error in the reported administrative cost would be corrected to reflect the actual charges by the irrigation company. Commissioner Hill thanked him for the clarification, noting he had missed the relevant Council meeting. Chairman Dalton reiterated that the Planning Commission had no role in this matter.

Item Discussed

7. Report from City Council.

City Council member Rhett Butler formally recognized Commissioner Stirling, thanking him for his contributions and noting the impact of his tenure. The Commission and Councilmembers expressed their appreciation for his service.

Councilmember Butler then updated the Commission on City Council actions. He reported approval of the Phase One contract for Scenic Slopes Park, a 20-acre park on the southwest side of town. Funding would come from impact fees, a previously approved bond, and a \$750,000 grant. The initial phase would include a skateboard and pump track, as well as a baseball field for youth ages 13–18. Future phases would include smaller fields and a soccer field in a city-owned drainage basin. Vice Chair Sarah Moore confirmed City Council meetings were recorded, and Councilmember Butler affirmed that all meetings are recorded and publicly available.

Item Discussed

8. Adjourn.

Trent Stirling made a motion to adjourn. Debra Dwyer seconded the motion. The vote was as follows: Sarah Moore “Aye,” Deborah Dwyer “Aye,” Derek Dalton “Aye.” The motion was carried unanimously. The meeting adjourned at 8:43 p.m.