

**MINUTES OF A REGULAR MEETING
OF THE EPHRAIM CITY PLANNING COMMISSION
EPHRAIM CITY BUILDING, 5 SOUTH MAIN, EPHRAIM, UTAH
WEDNESDAY, June 26, 2024
6:00 PM**

Commission Members Present: Planning Commission Chair Lisa Murray, Larry Smith, Chevi Sutton, Desiree Funk, Jan Jonson, and Stephen Cornelsen.

Commission Members Present via Zoom: None

Commission Members Absent: Darren Glathar and Carol Jacobson.

Staff Members Present: City Planner Megan Spurling and Community Development Clerk Guadalupe Corona - City Engineer Bryan Kimball (via Zoom)

Others Present:

Planning Commission Chair, Lisa Murray called the meeting to order at 6:00 p.m.

APPROVAL OF MINUTES

The Commission reviewed the minutes of the April 24, 2024, Planning Commission meeting.

Planning Commission Member Jan Jonson moved to approve the corrected minutes from April 24, 2024, with the previously emailed changes. The motion was seconded by Planning Commission Member Chevi Sutton. All were in favor. The motion carried.

The Commission reviewed the minutes of the May 22, 2024, Planning Commission meeting.

Planning Commission Member Larry Smith moved to approve the corrected minutes from May 22, 2024, with the said changes. The motion was seconded by Planning Commission Member Jan Jonson. All were in favor. The motion carried.

DISCUSSION ITEM

Subdivision Code Changes- City Planner Megan Spurling confirms that City Engineer Bryan Kimball is on the via zoom. Megan provides the board with a copy of a slide show with updates from the 2024 General Legislative Session, she states they need to designate a Land Use Authority, which only applies to subdivisions. Only single-family homes, duplexes, and town homes will have preliminary and final plats. The General Legislative Session approval of SB 174 and HB406 requires modifications to the subdivision ordinances to comply with the process described in the statute. It takes out a lot of the back and forth and requires to be stricter on

the time frames to respond. It is stricter for the applicant, red lines (feedback) are sent back, and if a response is not received within 30 days, the process will need to be restarted. Before the application is started the applicant can suggest a pre-application meeting to discuss their plans with staff. The designated Land Use Authority can complete the preliminary review or hold one public meeting. The final cannot come before the planning commission or the city council, the plans may be requested at the preliminary or final stage. The preliminary may come before the planning commission, as staff agrees to keep the planning commission involved in the subdivision process. The applicant's plans may be requested then at the final stage, they can be redlined and then changes can be made. Larry asks if the City Council will be out the loop entirely, Megan confirms that is correct. This is being driven by the State Government. Larry asks about the different wording on the terminology: the second bullet states, "administrative land use authority" and the sixth bullet it states, "land use authority", he asks if there is more than one authority and is the planning & zoning commission one of them? Bryan states they would like to keep the planning and zoning commission involved to some extent as much as possible. The planning and zoning commission input is welcomed as it is part of their duty to help plan the city. Bryan states the staff would be the administrative reviewer, the planning commission would provide the preliminary review of the plat, and the city council is removed from it entirely. He informs the board that he would like their input for things, especially for roads and type of development in what areas. Chevi asks if the administrative land use authority may override the planning commission board if they disapprove with a plat. Bryan states rejection would need to be for code violations, at that point it would be rejected by staff as well. The applicant would be required to start the process over and must meet the code if they choose to re-apply. Stephen states the planning and zoning commission is just an advisory board and if staff is the land use authority, sometimes the code is up for interpretation and things may not be disapproved but proposed. Bryan states that is correct under the current code, however this new change would change that as well to make the final decision on the preliminary plat. Megan states the review cycle requirements apply to the preliminary subdivision application, where there are 15 days allotted for the preliminary and 30 days for the final. Bryan states in small towns the council answer to the public and may not be good to remove them from the approval process. Discussion is brought up regarding revisit and update the Master Plan to include the new laws. The public will be able to provide input when the time comes to re-write the plan.

PLANNER'S REPORT

City Planner Megan Spurling states we will have a zone change next meeting, the recommendation for the night sky ordinance should be ready after it is reviewed by the city attorney, another subdivision application has been received from Camino Verde, questions have been received regarding the road on 700 N. with the confusion of job changes and it will be re-done. A letter will be sent to several owners of the expired business licenses, it will allow 60 days to come into compliance or be revoked by city council. Neighbors just outside the 200 feet have been notified about the proposed zone change in the RA zone approximately 469 W. and 100 S. and requesting to change it to R-4.

ADJOURNMENT

*Planning Commission Member Stephen Cornelson moved to adjourn the meeting at 6:56 pm.
Planning Commission Member Desiree Funk seconded the motion. The motion carried.*

Minutes approved on: July 10, 2024



Lisa Murray, Chair



M. Guadalupe Corona, Community Development Clerk

