

Town of Leeds

Planning Commission Meeting for Wednesday, February 4, 2026

1. Call To Order/Roll Call: 7:03pm

ROLL CALL:	<u>Present</u>	<u>Absent</u>
CHAIR: CHUCK BENTLEY	<u>X</u>	<u> </u>
COMMISSIONER: ROCHELLE GARDNER	<u>X</u>	<u> </u>
COMMISSIONER: LAURIE SULLIVAN	<u> </u>	<u>X</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>

Before the meeting started the Town Clerk/Recorder administered the Oath of Office for Rochelle Gardner

2. **Invocation:** Susan Savage
3. **Pledge of Allegiance**
4. **Declaration of Abstentions or Conflicts:** None
5. **Approval of Agenda/Minutes:**

a. Tonight's Agenda of February 4, 2026

Motion to approve with striking 8a from the agenda made by Commissioner Roberts, 2nd by Commissioner Gardner.

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: ROCHELLE GARDNER	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: LAURIE SULLIVAN	<u> </u>	<u> </u>	<u> </u>	<u>X</u>
COMMISSIONER: ALAN ROBERTS	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

b. Meeting Minutes of January 7, 2026

Motion to approve made by Commissioner Roberts, 2nd by Commissioner Chair Bentley.

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: ROCHELLE GARDNER	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
COMMISSIONER: LAURIE SULLIVAN	<u> </u>	<u> </u>	<u> </u>	<u>X</u>
COMMISSIONER: ALAN ROBERTS	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

6. Announcements: NONE
7. Staff Reports: NONE
8. Business:
 - a. ~~Oath of office Rochelle Gardner, term ending 6/30/2030~~

- b. Open Public Meetings Act Annual Training

The Planning Commission including Chuck Bentley, Alan Roberts, Rochelle Gardner and David Rhoads watched the video from the State Auditor Local Government Division of Utah on Open Public Meetings Act in its entirety. Commissioners were sent the link to the video as well.

<https://www.youtube.com/watch?v=QNVBuXB7vkM>

Commissioner Roberts had questions directed to the Town Planner. Clarifying that Planning Commission do not have closed meetings, and that the Planning Commission does not have emergency meetings they can have work meetings set up anytime, and the Planning Chair is the one that sets the agenda items.

9. Public Comment:

Planning Chair opened up the meeting for public comment.

Commissioner Rhoads has a question about the sewer fees if sewer comes in.


Commissioner Chair Bentley says that the Mayor is trying to set up appointments to have dialog with the Sewer District.

Planner Scott Messel: The Silver Cliff Commons has a portion that is in the unincorporated section of Leeds, they have submitted a site plan review to the County. At the County level it is being reviewed, they have already approved the PD. If we accept an annexation the Town will take the property as is. The Town Planner will make sure that the County Public Works and Engineer will look into the culvert in that area.

Michelle Peot: Clarifies that there is a charge that could be as great as \$10,000.00 dollars for sewer install, based on the length that it will take to get the pipe from the beginning of a property to the home. There is a \$3,500.00 impact fee that will go with that as well. The Town is responsible for global infrastructure.

10. Adjournment: 7:30pm

Approved this 4th Day of March 2026.



Chuck Bentley, Planning Commission Chair

ATTEST:



Cari Bishop, Clerk/Recorder