

# **Sanpete County Planning Commission Meeting**

December 10, 2025 6:30 P.M.

Sanpete County Courthouse, 160 North Main, Room 101, Manti, Utah

Attendees: Planning Commission Co- Chairman Cody Harmer, Board Members: Claudia Jarrett, Gene Jacobson and Justin Atkinson. Sanpete County Zoning Administrator Heidi Sorensen Sanpete County Building Official Scott Olsen and Sanpete County Deputy Clerk Heather Pyper. Also in attendance is Sanpete County Commissioner Mike Bennett. Board Member Jo-Ann Riley, Sanpete County Recorder Talisha Johnson and Sunrise Engineer Senior Planner Gabby Blackburn have joined via ZOOM. Chairman Curtis Ludvigson and Board Member Reed Hatch have been excused.

Planning Commission Co-Chair Cody Harmer calls meeting to order.

## **Approval of the Agenda**

The motion is made by Claudia Jarrett to adjust the Agenda and move the Matt Olsen Subdivision to the first of the Agenda and General Plan Water Element to follow.

Gene Jacobson seconds the motion. All in favor, none opposed and the motion passes. Vote by voice: Cody Harmer, aye; Gene Jacobson, aye; Claudia Jarrett, aye; Justin Atkinson, aye; Jo-Ann Riley, aye.

## **Discussion to consider and potentially recommend for approval an update to the Sanpete County General Plan Water Element. This addition to the General Plan is to be more in line with the State Requirements for what is required in the Sanpete County General Plan.**

Mr. Harmer presents the item and turns the time over to Ms. Blackburn for discussion via Zoom. Ms. Jarrett suggests that Ms. Blackburn review only the pages where changes were made. Ms. Blackburn states that one of the Planning Commission members addressed how difficult it is to comply with unfunded state mandates, particularly with limited budget and staff. Ms. Blackburn notes that the draft states: *Sanpete County is committed to being a strong and collaborative partner with the State of Utah and supports the intent of these statewide water-planning requirements. However, like many rural counties, Sanpete County faces constraints related to limited staff capacity and available funding, which can make compliance and data development challenging. The County appreciates the Legislature's*

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*continued investment in water planning and the funding appropriated to counties, municipalities, and local governments, which directly supports Sanpete County's ability to meet state requirements and participate effectively in statewide water resource initiatives.* Ms. Blackburn points out that the Sanpete County Water Conservancy District made a few suggestions and asked several questions. One item noted is that, outside of the Utah Division of Water Rights database, the County does not maintain a centralized GIS database for tracking private well information or verifying annual water use. Another statement under *Domestic and Shared Wells* reads: *As a baseline for planning, the quantity of water authorized in approved change applications can serve as a starting point for estimating potential domestic withdrawals.* Mr. Jacobson asks what "well withdrawals" means and states that if the water is in place, the County has no authority to withdraw it. He suggests that the line be deleted. Ms. Jarrett points out that the language does not use "must" or "shall," and that the word "can" provides flexibility, noting it is intended only as a baseline starting point. A question on the plan was submitted by Hailey: "Are you coordinating with these cities? Are your land use codes concurrent with these entities?" Ms. Blackburn's response in the plan states: *The County seeks to coordinate regularly with municipalities and maintain water and land use codes that are generally concurrent with municipal standards. The County also encourages cities to coordinate with the County when municipal water, land use, or annexations may affect fringe-area growth.* Ms. Blackburn also reads a comment requesting a list of all irrigation and canal companies, along with a map of delivery systems. Mr. Harmer states that he would like to remove the mapping component because the maps change monthly. Ms. Blackburn states that she will include a list of irrigation companies and canals but will not include maps. A question on the plan was submitted by Jay Olsen asking whether there are any Agricultural Protection Areas (APAs) within the County and, if so, suggests adding a map showing their locations. Ms. Blackburn states that she reviewed the UGRIC Agricultural Protection Areas data and did not find any listed for Sanpete County. Mr. Jacobson states that he is aware of one east of Mount Pleasant, approximately 1,500 acres. Discussion ensues regarding ways to preserve water.

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The motion is made by Claudia Jarrett to approve and move the update to Sanpete County's General Plan Water Element to the County Commissioners. Including a list of Canal companies, Agriculture Protection Area as required by the state.

Justin Atkinson seconds the motion. All in favor, none oppose. The motion passes.

## **\*Not on the Agenda\***

Mr. Atkinson asks where the County is in the UDOT TPA grant process. Ms. Blackburn replies that the Mayor's letter has been received. Mr. Atkinson asks whether a stand-alone letter from one of the Commissioners is still needed. Ms. Blackburn responds that it is, but she has not yet heard from Commissioner Bennett, as he was going to provide it. Mr. Bennett states that all of the Commissioners signed one letter. Ms. Pyper asks whether a letter is needed solely from the Commissioners or if the letter already submitted will be sufficient. Ms. Pyper states that she will revise the letter and send Ms. Blackburn two separate letters. Mr. Atkinson asks whether all three Commissioners need to be included on the Commissioners' letter or if just one signature is sufficient. Ms. Blackburn responds that one Commissioner's signature is acceptable. Ms. Pyper states that she will submit both letters to Ms. Blackburn. Mr. Bennett asks when the deadline is. Mr. Atkinson responds that the deadline is 11:59 p.m. on December 11.

## **Discussion and possible approval of the Major Subdivision (Matt Olsen Subdivision) application submitted by Matt and Angela Olsen. The property is located west of Mt. Pleasant, Utah, in the Agriculture Zone and would consist of one lot totaling 9.36 acres, Parcel No. S-26060X5. The survey plat boundary description reflects 9.59 acres**

Ms. Sorensen presents the item. The existing parcel as it is now is 9.36 acres. The new parcel for the Survey Plat Boundary Description will be 9.59 acres. The Mylar copy of the survey has been reviewed and approved by the Recorder's Office and submitted for final review by the Planning Commission. Power is available on the property and will be provided by Mount

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Pleasant City. The Utah Division of Water Rights has approved one domestic use. The subdivision meets the minimum requirement of one acre-foot of water per lot, and the water rights are in the applicant's name and have been verified. The well has been drilled, and both the well location and well protection area are shown on the Mylar. The Sanpete County Road Supervisor has approved access to the property from the County road. A letter from the Central Utah Health Department indicates approval for one total wastewater system within the subdivision. A Police/Fire/Ambulance Waiver has been signed, notarized, and submitted by the applicants. A copy of the current title search has been submitted. A flood map has also been submitted. Property taxes are current, and all applicable fees have been paid. This application meets all ordinance requirements. Mr. Jacobson asks if the property is in the flood zone. Ms. Sorensen presents the Letter of Map Amendment. Mr. Harmer states he was concerned how the lot size got bigger but once explained and looking at the documents it's because the new acreage includes a portion of the road.

Motion is made by Claudia Jarrett to approve the application by Matt and Angela Olsen for a one lot Major Subdivision (Matt Olsen Subdivision). The property is located West of Mount Pleasant in the Agriculture Zone. The proposed subdivision would consist of one lot of 9.59 acres. Parcel #S-26060X5.

Jo-Anne Riley seconds the motion. All in favor, none opposes and the motion passes.

## **Discussion of Encroachment and Corridor Permits.**

Mr. Olsen states that he, Tom Seely, and Commissioner Bartholomew attended a meeting with Gunnison City regarding a well that has been drilled on the west side of the valley. Gunnison City has proposed running the water approximately three miles to Gunnison City alongside, or through, the County road (North Farmers Freeway). Mr. Bennett states that approximately eighty percent of the road is paved, and Gunnison City is proposing to install the primary pipeline and a secondary pipe for future development between the road and the fence. Doing so would place the pipe within the road shoulder. Mr. Olsen references the Ordinance requirements for utility installations, conditional uses, and provisions requiring

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utilities to be installed underground. Mr. Harmer states that these requirements are already addressed in the County's ordinances and that the requirements would be the same as those applied to any homeowner or property owner. Mr. Bennett states that one of the primary concerns is the small bond amount currently required for pavement, noting that it would not cover the cost of repairs over a three- to four-mile stretch. Mr. Atkinson asks whether the baseline bond amount applies to encroachments such as crossings and is not based on distance. Mr. Olsen states that the ordinance addresses this to some extent. Mr. Jacobson states that the ordinance specifies required tonnage and types of materials for fill. He also states that he reviewed state code regarding what a city may require of a county, and vice versa. Under Utah Code § 17-27a, cities are required to comply with County land use ordinances. He notes that certain items are protected, including financial assurances, contractor compliance with ordinances, and ensuring that improvements will not deteriorate within a few years. Mr. Bennett states that a fiber optic line is located between the road and the fence. Mr. Atkinson asks for clarification regarding whether installation would be allowed in the paved portion of the road but not in the dirt road. Mr. Bennett responds that this is the issue, as the County does not want the pipe placed within the roadway. Mr. Bennett also notes that the ordinance allows for the use of flowable fill. Mr. Harmer suggests that Gunnison City obtain easements from the affected property owners. Mr. Olsen states that Gunnison City indicated their standard bond amount for crossing a paved road is \$50,000. The figure of two million dollars was mentioned, but Gunnison City stated the cost would not be that high. Mr. Jacobson states that the County required Lynn Cook to obtain a two million dollar bond for a subdivision. Mr. Atkinson clarifies that the developer was not required to pay the full two million dollars, but rather ten percent of that amount. Ms. Sorensen states that she located the term "performance guarantee" in the ordinance, which would place the requirement on the County's fee schedule. She also notes the presence of a "best management permit" requirement. Mr. Jacobson asks whether Gunnison City has spoken with CORE Engineering regarding how deep the bore would need to be to go under the Sevier River. Mr. Atkinson states that Gunnison City would have a performance bond through its contractor. Mr. Bennett states that if the pipeline is installed within the roadway, the road would need to be excavated each time a new connection is made. Ms. Sorensen

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states that an estimate is being obtained from Jones & DeMille for the bond amount that should be required. Mr. Harmer asks how close to the road shoulder the proposed installation would be. Mr. Bennett replies that it would be directly on it. Mr. Harmer states that the County has the right to protect its roads. Mr. Olsen asks whether the Planning Commission is aware of any additional ordinance provisions that would protect the County. Mr. Harmer states that the proposal is dangerous. Mr. Bennett states that his primary concern is the installation of the double pipe. Discussion ensues regarding the associated risks and the potential for future connections. Mr. Harmer states that Gunnison City should take ownership of the road if the installation proceeds. Mr. Olsen states that Gunnison City would be required to obtain a Conditional Use Permit, subject to approval by the Zoning Administrator, Planning Commission, or County Commission.

### **Approval of November Minutes**

Motion is made by Claudia Jarrett to approve the Planning Commission minutes from November 12, 2025, with no corrections.

The motion is seconded by Gene Jacobson. All in favor, none oppose. The motion passes.

### **Other Business (if necessary)**

Mr. Olsen states that both the Roadway Design and Construction Manual and the Subdivision Ordinance address primitive road design and do not allow primitive roadways within subdivisions. However, the Roadway Design and Construction Manual also states that roads are required to be paved. Ms. Jarrett suggests revising the definition of “primitive roads.” Ms. Sorensen asks about power connections to subdivisions, noting that a subdivision was approved with overhead power lines connecting to an existing house. She states that there is a transformer on a pole providing power to Lot 2. For Lots 3 and 4, there is an existing pole but no transformer. Ms. Sorensen asks whether underground power is still required. Mr. Harmer responds that underground installation is always required. Mr. Olsen states that when the subdivision was approved, it was contingent upon power and sewer being stubbed to every lot. Mr. Harmer reiterates that all new services must be installed underground. Mr.

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Olsen asks whether “stubbed to every lot” means power being run down from the existing pole, placed underground, and extended to the property line. Mr. Jacobson explains that a subcontractor would bring the line down from the pole, install gray conduit underground to the property line, stub it up, cap and tape it, and that the copper and transformer would be installed when a home is built. Mr. Atkinson suggests clarifying the definition of “stubbing.” Mr. Olsen asks who verifies completion when a subdivision approval is contingent on these requirements. Mr. Jacobson states that the previous Zoning Administrator required verification at the time a building permit is issued. Ms. Pyper distributes Conflict of Interest forms to the Planning Commission members for completion. Mr. Harmer instructs Ms. Pyper to add a definition change for “primitive roads” to the January agenda. Ms. Pyper informs the Planning Commission that Auditor Stacey Lyon attended several meetings and advised that Planning Commission members should be paid as W-2 employees rather than as 1099 contractors. Ms. Pyper references Planning Commission Bylaws § 14.16.010, which states: *“The term of appointed members shall be three (3) years or until their respective successors have been appointed; provided that the terms of the members shall be staggered so that the terms of two (2) members expire each year. An appointed member may be reappointed to additional terms by the Sanpete Board of County Commissioners.”* Ms. Pyper states that this process has not historically occurred and asks which seats will expire at the end of the year. She notes that while all seats appear to be expired, the entire board cannot be replaced at once. Ms. Pyper also reads from Planning Commission Bylaws § 14.16.020: *“Planning Commission members are expected to attend at least seventy-five percent (75%) of the scheduled meetings in a given year or shall be subject to removal for nonperformance of duties.”* Mr. Bennett states that there is no reason the Planning Commission cannot determine which two seats will expire and be reappointed in January. He asks who the two most senior members are. Ms. Pyper responds that they are Gene and Curtis. Mr. Bennett states that those two seats will be considered vacant and reappointed.

## **Adjournment**

With no further business before the Planning Commission, a motion to adjourn is made by Justin Atkinson.

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Jo-Anne Riley Seconds the motion. All in favor, none opposed, and the motion passes. The meeting is adjourned at 8:32 PM.