

**Minutes of the North Logan City
Planning Commission
Held on March 7, 2024
At the North Logan City Library, North Logan, Utah**

The meeting was called to order by Nan Isaacson at 6:32 p.m.

Commission members present were: Nan Isaacson, Herond Hoyt, Heather Ericson, Gavin Payne and Tracy Walker. (Teresa Theurer was excused.)

Others present were: Dave Flandro, Alan Luce, Scott Perkes and Marie Power.

The Pledge of Allegiance was led by Gavin Payne.

An invocation was given by Nan Isaacson.

Adoption of Agenda

Motion

Gavin Payne made a motion to adopt the agenda, as presented. Herond Hoyt seconded the motion. A vote was called and the motion passed unanimously with Nan Isaacson, Herond Hoyt, Heather Ericson, Gavin Payne and Tracy Walker voting in favor.

Approval and Follow-up of Minutes for the February 22, 2024 Planning Commission Meeting

Motion

Heather Ericson made a motion to approve the February 22, 2024 Planning Commission Meeting Minutes, as presented. Herond Hoyt seconded the motion. A vote was called and the motion passed unanimously with Nan Isaacson, Herond Hoyt, Heather Ericson, Gavin Payne and Tracy Walker voting in favor.

Follow-up

Scott Perkes explained that the City Council approved the commercial subdivision at 2850 North 200 West at their meeting the previous evening, and commented further. Scott explained what the next steps would be.

Scott said the City Council also approved the commercial subdivision for Rocky Mountain Power, which he further explained. He reminded the Planning Commission that when they recommended approval on this to the City Council, they stipulated that legal access to Parcel B be verified; and Scott said the applicant responded to that and said that information on the easements is anticipated to be included on that preliminary plat, and commented further.

Scott said that the Public Works Department has been working on the City's Water Masterplan and water model, and working with a consultant to study the City's water system, as well as to anticipate future demand, production, storage, and more. He said the City Council adopted that Water Masterplan and model at their meeting the previous evening; and also said he thought this would be a good time to bring this to the Planning Commission for an overview, so that they can get a better understanding of our water system, in general.

Herond Hoyt asked if the City has a plan to go through and replace all of the old water lines, as some of them have been here up to 100 years. Scott addressed this and said he was not sure, but that we do have capital improvement plans. He said there's much more to it than he knows about, but that he can get some information on that and get it to Herond.

New Business

Regular Commission Business:

Item #1 - CUP-2024-02 - Review and action of a request for a Short-Term Rental (STR) Conditional Use Permit for a townhome at 2056 N 350 E.

Scott Perkes explained that this is a fairly simple conditional use permit request for a short-term

rental. He also briefly explained the new policy the City created last year, in which we review this before we issue the permit, rather than simply issuing the permit and allowing someone to rent their property on a short-term basis, which we did previously; and said these will now start coming before the Planning Commission for review. He said this is the first formal application going to the Planning Commission, and is for a short-term rental in a town-home, in the City Center-adjacent zone. He reviewed each of the items on the list of requirements that they put in for short-term rentals, last year, when they made the changes to this process.

Scott said this is a three-bedroom townhome, and that based on parking requirements, if this is going to be a short-term rental where the primary occupants remain in the home, then there needs to be at least one additional parking space if they are going to use any portion of the home for a short-term rental purpose. He said that however, if there is not an intention to reside in the home and is only being used as a rental, then they can assume that the parking for the residents, is enough for the occupants renting the property. He said in this case, there is a two-car garage, and there is guest parking throughout the complex. He explained that the parking component is something that could limit occupancy if there is not sufficient parking to allow for all of the occupants renting the property; and reminded the commission, that our parking occupancy is capped at two people per bedroom plus four, which could be up to ten for this property, if they had the parking for it. He said in this situation, there is the two-car garage, with limited guest parking on a first-come, first-serve basis, but the intention with this application is that they would limit their occupancy to six. He said this would limit their parking to between five or six, if they were to use a guest parking spot. He said one of the conditions in the staff report is to then limit the occupancy to six, and commented on this further.

Scott continued to review the list of requirements with the commission, including the applicant needing to acquire a home-based business license.

Scott addressed questions and comments from the commission, and they discussed related items further.

Scott and the Planning Commission discussed the parking situation further, and Herond Hoyt and Nan Isaacson expressed their concerns about this. Nan said she drove around the complex and noted that the guest parking is very limited.

The discussion and review continued.

Motion

Gavin Payne made a motion to approve this Conditional Use Permit for a short-term rental as presented, with the facts, findings and conditions made in the staff report. Heather Ericson seconded the motion. A vote was called and the motion passed unanimously with Nan Isaacson, Herond Hoyt, Heather Ericson, Gavin Payne and Tracy Walker voting in favor.

Commission Work Session:

Item #2 - Work Session - Signage ordinance amendments regarding temporary and permanent signage.

Scott Perkes referred to their previous discussion on this, and reviewed various items and requirements that we have in our code; and also discussed what other cities in the valley have in their code for signage. He said he did not have a red-line done yet for the Planning Commission to review, and still needs some verification from the City Attorney on some of the items. He also said he is still working on reviewing this further, in order to get a better understanding of the whole situation, and wanted to discuss this with the Planning Commission at this point.

He reviewed in detail a model ordinance from an area in New Mexico, where he said they revised their ordinance based on the Supreme Court's ruling that stated that most sign ordinances infringe upon the First Amendment rights.

Scott and the commission discussed this further, and reviewed various, related items. He discussed how they will move forward with this.

Marie Power interjected at this time and gave clarification on the voting process for Tracy Walker as an alternate, which Scott explained as well.

Item #3 - Work Session - City-initiated Zoning Text Amendment to define a "Lot of Record" and establish applicable development standards.

Scott Perkes said this is an issue that the City initiated because we are in need of clarifying and revising this item. He explained that a lot of communities have tackled this in their own way, but that North Logan has not addressed this specifically. He said contention can arise with developable land, that has not been subdivided or platted as would traditionally require. He said he is just introducing the subject to the Planning Commission at this point, and wanted to do some "education" for them to discuss what is considered a lot or a "developable parcel."

He reviewed this in detail with the commission, and explained various scenarios and potential changes to our process for defining a Lot of Record. He also discussed with them, how this is managed for historical parcels.

He continued to review the notes document he created for the Planning Commission, and addressed questions from them, including regarding how this would apply to real situations, which Scott detailed.

Tracy Walker asked when this should be completed, which Scott addressed, and said essentially that sooner is better than later, and explained further.

Scott further discussed the benefits of having standards in place to avoid various issues, and further explained putting the responsibility of this on the landowners and detailed this further.

Scott explained other issues with non-conforming lots, and some lots that are "grandfathered" in. The discussion continued at length.

Item #4 - Work Session - Staff update regarding the General Plan Rewrite.

Scott Perkes gave an update on the work currently being done on the General Plan Rewrite. He explained the surveys that they are putting together and what questions they want to include, and what information the City wants to glean from those surveys. He explained the process further, as well as the next steps. He also discussed the combined workshop with the Planning Commission and City Council, taking place on Thursday, April 11th at the Planning Commission meeting.

Herond Hoyt asked how the surveys would be disbursed, which Scott explained in detail.

Staff Business:

Staff Business/Discussion

Herond Hoyt asked when we'd be moving into the new North Logan City offices, and Scott and Alan Luce said that it would likely be in May, with a ribbon cutting event taking place in June.

Scott reminded the commission about the Utah Land Institute spring conference coming up on Friday, March 22nd, and gave further details; which he had also explained in previous meetings.

Scott also discussed another training opportunity with the same group, regarding Planning Commission practices and procedures. He said this is a free training, but is only available as an in-person training, and is at the Clearfield City Hall, and takes place on Monday, April 8th, at 7:00 p.m.

Scott explained the internal North Logan City staff directory being put together, that we are including photos in, and explained that if they would like to submit pictures of themselves for that, they can email their photos to Scott.

Set Next Agenda (3/21/2024) and/or Adjourn

Heather Ericson and Nan Isaacson said they will not be able to attend the next Planning Commission meeting on March 21st.

Motion

Herond Hoyt made a motion to adjourn the meeting. Gavin Payne seconded the motion. A vote was called and the motion passed unanimously with Nan Isaacson, Herond Hoyt, Heather Ericson, Gavin Payne and Tracy Walker voting in favor.

162
163 The meeting adjourned at: 7:42 p.m.

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165 Approved by Planning Commission:

April 11, 2024

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167 Transcribed by Marie Power

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169 Recorded by:



Scott Bennett/City Recorder

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