

1 **PLANNING COMMISSION MINUTES OF MEETING**

2 **Wednesday, April 11, 2018**

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

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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.

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8 **MEMBERS PRESENT**

9 Cheylynn Hayman, Chair

10 Kevin Daly, Vice Chair

11 Kathy Helgesen

12 Kai Hintze

13 Gina Hirst

14 Logan Johnson

15 Becki Wright

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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

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24 **STAFF ABSENT**

25 Cory Snyder, Community Development Director

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27 **VISITORS**

28 Interested citizens (see attached sign-in sheet)

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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**

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

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

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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. Ownership of the northern half of  
46 the property has been transferred to Centerville City and will remain open space, along with the  
47 public trail to the east. Ms. Younger explained that Staff's biggest concern with the property is  
48 that slopes average over 10% and there is potential significant fill on the property, so a  
49 Geotechnical and Soils Report will need to be completed and deemed compliant and acceptable

1 by the City Engineer before a Preliminary Plat application is made. This, however, should not  
2 impact the approval of the Conceptual Plan for this property.

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

10  
11 Chair Hayman opened a public hearing at 7:01 p.m.

12  
13 Marilee Brio- Ms. Brio asked who the developer of the lots would be, whether the land on  
14 100 South would remain permanently undeveloped, and what quality of home would be built on  
15 the lots.

16  
17 Seeing no one else wished to comment, the public hearing was closed at 7:03 p.m.

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

28  
29 Commissioner Wright requested that Lisa Romney, City Attorney, review how the City  
30 came to own the acre of land that formerly belonged to the County. Ms. Romney explained that  
31 the City entered into an agreement with the County in which an acre or so of property was  
32 deeded to the City in exchange for a waiver of certain development fees. The waiver only  
33 applies to the paper plat process and after that development and impact fees will apply.

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

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

43  
44 Directives:

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

- e. Addresses of lots to be confirmed with the Public Works Director
2. As part of the preliminary subdivision plans, a Geotechnical and Soils Report and study needs to be submitted and deemed compliant and acceptable by the City Engineer.

Reasons for the Action:

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

**MAIN STREET SURVEY RESULTS AND TIMELINE**

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

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

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

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

Commissioner Wright reiterated that she prefers to discuss amongst the Commissioners what uses should be added, hold a public hearing, and send the additional uses to the City Council to vote upon, rather than first holding a work session. Vice Chair Johnson stated that he agreed with Commissioner Wright. The Commissioners discussed the number of respondents to the survey and Chair Hayman expressed concerns that the Planning Commissioners and City

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

### **PLANNING COMMISSION GOALS 2018-19**

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

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

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

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

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

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

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6        Bike Lanes will be addressed when UDOT completes striping.

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

- 10  
11       3. Per Commissioner Johnson and Commissioner Hirst's suggestions staff will put together  
12       a summary of the last process undertaken by the Planning Commission several years  
13       ago to change the West Centerville Neighborhood Plan, and why no changes were  
14       ultimately made. Ms. Younger added that this summary will include changes that have  
15       taken place in West Centerville over the last five (5) years. The Commissioners  
16       requested that the West Centerville Neighborhood Plan summary be presented by the  
17       Planning Commission meeting on June 13, 2018.
- 18       4. a. Commissioner Wright requested a summer deadline on having a work session with  
19       the Trails Committee. Chair Hayman asked Ms. Younger to check with the Trails  
20       Committee to find a date that would work with them for this work session.
- 21       4. b. Ms. Younger reports that Mr. Snyder is actively working on the Foothills Plan and will  
22       be presenting his work to the Planning Commission within the next few months.

23  
24       Commissioner Hayman asked that a list of goals and their respective timelines are reviewed  
25       at each Planning Commission meeting going forward.

26  
27       Planning Commission Goal & Objectives:

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

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39       **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

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41       The next Planning Commission meeting is scheduled for April 25, 2018.

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43       Ms. Younger discussed items that will be on the next agenda.

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45       **CITY COUNCIL REPORT**

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47       Ms. Younger reviewed recent decisions made by the City Council.

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49       **MINUTES REVIEW AND ACCEPTANCE**

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51       The minutes of the March 14, 2018 Planning Commission meeting were reviewed and  
52       accepted as amended. Vice Chair Daly made a **motion** to accept the minutes. Commissioner  
53       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).

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Cheylynn Hayman, Chair

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Date Approved

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Avalon Comly, Recording Secretary