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**PLANNING & ZONING COMMISSION**  
Public Meeting of Thursday February 15, 2024 6:30 PM  
Mendon City Hall, 15 North Main Street, Mendon, UT 84325

**MINUTES**

**Commission members present:** Keilani Ludlow, Karen Shelton, Todd Gordon

**Commission members excused:** Melissa Porter, Valarie Theurer, Todd Theurer, Burke Nielsen

**City Council members present:** Councilmember Mike Morgan  
Also present from Mendon City: Holly Gordon City Clerk

**Public members present:**

**Presiding:** Keilani Ludlow, Chair

Minutes prepared by Holly Gordon

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**6:30 pm:** Ludlow called to order the meeting.

**Pledge of allegiance:** Karen Shelton

**Invocation:** Todd Gordon

**Welcome:** Keilani Ludlow

**Adoption of agenda:** It was noted that the agenda was posted with appropriate “before meeting” notice according to Utah State guidelines.

**Review & approval of minutes:** Ludlow presented minutes from January 11, 2024 Planning & Zoning meetings for approval. No corrections noted.

Motion: Karen Shelton moved to approve the minutes.

Second: Keilani Ludlow seconds the motion.

Motion passed unanimously.

**Discussion agenda:**

**1. Address Change - Barrett Family**

Kelly Barrett is trustee for his family estate located at 20 South 100 West. He is approaching Planning and Zoning because the property address is different from the tax ID address. There is no clear reason why the address was changed. The property address is 20 South 100 West but is showing 90 West Center, another property owned by the Barrett family. Kelly is asking Mendon City to make a phone call to the county clerk, changing the address from 90 West Center to 20 South 100 West. Parcel number for 20 South 100 West is 11-019-0017. Parcel number for 90 West Center is 11-019-0041. City Clerk will make the call to the County Clerk’s Office and make the change.

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2. **Subdivision Codes Discussion** – Keilani asks Mike to keep the new Land Use Authority Administrator aware of the changes to the codes and maybe add him to the Google Docs. Keilani asks for clarification on the new laws concerning procedure. Mike has all the information needed and will send it to Keilani. Keilani discusses what the Land Use Authority will take over. Planning and Zoning is still in charge of public meetings and public hearings concerning code. Keilani points out there are things that need clear specifications such as street widths and what defines the width of the street. Mike agrees and based on the general plan, it's suggested that if the right of way is 99, pull 66 out so there is no room for interpretation or point of contention. Another example of lack of clarification is slopes. There is code for existing slopes, but what if the property owner/developer builds up the slope? Which leads to questions of who is responsible for water drainage after the fact. Mike points out that the intensity of the slope and water drainage are two different issues. Water drainage must be controlled regardless. Keilani suggests a new paragraph addressing slope and water drainage. Mike suggests two separate sections for slope and water drainage to thoroughly address the issue. Mike names the things that were most contentious during the blueberry springs hearing. Street layout, width of the streets and density of the housing. Karen adds curb and gutter, or swells was brought up at the Blueberry Springs meeting. Mike points out that curb and gutter and swells is a preference and where they are both accepted, the developer can choose between the two. Keilani points out that donating land is also an issue because there is no one to maintain it. Mike agrees that it also needs addressing. Mike points out that as they were looking at the street layout of Blueberry Springs, Square blocks is a nice idea. If they weren't dealing with a highway, it would be easy to divide into square blocks. But where they are dealing with a highway, it can't. We need to go back and look at the intent of the master plan. What is it that makes Mendon proper different from the subdivision. It's that the subdivision is mostly uniform lots, where old Mendon isn't. We need to look at the intent of the masterplan and preserve the rural feel of Mendon. We look at average density and create variable lot sizes with minimum lot sizes of 5/8 acre. We have an average density maximum that they cannot exceed. Anything smaller than 5/8 and we exceed the drainage capacity. Karen talks about lot sizes. 5/8 is a great size for Mendon. Mike adds that the concept of average density in mind, right now the ordinance says 14 per 10-acre area. If you look at the block grid layout examples, it's 12, not 14. Jon told Mike this was to allow for multifamily housing. Mike suggests separating multifamily homes. We need to determine the density, whether it's 12 or 14, and go with that. Keilani points out that is where we come up against the states moderate housing law. Mike says that's where we revisit the separate issue of multifamily housing. And we work with Bear River health. Bob sent him some information on the parameters of multiunit housing on septic system. We need a definition of what does it take to make a multifamily unit within Mendon City ordinance. And we should allow those within a residential zone. Keilani points out that they are but are so limited it's almost nonexistent. Mike states it's feasible but you're not going to have 12 of them all together. Main cleanup on the codes is how are we going to deal with the roads, what is our density definition and water control. Water control is a separate issue as well. As far as the moratorium goes, we need to deal with streets and density. Keilani asks if we always have a public meeting for code changes. Mike says we do. Keilani wants to address what we can as we are making changes and just get it done. Another issue is the subdivider is supposed to do the streets. Refers to the issues on 200 West 200 North. Mike points out that unfortunately the issues on 200 West 200 North stem from things not being appropriately addressed years ago. Keilani would like to see these discrepancies addressed in the code. If you create a need for a road, it should be the contractor or developers' responsibility. Karen shares that the county already has this ordinance in place and it's something the city could adopt. Mike explains that the problem on 200 West 200 North is there were multiple landowners coming in at different times. The first person was allowed to get by with a temporary solution. So, when the next person came in, there was no set guideline in place to follow. There were multiple gaps that
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created the situation 200 West 200 North is now in. Mike is not sure how to solve this problem now but would like to see something in place within the city to track this kind of situation across administrations. It is suggested that lots be tracked by tax ID numbers instead of names for future reference as the home lot switches ownership. Mike is unsure if it's possible to attach a tax ID number to a county parcel. Keilani suggests when they apply for a building permit, attach the tax ID number to the permit and every time property changes hands. Keilani encourages everyone to get started on the Zoning Code. Mike will try and get the information for the procedural part in the next week. Zoning Code Google Doc will be up by Tuesday February 20. Reminder that the public work meeting is Thursday, February 29 at 6:30 and to remind everyone to bring a laptop.

**Citizen participation.**

None.

**Other business:** Welcome Todd Gordon to the Planning and Zoning Committee.

Motion to adjourn: Todd Gordon

Second: Karen Shelton

Motion passed unanimously.

**7:23 pm:** The Mendon City Planning & Zoning Commission stands adjourned.

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