



SPRING CITY PLANNING & ZONING REGULAR MEETING MINUTES

Wednesday January 28, 2025, 6:30pm

Spring City Council Chambers, Spring City Hall, 45 South 100 East

This meeting was held in-person at the Spring City Community Center Council Chamber, and via Zoom electronic meeting service.

Meeting Called to Order: 6:30pm

Roll Call: Cami Christensen (Commission Chairperson), Craig Paulsen (Zoning Administrator), Michael Nelson, Sally Scott, Kristen Mortensen, Kay Van Buren, Andrew Skousen (alternate), City Treasurer Whit Allred (minutes).

Attending: Randy Strate, Martin McCain (City Council Liaison to Planning & Zoning), Paul Penrod (Mayor), James Baker, Shawn & Bobette Lindow, Lowell Brown, Cathy Caldwell, Dan Rasmussen, Sandra Beck, Mike & Su Tullis, Ashley Webb, Laurel Workman (Councilperson via Zoom), Courtney Syme (Councilman), Michael Broadbent (Councilman), Cory Madsen (City Sewer/Road/Water Superintendent), Ruth Bergener, Yvonne Wright, various unidentified zoom observers, et al.

Expression of Choice: Andrew Skousen - Prayer

Approval of Previous meeting minutes:

- November 19, 2025: Kristen Mortensen motioned to approve the minutes. Michael Nelson 2nd. All present voted in favor.
- December 17, 2025: Kristen Mortensen motioned to approve the minutes. Michael Nelson 2nd. All present voted in favor.

Licenses and Permits for Approval:

- Michael Allen Business License Application: Mr. Allen appeared via Zoom. He has acquired the property of 50 East Center Street, which is designed for rentals and celebrations. He has applied for a business license for an Airbnb. There has been problems in the past with noise, late hours, trash and parking. He stated that he was aware of the problem and intended to comply with all the conditions that the previous owner, Stephen & Marta Sloan, had agreed to. They will have an on-site docent. Kristen Mortensen motioned to approve the license. Kay Van Buren 2nd. All present voted in favor.

Lindow Subdivision: Shawn Lindow was present to speak for the Lindow Subdivision. There were several issues that were holding up the approval of this subdivision. Roads, sewer and water easements were the top. They have been worked through with Cory Masen, the public works

superintendent. Kristen Mortensen motioned to approve the Allred/Lindow subdivision with the parent parcel, two ½ acre lots, and one 1.06 acre lot. Michael Nelson 2nd. The vote: Michael Nelson, yay. Sally Scott, yay. Kristen Mortensen, yay. Kay Van Buren, nay.

Beck Subdivision: Sandra was present to address the commission. She owns two 1 acre plus parcels on approximately 300 South 700 East. She would like to split the parcels in half. The utilities are all present, no new roads will be required and easements are already granted. Irrigation water is present as well. Kristen Mortensen motioned to approve the Beck Acres subdivision. Michael Nelson 2nd. All present voted in favor.

Dan Rasmussen Subdivision: Dan Rasmussen owns a 1.06 acre parcel at the Southeast lot of intersection 100 South 500 East. He would like to split the property into two ½ acre lots running North/South. There is already an irrigation riser on the property but Randy Strate of the Irrigation Company stated that a second would need to be installed. Kristen Mortensen motioned to approve the Dan Rasmussen The Rocks II subdivision. Sally Scott 2nd. All present voted in favor.

Randy Straight Subdivision: This will be a major subdivision. Randy Strate owns several large parcels of property on the North West side of town and he wants to subdivide one of them into building lots just West of Main Street at approximately 600 North. Because of the lay of the land near Main Street, the property will have to have a separate access road that runs though the middle of it North to South. The parcels created will be from ½ acre in size to nearly .80 in size. Sally Scott motioned to approve the preliminary phase. Kristen Mortensen 2nd. The vote: Michael Nelson, yay. Sally Scott, yay. Kristen Mortensen, yay. Kay Van Buren, nay.

Ashely Webb Buffer Zone Subdivision: Ashley did not turn in any documentation for this prior to the meeting. He handed out what appeared to be a map or google earth shot of his property on the South East side of town. Some confusion ensued due to the misinterpretation of a cover letter that was stapled to documents for a different project being applied to Ashley's project. He is working on an 8 lot subdivision. Ashley has a buffer zone application that needs to be signed by the city before he can proceed. He would like to get city water and power. His buffer zone application was given to the Mayor, Paul Penrod for him to discuss with Craig Paulsen and decide on the best course of action.

Discussion and Approval of Simplified Zoning Permit Form. Whit Allred simplified the zoning permit form to make it easier for applicants to get permits for non-residential structures. Craig Paulsen stated that hopefully this will make it easy enough that people will actually do it rather than just skip the permitting process. Cami Christensen stated that she liked it and that we will begin using the form.

General Plan Discussion: None needed

Council Liaison Report: Report given. Councilman McCain also requested that the following be added to the minutes:

{To Treasurer}

As we discussed last Thursday at the City Office, I'm writing to provide clarification regarding the Planning and Zoning meeting held on Wednesday, January 28, 2026. This relates specifically to the replacement of Kay Van Buren with Andrew Skousen on the Planning and Zoning Committee.

During that meeting, Cami Christensen and Kay Van Buren expressed their understanding that Kay could take a six-month leave of absence and then return to reclaim his seat from Andrew Skousen.

Since there were questions about what the Spring City Code allows, I am including the ordinance below so it can be added to the minutes. This will ensure anyone reviewing the record has access to the exact code language referenced.

Please include in the minutes that I explained the following:

- **Andrew Skousen will be appointed by resolution at this week's City Council meeting**, in accordance with Spring City ordinance.
- **Two new alternates will need to be added to the Planning and Zoning Committee.**

As noted, this process will be open to anyone interested. Community members may express their interest, and we can hold a work meeting to speak with applicants and determine the best fit. The process will be open, fair, and available to all who want to participate.

Below is the ordinance text for inclusion in the official record:

**Spring City Code – Section 10-2-1
ESTABLISHED; COMPOSITION; APPOINTMENT**

Pursuant to authority granted in Utah Code Annotated section **10-9a-301**, as amended, the City Council hereby creates a Planning and Zoning Commission within and for the City to be known as the **Spring City**

Planning and Zoning Commission.

The Planning and Zoning Commission shall consist of **five (5) members** to be **appointed by the Mayor, with the consent of the City Council.**

The Mayor and City Council shall also select **one member of the City Council** to be the **Planning and Zoning Commission liaison**, whose duties will be to keep both

the City Council and Planning and Zoning Commission informed on current projects, concerns, and needs of each organization. The liaison is a **non-voting Council representative**, attending Planning and Zoning Commission meetings and assisting in discussions and research supporting the Commission's decision-making.

There shall be **two (2) alternates** in place to replace a current member's term if necessary.

Members shall be selected **without respect to political affiliation** and shall serve **without compensation**, except for reasonable expenses. Attendance of **three (3) or more Commission members** at meetings constitutes a **quorum**.
(Ord. 2017-01, 3-2-2017)

Thank you for adding this information to the minutes.
Sincerely,
Marty McCain

Zoning Administrator's Report: Craig Paulsen yielded time to James Baker of the Historic Main Street Committee to report. The home at 415 South Main and the home at 11 East 100 South were discussed.

Commission Member Reports and New Assignments: None heard

Meeting adjourned at 8:12pm