

**Rockville Planning Commission Regular
Meeting & Work Meeting
Agenda
January 13, 2026
6:00 pm**

1. CALL TO ORDER – ROLL CALL. Vice Chair Brennan called the Rockville Planning Commission meeting to order at 6:00 pm. Planning Commission members in attendance were Tim Arnold, Linda Brinkley, Jane Brennan, along with alternate members Layney DeLange and Angie Frabasiloi, both alternates will be voting in the absence of Andy Efstratis and Ken Rybkiewicz. Town Clerk Shelley D. Cox was recording the meeting. Vice Chair Brennan said she would conduct the meeting as Chair Rybkiewicz had resigned.

2. PLEDGE OF ALLEGIANCE: Vice Chair Brennan led the audience in the Pledge of Allegiance.

3. DECLARATION OF CONFLICT OF INTEREST WITH AN AGENDA ITEM. No conflicts were declared.

Public Comment: Vice Chair Brennan asked if there were any public comments. Matthew Cressman introduced himself and said although he resided in Henderson, Nevada he and his wife had recently bought a plot of land in Town. He said at this time the road is somewhat miserable accessing his property. He said he was new and he didn't have any preconceived feelings about it but their realtor, Julia Mary told them that possibly the City (Town) will be paying for it because they need to keep it up for the trail out there. He said also Julia Mary and said other people are having problems getting building approvals. He felt since there was a Town meeting tonight and we saw that #5 on tonight's agenda was grading in that area is the main reason they attended. He says now looking at the agenda he sees it has been withdrawn. He asked if anybody has any information on that area, as they are still at a point where they could stop the purchase of the lot. Linda Brinkley asked if they had purchased the property sight unseen. Matthew Cressman said they had seen the property before entering into the sale as they love Zion and come up here all the time. He said they had driven around looking at lots everywhere, over the whole area. But when they saw this property they loved the stunning views. They reached out to the realtor, Julia Mary, to move forward with the purchase. Angie Frabasiloi asked what type of information they were looking for. Matthew Cressman said they thought maybe tonight's agenda item would answer some questions about grading and improving the roadway. He asked if the City (Town) was going to approve any grading? He was informed because there had been no improvement in that area, Mr. Trotter decided he would do some grading on their own and apparently they had some legal action taken against them for it, and that scares him. If they are going to be investing money into the land, into this area, into the Town, we want to know that you do things right. Jane Brennan asked if Mr. Cressman had spoken to anyone else regarding this property? Matthew Cressman said no, just the realtor. Linda Brinkley asked what his plans for this property are. Matthew Cressman said to build a second home on it. Vice Brennan said first off, I want to tell you that it's not a secret that property, those properties up there, are conflicted. And one of the most important things we have for any property, even my next-door neighbor on this main road, is you need to have a water share or some way to get water, a well right or a water share in order to build a home. Angie Frabasilio asked Matthew Cressman if there was any water with the property listed in the sale. Matthew Cressman said there are no water rights, so they would have to apply for water rights, and dig a well. He said this is a long-term investment and 10 years from now when water eventually moves out there, they would tap into it. And he believes there's like 16 connections out there, or how many permits are there? Tim Arnold said the number 16 referred to is septic tanks and that number may only be 5 septic tanks. Matthew Cressman asked how many septic permits are used currently. Tim Arnold said he thinks 4 permits have been used. (These numbers would need reviewed before allowing anymore) Tim Arnold said a home builder could use the alternate septic systems to proceed once all the regular permits have been issued. Matthew Cressman said that an alternate system is much more costly. He said but with only five permits, we should apply for it at least and have it in the pocket, right? He said he feels like there's great opportunity out there in this area and honestly he would think the Town would welcome it. He said it seems like good people, everybody he has talked to, the other lot owners in that area. He said he knew a little bit about what's going on, but we as the buyers don't come in with any preconceived notions. He said he knew they (the property owners in that area) were talking about trying to move away from Rockville being in charge of it and possibly moving to Washington County. Matthew Cressman said they are just kind of here to listen in and see. He was hoping #5 was on the agenda so he could hear what the kind of ... Angie Frabasilio spoke up saying when Jane was talking about the water rights that's something you

seriously need to investigate. She asked if Mr. Cressman understood how water is. Matthew Cressman said no, please tell me. Angie Frabasilio said you need to talk to the Water Division at the State of Utah about this issue. She said there's paper rights and then there's also wet water, if it's actually there. So it's complicated and she thinks Mr. Cressman should be informed about those water issues.

Mr. Cressman asked about the homes that are out there already. Do they have water rights? Angie Frabasilio said yes. Matthew Cressman said so all of them applied and got water rights. And that's not a limited number. Vice Chair Brennan said yes and no. There are some illegal buildings there that do not have water. Linda Brinkley said some of the houses have been there a really long time. And there are buildings that people aren't living in. Matthew Cressman asked if they were grandfathered in. Tim Arnold said those were built before Rockville incorporated. Linda Brinkley said many of those already had a well, et cetera. And are they're not new. Vice Chair Brennan said she wanted to let Mr. Cressman know, as far as agenda item number 5, Mr. Trotter has withdrawn that himself not the Town. Angie Frabasilio said as far as the grading of the road is done regularly, but it's not scheduled. Matthew Cressman asked if the regular grading of the road is to the corner where you would access the trailhead, correct? Angie Frabasilio said no, not that far just going up the hill where it is really bumpy. But that's just to knock the bumps off, usually after a rain. Clerk Cox asked Vice Chair Brennan if Mr. Cressman should speak with the Fire Marshall regarding this purchase. Vice Chair Brennan explained to be approved for a building permit the Fire Marshall must review and approve the permit also. In order for a home to be built, a fire truck needs access to it. Matthew Cressman asked if there are any buildings currently going on up there? Tim Arnold said no buildings have been given fire approval as of yet to get a building permit. Matthew Cressman asked so how can someone be building without fire approval and not access via roads? Tim Arnold said you can't. That's the issue is the roads have to be improved to Fire Department standards before approval of a building permit. He said the road is the part that has to be fixed right now before anything can be done up there. Matthew Cressman said, "but people are building up there now. Tim Arnold said nobody's building up there at this time. Matthew Cressman said he thought it was said there was a permit issued and they were building now. Linda Brinkley said no the building permit is in process right now, but again, they can't start building until they get that approval from the Fire Department. Tim Arnold said no one currently has been able to get a complete permit approved and there is no building right now. Vice Chair Brennan reiterated it's a conflicted area. Matthew Cressman said he was under the impression somebody did get it approved and was moving forward. The Commission asked who told him it was approved and was currently building. Matthew Cressman said his realtor. Tim Arnold said a permit was approved through a long process by the Commission, et cetera, but it still requires Fire Department approval and that is as far as the permit has progressed, the fire approval has not been issued. Matthew Cressman thanked the Commission for their insights. Linda Brinkley asked how soon the Cressman would be signing the purchase document? Matthew Cressman said we had 30 days to reconsider. Linda Brinkley encouraged him to use that time to check into the many issues this property may encounter. Layney DeLange asked if the realtor was pushing to purchase. Matthew Cressman said no she said there's issues, there's problems, we're having a hard time, but she felt eventually things are going to be figured. He said part of the reason the plots are so inexpensive is because of the issues. And honestly, if all these issues were solved, we probably couldn't afford the property. He said if these are things that are in the works, and eventually we could see an end, be it five years, 10 years it may be worth it. Vice Chair Brennan thanked Mr. Cressman for checking into the property and what issues it may have.

No other public comments were made

ACTION ITEMS

4. **DISCUSSION AND APPROVAL OF A NEW CHAIR AND VICE CHAIR FOR 2026 FOR THE ROCKVILLE PLANNING COMMISSION:** Vice Chair Brennan asked if the Commission wanted to proceed to elect a new Chair and Vice Chair as there are only 3 fully appointed Planning Commissioners currently or should this be continued until next month, since the Town Council will be appointing the replacement Commissioners at tomorrow night's meeting. There was much discussion regarding this issue. Linda Brinkley felt any new appointees should not hold these positions. The Commission needs to fill in two fully appointed regular term Planning Commissioners to replace Andy Efstratis, who was elected to Town Council, and Ken Rybkiewicz, who resigned. The new appointments will fill the terms of those they are replacing. Vice Chair Brennan said this is a little odd to proceed with a Chair and Vice Chair until those appointments have been made. There are 6 residents interested in serving on the Planning Commission that the Town Council will interview at tomorrow night's meeting. Tim Arnold said to make the new members feel included it may be better to continue this item to next month's agenda. After much

discussion Vice Chair Brennan MOVED to postpone (continue) this item until next month's agenda because we only have three permanent planning commissioners at this time, and two alternates tonight. Tim Arnold **SECONDED** the motion.

VOTE on Motion:

Tim Arnold – Aye
Linda Brinkley- Aye
Layne DeLange-Aye
Angie Frabasilio-Aye
Vice Chair Brennan- Aye

MOTION PASSED

5. **CONSIDERATION AND ACTION ON AN APPLICATION FOR A GRADING PERMIT FOR NATHAN TROTTER-SOUTH MESA-PARCEL-R-#1308-B-AS PER APPLICANT THIS APPLICATION HAS BEEN WITHDRAWN:** Vice Chair Brennan explained the reason this is on the agenda at all, this is not normal when somebody withdraws an application, it usually is just washed away and nobody sees it on the agenda. However, in our November meeting, this item came up for discussion, and we gave him until the January meeting to come and talk to us. And since it was in our November meeting, if we were to just forget about it for this meeting, it would look like we were amiss in our duties. That's why it's on here. Layney DeLange asked if the Commission needed to give a reason why Mr. Trotter withdrew. Vice Chair Brennan said it doesn't matter and she was unsure that we know.

6. **APPROVAL OF THE MINUTES FOR DECEMBER 9, 2025, REGULAR MEETING:** Vice Chair Brennan asked if there were any comments or corrections for the minutes from the December 9, 2025 meeting. None were made.

Tim Arnold **MOVED** to approve the minutes of the December 9, 2025 meeting. Layney DeLange **SECONDED** the motion.

VOTE on Motion:

Tim Arnold – Aye
Linda Brinkley- Aye
Layne DeLange-Aye
Angie Frabasilio-Aye
Vice Chair Brennan- Aye

MOTION PASSED

Information/Discussion/Non-Action Items.

1. **Planning Commission Chair Report:** Vice Chair Brennan reminded the Commission the next Planning Commission meeting will be on February 10, 2026. She reminded the Commission that the annual posting for scheduled meetings has been sent out to each Commissioner.
2. **Town Office Report:** Clerk Cox handed out the annual disclosure notices that needed to be signed by each member of the Planning Commission and notarized along with the annual Ethical Behavior Policy that only needed a signature and not notarized.

Clerk Cox stated she has received some complaints on various issues in Town. Although a Code Enforcement Officer was hired the process was to be reviewed by the Town before it was passed on to this Officer. The letters are ready to be sent out, and Mayor Leach thought that these issues are Planning Commission authority issues and should be reviewed by the Planning Commission and then signed by someone. The complaints were verified, a letter typed for your review and then a signature from the Chair or Vice Chair before mailing the letter to the property owner. If the issue is not resolved it would then be referred to the Code Enforcement Officer to cite the property owner or work out a solution. If the Town proceeds this way it would be more cost effective and resolve problems before the resident is cited. Clerk

Cox asked for input and a decision from the Planning Commissioners to proceed. Vice Chair Brennan reminded the Commissioners these are not to be discussed and are confidential. Linda Brinkley supported the Commission reviewing the letters and signed by the Planning Commission and then the Commission would be knowledgeable of enforcement. Various complaints at this time that have been received invoice; someone living in an accessory building and the previous property owner had been told twice that was not allowed. Another has a trailer in the back yard with someone living in it. Linda Brinkley said this process would allow it to begin a little friendlier. Vice Chair Brennan agreed the Planning Commission should review first and then sign the letter and try to resolve the complaints in a friendly manner. Linda Brinkley asked if the Code Enforcement officer had been introduced to the Planning Commission. Clerk Cox said no, but the Town Council had met him. These complaints were received by the Town Office from residents and verified before a letter was written. Tim Arnold had reviewed the GRAMA request law and if the resident receiving the complaint letter wanted to GRAMA the complaint any name listed on who complained would be redacted. The Planning Commission agreed they would like to review the letters, as a Board, and then either the Chair or Vice Chair could sign the letters and then mail them out, to begin the process.

3. **Motion to Adjourn to Work Meeting.** Linda Brinkley **MOVED** to adjourn the regular meeting at 6:25 pm. Tim Arnold **SECONDED** the motion.

VOTE on Motion:

Tim Arnold – Aye
Linda Brinkley- Aye
Layne DeLange-Aye
Angie Frabasilio-Aye
Vice Chair Brennan- Aye

MOTION PASSED

The Planning Commission took a quick break before beginning the Work Meeting.

WORK MEETING:

DISCUSSION AND POSSIBLE RECOMMENDATIONS FOR REVISIONS IN THE ROCKVILLE LAND USE

CODE: Vice Chair Brennan opened the Rockville Planning Commission work meeting at 6:33 pm. with a roll call vote. Planning Commissioners in attendance: Tim Arnold, Linda Brinkley, Vice Chair Brennan, along with alternate Commissioners: Angie Frabasilio and Layney DeLange. Clerk Cox was recording the meeting.

Vice Chair Brennan explained the main agenda item is discussion and possible recommendations for revision in the Rockville Land Use Code. She said this what we have been working on for about four months. She had previously handed out a list of revisions and clarifications she would like to see made. She said the reason we want to revise the Code is to make it more in line with what our Community wants and make it very clear so anyone could understand it. She said it helps to have a discussion as a Board and keeps the language from being one sided. Vice Chair, Brennan asked if the Commission felt that the things that came up in the last meeting, such as the complaints, should be addressed and put into the Code such as adding to Chapter One, in the procedures chapter. Outlining that the process such as, if we do this, then who reviews complaints before a letter is sent, or such procedural matters. Clerk Cox said when she writes the official letter she references which Town Code is in violation. Layney DeLange asked that the letters also contain the physical address of the property owners as the mailing address is different. Tim Arnold said if these complaint letters are only reviewed by the Chair and Vice Chair that review can be done in the Office. If it is done as a Commission then it must be legally posted and done publicly. He said assignments could be given when a complaint is filed for a Commissioner to investigate to see if the complaint is valid. He asked if the complaint form could include 2 signatures from Planning Commission that they both reviewed it. Angie Frabasilio asked if this review could be done quickly as somethings need attention faster. Tim Arnold said they could be done fast if needed. He said then it would not be reviewed by the Commission all at one time. Vice Chair Brennan said the complaints would not be reviewed in a public meeting as this needs to be confidential. If it is public, the property owner who was complained about it would need to be notified to attend the meeting. Tim Arnold said another option would be to have the complaint reviewed, the letter drafted and signed then by email to notify the Commission. He said the complaint should have two (2) signatures whether it be the Chair and Vice Chair or someone else. Vice Chair Brennan supported the Chair, or Vice Chair signing and then another member of the Planning

Commission could sign. This would cover should someone be unavailable. The Planning Commission decided two (2) signatures would be added to the complaint form (clarified this is not the complaint form it is the letter being sent to the resident) with the Chair or Vice Chair signing and the other signature could be any member of the Commission.

Vice Chair Brennan handed out sheets with questions listed and the proper answer to be given when asked. Such as when a permit is needed. Clerk Cox said the Planning Commission had adopted that all buildings needed a permit, it may only be a simple permit but even less than 200' needed a permit. This allows someone to check the setbacks on the new build. Vice Chair Brennan said she will check this to see if it is allowed under State Law. Previously a simple permit was issued when only one (1) inspection is needed.

Tim Arnold said he had indexed the first three (3) Chapters of the Land Use Code from definitions of words to reference where they are used. He asked the Planning Commissioners to review the words/terms used to see if there were any additional terms that needed referenced. Angie Frabasilio asked if when a word is clicked on will it take you to the page where it is used. Tim Arnold said this is not a computer program but a paperwork.

Tim Arnold suggested the zoning areas with the noted setbacks be prepared to hand out to various individuals when building so it is easier to access the proper zone where the build is located and show the setbacks required for that zone. Vice Chair Brennan asked if the building permit could include the page number on the plans showing where that issue is addressed. Angie Frabasilio said in the Office when reviewing the building applications it would help in finding the requirement in a timely manner. Vice Chair Brennan asked if each zone would have a different building permit application form. Tim Arnold said he thought more along the lines of one sheet addressing each zone. Vice Chair Brennan said although these are things listed in the Code Book people do not pay attention to the details.

The Planning Commission discussed last month's meeting where each Commissioner was assigned to prepare motions for a specific application. Vice Chair Brennan said she liked this as it involved all the Commission. Linda Brinkley said that the Commission should never attend the meetings with a pre-conceived motion of how they would vote. They should come and listen to the discussion before any decision is considered. Vice Chair Brennan said her policy when preparing a motion is there should be one type with the approval. The next suggested possible approval should address if it is not approved and the third motion should say approval with conditions and the conditions could then be noted. She said when she prepares a motion to attend a meeting she lists all three (3) possibilities of the vote. This process would include each Commissioner to review an application and be ready to address it at the meeting.

Linda Brinkley asked how the issue of allowing a temporary trailer to be used on property when the Code says 15 days every six (6) months is counted. Since this is not clear someone could save those days and push them together to make it legal to camp/stay on the property for 30 days. She said many people like to bend the rules to fit their situation. Tim Arnold said he always considered the time to begin the first day the temporary shelter is placed at the location. From that date to go forward for the 15 days. Or they could use it every weekend not to exceed the 15-day rule. This clarification should be added to the Code. Clerk Cox said when asked she had told people they can live there for 15 days, period, every six (6) months. However it is used the total number of days can not exceed 15 days per that six (6) months. Day one (1) begins the first day the temporary structure is placed on the property. They do not get another 15 days until six (6) months from that beginning date. This issue could be clarified in the Code Book also

Vice Chair Brennan asked if there were any other discussion about changes or the way we're going to make changes to clarify the code. Angie Frabasilio said she would like to clarify some things regarding the septic tank language. She wants to address how the water is getting to the septic tank and are easements required. She said the Health Department does not address the access to the tank and she feels this is something that should be considered. Tim Arnold said as a Planning Commission we do not address water lines. A septic tank requires an excavation/grading permit and is only addressing installation of the tank. He said the Health Department will not give final approval of the septic system until water is onsite. Angie Frabasilio said the tank could be filled illegally and the Health Department would never know. She said this is a loophole that does not require the Health Department to have water onsite just a water right on paper. She said she had just installed two (2) tanks and found that the Health Department only requires a water right for the septic tank. She said when reviewing the septic tank permit for a grading/excavation permit that was approved at last month's meeting the property owner has the water, but it is not on the same site as the septic tank permit is for. Tim Arnold said the Town's approval for a septic tank is only for

grading/excavation and other details are not contained in that permit. Vice Chair Brennan said she is unsure if the Commission have the ability to verify all easements or right of ways accessing water lines. She said the Town could encourage the process but verifying such things is not up to the Town. Angie Frabasilio said when she installed the new septic tanks on her property, as well as Stephanie Trimmer's, the water was already on the property, not off somewhere else. Vice Chair Brennan said yet no one asked her where her water was coming from. The Commission talked about having a specific permit for a septic tank, as currently the Code states a permit is only required if 30 cubic yards of dirt are moved. A permit would help keep track of the number of septic tank permits are issued to follow and maintain the correct amount per area allowed in the Septic Density Study. Linda Brinkley reminded the Commission that at last month's meeting when an approval for the septic tank was given it was emphasized that this would not be the beginning of a building permit for a home, as has been done for all the others.

Vice Chair Brennan said should the Commissioners think of possible needed changes it could be emailed out to everyone, but no discussion can be done by e-mail. A Commissioner can email a specific person but not the entire group for discussion. She said each revision could be assigned to an individual Commissioner and any comments or suggestion could then be addressed and sent to that person. This would not violate any Open Meetings Act. She suggested that each month the entire Commission review a Chapter in the Code book and then discuss possible revisions at next month's meeting. Clerk Cox asked if the Planning Commission wanted to add into the Land Use Code book that a new Commissioner would need to be a resident of Rockville for a specific time before being appointed to the Board. Presently the Code states one (1) year for the Town Council, but there is no such language in regard to members of the Planning Commission. Vice Chair Brennan reminded the Planning Commission that once the revisions are made a public hearing is held and then these revisions are passed to the Town Council for adoption. She suggested reviewing the Code and crossing off parts that the Commissioners don't like or don't understand.

Linda Brinkley asked if there is any assignment given for next month's meeting to review. Tim Arnold stated he felt until a full Commission is appointed this should be held off. Vice Chair Brenna asked if there was any more discussion and if not she would entertain a motion to adjourn.

Layne DeLange **MOVED** to adjourn the work meeting at 7:20 pm. Angie Frabasilio **SECONDED** the motion,

VOTE on Motion:

Tim Arnold – Aye
Linda Brinkley- Aye
Layne DeLange-Aye
Angie Frabasilio-Aye
Vice Chair Brennan- Aye

MOTION PASSED

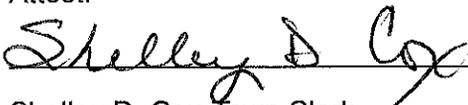
Minutes were prepared by
Shelley D. Cox-Town Clerk

APPROVED



Planning Commission Chair/Vice Chair

Attest:



Shelley D. Cox-Town Clerk

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The foregoing minutes were posted in the cabinet of the Rockville Town Office by Shelley D Cox at approximately 12:45 AM/PM on 2-13-26, on the Rockville website and the Utah Public Notice website.

Shelley D Cox

Shelley Cox
Town Clerk

