

Town Council Work Meeting  
July 9, 2025  
FINAL Minutes

Council

Jean Krause-Mayor  
Paul Luwe  
Valerie Wenz  
April McKeon  
Mistie Baird-Zoom

Attendance

Krystal Percival-Clerk  
Monica Bowcutt  
Rod Mills  
Heath Snow- Zoom  
Becky Galvez  
Kent Peterson

Online

Thomas Iphone  
Jpage  
Marks Iphone  
Darlene Pope  
Charles Matsler

**WORK MEETING: 6:05pm**

**A. CALL TO ORDER Jean Krause**

**DISCUSSION ITEMS:**

**A. NON-ACTION ITEMS / NO VOTE**

1. Adoption of Impact Fees from 2019 Impact Fee Study that were never properly adopted

Councilmembers noted that an impact fee study was conducted in 2019; however, it was never formally adopted. The Council expressed interest in having Rod Mills, the Town Engineer, review the study, properly evaluate its contents, and re-assess the proposed fees. A public hearing on the matter is tentatively planned for August.

2. Creation of Community Development Department

Heath Snow stated that the matter must be addressed by ordinance.

3. Drafting of job description for Director of Community Development

The Council directed that Mark Meyers send a job description to the Council for review after he arrives.

4. Review of any ordinances from Planning Commission

The Council noted that the Parking Lot Ordinance is still being reviewed and developed by the Planning Commission.

**Open Space Zoning Ordinance Update**

Heath Snow suggested adding specific prohibited uses, such as short-term rentals and hotels, and reducing the minimum area requirement from 40 acres to 10 acres to encourage the preservation of open space. They also discussed the need to explicitly list prohibited uses to strengthen enforcement, though Heath noted some legal considerations about catch-all clauses in Utah. The Council decided to vote on the updated ordinance next week, alongside the parking space ordinance, while the live-work ordinance would be addressed subsequently.

## **Ordinance Language Amendment Discussion Live-Work & Short-Term Rentals**

Heath Snow recommended amending the ordinance to replace the term "unit" with "dwelling" for consistency, particularly in the context of "live work" definitions. Heath suggested this change for clarity and recommended it be presented to the Town Council, noting it would not require a new Public Hearing. Darlene Pope agreed to contact the original authors of the ordinance to confirm their preference for the change before submitting it to the mayor. Additionally, the Council inquired about the review of short-term rental overlay zones and unlisted uses. Darlene Pope confirmed that these items were included in the recent vote, clarifying any potential confusion.

## **DRC Review Code Amendment& Complaints**

The meeting focused on amending the Municipal Code to require DRC conceptual review for specific development applications, including subdivisions, conditional use permits, and short-term rental overlay zones. Heath Snow and the Council discussed adding a requirement for applicants to indicate DRC review by checking a box on application forms. Darlene Pope clarified that this requirement would apply to six types of applications, including lot line adjustments and road dedications. The Council also agreed to delete an onerous complaint procedure from the land use code and relocate it to the administrative section. Heath Snow suggested that this procedure could be placed under Title 2 or Title 3 of the Municipal Code.

## **CLOSE PUBLIC MEETING AND OPEN CLOSED MEETING**

closed meeting will be held at 114 S. Mill St. Virgin UT. 84779 (old Church)

**52-4-205(1)(d)** strategy sessions to discuss the purchase, exchange, or lease of real property, if public discussion would:

(i) disclose the appraisal or estimated value of the property under consideration; or (ii) prevent the public body from completing the transaction on the best possible terms

**52-4-205(1)(m)** deliberations, not including any information gathering activities, of a public body acting in the capacity of;

(i) an evaluation committee under Title 63G, Chapter 6a, Utah Procurement Code, during the process of evaluating responses to a solicitation, as defined in Section 63G-6a-103

**52-4-205(1)(a)** discussion of the character, professional competence, or physical or mental health of an individual

Jean Krause made a motion to close the work meeting and open the closed meeting / April McKeon seconded the motion

Roll call vote:

Jean Krause-AYE

Paul Luwe- AYE

Valerie Wenz- AYE

April McKeon -AYE

**Result:** Motion carried unanimously

Jean Krause made a motion to close the Close Meeting and open the Work Meeting / Valerie Wenz seconded the motion / **Vote:** All Aye; No Nay. The motion carried unanimously

**ADJOURN MEETING 8:45pm**

Motion to adjourn work meeting

Paul Luwe Made a motion to adjourn / Valerie Wenz seconded the motion / **Vote:** All Aye; No Nay.  
The motion carried unanimously

  
Krystal Percival Clerk/Recorder

November 18 2025  
Approved Date