**November 1, 2018**

**Planning Commission Meeting**

**3005 South 1200 West Perry UT 84302**

**7:00 p.m.**

**Commissioners Present:** Acting Chairman Stuart Grover, Commissioner Michelle Drago, Commissioner Nicole Butler, Commissioner Tresa Peterson

**Commissioners Excused:** Commissioner Jan Kerr and Commissioner Blake Ostler

**City Staff Present:** Susan K. Obray: City Recorder

 Bob Barnhill: City Planner

**Others Present:** Brett Scoffield

1. **7:00 p.m. - Call to Order and Opening Ceremonies**
2. **Invocation-**

Tresa Peterson

1. **Pledge of Allegiance to the U.S.A-**

Michelle Drago led the Pledge of Allegiance

1. **Declare Conflict of Interest, if any-**

None

1. **Public Hearings**
2. **Public hearing regarding Ordinance 18-E Amending the Business License and Appeals Authority Code.**

There were no public comments.

1. **Public hearing regarding Title 15 of the Perry Municipal Code regarding Lot Frontage Requirements.**

There were no public comments.

1. **Land Use Applications**
2. **Preliminary Approval for Pheasant Hollow Phase 3 Subdivision.** **Location: 3225 S 1200 W Perry, UT 84302. Applicant: Randy Matthews.**

Tabled. Bob stated that the City Engineer had some items he still needed to get in regards to the subdivision, in order to have this ready for next month. The Planning Commission had some questions they wanted to address. Commissioner Drago asked about the SWPPP plan and wondered if they were using the same one as Phase 2. Bob confirmed that they are. She also asked about the remnant parcel that is being left and if it was going to be landlocked. Bob said that it is and that it needs to be labeled as non buildable, for agricultural uses only. He thinks that the applicant is setting the parcel aside for potential future use for the Front Runner. Commissioner Drago then inquired about the detention pond that is shown on the plot and wondered who would be responsible to maintain it, whether it would be privately owned or City owned. Bob had asked the City Engineer about the pond as well. He stated that typically in this situation, if the pond is serving a large number of homes and is accessible, ownership would be transferred to the City. Commissioner Drago then expressed that if the City was going to be responsible for the pond, there would need to be an access road so that the City would be able to maintain it. Bob said that he would pass on that information to Brett Jones, the City Engineer.

1. **Final Approval and recommendation for Kerr Subdivision. Location: 2925 S Hwy 89. Applicant: Jeff Kerr.**

The Planning Commission reviewed and discussed the language regarding reciprocal access which needed to be added for approval, and that a statement on the plat allowing access to Lot 2R needed to be included on the plat.

**Motion:** Commissioner Drago motioned to grant final approval for Kerr Subdivision subject to language on the plat allowing reciprocal access to Lot 2R. Commissioner Butler seconded the motion. Roll call vote.

 **Commissioner Drago**, Yes **Commissioner Grover,** Yes

 **Commissioner Butler,** Yes **Commissioner Peterson,** Yes

 **Motion Approved:** 4 Yes, 0 No.

1. **Final Approval and recommendation for Wasatch Hills Lot Line Amendment Lot 11& 12. Location: 500 W. Applicant Brett Schoffield .**

Bob presented the current lot line and what is proposed to the Planning Commission. Commissioner Grover questioned whether Lot 11 had enough frontage. Bob wanted verification that the building being constructed on Lot 11 met the new setback requirements. It was stated by the builder Brett Scoffield that the building being built on Lot 11 is smaller than what was originally proposed, so he thinks that the setbacks should be fine, but will provide verification. He added that the setbacks should be on file as the site plan for Lot 11 was done by Hansen & Associates.

**Motion:** Commissioner Peterson made a motion to send to City Council recommendation for approval for Wasatch Hills Lot Line Amendment for Lots 11 & 12 subject to verifications by Hansen & Associates on the interior side setbacks for Lot 11, subject to approval of Ordinance 18G amendment Title 15 of the Municipal Code regarding the measurement for lot frontage. Commissioner Butler seconded the motion.

 **Commissioner Drago,** Yes **Commissioner Grover,** Yes

 **Commissioner Butler,** Yes **Commissioner Peterson,** Yes

 **Motion Approved:** 4 Yes, No.

1. **Land Use Ordinances, Zoning, Design Guidelines, General Plan, Etc.**
2. **Final Approval and recommendation for Ordinance 18-E Amending the Business License and Appeals Authority Code.**

Tabled.

1. **Final Approval and recommendation for Amending Title 15 of the Municipal Code regarding lot frontage requirements.**

Bob presented the proposed amendment of the frontage requirement for subdivisions to the Planning Commission. The amendment identified where the frontage measurement of a lot will occur. Bob noted that as he studied this amendment, he noticed some other things that may need to be looked at for future discussion. Commissioner Grover inquired about where the setback should be measured from. The Commission decided to move forward with approval for now with the plan to revisit issues in the future.

**Motion:** Commissioner Peterson made a motion to move and recommend to the City Council the Amendment for Title 15 of the Municipal Code under Ordinance 18G with changes as noted. Commissioner Drago seconded the motion. Roll call vote.

 **Commissioner Drago,** Yes **Commissioner Grover,** Yes

 **Commissioner Butler,** Yes **Commissioner Peterson,** Yes

 **Motion Approved:** 4 Yes, 0 No.

1. **Approval of the Minutes**
2. **October 4, 2018 Regular meeting minutes**

**Motion:** Commissioner Peterson moved to approve the October 4, 2018, Regular Meeting Minutes. Commissioner Drago seconded the motion. Roll call vote.

 **Commissioner Drago,** Yes **Commissioner Grover,** Yes

 **Commissioner Butler,** Yes **Commissioner Peterson,** Yes

 **Motion Approved:** 4 Yes, 0 No.

1. **Report by Commissioner regarding last Council Meeting**

Commissioner Grover stated that Ordinance 18F was approved without amendment. He also informed the Commission about the new landfill agreement with Box Elder County providing a ticket to residents for use of the landfill that will take place of the annual dumpster cleanup each spring.

The Planning Commission asked for a review of the Joint General Planning Commission and Planning Meeting that occurred on October 11, 2018, for Commissioner Peterson, since she was not present for the meeting. Bob reviewed and discussed the meeting details.

1. **Make Assignments for Representative to Attend City Council Meetings (November 8, 2018).**

Commissioner Peterson volunteered to go to the November 8, 2018, City Council Meeting.

1. **Discussion**
2. **Future Projects**

The Planning Commission reviewed and discussed the list of future projects they would like to work on and voted in order of importance including the following:

* 1. Subdivision Application Process (Title 14)
	2. Planning/Zoning description clean-up (Title 15)
	3. Implement similar standards in the NC2 zones along Highway 89
	4. Form Base Code for Public Buildings

The Commission will discuss the list at the Planning Meeting again next month and make assignments for Commissioners to follow up on.

1. **Report on past approved Planning Commission Agenda Items.**

Bob stated that street layout and access was approved. He discussed the Business License approval being moved back and the process for approval. Bob informed the Commission that the Conservation Subdivision will be on next City Council agenda regarding language on assessment areas.

1. **Training**
2. **Staff**

Bob had some training he had been to that addressed cleaning up codes but was unable to access it during the meeting. He will try and make it available for a future training.

1. **Review Next Agenda and Adjourn**
2. **Items for December agenda**
3. Pheasant Hollow Phase 3
4. Perry Subdivision
5. Business License
6. Elections Vice Chairman

1. **Motion to Adjourn**

**Motion:** Commissioner Drago moved to adjourn. All commissioners were in favor.