

Planning Commission Meeting

Meeting Minutes

June 3, 2026, 7:00 pm

Levan Town Hall

Present at meeting: Planning Chairman Nate Washer, Commissioner Carol Bennett, Commissioner Dan Green,

Town Clerk Christine Carrigan

Meeting Recorder: Clerk Chelsi Oliver

Public attending: Shay Morrison (R6), Russell & Christie Mangelson

1. Opening Business

Chairman Nate Washer called the June 3, 2026 Regular Planning Commission Meeting to order at 7:02 pm. The invocation was offered by Chair, followed by the Pledge of Allegiance.

Swearing-In of New Planning Commissioner The meeting included the swearing-in of Dan Green as the newly appointed Planning Commissioner. The oath of office was administered, and Commissioner Green was welcomed to the Commission.

2. Action/Discussion Items

a. Discussion — Annexation Policy and Work Session/Training Dates

Annexation Policy Update

The Commission discussed the Town's existing annexation policy, which dates to 2021 and has been identified as out of date due to at least two subsequent changes in state law. Staff noted that the current policy references statutory code that no longer exists, making it impractical to distribute as part of an annexation packet. The Town Clerk indicated that the Town Attorney and the Regional Planning representative (Shay Morrison, from Six County Association of Governments) had been consulted regarding the need for an update. It was noted that the planning commission would need to hold a public hearing once a draft is prepared, and that the town council would also likely be required to hold a public hearing on the matter.

Mangelson Annexation Request / Letter of Disinterest

The Commission discussed a letter received from Christie Mangelson requesting annexation of an approximately 6.5-acre parcel. Background was provided indicating that the property owner had initially approached Juab County for a development permit, but the County directed them to Levan first, as the property falls within the Town's declared annexation area. The property does not physically touch Levan's town boundary.

The Regional Planner cited Juab County Code §12-2-313, which requires applicants proposing development within a municipality's declared annexation plan to first provide documentation showing the municipality's disinterest in or rejection of the annexation request. He clarified that in practice, this requirement is commonly satisfied by a simple letter of disinterest from the town's legislative body, rather than requiring a full formal petition process — which would cost the applicant approximately \$1,400 and still result in a denial. He noted that he had also spoken with a county representative (Tracy) who confirmed that such a letter would satisfy the county's requirements. He further noted that the Town Attorney had indicated the letter should not characterize a denial as a matter of policy but simply reflect that the Town does not have interest in annexing this specific property at this time.

The Commission agreed to recommend that the Town Council draft and send a letter of disinterest in annexing the subject property.

Motion to recommend that the Town Council draft and send a letter of disinterest in the annexation of the Mangelson property at this time was made by Commissioner Green and seconded by Commissioner Carol Bennett. The motion carried unanimously.

The Regional Planner, Shay Morrison, agreed to draft a template letter for attorney review and to forward it accordingly.

Annexation Policy Draft & Work Session Dates

The Regional Planner offered to draft an updated annexation policy, application, and checklist for Commission review at a future meeting. The Commission discussed scheduling a work session and agreed that July 1, 2026 (the first Wednesday in July) would be a suitable date to begin reviewing updated materials, noting that scheduling becomes more difficult after the 24th of July holiday. An additional training session was discussed for the August regular meeting, to include topics such as open meetings law, land use principles, and other relevant topics. The Regional Planner offered to send Commissioner Green training resources by email and indicated he is available to provide in-person training at future meetings.

b. Approval of Past Minutes — Feb 4, 2026, Regular Planning Meeting

The Commission reviewed the minutes from the February 4, 2026, Regular Planning Commission Meeting. Brief discussion confirmed the meeting covered topics including a water and lot inquiry from a community member and carport setback questions.

Motion to approve the February 4, 2026, Regular Planning Commission Meeting minutes was made by Commissioner Green and seconded by Commissioner Bennett. The motion carried unanimously.

c. Permit Applications — Outbuilding – H. Butler

The Commission reviewed the outbuilding permit application submitted by H. (Heath) Butler. Discussion confirmed that the proposed structure meets the required setbacks — 5 feet on the rear and sides, compared to the 8-foot requirement applicable to residential structures. Staff indicated the application had also been reviewed by the Town Council and that everything appeared to be in order.

Motion to approve the outbuilding permit for H. Butler was made by Carol Bennett and seconded by Dan Green. The motion carried unanimously.

3. Reports

a. Office Issued Permits

Staff reported the following permits issued by the office since the last meeting: a reroof permit for P. Messersmith, fence permits for B. Backus and G. Rowley, and an electrical permit for Austin Black.

In connection with the Austin Black permit, the Commission discussed an electrical and plumbing permit associated with a small cabin structure that had previously been placed on the Black property. Commissioners noted the cabin had been discussed at a prior meeting, where the discussion centered on whether the structure could be placed on the property — though it was acknowledged that the nature of its intended use (reportedly a short-term rental/Airbnb) may have only been a side conversation and not formally addressed in the prior approval.

The Regional Planner noted that absent a specific ordinance regulating short-term rentals, enforcement is difficult. He clarified that ADU status depends on the parcel configuration and whether the structure is on the same lot as the primary dwelling. The Commission acknowledged that the Town does not currently have an ordinance addressing short-term rentals and agreed this should be added to the list of items to address at the upcoming work session. The Regional Planner offered to draft a short-term rental ordinance for Commission review, noting his office has drafted many such ordinances and that it would not be burdensome to prepare.

Discussion also touched briefly on the broader ADU policy context, including the Town's existing requirement for minimum lot sizes to support separate septic systems, the health department's role in establishing those

standards, and a new state law requiring municipalities of 5,000 or more residents to allow ADUs under certain conditions. No formal action was taken on these items, as they were identified as subjects for the upcoming work session.

4. Adjourn

Motion to adjourn the meeting was made by Commissioner Carol Bennett and seconded by Commissioner Dan Green. The motion carried unanimously.

Meeting adjourned at 7:40 pm.

Christine Carrigan, Clerk