

**Mendon Planning and Zoning Committee Meeting**  
**August 12th, 2015**  
**Mendon Station – 95 N Main**  
**Administrative Meeting began at 7:00 p.m.**  
**Public Meeting began at 7:30 p.m.**

**In Attendance:** Thayne Anderson, Jeremy Williamson, Thurman Locke, Bob Jepsen, Gary DeSpain, Shirley DeSpain, Deanne Hughes, Greg Rose

**Chairman:**

**Co-Chairman:** Mike Morgan

**Commissioners:** Valarie Theurer, Jeremy Martin

**Excused:** John McKell, Dave Willie, Jay Apedaile, Joni Endicott, Ed Buist

**Secretary:** Jill Pack

**Mayor:**

**Public Works:** Kirk Taylor

**City Council:** Bob Jepsen (We were short a commissioner and he filled in)

**Administrative Meeting:**

Business Licenses

**Q&A – JD Williamson – Conditional Use**

He would like to do automotive repair out of his home. He would work out of home garage and hopes to eventually build an out building. Mike Morgan stated that the driveway may be an issue. It was suggested the he talk with Barry Locke and see if he may be willing to work with him in utilizing existing structures. It would be considered a Level II Business which requires a conditional use permit. Jill Pack will check and see if there are any changes on the application and will email JD.

**Thayne Andersen** is applying for a business license for general contracting. This is a Level I Business. Jeremy Martin made a motion to approve the business license. Valarie Theurer seconded. The motion passed and the business license was approved.

**Angie Chandler** submitted a renewal application by mail for her business. The commissioners determined that her current business renewal would not be permitted because it is now run out of her home and she is also doing business under a different name. Even though it is the same type of business, the commissioners considered it a new business. This means that she will need to appear before P&Z at next month's meeting.

**Sales Tax Licenses** – Jill received a letter from the Utah State Tax Commission in regards to food trucks that set up at town events. They are asking for company names, address and the date they are in the city along with their tax ID number. Jill will check with Juliene Robins since she arranged vendors for the Mendon Celebration.

**Public Meeting:**

Mike Morgan called the meeting order at 7:30 pm. Valarie Theurer led the Pledge of Allegiance with Mike Morgan saying the prayer.

Jeremy Martin made a motion to accept the minutes from July. Valarie Theurer seconded the motion. The minutes were approved.

**Annexation Procedures –**

There has been some questions on the annexation procedures. Jill Pack and Teena Young met with the City Recorder, Paul Cressall, to go over the procedures to make sure we are all on the same page. Applicants will appear before P&Z at a public hearing with a petition for annexation. The current zoning of the property will remain as is. (A change of zone will be addressed after the annexation has been approved and passed by ordinance.) The P&Z then shall forward the recommendation of approval or denial of the petition to the City Council. The petition will be presented at the next month's City Council meeting where it is accepted or rejected. If accepted it is by resolution. The City Recorder told Teena and Jill that the presentation of the petition and approval by resolution are two separate City Council meetings. However, Mike Morgan believes they should be

at the same City Council meeting. Once approved by resolution the City Recorder has 30 days to certify the petition. Notice of Certification of Annexation Petition will run in the paper for 3 weeks. There is a 40 day protest period. If no protest is filed, then a public hearing at the following City Council meeting is held to annex the property by Ordinance which will be posted at 3 locations within the city.

Mike closed meeting and opened the Public Hearing.

### **Public Hearing – Petition for Annexation – Gary & Shirley DeSpain**

Mike Morgan mentioned a concern with the lot width. A-1 zoning requires 330 feet but at the front of the property it is 328 feet. However, the width at back of the property exceeds the minimum requirement. The overall acreage exceeds the total acreage requirement. Jeremy Martin made a motion to accept the Petition for Annexation. Valarie Theurer seconded it. The motion passed and the Petition for Annexation was accepted.

Mike Morgan closed Public Meeting with no comment.

### **Q&A – Deanne Hughes – SFH**

Deanne Hughes is on the waiting list to build a single family home. She was accompanied by her contractor, Greg Rose. Deanne would like to donate her late husband's books to the Mendon City. She had questions about the timing of when the number of building permits for the upcoming building year will be decided. She is very anxious to begin. It was determined that there is already a water hookup on the property. It is very old and most likely would need to be replaced. Mike Morgan and the other commissioners believed that she can move forward off the waiting list because she essentially already has a water hook-up. The ditch that is located on the property is covered on other properties. She was told to contact Rocky Point Irrigation to find out more. She was also told to contact Paul Taylor to obtain a building permit.

### **Q&A - Thurman Locke – Water –**

He is concerned with people proving that they have water delivery before they build. He feels very strongly that this needs to be addressed because of neighbors not having the water delivered correctly and the effect on water pressure at the top of the line. He also believes that there should be labeling requirements for secondary and culinary water lines. Currently, the P&Z does require proof of deliverability.

### **Building Permit Time Line – Bob Jepsen**

Bob Jepsen wanted to know how many people are on the waiting list for building permits. Jill Pack said that there are 7. The Powell's are on the waiting list for two building permits. The Powell's are still trying to get the subdivision in order. Regardless of where someone is on the waiting list, if their infrastructure is not complete they will not be issued a building permit. All infrastructure should be in place before building permits are issued. Once a building permit is issued they have six months to show significant progress on the building. In the Duane Williams' subdivision the swale has been filled in. Bob will have to talk with individual homeowners to address this. This will affect the integrity of our roads. This type of issue needs to be enforced in all cases. Jill Pack did have a question about the waiting list. Those on the list have turned in everything except a building plan. However, Brad Taylor is in line for a building permit but is looking to sell his lot. Is it fair to hold that spot for a potential buyer? It was determined it was because that application is for that specific lot. Bob Jepsen stated that when an application is turned in it should be dated to keep them in order. In October, when the number of permits is determined, Jill will start at the top of the waiting list and ask them if they are ready to appear before the next P&Z meeting. If they are not ready to come to the next P&Z meeting, she will move to the next person on the list. It was brought up that other property owners in the Pheasant Hollow Subdivision have water hook-ups too so they potentially would not need to be on the waiting list as well. Councilman Bob Jepsen said he would discuss the issue with the City Council to determine if this is correct.

### **Preliminary Plat Checklist**

It was determined that the checklist that is place is adequate. Applicants need to follow that checklist and meet with Jill Pack to make sure all required items are submitted requirements are understood.

Valarie made a motion to adjourn the meeting. Jeremy seconded it. The motion passed and the meeting was adjourned.

