



DELTA CITY PLANNING & ZONING COMMISSION MEETING

Wednesday, August 12, 2026 at 7:00 PM

Delta City Municipal Complex Council Chambers*

MINUTES

PRESENT

Commission Chair Tamara Stewart
Council Liaison Kelly Carter
Commission Member Derek Curtis
Commission Member Eric Kartchner
Commission Member Frank Lathrop
Commission Member Donald Smith
Commission Member Darlene Webb
Commission Member Kris Peterson

ALSO PRESENT

Sherri Westbrook
Angie Dewsnup
Justin Ashby
Jessica Anderson
Rodney Phillipsen
Margarita Phillipsen
Marcos Lazaro
Sylvia Lazaro

Myrt Gardner
Kevin Gardner
Estela Gonzalez
Ricardo Gonzalez
A. Naegle
Laura Henderson
Rick Henderson
Scott Harmon

N. Gardner
Nyki Tallant
Hector Sandoval
Reynaldo Sandoval
Charles Phillipsen
Emily Phillipsen
Jess Peterson

CALL TO ORDER

Commission Chair Stewart called the meeting to order at 7:02 p.m. She stated that notice of the time, place, and agenda of the meeting had been posted at the Delta City Complex, on the Delta City website, and on the Utah Public Notice website and had been provided to the Millard County Chronicle-Progress, LLC and each member of the City Council at least 24 hours before the meeting. Chair Stewart conducted a roll call. Council Liaison Carter and Commission Members Curtis, Kartchner, Lathrop, Peterson, Smith, and Webb were present.

MINUTES APPROVAL

1. P&Z Commission Meeting Minutes Approval 2026.07.08

Commission Member Webb MOVED to approve the minutes of the Planning and Zoning Commission Regular Meeting held on 07/08/2026. The motion was SECONDED by Commission Member Lathrop. Chairperson Stewart asked if there were any questions or comments regarding the motion. There being none, she called for a vote.

Motion made by Commission Member Webb, Seconded by Commission Member Lathrop.
Voting Yea: Commission Chair Stewart, Council Liaison Carter, Commission Member Curtis, Commission Member Kartchner, Commission Member Lathrop, Commission Member Peterson, Commission Member Smith, Commission Member Webb

BUSINESS – Any such business as may come before the Commission.

2. Scott Harmon, Utah Housing Corporation (UTHC); Zone Change Request

Action: Discussion/Consideration for Approval

Scott Harmon with Utah Housing Corporation introduced himself to the Commission. He explained the plans for the requested zone change and asked for any questions.

Commission Member Webb asked about the rent and how the rent-to-own would work with these homes. Harmon stated that it is calculated based on 60% of area income, with a 15-year rent to own option. At the end of the 15-year rent period, there would be an option to purchase the home around the mid-\$150K range. He added that about 75% of the individuals purchase the home at the end of the rental period. Harmon stated that Utah Housing Corporation has completed this process with single-family homes previously, but that this would be for duplexes.

Commission Member Webb stated that she would be okay with single family homes, but remains unsure about multi-family homes in this specific area.

Council Liaison Carter inquired about the impact on the area with rezoning, instead of having single-family. Harmon stated that it would give 11 more housing units with duplexes than if they stayed with single-family. Carter reminded Harmon that Delta City has one of the highest off-street parking requirements in the state of Utah.

Commission Member Curtis expressed concerns with higher density and traffic on the roads without an outlet.

Attorney Jessica Anderson explained that there are three reasons to justify a zone change. 1) change matches the city's long-term master general plan, 2) existing zone was an error or against natural characteristic of land, or 3) neighborhood or economic conditions have changed since the original zoning was put in place.

Commission Member Lathrop stated that the road would have to be extended and a different culvert completed for drainage and water. Margarita Phillipsen stated that it is on a dead-end road and that neighbor Cindy Gardner has stated she will not sell the property at the end of the road; therefore, causing problems with traffic and congestion. Ricardo Gonzalez stated that emergency vehicles already have difficulty with getting into the neighborhood how it is today.

Commission Member Smith stated that the zone should remain as it is. Commission Member Curtis added that he, too, agrees with traffic, roads, density concerns, and issues with emergency services having access. Commission Member Kartchner has visited the area in person and stated that yes, it is a very narrow area even without adding duplexes.

Commission Member Peterson added that even 19 single-family homes in this area would be a lot; duplexes would be way too much for this area. Commission Chair Stewart shared that it had been discussed previously that to change to R-2 there would have to be 2 entrances and exits, this would not be feasible with a dead-end road.

Commission Member Lathrop MOVED to deny the requested Zone Change by Scott Harmon and Utah Housing Corporation from R-1-B to R-2. Commission Member Kartchner SECONDED the motion. Chairperson Stewart asked if there were any questions or comments regarding the motion. There being none, she called for a vote.

Motion made by Commission Member Lathrop, Seconded by Commission Member Kartchner.

Voting Yea: Commission Chair Stewart, Council Liaison Carter, Commission Member Curtis, Commission Member Kartchner, Commission Member Lathrop, Commission Member Peterson, Commission Member Smith, Commission Member Webb

3. Reynaldo & Hector Sandoval; Zone Change Request

Action: Discussion/Consideration for Approval

Commission Member Curtis MOVED to approve the Zone Change Request made by Hector and Reynaldo Sandoval of property at 87 S. 300 E. from Business Commercial (B-C) to Single and Two-Family Residential Zone (R-2). Commission Member Kartchner SECONDED the motion. Chairperson Stewart asked if there were any questions or comments regarding the motion. There being none, she called for a vote.

Motion made by Commission Member Curtis, Seconded by Commission Member Kartchner.

Voting Yea: Commission Chair Stewart, Council Liaison Carter, Commission Member Curtis, Commission Member Kartchner, Commission Member Lathrop, Commission Member Peterson, Commission Member Smith, Commission Member Webb

4. Reynaldo & Hector Sandoval; Subdivision Preliminary Plat

Action: Discussion/Consideration for Approval

Hector and Reynaldo Sandoval addressed their request for approval to subdivide their lot into 4 lots of .21 acres. Council Liaison Carter asked Public Works Director, Justin Ashby, about drains and if these could accommodate. Ashby stated that yes, they will all run to the current drain and it can support this. He also stated that Sandovals are aware of the requirement to add curb, gutter, and sidewalks.

Commission Member Lathrop stated that sewer is all the way around and Commission Chair Stewart stated that Sandovals picked the perfect piece of property for what they are intending to do with it.

Council Liaison Carter MOVED to approve the Subdivision Preliminary Plat Map for the property at 87 S. 300 E, owned by Hector & Reynaldo Sandoval. Commission Member Smith SECONDED the motion. Chairperson Stewart asked if there were any questions or comments regarding the motion. There being none, she called for a vote.

Motion made by Council Liaison Carter, Seconded by Commission Member Smith.

Voting Yea: Commission Chair Stewart, Council Liaison Carter, Commission Member Curtis, Commission Member Kartchner, Commission Member Lathrop, Commission Member Peterson, Commission Member Smith, Commission Member Webb

5. Chair Tamara Stewart; Pioneering Agreement and Impact Fees

Action: Discussion/Consideration for Approval

Commission Chair Tamara Stewart shared information regarding a Pioneering Agreement, also known as Impact Fees. A Pioneering Agreement is a legal contract between a local municipality and a developer; the agreement requires that initial developer to build oversized public infrastructure – such as roads, water lines, or sewer systems – that benefit future surrounding properties, while entitling that developer to partial financial reimbursement from later-connecting property owners. Delta city would act as the administrator, collecting the reimbursement fees from future developers and remitting them back to the original pioneering developer. Attorney Anderson stated that Farmington City has a great ordinance for pioneering agreements that should be looked at and discussed.

Commission Chair Stewart asked Attorney Anderson for more research about possible back-dating to when this was agreed by commission. It was decided that the Planning & Zoning Commission will research over the next several weeks and be prepared for putting pen to paper in drafting an ordinance for a pioneering agreement during the next Commission meeting.

6. Chair Tamara Stewart; Exactions and Delta City Code Updates

Action: Discussion/Consideration for Approval

Commission Chair Tamara Stewart shared about previous training with exactions and that Code still needs to be updated with these requirements. She would like the Commission to move forward with research on this and getting the Code updated. Attorney Anderson and Jess Peterson, with R6 Regional Council, will look over the current code and share some examples with the Commission of updated code examples.

7. Council Liaison Kelly Carter; Delta City Council Update
Action: Discussion Only

Council Liaison Kelly Carter presented the Commission with an update from Delta City Council. He shared about the passage of the Annexation Policy Plan and that there will be an amended section in regards to water rights requirements.

Carter also told the Commission that the City has been participating in a Water Study since 2025 and that this has come back and was presented to the Council during the last meeting. He stated that the findings were that Delta City needs another well and that treatment on old wells is astronomical in cost; it would be better to drill a new one and add booster systems. Public Works Director Ashby added that there would be upper and lower zones for water pressure. Delta City is currently applying for some grants with the help of Jones & DeMille Engineering to cover at least some of the \$7.5 million price tag for these improvements. The Water Study also found that all Delta City Water Rights are proved up and certificated. There is a Geological Study also currently underway to consider best places for well.

ADDITIONAL ITEMS

Newly appointed Commission Member, Kris Peterson, introduced himself to the Commission and public in attendance.

Commission Chair Stewart shared some findings from the USU and Delta City Wellbeing Survey.

Commission Chair Stewart reminded Commission Members about the Delta City Employee Summer Party on Tuesday, August 25th and asked them to please RSVP with the City Office.

ADJOURN

Commission Member Curtis MOVED to adjourn the meeting at 8:02 p.m. Commission Member Kartchner SECONDED the motion. Chairperson Stewart asked if there were any questions or comments regarding the motion. There being none, she called for a vote.

Motion made by Commission Member Curtis, Seconded by Commission Member Kartchner.

Voting Yea: Commission Chair Stewart, Council Liaison Carter, Commission Member Curtis, Commission Member Kartchner, Commission Member Lathrop, Commission Member Peterson, Commission Member Smith, Commission Member Webb

The meeting was adjourned at 8:02 p.m.




Sherri Westbrook, Recorder