

CITY OF OREM
PLANNING COMMISSION MEETING MINUTES
March 5, 2025

The following items are discussed in these minutes:

- **CONSENT AGENDA ITEMS – All items approved:**
 - **3.1 Minutes** – Review and Approve the Minutes from the February 19, 2025 Meeting – Approved
- **ACTION AND PUBLIC HEARING ITEMS:**
 - **4.1 PUBLIC HEARING** – Canyon Park - Rezoning the properties located generally at 1203 North 630 East from the Timpanogos Research and Development Park Zone (PD6) to a Single-Family Residential Zone (R8).
 - **4.2 CONTINUED - PUBLIC HEARING** – Text Amendment – Staff proposal to amend articles (22-13-20(I) and 22-1-5(G) by changing the following Neighborhood Meeting Requirements: Notice distance and deadlines; permissible meeting dates; and criteria for re-noticing and supplemental meetings – Continued to March 19, 2025

A recording of the meeting can be accessed at https://www.youtube.com/watch?v=EfL42F6U_7w

WORK SESSION

Place: Orem City Council Chambers

At 4:35 p.m. Chair Komen called the Work Session to order.

Those present: Mike Carpenter, Gerald Crismon, Rod Erickson, James (Jim) Hawkes, Madeline Komen, and Britton Runolfson, Haysam Sakar Planning Commission members; Gary McGinn, Development Services Director/Legal Counsel; Jared Hall, Planning Division Manager; Rebecca Gourley, Associate Planner; Grant Allen, Matthew Taylor Senior Planners; Taggart Bowen, City Engineer; John Dorn Transportation Engineer; David Spencer, City Council Liaison.

Those excused: Grace Bjarnson, Associate Planner

1. **Continued Master Plan and General Plan Discussion:** Staff and Commissioners discussed the General Plan process and timeline
 - a) Timeline:** A defined timeline of the General Plan was presented, with an average of one major section of the General Plan to be reviewed per month. Final Draft and Reviews are scheduled for September, with adoption anticipated for October.
 - b) Method of Review:** Commissioners, Council Members, and other parties will be invited into a Google Docs session to allow commenting on the draft between Work Sessions.
 - c) Elements:** State code requires the various elements to be included in the General Plan:
 - a. Land use, Transportation and Traffic Circulation, Moderate Income Housing, and Water Use and Preservation
 - b. Additional elements may be considered but are not required. Commissioners agreed to include the following elements, listed in order of general priority:
 - i. Land Use, Redevelopment/Rehabilitation, Economic Development, Transportation, Water Use and Preservation, Housing, Parks and Recreation, Public Services and Urban Design.
 - d) Areas of Focus:** General Plan areas of focus are to tie in with the City Council's Areas of focus, that is: Dependable Infrastructure; Safe, livable, and engaged neighborhoods; and will include an introduction, brief history of the City, and an executive summary.

2. **Neighborhood Meeting Notices Discussion:**

A complete video of the meeting can be found at www.orem.org/meetings

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- a. Concerns regarding sufficient notice time for Neighborhood Meetings and effective Meeting Minutes were discussed between Staff and Commissioners, with the agreement to continue the discussion in Action Item 4.2

The work session concluded at 5:25 PM in preparation for the regular meeting.

REGULAR MEETING

Place: Orem City Council Chambers

At 5:32 p.m. Chair Komen called the Planning Commission meeting to order. Jim Hawkes offered the invocation.

Those present: Mike Carpenter, Gerald Crismon, Rod Erickson, James (Jim) Hawkes, Madeline Komen, and Britton Runolfson, Haysam Sakar Planning Commission members; Gary McGinn, Development Services Director/Legal Counsel; Jared Hall, Planning Division Manager; Rebecca Gourley Associate Planner; Grant Allen, Matthew Taylor, Senior Planners; Taggart Bowen, City Engineer; John Dorn Transportation Engineer; David Spencer, City Council Liaison.

Those excused: Grace Bjarnson, Associate Planner

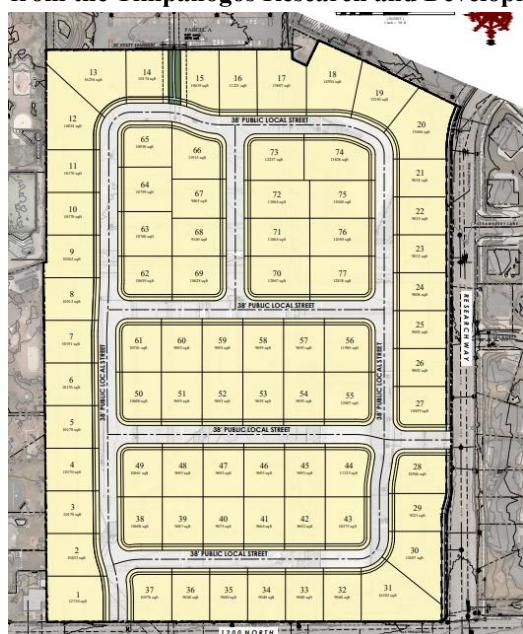
Agenda Item 3, Consent Agenda: Chair Komen introduced the Consent Agenda items. Chair Komen requested a motion on the Consent Agenda, which contains the following items:

3.1 Review and Approve Minutes from the February 19th, 2025 Meeting

Jim Hawkes motioned to approve the Consent Agenda. Mike Carpenter seconded the motion. The motion passed unanimously.

Agenda Item 4, Action Items and Public Hearings

4.1 PUBLIC HEARING – Canyon Park - Rezoning the properties located generally at 1203 North 630 East from the Timpanogos Research and Development Park Zone (PD6) to a Single-Family Residential Zone (R8).



Chair Komen asked Staff Member Jared Hall to introduce item 4.2

Item 4.2 is a request to amend the land use and zoning map designations of 23.3 acres of property located generally at 1203 North 630 East from Professional Services to Low Density Residential and from PD-6 to R8.

The concept plan for the property includes demolishing a portion of the existing business park and creating between 77 and 79 single family lots, with the average lot size of 9,000 to 10,000 square feet.

Vice Chair Mike Carpenter commented that this project only had a Neighborhood Meeting notice that was postmarked five days prior to the meeting date. Due to the lack of a full seven day notice, Mike proposed tabling, continuing, or rejecting the item.

A complete video of the meeting can be found at www.orem.org/meetings

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Further comments about the quality of the Neighborhood Meeting were forwarded. Commissioners discussed moving forward on the item. All Commissioners, except for the Vice Chair Carpenter, agreed to hear the item. The Commissioners proceeded to hold the hearing for Item 4.2 and Staff member Jared Hall continued his introduction of the item. [Click here to review the recording.](#)

Chair Komen invited the applicant, Bryon Prince, to speak. Jim Hawkes asked questions about the average lot size for the concept plan. Mr. Prince advised that the average lot size for the concept plan is about 10,000 square feet, with the smallest lot being no smaller than about 9,000 square feet.

Rod Erickson asked questions regarding the concept plan's original access points, and Britton Runolfson asked questions about potential green space in the project. Mr. Prince commented that the concept plan had always considered at least two road access points, and that there would likely be no green space provided due to issues with existing storm drain easements on the property.

Jim Hawkes asked about the anticipated development timeline, if the rezone were to be approved. Mr. Prince said he anticipates homes to be built in 2026 by TriPointe.

Chair Komen opened the meeting to Public Hearing. Below is a list of the individuals that spoke and a summary of their comments. [Click here to review the recording.](#)

Dave Noble - Neighbor

Mr. Noble is an HOA president of a nearby neighborhood and said he was in favor of the new housing project and advised adding covenants and an HOA to the development to maintain aesthetics of the Canyon Park neighborhood.

Jim Chatterly – Neighbor

Mr. Chatterly is a neighbor and engineering professional. Mr. Chatterly expressed concerns about the storm water easement in the Canyon Park neighborhood and suggested TriPointe create a concept plan that addresses the easement and consider adding a detention basin.

No additional individuals came forward to speak. Chair Komen closed the Public Hearing Session at about 5:59 P.M.

Chair Komen opened the discussion for the Commissioners and asked Mr. Prince if there were plans for an HOA. Mr. Prince confirmed that there are no current plans for an HOA as the zone does not require it, but that there will be covenants and restrictions applied to the properties.

Mike Carpenter expressed that this iteration of the Rezone Concept Plan was the most appealing version proposed, however, he was still in favor of maintaining the PD zone and protecting professional services and did not support the rezone to R8.

Rod Erickson advised that it was important for Commissioners to maintain the opinion expressed in their previous comments about the Rezone's likelihood of success if TriPointe reapplied as an R8. Jim Hawkes also said that he appreciated the size of the proposed lots. Commissioners generally expressed a collective desire to maintain the PD zone, but acknowledged the need to maintain their previous opinions.

DRC Action: Rod Erickson motioned to forward a positive recommendation for the rezone of Canyon Park from PD-6 to R8. Jim Hawkes seconded the motion.

Those voting yes: Haysam Sakar, Rod Erickson, Gerald Crismon, Madeline Komen and Jim Hawkes.

Those voting no: Britton Runolfson, Mike Carpenter

The motion to forward a positive recommendation passed by a 5:2 vote

4.2 CONTINUED - PUBLIC HEARING – Text Amendment – Staff proposal to amend articles (22-13-20(I) and 22-1-5(G) by changing the following Neighborhood Meeting Requirements: Notice distance and deadlines; permissible meeting dates; and criteria for re-noticing and supplemental meetings

Discussion on the Neighborhood Meeting Requirements continued from the previous meeting.

Staff member Jared Hall reviewed previously discussed items, such as the increase of the notice radius, and advised that the text is still in the process of being drafted. Mr. Hall also presented a draft of a meeting minutes template, as prepared by Staff. A copy of this template was presented in the recorded meeting. [Click here to review the recording.](#)

Commissioners expressed general approval of the template with some suggestions. Mike Carpenter suggested adding notes and tips for the applicants on how to best keep record of the meeting, such as: bringing a recorder, having a secondary screen to record meetings through Zoom, etc.

Haysam Sakar asked questions about the roster of attendance, and suggested creating a template that has a signature box near the attendee's name so that the attendee may provide verification of approval, disapproval, or comment validity.

Staff Member Rebecca Gourley commented that the template was based on the minimum State requirements for Public Hearing minutes, but that the Planning Commission may add further requirements if desired.

Commissioners discussed the necessity of a signature or verification box and raised concerns about providing the illusion that neighbors are voting on the items in the Neighborhood Meetings. The possibility of providing a card or line on the roster for neighbors to provide written comments, or to require a recording, was discussed.

Commissioners continued discussion of how to increase meeting notice accessibility. Mike Carpenter suggested sending notices a total of three weeks in advance. Madeline Komen suggested providing a location on the City's website to post copies of neighborhood notices.

Mr. Hall requested a continuance so that he may complete drafting templates and text.

DRC Action: Jim Hawkes motioned to continue the item to the March 19th meeting. Mike Carpenter seconded. The motion passed unanimously.

Closing Comments: Gary McGinn provided an update on city building construction.

Adjournment: Chair Komen called for a motion to adjourn. Britton Runolfson motioned to adjourn; Jim Hawkes seconded the motion. The motion passed unanimously, and the Regular Session adjourned at 6:26 PM.

Reviewed and Approved: 03/19/2025