
Minutes
Planning Commission Meeting
February 2, 2022

1. Opening ceremonies:

Planning Commission Chairman, Alan Paystrup, called the meeting to order at 6:59 PM. A Quorum was present.

Those in attendance:

Planning Commission Chairman: Alan Paystrup
Commissioners: Barbara Anderson and Chris Chipping
Planning Commission Secretary: Heather Poulsen

Also in Attendance: Town Council Member Ray Evans and Utilities Manager Jason Worwood

Prayer was given by Chairman Alan Paystrup
Pledge of Allegiance was led by Commissioner Chris Chipping

2. Action items:

- Approval of minutes from previous meetings:

Chris Chipping made the motion, seconded by Commissioner Barbara Anderson, to approve the minutes for the Regular Planning Commission Meeting held on January 5, 2022. All commissioners present were in favor.

3. Reports

-Office issued permits

None

4. Discussion Items

- a) Utilities Manager Jason Worwood gave some suggestions on things he noticed in the subdivision ordinance. He suggested:
1. They review how many copies are being required of plans. It changes throughout the code.
 2. Put in a section on meeting Levan Town construction Standards
 3. Define Engineer in definitions
 4. Look at where it says Town Engineer in certain areas and see if it needs to be changed to Town Engineer or Staff
 5. Extension fees will be cost plus 10%
 6. Monuments will be made a part of construction standards

He made a few other suggestions that secretary Heather Poulsen made on the electronic document.

The commission also wanted all the spelling errors corrected, wherever it says Planning and zoning changed to planning commission, and all state code references are correct.

They asked secretary Heather Poulsen to make those changes and print it out so the commissioners could see an updated copy.

b) Timeline for Subdivision ordinance

Secretary Heather Poulsen explained that the subdivision moratorium was passed on October 13, 2021 so everything needs to be in place by the April 6, 2022 meeting. That way they can have the public hearing on April 6th and recommend the ordinance to the town council. The commission decided to schedule a meeting for February 16, 2022 at 7PM.

5. Adjourn

Commissioner Barbara Anderson made the motion, seconded by Commissioner Chris Chipping to adjourn. All were in favor. The meeting was adjourned at 8:19 PM.

Heather Poulsen, Deputy Town Clerk
Planning Commission Secretary