BRIAN HEAD

The Regular Meeting of the

Brian Head Planning Commission

TUESDAY, August 19, 2025 @ 1:00 PM

Planning Commission Meeting Minutes

Roll Call

Present: Pro Tem Chair Morgan, Commissioner Wallis, Alternate Commissioner Lee.
Absent: Chairperson Deutschlander, Commissioner Dever, Commissioner Brown.
Staff Present: Bret Howser; Town Manager, Ciera Claridge; Deputy Clerk, Greg Sant; Building and Planning Administrator.

A. CALL TO ORDER

Pro Tem Chair Morgan called the regular meeting of the Planning Commission to order at 1:04pm.

B. PLEDGE OF ALLEGIANCE

Pro Tem Chair Morgan led the Planning Commission and others in the Pledge of Allegiance.

C. DISCLOSURES

Pro Tem Chair Morgan stated the disclosure statements are on file with the Town Clerk and available for the public.

D. APPROVAL OF THE MINUTES

August 5, 2025 Planning Commission Meeting
The commission reviewed the minutes from the August 5, 2025 Planning Commission meeting with discussion resulting in no changes.

Motion: Commissioner Wallis moved to approve the meeting minutes of August 5, 2025. Alternate Commissioner Lee seconded the motion.

Action: Motion Carried 3-0-0 (Summary: Yes: Pro Tem Chair Morgan, Commissioner Wallis, Alternate Commissioner Lee.)

E. PUBLIC INPUT/ REPORTS (Limited to three (3) minutes) Non-Agenda Items

Greg Sant, building and planning administrator, gave an update regarding a previous non-agenda discussion that the Planning Commission had regarding the topic of noticing. He mentioned that this discussion item will be presented to the Council to see their opinions on whether or not the noticing timeline should be changed from a 14 day to a 10 day noticing period.

Flint Decker expressed appreciation on behalf of Aspen Meadows for both the staff and planning commission members. Mr. Decker stated that they have been working in Brian Head for over 4 years and wanted to convey their gratitude to the team in general, especially the staff at the town offices and the volunteers serving on the planning commission. He extended this sentiment to everyone, including those who were absent from the meeting.

Commissioner Wallis requested the clearing of rocks on the corner of Mountain View. She clarified that the amount and large size of rocks left behind in the roadway after work was completed could potentially cause damage to a vehicle and the roadway needs to be cleared. Bret Howser, Town Manager, stated that this would be passed along to Public Works to get completed.

Commissioner Wallis also asked for the status of the rock wall on Deer Trail. In previous discussion there was the expectation that a safety rail would be installed due to the wall's height and the potential safety risks that could occur without one. Greg Sant, building and planning administrator, explained that the property still has conditions that were approved by the planning commission that need to be met before a certificate of occupancy can be issued. The contractor is aware of these requirements and is expected to address them within the next month or so as they prepare for the certificate of occupancy. However, it was mentioned that while there is still concern about the safety risk, there are practical challenges in quickly installing a wrought iron fence, with an example given of a similar project in Saint George taking four months from measurement to installation due to the limited number of contractors available for such work. As an interim safety measure, it was suggested that the contractor could install temporary barriers using 2x4s and yellow caution tape. Greg agreed to instruct the contractor to implement this temporary solution.

Pro Tem Chair Morgan mentioned the amount of trash found on the town trail. He wanted to bring awareness to that issue for the hopes of solving the excessive amount that was found. He wanted to focus on preventing that impact on the meadow. Bret Howser, town manager, suggested that this could be a focus during the fall town cleanup.

F. AGENDA ITEMS:

1. LOT LINE ADJUSTMENT – Lot Line Vacation at Lot 31 and 32 of Cedar Breaks Mountain Estates – Greg Sant, Planning and Building Administrator

The planning administrator, Greg Sant, presented information about a lot line adjustment request. Skyler Bennett, the owner of lots 32 and 33, was seeking to combine these lots and remove the lot line between lots 31 and 32. Greg confirmed that he had reviewed a title report verifying Mr. Bennett's ownership.

The commission discussed potential concerns related to this adjustment. It was confirmed that there were no utilities or utility easements on the lot line being removed, which is often a primary concern in such cases. The commission also inquired about any potential impact on assessments, given the property's location on Forest Drive.

It was clarified that while the property would be affected by private improvements being made for sewer in the area, these did not directly involve the town. However, it was noted that the property is within the Forest Drive Special Assessment Area (SAA) for a waterline project completed a few years ago. The commission acknowledged that the property would still owe two assessments regardless of the lot line adjustment.

Motion: Commissioner Wallis moved to approve the lot line adjustment based on the analysis outlined in the report. Alternate Commissioner Lee seconded the motion.

Action: Motion Carried 3-0-0 (Summary: Yes: Pro Tem Chair Morgan, Commissioner Wallis, Alternate Commissioner Lee.)

2. DISCUSSION ONLY – LMC Amendment for Flag Lots – Greg Sant, Planning and Building Administrator

Greg Sant, the Planning and Building Administrator, led a discussion on potential amendments to the Land Management Code (LMC) regarding flag lots. He explained that he had researched other jurisdictions and consolidated previous items discussed in earlier meetings. Greg also shared insights from a recent state housing commission summit, which highlighted the importance of Accessory Dwelling Units (ADUs) and flag lots in addressing affordable housing issues and creating more lots without extensive infrastructure expansion.
Mr. Sant presented a revised structure for the flag lot regulations, now organized into four main categories:

1. General principles for flag lot creation
2. Requirements for the staff portion of the flag lot
3. Requirements for the flag portion of the flag lot
4. Miscellaneous items

He emphasized that the primary consideration should be to ensure that creating a flag lot does not

prevent future development of large interior parcels that would otherwise require street extensions across adjacent properties.
The commission engaged in a detailed discussion of the proposed regulations, addressing various aspects such as:

- Minimum width and length requirements for the staff portion
- Emergency vehicle access considerations
- Surface improvement standards
- Town maintenance responsibilities
- Building restrictions within the staff portion
- Fire hydrant placement and related requirements
- Setback requirements and their application to flag lots
- Drainage control measures
- Restrictions on sharing the staff portion between multiple flag lots
- Maximum slope allowances

There was considerable debate about how to define and apply setback requirements for flag lots, with the commission discussing the merits of maintaining consistency with standard lot setbacks versus creating specific rules for flag lots.

Greg also presented additional policy considerations, including:

1. Requirements for clear address signage
2. Restrictions on construction material placement within the staff portion
3. Policies for public services such as utility connections

The commission members expressed mixed opinions on the proposed amendments. While some saw the value in providing clear guidelines for flag lot development, others were concerned about overcomplicating the existing rules.

After discussion, it was agreed that Greg would seek additional input from other town officials, make some revisions based on the commission's feedback, and present a refined version of the proposed LMC amendments at a future meeting.

G. ADJOURNMENT

Motion: Alternate Commissioner Lee moved to adjourn the Meeting. Commissioner Wallis seconded the motion.

Action: Motion Carried 3-0-0 (Summary: Yes: Pro Tem Chair Morgan, Commissioner Wallis, Alternate Commissioner Lee.)

The Meeting adjourned at 1:45pm.

9/2/25

Date Approved

Ciera Claridge, Deputy Clerk