

Hinckley Town Planning and Zoning Commission
 Town Council Chambers
 161 East 300 North, Hinckley, UT
 Wednesday, July 8, 2026
 Digital Recording
 Invocation: Clark Mortensen

I. PLEDGE

Commission Chairman pro tem Clark Mortensen brought the Planning and Zoning Commission meeting to order at 7:01 pm and led those present in the Pledge of Allegiance.

II. ROLL CALL

Commission Members: Clark Mortensen, Joy Partridge, Margene Stevens, Crista Kaman, Hinckley Town Clerk Tresa Taylor, Planning & Zoning Clerk Dixie Talbot, Hinckley Town Mayor Alan Miller, Hinckley Town Attorney Todd Anderson, Town Council Member Ron Black online.

III. GUESTS

Anna Lee Hepworth, Laurie Hepworth, Sierra Manis, Ryan Johnson, Greg Wagner, Greg Hardman.

IV. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Commission Member Joy Partridge made a motion to approve the meeting minutes for June 10, 2026 as presented. Commission Member Crista Kaman seconded the motion.

V. PUBLIC HEARING

To receive public comment on an Ordinance to clarify Hinckley Town Code, Title 11, Land Use, Chapter 3, Zoning Districts, Section 4, Master Land Use Table, Residential Zones, Use: Dwelling - Multiple Family P only in (R3), Dwelling - Two Family P in (R2 & R3).

Commission Chairman pro tem Clark Mortensen opened the Public Hearing at 7:06 pm. The purpose of the Public Hearing is to receive comments on an Ordinance clarifying Hinckley Town Code, Title 11, Chapter 3, Section 4, Master Land Use Table. It was clarified that these redline modifications do not rewrite the Code. Their purpose is to align the Master Land Use Table with the written code.

Accessory Dwelling Units (ADUs) Standard ADU section is deleted . "Accessory Dwelling Unit Detached" has been added as C in Residential Zones and C-PC in Commercial and Agricultural Zones. Not permitted in Light Industrial or Municipal Zones.

Animals - Livestock Old section deleted, replaced with Animals, Livestock and Feedlots. Permitted in C and AG Zones; Conditional in PUDs; not permitted in LI or M Zones.

Multiple Family Dwellings: Permitted only in R3, conditional in C, PUDs and AG Zones. Not permitted in LI or M Zones.

Two-Family Dwellings: Permitted only in R2, R3, C and PUDs. Conditional use in LI.

Small Wind Energy Systems: Added as C-PC in R, C and PUD Zones. Not permitted in LI.

Wireless Services - Telecommunications Antennas: Update to allow C-CP use across all zones

No comments were received from the general public. The Public Hearing was closed at 7:10 pm.

VI: NEW BUSINESS:

1. To make a formal recommendation to the Town Council to accept the modifications to Hinckley Town Code, 11.3.4 Master Land Use Table.

Commission Member Joy Partridge made a motion to recommend to the Town Council the acceptance of the modifications to Hinckley Town Code 11.3.4 Master Land Use Table. Commission Member Margene Stevens seconded the motion.

Roll Call Vote

Joy Partridge Aye

Margene Stevens Aye

Crista Kaman Aye

Clark Mortensen Aye.

2. Application to Appear - Howard Hepworth. Review and consider approval of site plan for new home at 100 W. 300 N., Parcel H-2038. The Commission reviewed the plans and verified the frontage would be on 100 West. An address will be given by Millard County GIS after the footings are poured. Commission Member Margene Stevens made a motion to approve the site plans for a new home at 100 W. 300 N. Commission Member Crista Kaman seconded the motion.

3. Review and consider approval for Ryan Johnson record of survey for simple lot line boundary adjustment. Ryan Johnson presented a survey moving boundary lines to adjust parcel size and abandon flag lots. Millard County Recorder Sierra Manis stated there were a few minor changes to the legal description that were required. Hinckley Town Attorney Todd Anderson recommended approving the adjustments subject to the final legal and technical descriptions being resolved. Commission Member Margene Stevens made a motion to accept the boundary adjustments conditional upon resolving the legal descriptions. Commission Member Joy Partridge seconded the motion.

4. Application to Appear- Ryan Johnson. Review and consider approval of site plan for a new home on Parcel 3 of the proposed simple lot line adjustment property. The site plan for a new home on Parcel 3 was reviewed. The Commission stated the setbacks are appropriate for the home. A question was brought up as to how the home would interface with the town irrigation ditch. Mr. Johnson stated that he plans to utilize an open space layout bookended by black pipe culverts which does align with Hinckley Town's current ordinances. This layout is the same as was done on the existing home that Ryan built first and next door to the new build. It was stated by the Commission that this vote is for the site plan only and is upon the condition that the legal issues are

resolved. Commission Member Crista Kaman made a motion to approve the site plan for Parcel 3 conditional on the final lot line adjustment recording. Commission Member Margene Stevens seconded the motion.

5. Application To Appear - Greg Warner, Greg Hardman. Review and consider approval of survey for simple lot line boundary adjustment and site plans for Lots 1-21, Topaz Townhomes Subdivision. Greg Hardman, legal counsel for Apex Development Partners LLC, presented an application for a simple lot line boundary adjustment and individual site plan approvals for Lots 1-21, including a clubhouse on Lot 3. Mr. Hardman explained that the lot line adjustment is a housekeeping item required by their Title Company and underwriter to align original contract conveyance descriptions with the future subdivision layout. A concern was raised regarding Parcel 5, which resides in an R1 Zone and was not in the original subdivision map. It was clarified that Parcel 5 was solely included to clean up the surrounding legal descriptions for the underlying title work; the active boundaries and parameters of the actual townhome subdivision remain unchanged. Commission Member Crista Kaman made a motion to accept the new descriptions and boundary lines for the simple boundary line adjustment. Commission Member Margene Stevens seconded the motion.

Site Plan Approvals Lots 1-21. The Commission reviewed the master site plan and checklists for all 21 lots. Lot 3 will be the community clubhouse while the other 20 lots will contain a mix of two-bedroom, three-bedroom and four-bedroom duplex units. Utilities, driveways, setbacks and building elevations were appropriate. The developers confirmed that a 24-inch utility drainage ditch runs between lots 16 and 17 and conforms to the Drainage District's 32-foot center-line requirement. Commission Member Margene Stevens made a motion to approve the site plans for Lots 1-21, including the clubhouse on Lot 3 in the Topaz Townhomes Subdivision. Commission Member Crista Kaman seconded the motion.

The developers requested conceptual approval of their building permits so they could be forwarded to Sunrise Engineering for review. They also requested approval of a permit ready letter required by their lender to release federal project financing. The letter would detail infrastructure standards including road specs, 4 inches of asphalt and 6 inches of road base, water mains buried to at least 48 inches and 96% compaction density to comply with Hinckley Town Code. The Commission and Town Attorney Todd Anderson noted that final building permits cannot be issued until proper bonding is in place. The developers agreed to pay the \$150.00 per lot deposit and proposed the permit ready letter be approved conditionally. Attorney Anderson and Town Clerk Tresa Taylor agreed to meet tomorrow Thursday, July 9, 2026 to refine the exact conditional language regarding bonding/security in the letter so it could be issued to the lender without delaying the project.

6. Review and discuss a Draft Ordinance to amend Hinckley Town Code 11.19.21 Improvement Guarantees, Completion Assurance and Warranties. The purpose of the amendment is to include an Irrevocable Letter of Credit as an acceptable form of guarantee for improvements.

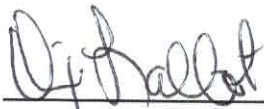
The Commission discussed a draft ordinance to amend Hinckley Town Code 11.19.21, Improvement Guarantees, Completion Assurance and Warranties to include an Irrevocable Letter of Credit as an approved method of completion assurance alongside bonds and escrow. Mr. Anderson recommended utilizing Planner Mike Hansen to draft the formal language for the code amendment. Mr. Anderson noted that while a Letter of Credit is a highly acceptable and common tool, the Town must be careful regarding Deed of Trust valuations to ensure undeveloped dirt is not pledged at fully developed values. Before the Ordinance can be amended a Public Hearing must be held. The Commission will schedule a Public Hearing on the proposed code amendment for the next regular Planning and Zoning meeting August 12, 2026.

VI. OUTSTANDING BUSINESS

Review and discuss a Draft Ordinance to amend Hinckley Town Code 11.19.21 Improvement Guarantees, Completion Assurance and Warranties. The purpose of the amendment is to include an Irrevocable Letter of Credit as an acceptable form of guarantee for improvements.

VIII. ADJOURNMENT

Commission Member Joy Partridge made a motion to adjourn the meeting at 8:26 pm. Commission Member Margene Stevens seconded the motion.



Tresa Taylor, Hinckley Town Clerk
Dixie Talbot, Planning and Zoning Secretary



Joe Taylor, Commission Chairman