BRIGHAM CITY PLANNING COMMISSION
BRIGHAM CITY COUNCIL CHAMBERS
Tuesday, 10/1/2024 6:00 p.m.

PRESENT:	Jason Coppieters	Commissioner- Chair
	Roger Manning	Commissioner- Vice Chair
	Cindy McConkie	Commissioner
	Mandi Richens	Commissioner
	Solomon Smith	Commissioner
	Garl Waldron	Commissioner
EXCUSED:	Kristen Bogue	Commissioner
	Kristina Lenderman	Commissioner
	Donny Constantineau	Commissioner
ALSO PRESENT:	Mark Bradley	City Planner
	Sarah-Jane Martin	Administrative Assistant
		Applicant

AGENDA

Pledge of Allegiance

Approval of Minutes

Application #24-088 / Permitted Use Permit / Change of Use and Site Improvements / Convert Dwelling to Office / 326 N. Main Street / Will Riley

Training

REGULAR MEETING

Regular session opened at 6:00 p.m. by Commissioner Coppieters and the Pledge of Allegiance was recited.

APPROVAL OF MINUTES

Commissioner Smith moved to approve the minutes from the September 3, 2024, meeting. Commissioner McConkie seconded the motion and it passed unanimously.

Application #24-088 / Permitted Use Permit / Change of Use and Site Improvements / Convert Dwelling to Office / 326 N. Main Street / Will Riley

Application Details:

The applicant plans to purchase a property and convert it from a single-family dwelling to a commercial office, which is permitted in the General Commercial (GC) District. This change will require site improvements, including parking, screening, and stormwater management. The building's exterior will remain unchanged, and a sign permit will be obtained later, subject to sign code regulations. The property is located near Peach City, George's Tire, and Cottle Insurance. The 1,560 sq. ft. office space will require six parking spaces, including one ADA-compliant stall. The parking and maneuvering areas will be paved with asphalt. Access to the property is shared with the adjacent lot via Main Street, and UDOT is unlikely to allow additional access. An access agreement between the two lots is recommended for maintenance and clear usage.

Planning Commissioners:

Key topics discussed included site improvements, shared access concerns, parking, drainage, and fencing. The commission highlighted UDOT's restrictions on driveways and encouraged communication between the property owner and UDOT regarding potential changes. Staff recommendations included ensuring ADA compliance, addressing stormwater drainage, and maintaining screening between commercial and residential properties.

The applicant, Will Riley, outlined plans for the property, primarily for tax office use, operating mostly from January to April. He agreed to follow the guidelines on parking, fencing, and other improvements. The commissioners raised concerns about traffic flow in and out of the shared driveway, and Riley noted that appointments would be scheduled to avoid congestion.

> **Motion:** Commissioner Richens moved that the Planning Commission, acting as the Land Use Authority, approve application 24-088 subject to Staff comments, Findings of Fact, and stipulations as noted. Commissioner Manning seconded the motion and it passed unanimously.

Training: Open and Public Meeting

The training was given by the city attorney, Nicole Cottle and covered public transparency, meeting requirements, and the proper conduct of meetings.

Motion to adjourn

> **Motion:** Commissioner Manning moved to adjourn the meeting. Commissioner Richens seconded the motion, which passed unanimously.
>
> The meeting was adjourned at 7:10 p.m.

This certifies that the regular meeting minutes of October 1, 2024, is a true and accurate copy as approved by the Planning Commission on October 15, 2024.

Signed: Sarah-Jane Martin

Sarah-Jane Martin, Administrative Assistant