

1 **Kanab City Planning and Zoning Commission Meeting**
2 **Mar 21, 2023**
3 **Kanab City Council Chambers**
4 **26 North 100 East**
5 **6:30 PM**
6

7 **Present:** Chair Boyd Cory; Commission Members Ben Aiken; Russ Whitaker; Taylor Glover;
8 Heather Russell; Terry Edwards; Land Use/Building Administrator Janae Chatterley; Land Use
9 Coordinator/Building Inspector Colton Porter; City Council Liaison Arlon Chamberlain; City
10 Planner Bob Nicholson; and City Attorney Kent Burggraaf.

11
12 **Not Present:** Ben Clarkson
13

14 **Approval of Minutes:** Chair Boyd Cory stated that the approval of minutes would to be moved
15 to the next meeting.
16

17 **Public Comment:** None.

18 **1. Discuss, Approve, or Deny a Site Plan Review for an addition and renovation to the Kane**
19 **County Building.**

20 Janae Chatterley stated Kane County has applied for a Building Permit to add an 1,180 square
21 foot addition to the northwest side of the building and renovate areas in the building. Due to
22 the addition of square footage to the building the request for a Building Permit triggers Chapter
23 9 – Site Plan Review of the Land Use Ordinances. The addition will remove 4 parking spaces two
24 of which are ADA parking. The addition will enlarge the Council Chambers, add a lobby area and
25 a conference room. Renovations will include the corridor area and a set of bathrooms, as well
26 as mechanical (HVAC) and electrical work.
27

28 Kane County Sheriff Glover came to represent the site plan for the County Building, the reason
29 for the renovation is to add space to the commission chambers, and add a conference room,
30 and update the buildings bathrooms and roof.
31

32 Janae Chatterley advised the Planning Commission that due to the size of the renovation it will
33 trigger chapter 9, for a site plan review. She discussed chapter 9 with the Planning Commission
34 that would trigger the sight plan review of the project. They have met the requirements of
35 chapter 9 on the new sight plan. Staff recommended an approval.
36

37 Russ Whitaker made a motion to send an approval to City Council with the conditions of
38 approval and findings outlines in the staff report # 2023012, with the changes to the parking
39 that now meet. Terry Edwards seconded the motion. A roll call vote was taken.

40
41 Ben Aiken: Yes
42 Ben Clarkson: N/A (Not Present)
43 Heather Russell: Yes
44 Terry Edwards: Yes
45 Russ Whitaker: Yes
46 Taylor Glover: Yes

47
48 Motion carries.
49

50 **2. Discuss and recommend to City Council a positive/negative recommendation a Final**
51 **Site Plan for Catori Canyon Subdivision, Phase I.**

52 Janae Chatterley stated that Kenny Seng, property owner, and their representative, Iron Rock
53 Engineering have applied for a Final Site Plan, Phase 1. Final Site Plans are regulated through the Kanab
54 City Land Use Ordinances, Chapter 23. The Planned Development Overlay and Preliminary Site Plan were
55 approved on August 17, 2022 and then amended and approved on November 8, 2022. Phase 1 of
56 Catori Canyon Subdivision consists of 81 Townhomes, 25 single-family lots, one (1) 10.97
57 commercial lot and 5 open space lots. For a total of 107 buildable lots and 5 open space lots.

58
59 Iron Rock representative, Planning Commission and staff discussed what would happen if the project
60 went bankrupt and how the cost of the project and the infrastructure would not be a burden on the city
61 and its tax payers as other projects have in the past.

62
63 Planning Commission discussed how many lots on a subdivision before it requires a second entrance for
64 safety and first responder access, and when the second entrance will need to be put into the
65 subdivision.

66
67 Taylor Glover made motion to send a positive recommendation to city council based on staff findings
68 and conditions of approval as outlined in the staff report # 2023014. Ben Aiken second. A roll call vote
69 was taken.

70
71 Taylor Glover: Yes
72 Terry Edwards: Yes
73 Ben Aiken: Yes
74 Russ Whitaker: Yes
75 Ben Clarkson: N/A (Not Present)
76 Heather Russell: Yes

77
78 Motion Carries.
79

80 **3. Discuss and recommend to City Council a Final Plat, Phase 1 [Catori Canyon] located**
81 **between the Kanab Creek Ranchos Subdivision and Cedar Heights Subdivision.**

82

83 Janae Chatterley stated Kenny Seng, property owner, and their representative,
84 Iron Rock Engineering have applied for a Final Plat, Phase 1. Final Plats are
85 regulated through the Kanab City Subdivision Ordinances, Chapter 2. This
86 applicant has also submitted a Final Site Plan application. The preliminary plat
87 was approved on August 17, 2023, there have been some modifications made on
88 the final plat. An additional area of multi-family (13 units) and one additional
89 single-family lot has been added to the plat. Phase 1 of Catori Canyon Subdivision
90 consists of 81 Townhomes, 25 single-family lots, one (1) 10.97 commercial lot and
91 5 open space lots. For a total of 106 buildable platted lots and 5 open space
92 platted lots.

93

94 Terry Edwards made a motion to send a positive recommendation to city council on phase 1
95 based on staff findings and conditions found in the staff report 2023013; Heather Russell
96 seconded the motion.

97

98 A vote was taken and was unanimous.

99 A roll call vote was taken.

100 Taylor Glover: Yes

101 Terry Edwards: Yes

102 Ben Aiken: Yes

103 Russ Whitaker: Yes

104 Ben Clarkson: N/A (Not Present)

105 Heather Russell: Yes

106 Motion Carries.

107

108 **4. Discuss and recommend to City Council a positive/negative recommendation a revision**
109 **to the Kanab City Design Standards.**

110 Janae Chatterley explained that the city design standards are out dated and need
111 to be updated. The City Engineers asked if we the city could update the design
112 standards to meet ASHTO & APWA regulations. Staff added verbiage for small cell
113 towers, and cell towers in general.

114 Planning Commission and staff briefly discussed the new requirements and the
115 changes to the Kanab City Design Standards. Another public hearing will be held
116 with City Council meeting.

117

118 Ben Aiken made a motion to send a positive recommendation to City Council to
119 adopt the new design standards; Terry Glover seconded the motion.

120 A roll call vote was taken.

121 Taylor Glover: Yes

122 Terry Edwards: Yes

123 Ben Aiken: Yes

124 Russ Whitaker: Yes

125 Ben Clarkson: N/A (Not Present)

126 Heather Russell: Yes

127 Motion Carries.

128

129 **5. Open & Public Meetings Training.**

130

131 Kent Burggraaf conducted the Open & Public Meetings Training.

132 The Planning Commission was provided a video to watch before the meeting and a
133 presentation was done by Kent Burggraaf during the meeting. Any questions that the Planning
134 Commission had were answered and or discussed.

135

136

137 **6. Discussion possible amendments to the Land Use Ordinance Chapter 4-16 Fences 138 Walls and Hedges.**

139

140 Janae Chatterley explained that there was a variance that raised concerns about some unclear
141 language in the ordinance, with the triangle requirements on a corner lot, height requirements
142 for front and side fences on the interior lots, and the set-back requirement on the street side of
143 a corner lot. Mayor Johnson and a few of the Council Members attended the variance and it
144 was requested that Planning Commission review the ordinance.

145

146 City Planer Bob Nicholson presented through a power point presentation about the struggles
147 and solutions that other cities have with fencing ordinances on corner lots.

148

149 Planning Commission discussed with staff the changes and safety concerns of fences having a
150 minimum setback. Enforcement of fences was discussed.

151

152 Staff will be making the changes to the ordinances that was discussed and sending out the
153 required Public Notices for text amendments. The public notice will be scheduled in a near
154 future meeting.

155

156 **7. Discussion possible amendments to the Land Use Ordinance Chapter 4-22 Temporary 157 Lodging.**

158

159 Janae Chatterley explained that during a Conditional Use Permit for a Bed and Breakfast it was
160 discovered that there are some requirements in Chapter 4-22 that are not being enforced and
161 haven't for some time. Staff is wondering if the Planning Commission would still like to have
162 these requirements enforced or removed from the ordinance.

163
164 Planning commission discussed the ordinance briefly and the conclusion was to change in *sub*
165 *section F, letter a)* the word "shall" to "may."

166
167 Staff will be making the changes to the ordinances that was discussed and sending out the
168 required Public Notices for text amendments. The public notice will be scheduled in a near
169 future meeting.

170
171 **8. Discussion possible amendments to the Land Use Ordinance Chapter 13 Recreational**
172 **Vehicle Park Section 13-5 Extended Stay.**

173
174 Janae Chatterley explained that the changes that were made about a year ago from hard
175 surface to other surfaces requirements with in the RV Park, it appears this is still listed as a
176 requirement in the Extended Stay RV park area. The question was raised if that was an
177 oversight and if the Planning Commission wanted to have this changed or if this was intentional
178 for extended stays in the RV park to have concrete or asphalt (hardscape) roadways.

179
180 The Planning Commission discussed the need to add road base and gravel to list for extended
181 stay.

182
183 Staff will be making the changes to the ordinances that was discussed and sending out the
184 required Public Notices for text amendments. The public notice will be scheduled in a near
185 future meeting.

186
187 **Staff Report:** Janae Chatterley, Planning Commission can always reach out for any major
188 changes to the minutes before the meeting if needed. New commissioners have had a
189 kanab.utah.gov email set up for them to use for correspondence regarding Planning
190 Commission items.

191 Kent Burggraaf, made the Planning Commission aware of a Land Use training coming up that
192 they can attend.

193
194 **Council Member Liaison Report:** none.

195
196 Russ Whitaker made a motion to adjourn; Terry Edwards seconded the motion.

197
198 A roll call vote was taken and was unanimous.

199 Taylor Glover: Yes

200 Terry Edwards: Yes
201 Ben Aiken: Yes
202 Russ Whitaker: Yes
203 Ben Clarkson: N/A (Not Present)
204 Heather Russell: Yes
205 Motion Carries.
206
207 Meeting adjourned.
208
209

DRAFT