The following are the approved minutes of Centerfield City's Planning & Zoning meeting, held July 30, 2026 in the Centerfield City Hall. Those in attendance: Mayor Travis Leatherwood, Jon Hansen, Jacob Hatch, Collin Edwards, and Cody Ludvigson. Absent Jaden Sorenson.

Mayor Travis Leatherewood called the meeting to order at 7:01 PM.

1- Roll Call
2- Pledge of Allegiance - Jacob Hatch
3- Invocation - Cody Ludvigson

Minutes

Board Member Hatch moved to approve the minutes of June 25, 2026. Seconded by Board Member Hansen. Carries 4-0.

PUBLIC HEARING- Minor Subdivision Ordinance

The Planning Commission discussed the proposed Minor Subdivision Ordinance and explained that a public hearing was required pursuant to state law because the proposal would establish or amend City code. The proposed ordinance had been made available for public review prior to the hearing.

The Commission reviewed the need for Centerfield City to establish its own definition and standards for minor subdivisions. It was explained that Centerfield City has historically treated property splits as subdivisions but has not previously had a specific minor subdivision classification. The County has established requirements for minor subdivisions, and without a City ordinance defining the process, County requirements may apply to properties within the City.

Discussion included the County's requirements that a minor subdivision lot be at least one acre, have adequate culinary water, provide a site plan, establish legal access, address necessary utility easements, and comply with applicable building, fire, wastewater, and health requirements. The proposed requirements also include a separation distance between minor subdivisions and provisions intended to prevent multiple minor subdivisions from being used to avoid subdivision development requirements such as curb, gutter, sidewalk, and utility improvements.

The Commission discussed whether the County's 1,000-foot separation requirement was appropriate for Centerfield City. Members expressed concern that 1,000 feet could unnecessarily restrict adjoining property owners, particularly where property is owned by separate families or where owners wish to divide property for family members to build homes. The Commission discussed whether the separation requirement should instead be based on a smaller, more practical distance, such as a city block, and whether the restriction should apply to the same owner, developer, or builder.

The Commission also discussed how many lots should qualify as a minor subdivision. The County provision reviewed by the Commission allows a minor subdivision for one building lot,

while other jurisdictions may allow multiple lots. Members indicated that the number of lots qualifying as a minor subdivision should be further evaluated.

A concern was also raised regarding roadway design and development requirements for minor subdivisions. It was suggested that, if curb and gutter are not required for a minor subdivision, a wider right-of-way or easement may be appropriate to allow adequate room for the roadway, drainage ditch, and future improvements. A width of approximately 90 feet rather than the City's typical 66-foot right-of-way was discussed as a potential consideration, subject to further review and the City's drainage requirements.

Board Member Hansen made a motion to go into a public hearing to discuss a minor subdivision ordinance at 7:14 PM. Seconded by Board Member Ludvigson. Carries 4-0. Roll call Yeah- Board Member Hansen, Board Member Hatch, Board Member Edwards, and Board Member Ludvigson.

Ryan Smith, commented on the proposed 1,000-foot separation requirement. He expressed concern that the requirement could prevent property owners from dividing property for their children or other family members if a minor subdivision already exists within the required distance. He requested that the ordinance contain specific language addressing ownership and family situations.

The Commission discussed the concern and acknowledged that simply limiting the restriction to the current property owner could potentially allow the requirement to be avoided through transfers of property. Members agreed that additional consideration was needed regarding ownership, family members, and the appropriate separation distance.

Jonah Christianson shared information regarding roadway and drainage considerations for minor subdivisions. He reported that a wider right-of-way, potentially approximately 90 feet instead of 66 feet, may be necessary if curb and gutter are not required in order to provide adequate room for a roadway and bar ditch/drainage. The Commission thanked him for the information and indicated that the matter should be considered as the City's drainage requirements are developed.

No further public comments were received.

Board Member Hatch made a motion to go out of a public hearing to discuss a minor subdivision ordinance at 7:22 PM. Seconded by Board Member Hansen. Carries 4-0. Roll call Yeah- Board Member Hansen, Board Member Hatch, Board Member Edwards, and Board Member Ludvigson.

Following the public hearing, the Commission discussed forwarding the proposed Minor Subdivision Ordinance to the City Council for further consideration. The Commission identified the following items for additional review and potential amendment:

- Appropriate separation distance between minor subdivisions;

- Whether the separation requirement should apply based on owner, developer, or builder;
- Provisions addressing property divisions involving family members;
- The number of lots that should qualify as a minor subdivision within Centerfield City; and
- Right-of-way, roadway, and drainage requirements when curb and gutter are not required.

Board Member Hatch made a motion to move the minor subdivision ordinance forward, along with the questions and proposed changes identified during the discussion and public hearing, to the Centerfield City Council for further consideration. Seconded by Board Member Ludvigson. Carries 4-0.

Fence permit- David Hustead

David Hustead is in attendance for a building permit for a fence at 35 North 270 East.

The proposed fence will consist of a six-foot vinyl fence along the rear of the property. The fence will be located within the property boundaries, with the applicant indicating he will pull the fence onto his property where necessary. A 12- to 14-foot gate is proposed to provide access for an RV.

The applicant also proposed a fence along the front and side portions of the property. The front fence will be approximately 36 to 42 inches in height, with the Commission noting that the allowable height is 42 inches. The applicant indicated that portions of the fence may be installed after the neighboring property is developed to avoid potential damage during construction.

The Commission reviewed the proposed fence locations and determined that the proposed setbacks and locations did not appear to conflict with applicable City requirements or utilities. No additional concerns were raised by the Commission.

Board Member Hansen made a motion to approve a fence permit for David Hustead at 35 North 270 East. Seconded by Board Member Ludvigson. Carries 4-0.

Fence permit- Melissa Mangan

Melissa Mangan is in attendance for a building permit for a fence at 84 North 200 East.

The proposed fence will be white vinyl, with a six-foot fence along the rear of the property and approximately 42-inch fencing along the front portion. The applicant indicated the fence would remain on her property, with portions along property lines where the adjoining property owners have agreed to the placement. The applicant confirmed that the neighboring property owners had been contacted and were agreeable to the proposed fence location.

The Commission reviewed the proposed fence placement and discussed the property boundaries. No concerns were identified regarding the proposed fence location or compliance with applicable requirements.

During the discussion, the applicant also asked about the City's $50 fence permit fee and how the fee is used. Staff explained that the fee helps cover administrative costs associated with

processing and maintaining permits, including software, recordkeeping, inspections, and Planning Commission meeting costs. The applicant was advised that concerns regarding the City's fee schedule could be addressed to the City Council or during the City's annual fee schedule public hearing.

Board Member Hansen made a motion to approve a fence permit for Melissa Mangan at 84 North 200 East. Seconded by Board Member Hatch. Carries 4-0.

Unfinished Business

The Planning Commission continued discussion regarding the proposed Minor Subdivision Ordinance and identified several items requiring further consideration before the ordinance is adopted by the City Council.

The Commission's primary concern was the number of times a minor subdivision may be used. The County's provision reviewed by the Commission allows a minor subdivision only once, while other municipalities have established limits of three, four, or five minor subdivisions. The Commission discussed whether Centerfield City should establish a specific maximum number rather than relying on a separation-distance requirement.

The Commission also discussed research conducted on other Utah municipalities. Some cities do not use a distance requirement between minor subdivisions and instead regulate the number of lots or times a minor subdivision may be utilized. The Commission noted that this approach could prevent a minor subdivision on one property from unnecessarily restricting an adjoining property owner's ability to develop their property.

The minimum lot size was also discussed, with the Commission indicating that a one-half-acre minimum may be appropriate based on Centerfield City's existing development standards and general plan.

Commission members agreed that the identified questions and potential changes would be discussed further with the City Council.

Board Member Hansen moved to adjourn the meeting at 7:44 PM. Seconded by Board Member Edwards. Carries 4-0.

Lacey Belnap, City Recorder

Travis Leatherwood, Mayor

October 29, 2026 Approval Date