

Planning Commission Chair: Debra Wickizer
Planning Commission Vice-Chair: Aaron Stuart
Commissioners: Glen Woolsey
Scott Dixon
Glenn Williams
Secretary: Christie Blackner
City Council Representative: Robert Guiller

UINTAH CITY
PLANNING COMMISSION MEETING
Tuesday October 22, 2024
6:00 PM



2191 East 6550 South – Uintah, Utah 84405

(801) 479-4130 Fax: (801) 476-7269

Attendees:

Meeting Agenda

Roll Call:

Conflict of Interest

Agenda Items:

1. **Public Comment (2 minutes per person)**
2. **Approval of the Planning Commission Meeting Minutes held September 27, 2024**
Presenter: Debra Wickizer
3. **Approval of the Planning Commission WS Meeting Minutes held October 08, 2024**
Presenter: Debra Wickizer
4. **Discussion/ Action: Swearing In of Commission Members Glenn Williams and Aaron Stuart.**
Presenter:
5. **Discussion/ Action: CUP for Lay Enterprises LLC 6842 S 1750 E**
Presenter: Weston Lay
6. **Discussion/Action: Jackman / Scheffler 2 lot Subdivision.**
Presenter:
7. **Discussion/Action:**
Presenter:
8. **Discussion/Action:**
Presenter:
9. **Commissioner's Responsibility Reports and follow-up from previous meeting.**
 - New Business Licenses – Christie Blackner
 - CUPs – Aaron Stuart
 - Commercial Building – Scott Dixon
 - Training – Glen Woolsey
 - Nuisance – Glenn Williams
 - Other – Debra Wickizer

4. Meeting adjourned.

Agenda items are flexible and may be moved in order, sequence, and time to meet the needs of the Commission

THE UNDERSIGNED PLANNING COMMISSION SECRETARY FOR THE CITY OF UINTAH HEREBY CERTIFIES THAT A COPY OF THE FOREGOING NOTICE WAS POSTED TO: CITY OF UINTAH - CITY HALL, STANDARD EXAMINER, TO EACH MEMBER OF THE PLANNING COMMISSION AND REPRESENTATIVE MEMBERS OF THE GOVERNING BODY

Christie Blackner
IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, INDIVIDUALS NEEDING SPECIAL ACCOMMODATIONS DURING THIS MEETING SHOULD NOTIFY UINTAH CITY, 2191 E 6550 S, UINTAH, UT 84405 (801) 479-4130 AT LEAST TWO DAYS PRIOR TO THE MEETING

Planning Commission Meeting
October 22, 2024
Page 1 of 1

Planning Commission Chair:	Debra Wickizer
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Commissioners:	Glenn Williams
	Scott Dixon
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UINTAH CITY
PLANNING COMMISSION MEETING
6:00 PM



2191 East 6550 South – Uintah, Utah 84405

(801) 479-4130 Fax: (801)476-7269

Attendees: Brandon Everett, Paul Stuart, Weston Lay, Rick Stuart, Karen Barker, Wayne Wickizer, Samuel Smith, Jill Smith, Brandon Minster.

Meeting Called to Order by. Debra Wickizer

Pledge of Allegiance led by Scott Dixon

Roll Call: Aaron Stuart, Glen Woolsey, Debra Wickizer, Glenn Williams, Scott Dixon

Conflict of Interest None

Agenda Items:

- 1. Public Comment (2 minutes per person) Cindy Stevens and Rick Stuart**
- 2. Approval of the Planning Commission Meeting Minutes held August 27, 2024.**
Presenter: Debra Wickizer
 - Aaron Stuart motioned to approve minutes.
 - Glen Woolsey Seconded
 - Motion Carried

3. Discussion: Short Term Rental Ordinance.

Presenter: Aaron Stuart

Aaron Stuart made the following suggestions to our Short- and Long-Term Rental Ordinance,

Section 10.12.040 Suggestion: Limit Days of rental to 2-3 nights and also no same day rentals.

Section 10.12.050 Suggestion: Limit number of guests

Section 10.12.060 Suggestion: owner or representative must be on property and available 24-7.

Notify neighbors. (Good Neighbor policy.

Section 10.12.070 Suggestion: Quiet hours (e.g. 10:00 pm to 7:00 am.)

Section 10.12.080 Suggestion: mandate Annual Safety inspections. Require clear

Section 10.12.090 Implement parking requirements.

Section 10.12.100 Density restrictions. Cap number on Short Term Rentals in one area posting of Emergency information. Ensure smoke detectors, carbon monoxide detectors. and five fire Extinguishers.

Section 10.12.020 Licensing Requirements

Section 10.12.110 License renewal.

Section 10.12.120 Strengthen Enforcement and Penalties

4. Discussion: Nuisance Ordinance

Presenter: Glenn Williams

Glenn Williams reviewed our current ordinance as well as the corrected copy that Jeff Monroe did. Glenn felt that Jeff had pretty much covered it. However, Glenn stated that our lots in Uintah Large enough that there should not be anything in the front and side yards. Driveways should be about 40 ft. Also, Uintah is unique in that we do not have sidewalks.

5. Discussion: Annexation Plan

Presenter: Debra Wickizer

Debra submitted a plan to create this Annexation Policy Plan. It outlines what needs to Happen before we can apply the plan

6. Discussion: Subdivision Ordinance

Presenter Scott Dixon

The Subdivision Code must be updated before December 31, 2024. In reviewing the review done by Hansen Planning Group, we can either do a one step review or a two-step review. The committee decided on a two-step review. Scott explained that this will require the applicant to be more prepared. Usually that requires Engineers, plans and a timeline and must be prepared. We would review the plans in the preliminary. This will also require a detailed check list for the applicant to follow.

7. Commissioner's Responsibility reports and follow-up from previous meeting.

- a. New business Licenses- Christie:
- b. CUP's-Aaron Stuart-
- c. Commercial Building- Scott Dixon-
- d. Training- Glen Woolsey
- e. Nuisance- Glenn Williams
- f. Other: Debra Wickzer

8. Meeting was adjourned.

-
-
-

**APPROVED by the Planning Commission this ____ day of _____Planning
Commission Chair**

Planning Commission Chair

Planning Commission Chair:	Debra Wickizer
Planning Commission Vice-Chair:	Glen Woolsey
Commissioners:	Glen Williams
	Scott Dixon
	Aaron Stuart
Secretary:	Christie Blackner
City Council Representative:	Robert Guiller

2191 East 6550 South – Uintah, Utah 84405

UINTAH CITY
PLANNING COMMISSION MEETING
October 08, 2024 6:00 PM



(801) 479-4130 Fax: (801) 476-7269

Attendees:

Meeting Called to Order by. Debra Wickizer

Pledge of Allegiance led by

Roll Call: Aaron Stuart, Glenn Williams, Debra Wickizer, Scott Dixon

Conflict of Interest None

Agenda Items:

1. Public Comment (2 minutes per person)

2. Discussion/ Action: Short Term Rentals

Presenter: Aaron Stuart

9-23-3 Discussion on length of time for review. Decision was 3 months, then Six months then 1 year. We can also ask for a meeting in between if there are complaints.

9-23-4: Noise and Occupancy Per our noise ordinance, hours are 7 am to 10 pm. Occupancy Max 10 people.

9-23-5: Parking. Eash Short Term Rental must provide sufficient parking for the number. of guests.

9-23-7: Maintenance & Inspection: There must be an annual inspection for safety purposes.

9-23-9 Additional Requirements For Short Term Rentals: a) There must be at least 300 ft From another Short-Term Rental.

b) Must carry Liability insurance. Must submit a copy of Insurance annually.

c) Must submit a copy of their AirBNB and Vrbo listing,

d) Owner must notify neighbors within a 300 ft of

e) Property Manager must be within 25 minutes from the property if the property is not owner occupied.

9-23-10 Additional Requirements for Long Term rentals

a) Lease Agreement Standards: All Long-Term rental agreements must include clear definitions of terms, rental amount lease duration and termination procedures.

b) Tenant Screening: Owner or manager must perform tenant screening, including background checks, prior to occupancy.

c) Property Maintenance: Properties must undergo routine inspections to ensure compliance with safety and habitability standards,

d) Property Manager Availability A Local owner/property manager must be available to respond to emergencies within 24 hours.

9-23-11 Violations and Penalties: violation of any of the provisions in this chapter shall Be subject to owner and/or responsible party to enforce action consistent with the Uintah City Code and applicable to State Laws. Violations may include but are not limited to: failure to maintain property standards, noncompliance with safety

regulations, or conducting rental activities without a Conditional Use Permit.

- A) Criminal and Civil Penalties: Violations may be punishable as a criminal offense in accordance with Utah State Code. Property owners and responsible parties may be subject to fines, penalties and other legal remedies available under local and Utah State Code.
- B) Suspension and Revocation of Permits: Upon the issuance of a 3rd violation within a 12-month period, The conditional use permit for the rental property may be suspended or revoked by the Planning Commission. A show-cause hearing will be held to determine whether the permit should be revoked or suspended, or if other conditions should be imposed to ensure compliance.
- C) Re-application Restrictions: If the permit should be revoked due to violations, the property owner will not be eligible to reapply for 12 months from the revocation date. Re-application will be contingent upon the correction of all violations and compliance with the provisions in this chapter.

3. Commissioner's Responsibility reports and follow-up from previous meeting.

- a. New business Licenses- Christie:
- b. CUP's-Aaron Stuart-
- c. Commercial Building- Scott Dixon-
- d. Training- Glen Woolsey
- e. Nuisance- Glenn Williams -
- f. Other: Debra Wickizer

**APPROVED by the Planning Commission this ____ day of _____Planning
Commission Chair**

Planning Commission Chair



Uintah City

2191 East 6550 South
Uintah, UT 84405

Phone: 801-479-4130
FAX: 801-476-7269

CONDITIONAL USE APPLICATION HOME BASED BUSINESS – MINOR & MAJOR

\$50.00 Application Fee

CUP fee paid 50.00
BL fee paid 150.00

Date Received		Zone		Application No.	
PROPERTY OWNER(S): <u>Weston LM</u>				Phone: <u>385-244-0674</u>	
Property Address: <u>6842 S. 1750 E</u>				Cell:	
City: <u>UINTAH</u>	State: <u>UT</u>	Zip: <u>84404</u>		Fax:	
Email Address and or web page: <u>layweston@gmail.com</u>					
Business Name <u>LM ENTERPRISES LLC</u>				Parcel Tax ID Number:	
APPLICANT/AGENT (if different than property owner)			State Contractors No.:	Phone	
Address:			Cell:		
City:	State:	Zip:	Fax:		

Present Zoning of the Property: R2-20

Present Use of the Property: RESIDENTIAL

Acreage of the Property: 0.24 Width of Property on the Street: 100ft

If you need more space for any item, attach an addendum sheet to this application.

Proposed Conditional Use of the Property : (State in detail what is intended to be done with the property)

SHORT TERM RENTALS

What type of modification to the residential structure is anticipated because of this use?

None

Development Schedule: Present the proposed timetable for the initiation and completion of any proposed construction. Projects contemplated in phases should be so noted:

N/A

What is the finished square footage of the residence?

4510

What portion of the residence will the home based business occupy?

1100 sq ft

What are the intended hours of operations?

4pm - 11am

Will a garage or accessory structure be used in connection with the home based business?

YES

NO

X

If yes, submit plans for the structure.

Number of person coming to the home as a result of this application:

At any one time:

10

On a daily basis:

Will the home based business include a part-time employee?

YES

NO

X

If yes, how many?

What is the anticipated number of employees?

N/A

Parking provisions (Explain in detail what provision will be available):

5 stalls in my parking lot/driveway

What type of equipment, materials, machinery, tools, and merchandise stock involved in this use?

None

TEMPORARY USES:		YES	NO	COMMENTS
Is the Conditional Use Permit for a temporary use?				
HOME BASED BUSINESS CONCERNS	YES	NO	COMMENTS	
Is the business limited to persons who actually reside on the premises?		X		
Does the business require exterior alterations and will it retain the general character and appearance of a residential dwelling?		X		
Does the home based business include more than 400 sq. ft. or 25 percent, whichever is less, of the ground floor area of the home?		X	1100 sq ft used. (25%)	
Does the business include the storage on or sale from the premises of goods or commodities which are not produced on the premises?		X		
Is the business open to the public at times earlier than 8:00 a.m. or later than 9:00 p.m?		X		
Is the dwelling of the home based business a multi-family dwelling?		X		
Is there more than one visiting client or merchandise oriented home based business contained within the single dwelling?		X		
Does the business attract customers, clients, or students to the premises for sales or services?	X		BUSINESS DOES NOT "ATTRACT" CLIENTS TO THE AREA, BUT WILL BE HERE	
Is the business for selling parties located within the residence?		X		
Do the selling parties have more than 10 buying customers at any one time or more than one party every three months?		X		
Does the business provide adequate off-street parking?	X			
Is there storage or parking on the premises or on the streets in the vicinity of the premises of tractor-trailers, semi-trucks, or other heavy equipment that is used in an off-premise business for which the dwelling is being used as a home based business office?		X		
RESIDENTIAL CONCERNS	YES	NO	COMMENTS	
Will the proposed use generate enough traffic that it will be detrimental to the immediate neighborhood?		X		
Will the proposed development overload the carrying capacity of the local streets?		X		
Will the proposed use's parking facilities adversely affect adjacent residential properties?		X		
Will the proposed use's parking facilities be effectively screened from adjacent residential properties?		X		
Will the proposed use, including any landscaping, be complementary to the aesthetics of the surrounding area?	X			

Will the proposed sign(s), if any, adversely affect the surrounding area?		X	
SAFETY FOR PERSONS AND PROPERTY	YES	NO	COMMENTS
Are building elevations and grading plans needed to prevent or minimize floodwater damage because the property may be subject to flooding?		X	
Are there irrigation ditches, drainage channels, and other potential unattractive nuisances existing on or adjacent to the property that need to be relocated, covered, or fenced?		X	
Are increased setback distances from lot lines necessary to ensure public safety and to ensure compatibility with the intended characteristics of the zone?		X	
Are appropriate design, construction, and location of structures, buildings, and facilities needed in relation to property and limitations on the use due to special site conditions?		X	Confusing Question ...
Will there be any signs on the property? Will the requirements of the ordinance be met?	X	X	Two CONTRADICTION Questions ...
Will there be any truck loading and unloading on the property? Will the requirements of the ordinance be met?	X	X	"
Is the construction of curbs, gutters, drainage culverts, sidewalks, streets, fire hydrants, and street lighting necessary?		X	
HEALTH AND SANITATION	YES	NO	COMMENTS
Will there be sufficient water to serve the intended land use?	X		
Are the current wastewater disposal system and the solid waste disposal system sufficient to meet the needs of the proposed use?	X		
Will there be construction of water mains, sewer mains, and drainage facilities that will serve the proposed uses or development of the land?		X	
Are there other requirements that are needed to ensure the health, safety, and welfare of residents within the City?		X	

ENVIRONMENTAL CONCERNS	YES	NO	COMMENTS
Will there be any imitations on the use because of sensitive areas due to soil capabilities, wildlife, and plant life.		X	MISSPELLED "limitations"
Will there be any need for the control, elimination, or prevention of land, water or air pollution; the prevention of soil erosion; or the control of objectionable odors and noise?		X	
Will it be necessary to have the planting of ground cover or other surfacing to prevent dust and erosion?		X	
Does the proposed use involve any cutting and/or filling of the land? Will restructuring of the land and planting be required?		X	
GENERAL PLAN INTENT, AND CHARACTERISTICS OF VICINITY	YES	NO	COMMENTS
Will there be any removal of structures, debris or plant materials, which will be incompatible with the intended characteristics of the zone?		X	
Will screening of yards or other areas as protection from obnoxious land uses and activities necessary?		X	
Will landscaping to ensure compatibility with the intended characteristics of the zone be necessary?		X	
Will limitations or controls on the location, height, and materials of walls, fences, hedges, and screen plantings to ensure harmony with adjacent development or to conceal storage areas, utility installations or other unsightly development be required?		X	
Will relocation of proposed or existing structures as necessary to provide for future streets on the Master Street Plan, adequate sight distances for general safety, ground water control or similar problems be required?		X	
Will the construction of recreational facilities be necessary to satisfy needs of the conditional use?	YES	NO X	
Will there be population density and intensity of land use limitations where land capability and/or vicinity relationships make it appropriate to do so to protect health, safety, and welfare?		X	Confusing Question - -
Are there any other improvements which serve the property in question and which may compensate in part or in whole for the possible adverse impacts to the zone from the proposed conditional use?		X	

APPLICANT'S AFFIDAVIT

State of Utah _____)
County of _____)

I (we) Nelson Lay, being duly sworn, depose and say I (we) am (are)

Property Owner(s)

the sole owner(s)/agent of the owner(s), of the property involved in this application, to-wit,

6842 S 1350 E UINTAH UT and that the statements and answers contained herein, in the
Property Address

attached plans, and other exhibits, thoroughly and to the best of my ability, present the argument in behalf of the application. Also, all statements and information are in all respects true and correct, to the best of your knowledge and belief.

Dated this 24 day of SEPT, 20 24

Signed [Signature]
Property Owner

Nelson Lay
Property Owner

AGENT AUTHORIZATION

State of Utah _____)
County of _____)

I (we) _____, the sole owner(s) of the real property located at
Property Owner(s)

_____, Uintah City, Utah, do hereby appoint
Property Address

_____, as my (our) agent to represent me (us) with regard to this application
Agent's Name

affecting the above described real property, and to appear on my (our) behalf before any city boards considering this application.

Dated this ____ day of _____, 20____

Signed _____
Property Owner

Property Owner

Dated this ____ day of _____, 20____

Signed _____
Authorized Agent

STOP HERE**THE REMAINING SECTIONS ARE TO BE FILLED OUT BY THE PLANNING COMMISSION****FINANCIAL GUARANTEE:****YES****NO****COMMENTS**

Will a financial guarantee in favor of the City be required to assure compliance with any of the conditions?

Issues Addressed:

In order to guarantee that the Conditional Use, once authorized, will not become a nuisance to the neighbors, the PC may impose other reasonable conditions initially and subsequently to protect the public health, safety, peace, and welfare of the residents of the surrounding area.

Issue**Conditions**

Modifications to required conditions:

The business is limited to persons who actually reside on the premises.

The business shall not require exterior alterations and shall retain the general character and appearance of a residential dwelling.

The home based business shall not include more than 400 sq. ft. or 25 percent, whichever is less, of the ground floor area of the home.

The business shall not include the storage on or sale from the premises of goods or commodities which are not produced on the premises.

The business shall not be open to the public at times earlier than 8:00 a.m. nor later than 9:00 p.m.

No more than one visiting client or merchandise oriented home based business shall be permitted within any single dwelling.

A home based business that attracts customers, clients, or students to the premises for sales or services shall not be allowed in multi-family dwellings.

Selling parties shall be limited to not more than 10 buying customers at any one time and not more than one party every three months.

A business that attracts customers, clients, or students to the premises shall provide adequate off-street parking.

There shall be no storage or parking on the premises or on the streets in the vicinity of the premises of tractor trailers, semi-trucks, or other heavy equipment used in an off-premise business for which the dwelling is being used as a home based business office except that not more than one truck of one-ton capacity or less may be parked on premise during off work hours at night.

HOME BASED BUSINESS – MINOR

Home based businesses which meet all of the required conditions without modifications and are licensed in Uintah City as a Home based business shall be defined as minor home based business.

HOME BASED BUSINESS – MAJOR

Major home based businesses are defined as home based businesses within the permitted zones that are licensed in Uintah City as a General Business and which do not meet the required conditions without being specifically modified by the Planning Commission.

Planning Commission's recommendation regarding Minor or Major home based business:

ADDITIONAL ISSUES	

BASIS FOR ISSUING CONDITIONAL USE PERMIT			
Based on the answers to the above questions, and any additional conditions for certain conditional uses as allowed in each zone with special requirements relating to the individual type of use, a Conditional Use Permit shall not be granted unless evidence is presented which establishes the following:			
	YES	NO	COMMENTS
<u>Necessity:</u> Is the proposed use necessary or desirable to provide a service or facility which will contribute to the general well-being of the community?			
<u>Compliance With Regulations And Conditions:</u> Will the proposed use, under the circumstances of the particular case and the conditions imposed, be detrimental to the health, welfare, and safety and of persons or injurious to property and improvements in the area?			
<u>Conformance To General Plan:</u> Will the proposed use conform to the intent of the General Plan?			
<u>Use Not Detrimental:</u> Will the proposed use, under the circumstances of the particular case and the conditions imposed, be neither detrimental to the health, safety, and welfare of persons nor injurious to property and improvements in the community?			
<u>Use Not Detrimental:</u> Will the proposed use be compatible with and complimentary to the existing surroundings uses, buildings, and structures after consideration of the above conditions?			

Email completed application to
c.blackner@uintahcity.com


UINTAH CITY
2191 E 6550 S Uintah, UT 84405
801-479-4130

CONCEPT APPLICATION and CHECKLIST

A "subdivision" means any land that is divided, re-subdivided, or proposed to be divided into two or more lots, parcels, sites, units, plots, or other division of land for the purpose, whether immediate or future, or offer, sale lease, or development either on the installment plan or upon any and all other plans, terms, and conditions.

DEVELOPMENT INFORMATION

Property Owner(s) Names	Tyler Scheffler Haydan Jackman
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If an authorized contact person is not the landowner(s), a document giving authority to the person listed to act on behalf of the landowner(s) must be given to the City. This document must be signed by all landowners and notarized.

Authorized Representative Name and Contact Information	Haydan Jackman 385-626-3909 Haydan.jackman@gmail.com
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Preferred Method of Written Correspondence (check one)	Email	☒	Mail	
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Owner(s) Address(es)	630 E 4400 S OGDEN UT 84403 2020 N 6200 W Ogden UT 84404	Phone	801-864-1600 385-626-3909
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Subdivision Name	Scheffler Uinta Subdivision
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Location/Address 2089 East 6550 South Uintah UT 84405	Land Serial Number(s) 071020061
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In what zone is the property located in (check one)	Unincorporated		RHM	
	RE20	☒	AG	
	RE50		C1	
	RE20 R/R		C2	
	AG			

Are there any liens on the property to be subdivided (check one)	☒	YES		NO
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INITIAL STEP PRIOR TO APPLYING FOR OR DOING ANY WORK ON A SUBDIVISION

The first step in subdividing or developing your land should be to visit with the Uintah City Planning Commission. The staff will advise you in all the steps involved and will give you names and telephone numbers of people you will need to contact. Please be aware that at this point you are only advised whether the ideas presented to you may meet the requirements. **Until an application is assessed, staff cannot advise you as to whether you will get approval.**

Information Contact and/or Initial Review	Debra Wickizer, PC Chair (Cell 435-828-0495, d.wickizer@uintahcity.com) Christie Blackner, PC Secretary (Office 801-479-4130, email c.blackner@uintahcity.com)
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Multi-Owners	Frontage	Lot Sizes	Setbacks
Water	Stormwater	Floodplains	Fire Hydrants
Septic Tanks/Sewer	Secondary Water	Regulations	Phases

Flag Lot		Rezoning				
SUBMITTALS AND DEADLINES						
SUBMITTALS						
Incomplete submittals may delay processing or tabling your project. A fair review cannot be made when all the information is not available for review prior to any meetings.						
DEADLINES						
Documents for each meeting must be submitted prior to the scheduling deadline which is 2 weeks prior to the meeting date.						
COSTS						
All costs of processing will be charged to the applicants, which includes any professional service, attorney, engineer, plats, & all other associated costs will be charged for any service.						
Request to amend or vacate	No Street involved in Subdivision		\$500			
	Street involved in Subdivision		\$800			
Minor Subdivision 1 to 3 lots	Concept Application		\$500			
	Preliminary Plat		\$500 PLUS \$100			
	Final Plat		\$800 PLUS \$200 per			
Major Subdivision 4 plus lots	Concept Application		\$800			
	Preliminary Plat		\$800 PLUS \$200			
	Final Plat		\$1,000 PLUS \$300			
Prevention and Clean-up of Dust Control			\$2,000 per acre			
	Cash Bond		Amount included in the subdivide/development escrow			
CONCEPT REVIEW						
The Concept Review is helpful information and suggestions; however, only the City Council may bind the City, and only the Planning Commission can make official recommendations to the City Council. City employees and others may make recommendations, suggestions, and dispense information regarding City ordinances and the General Plan, but such comments shall in no way whatsoever be binding on the City.						
Information Contact and/or Initial Review	Debra Wickizer, PC Chair (Cell 435-828-0495, d.wickizer@uintahcity.com) Christie Blackner, PC Secretary (Office 801-479-4130, email c.blackner@uintahcity.com)					
Payment of <i>non-refundable</i> Concept Application Fees	Amount		Date Rec'd			

REQUIRED SUBMITTAL DOCUMENTS

The concept plan is shown on a topographic base map. This plan is used by the City Planning Staff Committee and landowners/developers so that everyone gets a chance to know the property in question and better understand what parts of the land buildable, what portions might have issues, and what features might be preserved. The Concept Plan is not a full preliminary plan, and it will not contain the technical aspects of a fully engineered plan.

Concept Plan: The proposed concept plan drawn to a scale of not more than one-inch equals 100 feet showing the following: (Check each item off to insure complete submittal information)

x 6 large (24" x 36") paper copies

Features to be included:

Streams, slopes, wetlands, historical sites and buildings floodplains, cultural features, unusual vegetation, wildlife habitats and paths, unusual rock formations; and any other features that make the land distinctive.

Meeting At Site Scheduled

Date

Notification Sent

Individuals attending the Concept/Sketch Review meeting

CONCEPT PLAN APPLICATION REQUIREMENTS/CHECKLIST

ITEMS TO BE DISCUSSED	DISCUSSION
Parcels with 2 ownerships (37) Discussed that Parcel with 2 ownerships transferred to single or joint before final plat approval	
Phased Development	
Drainage Report (24)	
Sanitary Sewer Report (24)	
Soil Report (24,36), if required by CE	
Material Testing (29), if required by CE	
Provisions for storm or flood water (45)	
Requirements for irrigation ditches, piping, material, and designed (47)	
Monuments in Subdivisions (36)	

Grading and improvements (39)	
Landscape Requirements	
Access to Subdivision (39)	
Fire Hydrants or Turn-Arounds (47)	
Geotechnical Report (23), if required	
Character of Land (36)	
Gore Shaped Lots (37)	
Buildable area determined	
Flag Lots (54)	
Dedications (12,28,52)	
Covenants, conditions, and restricts (28)	
Staking of Lots (38)	
Variances (17)	

COMMENTS FROM CONCEPT/SKETCH REVIEW

Contact Name	Number	Email	Date Received
City Engineer Matt Hartvigsen	801-476-9769	matth@jonescivil.com	
Building – Jeff Monroe	801-395-8288	jmonroe.5213@gmail.com	
Weber County Surveyor Brandie Kilts	801-399-8005	bkilts@co.weber.ut.us	
Mayor Gordon Cutler	801-476-0356	mayorcutler@uintahcity.com	
Public Works Jack Burton	801-807-9870	j.burton@uintahcity.com	
Fire Chief David Reed	801-782-3580 ext 205	dreed@weberfd.com	
Roads, City Council Michelle Roberts	801-388-0810	m.roberts@uintahcity.com	
FYI – Robert Guiller, City Council	801-695-7700	r.guiller@uintahcity.com	
FYI – Daniel Combe, City Council	801-721-9535	d.combe@uintahcity.com	
FYI – Kristi Bell, City Council	435-757-2444	k.bell@uintahcity.com	
PC Follow-up Letter on Concept/Sketch Review Meeting		Date of Letter:	
Letter from Developer that a preliminary plat will be submitted		Date of Letter:	
If Possible, Please send an electronic copy of your Preliminary Platt.			

Any Additional Information

