

PLANNING COMMISSION MINUTES

Wednesday, September 25th, 2024, 6:00 pm

Providence City Office Building, 164 North Gateway Dr., Providence Ut

Call to Order: Shelly Nazer

Chair Roll Call of Commission Members: John Petersen, Robert Henke, Shelly Nazer, Julie Martin & Bob Washburn.

Members Absent : Michael Fortune & Joe Chambers

Staff Present : Community Development Director Skarlet Bankhead, City Manager Ryan Snow and City Recorder Ty Cameron.

Pledge of Allegiance: Shelly Nazer

- **Item No. 1 Approval of Minutes:** The Planning Commission will consider approval of the minutes of August 28th, 2024. **(MINUTES)**

- Shelly Nazer called for the approval of the minutes of August 28th, 2024.
- Commission indicated that no corrections or changes were needed.

Motion to approve the minutes of August 28th, 2024 – Bob Washburn. 2nd – Robert Henke.

Vote:

Yea- John Petersen, Robert Henke, Shelly Nazer, Julie Martin & Bob Washburn.

Nay-

Abstained-

Absent- Michael Fortune & Joe Chambers.

Motion passes, minutes approved.

Public Comments: Citizens may express their views on issues within the Planning Commission's jurisdiction.

The Commission accepts comments: in-person, by email providencecityutah@gmail.com , and by text 435-752-9441. By law, email comments are considered public record and will be shared with all parties involved, including the Planning Commission and the applicant.

- Shelly Nazer opened the floor for public comment noting on the record that there was no one in attendance for tonight's meeting.
- Staff reported that no comments had come in via email or text.
- Shelly Nazer closed the public comment portion of the meeting.

Public Hearings: None

Legislative – Action Item(s): None

Administrative Action Item(s): None

Study Items(s):

- **Item No. 2 PCC 10-8-3 Setbacks Amendments:** The Providence City Planning Commission will review, discuss and may move forward with setting a public hearing regarding proposed amendments to PCC 10-8-3 which sets forth Setback requirements and limitations.

(AMENDMENTS)

- Shelly Nazer called and introduced item 2.
- The Commission proceeded to discuss the proposed amendments to PCC 10-8-3 related to setback requirements. Skarlet Bankhead provided an overview of the amendments and that new changes to state code required that we update our city code regarding setbacks. Skarlet Bankhead discussed the need to review, discuss, and set a public hearing on amendments to PCC 10-8-3 regarding setback requirements. These amendments are in response to legislative changes in Utah code, specifically regarding residential rear setback limitations.
- During the 2024 legislative session, state code was amended regarding residential rear setbacks. The city's current code was close to these amendments but required slight changes for compliance.
- Parties discussed specific changes which included allowable features such as landings or walkout porches, parties also discussed window well requirements.
- Staff commented on the state code changes and how they related to the city's changes.
- Discussion followed addressing topics such as historic structures and nonconforming structures. Ms. Bankhead noted that existing structures compliant under previous codes would be allowed as nonconforming, but new rules apply henceforth. Ryan Snow, provided clarifications on interpretations and adjustments during permits and planning phases indicating that these changes allowed less restrictions or loosen prior restrictions rather than tighten them.
- Shelly Nazer called for a motion to move this item to a public hearing.

Motion to move item 2 PCC 10-8-3 Amendments to a public hearing. – Robert Henke. 2nd – Julie Martin.

Vote:

Yea- John Petersen, Robert Henke, Shelly Nazer, Julie Martin & Bob Washburn.

Nay-

Abstained-

Absent- Michael Fortune & Joe Chambers.

Motion passes, item to be set for a public hearing.

- **Item No. 3 PCC 11-3 Plat Procedures & Requirements Amendments:** The Providence City Planning Commission will review, discuss and may move forward with setting a public hearing regarding proposed amendments to PCC 11-3 which sets forth Plat Procedures & Requirements.

(AMENDMENTS)

- Shelly Nazer called item 3, gave a brief introduction and asked Skarlet Bankhead to give an overview of the amendments.
- Skarlet Bankhead introduced the amendments to PCC 11-3 regarding plat procedures and requirements. Skarlet Bankhead elaborated on amendments to PCC 11-3 focusing on subdivision improvement plan submission requirements and review cycles. The aim is to align procedures with the revised state code allowing submissions at either preliminary or final plat stages rather than both.
- Amendments made to Utah code now required municipalities to choose between requiring subdivision plans at preliminary or final plat stages. Staff discussed their recommendations on when to require the plans and their reasoning behind it. The decision was to mandate submissions during the final plat stage for improved consistency between construction drawings and the recorded final plat.
- Parties discussed State-imposed restrictions, and the review cycle process the staff go through to make sure everything is in order, outlined changes to submission requirements and drafting reviews based on previous state modifications.
- The City Staff covered clarifications on the subdivision plat requirements, consistent terms used and necessary operator reviews for the approval process which included the involvement of multiple people. Other modifications included clarifications on mitigation strategies, extended review times for multifamily units and condominiums, additional GIS data submission requirements, and reiterated steps required for subdivision approval.
- Discussion concluded that amendments streamline processes aligning with state code while retaining local control over development procedures.
- Julie Martin commented on the amendments, recognizing the necessity of up-front work for ultimate developmental efficiency. Clarification was sought on whether applicants receive detailed guidance and checklists, to which Skarlet Bankhead affirmed and explained the informational forms available.
- Questions from the commission regarding preliminary steps, historical amendments, and development plans were addressed with detailed clarifications.
- Shelly Nazer called for a motion to move this item to a public hearing.

Motion to move item 3 PCC 11-3 amendments to a public hearing. – John Petersen. 2nd- Bob Washburn. Vote:

Yea- John Petersen, Robert Henke, Shelly Nazer, Julie Martin & Bob Washburn.

Nay-

Abstained-

Absent- Michael Fortune & Joe Chambers.

Motion passes, item to be set for a public hearing.

Motion to adjourn meeting. – Robert Henke. 2nd- John Petersen.

Vote:

Yea- John Petersen, Robert Henke, Shelly Nazer, Julie Martin & Bob Washburn.

Nay-

Abstained-

Absent- Michael Fortune & Joe Chambers.

135 **Motion passes, meeting adjourned.**

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137 **Minutes approve by vote of commission on 9th day of October 2024.**

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139 **I swear these minutes are true and correct to the best of my knowledge.**

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A handwritten signature in black ink, appearing to read 'Ty Cameron', is written over a light gray rectangular background.

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144 **Ty Cameron, City Recorder.**