

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

June 2nd, 2026

NOTICE is hereby given that the Kanab Planning Commission will hold its regular Commission Meeting on the 2nd day of June 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. Call to Order and Roll Call
2. Approval of meeting minutes from May 5, 2026
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

Legislative Decision:

1. Continued Item - Discuss and recommend to City Council a text amendment for Subdivision Ordinance Chapter 2A and 2B adopting amendments to the Minor Subdivision sections.
2. **PUBLIC HEARING** - Discuss and recommend to City Council a zone change application on Parcel K-17-30-Annex from RA [Residential Agriculture] to R-1-20 [Single Family, min. 20,000 sq.ft.]. Parcel is located approximately at 379 E 1100 S.

Administrative Decision Items:

3. Discuss, approve, or deny a site plan review for a remodel and addition of a hotel located at 70 S 200 W parcel K-18-1.
4. Discuss, approve, or deny a Conditional Use Permit for a Tavern located at 183 S 100 E parcel K-11-6.

Work Meeting:

Staff Report:

Planning commission members and immediate family have free admission to the city pool.

Commission Member Report:

Council Member Liaison Report:

— A Western Classic —

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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 —

1 KANAB CITY PLANNING COMMISSION

2
3 26 North 100 East

4 Kanab, UT 84741

5 May 5th, 2026

6
7 **1. Call to Order and Roll Call**

8 **In Attendance:** Commission Members: Dennis Shakespear, Russ Whitaker, Marlee Swain, Chair
9 Ben Aiken, Andy Hill; Building & Land Use Official: Janae Chatterley; City Attorney: Kent
10 Burggraaf; Building & Land Use assistant: Samuel Tomco; City Council Liaison: Arlan
11 Chamberlain;

12 **Not In Attendance:** Commission member/s: Kerry Glover;
13

14 **2. Approval of meeting minutes from April 7, 2026 and April 9, 2026**

15 Member Whitaker made a motion to approve the minutes.

16 Member Shakespear seconded the motion.

17 Member Aiken – YES

18 Member Whitaker – YES

19 Member Hill – YES

20 Member Edwards – YES

21 Member Swain – YES

22 Member Glover - Absent
23

24 **3. Public Comment Period – Members of the public are invited to address the Planning**
25 **Commission. Participants are asked to keep their comments to 3 minutes and follow**
26 **rules of civility outlined in Kanab Ordinance 3-601**
27

28 Chair Aiken opened for public comment.

29

30 **NO PUBLIC COMMENT, PUBLIC COMMENT PERIOD CLOSED**

31

32 **4. Legislative and Administrative discussions & Decisions**

33

34 **Legislative Item 2: Discuss and recommend to City Council partial vacation of easement of a**
35 **public street**

36 **located at 250 East.**

37

38 Ms. Chatterley summarized the legislative item.

39 No discussions, members moved to make a motion.

40

41 Member Shakespear made a motion to send a positive recommendation to City Council for the
42 partial vacation of the public street easements identified on the proposed plat map for 250 E
43 based on the findings and conditions outlined in the staff report #PLAN26-032.

44 Member Swain seconded the motion

45 Member Aiken – YES

46 Member Whitaker – YES

47 Member Hill – YES

48 Member Edwards – YES

49 Member Swain – YES

50 Member Glover – Absent

51

52 **Administrative Item 2: Discuss and recommend to City Council an extension for the Ventana**
53 **Resort Village**

54 **Phase 5 final plat.**

55

56 Ms. Chatterley summarized the Permit extension.

57

58 Member Hill made a motion to make an extension for the final plat for 6 months from May 5th,
59 2026.

60 Member Whitaker seconded the motion.

61 Member Aiken – YES

62 Member Whitaker – YES

63 Member Hill – YES

64 Member Edwards – YES

65 Member Swain – YES

66 Member Glover – Absent

67

68 **Administrative Item 1: Discuss approve or deny a site plan review for an addition and change**
69 **of use to parcel K-11-5 for professional offices.**

70

71 Ms. Chatterley discussed with the commission members the site plan in question.

72 The Architect, Robert from Mesa Design, walked the commission members through the design
73 decisions of the building.

74

75 Member Whitaker moved to approve the site plan for parcel K-11-5 located at 197 S 100 E
76 based on staff's analysis and findings listed in the report, SPR26-009.

77 Member Shakespear seconded the motion

78 Member Aiken – YES

79 Member Whitaker – YES

80 Member Hill – YES

81 Member Edwards – YES

82 Member Swain – YES

83 Member Glover – Absent

84

85

86 **Legislative Item 1: PUBLIC HEARING - Discuss and recommend to City Council a text**
87 **amendment for Subdivision Ordinance Chapter 2A and 2B adopting amendments to the**
88 **Minor Subdivision sections.**

89

90 *Chair Ben Aiken left prior to the commencement of the Legislative Item 1 discussion.*

91 Ms. Chatterley summarized the suggested text amendments, first explaining commercial
92 subdivisions, and then residential subdivisions, including requirements regarding maximum lots
93 within a subdivision, installing roads and services that are up to city standards, managing storm
94 water.

95 Member Shakespear spoke in favor of updating the verbiage requiring the control and
96 containment of storm water on a property.

97 Ms. Chatterley and Mr. Burggraaf further explained that the responsibility of the cost of
98 required services (road, sewer, water, etc.) would fall to the subdivider and not the future
99 lot/homeowner.

100

101 Member Shakespear opened for public hearing

102 No public comment, public hearing period closed.

103

104 Member Whitaker moved to continue the discussion at the next planning commission meeting.

105 Member Swain seconded the motion.

106 Member Whitaker – YES

107 Member Hill – YES

108 Member Edwards – YES

109 Member Swain – YES

110 Member Glover – Absent

111 Member Aiken – Absent

112

113 **Work Meeting:**

114 No discussions.

115 **Staff Report:**

116 No report.

117 **Commission Member Report:**

118 No report.

119 **Council Member Liaison Report:**

120 No report.

121

122 Member Hill made a motion to adjourn.

123 Member Whitaker seconded the motion.

124 Member Whitaker – YES

125 Member Hill – YES

126 Member Edwards – YES

127 Member Swain – YES

128 Member Glover – Absent

129 Member Aiken – Absent

130

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Kanab Planning Commission Staff Report

File Number 20260501

Date:	April 30, 2026
Meeting Date:	May 5, 2026
Agenda Item:	Discuss and recommend a text amendment to City Council for Subdivision Ordinances, Chapter 2A & 2B Minor Subdivision

Attachments:

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

Summary:

Kanab City Land Use Department has requested amendments to the minor subdivision sections of Chapter 2A & 2B of the Subdivision Ordinance. While reviewing the language in the minor subdivision sections, it was found that some sections need to be updated to meet Utah code and staff is asking for clarifying requirements on what subdivision improvements they would like required during the final plat process.

Staff Recommendation

Based on discussion with planning commission staff has drafted amendments to present to Planning Commission. These amendments include:

Full subdivision improvements for minor subdivisions identified in Chapter 2A (commercial, manufacturing and residential multi-family)

Allowing only 5 or fewer lots in Chapter 2A (commercial, manufacturing and residential multi-family)

Allowing up to 10 lots in minor subdivision in Chapter 2B (1- & 2- family dwellings and townhouses)

Limited subdivision improvements such as water, sewer, fire hydrants for 1- & 2- family dwellings and townhouses.

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Other amendments that were done by staff to clean up titles, grammar, format, and the bodies that can review and make the administrative decisions based on State Code.

Suggested Motions

I move to send a positive recommendation to City Council to adopt changes to the Kanab City Subdivision Ordinances identified in exhibit A of the staff report for 20260501.

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 20260501 with the following amendments:

I move to send a negative recommendation to City Council.

I move to continue the discussion to the following meeting:

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Exhibit A: Proposed Amendment with Red Lines

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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.

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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

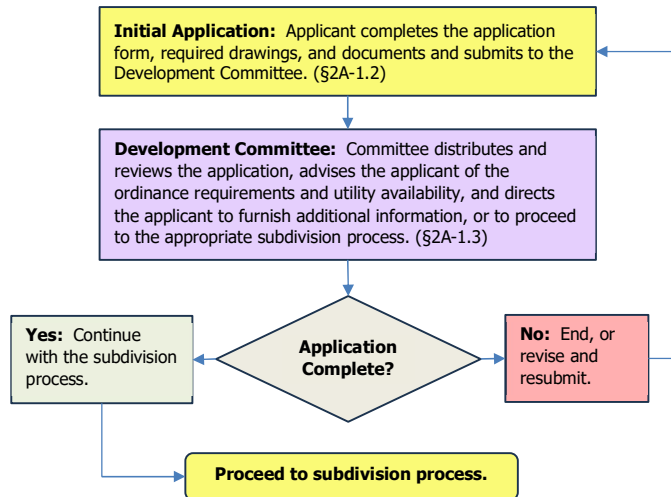
Section 2A-6 Record of Condominium Plat

Section 2A-7 Recording of Conservation Parcels

Section 2A-8 Flag Lots

Section 2A-1 Initial Application

Figure 1 - Initial Application Process



Amended May 2026 August 14, 2025

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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-1.1. An applicant may obtain approval for a subdivision, condominium plat, plat amendment, lot-line adjustment or plat vacation through the process as outlined herein; except that applications for new subdivisions intended for single family, duplex, or townhome shall proceed according to Chapter 2B of this Subdivision Ordinance.

2A-1.2. An applicant shall complete and submit an initial application form to the Kanab City Development Committee. The application shall be accompanied by the following:

2A-1.2.1. Sketch Plan: The sketch plan shall include the following:

2A-1.2.1.1. A vicinity map or recent aerial photograph showing the general location of the subdivision and the property boundary of the proposed area to be subdivided clearly shown, including a north arrow, map scale and designated public street access.

2A-1.2.1.2. Significant natural and man-made features on the site and within one-half (1/2) mile of any portion of the proposed project boundary.

2A-1.2.1.3. Acreage of the proposed project boundary, the number of lots, typical lot dimensions and the approximate area of each lot.

2A-1.2.1.4. Approximate proposed phasing sequence, if project is planned to be completed in phases.

2A-1.2.1.5. Mapped floodplains and sensitive land areas relative to the project boundary as outlined in the Kanab City Land Use Ordinance.

2A-1.2.1.6. Proposed location of master planned streets as correlated with the Kanab City Transportation Master Plan. Exact locations are flexible, but proposed roads must satisfy the intent and purpose for each master planned roadway.

2A-1.2.2. Narrative: The narrative shall be a brief written statement which clearly describes in detail the intent of the project request including public street access, connection to existing public utilities, and the type of wastewater disposal

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system proposed.

2A-1.3. Development Committee Review:

The Development Committee will review the project application and advise the applicant of the ordinance requirements and utility availability, and will direct the applicant to furnish additional information, or to proceed with the appropriate subdivision process. The review may include input from municipal departments and/or utility providers. The review shall include, but not be limited to, the following:

- i. Does the application meet the requirements of this Ordinance?
- ii. Are all the lots suitable for building?
- iii. Have sensitive lands been identified in accordance with the Kanab City Land Use Ordinance, and if so, have the conditions been abated?
- iv. Will all lots front public or private streets once development is complete?
- v. Is the subdivision consistent with the General Plan?
- vi. Do the streets conform to the guidelines found in the Transportation Master Plan?
- vii. Will the development enhance the character and aesthetics of the community?

Section 2A-2 Minor Subdivision (59 or Fewer Lots) for Commercial, Manufacturing or Residential Multi-Family zoned lots or parcels.

2A-2.1. An applicant may subdivide property into five (5) or fewer 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.

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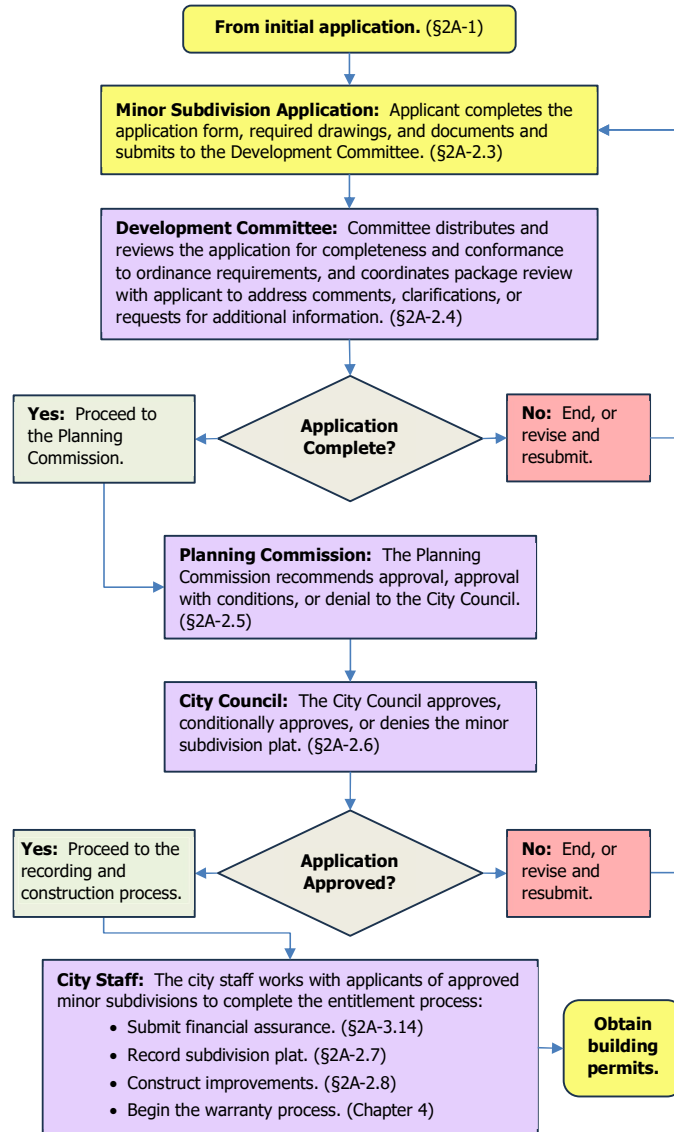
Subdivision Ordinance

Chapter 2A

Subdivision Process

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Figure 2 - Minor Subdivision Process



Amended May 2026 August 14, 2025

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Subdivision Ordinance

Chapter 2A

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~~2A-2.2. Initial Application~~

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

2A-2.23. Minor Subdivision Application

~~Following completion of the initial application process, a~~An applicant shall complete and submit an application form for a minor subdivision to the ~~Kanab City Development Committee~~Kanab City Land Use Department. The application shall be accompanied by the following ~~items, together with~~ and a completed checklist ~~showing the applicant included all elements~~demonstrating that all required elements have been included:

2A-2.23.1. The name of applicant or authorized agent and contact information.

2A-2.23.2. The subdivision name.

2A-2.23.3. The property address and parcel number.

2A-2.23.4. ~~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~~A minor subdivision plat drawing that shall include:

2A-2.23.4.1. The proposed subdivision name;

2A-2.23.4.2. The name and address of the applicant, engineer, or surveyor ~~for the subdivision~~ and owners of the land to be subdivided;

2A-2.23.4.3. 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-2.23.4.4. A minimum scale of 1" = 50';

2A-2.23.4.5. Existing rights-of-way and easement grants of record for streets, underground utilities and other public purposes;

2A-2.23.4.6. A north arrow ~~facing oriented to~~ the top of

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Chapter 2A

Subdivision Process

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right margin;

2A-2.23.4.7. The latest revision date on each sheet;

2A-2.23.4.8. The acreage or square footage for all parcels or lots and the length and width of the blocks and lots intended for sale;

2A-2.23.4.9. A legend of symbols;

2A-2.23.4.10. All survey monuments;

2A-2.23.4.11. The street-indicating numbers and/or names and the lots numbered consecutively.

2A-2.23.4.12. 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-2.23.4.13. The streets, lots, and properties within two hundred feet (200') surrounding the subdivision shown in ghost lines; and

2A-2.32.4.14. The approval signature blocks for:

2A-2.23.4.14.1. Owner's dedication and acknowledgment;

2A-2.23.4.14.2. Surveyor's stamped certificate with the subdivision boundary legal description;

2A-2.23.4.14.3. City Surveyor's approval;

2A-2.23.4.14.4. City Engineer's approval;

2A-2.32.4.14.5. City Attorney's approval as to form;

2A-2.32.4.14.6. Director of Public Works' approval;

2A-2.32.4.14.7. Planning Commission acceptance;

2A-2.32.4.14.8. City Council approval; and

2A-2.32.4.14.9. County Recorder's certificate.

Commented [KC1]: This has not recently been enforced by our surveyor or engineer. When I spoke with Civil Science they did not realize this was in our ordinance and they do prefer that on a plat the surrounding parcels are noted but grayed out so the new subdivision and the lots/parcel boundaries stands out.

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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-2.23.5. Utility Service Commitment Letters:
A letter from the power, water, and sewer utility provider stating ~~its commitment to provide~~that service to the proposed project and to be operational will be provided and available 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.

2A-2.23.6. Lot Addresses:
A list of street addresses for each lot, numbered in accordance with the Kanab City address grid system.

2A-2.23.7. Title Report:
A title report prepared within the previous 30 days.

2A-2.23.8. Any additional ~~items that may be~~information requested by the Development Committee during the initial application review process.

2A-2.23.9. Fee:
The minor subdivision plat fee as outlined in the Kanab City Land Use Ordinance Fee Schedule.

2A-2.23.10. Signature and Acknowledgement: By signing the Minor Subdivision application form, the applicant acknowledges:

2A-2.23.10.1. That the applicant or agent of the applicant has read the Subdivision Ordinance;

2A-2.23.10.2. That the applicant understands the provisions of the Subdivision Ordinance; and

2A-2.23.10.3. That the applicant will fully and completely comply with the provisions and requirements contained therein.

2A-2.34. Development Committee Land Use Department Review:

2A-2.34.1. The Development Committee Land Use Department shall review the application and accompanying documentation for compliance with 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.

2A-2.~~34~~.2. Copies of the application and accompanying documentation may be furnished to the City Attorney, City Engineer, City Surveyor, Public Works Department, or other interested parties, who will review the documentation and make recommendation back to the ~~Development Committee~~Land Use Department.

2A-2.~~34~~.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~~Land Use Department during the review.

2A-2.~~34~~.4. Once all information requested has been furnished, evaluated, and addressed to the satisfaction of the ~~Development Committee~~Land Use Department, the application will be forwarded to the Planning Commission and placed in the next available meeting agenda.

2A-2.~~45~~. **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.~~56~~. **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.~~67~~. **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.~~87~~. **Subdivision Improvement Requirements for Building Permits in Minor Subdivisions:**

2A-2.~~78~~.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. A plat shall not be recorded until utilities including~~

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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.

electrical, water, sewer, and stormwater) and adequate fire protection are available for connection, or a bond or other approved surety has been provided in accordance with Chapter 4 of this ordinance.

~~2A-2.78.2. 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: Street improvements, including curb, gutter, and sidewalk, shall be completed prior to the plat recording or bond or other approved surety is provided in accordance with Chapter 4 of this ordinance.~~

~~2A-2.8.2.1. Construct street improvements to match existing conditions on adjacent or contiguous properties. All public streets require approval from the City Engineer and Public Works director through the application process.; or~~

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

~~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.~~

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

2A-3.1. An applicant may subdivide property through the preliminary plat and final plat process as outlined herein, provided that all proposed lots or parcels comply with the applicable zone standards and that all subdivision design standards and infrastructure requirements are or will be met.

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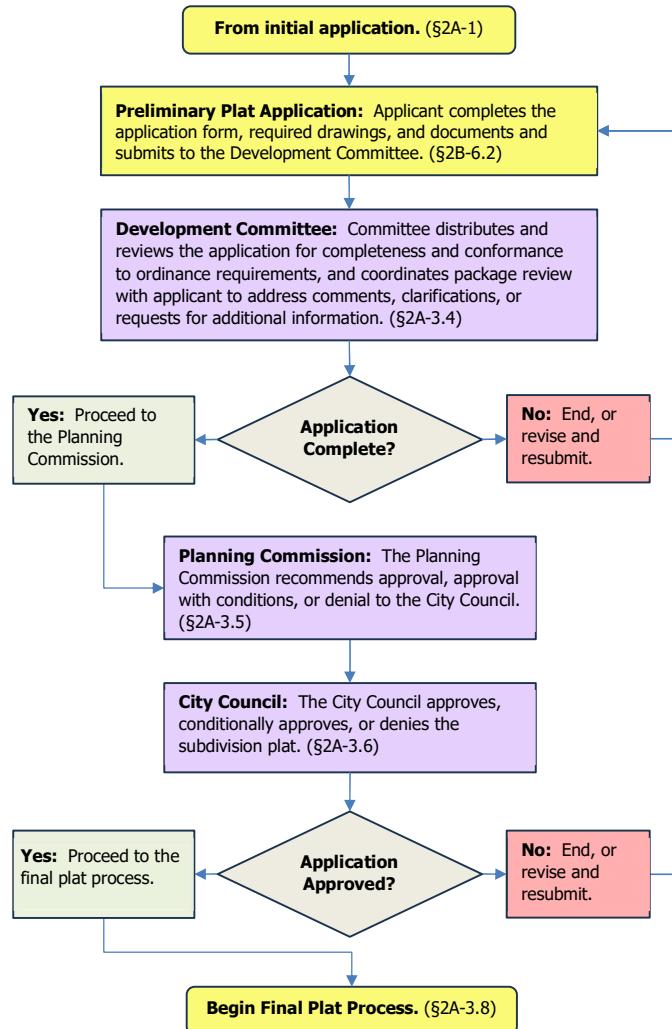
Subdivision Ordinance

Chapter 2A

Subdivision Process

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Figure 3 - Preliminary Plat Application Process



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Subdivision Ordinance

Chapter 2A

Subdivision Process

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2A-3.2. **Initial Application:** An applicant shall complete the initial application process as outlined in Section 2A-1.

2A-3.3. **Preliminary Plat:** Following completion of the initial application process, an applicant shall complete and submit an application form for a preliminary plat to the Kanab City Development Committee. The application shall include all elements of Kanab City Ordinance 2B-6.2.

2A-3.4. Development Committee Review (Preliminary):

2A-3.4.1. The Development Committee shall review the preliminary plat application and accompanying documentation for compliance with this Ordinance.

2A-3.4.2. 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-3.4.3. Additional information may be requested from the applicant by the Development Committee during the review.

2A-3.4.4. 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-3.5. Planning Commission Consideration (Preliminary):

2A-3.5.1. The Planning Commission shall hold a public hearing on the preliminary plat by providing reasonable notice of the public hearing at least 10 days before the date of the public hearing.

2A-3.5.2. Upon review and consideration of the preliminary plat, at a meeting called for such purpose, the Planning Commission shall recommend its approval, denial, or approval with conditions to the City Council. Such a decision shall be made within 45 days of said meeting. In the event the Planning Commission fails to make a recommendation within said 45-day period, the preliminary plat shall be deemed denied.

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Subdivision Ordinance

Chapter 2A

Subdivision Process

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2A-3.6. City Council Consideration (Preliminary): The City Council may hold a public hearing and shall, within forty-five (45) days of the Planning Commission's recommendation, approve, deny, or conditionally approve the preliminary plat.

2A-3.7. Failure to Record and Preliminary Plat Time Extension: Failure to record a final plat within twelve (12) months of approval of the preliminary plat by the Kanab City Council shall render the preliminary plat null and void, unless:

2A-3.7.1. Applicant requests an extension of time from the Kanab City Council.

2A-3.7.2. Such extension, if granted, will be permitted in six-month increments.

2A-3.7.3. If no extension is requested with the twelve (12) month time frame and the applicant desires to record the final plat, the applicant must commence the subdivision process anew.

2A-3.8. Final Plat: Upon City Council approval of the preliminary plat, the applicant shall prepare and submit an application form for a final plat to the Kanab City Development Committee. The application shall include all elements of Kanab City Ordinance 2B-6.3.

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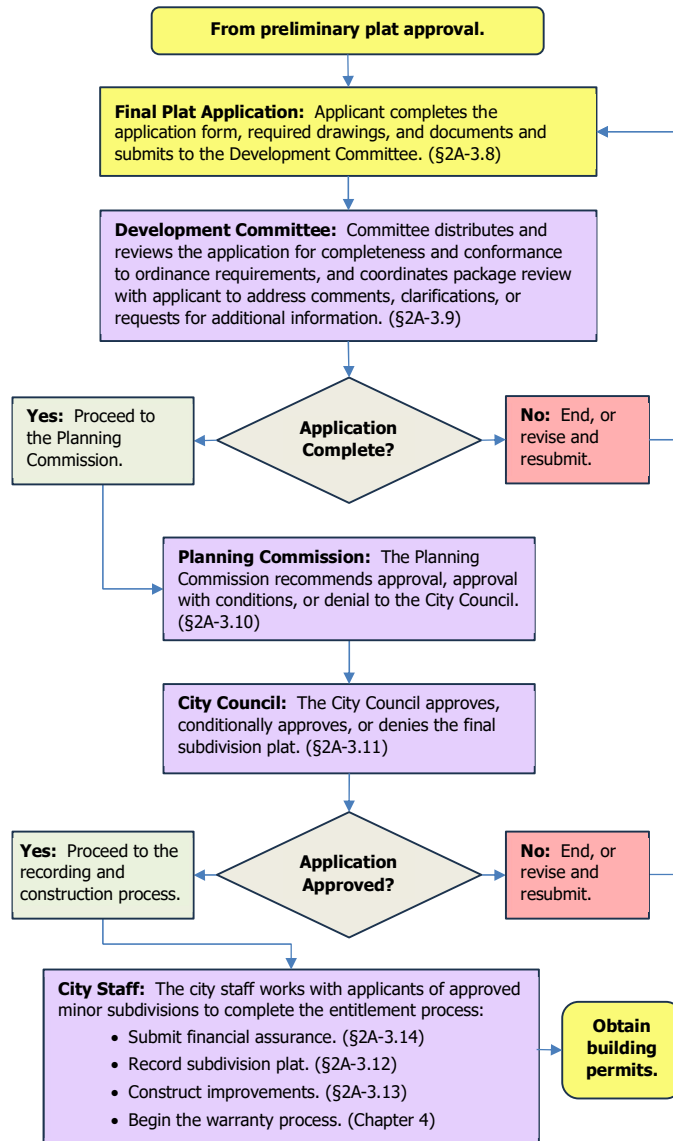
Subdivision Ordinance

Chapter 2A

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Figure 4 - Final Plat Application Process



Amended May 2026 August 14, 2025

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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-3.9. Development Committee Review (Final):

2A-3.9.1. The Development Committee shall review the Final Plat application and accompanying documentation for compliance with this Ordinance.

2A-3.9.2. 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-3.9.3. Additional information may be requested from the applicant by the Development Committee during the review.

2A-3.9.4. Once all information requested has been furnished, evaluated, and addressed to the satisfaction of the Development Committee, and upon receipt of the owners' tax clearance, the application will be forwarded to the Planning Commission and placed on the next available meeting agenda.

2A-3.10. Planning Commission Consideration (Final):

2A-3.10.1. The Planning Commission may, in its discretion, hold a public hearing on the final plat by providing reasonable notice of the public hearing at least 10 days before the date of the public hearing.

2A-3.10.2. Upon review and consideration of the final plat, at a meeting called for such purpose, the Planning Commission shall recommend its approval, denial, or approval with conditions to the City Council. Such a decision shall be made within 45 days of said meeting. In the event the Planning Commission fails to make a recommendation within said 45-day period, the final plat shall be deemed denied.

2A-3.11. **City Council Approval (Final):** Upon a determination that the proposed plat is consistent with the General Plan, and upon receipt of a recommendation from the Planning Commission, the City Council may approve a final subdivision plat.

2A-3.12. **Owner's Duty to Record:** The owner(s) of an

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acknowledged, certified, and approved final plat shall furnish a mylar drawing of such plat and record the plat in the Kane County Recorder's office. An applicant's failure to record a final plat within one year of City Council approval shall render the plat void. In such a case, the applicant must commence the subdivision process anew.

2A-3.13. Subdivision Improvements: Public improvements required by City ordinances or listed in the approved improvement plan accompanying the final plat must be completed within one (1) year of recordation of the final plat, unless such time is extended by the Kanab City Council.

2A-3.14. Financial Assurance: The subdivision owner shall furnish a financial assurance for the review, inspection, construction, and one-year guarantee of completed public improvements as outlined in Chapter 4 of this Ordinance.

Section 2A-4 Vacating or Amending a Subdivision Plat

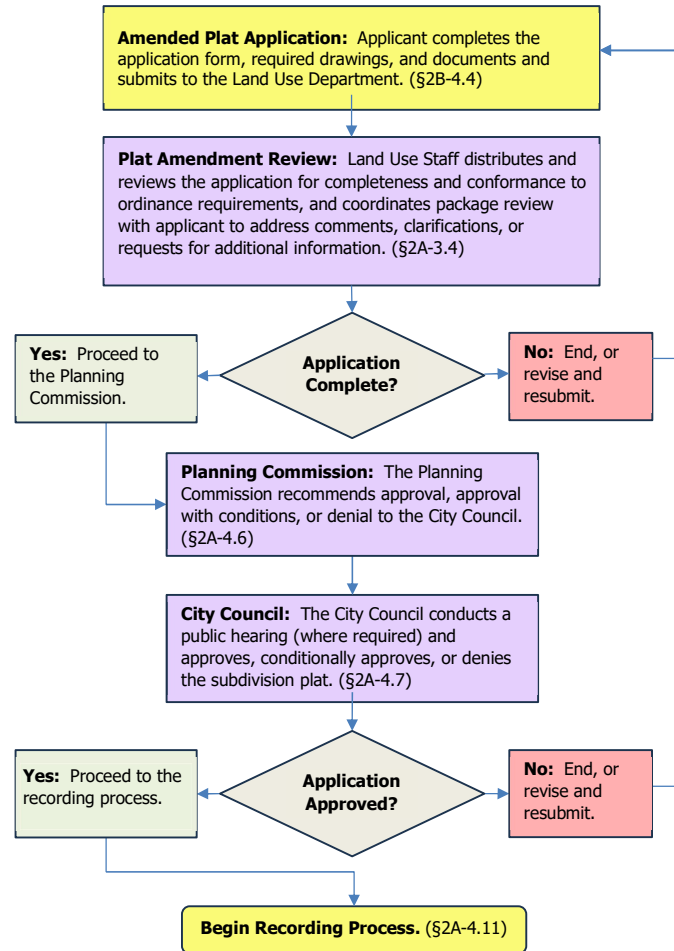
2A-4.1. The City Council, by ordinance, requires a petition to consider any proposed vacation, alteration, or amendment of a subdivision plat, any portion of a subdivision plat, or any street or lot contained in a subdivision.

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Figure 5 - Plat Vacation or Amendment Process



2A-4.2. Any fee owner, as shown on the last county assessment roll, of land within a subdivision that has been laid out and platted as provided in this part may, in writing, petition the City Council to have the plat, any portion of it, or any street or lot

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contained in it, vacated, altered, or amended as provided in this section.

2A-4.3. Initial Application: An applicant petitioning to vacate, alter, or amend an entire plat, a portion of a plat, or a street or lot contained therein shall complete the initial application process as outlined in Section 2A-1.

2A-4.4. Plat Amendment Application: Following completion of the initial application process, an applicant shall complete and submit an application form for a plat amendment to the Kanab City Land Use Department. The application shall include:

2A-4.4.1. The name of applicant(s) or authorized agent and contact information.

2A-4.4.2. The subdivision name.

2A-4.4.3. An amended final plat prepared in accordance with the applicable final plat requirements outlined in Section 2B-6.2.2, other document for recording as requested by the City, and the following:

2A-4.4.3.1 Depicts only the portion of the subdivision that is proposed to be amended;

2A-4.4.3.2 Includes a plat name distinguishing the amended plat from the original plat;

2A-4.4.3.3 Describes the differences between the amended plat and the original plat;

2A-4.4.3.4 Includes references to the original plat;

2A-4.4.3.5 Signature of each owner of record contained in the entire plat or on that portion of the plat described in the petition;

2A-4.4.3.6 Prepared by a surveyor that holds a license in accordance with Utah code Title 58, Chapter 22, and in compliance with §17-23-17 of the Utah code.

2A-4.4.4. Subdivision Lot Addresses: If new lots are being created, a list of street addresses for each lot shown on the amended final plat, numbered in accordance with the Kanab City address grid system.

2A-4.4.5. Mailing Labels for Owners of Record: Provide type written address labels appearing on the roll of the Kane County Assessor for the following:

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2A-4.4.5.1. Each affected entity that provides a service to a property owner of record of the portion of the plat that is being vacated or amended; and

2A-4.4.5.2. All property owners within three hundred feet (300') of the property that is the subject of the proposed plat change.

2A-4.4.6. Subdivision Improvement Plans, (when required): Subdivision construction improvement plans for grading, drainage, streets, utility infrastructure, and other public improvements as modified by the proposed amendment, as required herein and in accordance with the Kanab City Uniform Standards for Design and Construction.

2A-4.4.7. Title Report: A title report prepared within the previous 30 days.

2A-4.4.8. Any additional items that may be requested during the initial application process.

2A-4.4.9. Fee: The amended final plat fee as outlined in the Kanab City Land Use Ordinance.

2A-4.4.10. Signature and Acknowledgement: By signing the plat amendment application form, the applicant acknowledges:

2A-4.4.11.1. That the applicant or agent of the applicant has read the Subdivision Ordinance;

2A-4.4.11.2. That the applicant understands the provisions of the Subdivision Ordinance; and

2A-4.4.11.3. That the applicant will fully and completely comply with the provisions and requirements contained therein.

2A-4.5. Plat Amendment Review:

2A-4.5.1. The petition for the plat amendment shall be

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reviewed by the City Engineer, Public Works Department, City Surveyor and Land Use Department.

2A-4.5.3. Additional information may be requested from the applicant during the review.

2A-4.5.4. Once all information requested has been furnished, evaluated, and addressed to the satisfaction of the reviewers, the application will be forwarded to the Planning Commission and placed in the next available meeting agenda.

2A-4.6. **Required Notices:** The Land Use Authority shall provide notice of a petition by mail or e-mail to the affected entity and property owner provided by the petitioner (§2A-4.4.4.5). Notice shall include a deadline by which written objections to the petition are due to the land use authority but no earlier than 10 calendar days after the day on which the notice is sent.

2A-4.7. **Plat Amendment Planning Commission Consideration:** The Planning Commission shall give its recommendation within 30 days after the proposed vacation, alteration, or amendment is referred to it.

2A-4.8. **Public Hearing (when required):** The City Council shall hold a public hearing within 45 days after the day on which a petition is filed, if:

2A-4.8.1. Any property owner within the subdivision that is proposed to be amended notifies the municipality of the owner's objection in writing before the deadline.

2A-4.8.2. -OPTIONAL- All of the property owners within the portion of the subdivision proposed to be amended have not signed the proposed amended plat.

2A-4.8.3. The public hearing requirement does not apply if:

2A-4.8.3.1 The petition seeks to:

2A-4.8.3.1.1 Join two or more of the petitioner fee owner's contiguous lots;

2A-4.8.3.1.2 Subdivide one or more of the petitioning fee owner's lots, if the subdivision will not result in a violation of a land use ordinance or a development condition;

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2A-4.8.3.1.3 On a lot owned by the petitioning fee owner, adjust an internal lot restriction imposed by the local political subdivision; or
2A-4.8.3.1.4 Alter the plat in a manner that does not change existing boundaries or other attributes of lots within the subdivision that are not owned by the petitioner or designated as a common area; and
2A-4.8.3.2 Notice has been given to adjoining property owners in accordance with any applicable local ordinance.

2A-4.9. **Required Notice:** The City shall give notice of the date, time, and place of the public hearing regarding the proposed plat amendment at least 10 calendar days prior to the public hearing. The notice shall be:

2A-4.9.1. Posted on the Utah State Public Notice Website; and

2A-4.9.2. Posted on the city website.

2A-4.11. **Document Recording:** The Applicant shall ensure that the vacation, alteration, or amendment is recorded in the Kane County Recorder's office and provide confirmation of recordation to the City including new parcel number or County account number.

2A-4.12. **Appeal of City Decision:** An aggrieved party may appeal the City's decision to the Appeal Authority.

Section 2A-5 Boundary Adjustment

This section is being adopted in compliance with Senate Bill 104, passed in 2025. The public is advised that if a property owner goes forward with a simple boundary adjustment, as defined herein, depending on the circumstances, they may subsequently be required to do a plat amendment notwithstanding having completed the simple boundary adjustment process.

Property owners are strongly advised to seek the advice of professionals when attempting to do any property boundary adjustment.

2A-5.1 Simple Boundary Adjustment

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2A-5.1.1 Definition:

Simple Boundary adjustment means a boundary adjustment that does not affect a public right-of-way, municipal utility easement, or other public property; affect an existing easement, on-site wastewater system, or an internal lot restriction; or result in a lot or parcel out of conformity with land use regulations.

2A-5.1.2 Simple Boundary Application

An applicant shall complete and submit an application to the Kanab City Land Use Department. The application shall include:

2A-5.1.2.1 A conveyance document that includes the following:

- 2A-5.1.2.1.1: The name and signature of each party to the conveyance document;
- 2A-5.1.2.1.2: The address of each party to the conveyance document for assessment purposes;
- 2A-5.1.2.1.3: A legal description of the parcel or lot owned by each party before the boundary adjustment;
- 2A-5.1.2.1.3: A legal description of the parcel or lot owned by each party after the boundary adjustment; and
- 2A-5.1.2.1.4: Sufficient language to convey title from one party to another party, in conformity with the proposed boundary adjustment.

2A-5.1.2.2 An exhibit, in a legible and recordable format, a visual or graphic of the proposed boundary adjustment and all properties affected by the proposed boundary adjustment, depicting:

- 2A-5.1.2.2.1 The former boundary location;
- 2A-5.1.2.2.2 The new boundary location; and
- 2A-5.1.2.2.3 The size shape and dimensions of each adjusted parcel or lot.

2A-5.1.2.3 If the property owner's conducted a survey, a reference to the record of the survey map showing:

- 2A-5.1.2.3.1 Existing dwellings, outbuildings, improvements and other physical features;
- 2A-5.1.2.3.2 Existing easements, rights-of-way, conditions, or restrictions recorded or

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apparent;

2A-5.1.2.3.3 The former boundary location;

2A-5.1.2.3.4 The new boundary location;

2A-5.1.2.3.5 The size, shape, and dimensions of each adjusted lot or adjusted parcel; and

2A-5.1.2.3.6 Other existing or proposed improvements that impact or are subject to land use regulations.

2A-5.1.2.4 Visual or Graphic depiction showing size of each lot (width, length, and acre or square footage), length of street frontage for each lot, location of existing public utilities, on-site wastewater system, structures and easements on each lot, disclose any internal lot restriction from original recorded plat, covenant, setbacks of existing structures. (this can be combined with the exhibit required in §2A-5.1.2.2).

2A-5.1.3 Simple Boundary Adjustment Review:

2A-5.1.3.1 The application for a simple boundary adjustment shall be reviewed by Land Use Administrator/Director.

2A-5.1.3.2 Additional information may be requested from the applicant during the review.

2A-5.1.3.3 Once all information requested has been furnished, evaluated, and addressed to the satisfaction of the Land Use Administrator/Director, a written notice of consent will be issued.

2A-5.1.3.4 Document Recording: The Applicant shall ensure that the simple boundary adjustment is recorded in the Kane County Recorder's office

2A-5.2 Full Boundary Adjustment

2A-5.2.1 Definition:

Full Boundary adjustment means a boundary adjustment that is not a simple boundary adjustment.

2A-5.2.2 Full Boundary Application

An applicant shall complete and submit an application to the Kanab City Land Use Department. The application shall include:

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2A-5.2.2.1 A conveyance document that includes the following:

- 2A-5.2.2.1.1: The name and signature of each party to the conveyance document;
- 2A-5.2.2.1.2: The address of each party to the conveyance document for assessment purposes;
- 2A-5.2.2.1.3: A legal description of the parcel or lot owned by each party before the boundary adjustment;
- 2A-5.2.2.1.4: A legal description of the parcel or lot owned by each party after the boundary adjustment; and
- 2A-5.2.2.1.5: Sufficient language to convey title from one party to another party, in conformity with the proposed boundary adjustment.

2A-5.2.2.2 An exhibit, in a legible and recordable format, a visual or graphic of the proposed boundary adjustment and all properties affected by the proposed boundary adjustment, depicting:

- 2A-5.2.2.2.1 The former boundary location;
- 2A-5.2.2.2.2 The new boundary location; and
- 2A-5.2.2.2.3 The size shape and dimensions of each adjusted parcel or lot.

2A-5.2.2.3 A survey, that complies with Utah State code §57-1-45.5(3)(b):

- 2A-5.2.2.3.1 Existing dwellings, outbuildings, improvements and other physical features;
- 2A-5.2.2.3.2 Existing easements, rights-of-way, conditions, or restrictions recorded or apparent;
- 2A-5.2.2.3.3 The former boundary location;
- 2A-5.2.2.3.4 The new boundary location;
- 2A-5.2.2.3.5 The size, shape, and dimensions of each adjusted lot or adjusted parcel; and
- 2A-5.2.2.3.6 Other existing or proposed improvement that impact or are subject to land use regulations.

2A-5.2.2.4 A proposed plat amendment (if property is within an existing subdivision) as

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outlined in §2A-4.

2A-5.2.2.5 If vacating an easement, public right-of-way, municipal utility easement, or other public property, a separate application to vacate will be required to meet Utah State Code §10-9a-609.5.

2A-5.2.3 Full Boundary Adjustment Approval:

2A-5.2.3.1 The application for a full boundary adjustment shall be reviewed, approved or denied by City Council after receiving a recommendation from the Planning Commission.

2A-5.2.4 Document Recording: The Applicant shall ensure that the full boundary adjustment is recorded in the Kane County Recorder's office

Section 2A-6 Record of Condominium Plat

Each application for condominium shall also comply with the provisions of the Condominium Act as set forth in U.C.A. Section 57-8-10, as amended.

Section 2A-7 Recording of Conservation Parcels

2A-6.1. The Planning Commission shall recommend approval, denial, or approval with conditions of a subdivision to the City Council, which has the authority to approve, or deny, or approve with conditions, a subdivision that is created for conservation easement/parcel as defined in Utah State Code Section 57-18-2, as amended.

2A-6.2. The application for a subdivision created for a conservation parcel/easement must include a letter of intent addressed to the City and a survey map to be recorded with the County Recorder.

2A-6.3. A subdivision created for a conservation parcel/easement is not subject to Development Committee Review, including the submission of an initial application under Section 2A-1 of this Ordinance.

2A-6.4. The Planning Commission may recommend conditions for the subdivision, and the City Council may approve the

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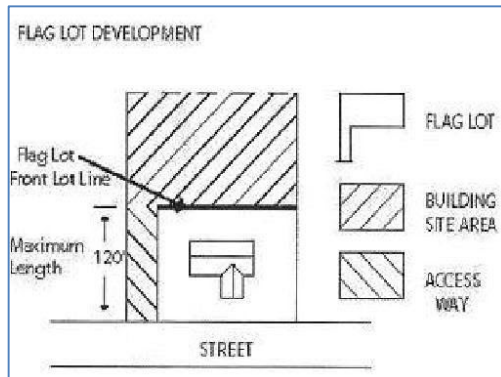
subdivision with conditions, to ensure that the subdivision is in accordance with the purpose of this Ordinance.

2A-6.5. The Planning Commission may recommend exemption from, and the City Council may exempt applicants from, design requirements enumerated in Chapter 3 of the Subdivision Ordinance that do not appropriately apply to conservation parcels/easements.

2A-6.6. Uses in the conservation parcel may not be changed or expanded without approval granted via the standard subdivision process, specified in the Kanab City Subdivision Ordinance.

2A-6.7. Nothing in this Ordinance shall exempt applicants from the minimum requirements for a subdivision as defined by Utah State Code.

Section 2A-8 Flag Lots



2A-7.1. Flag lots are intended to allow development of substantial, buildable properties where public streets cannot or should not be extended. Additionally, constraints created by the existing built environment may be a consideration. Lot size for such uses is necessarily large to help ensure privacy of adjacent properties who are most impacted by the development of the flag lot.

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2A-7.2. All flag lot development shall be approved by the Planning Commission, upon satisfaction of the following conditions:

2A-7.2.1. The Planning Commission determines that the lot may not be developed as a standard lot and that the property cannot be subdivided with public streets and standard lots, either at the present or in the foreseeable future.

2A-7.2. An easement will be recorded across the staff portion of the flag lot, providing access for installation and maintenance of utility lines and services, emergency vehicle access, and access of City or other public personnel or vehicles as may be required to carry out the responsibilities of the City and other governmental entities. Public services, such as garbage collection, will be at the Dedicated Street only.

2A-7.2.3. The staff portion of a flag lot will front on a dedicated public street.

2A-7.2.4. No building or construction, except for driveways and/or fences, will be allowed on the staff portion of the flag lot.

2A-7.2.5. The lot will meet all size and setback requirements of the zone in which the lot is located.

2A-7.2.6. The flag lot will be used for a single-family dwelling only.

2A-7.2.7. No part of the staff portion of the flag lot will serve more than two flag lots. In the event two such flag lots are served by a single staff, an agreement executed by all holding an interest in the property shall be recorded, providing that each owner will contribute one-half the cost of maintenance of the access road on the staff lot, which obligation shall be secured by a lien on the lots.

2A-7.2.8. The staff portion of the lot will be owned in fee simple by the lot owner(s), or the lot owner(s) will own an irrevocable easement constituting the staff portion. If access is by means of an easement, the adjacent lot must maintain the entire frontage required by the ordinance for the zone in which it is located, in addition to the width required for the

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flag lot access easement. Any easement on an adjoining lot shall contain all provisions identified in Subsection 2A-7.2 above.

2A-7.2.9. The flag lot access driveway will not be closer to an adjacent dwelling than ten (10) feet.

2A-7.2.10. The staff portion of the flag lot will be improved with a gravel driveway or better surface. The driving surface will be well maintained and readily passable by a standard passenger car and emergency vehicles.

2A-7.2.11. The proposal is compatible with the existing development, in terms of height, building materials and that the approval of the dwelling will not adversely affect the living environment of the surrounding area.

2A-7.2.12. No deleterious objects or structures will be constructed or maintained on the premises.

2A-7.2.13. The proposed landscaping and fencing will adequately protect the privacy of adjacent properties.

2A-7.2.14. Public safety issues, such as fire hydrants, have been adequately addressed.

2A-7.2.15. Proposed access to the building site is at least twenty (20) feet wide and less than one hundred and twenty (120) feet long.

2A-7.2.16. The proposed area of the building site is at least twenty thousand (20,000) square feet, exclusive of the access way.

2A-7.2.17. The setbacks from the property line will meet the requirements of the underlying zone.

2A-7.2.18. The setback from the existing occupied structures on neighboring properties to any structure on the proposed flag lot will be at least seventy (70) feet.

2A-7.2.19. A site plan that complies with Chapter 9 has been submitted for review to the Planning Commission.

2A-7.3. All construction on a flag lot shall be in accordance with the site plan as approved by the Planning Commission. An

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approval of the site plan by the Planning Commission shall run with the owner and shall be valid only for a period of one (1) year from the date of approval. If the ownership of the parcel changes before the issuance of a building permit, or if said permit is not obtained and construction commenced within one (1) year from date of approval, said approval shall be null and void. If a building permit has been issued and construction begun within one (1) year from the date of approval, the approval of the flag lot shall vest and shall run with the land.

2A-7.4. The front side of the flag lot shall be deemed to be the side nearest the street upon which the staff portion fronts.

2A-7.5. The City shall have no maintenance responsibility for the roadway on the staff portion of the flag lot.

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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.

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Section 2B-1 Scope of Applicability

2B-1.1. This Chapter applies to all applications for new subdivisions where the intended use is one- or two-family residential dwellings, including traditional single-family homes, townhomes, and duplexes. Subdivision applications or petitions for other uses are governed by Chapter 2A of this Subdivision Ordinance. The requirements of this Chapter do not apply retroactively to subdivision applications that were approved by the City prior to the enactment or amendment of this Ordinance.

Section 2B-2 Interpretation and Conflict of Laws

2B-2.1. Where any provision in this Chapter 2B conflicts with other ordinances enacted by the City, the provisions in this Chapter shall prevail unless the City intended such conflicting ordinances not in this Chapter to amend this Chapter.

Section 2B-3 Subdivision Land Use Authority

2B-3.1. The Land Use Authority for **preliminary** applications under this Chapter is the Planning Commission. For purposes of subdivision applications,

Adopted December 10, 2024

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

the Planning Commission shall be ultimately responsible for the following, but may delegate any task to the City Engineer, City staff, or members of the Planning Commission:

2B-3.1.1. Rendering land use decisions related to preliminary applications under this Chapter, including approving or denying preliminary applications.

2B-3.1.2. Reviewing all preliminary applications under this Chapter in an impartial manner and according to the standards and deadlines described in this Chapter.

2B-3.1.3. Providing notice to entities and parties as required by this Chapter. This task is delegated to City staff by default.

2B-3.1.4. Holding public meetings for reviewing preliminary applications as required by this Chapter.

2B-3.1.5. Providing feedback to applicants on their preliminary applications in the manner required by this Chapter.

2B-3.1.6. Scheduling and holding a pre-application meeting with potential applicants as required by this Chapter. This task is delegated to City staff and the Development Committee by default.

2B-3.1.7. Keeping subdivision application forms (both preliminary and final) and related informational material up to date and publicly accessible and distributing such forms and materials to potential applicants. This task is delegated to City staff by default.

2B-3.1.8. Ensuring that documents are properly recorded with the County as required by this Chapter. This task is delegated to City staff by default.

Adopted December 10, 2024

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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-3.2. The Land Use Authority for **final** applications under this Chapter is the Subdivision Review Committee (SRC). The SRC shall comprise the Land Use Director, the City Engineer, the Public Works Director, and one member of the Planning Commission who is a non-voting member and acts only as a liaison between the Planning Commission and the SRC. The SRC shall meet on an as-needed basis and act by majority vote. For purposes of subdivision applications, the SRC shall be responsible for the following, but may delegate any task to City staff or members of the SRC:

2B-3.2.1. Rendering land use decisions related to final applications under this Chapter, including approving or denying final applications.

2B-3.2.2. Reviewing all final applications under this Chapter in an impartial manner and according to the standards and deadlines described in this Chapter.

2B-3.2.3. Providing feedback to applicants on their final applications in the manner required by this Chapter.

2B-3.2.4. Signing final application approvals as required by this Chapter.

2B-3.3. The Land Use Authorities are authorized to make any land use decision described by this Chapter without City Council approval. The City Council shall not approve or deny and shall not require the Land Use Authority to approve or deny an application under this Chapter.

Section 2B-4 Subdivision Appeal Authority

2B-4.1. The Appeal Authority for City decisions relating to this Chapter, except where otherwise noted, is the Administrative Hearing Officer.

Section 2B-5 Pre-Application Meeting

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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-5.1. A party intending to submit a subdivision application under this Chapter may request a pre-application meeting with members of the SRC or another representative of the City (depending on availability) for the purpose of reviewing any element of the party's proposed subdivision application (preliminary or final). The proposed application need not be complete for purposes of this meeting and may—if the party desires—be limited to a concept or sketch plan.

2B-5.1.1. If a party requests a pre-application meeting, City staff shall schedule the meeting within 15 business days after the request. The meeting shall be scheduled at the earliest convenient opportunity, and, at the option of the party requesting the meeting, shall occur within 20 business days after scheduling.

2B-5.1.2. An SRC member or other City representative shall conduct the meeting, provide feedback on materials as requested by the party, and shall provide or have available on the City website the following at the time of the meeting:

2B-5.1.2.1. Copies of applicable land use regulations;

2B-5.1.2.2. A complete list of standards required for the project; and

2B-5.1.2.3. Relevant application checklists.

Section 2B-6 Application Requirements

2B-6.1. The City shall not approve, nor shall a party record, any plat or other creating instrument for a new subdivision unless the party has properly applied under this Chapter and received both a preliminary approval and a final approval from the respective Land Use Authorities.

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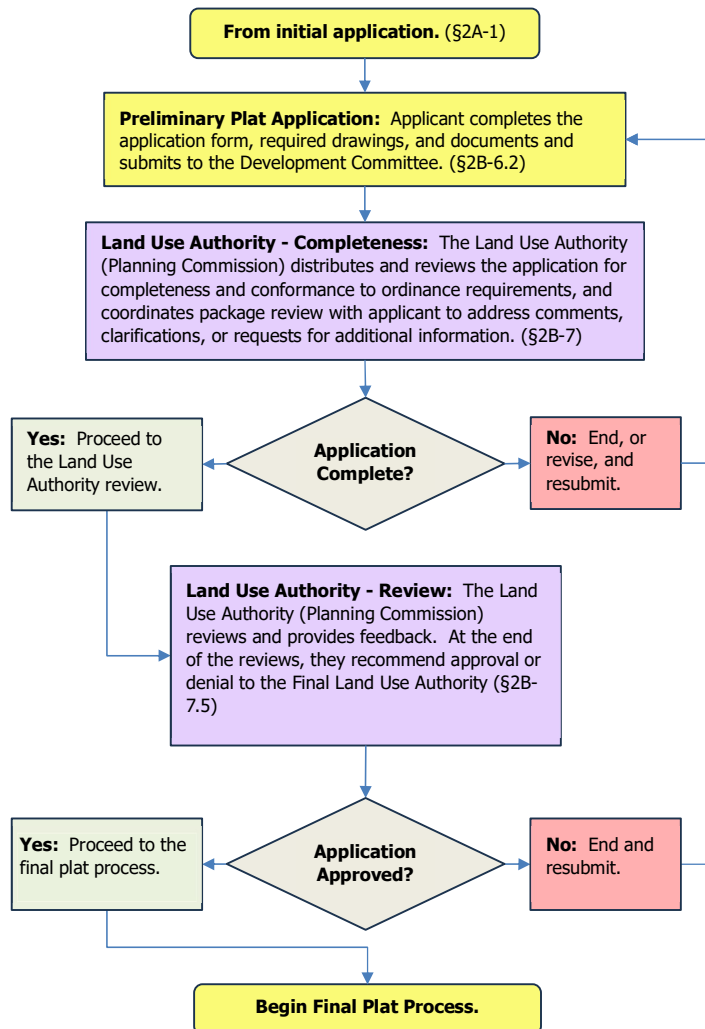
Subdivision Ordinance

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.

Figure 1 - Preliminary Plat Application Process (1-2 Family Residential)



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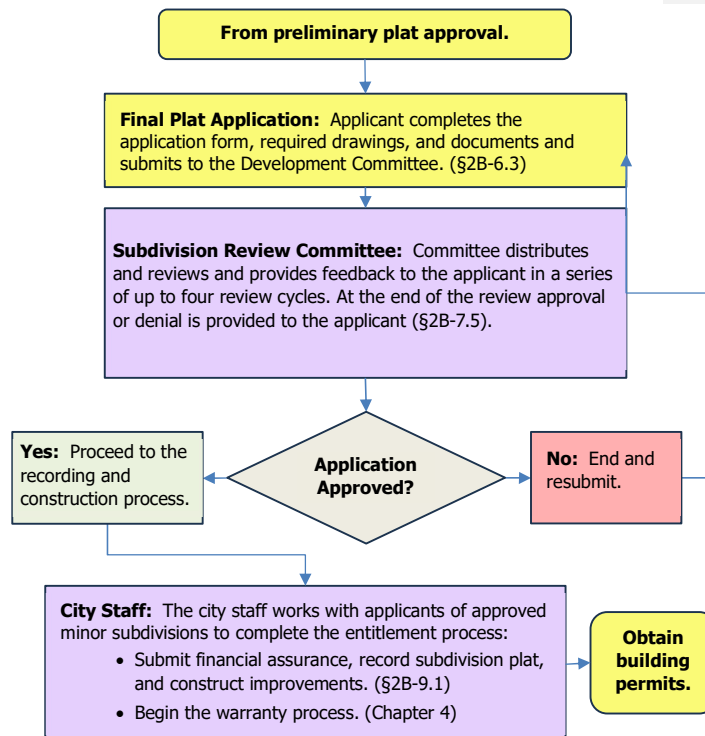
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Figure 2 - Final Plat Application Process (1-2 Family Residential)



2B-6.2. PRELIMINARY APPLICATION. To be considered complete, a **preliminary** subdivision application must include at least the following elements and a completed checklist showing that application includes all elements:

2B-6.2.1. Proof of land use (zoning) authorization, including a description of how the property will be used after it is subdivided and citations to the specific ordinance(s) that the applicant believes authorizes the intended use. If the intended use requires a rezoning, this must be secured before a subdivision application may be submitted. If the

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application proposes a flag lot, this must be separately approved under Chapter 2A, Section 7 of this Ordinance before a subdivision application may be submitted.

2B-6.2.2. A preliminary plat. The preliminary plat must be drawn to scale, in detail, and in accordance with generally accepted surveying standards and the acceptable filing standards of the County Recorder's Office. The preliminary plat must include:

2B-6.2.2.1. The proposed subdivision name, which must be distinct from any subdivision name on a plat recorded in the County Recorder's office.

2B-6.2.2.2. The boundaries, course, and dimensions of all proposed parcels.

2B-6.2.2.3. The lot or unit reference; block or building reference; street or site address; street name or coordinate address; acreage or square footage for all parcels, units, or lots; and length and width of the blocks and lots intended for sale.

2B-6.2.2.4. Every existing right-of-way and recorded easement located within the plat for underground, water, and utility facilities.

2B-6.2.2.5. Any known and unrecorded water conveyance facility located, entirely or partially, within the plat.

2B-6.2.2.6. The boundary lines of any special flood hazard zone.

2B-6.2.2.7. Whether any parcel is intended to be used as a street or for any other public use.

2B-6.2.2.8. Whether any parcel is reserved or proposed for dedication for a public

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purpose.

2B-6.2.2.9. If applicable, the notice required by Utah Code §17-41-403(4).

2B-6.2.2.10. Topography at two-foot intervals indicating existing terrain conditions.

2B-6.2.2.11. A north arrow facing the top of the right margin.

2B-6.2.2.12. A minimum scale of 1" = 50'.

2B-6.2.2.13. The latest date on each sheet.

2B-6.2.2.14. Signature blocks for the owners of the land to be subdivided, the surveyor who prepared the plat, the City Engineer, the City Surveyor, the City Attorney, the Public Works Director, the Land Use Authority, and a Notary Public.

2B-6.2.3. Reports and studies, including:

2B-6.2.3.1. Soils investigation report prepared by a professional engineer proficient in geotechnical engineering, licensed in the State of Utah, unless specifically waived by the City Engineer.

2B-6.2.3.2. Drainage report prepared by a professional engineer licensed in the State of Utah, unless specifically waived by the City Engineer.

2B-6.2.3.3. Any other report required by the Kanab Land Use Code or reasonably required by the Planning Commission after initial review of the preliminary application.

2B-6.2.4. Certifications, including:

2B-6.2.4.1. An affidavit from the applicant certifying that the submitted information is

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

true and accurate.

2B-6.2.4.2. The signature of each owner of record of land described on the preliminary plat, signifying their consent to the preliminary subdivision application and their intent to dedicate portions of the preliminary plat to the public as described in the application.

2B-6.2.4.3 Certification that the survey who prepared the plat:

2B-6.2.4.3.1. Holds a license in accordance with Utah Code Title 58 Chapter 22; and

2B-6.2.4.3.2. Either has completed a survey of the property described on the plat in accordance with state requirements and has verified all measurements; or has referenced a record of survey map of the existing property boundaries shown on the plat and verified the locations of the boundaries; and

2B-6.2.4.3.3. Has placed monuments as represented on the plat.

2B-6.2.5. Copies: An electronic copy of all plans in PDF format, plus four 24" x 36" size copies and twelve 11" x 17" size copies of the preliminary plat and one printed copy of all other documents in the preliminary application.

2B-6.2.6. Fee: The preliminary plat fee as outlined in the Kanab City Land Use Ordinance.

2B-6.3. FINAL APPLICATION. To be considered complete, a **final** subdivision application must include the following and a completed checklist showing that application includes all elements:

2B-6.3.1. Approval of preliminary application. Planning Commission's approval of the applicant's preliminary application, given within the last 365 calendar days.

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2B-6.3.2. A final plat. The final plat should be the version of the preliminary plat approved by the Planning Commission during the preliminary application review process, plus any other additions and immaterial changes (e.g., formatting) necessary to comply with the recording requirements of the County Recorder's Office.

2B-6.3.3. An improvement plan for all public improvements proposed by the applicant or required by City ordinances. The improvement plan must contain:

2B-6.3.3.1. Engineer's estimate: An engineer's estimate of the cost of completing the required public improvements.

2B-6.3.3.2. Water and sewer design: Drawings showing the layout, profile, and detailed design for sewer line, water lines and storm drains. These drawings must address all sewer mains and manholes, water mains, valves and fire hydrants, and all culinary water lines and pressurized irrigation lines, ditches, canals, and other waterways, along with any required improvements to the same.

2B-6.3.3.3. Profile, cross section drawings: Plan profile and typical cross section drawings of all streets, bridges, culverts and other drainage structures and any additional requirements deemed necessary by the City Engineer.

2B-6.3.3.4. Grading plan: The applicant must submit a grading plan.

2B-6.3.3.5. A feasibility study that demonstrates the feasibility of the proposed water and sewage systems necessary to meet the requirements of this Chapter, together with letters of feasibility from the local Health

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Department and the Sanitary Sewer Authority.

2B-6.3.3.6. A traffic study that meets the requirements stated in the City's Transportation Master Plan, which is adopted and incorporated as part of this title by reference.

2B-6.3.3.7. A re-vegetation plan.

2B-6.3.3.8. Measures to protect ecology: The applicant must provide a report that describes the mitigating measures that will be taken with respect to the following:

2B-6.3.3.8.1. Control of erosion within the subdivision, and any measures taken as necessary due to impact by the development of the subdivision, to control erosion outside the boundaries of the subdivision;

2B-6.3.3.8.2. Reseeding of cuts and fills;

2B-6.3.3.8.3. Prevention of fire and control dust;

2B-6.3.3.8.4. Prevention of the accumulation of weeds and debris outside the boundaries of the subdivision due to impacts of the development of the subdivision; and

2B-6.3.3.8.5. Prevention of destruction of vegetation outside the boundaries of the subdivision due to impacts of the development of the subdivision.

2B-6.3.3.9. Miscellaneous:

2B-6.3.3.9.1. The location of all curb, gutter, sidewalk and other street improvements to be constructed as required by City ordinances;

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2B-6.3.3.9.2. All fences, barriers or landscaping as required by the City ordinances or the Planning Commission;

2B-6.3.3.9.3. All special improvements required by the Planning Commission as conditions of subdivision approval;

2B-6.3.3.9.4. Location of all street name signs as required by the City Engineer; and

2B-6.3.3.9.5. The location of any dedicated open space, and a draft of the open space agreement.

2B-6.3.4. A completion assurance for all public improvements required by the approved improvement plan, or a statement that such improvements will be completed before development occurs on the proposed subdivision and before the applicant records the plat. This completion assurance shall be provided according to Chapter 4 of this Ordinance.

2B-6.3.5. Certifications, including:

2B-6.3.5.1. A Title Report for the land to be subdivided, verifying property ownership.

2B-6.3.5.2. A Tax Clearance Certificate from the state indicating that all taxes, interests, and penalties owing on the land have been paid.

2B-6.3.5.3. An affidavit from the applicant certifying that the submitted information is true and accurate.

2B-6.3.5.4. The signature of each owner of record of land described on the plat, signifying their consent to the final subdivision application and their dedication and approval of the final plat.

2B-6.3.5.5. The surveyor's certification

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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.

described in Utah Code Title 58 Chapter 22;

2B-6.3.6. Binding dedication documents, including:

2B-6.3.6.1. As applicable, formal, irrevocable offers for dedication to the public of streets, utilities, parks, easements, or other spaces

2B-6.3.6.2. If the plat is to be part of a community association (e.g., an HOA), signed and binding documents conveying to the association all common areas.

2B-6.3.7. Copies, including:

2B-6.3.7.1. A PDF document of the final plat and all other plans and supporting documents.

2B-6.3.7.2. A copy of the final plat in AutoCAD format. AutoCAD files are considered proprietary and protected.

2B-6.3.7.3. A copy of the final plat drawn on mylar for recording in the County Recorder's Office.

2B-6.3.7 Fee. The final plat fee as outlined in the Kanab City Land Use Ordinance.

2B-6.4 The Land Use Authorities may require, and the applicant shall provide, additional information beyond the requirements of this Section or those published by the City relating to an applicant's plans to ensure compliance with City ordinances and approved standards and specifications for construction of public improvements and to protect the health and safety of City residents.

2B-6.5 In its sole discretion, the Planning Commission may waive specific requirements on a case-by-case basis and accept an application as complete where not all the elements in this Section are provided. These exceptions shall be based on articulable facts.

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

Section 2B-7 Review Process

2B-7.1. The Land Use Authorities shall review all subdivision applications in accordance with the requirements of this Section before approving or denying those applications.

2B-7.2. For both preliminary and final applications, the review process begins when an applicant submits a complete application.

2B-7.2.1. The Land Use Authorities shall not review an incomplete subdivision application, except to determine whether the application is complete.

2B-7.2.2. If the Land Use Authority determines that an application is incomplete, it shall notify the applicant of the incompleteness, highlighting any insufficiencies and explaining that the application will not be reviewed until it is complete.

2B-7.3. For both preliminary and final applications, after the applicant submits a complete application, the Land Use Authority shall review and provide feedback to the applicant in a series of "review cycles."

2B-7.3.1. A review cycle consists of the following phases:

2B-7.3.1.1. Phase #1: The applicant submits a complete application (or, if after the first cycle, submits a revised version of the complete application).

2B-7.3.1.2. Phase #2: The Land Use Authorities review the application in detail and assess whether the application conforms to local ordinances.

2B-7.3.1.3. Phase #3: The Land Use Authorities respond to the applicant, citing any missing requirements or areas of

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

noncompliance and providing a detailed list of necessary revisions to the applicant. For any required modification or addition to the application or request for more information, the Land Use Authorities shall be specific and include citations to ordinances, standards, or specifications that require the modification or addition and shall provide the applicant with an index of all requested modifications or additions.

2B-7.3.1.4. Phase #4: The applicant revises the application, addressing each comment or requirement the Land Use Authorities made. The applicant must submit both revised plans and a comprehensive written explanation in response to the City's review comments, identifying and explaining the applicant's revisions and reasons for declining to make revisions, if any.

2B-7.3.2. The City will review subdivision improvement plans only during the review of final applications.

2B-7.4. When reviewing final applications, the Land Use Authority shall complete Phases #2 and #3 within **40 business days** and shall not exceed **four review cycles**. If no further revisions are needed, the Land Use Authority may end the review process early and approve or deny the final application.

2B-7.4.1. This provision notwithstanding, for any subdivision application that affects property within an identified geological hazard area, the City is exempt from limits on the number of permitted review cycles and the City's deadlines for reviewing and responding (Phases #2 and #3). Geological hazard areas include areas at risk for rockfall, landslide, liquefaction, or otherwise as defined in state law.

2B-7.4.2. If the applicant makes a material change to a preliminary or final application not

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requested by the City at any point in the review process, the Land Use Authority may restart the review process, but only with respect to the portion of the application that the material change substantively affects.

2B-7.4.3. For final applications, if an applicant takes longer than 40 business days to submit a revised application and respond to the City's requests for modifications and additions (Phases #1 and #4), the City shall have an additional 20 business days to review and respond to the revised application (Phases #2 and #3 of the next review cycle or issuing an approval decision).

2B-7.4.4. For both preliminary and final applications, if an applicant takes longer than 180 calendar days to submit a revised application and respond to the City's requests for modifications and additions (Phases #1 and #4), the application shall, at the option of the Land Use Authority, expire. If an application expires, the applicant must restart the subdivision application process.

2B-7.4.5. If the applicant has not submitted a final application within 12 months after the Land Use Authority notifies the applicant that it has approved the related preliminary application, the related preliminary approval shall expire. In this case, the applicant shall not submit a final application until the Land Use Authority has issued a new preliminary application approval.

2B-7.5. When a final application's review period ends, the Land Use Authority shall approve or deny the respective preliminary or final application within 20 business days.

2B-7.6. After the Land Use Authority provides comments in the last allotted review cycle for a final application, the City shall not require further modifications or corrections to the application unless those modifications or corrections are necessary to protect public health and safety or to enforce state or federal law or unless the review cycle reset due to the applicant making a

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material
change that the Land Use Authority did not request.

2B-7.6.1. With the exception of modifications or corrections that are needed to protect public health and safety, that are needed to enforce state or federal law, or that arise from the review cycle being reset, the City waives noncompliant subdivision-related requirements that the Land Use Authority does not identify during the review process.

2B-7.6.2. The applicant shall make reasonable changes, unless prohibited otherwise by a contract or deed, to the subdivision application to accommodate the water conveyance facility to the extent required by Utah Code §73-1-15.5.

2B-7.7. The Planning Commission shall hold one public hearing during the review period for a preliminary subdivision application.

2B-7.7.1. The purpose of this public hearing is to ask questions of the applicant and receive commentary on the technical aspects of the application from affected entities, interested parties, and the public.

2B-7.7.2. The Land Use Authority shall not hold a public hearing during the review period for a final application under this Chapter.

2B-7.8. Other Chapters of this Title notwithstanding, the Land Use Authorities shall approve or deny preliminary and final applications under this Chapter after reviewing the complete applications as described in this Section.

Section 2B-8 Approval

2B-8.1. The Land Use Authorities shall approve any complete preliminary and final applications made under this Chapter that comply with applicable City ordinances.

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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-8.2. The Land Use Authorities shall issue all approvals in writing, and members of the SRC (excluding the member of the Planning Commission) shall certify the approved final plat, either by signing the plat directly or by attaching a signed certification to the plat.

Section 2B-9 Post-Approval Actions

2B-9.1. The applicant shall record the approved final plat with the County Recorder's Office within 365 calendar days after the City approves the final application, provided that the applicant has completed any improvements or posted any completion assurances required by City ordinances or described in the approved improvement plan. The applicant shall not record the approved final plat until such improvements are completed or guaranteed in compliance with City ordinances and the approved improvement plan.

2B-9.1.1. An approved final plat not properly recorded within the timeline specified in this provision is void, unless the Planning Commission approves an extension.

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

2B-10.1. An applicant may subdivide property into ~~less than-10~~ or fewer 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;

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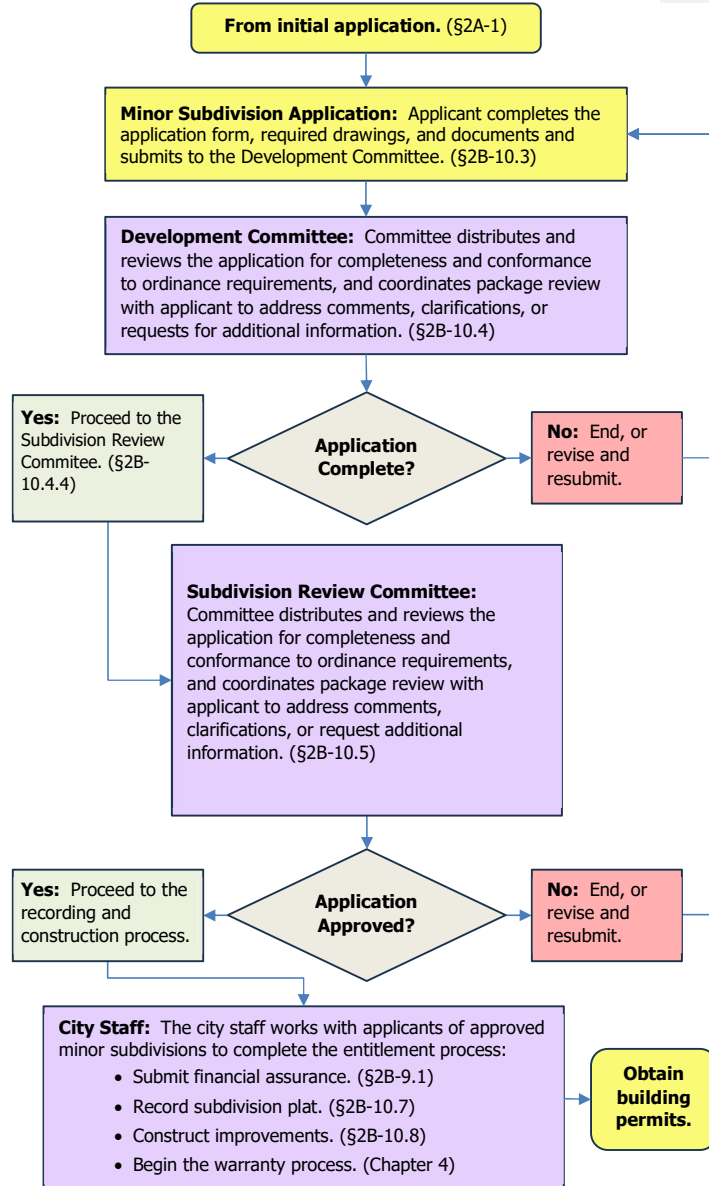
- iii. The proposed private lane will not interfere with the future transportation plans or needs of the City; and
- iv. The proposed private lane will meet the requirements for Fire Apparatus Access Roads as indicated in the International Fire Code adopted under Title 15A of the Utah State Code

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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)



Adopted December 10, 2024

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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-10.23. 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~~ Land Use Department. The application shall be accompanied by the following ~~and items, together with a~~ completed checklist ~~showing the applicant included all elements demonstrating that all required elements have been included:~~

2B-10.23.1. The name of applicant or authorized agent and contact information.

2B-10.23.2. The subdivision name.

2B-10.23.3. The property address and parcel number.

2B-10.23.4. ~~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~~
minor subdivision plat drawing that shall include:

2B-10.23.4.1. The proposed subdivision name;

2B-10.23.4.2. The name and address of the applicant, engineer, or surveyor ~~for the subdivision~~ and owners of the land to be subdivided;

2B-10.23.4.3. 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-10.23.4.4. A minimum scale of 1" = 50';

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2B-10.~~23~~.4.5. Existing rights-of-way and easement grants of record for streets, underground utilities and other public purposes;

2B-10.~~23~~.4.6. A north arrow ~~facing-oriented~~ to the top of right margin;

2B-10.~~23~~.4.7. The latest ~~revision~~ date on each sheet;

2B-10.~~23~~.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.~~23~~.4.9. A legend of symbols;

2B-10.~~23~~.4.10. All survey monuments;

2B-10.~~23~~.4.11. The street-indicating numbers and/or names and the lots numbered consecutively.

2B-10.~~23~~.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.~~23~~.4.13. The streets, lots, and properties within two hundred feet (200') surrounding the subdivision shown in ghost lines; and

2B-10.~~23~~.4.14. The approval signature blocks for:

2B-10.~~23~~.4.14.1. Owner's dedication and acknowledgment;

2B-10.~~23~~.4.14.2. Surveyor's stamped certificate with the subdivision boundary legal description;

2B-10.~~23~~.4.14.3. City Surveyor's approval;

2B-10.~~23~~.4.14.4. City Engineer's approval;

Commented [KC1]: This has not recently been enforced by our surveyor or engineer. When I spoke with Civil Science they did not realize this was in our ordinance and they do prefer that on a plat the surrounding parcels are noted but grayed out so the new subdivision and the lots/parcel boundaries stands out.

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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~~.4.14.5. City Attorney's approval as to form;

2B-10.~~23~~.4.14.6. Director of Public Works' approval;

2B-10.~~23~~.4.14.7. ~~Planning Commission Acceptance~~ Land Use Administrator Approval

~~2B-10.3.4.14.8. City Council approval; and~~

2B-10.~~23~~.4.14.~~89~~. County Recorder's certificate.

2B-10.~~32~~.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 that service will be provided and available~~ 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.~~23~~.6. Lot Addresses: A list of street addresses for each lot, numbered in accordance with the Kanab City address grid system.

2B-10.~~23~~.7. Title Report: A title report prepared within the previous 30 days.

2B-10.~~23~~.8. Any additional ~~items that may be information~~ requested ~~by the Development Committee~~ during the initial application review process.

2B-10.~~23~~.9. Fee: The minor subdivision plat fee as outlined in the Kanab City ~~Land Use Ordinance~~ Fee Schedule.

2B-10.~~23~~.10. Signature and Acknowledgement: By signing the Minor Subdivision application form, the applicant acknowledges:

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2B-10.~~23~~.10.1. That the applicant or agent of the applicant has read the Subdivision Ordinance;

2B-10.~~23~~.10.2. That the applicant understands the provisions of the Subdivision Ordinance; and

2B-10.~~23~~.10.3. That the applicant will fully and completely comply with the provisions and requirements contained therein.

2B-10.~~43~~. ~~Development Committee Review~~ Subdivision Review Committee (SRC):

2B-10.~~34~~.1. The ~~Development Committee~~ SRC shall review the application and accompanying documentation for compliance with this ordinance.

2B-10.~~34~~.2. Copies of the application and accompanying documentation may be furnished to the City Attorney, City ~~Engineer, Public Works Department~~ Surveyor, or other interested parties, who will review the documentation and make recommendation back to the ~~Development Committee~~ SRC.

2B-10.~~34~~.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~~ SRC during the review.

2B-10.~~34~~.4. Once all information requested has been furnished, evaluated, and addressed to the satisfaction of the ~~Development Committee~~ SRC, 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 vote on the application and approve, deny, or approve with conditions.

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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-10.74. **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-10.85. **Subdivision Improvement Requirements for Building Permits in Minor Subdivisions:**
All plans for subdivision improvement requirements shall be submitted with the application and approved by the SRC.

2B-10.5.1 Utilities

A plat shall not be recorded until the following utilities or infrastructure is provided, approved and accepted or a bond or other approved surety has been provided in accordance with Chapter 4 of this ordinance:

2B-10.5.1.1 Water, electrical, and adequate fire hydrant coverage are available for connection at each lot or parcel in the plat.

2B-10.5.1.2 Sewer, if within 300 feet of the public sewer system, is available for connection at each lot or parcel in the plat.

2B-10.5.2 Stormwater

Post-development stormwater runoff rates and volumes shall not exceed pre-development conditions for the 10-year and 100-year storm events. If Stormwater facilities, if required to meet the predevelopment conditions and rates, shall be designed in accordance with the City Design Standards.

2B-10.5.3 Streets

2B-10.5.3.1 Public Streets

All public streets in the minor subdivision shall be installed, dedicated, approved, and accepted by

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Commented [KC2]: Would you like an exception for minor subdivisions with larger lots (larger than 1-acre, 5-acre, etc.)

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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.

the city prior to the plat being recorded unless a bond or other approved surety has been provided in accordance with Chapter 4 of this ordinance.

2B-10.5.3.2 Private Streets and Lanes

All private streets or private lanes shall be installed in accordance with City ordinances prior to the issuance of a building permit.

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2B-10.5.4 Curb, Gutter and Sidewalk

Where required (see Land Use Ordinance, Chapter 4-18) all lots shall install curb, gutter and sidewalk improvements along street frontages in accordance with City standards prior to the plat being recorded unless a bond or other approved surety has been provided in accordance with Chapter 4 of this ordinance.

2B-10.5.4.1 Limited Frontage Exception

Curb, gutter and sidewalk improvements shall not be required prior to recording the plat if the lot is zoned R-1-20, RR-1 and RA.

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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.

Adopted December 10, 2024

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.

~~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.~~

2B-11 Vacating or Amending a Subdivision Plat

2B-11.1 Please see §2A-4.1 for the requirements to vacate or amend a subdivision plat.

2B-12 Boundary Adjustment

2B-12.1 Please see §2A-5 for the requirements for a boundary adjustment.

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Kanab City Planning Commission Staff Report

File # ZONE26-006

Date:	June 1, 2026
Meeting Date:	June 2, 2026
Agenda Item:	Discuss and recommend a zone change to City Council from RA [Residential Agriculture] to R-1-20 [Single] for parcel K-17-30-Annex
Subject Property Address:	379 East 1100 South
Property Owner:	Rebecca Ott
Applicant Agent:	Iron Rock Engineering
General Plan Designation:	Medium Density Residential
Parcel #:	K-17-30-Annex

Attachments:

Exhibit A: Subject/Vicinity Property

Summary:

Applicant agent, Iron Rock Engineering has submitted an application for a zone change on behalf of the property owner Rebecca Ott for parcel K-17-30-Annex. The request is to rezone from RA (Residential Agriculture) to R-1-20 (Single Family, 20,000 sq.ft.).

Site Description:

The subject property is approximately 2.7-acres. The parcel has an existing home built on it. Surrounding zoning designations and the density designations are as follows:

North	South	East	West
RA & C2	Single-Family RA	Single-Family RA	C-2
Medium Density Residential / General Commercial / Agriculture	Medium Density Residential / General Commercial / Agriculture	Medium Density Residential / General Commercial / Agriculture	Medium Density Residential / General Commercial / Agriculture

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Kanab City Land Use Ordinance, General Plan and Zoning Map Analysis:

Zoning designations and zone changes are regulated by the Kanab City Land Use Ordinance, Chapter 15 – Establishment of Zoning Districts regulates zoning designations within Kanab City. Section 15-7 Transitioning and Maintaining Balance, states:

It is the objective of the City to encourage and provide for proper transition and compatibility between zones and intensity of uses, which should be regulated by the City Land Use Code, the General Plan, Future Land Use Map and the Kanab City Annexation Policy Plan. The City also seeks to maintain a healthy balance and mix of land uses within the community, representing the atmosphere of existing development. Areas for growth have been planned with a balance for all uses, including agriculture, residential, commercial and industrial uses, as demonstrated in the Kanab City General Plan and Future Land Use Map. Future decisions regarding land use and zoning in Kanab should be guided by this map.

The City promotes orderly growth, with an emphasis for new developments to occur in the core community areas first. Rezoning of adjacent undeveloped property should be compatible with developed property.

Public Comment:

The Public Hearing will be held on June 1, 2026. Public notices have been posted on the City and State websites.

E-mail, mail or phone public comments have not been received at the city offices.

Findings:

1. The application was initiated by the representative.
2. The property is zoned as RA and approximately 2.7-acres.
3. The City Council is the decision-making authority for a zoning application. The Council may adopt or reject the request as it deems appropriate or may assign a different zoning designation.
4. Assigning an R-1-20 zone is consistent with the Kanab City Future Land Use Map that shows the area designated as MDR. R-1-20 zone is not consistent with the surrounding area that is currently zoned C2 and RA.

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Suggested Motion(s):

I move that we send a positive recommendation to City Council to assign zone R-1-20 to Parcel K-17-30-Annex based on the findings and conditions outlined in Staff Report ZONE 26-006.

I move that we send a positive recommendation to City Council to assign zone _____ to Parcel K-17-30-Annex based on the findings and conditions outlined in Staff Report ZONE 26-006 and the following _____.

I move that we send a negative recommendation to City Council to assign zone RM to Parcel K-17-30-Annex based on the findings and conditions outlined in Staff Report ZONE 26-006.

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Exhibit A: Subject Property

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Kanab City Planning Commission Staff Report

File: PLANSPR26-014

Date:	June 1, 2026
Meeting Date:	June 2, 2026
Agenda Item:	Planning Commission review to approve or deny a Site Plan for parcel K-18-1
Subject Property Address:	70 South 200 West
Applicant:	Kanab Creek Hotel LLC
Applicant Agent:	Iron Rock Engineering

Exhibit A: Aerial View of Property

Exhibit B: Civil Set

Exhibit C: Landscaping Plans

Summary:

Iron Rock Engineering, applicant agent, submitted an application for a Site Plan Review for an addition and remodel of the old Rodeway Inn. The remodel and addition consist of a complete remodel of the guest's rooms, remodel of lobby area, removal of existing pool, new pool, and an addition of 10 cabins (duplex style for a total of 5 buildings) on the west side of the property.

Applicable Regulation(s):

Site Plan Review for commercial buildings are regulated through the Kanab Land Use Ordinances, Chapter 9. Other Land Use Ordinances that are regulated through the Site Plan Review process are Chapter 4-18 Curb, Gutter and Sidewalk and Chapter 6 Parking Requirements.

Analysis:

Staff have reviewed the request for the site plan review and determined:

- The application meets the requirements of Chapter 9 – Site Plan.
- The requirements of Chapter 6 for the parking requirements are not affected with the remodel as the number of rooms are not changing. For the addition of the cabins a total of 10 parking spaces would be required. Site plan shows an additional 12 parking spaces being added.
- Landscaping plans have been submitted and meet the requirements outlined in Chapter 9.

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Proposed Findings:

1. Application for a Site Plan Review was submitted by Iron Rock.
2. The owner is responsible for securing the appropriate development permits for construction prior to any construction activity.

Staff Recommendation:

After reviewing the application, the site plan meets the requirements outlined in Chapter 9 and referenced chapters. Staff recommend approval with the following conditions:

Conditions of Approval:

Staff recommend this motion be subject to additional conditions, as follows:

- a. The owner is responsible for securing the appropriate building and/or grading permits prior to any construction activity or infrastructure for the development.

Recommended Motion:

I move that we approve the site plan for parcel K-18-1 located at 70 South 200 West based on staff's analysis, findings, recommendation and the condition(s) listed in the report, SPR26-014.

Alternate motion:

I move that we deny the site plan for site plan for parcel K-18-1 located at 70 South 200 West (i.e., demonstrating the applicant has not met the standards outlined in the Kanab City ordinances): .

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Exhibit A: Aerial View

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Exhibit B: Civil / Construction Set

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BANDIT HOTEL & CABINS
SITE PLAN APPROVAL
KANAB, UTAH

30 0 30
SCALE IN FEET
SCALE 1" = 30'



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www.ironrockeng.com

PROJECT INFORMATION:

PROJECT LOCATION: KANAB CITY, UTAH
PARCEL NUMBER: K-18-1
ZONE: C1
SET BACKS:
FRONT: 0'
SIDE: 0'
REAR: 2'
OWNER & DEVELOPER: CLIFFROSE GROUP
DAVE CLARK
205 E. TABERNACLE STE. 3
SAINT GEORGE, UT 84770

DESIGN SPECIFICATIONS: KANAB CITY ZONING ORDINANCE

PARKING COUNT:
NUMBER OF CABINS: 10
REQUIRED PARKING: 10
TOTAL PROVIDED PARKING: 12
REQUIRED VAN ACCESSIBLE: 1
TOTAL REQUIRED ACCESSIBLE PARKING: 1
PROVIDED ACCESSIBLE PARKING SPACES: 1
NUMBER OF EXISTING HOTEL ROOMS: 39
NUMBER OF PARKING STALLS REQUIRED: 39
NUMBER OF EXISTING PARKING STALLS TO REMAIN: 43
REQUIRED VAN ACCESSIBLE: 1
TOTAL REQUIRED ACCESSIBLE PARKING: 2
PROVIDED ACCESSIBLE PARKING SPACES: 2

LOT TO BUILDING RATIO:
TOTAL LOT SQUARE FOOTAGE: 130893 FT²
BUILDING TO LOT PERCENTAGE: 14.41%
LANDSCAPE TO LOT PERCENTAGE: 55.55%

SHEET INDEX:

COVER SHEET C001
DEMOLITION PLAN C100
SITE/UTILITY PLAN C200



VICINITY MAP

Know what's below. **811**
Call 811 before you dig.
BLUE STAKES OF UTAH
UTILITY NOTIFICATION CENTER, INC.
www.bluestakes.org
1-800-662-4111

BANDIT HOTEL & CABINS

TITLE SHEET

70 S 200 W
KANAB, UT 84741

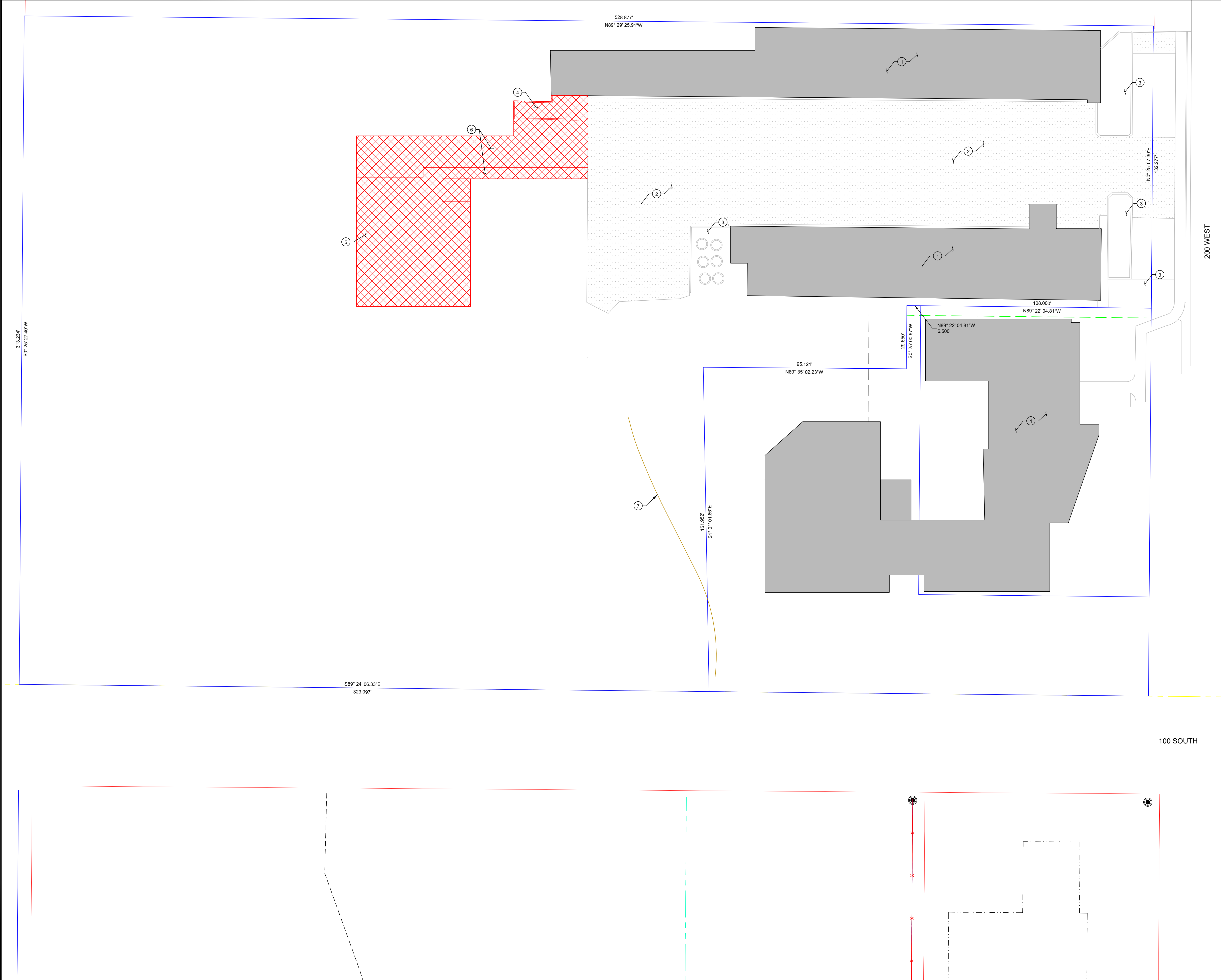
INITIAL SUBMITTAL: 5/11/2026

REV# DATE DESCRIPTION

NOT FOR
CONSTRUCTION

DRAWN BY: RLB
SCALE: 1"=30'
SHEET:

C001



200 WEST

100 SOUTH

313.234'
S0° 25' 27.40"W

528.877'
N89° 29' 25.91"W

132.277'
N0° 25' 07.30"E

108.000'
N89° 22' 04.81"W

95.121'
N89° 35' 02.23"W

29.650'
S0° 25' 00.67"W

151.992'
S1° 01' 01.98"E

323.097'
S89° 24' 06.33"E

200
0
20

SCALE IN FEET
SCALE 1" = 20'

SCOPE OF WORK:
PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED AND THE DETAILS NOTED AND AS SHOWN ON THE CONSTRUCTION DRAWINGS:

1

EXISTING BUILDING

2

EXISTING ASPHALT TO BE REPLACED. MATCH EXISTING ELEVATIONS AND GRADES

3

EXISTING LANDSCAPE AREA

4

REMOVE AND REPLACE EXISTING LANDSCAPE AREA

5

REMOVE EXISTING POOL AND POOL BUILDING

6

REMOVE EXISTING HARD SURFACE AREAS

7

REMOVE EXISTING FENCE AS NECESSARY

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BANDIT HOTEL & CABINS

DEMOLITION PLAN

70 S 200 W
KANAB, UT 84741

INITIAL SUBMITTAL: 5/11/2026

REV#	DATE	DESCRIPTION

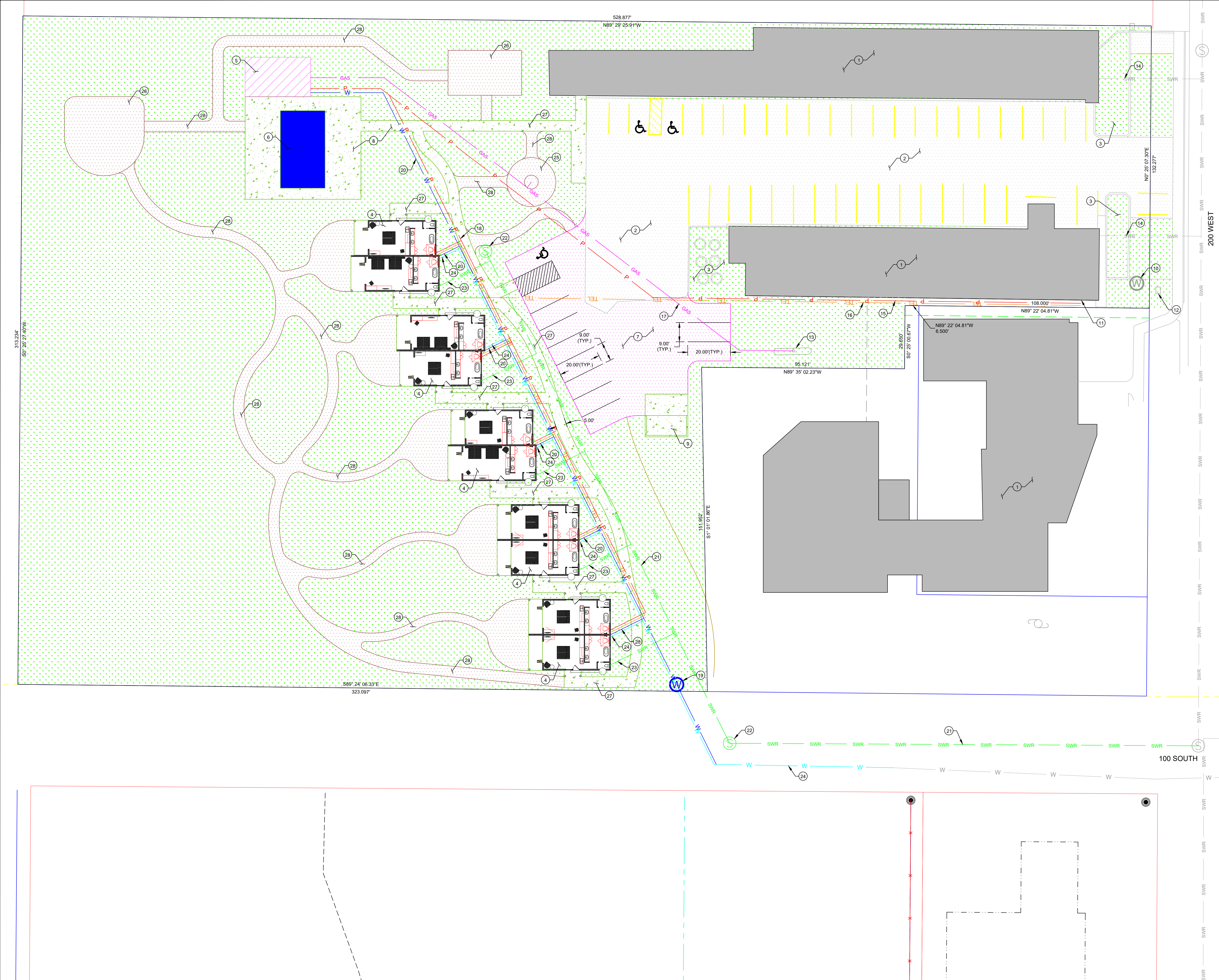
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DRAWN BY: RLB

SCALE: 1" = 20'

SHEET: C100



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SCALE IN FEET

SCALE 1" = 20'

SCOPE OF WORK:
PROVIDE, INSTALL AND/OR CONSTRUCT THE FOLLOWING PER THE SPECIFICATIONS GIVEN OR REFERENCED AND THE DETAILS NOTED AND AS SHOWN ON THE CONSTRUCTION DRAWINGS:

- EXISTING BUILDING
- EXISTING ASPHALT TO BE REPLACED. MATCH EXISTING ELEVATIONS AND GRADES
- EXISTING LANDSCAPE AREA
- PROPOSED RENTAL UNIT
- PROPOSED POOL BUILDING
- PROPOSED POOL
- PROPOSED ASPHALT
- PROPOSED CONCRETE
- PROPOSED DUMPSTER ENCLOSURE
- EXISTING WATER METER TO REMAIN IN SERVICE FOR HOTEL
- EXISTING POWER TO REMAIN IN SERVICE FOR HOTEL. ELECTRICAL PANELS TO BE REDONE. SEE MEP PLANS FOR DETAILS
- EXISTING COM PEDESTAL TO REMAIN IN SERVICE FOR HOTEL
- EXISTING PROPANE TANK TO REMAIN IN SERVICE FOR HOTEL
- EXISTING SEWER TO REMAIN IN SERVICE FOR HOTEL
- EXTEND POWER FROM NEW ELECTRICAL PANELS TO POOL BUILDING
- EXTEND EXISTING COM LINES FROM MAIN HOTEL TO PROPOSED RENTAL UNITS (TYP.)
- EXTEND GAS LINE FROM EXISTING PROPANE TANK TO PROPOSED POOL BUILDING
- EXTEND POWER FROM PROPOSED POOL BUILDING ELECTRICAL PANELS TO PROPOSED RENTAL UNITS (TYP.)
- CONNECT TO PROPOSED WATER LINE. INSTALL PROPOSED 1" WATER METER AND SERVICE LINE TO PROPOSED RENTAL UNITS (TYP.)
- PROPOSED 3/4" WATER SERVICE LINE TO PROPOSED RENTAL UNIT AND POOL BUILDING (TYP.)
- PROPOSED 8" SEWER LINE
- PROPOSED SEWER MANHOLE
- PROPOSED 4" SEWER LATERAL TO PROPOSED RENTAL UNITS (TYP.)
- PROPOSED SPRINKLER LINE
- PROPOSED FIRE PIT
- PROPOSED GATHERING AREA
- PROPOSED CONCRETE PATH
- PROPOSED DG PATH

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BANDIT HOTEL & CABINS

SITE/UTILITY PLAN

70 S 200 W
KANAB, UT 84741

INITIAL SUBMITTAL: 5/11/2026

REV#	DATE	DESCRIPTION

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DRAWN BY: **RLB**

SCALE: **1" = 20'**

SHEET: **C200**

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Exhibit C: Landscaping Plan

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SWR

PLANTLIST	TREES	SHRUBS	CACTI & SUCCULENTS	GRASSES	VINES
 Desert Willow  Little Gem Magnolia  Piñon Pine  Bosnian Pine  Weeping Cherry	 Apache Plume  Texas Ranger / Cenizo  Russian Sage	 Prickly Pear  Hedgehog Cactus  Parry's Agave	 Blue Grama  Mexican Feather Grass	 Carolina Jasmine 'Margarita'  Trumpet Vine  Coral Honeysuckle	



LANDSCAPE SITE PLAN

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Kanab City Planning Commission Staff Report

Reference File #PLANCUP26-011

Date:	June 1, 2026
Meeting Date:	June 2, 2026
Agenda Item:	Conditional Use Permit_Extended Stay for Tavern Establishment
Subject Property Address:	183 South 100 East
Applicant:	Adam Ortiz
Applicant Agent:	n/a

Attachment:

Exhibit A: Aerial view of property
Exhibit B: Applicant's Application Responses

Summary:

An application for a Conditional Use Permit (CUP) was submitted by the property owner, Adam Ortiz. The owners would like to open a tavern establishment. The property is currently being remodeled.

Applicable Regulation(s):

Chapter 8 regulates the approval of Conditional Uses. Chapter 20 Commercial Zones requires that a conditional use permit is approved for taverns.

Proposed Findings:

1. This application was initiated by Adam Ortiz.
2. Properties to the north, south, east and west are zoned commercial.
3. Property is zoned C2 and is 0.24-acres

Finding for Approval:

In an approval of a conditional use permit, the Kanab City Planning Commission must find:

1. That the proposed use is necessary or desirable and will contribute to the general well-being of the community.

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2. That the use will not be detrimental to the health, safety, or welfare of people residing, or working in the vicinity, or injurious to property or improvements in the vicinity.
3. That the proposed use will comply with the regulations of this Ordinance.
4. That the proposed use is in harmony with the intent and purpose of the Kanab City Master Plan or that the plan shall have first been amended through public hearing.

Conditions of Approval:

Chapter 8 Conditional Uses allows the planning commission to impose conditions deemed necessary to protect the public welfare, ensure compatibility with other uses in the vicinity, and ensure that the negative impact of the proposed uses on the surrounding uses and public facilities is minimized. There is a list of conditions within Chapter 8, Section 8-6 that may be imposed.

Suggested Motions:

I move that we approve the conditional use permit for the extended stay at 183 South 100 East based on Staff's findings and conditions listed in the staff report, File #PLANCUP26-011 and the findings in Chapter 8, Section 8-6 (B) and Chapter 20 Commercial Zones.

Alternate motion:

I move that we approve the conditional use permit for the extended stay at 183 South 100 East based on Staff's findings and conditions listed in the staff report, File #PLANCUP26-011 and the findings in Chapter 8, Section 8-6 (B) and Chapter 20 Commercial Zones, and the following condition(s) imposed: .

I move that we deny the conditional use permit for the extended stay at 183 South 100 East, the applicant has not met the standards or findings for approval outlined in the Kanab City ordinances): .

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Exhibit A:

Aerial View of Property

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Exhibit B:

Current Pictures

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Vision

This business is intentionally designed to fit within Kanab's small-town character while meeting modern expectations for a tourism-oriented downtown. Our vision is to create a place that:

- Serves as a gathering space for residents and visitors
- Encourages moderation, conversation, and community, not excessive consumption
- Complements, rather than competes with, existing restaurants
- Activates downtown during evening hours in a controlled, respectful manner
- Strengthening the downtown as a social and economic center
- Encouraging walkable and mixed-use activity
- Supporting tourism without introducing disruptive nightlife

What This Business Is

- A brewery taphouse with limited, regulated alcohol service
- Emphasis placed on local and regional craft beer
- Daytime and evening hours focused on social gathering
- A professionally managed, licensed establishment

Proposed Scope

Location - 183 S 100 E

- Situated within the downtown core, directly off HWY 89
- Walkable to other downtown businesses
- Designed to increase foot traffic and shared economic benefit

Size & Scale

- Small to moderate footprint
- Seating designed for conversation and small groups
- No dance floor, DJ, live amplified music, or nightclub-style entertainment

Hours of Operation

- Afternoon and evening focus
- Closing hours aligned with expectations for downtown businesses
- No late-night or after-hours operation

Additional Consideration

We recognize and respect that some Kanab residents have thoughtful concerns about alcohol-related uses. Our business model would be structured to limit risk, encourage responsibility, and maintain community standards, consistent with the Kanab's emphasis on quality of life and public safety.

Responsible Use Philosophy

- No drink specials intended to encourage excessive consumption
- Calm, seated service environment
- Designed for adults but respectful of nearby family-oriented uses
- Non-alcoholic beverages prominently available

Safety & Oversight

- Full compliance with Utah DABC regulations
- Staff trained in responsible alcohol service
- Zero tolerance for disorderly or disruptive behavior
- Coordination with local law enforcement as needed