

# Town of Leeds

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## Agenda Town of Leeds Planning Commission Wednesday, June 7, 2023

**PUBLIC NOTICE** is hereby given that the Town of Leeds Planning Commission **PUBLIC MEETING** scheduled for Wednesday, May 3, 2023, at 7:00 P.M. This meeting will be held at Leeds Town Hall, 218 N. Main Street, Leeds, UT 84746.

### Regular Meeting 7:00 pm

1. Call to Order/Roll Call
2. Invocation
3. Pledge of Allegiance
4. Declaration of Abstentions or Conflicts
5. Consent Agenda: (These items will be a single motion unless removed at the request of the chairman or board Members)
  - a. Tonight's Agenda
  - b. Meeting Minutes of May 3, 2023
6. Announcements:
  - a. Municipal Election Submissions of Declaration of Candidacy Deadline June 5, 2023, at 5:00pm
  - b. Dumpster Days, June 16, 17, & 18 2023 Dumpsters located on Cherry Lane
  - c. Spring Burn season ended May 30 2023
7. Public Hearing: None
8. Action Items:
  - a. Re-Appointment of Commissioner Gary Rosenfield for term ending June 30, 2028
9. Discussion Items:
  - a. Evaluate Leeds consolidated fee schedule
  - b. Culvert Maintenance especially along Valley Road
  - c. July Fourth event coordination with Beatification of Leeds Outreach Committee (BLOOM)
10. Staff Reports
11. Adjournment

The Town of Leeds will provide reasonable accommodations for persons needing assistance to participate in this public meeting. Persons requesting assistance are asked to call the Leeds Town Hall at 879-2447 at *least* 24 hours prior to the meeting. The Town of Leeds is an equal opportunity provider and employer.

#### Certificate of Posting.

The undersigned Clerk/Recorder does hereby certify that the above notice was posted June 5, 2023, at these public places being **Leeds Town Hall, Leeds Post Office**, the Utah Public Meeting Notice website <http://pmmutah.gov> and the **Town of Leeds website** [www.leedstown.org](http://www.leedstown.org).

  
Aseneth Steed, Clerk/Recorder

# Town of Leeds

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## Planning Commission Meeting for Wednesday, June 7, 2023

Call to order: 7:08 p.m.

Chairman Swenson called to order the regular meeting of the Planning Commission at 7 PM on Wednesday, April 5, 2023.

### ROLL CALL:

	Present	Absent
CHAIRMAN: CHAIRMAN SWENESON	<u>  X  </u>	<u>      </u>
COMMISSIONER: KEN HADLEY	<u>      </u>	<u>  X  </u>
COMMISSIONER: TOM DARTON	<u>  X  </u>	<u>      </u>
COMMISSIONER: GARY ROSENFELD	<u>  X  </u>	<u>      </u>
COMMISSIONER: ALAN ROBERTS	<u>  X  </u>	<u>      </u>

Alternant Commissioners present: No  
Town Planner, Scott Messel: Absent

Invocation: Commissioner Roberts

Pledge of Allegiance: Chairman Swenson

Declaration of Abstentions or Conflicts: None

### Agenda:

Commissioner Darton moved to approve tonight's agenda of June 7, 2023.  
Commissioner Rosenfield seconded. Motion passed in a roll call vote.

### ROLL CALL VOTE:

	Yea	Nay	Abstain	Absent
CHAIRMAN: CHAIRMAN SWENSON	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
COMMISSIONER: KEN HADLEY	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>
COMMISSIONER: TOM DARTON	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
COMMISSIONER: GARY ROSENFELD	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
COMMISSIONER: ALAN ROBERTS	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>

Commissioner Darton moved to accept the Meeting Minutes May 3, 2023..  
Commissioner Roberts seconded. Motion passed in a roll call vote.

### ROLL CALL VOTE:

	Yea	Nay	Abstain	Absent
CHAIRMAN: CHAIRMAN SWENSON	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
COMMISSIONER: KEN HADLEY	<u>      </u>	<u>      </u>	<u>      </u>	<u>  X  </u>
COMMISSIONER: TOM DARTON	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
COMMISSIONER: GARY ROSENFELD	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
COMMISSIONER: ALAN ROBERTS	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>

Announcements:

- A. Municipal election submission of Declaration of Candidacy deadline June 5, 2023, at 5:00 pm
- B. Dumpster Days. June 16, 17, & 18 Acceptable items drop off location on Cherry Lane
- C. Spring Burn season ended May 30, 2023

Commissioner Darton announced the passing of Arlene Benson

Public Hearing: None

Action Items:

- a. Re-appointment of Commissioner Gary Rosenfeld for term ending June 30, 2028

Discussion Items:

- a. Evaluate Leeds Consolidated Fee Schedule

Commissioner Darton said, from an administrative point of view, when I looked at various fee schedules for different communities, there were two formats that I liked. One of them was the format we had where we had to connect the dotted line to the line item, making it easier to read. The other format I liked was the Excel spreadsheet format because it allowed for easy visibility of fields and items. On the other hand, fee schedules with just a blank page and two columns were a bit more challenging to retrieve information from, although it made it easier to manage each item individually.

Commissioner Roberts, This fee schedule was an attempt to charge a fee based on the percentage of man-hours required to cover our costs. In some cases, it may be a fixed fee, where individuals would have to pay if they didn't comply with certain regulations. Regarding the history of how we came up with this fee schedule, we evaluated other communities back in 2009. As a municipality, there are several fees to consider that should truly cover the costs of providing administrative and office services. Professional services fees are relatively straightforward, as the actual cost or preferred fee is specified. However, fees such as attorney fees and inspection fees, which involve third-party services, vary depending on the specific business or application.

Commissioner Darton asked if tax collection in Leeds is primarily based on property taxes, which account for approximately 0.01% of the total property taxes collected by the city or town.

Commissioner Roberts agreed and added that, while there are additional taxes generated from communications and other sources, property taxes contribute the largest

portion. Therefore, it is important that fees, rather than taxes, cover the costs associated with various services provided by the municipality. The goal is to ensure that citizens are not burdened with funding these services through their taxes.

Regarding missing items in the fee schedule, there have been instances where people approached the town staff with requests that were not covered by the existing fee schedule. In such cases, we would accept their application without charging a fee, but it highlights the need to consider including these items in the schedule. Additionally, municipalities generate revenue through utilities, such as water and power services, which are not directly funded by property taxes. It is essential to account for these revenue-generating services when reviewing the fee schedule.

During the discussion, the topic of electronic copies of public records came up. In the past, requests for printed copies were common, but with advancements in technology, more municipalities offer digital copies instead. Some municipalities charge for providing digital copies or require payment for storage devices such as thumb drives. However, our current fee schedule does not include charges for electronic copies or storage devices.

The suggestion was made to increase fees in line with inflation, which is currently at 1.44%. It was proposed to increase fees by 1.5% to cover potential future inflation. The discussion also touched on the role of employees' time and whether fees should cover the costs associated with their work. While the fee schedule does not usually account for employees' time, certain services, such as copying documents or fulfilling grammar requests, involve staff time and should be considered when setting fees.

To refine the fee schedule, it was recommended to analyze fee schedules from other communities and identify any missing items. Aseneth and Linda could assist by creating a spreadsheet comparing fees from various municipalities. The alcohol license fee was specifically mentioned as an area that requires attention, considering recent changes in the ordinance. It was acknowledged that the fee schedule should reflect the actual costs incurred by the town and the limited tax base of Leeds. The need for funds to support a code enforcement officer was also mentioned, indicating the necessity of generating revenue through appropriate fees.

Further discussion and research were planned to ensure a comprehensive review of the fee schedule. It was suggested to schedule a work meeting before the next official meeting to allow time for thorough analysis.

#### b. Culvert Maintenance especially along Valley Road

Chairmen Swenson acknowledges the need for research and responsibility in maintaining proper size and condition of the culverts. They mention that damage to the area falls under the town's responsibility and suggest assessing the cost of replacements.

Commissioner Roberts refers to driveways and their impact on water flow, especially along Valley Road, noting the importance of addressing these issues. They express a desire to spend money to rectify problems and discuss the responsibility for periodic maintenance of public works. Chairman Swenson plans to consult with Mayor Hoster, review zoning maps, and speak with Scott to gather more information. They mention disputes between the town and the state highway department regarding road responsibility.

Commissioner Roberts also raises concerns about individual homeowners altering the easement and suggests finding a solution to this issue. They conclude by mentioning

their intention to discuss these matters with the mayor and Scott.

- c. July Fourth event coordination with and Beautification and Leeds Outreach Committee (BLOOM)

Chairman Swenson encouraged recruitment for the festivities. And asked for an update from the committee on the preparations.

Adjournment:

The meeting was adjourned at 7:56pm.

Approved on this 5th day of July 2023

  
Danny Swenson, Chairman *pro-tem*  
*Alan Roberts*

ATTEST:

  
Aseneth Steed, Town Clerk/Recorder