

**BRIGHAM CITY PLANNING COMMISSION
BRIGHAM CITY COUNCIL CHAMBERS
Tuesday, 1/16/2024 6:00 p.m.**

PRESENT:	Jason Coppieters	Commissioner- Chair
	Scott Mildenhall	Commissioner- Vice Chair
	Roger Manning	Commissioner
	Mandi Richens	Commissioner
	Solomon Smith	Commissioner
	Kristen Bogue	Commissioner
	Kristina Lenderman	Commissioner
	Garl Waldron	Commissioner

EXCUSED:	Cindy McConkie	Commissioner
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ALSO PRESENT:	Mark Bradley	City Planner
	Sarah-Jane Martin	Administrative Assistant
	Parker McGarvey	Applicant

AGENDA

Pledge of Allegiance

Election of Chairperson for the 2024 Calendar Year

Approval of Minutes

Training / Bylaws

Continuation / Public Hearing ¹ / Application #23-102 / Amend Brigham City Code Title 25 Subdivisions / Required Updates Per State Legislation Mandates and General Updates / Brigham City Corporation

Application #24-001 / Conditional Use Permit ¹ / Groups of Dwellings Under One Ownership on a Single Lot / 95 North 500 West / Garl and Tonya Waldron

Application #23-123 / Amend North Point PUD and Development Agreement ¹ / Modify Portion of Phase 3 / 1100 North and 200 East / Parker McGarvey

Continuation / Application #23-048 / Subdivision Preliminary Plat / Avocet Acres / Approximately 3125 W. Forest Street / Heritage Land Development

REGULAR MEETING

The regular session opened at 6:01 p.m. by Commissioner Coppieters, and the Pledge of Allegiance was recited.

ELECTION OF CHAIRPERSON FOR THE 2024 CALENDAR YEAR

Commissioner Manning nominated Commissioner Coppieters as Chair for 2024. It was seconded by Commissioner Bogue and passed unanimously.

APPROVAL OF MINUTES

Commissioner Bogue made a motion to approve the minutes with corrections as noted for the December 19, 2023, meeting. The motion was seconded by Commissioner Smith and passed unanimously.

TRAINING / BYLAWS

Continuation / Public Hearing ¹ / Application #23-102 / Amend Brigham City Code Title 25 Subdivisions / Required Updates Per State Legislation Mandates and General Updates / Brigham City Corporation

This item was continued from the last Planning Commission meeting to allow additional time to finalize the draft language. The law firm of Smith Hartvigsen has been contracted to assist the City with the mandated amendments. In a recent discussion with the City Council, due to the timing of reviews and approvals, the Council would like to see the Development Review Team (DRT), which consists of the various city departments, be the Administrative Land Use Authority for the required single-family dwellings, two-family dwellings, or townhomes subdivision per State law. For all other subdivisions (i.e., cluster, commercial, industrial, and some planned unit developments), the Planning Commission will serve as the Administrative Land Use Authority or recommending body to the City Council.

Questions and comments from the Planning Commission:

1. What members of staff would be on the Development Review Team?

Response from the city planner: Staff members from the following departments:

- community and economic development
- public works
- public power
- fire department
- city engineer
- Utopia

Public Hearing:

The public hearing was left open at that previous meeting.

There was no public comment.

Motion: Commissioner Manning made a motion to close the public hearing. It was seconded by Commissioner Richens and passed unanimously.

Motion: Commissioner Mildenhall made a motion that the Planning Commission recommend approval of application #23-102 subject to Staff comments, Findings of Fact, and stipulations as noted with the added stipulations that city staff has permission to make changes/modifications associated with this application. It was seconded by Commissioner Richens and passed unanimously.

Application #24-001 / Conditional Use Permit ¹ / Groups of Dwellings Under One Ownership on a Single Lot / 95 North 500 West / Garl and Tonya Waldron

This application was continued to a future meeting.

Application #23-123 / Amend North Point PUD and Development Agreement ¹ / Modify Portion of Phase 3 / 1100 North and 200 East / Parker McGarvey

Visionary Homes has submitted the proposed amendment to modify a portion of phase 3 to address access to the existing overhead power line. The best solution to provide access to the overhead power line is to replace the single-family lots with townhome units. The rear access to the townhome units would provide the necessary access. The approved PUD was provided for 8 single-family lots in this area. The proposed application is for 18 townhome units. This change also requires an amendment to the recorded Development Agreement that states, “single-family lots or an equivalent open space buffer are to be placed adjacent to the existing and future single-family properties, which includes the Brigham Willows Subdivision, 500 West Street, and the north property line.”

The applicant provided two options for adjusting the Development Agreement.

1. Add the following red text and strike through to the Development Agreement:

“... or an equivalent **combined buffer of open common, and limited common** space ~~buffer~~...”

The applicant feels this would allow for the limited common space of individual driveways, the common space of the alley/driveway, and the landscape buffer between the hardscape and the property line to constitute the buffer.

2. Record an addendum that specifically details why the change is being made.

Questions and comments from the Planning Commission:

The main concern was having adequate parking with the new winter parking restriction. The Planning Commission discussed alternate options to create additional parking. However, these options brought unforeseen issues affecting either the North Point development or the housing development north of North Point Phase 3.

The Planning Commission was most supportive of downsizing the number of townhome units so more space could be used for parking. The current plan shows three six-plex units. The Planning Commission proposed that the applicant downsize the two end units to five-plexes, creating four additional parking spots.

Motion: Commissioner Bogue made a motion that the Planning Commission recommend approval of application #23-123 subject to Staff comments, Findings of Fact, and stipulations with the added stipulations:

1. Two townhomes will be removed, creating a 5-unit, 6-unit, and 5-unit building configuration.
2. Add two parking spots to each three-spot parking area, creating two five-spot parking areas.
3. Mirror the parking areas on the south side of the townhomes.

The motion was seconded by Commissioner Manning and passed 6 -1.

Commissioner Mildenhall – Yay
Commissioner Manning – Yay
Commissioner Richens – Nay
Commissioner Smith – Yay
Commissioner Bogue – Yay
Commissioner Lenderman - Yay

Continuation / Application #23-048 / Subdivision Preliminary Plat / Avocet Acres / Approximately 3125 W. Forest Street / Heritage Land Development

This application was continued to a future meeting.

CLOSE MEETING:

Motion: A motion was made by Commissioner Mildenhall to adjourn. The motion was seconded by Commissioner Richens and passed unanimously.

The meeting adjourned at 8:16 p.m.

This certifies that the regular meeting minutes of January 16, 2024, is a true and accurate copy approved by the Planning Commission on February 6, 2024.

Signed: _____

Sarah-Jane Martin, Administrative Assistant