

ROCKY RIDGE TOWN PUBLIC HEARING and PLANNING AND ZONING MEETING

November 12, 2024

7:30 p.m.

TOWN HALL

DRAFT

Opening:

Presiding: Lane Allred

Present from the Planning and Zoning Commission: Lane Allred, Devin Jessop, David Allred, Dave Bunker, and Aaron Bronson (*arrived late*).

Present from the Town Staff: Marilyn Allred

Others Present: None

Invocation was given.

Meeting was called to order at 7:39 p.m.

MINUTES:

Approval of July, September, October Minutes

July Minutes:

Commission Member Dave Bunker motioned to approve the minutes; Commission Member David Allred seconded the motioned; all others voted in favor with the exception of Commission Member Aaron Bronson, who arrived late.

September Minutes:

Commission Member David Allred motioned to approve the minutes; Commission Member Devin Jessop seconded the motioned; all others voted in favor.

October Minutes:

Commission Member Lane Allred motioned to approve the minutes; Commission Member David Allred seconded the motioned; all others voted in favor.

PUBLIC HEARING

1. Adoption of Proposal of Subdivision Ordinance to Town Council

The Public Hearing was opened with the proposed adoption of the subdivision ordinance, mandated by state law (HB 476), which requires municipalities to update their codes for subdivision permitting. The Commission discussed the current deficiencies in Rocky Ridge's municipal code, noting the absence of proper subdivision permitting processes and that only one of the Town's five (5) subdivisions (Phase D) was officially recorded. The new ordinance aims to align local processes with state law, provide clarity, and ensure proper codification of sections 12 through 15 of the Town Code. Supporting documents, previously shared with the Commission were referenced during the meeting.

The ordinance outlines a four-step process for subdivision approvals: an initial meeting with the Planning and Zoning Commission, a formal submission with a 30-business-day review period, resubmission of revised plans for another 30-business-day review, and final approval by an independent committee separate from the Town Council to avoid political influence. The Commission emphasized that these updates were crucial not only for legal compliance but also to address existing administrative issues. During the discussion, it was highlighted that subdivision permitting errors had already caused confusion regarding building eligibility in some phases.

A roll call vote was conducted to recommend the ordinance for adoption to the Town Council:

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	Aye	Nay	Absent	Abstain
Chair Lane Allred	<u>X</u>	_____	_____	_____
Devin Jessop	<u>X</u>	_____	_____	_____
David Allred	<u>X</u>	_____	_____	_____
Dave Bunker	<u>X</u>	_____	_____	_____
Aaron Bronson	_____	_____	<u>X</u>	_____

No additional comments were made and the Public Hearing was closed.

NEW BUSINESS:

1. Planning & Zoning Training; Zipflow & Land Use Responsibilities

The discussion addressed land use responsibilities and the online building permit system, ZipFlow, as it stands and the potential transition to a new platform. Currently, ZipFlow facilitates applications for building permits by allowing users to submit inquiries and required documents online, which are reviewed by relevant parties. The platform supports features like owner consent, automated notifications, and electronic signatures for planning and zoning processes. It also enables inspectors to manage schedules, perform inspections, and document findings with photos and notes. However, operational challenges and limited commitment from ZipFlow's developers have led to dissatisfaction, prompting a recommendation to adopt an alternative program with better support, inspection functionalities, and streamlined processes, which will also accommodate smaller municipalities by allowing group usage for reduced costs. Nephi plans to start using "Civic Review," in January 2025 to enhance efficiency and compliance with building regulations. The Town was encouraged to consider adopting the program as well.

The Towns' outdated and incomplete ordinances need updating, especially for safety and visibility around driveways and fences. Current codes lack specificity due to past decisions favoring minimal regulations, leaving critical areas unaddressed. Examples highlight the importance of proper fence height and placement to ensure visibility and prevent accidents. While some existing fences meet safety standards, they aren't mandated. Moving forward, there's consensus on updating the code to include essential, simple, and effective guidelines, with active involvement from planning and zoning committees.

2. Planning & Zoning Membership – Town Policy

Town policy regarding attendance for commission members was discussed. Current rules stipulate that members failing to attend three (3) consecutive meetings or 80% of all meetings face removal from their position. The Commission debated whether to enforce the policy strictly, add provisions for excused absences, or amend the rules entirely. The Commission also considered changing their meeting schedule to accommodate members' conflicts. The Commission noted that any final decision requires all members' input. Discussion then shifted to the vitality of the committee. Several members expressed challenges in balancing their personal commitments with the demands of the role and voiced a need for fresh perspectives and energy within the group.

Two Commission Members announced their resignation; Commission Member Aaron Bronson and Commission Member Devin Jessop. It was suggested that new members be found by January to ensure a smooth transition. Stephen Bunker was suggested as a possible new member. Both resigning Commission Members agreed to personally reach out to potential candidates and discuss options with the Mayor.

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The Commission agreed to implement an updated attendance policy, including limits on both excused and unexcused absences, referencing examples from other organizations. After considering scheduling conflicts, the second Wednesday of each month was chosen as the regular meeting day, with December meetings potentially canceled due to holiday activities. The Commission plans to finalize the attendance policy in January, with relevant examples shared in advance for review.

Adjournment:

Commission Member Devin Jessop moved to adjourn the meeting; Commission Member Aaron Bronson seconded the motion; all others voted in favor and the meeting was adjourned at 8:30 p.m.

Approved by Town Clerk/Recorder
Marilyn Allred; CMC, UCC