

Planning Commission Meeting

Meeting minutes

October 1, 2025

7:00 P.M. Levan Town Hall

Present at Meeting: Planning Chairman Nate Washer, Council Member Rachel Goates, Commissioner Conner Lunt
Christine Carrigan, Clerk. Chantal Rowley, Treasurer/meeting recorder
Also present: Carol Bennett, Russ & Christie Mangelson

Also Present: Carol Bennett, Chad Van Ausdal **Opening Business**

Chair Nathan Washer opened the Planning Commission meeting for October 1, 2025, at 7:00 p.m. Commissioners Connor Lunt and Rachel Goates were present. Chair Washer offered a prayer, followed by Commissioner Lunt leading the Pledge of Allegiance.

Action/Discussion Items

Discussion

No discussion occurred on this general agenda item.

Request for Setback Variance / Building Permit Guidance – 79 N 400E

The Commission reviewed a written request from a property owner at 79 N 400E regarding a variance for setback requirements. The property owner was not present at the meeting. Chair Washer noted that the owner had submitted a letter outlining several options, including requesting a variance from the 30-foot setback requirement, demolishing or modifying the front of the structure, or exploring other potential solutions.

Chair Washer reported that a building inspector had advised that if the owner wanted to convert the existing garage into living quarters, they would need to remove the first 5 feet of the structure to meet setback requirements, and the entire building would require reinspection to ensure it meets residential code standards. The Commission noted concerns about whether the existing structure had proper footings.

Commissioner Washer asked if creating an open porch might be an option, but it was clarified that regardless of modifications, the entire structure would need to be brought up to residential code if converted to a home. The Commission also noted that they had responded to the owner's initial email but had received no further communication, despite follow-up attempts.

Without the property owner present for discussion, the Commission was unable to provide further guidance on the matter.

Flag Lot Questions – Case Property

Commissioner Lutt reported that this agenda item also could not be addressed as the property owner was not present. He mentioned speaking with the property owner earlier that day, and she did not appear interested in pursuing the flag lot option. With no one present to discuss the matter, the Commission moved on to the next agenda item.

Approval of Past Minutes

The Commission reviewed the minutes from the August 6, 2025, Regular Planning Meeting.

Motion: Commissioner Rachel Goates moved to approve the minutes for the August 6, 2025 Planning Commission meeting. Commissioner Connor Lunt seconded the motion. The motion passed unanimously.

Permit Applications

The Commission reviewed a building permit application from Gus and Kady Rowley for an outbuilding on their corner property. Commissioner Lunt presented the site plan, explaining that the proposed shop would be separate from the existing house with no utilities planned. The Commission verified the setback measurements: 30 feet from the road, 5 feet from the side, and 30 feet from the back.

Through calculations, the Commissioners determined there would be approximately 75 feet between the house and the proposed shop, confirming compliance with all setback requirements. The structure was described as a shell with no power or water.

Motion: Commissioner Connor Lunt moved to approve the outbuilding permit for Gus and Kady Rowley. Commissioner Goates seconded the motion. The motion passed unanimously.

Reports

Chair Washer noted that the office had issued several permits recently, including:

- A reroof permit for J. Guerra
- A fence permit for Taylor Bryan
- A fence permit for Rose Ballow

During this portion of the meeting, a member of the public inquired about whether the Commission had a formal policy and procedure for variance requests. Chair Washer indicated he would need to look into the specifics as this was the first variance request they had considered during his tenure.

The Commission clarified that regarding the earlier 79 N 400E property, they would not grant a setback variance to allow the existing structure to be classified as a home without proper inspection and code compliance. The owner would need to modify the structure to meet setback requirements and have it properly inspected.

Adjourn

Motion: Commissioner Rachel Goates moved to adjourn the meeting. Conner Lunt seconded the motion. The motion passed unanimously. Meeting adjourned at 7:12 pm.

Christine Carrigan, Clerk