

# Mendon City

Meeting Minutes

Planning & Zoning Commission

Date: 1/27/2021

Mendon City Building

15 N Main St

www.mendoncity.org

PZB Attendance (X): Double click the mouse and select the (checked) box under the default value to mark the (X)

- PZ - Phil Zobell - Chair
- PZ - Jake Anderson - Vice Chair
- JH - Jerilyn Hansen - Commissioner
- KS - Karen Shelton - Commissioner
- KL - Keilani Ludlow - Commissioner
- BF - Bret Foncesbeck - Commissioner
- BT - Brenda Tullis - Commissioner
- BN - Burke Nielsen - Commissioner
- GT - Gail Taylor - Secretary

Public, Officials, City Council

*Due to the speed and number of members in attendance, individual Initials will be used throughout this document. Please refer back to this section as needed.*

Public Attendance

1. Maria Souter
2. Ken Souter
3. David & Yvonne Bird

City Council Reference (X):

- Ed Buist – Mayor – EB
- Kirk Taylor – Public Works – KT
- Paul Taylor – Building Inspector- PT
- Paul Cressall – Recorder – PC
- Jon Hardman – City Council / Water / PZB Liaison – JH
- Bob Jepson – City Council – BJ
- Eric Dursteler – City Engineer – ED
- Daphne Carlson – Treasurer – DC
- Traci Hillyard – City Clerk – TH
- Ron Campbell - CC / PZB Liaison – RC
- Ian Nemelka - PZB Liaison - IN

## Administrative Business

Open Time: 6:29 pm

Dialogue:

Conversation about the Subdivision checklist. Formatting is in question. Phill will revisit & see if this can be simplified.

Questions about Single Family Individual Lot split: Phil proposes that a lot split up to 3 acres is a minor subdivision. Splitting a lot that equates to only 1 single lot should not be a subdivision but should be assimilated into the closest adjacent subdivision.

Phil proposes Jake do the research on Lot Split regulations and see what other cities are doing and PZB will revisit the issue.

New Age Asphalt: They are operating in Mendon. They do not have a city license and they are essentially operating a asphalt plant in the back warehouse/barn. They are registered at a State level. Carlo.

The board would like to explore ways to document: How to file an anonymous complaint against a citizen or property or project.

Phil and Jeri: Continue working on short term rental agreements. To be done by the February meeting.

Explore ideas for a training class for New Commissioners.

Discussion on upcoming projects:

Watkins proposal:      ADU/Music Studio  
                                 Retail & Commercial Parking & Delivery Parking  
                                 Septic issues for the property  
                                 Issues regarding septic for the Anderson property  
                                 Zoning must fit within the current existing codes. No new zoning codes

will be presented at this time: Mixed Use / Flex Use

They must work within our existing zones. The planning and zoning board is not obligated to find a way to make the property function. The applicant(s) must submit their own plans for review. If those plans align, the project will be approved. If the plans do not align, the project will simply be denied. The proper protocol is to deny the project and then have the applicant(s) resubmit accordingly. This can and should be done over and over until the project conforms.

PZ is visiting a Business License Amendment. They would like to propose to accept a paper renewal for the years 1&2. On year 3, the Commissioners would like for the renewal applicant to do an "in person" renewal with the Commission. Keilani will visit and review the license forms. She will suggest modifications and present the back to the Commissioners in another Admin meeting.

The Commissioners are discussing and developing the Landscape Plan for subdivisions. This is ideally intended for development standards. Phil assigns Bret and Burke research. They will evaluate and then present a plan back to the Commissioners in the March 2021 meeting.

The board would like for Gail to add a pdf version of the Subdivision codes and Zoning codes to the cloud. The issue with that is that the numbering system in the pdf is not the same numbering system that has been adopted by Municode. There is also danger in doing that as code changes, the board needs to use the online tool with Municode. They would still like to see the pdf version. Gail will ask Traci for that copy.

There is discussion that needs to clarify the bond requirement for development. The proposal is presented that a bond will be required at the time of final completion. A letter of credit will no longer be acceptable. A full bond is required. Phil will have the final language presented to City Council. Motion to approve Burke Nielson, Second by Bret Fannesbeck. Unanimous approval.

There is discussion about the Design Consultation meeting requirement and the 30-day Admin review. There needs to be more time allocated for the administrative process and for Commissioners to view projects and the building inspector to review projects. The motion was presented by Jake Anderson, Second by Bret Fannesbeck, Unanimous approval. Phil Zobell will submit the language to City Council.

Motion to Adjourn meeting for the night: Jake Anderson

Meeting ended at: 8:55pm

## Public Business – Attendance

Open time: 6:09 pm

Pledge of Allegiance: Brenda Tullis

Prayer: Bret Fannesbeck

Business:

1 Mariah Souter approaches microphone. Conceptual Plat to subdivide her 1.29 acre lot. They have outgrown their home. Looking to build on the new lot and rent the old farmhouse. All documents are in motion. Ken Souter is there for her support.

Motion to Approve Conceptual Plat: Jerilyn Hansen, Second by Keilani Ludlow, Unanimous and approved.

Phil Zobell explains the next phase. They will submit a Final Plat Map with the legal description. He reviews Appendix C of the Checklists.

2. Yvonne & David Bird are on the phone to so a Conceptual Plat to subdivide their lot from their sisters lot Lisa Bird. They will need a culinary water agreement with Lisa. 330 feet of frontage will be split between the 2 lots. This is a straight forward lot split also. Motion to approve from Bret Fannesbeck, Second by Keilani Ludlow, Unanimous and approved..

Phil Zobell explains the next phase. They will also submit a Final Plat Map with the legal description in the next month or two.

Meeting end time: 6:28pm

Motion to Adjourn: Bret Fannesbeck