**Minutes of the Meadow Town Planning and Zoning Meeting**
**February 8, 2022 at 7:00 PM**
**at the Meadow Fire Station**

*****This meeting was scheduled to be held at the Meadow Fire Station, but because of a scheduling conflict was moved at the last minute to the Church of Jesus Christ of Latter Day Saints Relief Society Room; Notice was posted at the Fire Station*****

*****THESE ARE DRAFT MINUTES THAT HAVE NOT YET BEEN APPROVED*****

Attending: Commission member Andrew Flake, Commission member Justin Jensen, Commission member Rex Williams, Mark Cowley, Secretary Monica Dearden, Tony Cowley, Mark Cowley, Tyson DeWolf, Channing Stott, Zane Murnan, Lloyd Robison, Lynn Bond, JD Freeman, Andrea Holdaway, Kayla Freeman

Excused: Commission member Shayne Sampson,Commission member Van Stott, Commission member Sarah Lombard.

1. Opening Ceremonies: The meeting was opened with the Pledge of Allegiance and JD offered a prayer.
2. Elect a Planning & Zoning Chairman for 2022 year: Andrew opened up nominations for a Chairman for the 2022 year. Justin nominated Andrew, Rex seconded that motion. All were in favor.
3. Review of minutes from the 11/09/2021: Andrew was the only member present tonight that was in attendance at the meeting. He approved the minutes. Tony stated that all members need to be spelled out on the minutes as either attending, excused or absent.
4. Work on the Annexation Application: Andrew asked Monica to convert the Application for Annexation into a Word document. Mark had adjusted that Application and shared a PDF, but for working convenience the Word document will be helpful. The members in attendance went over the application page by page. The goal is to make things as clear as possible, but also not to be redundant. There were some spelling corrections, clarifications, and adjustments that were discussed and will be made. Andrew questioned if both the Application for Annexation and the Petition are needed, if they could be combined or even simplified.The commission clarified that the checklist is for the Town Clerk's use and the Application would be for use by the applicant. Lloyd suggested that it may be a good idea to have Adam Richins or someone from the League of Cities and Towns to give some training where most of the members are new. The question of fees was discussed. Monica did some quick research into some cities in the area. She found that Fillmore City charges $500, Delta City charges actual costs and Mona charges $400. The commission likes the idea of an application

fee plus costs. Between now and next month's meeting, Monica will make the discussed changes and get them to the commission members to look over. She will also reach out to Adam Richins and ULCT and see if they may be available to look the application and checklists over and give us feedback.

5. Adjourn: Rex motioned to adjourn the meeting. Justin seconded. All were in favor.