

Mayor
T. Colten Johnson
City Manager
Kyler Ludwig
Treasurer
Danielle Ramsay



City Council
Arlon Chamberlain
Chris Heaton
Boyd Corry
Peter Banks
Steve Shrope

KANAB CITY PLANNING COMMISSION

26 North 100 East
Kanab, UT 84741

January 6, 2026

NOTICE is hereby given that the Kanab Planning Commission will hold its regular Commission Meeting on the 6th day of January 2026, in the City Council Chambers at the Kanab City Office located at 26 North 100 East in Kanab. The Planning Commission meeting will convene at 6:30 PM and the agenda will be as follows:

Agenda Items:

1. Nominate and vote for a new Chair and Chair Pro-tem
2. Call to Order and Roll Call
3. Public Comment Period – Members of the public are invited to address the Planning Commission. Participants are asked to keep their comments to 3 minutes and follow rules of civility outlined in Kanab Ordinance 3-601

Administrative Decision Items:

1. **None**

Legislative Decision:

2. **PUBLIC HEARING** Discussion and recommend to City Council a text amendment for Land Use Ordinance Chapter 4 adopting a minimum set back along Highway 89A for any development along the highway frontage.

Work Meeting:

3. Discussion about subdivisions improvements for minor subdivisions outlined in Kanab City Subdivision Ordinances.

Staff Report:

Commission Member Report:

Council Member Liaison Report:

Times listed for each item on the agenda may be accelerated as time permits or may be taken out of order as moved upon by the commission. If you are planning to attend this public meeting and due to a disability need assistance in understanding or participating in the meeting, please notify the City eight or more hours in advance of the meeting, and we will try to provide whatever assistance may be required. Please contact the Kanab City Offices.

– A Western Classic –

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Kanab City Planning Commission Staff Report

File Number 20260105

Date:	January 5, 2026
Meeting Date:	January 6, 2026
Agenda Item:	PUBLIC HEARING Discuss and recommend to City Council a text amendment to the Land Use Ordinances, Chapter 4 Supplementary Regulations to adopt a minimum set back along Highway 89A for any development along the highway frontage.

Attachments:

- Exhibit A: Proposed Amendment(s) with Red Lines**

Summary:

A text amendment to update the Land Use Ordinance, Chapter 4 Supplementary Regulations. The amendment is to adopt setbacks preserving the highway corridor for future growth and expansion.

Recommended Motion:

I move to send a positive recommendation to City Council to adopt changes to the Kanab City Land Use Ordinances identified in exhibit A of the staff report for 20260105.

I move to send a negative recommendation to City Council.

I move to send a positive recommendation to City Council to adopt changes to the Kanab City Land Use Ordinances identified in exhibit A of the staff report for 20260105 with the following amendments:

I move to continue the discussion to the following meeting:

– A Western Classic –

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Exhibit A: Proposed Amendment with Red Lines

Kanab

Land Use Ordinance

Chapter 04 – Supplementary Regulations

Lots or parcels

- 4-1 Substandard Lots at Time of Ordinance Passage
- 4-2 Lot Standards
- 4-3 Cul-de-Sac Lot Frontage Requirements
- 4-4 Highway Corridor Setbacks**
- 4-45 Every dwelling to be on a Lot – Exceptions**
- 4-56 Yard Space for One Building Only**
- 4-78 Sale or Lease of Required Space**
- 4-89 Minimum Lot Size Required for Subdivision**

Buildings, Dwellings, and Yard Setbacks

- 4-67 Residential Occupancy Standards**
- 4-9 Yards to be Unobstructed—Exceptions**
- 4-10 Area of Accessory Buildings – Guest Houses
- 4-11 Building Height Calculation
- 4-12 Exceptions to Building Height Limitations
- 4-13 Minimum Height of Main Buildings
- 4-14 Maximum Height of Accessory Buildings

Miscellaneous development standards

- 4-15 Clear View of Intersecting Street
- 4-16 Maximum Height of Fences, Walls, and Hedges
- 4-17 Water and Sewer Requirements
- 4-18 Curbs, Gutters and Sidewalks
- 4-19 Effect of Official Map
- 4-20 Flag Lots - Special Provisions
- 4-21 Private Lanes - Special Provisions
- 4-22 Temporary Lodging
- 4-25 Domestic Farm Animals
- 4-26 Residential Zones Design Standards
- 4-27 American National Standard Manufactured Home Installations
- 4-29 Streets and Trails Connectivity
- 4-32 Outdoor Residential Lighting

Home Occupations, Group Homes, Leasing Property, R&D, and IADUs

- 4-23 Handicapped Residential Facilities
- 4-24 Elderly Residential Facilities

| Adopted January 22, 2008; Amended February 11January XX, 2026

Kanab

Land Use Ordinance

Chapter 04 – Supplementary Regulations

- 4-28 Home Occupations**
- 4-30 Residential Facilities for Persons with Disability**
- 4-31 Research and Development Activities**
- 4-33 Short Term Leases of Residential Properties**
- 4-34 Internal Accessory Dwelling Units**
- 4-35 Archery Range**
- 4-34 Internal Accessory Dwelling Units**
- 4-35 Archery Range**

Section 4-1 Substandard Lots at Time of Ordinance Passage

Any lot legally held in separate ownership at the time of passage of this Ordinance, which lot is below the requirements for lot area or lot width for the district in which it is located may be used for a single-family dwelling if such lot is located in a district which permits single-family dwellings. The width of each of the side yards for such a dwelling may be reduced to a width which is not less than the same percentage of the lot width as the required side yard would be of the required lot width, provided that in no case shall the smaller of the two (2) yards be less than five (5) feet or the total width of the two (2) yards be less than thirteen (13) feet.

Section 4-2 Lot Standards

Except as provided in this Ordinance, every lot, existing or intended to be created, shall have such area, width, and depth as is required by this Ordinance for the zone in which such lot is located and shall have frontage upon a dedicated public street, unless a private lane has been approved in accordance with section 4-21 of this chapter, or private street approved through the subdivision platting process as set forth in Kanab City Subdivision Ordinance, before a building permit may be issued.

Section 4-3 Cul-de-Sac Lot and Street Requirements

Lots in an approved subdivision, which front on a cul-de-sac shall be approved for construction with frontages as shown on the plat. The lots shall be required to meet the frontage requirements of the zone in which they are located, at the required front yard setback. See Exhibit A, Illustration 13 Kanab City Transportation Master Plan for specific configurations.

Section 4-4 Highway Corridor Setbacks

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Kanab

Land Use Ordinance

Chapter 04 – Supplementary Regulations

In coordination with the Utah Department of Transportation (UDOT), and to accommodate current and future highway corridor needs, Kanab City requires a minimum setback of forty-five feet (45') from the property line along the east side of State Road 89A (SR-89A). This setback requirement shall apply to all zoning districts and all properties located on the east side of SR-89A and shall apply to all new principal, accessory structures, and additions.

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Section 4-4-5 Every Dwelling to be on a Lot – Exceptions

Every dwelling structure shall be located and maintained on a separate lot having no less than the minimum area, width, depth and frontage on a city street as required by this Ordinance for the district in which the dwelling structure is located, except that group dwellings, cluster dwellings, condominiums, and other multi-structure dwelling complexes under single ownership and management, which are permitted by this Ordinance and have approval from the Kanab City Planning Commission, may occupy one (1) lot for each such multi-structure complex.

Section 4-5-6 Yard Space for One Building Only

No required yard or other open space around an existing building or which is hereafter provided around any building for the purpose of complying with the provisions of this Ordinance shall be considered as providing a yard or open space for any other building; nor shall any yard or other required open space on an adjoining lot be considered as providing a yard or open space on a lot where on a building is to be erected or established.

Section 4-6-7 Residential Occupancy Regulations

Purpose: –Over-occupancy of dwelling units creates health and safety dangers to home occupants and their neighbors. These dangers include fire hazards, spread of disease to occupants and the general population, an opportunity for domestic violence and abuse, effects to mental health and other adverse impacts on the peace, comfort, and safety of residents. To protect against these dangers, the City established regulations limiting the number of occupants in a residence. These regulations are intended to ensure a good living environment in residential neighborhoods and reduce vehicle congestion, noise and overwhelming of public utilities. In general, the limitations are based on the size of the house, the size and number of bedrooms, the relationships of the residents, and fire safety standards. Failure to comply with any portion of these requirements constitutes a violation of legal occupancy allowances.

| Adopted January 22, 2008; Amended February 11January XX, 20265

Minor Subdivision Discussion

Residential § 2B-10

Commercial § 2A-2

Discussion Item for Minor Subdivision amendments. The items listed below are suggestions from staff and what we see in other ordinances or standards that have been adopted through our ordinances and other municipalities. Please review these and the current ordinance for the discussion.

Purpose/Definition:

Minor Subdivision shall be defined as a subdivision of ten (10) or fewer lots from a parcel which meet the following criteria:

1. Zoning Designation: The proposed lots within the minor subdivision meet the minimum lot size for the current zoning designation.
2. Access: All lots have acceptable access to a public street, private road, or private lane
3. Area Requirements: Each proposed lot meets the minimum frontages, width and area requirements for the current zoning designation. Any flag lot(s) within the minor subdivision shall be required to comply with §2A-8

Authority (Residential):

The Subdivision Review Committee (SRC) shall have the authority to approve or deny a residential (one-, two- family lots and townhomes) minor subdivision application in accordance with the regulations of this chapter, the General Ordinances, Land Use Ordinances and Design Standards for Construction.

Application & Subdivision Improvements:

- **Final Plat containing the following:**

- Drawn at a scale no smaller than
- North Arrow
- Name of Subdivision
- All existing and proposed roadways in the vicinity of the proposed development with names & widths of right of ways
- Survey meeting Utah Code
- Layout & dimensions of proposed lots with lot areas in square feet and addresses
- Location, dimensions & labeling of other spaces including any open spaces, parks, trails, & public spaces.
- Easements shown on all lots
- Owner's dedication language
- Signature blocks for Public Works Director, Land Use Administrator, City engineer, City Surveyor and City Attorney

- **Grading and Drainage Plan containing the following:**

- Drawn to scale
- North arrow & name of subdivision
- Road & lot layout
- Topographic contours at no greater interval than 2'
- Areas of substantial earth moving with an erosion control plan
- Location of any 100-year flood plain as designated by the Federal Emergency Management Agency (FEMA)
- A storm drain plan showing water flow directions, inlets, outlets, catch basins, waterways, culverts, detention basins, orifices plates, outlets to off site facilities, and off site drainage facilities planned to accommodate project drainage and detention storage for the 2-year, 10-year, and 100-year storm event.
- Location of existing water conveyance facilities, including water courses, flume, pipeline, canals, ditches, springs, wells, culverts, and storm drains
- Any existing wetlands

- **Utility Plan containing the following:**
 - Drawn to scale
 - North arrow & name of subdivision
 - Road & lot layout
 - All existing and proposed utilities including sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, power lines
 - Septic Feasibility if not within 300-foot of city sewer system
 - Location and dimension of all utility easements
- **Street Plan and Design containing the following:**
 - Drawn to scale
 - North arrow & name of subdivision
 - Road & lot layout
 - All existing and proposed street layout and design detail
 - Proposed street name
 - All minor subdivisions with three (3) residential lots or more are required to design street in accordance with Kanab City Design Standards for Construction
- **Other Documents Required:**
 - Title Report
 - Soils Report and Geological Hazards Study
 - Drainage and Hydrology Report
 - Traffic Report, when requested by City Engineer
 - Other reports as indicated in Kanab City Land Use Ordinance Chapter 11 Sensitive Lands when the subdivision is located within sensitive lands identified on map or in Chapter 11.

Review of Application (Residential):

1. The SRC shall check compliance with the City's general plan, general ordinances, land use ordinance, subdivision ordinance, design standards for construction, and other appropriate regulations.

- a. If the review identifies any inadequacy in the information submitted, noncompliance with City regulations, questionable or undesirable design or engineering, the Land Use Administrator shall forward the review comments in writing to the applicant. Review of the minor subdivision plan shall follow the process outlined within this ordinance.
- b. If deviations from city code are identified that cannot be resolved through the review process, the applicant can request in writing to have the application placed on hold for up to 120 days to seek approval for ordinance petitions, zone changes, or development agreements through Planning Commission and City Council.

2. Findings and Considerations:
 - a. After the fourth or final review, the SRC, as applicable, shall make findings regarding the submitted minor subdivision plan, specifying the approval or denial of the subdivision. The Land Use Administrator shall forward the findings to the applicant.
3. Appeal:
 - a. The applicant may appeal any decision of the SRC as outlined within this ordinance.

Expiration of Minor Subdivision Approval

1. Once the SRC has approved the minor subdivision, the subdivider shall have one (1) year from the date of approval to record the plat or begin construction of the required subdivision improvements. If recordation or construction has not taken place within the specified time limitation, the approval shall become null and void. This time period may be extended by the Land Use Administrator for up to an additional six (6) month period for good cause shown. The subdivider must petition in writing for this extension prior to the expiration of the original six (6) month period.

Building Permits

1. A building permit shall not be issued until the final plat has been recorded and the subdivision improvements have been accepted and approved by the city/ approving entity; or a guarantee of improvements has been provided as outlined in §4-2 of this ordinance.

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Subdivision Ordinance

Chapter 2A Subdivision Process

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City, including all subdivisions (except for 1-2 family residential), condominium plats, plat amendments, plat vacations, and lot-line adjustments.

Chapter 2A Table of Contents

Section 2A-1 Initial Application

Figure 1 – Initial Application Process

Section 2A-2 Minor Subdivisions

Figure 2 - Minor Subdivision Process

Section 2A-3 Subdivisions (10 or More Lots)

Figure 3 - Preliminary Plat Application Process

Figure 4 - Final Plat Application Process

Section 2A-4 Vacating or Amending a Subdivision Plat

Figure 5 – Plat Vacation or Amendment Process

Section 2A-5 Boundary Adjustment

Section 2A-6 Record of Condominium Plat

Section 2A-7 Recording of Conservation Parcels

Section 2A-8 Flag Lots

Section 2A-2 Minor Subdivision (9 or Fewer Lots)

Commented [KC1]: State Code allows for 10 or less

2A-2.1. An applicant may subdivide property into less than 10 lots as a minor subdivision, provided that all proposed lots or parcels front a dedicated public street or private street, comply with the applicable zone standards, and are approved through the process as outlined herein.

Commented [KC2]: In 2024, during the major changes to the subdivision ordinance City Council changed the requirements that commercial requirements need to front a public or private road and could not front a private lane.

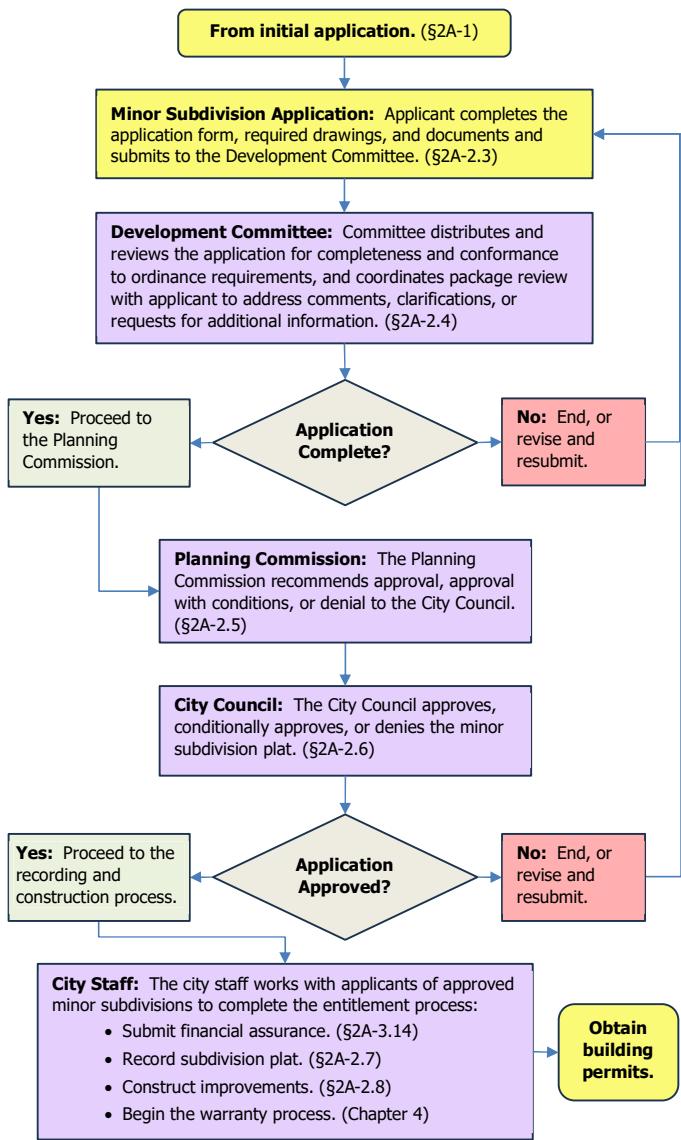
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Subdivision Ordinance

Chapter 2A Subdivision Process

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City, including all subdivisions (except for 1-2 family residential), condominium plats, plat amendments, plat vacations, and lot-line adjustments.

Figure 2 - Minor Subdivision Process



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Subdivision Ordinance

Chapter 2A

Subdivision Process

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City, including all subdivisions (except for 1-2 family residential), condominium plats, plat amendments, plat vacations, and lot-line adjustments.

2A-2.2. Initial Application

An applicant shall complete the initial application process as outlined in Section 2A-1.

2A-2.3. Minor Subdivision Application

Following completion of the initial application process, an applicant shall complete and submit an application form for a minor subdivision to the Kanab City Development Committee. The application shall be accompanied by the following and a completed checklist showing the applicant included all elements:

2A-2.3.1. The name of applicant or authorized agent and contact information.

2A-2.3.2. The subdivision name.

2A-2.3.3. The property address and parcel number.

2A-2.3.4. Minor Subdivision Plat Drawing: Four (4) 24" x 36" size copies and twelve (12) 11" x 17" size copies of a Minor Subdivision Plat drawing. The plat shall include:

2A-2.3.4.1. The proposed subdivision name;

2A-2.3.4.2. The name and address of the applicant, engineer, or surveyor for the subdivision and owners of the land to be subdivided;

2A-2.3.4.3. The boundary dimensions and legal description of the subdivision and each lot therein, with accuracy within 0.010' and with the point of beginning clearly labeled;

2A-2.3.4.4. A minimum scale of 1" = 50';

2A-2.3.4.5. Existing rights-of-way and easement grants of record for streets, underground utilities and other public purposes;

2A-2.3.4.6. A north arrow facing the top of right margin;

2A-2.3.4.7. The latest date on each sheet;

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Subdivision Ordinance

Chapter 2A

Subdivision Process

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City, including all subdivisions (except for 1-2 family residential), condominium plats, plat amendments, plat vacations, and lot-line adjustments.

- 2A-2.3.4.8. The acreage or square footage for all parcels or lots and the length and width of the blocks and lots intended for sale;
- 2A-2.3.4.9. A legend of symbols;
- 2A-2.3.4.10. All survey monuments;
- 2A-2.3.4.11. The street-indicating numbers and/or names and the lots numbered consecutively;
- 2A-2.3.4.12. The location, width, centerline bearings and curve data (including delta angle, radius, length, tangent and the long cord on curves) and other dimensions of all existing proposed or platted streets and easements;
- 2A-2.3.4.13. The streets, lots, and properties within two hundred feet (200') surrounding the subdivision shown in ghost lines; and
- 2A-2.3.4.14. The approval signature blocks for:
 - 2-2.3.4.14.1. Owner's dedication and acknowledgment;
 - 2-2.3.4.14.2. Surveyor's stamped certificate with the subdivision boundary legal description;
 - 2A-2.3.4.14.3. City Surveyor's approval;
 - 2A-2.3.4.14.4. City Engineer's approval;
 - 2A-2.3.4.14.5. City Attorney's approval as to form;
 - 2A-2.3.4.14.6. Director of Public Works' approval;
 - 2A-2.3.4.14.7. Planning Commission acceptance;
 - 2A-2.3.4.14.8. City Council approval; and
 - 2A-2.3.4.14.9. County Recorder's certificate.
- 2A-2.3.5. Utility Service Commitment Letters: A letter from the power, water, and sewer utility provider stating its commitment to provide service to the proposed project and to be operational prior to the issuance of any building

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Subdivision Ordinance

Chapter 2A

Subdivision Process

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City, including all subdivisions (except for 1-2 family residential), condominium plats, plat amendments, plat vacations, and lot-line adjustments.

permit. The application must also include written approval from the Public Health Department if it is determined that the property is not serviced by the public sewer system.

2A-2.3.6. Lot Addresses: A list of street addresses for each lot, numbered in accordance with the Kanab City address grid system.

2A-2.3.7. Title Report: A title report prepared within the previous 30 days.

2A-2.3.8. Any additional items that may be requested by the Development Committee during the initial application process.

2A-2.3.9. Fee: The minor subdivision plat fee as outlined in the Kanab City Land Use Ordinance.

2A-2.3.10. Signature and Acknowledgement: By signing the Minor Subdivision application form, the applicant acknowledges:

2A-2.3.10.1. That the applicant or agent of the applicant has read the Subdivision Ordinance;

2A-2.3.10.2. That the applicant understands the provisions of the Subdivision Ordinance; and

2A-2.3.10.3. That the applicant will fully and completely comply with the provisions and requirements contained therein.

2A-2.4. Development Committee Review:

2A-2.4.1. The Development Committee shall review the application and accompanying documentation for compliance with this ordinance.

2A-2.4.2. Copies of the application and accompanying documentation may be furnished to the City Attorney, City Engineer, Public Works Department, or other interested parties, who will review the documentation and make recommendation back to the Development Committee.

2A-2.4.3. Additional information such as a soils investigation, drainage study, deed restrictions, or other information

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Subdivision Ordinance

Chapter 2A

Subdivision Process

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City, including all subdivisions (except for 1-2 family residential), condominium plats, plat amendments, plat vacations, and lot-line adjustments.

deemed necessary to fulfill the purpose of this ordinance as described may be requested from the applicant by the Development Committee during the review.

2A-2.4.4. Once all information requested has been furnished, evaluated, and addressed to the satisfaction of the Development Committee, the application will be forwarded to the Planning Commission and placed in the next available meeting agenda.

2A-2.5. Planning Commission Public Meeting: The Kanab City Planning Commission shall hold a public meeting on the application and recommend its approval, denial, or modification to the City Council.

2A-2.6. City Council Public Meeting: The Kanab City Council may hold a public meeting based on the Planning Commission recommendation on the application, and shall approve, deny, or approve with conditions.

2A-2.7. Owner's Duty to Record: The owner(s) of the approved minor subdivision shall record the approved Minor Subdivision Plat in the Kane County Recorder's Office. An applicant's failure to record within one year of City Council approval shall render the subdivision void. In such case, the applicant must commence the subdivision process anew.

2A-2.8. Improvement Requirements for Building Permits in Minor Subdivisions:

2A-2.8.1. Building permits shall not be issued until utilities are available for connection to and adequate fire protection is in place for the lot or parcel proposed for construction, in accordance with City requirements. A utility plan may be required by the utility provider as part of this process.

2A-2.8.2. Street improvements such as curb, gutter, and sidewalk are required prior to the issuance of a building permit through one or both of the following means:

2A-2.8.2.1. Construct street improvements to match existing conditions on adjacent or contiguous properties; or

2A-2.8.2.2. Sign a "non-opposition" waiver for a future special improvement district.

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Subdivision Ordinance

Chapter 2A

Subdivision Process

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City, including all subdivisions (except for 1-2 family residential), condominium plats, plat amendments, plat vacations, and lot-line adjustments.

2A-2.8.3. Sidewalks must be installed prior to an occupancy permit being issued, unless the requirement is waived by the Kanab City Council.

2A-2.8.4. Certain improvement requirements set forth in this Ordinance may be waived by the City Council in a public meeting, upon recommendation from the Development Committee and Planning Commission.

Commented [KC3]: Staff suggests that the subdivision improvements are discussed and required with the Land Use application and not with the Building Permit.

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Subdivision Ordinance

Chapter 2B

Subdivision Process (1-2 Family Residential)

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City where the intended use is for 1-2 family residential.

Chapter 2B Table of Contents

- Section 2B-1 Scope of Applicability
- Section 2B-2 Interpretation and Conflict of Laws
- Section 2B-3 Subdivision Land Use Authority
- Section 2B-4 Subdivision Appeal Authority
- Section 2B-5 Pre-Application Meeting
- Section 2B-6 Subdivision Application Process
- Section 2B-7 Review
- Section 2B-8 Approval
- Section 2B-9 Post Approval Actions
- Section 2B-10 Minor Subdivision
- Section 2B-11 Vacating or Amending a Subdivision Plat
- Section 2B-12 Boundary Adjustment

Section 2B-10 Minor Subdivision (9 or fewer lots)

Commented [KC1]: State code allows for 10 or less

2B-10.1. An applicant may subdivide property into less than 10 lots as a minor subdivision, provided that all proposed lots or parcels front a dedicated public street or private street, comply with the applicable zone standards, and are approved through the process as outlined herein.

Lots may front a private lane, in lieu of a dedicated public street, under the following conditions:

- i. All requirements are met in Chapter 4-21 of the Land Use Ordinance;
- ii. The private lane is paved if servicing more than 3 lots;
- iii. The proposed private lane will not interfere with the future transportation plans or needs of the City; and
- iv. The proposed private lane will meet the requirements for Fire Apparatus Access Roads as indicated in the International Fire Code adopted under Title 15A of the Utah State Code

Commented [KC2]: Paved how?? Would you like this to have a standard (per KC Standard Designs) for clarification.

KANAB

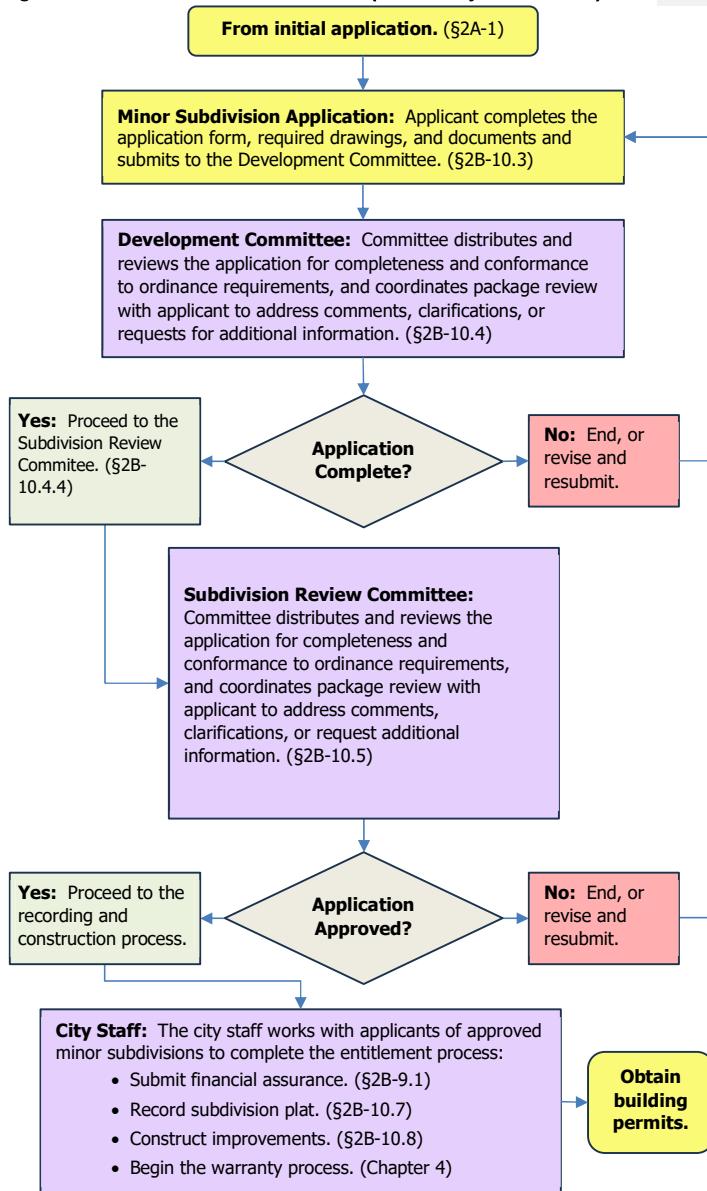
Subdivision Ordinance

Chapter 2B

Subdivision Process (1-2 Family Residential)

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City where the intended use is for 1-2 family residential.

Figure 3 - Minor Subdivision Process (1-2 Family Residential)



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Subdivision Ordinance

Chapter 2B

Subdivision Process (1-2 Family Residential)

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City where the intended use is for 1-2 family residential.

2B-10.2. Initial Application

An applicant shall complete the initial application process as outlined in Section 2A-1.

2B-10.3. Minor Subdivision Application

Following completion of the initial application process, an applicant shall complete and submit an application form for a minor subdivision to the Kanab City Development Committee. The application shall be accompanied by the following and a completed checklist showing the applicant included all elements:

Commented [KC3]: This needs to be updated to meet the legislative requirements.

2B-10.3.1. The name of applicant or authorized agent and contact information.

2B-10.3.2. The subdivision name.

2B-10.3.3. The property address and parcel number.

2B-10.3.4. Minor Subdivision Plat Drawing: Four (4) 24" x 36" size copies and twelve (12) 11" x 17" size copies of a Minor Subdivision Plat drawing. The plat shall include:

2B-10.3.4.1. The proposed subdivision name;

2B-10.3.4.2. The name and address of the applicant, engineer, or surveyor for the subdivision and owners of the land to be subdivided;

2B-10.3.4.3. The boundary dimensions and legal description of the subdivision and each lot therein, with accuracy within 0.010' and with the point of beginning clearly labeled;

2B-10.3.4.4. A minimum scale of 1" = 50';

2B-10.3.4.5. Existing rights-of-way and easement grants of record for streets, underground utilities and other public purposes;

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Subdivision Ordinance

Chapter 2B

Subdivision Process (1-2 Family Residential)

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City where the intended use is for 1-2 family residential.

- 2B-10.3.4.6. A north arrow facing the top of right margin;
- 2B-10.3.4.7. The latest date on each sheet;
- 2B-10.3.4.8. The acreage or square footage for all parcels or lots and the length and width of the blocks and lots intended for sale;
- 2B-10.3.4.9. A legend of symbols;
- 2B-10.3.4.10. All survey monuments;
- 2B-10.3.4.11. The street-indicating numbers and/or names and the lots numbered consecutively.
- 2B-10.3.4.12. The location, width, centerline bearings and curve data (including delta angle, radius, length, tangent and the long cord on curves) and other dimensions of all existing proposed or platted streets and easements;
- 2B-10.3.4.13. The streets, lots, and properties within two hundred feet (200') surrounding the subdivision shown in ghost lines; and
- 2B-10.3.4.14. The approval signature blocks for:
 - 2B-10.3.4.14.1. Owner's dedication and acknowledgment;
 - 2B-10.3.4.14.2. Surveyor's stamped certificate with the subdivision boundary legal description;
 - 2B-10.3.4.14.3. City Surveyor's approval;
 - 2B-10.3.4.14.4. City Engineer's approval;
 - 2B-10.3.4.14.5. City Attorney's approval as to form;
 - 2B-10.3.4.14.6. Director of Public Works' approval;

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Subdivision Ordinance

Chapter 2B

Subdivision Process (1-2 Family Residential)

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City where the intended use is for 1-2 family residential.

2B-10.3.4.14.7. Planning Commission Acceptance

2B-10.3.4.14.8. City Council approval; and

2B-10.3.4.14.9. County Recorder's certificate.

Commented [KC4]: This section needs to be updated per legislative requirements

2B-10.3.5. Utility Service Commitment Letters: A letter from the power, water, and sewer utility provider stating its commitment to provide service to the proposed project and to be operational prior to the issuance of any building permit. The application must also include written approval from the Public Health Department if it is determined that the property is not serviced by the public sewer system.

2B-10.3.6. Lot Addresses: A list of street addresses for each lot, numbered in accordance with the Kanab City address grid system.

2B-10.3.7. Title Report: A title report prepared within the previous 30 days.

2B-10.3.8. Any additional items that may be requested by the **Development Committee** during the initial application process.

Commented [KC5]: Update to Subdivision Review Committee

2B-10.3.9. Fee: The minor subdivision plat fee as outlined in the Kanab City Land Use Ordinance.

2B-10.3.10. Signature and Acknowledgement: By signing the Minor Subdivision application form, the applicant acknowledges:

2B-10.3.10.1. That the applicant or agent of the applicant has read the Subdivision Ordinance;

2B-10.3.10.2. That the applicant understands the provisions of the Subdivision Ordinance; and

2B-10.3.10.3. That the applicant will fully and completely comply with the provisions and

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Subdivision Ordinance

Chapter 2B

Subdivision Process (1-2 Family Residential)

This Subdivision Ordinance defines and outlines the requirements for land division within Kanab City where the intended use is for 1-2 family residential.

requirements contained therein.

2B-10.4. **Development Committee Review:**

2B-10.4.1. The Development Committee shall review the application and accompanying documentation for compliance with this ordinance.

2B-10.4.2. Copies of the application and accompanying documentation may be furnished to the City Attorney, City Engineer, Public Works Department, or other interested parties, who will review the documentation and make recommendation back to the Development Committee.

2B-10.4.3. Additional information such as a soils investigation, drainage study, deed restrictions, or other information deemed necessary to fulfill the purpose of this ordinance as described may be requested from the applicant by the Development Committee during the review.

2B-10.4.4. Once all information requested has been furnished, evaluated, and addressed to the satisfaction of the Development Committee, the application will be forwarded to the Planning Commission and placed in the next available meeting agenda.

2B-10.5. **Subdivision Review Committee:** The Kanab City Subdivision Review Committee shall hold a public meeting on the application and approve, deny, or approve with conditions..

2B-10.7. **Owner's Duty to Record:** The owner(s) of the approved minor subdivision shall record the approved Minor Subdivision Plat in the Kane County Recorder's Office. An applicant's failure to record within one year of City Council approval shall render the subdivision void. In such case, the applicant must commence the subdivision process anew.

2B-10.8. **Improvement Requirements for Building**

Commented [KC6]: Update to Subdivision Review Committee and any references to this group through this section

Commented [KC7]: We may request this but it is vague on if any subdivision improvements can be required based on the report findings.

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Subdivision Ordinance

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Subdivision Process (1-2 Family Residential)

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Permits in Minor Subdivisions:

2B-10.8.1. Building permits shall not be issued until utilities are available for connection to and adequate fire protection is in place for the lot or parcel proposed for construction, in accordance with City requirements. A utility plan may be required by the utility provider as part of this process.

2B-10.8.2. Street improvements such as curb, gutter, and sidewalk are required prior to the issuance of a building permit through one or both of the following means:

2B-10.8.2.1. Construct street improvements to match existing conditions on adjacent or contiguous properties; or

2B-10.8.2.2. Sign a "non-opposition" waiver for a future special improvement district.

2B-10.8.3. Sidewalks must be installed prior to an occupancy permit being issued, unless the requirement is waived by the Kanab City Council.

2B-10.8.4. Certain improvement requirements set forth in this Ordinance may be waived by the City Council in a public meeting, upon recommendation from the Development Committee and Planning Commission.

Commented [KC8]: Staff suggests that the subdivision improvements are discussed and required with the Land Use application and not with the Building Permit. This is an administrative process and any improvement PC and CC would like addressed with subdivisions needs to be part of the ordinance for the staff to require or enforce.