

**TOQUERVILLE CITY**  
**PLANNING COMMISSION MEETING MINUTES**  
January 15, 2020 at 6:30 pm  
212 N. Toquer Blvd, Toquerville Utah



Present: Chairman Manning Butterworth, Commissioners: Greg Turner, Rebecca Hansen, Dan Catlin, Joey Campbell, Alternate Planning Commissioners: David Browning, Jason Grygla. Staff: Mike Vercimak, Recorder Ruth Evans. City Council Liaison Gary Chaves. Public: Keen Ellsworth.

**A. CALL TO ORDER:**

Chairman Butterworth called the meeting to order at 6:30 p.m. Commissioner Turner led the Pledge of Allegiance. There were no disclosures, nor conflict declarations from Council Members. The Oath of Office was administered to Alternate Planning Commissioner Grygla.

**B. REVIEW OF MINUTES:**

Review and possible approval of Planning Commission meeting minutes from December 2019.

Chairman Butterworth stated on page 4, item number 7 'IDS' was written but it should say IDA, which stands for International Dark Sky. There was verbiage stating the Commissioner's goal was to apply for the dark sky ordinance, however, Chairman Butterworth did not believe that was the intended purpose for revising the Exterior Lighting ordinance. Additionally, he would like the wording changed from "the" City Council to "a" City Council member in the Hillside Ordinance paragraph.

*Commissioner Greg Turner moved to approve the meeting minutes from December 2019 with stated amendments. Commissioner Dan Catlin seconded the motion. Motion unanimously carried 5-0. Greg Turner – aye, Rebecca Hansen – aye, Manning Butterworth – aye, Dan Catlin – Aye, Joey Campbell – aye.*

**C. REPORTS:**

1. Planning Chair Manning Butterworth reported on the Building Permit Process ordinance which is currently before the City Council. The Council has decided to table this ordinance and re-word the building pad requirement to include an exception and/or drainage requirements. The Exterior Lighting ordinance was tabled. The Nightly Rental Ownership ordinance was also tabled, due to discussion on defining the terms owner and owner absences. The Nightly Rental Annual Renewal Process ordinance was approved by the Council. Commissioner Butterworth wished to express his gratitude to the Commissioners for their hard work on putting these revisions together.
2. Commissioner Turner would like the Commission to put together a plan or vision for how Toquerville should look with the future growth that is coming. This vision should preserve the historic and pioneer feel and should be done in a way that is enforceable. The Commissioners would like to discuss commercial design standards at the next meeting. Zoning Official Vercimak would like the Commissioners to read the General Plan which gives direction on the look and feel of Toquerville.
3. Zoning Official Mike Vercimak did not have anything to report.



4. City Council Planning Commission Liaison Gary Chaves wished to express his appreciation to the Planning Commissioners for revising the ordinances they have submitted to the Council. There was a petition submitted to have several parcels re-zoned at the same time from residential to agriculture. More information will be forthcoming.

**D. BUSINESS ITEMS:**

1. Discussion and possible appointment of Planning Commission Chair for 2020.

Commissioner Turner expressed his appreciation for Chairman Butterworth and the time and effort he has put in and his service to the City.

*Commissioner Dan Catlin moved to appoint Manning Butterworth as Planning Commission Chair for 2020. Motion was seconded by Commissioner Rebecca Hansen. Motion carried 4-1. Commission Vote: Greg Turner – aye, Rebecca Hansen – aye, Dan Catlin – aye, Manning Butterworth – abstain, Joey Campbell – aye.*

2. Discussion and possible appointment of Planning Commission Pro Tempore for 2020.

*Commissioner Rebecca Hansen moved to appoint Dan Catlin as Planning Commission Pro Tempore for 2020. Motion was seconded by Greg Turner. Motion carried 4-1. Commission Vote: Greg Turner – aye, Rebecca Hansen – aye, Dan Catlin – abstain, Manning Butterworth – aye, Joey Campbell – aye.*

3. Conditional Use Permit for a Bed and Breakfast located at 2145 S Toquer Blvd – Monkey Ridge B&B/Curtis and Ranae Biggs. *(No complaints on file)*
4. Home Occupation Permit for a home office located at 61 W Old Church Rd – Blue Desert Rhapsody LLC/Alex and Jenny Chamberlain. *(No complaints on file)*
5. Conditional Use Permit for a Pet Crematorium located at 490 S Westfield Rd – Forever Friends/Angel Hutchings. *(No complaints on file)*
6. Home Occupation Permit for a home office located at 720 S Toquer Blvd – Heideman Investments/Paul Heideman. *(No complaints on file)*
7. Home Occupation Permit for a home office located at 1235 S Crater Lake Way – Wild Mountain Outfitters/Shawn Labrum. *(No complaints on file)*

The Commissioners discussed the fire inspections needed for a bed and breakfast and if the Pet Crematorium had passed the required air quality test. The applicant for Forever Friends was not present, but the staff commented there is an approved air quality report in their file.

*Commissioner Greg Turner moved to recommend approval of agenda items D 3-7. Motion was seconded by Commissioner Dan Catlin. Motion unanimously carried 5-0. Commission Vote: Greg Turner – aye, Rebecca Hansen – aye, Dan Catlin – aye, Manning Butterworth – aye, Joey Campbell – aye.*

8. Discussion and possible recommendation for simple subdivision located at 12 S Toquer Blvd submitted by EAL Investments/Keen Ellsworth.

The Commissioners wondered if the lots were for sale or would be in the future. Mr. Ellsworth responded they were for sale. A map of the proposed simple subdivision was shown to the Commissioners. Commissioner Campbell appreciated the staff comments that were written up by Zoning Official Mike Vercimak.



*Commissioner Greg Turner moved to recommend approval of the simple subdivision located at 12 S Toquer Blvd with staff comments. Motion was seconded by Commissioner Dan Catlin. Motion unanimously carried 5-0. Commission Vote: Greg Turner – aye, Rebecca Hansen – aye, Dan Catlin – aye, Manning Butterworth – aye, Joey Campbell – aye.*

9. Discussion and possible recommendation on amending Title 5, Chapter 1 Animal Control.

Commissioner Turner commented on the minor changes that were made from last month, including adding the definition of exotic pets. The Commissioners reviewed the changes and there were no further comments.

*Commissioner Rebecca Hansen moved to recommend approval of Title 5, Chapter 1 Animal Control. Motion was seconded by Commissioner Dan Catlin. Motion unanimously carried 5-0. Commission Vote: Greg Turner – aye, Rebecca Hansen – aye, Dan Catlin – aye, Manning Butterworth – aye, Joey Campbell – aye.*

**E. DISCUSSION ITEM:**

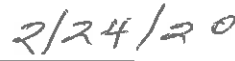
1. Discussion on amending Title 10, Chapter 19, Articles A-H Subdivisions.

Chairman Butterworth has had discussions with Zoning Official Mike Vercimak regarding the changes for Subdivisions. There is inconsistent use of terminology and some areas of the chapter are confusing and hard to understand. The entire chapter will need to be reviewed and clarified. Zoning Official Vercimak recommended the Planning Commission revise the subdivision chart first, get the proper verbiage in place for each process, and then ensure the chapter is consistent. More information will be available and discussed at the next meeting.

**F. ADJOURN:**

Chairman Butterworth adjourned the meeting at 7:30 p.m.

  
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Planning Chair – Manning Butterworth

  
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Date

  
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City Recorder – Ruth Evans

