

**MINUTES OF A REGULAR MEETING
OF THE EPHRAIM CITY PLANNING COMMISSION
EPHRAIM CITY BUILDING, 5 SOUTH MAIN, EPHRAIM, UTAH
WEDNESDAY, January 8, 2025
6:00 PM**

Commission Members Present: Planning Commission Chair Lisa Murray; Board Members; Chevi Sutton, Larry Smith, Desiree Funk, and Carol Jacobson

Commission Members Present via Zoom: None

Commission Members Absent: Jan Jonson, Stephen Cornelsen, and Darren Glathar

Staff Members Present: City Engineer Bryan Kimball, City Planner Megan Spurling and Community Development Clerk Guadalupe Corona

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 December 11, 2024, Planning Commission meeting.

Planning Commission Member Larry Smith moved to approve the minutes from December 11, 2024, with as amended. The motion was seconded by Planning Commission Member Carol Jacobson. All were in favor. The motion carried.

AGENDA ITEM

No public is present.

Approve Annual Meeting Dates

Board members reviewed the annual meeting dates. Chevi Sutton caught a typo for the March meetings.

Planning Commissioner Chevi Sutton made a motion to approve the annual meeting dates with the amendment from March 19 to March 26. Planning Commission Member Desiree Funk seconded the motion. All were in favor. The motion carried.

Annual Training for Planning Commission Board Members

Megan informs the board members that four hours of training are required each year, OPMA training will also be provided, the subdivision code was adopted and would like to review it. A copy of the code of ethics is provided to the board members and reviewed. Discussion is held regarding the process of recusal if a conflict of interest arises.

A copy of both the minor subdivision and the subdivision applications are provided for review, the application will still be provided online to help with the submittal process. The City Council can decide the code and standards. Megan mentions it is also about time to update the General Plan, Bryan states it was last updated in 2004. Larry Smith asks who is included in the DRC, Megan informs the board it is the Zoning Administrator, the City Engineer, Public Works Director, Power Director, and the Fire Chief. Carol agrees this may help the developers and contractors in the long run. The state requirements to update all the code require put all the small towns and cities in a bind as they do not have the staff and must hire outside help to complete the updates, and the legislation is making changes on a yearly basis.

Megan states the minor subdivision application process is the same, it is just for one to five lots with different construction standards.

PLANNER'S REPORT

City Planner Megan Spurling informs the board that she has received a few zoning permits and not any subdivision permit applications. There will be a re-zone and a general plan amendment request for the next meeting, the owners would like to be all residential. Harvest Grill is getting ready to open, it will be similar to Abundance.

Carol asks about the move of the public works department; Bryan states it has become quite a task, but everything is lining up. He states the city must follow their own developing requirements and it is raw land to build the property up to the standards. The city council believes they may be able to explore options of selling some city owned land to help with the costs. Megan informs the board that the USDA is moving out of the top floor and community development, a portion of the police department, city council will have an office on the main floor, an IT room, an attorney office, and some temporary offices for public works between transition. Chevi asks about the skate park rumors, Bryan confirms there has been an application for a skate bowl and Megan confirms there will be some landscaping this spring.

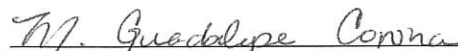
ADJOURNMENT

Planning Commission Member Carol Jacobson moved to adjourn the meeting at 7:10 pm. Planning Commission Member Chevi Sutton seconded the motion. The motion carried.

Minutes approved on: Jan. 02, 2025



Lisa Murray, Chair



M. Guadalupe Corona, Community Development Clerk