

Town of Leeds

Planning Commission Meeting for Wednesday, December 3, 2025

1. Call To Order/Roll Call: 7:00 PM

ROLL CALL:	<u>Present</u>	<u>Absent</u>
CHAIR: CHUCK BENTLEY	<u>X</u>	<u> </u>
COMMISSIONER: KEN HADLEY	<u>X</u>	<u> </u>
COMMISSIONER: LAURIE SULLIVAN	<u>X</u>	<u> </u>
COMMISSIONER: ALAN ROBERTS	<u>X</u>	<u> </u>
COMMISSIONER: DAVID RHOADS	<u>X</u>	<u> </u>
TOWN PLANNER: SCOTT MESSEL	<u>X</u>	<u> </u>

2. Invocation: Commissioner Roberts

3. Pledge of Allegiance

4. Declaration of Abstentions or Conflicts: None

5. Agenda:

a. Tonight's Agenda of December 3, 2025

Motion to approve made by Commissioner Sullivan, 2nd by Commissioner Roberts.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: CHUCK BENTLEY	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: DAVID RHOADS	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: KEN HADLEY	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: LAURIE SULLIVAN	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: ALAN ROBERTS	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

b. Meeting Minutes of October 1, 2025

Motion to approve made by Commissioner Roberts, 2nd by Commissioner Rhoads.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: CHUCK BENTLEY	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: DAVID RHOADS	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: KEN HADLEY	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: LAURIE SULLIVAN	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: ALAN ROBERTS	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

c. Meeting Minutes of October 1, 2025, Work Session

Motion to approve made by Commissioner Sullivan, 2nd by Commissioner Roberts.

ROLL CALL VOTE:	Yes	No	Abstain	Absent
CHAIR: CHUCK BENTLEY	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: DAVID RHOADS	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: KEN HADLEY	<u> </u>	<u> </u>	<u>X</u>	<u> </u>
COMMISSIONER: LAURIE SULLIVAN	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: ALAN ROBERTS	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

6. Announcements: December 6, 2025, Christmas Celebration starting at 2:30pm and then Tree Lighting at 5:45pm. December 13, 2025, 12:00pm Wreaths Across America at the cemetery.
7. Staff Reports: NONE
- a. Review of the Annexation Policy:

Commissioner Roberts: It is important that as a Planning Commission there are times, we are going to miss some meetings, but keep in mind those meeting minutes are not official until they are approved. As we have some discussion today the idea is to bring up those question marks on what we want to be working on as a Planning Commission.

The other thing is, that I have been looking into is the terms of our commission. These seats are 5-year terms. There are some that may not be 5-year terms because of taking over another commissioner's seat after resigning.

Review of the annexation policy, there is a small portion that has to do with the planning commission, generally they will be looking for a zone. That is what comes before us. There are some issues with the map. We need to clean some things up. A lot of those unincorporated areas are going to be open space.

Discussion of the annexation map and the boundaries that are on the map. Discussion on the locations of different projects and their locations.

- b. Review of the Animal Ordinance

Right now, we see the animals attached to each zone, and so it's not something that's collected in one specific ordinance. You have to go through each zone and then deal with your animal ordinance that way overall.

The reason that was through the zone is so minimum size lot. You did not get sheep on a 10,000-foot lot. You got a one-acre lot, and then you got more on a five acre.

You can go based on size. Of course, the unincorporated area has much bigger lots than you do in town, but they have it in one place in the definitions. They have one that defines the size of the animals. They are small, medium, and large. Then they have the animal units, and it's one large animal for every 12,500 square feet. It doesn't matter what zone the county is to say in any residential or ag zone, they're okay with, and it may not be appropriate in the town to have a large animal on every lot, but I'm just using this as an example they based it upon square footage and decided that they were fine with it in all the zones, and so it's really easy for people to know in the unincorporated areas how many animals they have.

Discussion on having a work meeting to continue the discussion and to put on a future agenda.

- c. Training: Understanding Land Use Changes

Scott Messel goes over the book that he handed out The Utah Land Use Institute Ground Rules: Your Handbook to Utah Land Use Regulation. Discussion on the State Land Use Regulations an overview. Scott stated that he will be doing more training and will keep the commission posted and updated on different bills that are coming up. Scott states that one thing I encourage everyone to look at, even those in the audience, is this website right here. You have the utahlanduse.org. They are part of the group. You have heard the name Wilf Summercorn, because once you hear it, you don't forget it. Kind of an unusual name, but Wilf Summercorn he is, going years back, he is kind of one of the forefathers of, or foremost authorities in land use and planning in the state. He was involved a lot with Craig Hall in the early days. Craig Hall's the one that authored the book that you have before you and Wilf are very involved. He has been a planner for about 40 years and he's very involved at the state level. He shares his opinions and just lets everyone know what's coming just at the state level and what is going on throughout the state with land use. He has a blog but even if you do not go to the blog part of it the Utah Land Use Institute has different training, and we've used some of

those trainings in the past or have them come down and do the training. I just encourage everyone to check that out.

Adjournment at 7:59 PM

Approved this 7th Day of January 2026

Chuck Bentley, Planning Commission Chair

ATTEST:

Cari Bishop, Clerk/Recorder