

1 **PLANNING COMMISSION MINUTES OF MEETING**

2 **Wednesday, April 11, 2018**

3 **7:00 p.m.**

4
5 A quorum being present at Centerville City Hall, 250 North Main Street, Centerville,
6 Utah. The meeting of the Centerville City Planning Commission was called to order at 7:00 p.m.

7
8 **MEMBERS PRESENT**

9 Cheyllynn Hayman, Chair

10 Kevin Daly, Vice Chair

11 Kathy Helgesen

12 Kai Hintze

13 Gina Hirst

14 Logan Johnson

15 Becki Wright

16
17 **MEMBERS ABSENT**

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19 **STAFF PRESENT**

20 Lisa Romney, City Attorney

21 Cassie Younger, Assistant Planner

22 Avalon Comly, Recording Secretary

23
24 **STAFF ABSENT**

25 Cory Snyder, Community Development Director

26
27 **VISITORS**

28 Interested citizens (see attached sign-in sheet)

29
30 **PLEDGE OF ALLEGIANCE**

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32 **OPENING COMMENT/LEGISLATIVE PRAYER** Chair Hayman

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35 **WELCOMING AND INTRODUCTION OF NEW COMMISSIONER**

36
37 The Commissioners offered a word of appreciation for David Hirschi's work on the
38 Planning Commission and welcomed new Commissioner Kai Hintze.

39
40 **PUBLIC HEARING – CONCEPTUAL SUBDIVISION - DEUEL CREEK PLACE**

41
42 Cassie Younger, Assistant Planner, reminded the Commissioners of the background of
43 the property. In November of 2017 the City Council voted to rezone this piece of property from
44 Public Facility to Residential Low. The proposed Conceptual Plat subdivides the property into
45 three single family lots, each at around one-third of an acre. Ms. Younger explained that Staff's
46 biggest concern with the property is that slopes average over 10% and there is potential
47 significant fill on the property, so a Geotechnical and Soils Report will need to be completed and
48 deemed compliant and acceptable by the City Engineer before a Preliminary Plat application is
49 made. This, however, should not impact the approval of the Conceptual Plan for this property.
50

1 Tony Thompson, property manager for Davis County and representative for the
2 applicant, confirmed he is aware of the requirement to complete a Geotechnical Report and said
3 he thinks that it will be better for future lot owners to have that information anyway. He also
4 explained to the Commissioners that the County reduced the frontage of their property by eight
5 feet on the east side and deeded this eight feet to the City. The eight-foot piece of property that
6 was deeded is intended to be used as a public trail for the neighborhood.

7
8 Chair Hayman opened a public hearing at 7:01 p.m.

9
10 Marilee Brio- Ms. Brio asked who the developer of the lots would be, whether the land on
11 100 South would remain permanently undeveloped, and what quality of home would be built on
12 the lots.

13
14 Seeing no one else wished to comment, the public hearing was closed at 7:03 p.m.

15
16 Mr. Thompson responded that the County is planning to develop the property through a
17 process known as a "Paper Plat." The County will then sell the lots and allow builders to build
18 the homes on the lots. Mr. Thompson hopes the quality of home will enhance the neighborhood,
19 especially because of the size of the lot, and references that the homes will be built to existing
20 building codes and standards. Commissioner Wright asked if the lots would be sold separately
21 or together. Mr. Thompson said that the County will accept the highest bid. Ms. Younger
22 addressed the question regarding the future development of the land on 100 South that is now
23 owned by the City. From her understanding, the City has no intention to develop that land now
24 or in the foreseeable future.

25
26 Commissioner Wright requested that Lisa Romney, City Attorney, review for the public
27 how the City came to own the acre of land that formerly belonged to the County. Ms. Romney
28 explained that the City entered into an agreement with the County in which an acre or so of
29 property was deeded to the City in exchange for a waiver of certain development fees. The
30 waiver only applies to the paper plat process and after that development and impact fees will
31 apply. Ownership of the northern half of the property has been transferred to Centerville City
32 and will remain open space, along with the public trail to the east.

33
34 Commissioner Daly further clarified that there would be significant engineering required
35 to develop the north side of the property on 100 South, which makes the likelihood of it being
36 developed in the near future very low.

37
38 Commissioner Hirst made a **motion** for the Planning Commission to accept the
39 Conceptual Plan for the Deuel Creek Place Subdivision, at 641 East 200 South, with the
40 following directives and reasons for the action. Commissioner Wright seconded the motion,
41 which passed by unanimous vote (7-0).

42
43 Directives:

- 44
45 1. A Preliminary Subdivision Application shall be submitted in accordance with CMC
46 15.03 of the Subdivision Ordinance, including but not limited to:
- 47 a. Utility Provider sheets need to be signed and returned
 - 48 b. Description of water rights, irrigation systems, water shares shall be provided
49 by the applicant
 - 50 c. Description, size, and location of sanitary sewer and storm drains shall be
51 provided by the applicant
 - 52 d. A description of those portions of property included in FEMA flood maps
 - 53 e. Addresses of lots to be confirmed with the Public Works Director

- 1 2. As part of the preliminary subdivision plans, a Geotechnical and Soils Report and
2 study needs to be submitted and deemed compliant and acceptable by the City
3 Engineer.

4
5 Reasons for the Action:

- 6
7 a) The conceptual subdivision appears to be consistent with the General Plan
8 b) It follows the Municipal Code Subdivision Ordinance in 15.05
9 c) Adequately meets the Development Standards laid out for an R-L Zone in CZC
10 12.32.300
11 d) The applicable review standards of the Subdivision Ordinance pertaining to a
12 Conceptual Subdivision application have been reviewed and directives established to
13 allow the proposal to proceed to preliminary subdivision plan submittal.

14
15 **MAIN STREET SURVEY RESULTS AND TIMELINE**

16
17 Ms. Younger explained the results of the Main Street Table of Use survey that was given
18 to Planning Commissioners and City Council members. She referenced a chart that was
19 attached to the staff backup report and explained that the uses highlighted in yellow on the chart
20 are items that have the largest discrepancy between the current use and the desired use per the
21 survey.

22
23 Ms. Younger also reviewed the chart of essential planning questions for revising the
24 South Main Street Corridor Plan that was attached to the staff backup report, and reviewed
25 timelines for pursuing various options to edit the Main Street Corridor Plan.

26
27 Chair Hayman thanked Ms. Younger for conducting the survey and collating the survey
28 results. She said, based on the survey results, it appears the Table of Uses for Main Street
29 definitely needs to be revised and she perceived that there was an openness to make such
30 changes in the last Work Session that the Planning Commission had with the City Council.
31 Commissioner Daly agreed that it is absolutely necessary to change the Table of Uses.
32 Commissioner Wright stated that she felt it would be good for the Commissioners to begin
33 discussing whether the Table of Uses could be changed in a way that would support the current
34 South Main Street Corridor Plan before deciding whether that Plan needs to be changed.

35
36 Commissioner Wright asked if it would be appropriate for the Planning Commission to
37 suggest additional uses from the Survey to be added to the Table of Uses and send these to the
38 City Council to vote upon once a public hearing has been held. Commissioner Johnson pointed
39 out that there are many additional uses from the survey that a large majority agreed upon, and
40 suggested that the Commissioners start by sending the additional uses with a vote of eight (8)
41 or higher to the City Council to vote upon. Commissioner Daly agreed with Commissioner
42 Johnson's suggestion. Ms. Younger stated that she was under the impression from other staff
43 members that another Work Session should be held to discuss the survey findings before
44 additional uses were sent to the City Council. As such, Chair Hayman asked if a Work Session
45 could be scheduled to discuss these additional uses with the City Council and asked that the
46 City Manager be consulted to find a date that would work.

47
48 Commissioner Wright reiterated that because Ms. Younger has already surveyed the
49 City Council on their preferences for the Table of Uses, she prefers to discuss amongst the
50 Commissioners what uses should be added, hold a public hearing, and send the additional uses
51 to the City Council to vote upon, rather than first holding a work session. Commissioner
52 Johnson stated that he agreed with Commissioner Wright. The Commissioners discussed the
53 number of respondents to the survey and Chair Hayman expressed concerns that the Planning

1 Commissioners and City Council members still may have voted differently on the survey. She
2 did agree, however, that if the Commissioners sent recommended additional uses to the City
3 Council and they were not in agreement, they would not have to adopt the recommendations.
4 Commissioner Johnson agreed with Chair Hayman. Commissioner Helgesen asked whether it
5 would be faster to make recommendations to the City Council right away, or to have a work
6 session. Ms. Romney explained the process and options available to the Planning Commission.
7 The Commissioners concluded that it would be more expeditious to make a recommendation to
8 the City Council without a work session. Chair Hayman directed staff to prepare an ordinance
9 that would amend the Table of Uses based upon the majority votes from the survey, and
10 clarified that a work session will not be needed at this time to discuss the Main Street Corridor
11 Plan.

12 **PLANNING COMMISSION GOALS 2018-19**

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15 Chair Hayman reviewed Planning Commission Goals, shown below, and reinforced that
16 she would like to discuss goal one (1) with the City Council at the next work session that is held,
17 to see if there are decisions that could be made at a staff level, thereby freeing the
18 Commissioners to focus on proactive planning. Commissioner Wright inquired of the other
19 Commissioners what they see as the priority order for the goals. Commissioner Johnson stated
20 that item 1 is the top goal, but if it is not possible to change administrative procedures, that he is
21 prepared to move forward with the other goals, of which he feels that goal three (3) should be
22 the second highest priority. Commissioner Hirst agreed with Commissioner Johnson that West
23 Centerville Neighborhood is a higher priority than South Main Street at this time.

24
25 Commissioner Wright asked Commissioner Hayman if she was comfortable having five
26 (5) goals to work on, as she remembered Commissioner Hayman previously saying that she
27 would rather have one or two goals to work on. Commissioner Hayman responded that it does
28 not hurt to have all of the goals on the list, but said it is helpful to prioritize which goals to focus
29 on. She expressed that both the South Main Street Corridor Plan and the West Centerville
30 Neighborhood Plan should be the top priorities of the Planning Commission at this time.

31
32 Commissioner Wright suggested the Commissioners set timelines for moving forward on
33 the goals, to ensure each are addressed. She also stated that she feels if goal one (1) is not
34 addressed, the Commissioners will never be able to get to the other goals. Commissioner
35 Johnson agreed and suggested that Planning Commission meetings with few items on the
36 agenda should be used to do proactive planning. Chair Hayman asked that staff look at how
37 other cities delegate administrative decisions, which she feels would help in discussions with the
38 City Council about changing administrative procedures. Commissioner Wright inquired of Ms.
39 Younger how long she felt it would take for staff to report back on how other cities deal with
40 administrative decisions. Ms. Younger assured the Commissioners that Cory Snyder,
41 Community Development Director, is planning to work on goal one (1) but is currently occupied
42 on goal 4b. Chair Hayman asked that staff prepare timeline suggestions for goal one (1) and
43 provide that to the Commissioners at the next meeting.

44
45 The Commissioners reviewed timelines and action items for each of the goals as follows:

- 46
47 1. Per Chair Hayman's request, Staff will prepare timeline suggestions for how long it will
48 take to gather information on how other cities deal with administrative decisions and will
49 present that at the next Planning Commission meeting on April 25, 2018. Ms. Romney
50 also offered to do an analysis of all the different types of procedures and applications
51 that are currently in place so the Commissioners will be able to address these. She will
52 include public hearing requirements as well, per Commissioner Johnson's request. This
53 analysis could be complete by the May 9, 2018 meeting.

- 1
2 2. In two (2) meetings, on May 9, 2018, the Commissioners will address the Table of Uses
3 for South Main Street Corridor, following survey results, and will hold a public hearing
4 about proposed changes. Changes to the Table of Uses will then be sent to the City
5 Council to vote upon.
6

7 Bike Lanes will be addressed when UDOT completes striping.
8

9 The Pages Lanes Area General Plan is being revised and a public hearing on the
10 revisions are to be held at the City Council meeting on May 1, 2018.
11

- 12 3. Per Commissioner Johnson and Commissioner Hirst's suggestions staff will put together
13 a summary of the last process undertaken by the Planning Commission several years
14 ago to change the West Centerville Neighborhood Plan, and why no changes were
15 ultimately made. Ms. Younger added that this summary will include changes that have
16 taken place in West Centerville over the last five (5) years. The Commissioners
17 requested that the West Centerville Neighborhood Plan summary be presented by the
18 Planning Commission meeting on June 13, 2018.
- 19 4. a. Commissioner Wright requested a summer deadline on having a work session with
20 the Trails Committee. Chair Hayman asked Ms. Younger to check with the Trails
21 Committee to find a date that would work with them for this work session.
- 22 4. b. Ms. Younger reports that Mr. Snyder is actively working on the Foothills Plan and will
23 be presenting his work to the Planning Commission within the next few months.
24

25 Commissioner Hayman asked that a list of goals and their respective timelines are reviewed
26 at each Planning Commission meeting going forward.
27

28 Planning Commission Goal & Objectives:

- 29 1. Greater Proactive Planning- review Administrative decisions and procedures to
30 better define the Planning Commissions role in order to allow more time for proactive
31 planning.
- 32 2. South Main Street Corridor Plan- including bike lanes & Pages Lane area
- 33 3. West Centerville Neighborhood Plan- revisiting the area and determine the future of
34 the area with specific focus on the area South of Parrish Lane.
- 35 4a. City Trails & Pathways- Comprehensive look at future needs and opportunities
- 36 4b. Foothills Plan- a focused effort towards future recreational needs and opportunities.
- 37 5. Planning Already Underway- Subdivision Ordinance & Open Space/Sensitive Land
38 Matters that are in progress.
39

40 COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

41
42 The next Planning Commission meeting is scheduled for April 25, 2018.
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44 Ms. Younger discussed items that will be on the next agenda.
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46 CITY COUNCIL REPORT

47
48 Ms. Younger reviewed recent decisions made by the City Council.
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MINUTES REVIEW AND ACCEPTANCE

The minutes of the March 14, 2018 Planning Commission meeting were reviewed and accepted as amended. Commissioner Daly made a **motion** to accept the minutes. Commissioner Helgesen seconded the motion, which passed by unanimous vote (7-0).

ADJOURNMENT

At 8:05 p.m., Commissioner Hayman made a **motion** to adjourn the meeting. Commissioner Wright seconded the motion, which passed by unanimous vote (7-0).


Cheylynn Hayman, Chair

5-22-18
Date Approved


Avalon Comly, Recording Secretary

