

**COUNTY OF SEVIER
CITY OF RICHFIELD**

At the Planning Commission
In and For Said City

May 3, 2023

Minutes of the Richfield City Planning Commission meeting held on Wednesday, April 5, 2023, at 6:00 p.m., Chairman Kendrick Thomas, presiding.

1. **Roll Call**

2. **General Plan Discussion**

A. Discuss requirements for fences required in Sections 1650.5 and 1620.6 of the Zoning Code.

3. **Public Hearing (6:15 p.m.)**

A. **Subdivision (4-plex Townhouse)**: Receive comments concerning the subdivision of the property located at **642 South 100 West**. The purpose of the subdivision is to divide the apartment building into townhouses. (RM-11 zone – **Donavan Allen**)

B. **Subdivision (Lot Split)**: Receive comments concerning the subdivision (lot split) of property located at **442 East Center Street**. (RM-11 zone – **Brad Garfield**)

C. **Rezone**: Receive comments concerning a request to rezone the property located at **1180 South Cove View Road**. It is proposed to change the property from the RM-11 zone to the RM-24 zone. (**Brad Garfield**)

D. **Subdivision (Lot Split)**: Receive comments concerning the subdivision (lot split) of property located at **1180 South Cove View Road**. (RM zone – **Brad Garfield**.)

E. **Subdivision**: Receive comments concerning the subdivision of property located at **1100 North 300 West**. (R1-8 zone – **Jake Black**)

4. **Action on Public Hearings**

A. **Subdivision (4-plex Townhouse)**: Consider recommending approval of a proposal to subdivide the property located at **642 South 100 West**. The purpose of the subdivision is to divide the apartment building into townhouses. (RM-11 zone – **Donavan Allen**)

B. **Subdivision (Lot Split)**: Consider recommending approval of a proposal to subdivide (lot split) the property located at **442 East Center Street**. (RM-11 zone – **Brad Garfield**)

C. **Rezone**: Consider recommending approval of a request to rezone the property located at **1180 South Cove View Road**. It is proposed to change the property from the RM-11 zone to the RM-24 zone. (**Brad Garfield**)

Richfield City Planning Commission
May 3, 2023
SUBJECT TO APPROVAL

- 1 D. **Subdivision (Lot Split)**: Consider recommending approval of the subdivision (lot
2 split) of property located at **1180 South Cove View Road**.
3 (RM zone – **Brad Garfield**)
- 4 E. **Subdivision**: Consider recommending approval of a proposal to subdivide the
5 property located at **1100 North 300 West**. (R1-8 zone – **Jake Black**)
- 6 5. **Conditional Use Permits/Home Occupation Permits**
- 7 A. **Caden Christensen**. Review Conditional Use Permit approved last month
8 allowing an equipment rental business to be located at his home at **482 West**
9 **2200 South** (R1-10 zone, C-1 use).
- 10 B. **Andrew and Carrie Satterlee** to request approval of a Conditional Use Permit
11 allowing a short-term rental to be located at **190 East 300 South** (CS zone – C1
12 use).
- 13 C. **Patricia K. Jensen** to request approval of a Home Occupation Permit allowing
14 her to conduct a business called **The Dog Paw Spa** to be located at **617 West**
15 **Ogden Drive** (R1-10 zone – C-1use).
- 16 D. **Tenille Teeples** to request approval of a Home Occupation Permit allowing her
17 to conduct a business called **iBrow Precision** to be located at **463 East 950**
18 **North** (R1-10 zone – C-1 use).
- 19 E. **Shontawn and Jennifer Kester** to request approval of a Home Occupation
20 Permit allowing them to conduct a business called **Nomad & Gypsy Coffee**
21 **Roasters** to be located at **370 West 400 South** (R1-10 zone – C-1 use).
- 22 6. **Minutes Approval**
- 23 A. Consider approving minutes of March 2, 2023, and April 5, 2023.
- 24 7. **Other Business**.
- 25 A. Appoint Chairman and Vice Chairman to act for the remainder of 2023.
- 26 8. **Adjournment**.
- 27
- 28
- 29 1. **Roll Call**. Roll call was answered by Kendrick Thomas, Blaine Breinholt, Josh
30 Peterson, Lisa White, Wes Kirschner, Zach Leavitt, and Susan Jensen were present.
- 31
- 32 City Staff Present: Deputy City Recorder Michelle Curtis.
- 33
- 34 Others present: Stacy Lunsford, Sherene Demings, Patricia Jensen, Shon Kester,
35 Jennifer Kester, Kevin Johnson, Ryan Savage Brad Garfield, Jennafer Jacobson,
36 Chase Christensen, Adam Albrecht Jake Black, Andy Satterlee, Carrie Satterlee,
37 Tenille Teeples.
- 38
- 39 2. **General Plan Discussion**
- 40 A. Discuss requirements for fences required in Sections 1620.5 and 1620.6 of the
41 Zoning Code.
- 42

1 The City Council has asked that the Planning Commission review the requirement for
2 fences. The Zoning Code states a block fence is required in situations where a
3 commercial property has a common lot line with a residential purpose, or when a
4 development of four or more dwelling units has a common lot line with property used
5 for less-dense residential purposes. Section 1620.6 allows the Planning Commission
6 to relax the requirement for a block fence if the proposed fence creates an adequate
7 buffer for the adjoining residential zone, does not detract from residential uses, and
8 shields the residential use from noise, storage, traffic or other characteristics of
9 commercial or professional office uses.

10
11 An applicant was at Planning Commission last month and the Planning Commission
12 did not relax the requirement. The applicant appealed to the City Council and the
13 Council approved a composite material fence because the Council felt like a
14 composite material fence looks nice and can accomplish the same purpose as a
15 masonry fence and is a lower cost to the owner.

16
17 Blaine Breinholt wondered exactly what is a composite fence? Lisa White asked is the
18 purpose just for visual or sound buffering? Michelle Curtis offered her opinion that
19 part of it would be to keep children and pets out of a commercial area. She said
20 having lived in a few homes with block fences, kids and cats like to walk along the top
21 of the block fence and so it doesn't keep them out of the adjoining property. Zach
22 Leavitt feels like it should shield from both visual and sound buffering.

23
24 Lisa White said the fence should be something that can't be scaled. It should be
25 sight-obscuring and buffer from noise.

26
27 The Commission would like the language in 1620.6.3. They would like to take out
28 the word "masonry" from sections 5.1.1. and 5.1.2 and replace it with "a non-scalable,
29 complete sight-obscuring fence that will shield from noise."

30
31 Section 5.1.1 needs the word "manufacturing" added for consistently.

32
33 Blaine Breinholt thinks a fence should be more substantial than vinyl or wood. It
34 needs to be something that lasts.

35
36 Josh Peterson suggests that the ordinances for other cities should be looked at.
37 Wood or vinyl is fine between a business office and a residential use, but between a
38 heavier commercial use or high density apartments, it isn't substantial enough.

39
40 Zach Leavitt and Blaine Breinholt will look at other cities' Code and make a
41 recommendation to the Commission.

1 3. **Public Hearing: (6:15 p.m.)**

2 Chairman Thomas advised the public that the first five items on the agenda are public
3 hearings. This gives the public an opportunity to make any comments about the
4 proposed actions that are listed.

5
6 A. 6:20 Subdivision (4-plex Townhouse): A public hearing was opened to receive
7 comments concerning the subdivision of property located at **642 South 100 West**.
8 The purpose of the subdivision is to divide the apartment building into townhouses.
9 (RM-11 zone – **Donavan Allen**)

10
11 Michelle Curtis explained that the site plan for apartments has already been approved
12 and is under construction. The owner has decided to change this to townhouses and
13 so this is merely a formality in approving a plat that can be recorded. It doesn't
14 change anything physically.

15
16 **Kevin Johnson**: He is the owner of a home next to this property. There have been
17 quite a few changes to this property in a short period of time and he is concerned
18 about the way things are going down on that property and the way it was surveyed.
19 The elevation of the property has been raised 2-1/2 feet. He doesn't like changing this
20 again in such a short amount of time. He wants to know why. He's worried that it will
21 be built without complying to existing City standards.

22
23 **Stacy Lunsford**: This is a neighbor to the property. These changes create a drastic
24 problem to their home which they rent. She feels that Mr. Allen has not been made to
25 be accountable for previous changes that are already in place. Now for him to make
26 these changes will get him out of these commitments that have already been made.
27 He needs to be accountable to the prior commitments in order to make this change.

28
29 There being no further comments, the public hearing closed at 6:23 p.m.

30
31 B. 6:23 p.m. Subdivision (Lot Split): A public hearing was opened to receive
32 comments concerning the subdivision (lot split) of property located at **442 East Center Street**.
33 (RM-11 zone – **Brad Garfield**)

34
35 Michelle Curtis explained that Mr. Garfield has purchased this home on Center Street.
36 It is a deep lot and he would like to split the property. The plat he has provided
37 complies with City set-backs and sizes. As required, they have included a 20-foot
38 right-of-way to the west of the home to get back to the second lot.

39
40 There being no public comments, the public hearing closed at 6:24 p.m.

1 C. 6:24 p.m. **Rezone**: A public hearing was opened to receive comments concerning
2 a request to rezone the property located at **1180 South Cove View Road**. It is proposed to
3 change the property from the RM-11 zone to the RM-24 zone. (Brad Garfield)

4
5 Michelle Curtis explained that this is an old motel property that is being converted into
6 long-term rentals. They have been working with the building department to comply
7 with building code. Mr. Garfield requested the RM-24 zone a few years back. The
8 property was rezoned to RM-11 because that is the density he needed to
9 accommodate the existing building. He was told when he decided to develop the
10 balance of the property, he could come back and ask for the RM-24 zone at that time.
11 The back portion of the property does not benefit the existing portion and will not be
12 able to be developed for anything if it isn't rezoned. There are 28 units.

13
14 **Brad Garfield**: Mr. Garfield said he doesn't care if the back of the property remains
15 RM-11 but he needs the front to be zoned RM-24 in order to meet the proper density.

16
17 There being no other comments, the public hearing closed at 6:27 p.m.

18
19 D. 6:27 p.m. **Subdivision (Lot Split)**: A public hearing was opened to receive
20 comments concerning the subdivision (lot split) of property located at **1180 South Cove View**
21 **Road**. (RM zone – Brad Garfield.)

22
23 Michelle Curtis explained this is the property addressed in the above item. If the
24 property can be rezoned, then Mr. Garfield would like to divide the property. The back
25 portion does not really benefit the rental units, and will likely not be developed in any
26 way if it can't be split off.

27
28 There being no public comments, the public hearing closed at 6:28 p.m.

29
30 E. **Subdivision**: A public hearing was opened to receive comments concerning the
31 subdivision of property located at **1100 North 300 West**. (R1-8 zone – Jake Black)

32
33 Michelle Curtis explained that this is a 30-lot subdivision located in the northwest part
34 of the City. In past months, the property was zoned to R1-8.

35
36 There being no public comments, the public hearing closed at 6:29 p.m.

37
38 **4. Action on Public Hearing:**

39 A. **Subdivision (4-plex Townhouse)**: Consider recommending approval of a
40 proposal to subdivide the property located at **642 South 100 West**. The purpose of the
41 subdivision is to divide the apartment building into townhouses. (RM-11 zone – Donavan Allen)

1 Mr. Allen was not present.

2
3 Michelle Curtis explained that the City Council entered a Development Agreement with
4 Mr. Allen when the project was approved for apartments. The Agreement will continue
5 to be binding upon the property. Part of that Agreement is that Mr. Allen will install
6 sidewalk, but the curb, gutter, and asphalt could be delayed for 5 years or until the
7 property on either side develops, whichever happens first.

8
9 Zach Leavitt stated if the units are sold separately, then who would be bound to do the
10 improvements? The original developer or the owners of the individual units. Josh
11 Peterson said if they are changing the nature of the project, then they should have to
12 install the improvements now.

13
14 Kevin Johnson said it feels like the City has made all kinds of concessions for this
15 development. As neighbors, they are concerned about drainage issues. He thinks the
16 City has done multiple step downs. They have built up the property 2-1/2 feet.

17
18 Michelle Curtis said the City held a hard line on requiring the developer to meet the
19 City's drainage requirements. It was reviewed and approved by the City Engineer.

20
21 Josh Peterson said it could be an interesting situation as to who would be required to
22 put in the improvements if portions are sold off. If it is separated into four separate
23 properties, who knows who has to do what?

24
25 The Commission seems to agree that if the project is subdivided (townhouses), then
26 the waiver of improvements should be rescinded.

27
28 **Zach Leavitt motioned to table this matter for now and it will be discussed**
29 **further if Mr. Allen comes later. Josh Peterson seconded the motion. Those**
30 **voting aye: Kendrick Thomas, Blaine Breinholt, Lisa White, Susan Jensen, Wes**
31 **Kirschner, Josh Peterson, and Zach Leavitt. Those voting nay: None. The**
32 **motion carried unanimously.**

33
34 **Mr. Allen arrived at 7:35. Josh Peterson motioned to untable the matter. Zach**
35 **Leavitt seconded the motion. Those voting aye: Kendrick Thomas, Blaine**
36 **Breinholt, Lisa White, Susan Jensen, Wes Kirschner, Josh Peterson, and Zach**
37 **Leavitt. Those voting nay: None. The motion carried unanimously.**

38
39 Lisa White explained that based on the earlier discussion, the Commission is
40 recommending that street improvements are not waived because the project has
41 changed. Mr. Allen said he wasn't even going to ask for that because he didn't think
42 the request would be granted. He knows that they would have to have CC&Rs but he

1 realizes installing street improvements at a later time could be difficult with four
2 property owners.

3
4 Mr. Allen asked if the City requires an HOA or CC&Rs. He really doesn't want to have
5 an HOA and have to assess homeowners' fees. He would address it in CC&Rs that
6 they all own 25% of the property and they are all responsible.

7
8 Mr. Allen asked about water meters. If they have a master meter, then he will have to
9 do an HOA. If there are four separate water meters, then he would want to do
10 CC&Rs. He wondered if the City has a requirement for separate meters

11
12 Chairman Thomas said when he did a townhouse development, he was advised to
13 consult an attorney. He said theirs was simple because each unit had its own yard
14 space and driveway, but the CC&Rs say if the roof has to be replaced, the owners are
15 equally responsible. Chairman Thomas suggests they check with an attorney to see if
16 it is preferable to do an HOA or have CC&Rs.

17
18 **Zach Leavitt motioned to recommend approval of the townhouse project to be**
19 **located at 642 South 100 West contingent on complying with water meter**
20 **requirements, if applicable, and the Development Agreement being implemented**
21 **with the requirement for improvements to be put in at this time. Lisa White**
22 **seconded the motion. Those voting aye: Kendrick Thomas, Blaine Breinholt,**
23 **Lisa White, Susan Jensen, Wes Kirschner, Josh Peterson, and Zach Leavitt.**
24 **Those voting nay: None. The motion carried unanimously.**

25
26 Mr. Allen was told to check with Michele Jolley to see if there is a requirement for a
27 separate water meter for each unit. It was also suggested that Michelle Curtis check
28 with the City attorney to see if there is a preference with the City for HOA vs. CC&Rs.

29
30 B. Subdivision (Lot Split): Consider recommending approval of a proposal to
31 subdivide (lot split) the property located at **442 East Center Street**. (RM-11 zone – Brad
32 Garfield)

33
34 Ryan Savage and Brad Garfield were present. The property is a very deep lot. This
35 creates a flagpole lot. The back lot is shown as being 108.55' x 107.25 plus the
36 "stem" which is 20x105.95 for a total of 13,760 square feet. The plat does show a
37 building sitting on the proposed property line between the two properties. Mr. Garfield
38 said that is a granary and it will be moved.

39
40 Chairman Thomas said the DRC looked at this and was of the opinion that street
41 improvements should not be required at this time. The property has an extra-wide
42 park strip, and there is a curb and gutter where the spring ditch flows. There is also

1 the possibility that improvements on Center Street will be funded with Joint Highways
2 money in the not too distant future.

3
4 The property is in the RM-11 zone. The front of the property has an existing single-
5 family home. Mr. Garfield thinks he could possibly put a three plex or four-plex on the
6 back portion. At the present time, he is only interested in splitting the property and
7 getting a tax i.d. number.

8
9 Lisa White advised Mr. Garfield that the back portion will only be large enough for a
10 duplex.

11
12 **Zach Leavitt motioned to recommend that the City Council approve a lot split of**
13 **the property located at 442 East Center Street. Lisa White seconded the motion.**
14 **Those voting aye: Kendrick Thomas, Blaine Breinholt, Lisa White, Susan**
15 **Jensen, Wes Kirschner, Josh Peterson, and Zach Leavitt. Those voting nay:**
16 **None. The motion carried unanimously.**

17
18 C. Rezone: Consider recommending approval of a request to rezone the property
19 located at **1180 South Cove View Road**. It is proposed to change the property from the RM-11
20 zone to the RM-24 zone. (Brad Garfield)

21
22 Brad Garfield and Ryan Savage were present. This property is the old Topsfield
23 Lodge/One Way Lodge. For the past eight months, he has been working on the old
24 motel property to convert it to the long-term rentals. He is working to bring it into
25 compliance with building codes. He would like to sell the back portion of the property
26 because it is not useful for anything in connection with the main building and will
27 otherwise become weed patch.

28
29 If the back portion of the property is split off, the building will not meet density
30 requirements in its present zone of RM-11. Therefore, he is requesting a rezone to
31 RM-24. He had originally asked for the RM-24 zone when he first started the project.
32 At that time he was told it fit in the RM-11 zone and if he did anything else with the
33 property he could come back and request the RM-24 zone.

34
35 Josh Peterson expressed his opinion that this was discussed in 2021 and he believes
36 it should be rezoned to RM-24. There was discussion about rezoning the existing
37 building to RM-24 with the new lot being zoned RM-11. However, it was decided to
38 zone the entire property RM-24 because it is a triangular shape which will limit the
39 development and it is unlikely they will be able to get 24 units onto the 1.1 acre.

40
41 Zach Leavitt expressed his opinion that since this was the direction Mr. Garfield was
42 given in 2021, then the change should be allowed in good faith.

1 **Josh Peterson motioned to recommend approval of a request to rezone the**
2 **property located at 1180 South Cove View Road to RM-24. Blaine Breinholt**
3 **seconded the motion. Those voting aye: Kendrick Thomas, Blaine Breinholt,**
4 **Lisa White, Susan Jensen, Wes Kirschner, Josh Peterson, and Zach Leavitt.**
5 **Those voting nay: None. The motion carried unanimously.**
6

7 D. Subdivision (Lot Split): Consider recommending approval of a subdivision (lot
8 split) of property located at 1180 South Cove View Road. (RM zone – Brad Garfield)
9

10 **Blaine Breinholt motioned to recommend approval of a subdivision (lot split) of**
11 **the property located at 1180 South Cove View Road. Josh Peterson seconded**
12 **the motion. Those voting aye: Kendrick Thomas, Blaine Breinholt, Lisa White,**
13 **Susan Jensen, Wes Kirschner, Josh Peterson, and Zach Leavitt. Those voting**
14 **nay: None. The motion carried unanimously.**
15

16 E. Subdivision: Consider recommending approval of a proposal to subdivide the
17 property located at 1100 North 300 West. (R1-8 zone – Jake Black)
18

19 Jake Black and Adam Albrecht were present. Mr. Albrecht said this is the same layout
20 that was shown at the meeting where the property was rezoned. The plan is drawn
21 with 30 lots. They have received and reviewed the DRC comments and agree with
22 those. They do have a few questions. The DRC comments are and replies are as
23 follows:
24

25 1. Streets. Streets are shown at 60' wide.
26

27 Provide typical roadway sections to meet Richfield city standards.
28

29 Lot 15 is a flag lot at the northernmost part of the subdivision. It is accessed by a
30 20-foot drive. The drive needs to be finished with a hard surface at a minimum width
31 of 12 feet.
32

33 **Comment:** They feel like completing the drive should be the responsibility of
34 the lot owner. Mr. Black feels like the lot owner should be able to decide how
35 they want it finished, i.e., stamped concrete. Josh Peterson recommends that it
36 should be a compacted base so that the properties to the north and south know
37 where the line is so they don't have an accidental encroachment.
38

39 2. Sewer and Water. Sewer is shown as tying on at 300 west. The plan
40 shows an 8" water line.
41

42 Anything built on the flag lot will require fire sprinklers. Consider running a line larger
43 line than 1". Provide an adequate line for fire suppression.

Water and sewer lines need to be installed on property lines. Water is shown on the property line. Sewer needs to be moved to property lines. Install service connections and use city meter to our standard.

3. **Fire Hydrants**. Fire hydrants are shown on lots 23, 25, and 30.

4. **Street Lights**. Show street light locations. Street lights should be installed at every corner including the southeast corner of lot 22. Other street lights to be placed every 200 to 250 feet on alternating sides of the street. The developer will pay for and install street lights.

5. **Storm Drainage**. Provide storm drainage calculation and design according to City's standards.

Drainage basin that will be become property of the City must include xeriscape surfacing that extends beyond the storage facility to the property boundary.

6. **Flood Plain Development Permit**. Obtain flood plain development permit from the City.

7. **Street Signs**. Developer to provide address street signs and traffic signs.

8. **Fence**. Install fence from south corner to north corner on the east side to restrict access to detention basin. A solid chain link or other non-climbable fence. Provide a fencing plan to be approved.

Comment: They realize there is the detention basin which could create a hazard. The recommendation is for a solid chain link or non-climbable fence. Chain link is climbable. Chairman Thomas said the purpose is to restrict access to drainageways, irrigation structures etc. The developers will come up with a proposal.

9. **Geotech Report**. Developer to provide geotechnical report.

10. **CBU**. Developer to coordinate with post office for placement of CBU mail box.

Comment: They will get with Wes Kirschner at the post office to determine this placement.

11. **Traffic Study**. A traffic study has been completed.

12. **SWPP**. Provide SWPP.

1
2 13. **Fiber optics.** Install conduit for fiber optics. Developer can contact Tyler
3 Schlappi (435-469-0769) to determine whether fiber optics will be overground or
4 underground.

5
6 14. **Street Addresses.** Michele Jolley will coordinate with Sydney at the
7 County Road Department.

8
9 15. **Fees.** Developer to pay an application fee of \$250 plus \$30 per lot for a
10 total of \$1150.00

11
12 Developer to reimburse City for fees paid to City engineer for engineer reviews and
13 materials testing.

14
15 **Lisa White motioned to recommend approval of a subdivision to be located at**
16 **1100 North 300 West with compliance to the DRC comments as discussed**
17 **above. Wes Kirschner seconded the motion. Those voting aye: Kendrick**
18 **Thomas, Blaine Breinholt, Lisa White, Susan Jensen, Wes Kirschner, Josh**
19 **Peterson, and Zach Leavitt. Those voting nay: None. The motion carried**
20 **unanimously.**

21
22
23 **5. Conditional Use Permits/Home Occupation Permits**

24 A. **Caden Christensen.** Review Conditional Use Permit approved last month
25 allowing an equipment rental business to be located at his home at **482 West 2200 South** (R1-
26 10 zone, C-1 use).

27
28 Caden Christensen was present. Last month he was approved for the equipment
29 rental business at his home. Michelle Curtis explained that a home occupation permit
30 would not allow for this type of business in a residential area; therefore, he was asked
31 to come back so that this could be reviewed.

32
33 Mr. Christensen said he doesn't intend to start a business like Ahern Rental in his
34 back yard. He bought an old backhoe to use when building his home. He had the
35 thought that he could rent it out. He talked to the owner of Patriot Rentals and he can
36 park his equipment at the Patriot yard. He does not want to rent out of his back yard.
37 He would use the home as his office. He wants to have an LLC so that he will be
38 insured and needs an address for that.

39
40 Chairman Thomas said the home occupation could be used for the office and he could
41 meet with customers at his home. Mr. Christensen isn't looking to have trucks bring in
42 equipment. He doesn't plan to buy more equipment. He has a trailer and an old
43 dump truck which he doesn't plan to rent out. He would only be renting out the

1 backhoe which will be parked at Patriot Rentals. He will not have a rent sign on the
2 equipment.

3
4 Chairman Thomas advised that Mr. Christensen can park his own equipment at his
5 home off of the street, but if he rents out equipment, it has to be stored at another
6 location.

7
8 Lisa White pointed out that the home occupation permit requires that either the
9 equipment is stored off-site or in an accessory structure. Of course, for his personal
10 use, the conditions don't apply.

11
12 **Lisa white motioned to amend the Conditional Use Permit that was approved**
13 **last month which allows an equipment rental business at 482 West 2200 South**
14 **with the condition that the equipment will either be rented out from an off-site**
15 **location or stored in an accessory building. Susan Jensen seconded the**
16 **motion. Those voting aye: Kendrick Thomas, Blaine Breinholt, Lisa White,**
17 **Susan Jensen, Wes Kirschner, Josh Peterson, and Zach Leavitt. Those voting**
18 **nay: None. The motion carried unanimously.**

19
20 B. Andrew and Carrie Satterlee to request approval of a Conditional Use Permit
21 allowing a short-term rental to be located at 190 East 300 South (CS zone – C1 use).

22
23 Andrew and Carrie Satterlee were present. They would like to use this home as a
24 short-term rental. They will rent out the entire home which has four bedrooms. There
25 is potential for another bedroom in the downstairs. There is plenty of off-street
26 parking.

27
28 **Lisa White motioned to approve Andrew and Carrie Satterlee's request for a**
29 **Conditional Use Permit allowing a short-term rental to be located at 190 East**
30 **300 South. Wes Kirschner seconded the motion. Those voting aye: Kendrick**
31 **Thomas, Blaine Breinholt, Lisa White, Susan Jensen, Wes Kirschner, Josh**
32 **Peterson, and Zach Leavitt. Those voting nay: None. The motion carried**
33 **unanimously.**

34
35 Michelle Curtis advised the Satterlees that they need to have a fire inspection in order
36 to get the business license for the short-term rental.

37
38 C. Patricia K. Jensen to request approval of a Home Occupation Permit allowing her
39 to conduct a business called The Dog Paw Spa to be located at 617 West Ogden Drive (R1-10
40 zone – C-1use).

41
42 Patricia Jensen was present. She said she knows that pet hair is a concern. She
43 does have traps for the drains. This will be only pet grooming and there won't be a lot

1 of dogs there at the same time. People drop off their dog and then pick it up and then
2 the next one is dropped off.

3
4 There won't be a lot of pet hair. The hair will be bagged. Dogs be will not in the yard
5 barking or running around the neighborhood. This is not a doggie daycare. Some
6 people might have more than one dog and she will have all of those dogs at the same
7 time. She doesn't plan on employees. She was told if she has a sign, it can only be
8 a sign in the window of the home.

9
10 **Lisa White motioned to recommend approval of Patricia Jensen's request for a**
11 **Home Occupation Permit allowing her to conduct a business called The Dog**
12 **Paw to be located at 617 West Ogden Drive with the condition that the hair is**
13 **dealt with and garbage contained, no dogs running around the neighborhood.**
14 **Blaine Breinholt seconded the motion. Those voting aye: Kendrick Thomas,**
15 **Blaine Breinholt, Lisa White, Susan Jensen, Wes Kirschner, Josh Peterson, and**
16 **Zach Leavitt. Those voting nay: None. The motion carried unanimously.**

17
18 D. Tenille Teeple to request approval of a Home Occupation Permit allowing her
19 to conduct a business called iBrow Precision to be located at 463 East 950 North (R1-10 zone –
20 C-1 use).

21
22 Tenille Teeple was present. She is certified to microblade eyebrows. She plans on
23 four clients a day and only one there at a time. It takes 1-1/2 hours to work on one
24 patron.

25
26 **Blaine Breinholt motioned to approve Tenille Teeple's request for a Home**
27 **Occupation Permit allowing her to conduct a business called iBrow Precision to**
28 **be located at 463 East 950 North. Lisa White seconded the motion. Those**
29 **voting aye: Kendrick Thomas, Blaine Breinholt, Lisa White, Susan Jensen, Wes**
30 **Kirschner, Josh Peterson, and Zach Leavitt. Those voting nay: None. The**
31 **motion carried unanimously.**

32
33 E. Shontawn and Jennifer Kester to request approval of a Home Occupation Permit
34 allowing them to conduct a business called Nomad & Gypsy Coffee Roasters to be
35 located at 370 West 400 South (R1-10 zone – C-1 use).

36
37 Shontawn and Jennifer Kester were present. They have a small roaster. They roast 6
38 pounds of coffee at a time. They would like to sell it at the farmers market and on-line.
39 They aren't opening a coffee shop. There will be no customers coming to their home.
40 There is a smell when grinding the coffee. It smells like burnt toast during the last 2
41 minutes of roasting. It puts out minimal smell. They have 65-pound boxes delivered
42 by Fed-Ex.

1 Lisa White motioned to approve Shontawn and Jennifer Kester's request for a
2 Home Occupation Permit allowing them to conduct a business called Nomad &
3 Gypsy Coffee Roasters to be located at 370 West 400 South. Susan Jensen
4 seconded the motion. Those voting aye: Kendrick Thomas, Blaine Breinholt,
5 Lisa White, Susan Jensen, Wes Kirschner, Josh Peterson, and Zach Leavitt.
6 Those voting nay: None. The motion carried unanimously.
7

8 6. Minutes Approval.

9 A. Consider approving minutes of March 1, 2023, and April 5, 2023. The minutes
10 state that Greg Bean was present. His name needs to be removed. **Blaine Breinholt**
11 **motioned to approval the minutes of March 1, 2023, and April 5, 2023, as**
12 **corrected. Susan Jensen seconded the motion. Those voting aye: Kendrick**
13 **Thomas, Blaine Breinholt, Lisa White, Susan Jensen, Wes Kirschner, Josh**
14 **Peterson, and Zach Leavitt. Those voting nay: None. The motion carried**
15 **unanimously.**
16

17 7. Other Business.

18 Appoint chairman. Blaine Breinholt recommended Josh Peterson as the
19 Chairman and Zach Leavitt as Vice-Chiarman. Susen Jensen seconded the
20 motion. Those voting aye: Kendrick Thomas, Blaine Breinholt, Lisa White,
21 Susan Jensen, Wes Kirschner, Josh Peterson, and Zach Leavitt. Those voting
22 nay: None. The motion carried unanimously.
23

24 8. Adjournment. The meeting adjourned at 8:00 p.m. Lisa White motioned
25 to close the meeting. Zach Leavitt seconded the motion. Those voting aye:
26 Kendrick Thomas, Blaine Breinholt, Lisa White, Susan Jensen, Wes Kirschner,
27 Josh Peterson, and Zach Leavitt. Those voting nay: None. The motion carried
28 unanimously. The meeting adjourned at 8:00 p.m.
29
30
31