

PLANNING COMMISSION MINUTES

Wednesday, August 27th, 2025, 6:00 pm

Providence City Office Building, 164 North Gateway Dr., Providence Ut

To view the video recording of the meeting please visit our YouTube channel found [HERE](#).

HR. MIN. SEC. above agenda items are timestamps of the YouTube recording.

Call to Order: Robert Henke

Chair Roll Call of Commission Members: Robert Henke, Michael Fortune, John Petersen, Julie Martin & Joe Chambers

Staff in Attendance: Community Development Director Skarlet Bankhead and City Recorder Ty Cameron.

Pledge of Allegiance: Michael Fortune.

2 MIN. 15 SEC.

- **Item No. 1 Approval of Minutes:** The Planning Commission will consider approval of the minutes of July 9th, 2025. ([MINUTES](#))

- Robert Henke called for the approval of the minutes of July 9th.
- Mr. Henke noted that he had read through them and found one area of potential confusion regarding Mark Thompson's donation to a park, wondering if the timeline mentioned was accurate. Skarlet Bankhead clarified that the donation had indeed occurred within the last couple of years for the newest portion of the park.
- No further comments were made.

Motion to approve the minutes of July 9th, 2025. – Michael Fortune. 2nd- Julie Martin.

Vote:

Yea- Robert Henke, Michael Fortune, John Petersen, Julie Martin & Joe Chambers

Nay-

Abstained-

Absent-

Motion passed unanimously. Minutes approved.

Public Comments: Citizens may express their views on issues within the Planning Commission's jurisdiction.

The Commission accepts comments: in-person, by email providencecityutah@gmail.com, and by text 435-752-9441. By law, email comments are considered public record and will be shared with all parties involved, including the Planning Commission and the applicant.

- Robert Henke opened the floor for public comment. No comments were made.
- Staff indicated that no comments had come in via text or email.
- Mr. Henke closed the public comment portion of the meeting.

Public Hearings: None

Legislative – Action Item(s): None

Administrative Action Item(s):

4 MIN. 00 SEC.

- **Item No. 2 Fox Hollow West Preliminary Plat:** The Providence City Planning Commission will review, discuss and may take action the Fox Hollow West preliminary plat for a 2-lot commercial subdivision. **(ANALYSIS)**

- Skarlet Bankhead presented the Fox Hollow West preliminary plat for a 2-lot commercial subdivision located in the general area of 550 West 300 South, between Judge's Car Wash and the current Fox Hollow Townhomes. She explained that the staff report had been posted online and reviewed key findings of fact related to Utah code and Providence City requirements.
- Ms. Bankhead noted that the framework map in the city's general plan indicates this area is within a 5-10 minute mixed-use node, suitable for retail and service uses. The proposed plan supports a key initiative to create a citywide network of activity centers by extending asphalt, striping for a roadside pathway, and installing curb, gutter, and sidewalk along the adjacent section of 300 South.
- She identified several items that still needed to be addressed:
 - Water availability requirements had not been provided, likely because the specific commercial tenants were unknown.
 - Some property agreements needed to be documented or noted on the plat.
 - Total acreage needed correction due to a previous boundary line adjustment.
 - Some permanent buildings and structures weren't properly shown.
 - A written statement regarding adequate building envelope was missing.
 - Commercial landscape buffers and lighting plans for public park strips needed to be included.
- Staff noted that the planning commission could approve the plat with conditions that these items be addressed during the construction drawing phase or sooner.
- Kent Dunkley, representing the applicant, clarified that this project aims to create two commercial pads with the intent that they will be occupied by sales tax-generating businesses. He explained that a previous plan for townhomes on this property had been recommended by the Planning Commission but changed to commercial highway zoning by the City Council.
- Commissioner Joe Chambers expressed confusion about references to townhomes in the Logan City Fire Department's comments or letter. Mr. Dunkley explained this was likely referring to a previous version of the plan, as the current application is strictly for commercial development. He further clarified that a portion of land had been taken from this property to create additional parking for the adjacent Fox Hollow Townhomes.
- Commissioner Chambers disclosed that he had previously had a friendly conversation with Mr. Dunkley about the process when the City Council changed the zoning, but stated he did not believe this disqualified him from voting tonight.
- Regarding the bicycle lane striping mentioned in the staff report, Ms. Bankhead explained that the city would require the developer to complete the bike lane and other road painting when the asphalt is expanded.

Motion to approve the Fox Hollow West preliminary plat for a 2-lot commercial subdivision subject to the findings of facts, conclusions of law, and conditions as stated in the staff report.- Michael Fortune. 2nd- John Petersen.

Vote:

Yea- Robert Henke, Michael Fortune, John Petersen & Julie Martin

Nay-

Abstained- Joe Chambers

Absent-

Motion passed, plat approved.

40 MIN. 40 SEC.

- **Item No. 3 Review of the Moderate Income Housing Report and current development:** The Providence City Planning Commission will review, discuss and may take action on the Moderate Income Housing Report presented by staff.

- Skarlet Bankhead presented a comprehensive review of the city's Moderate Income Housing report and current development status. She explained that one of the requirements in the report is to provide an annual update on the city's progress.
- Ms. Bankhead first reviewed the city's residential zoning codes, then explained that as of May 1, 2025, Providence City had 183 recorded final plat vacant lots without building permits and 160 vacant parcels with residential zoning, for a total of 343 entitled units. She clarified that "entitled units" refers to properties that are essentially shovel-ready for building.
- Regarding accessory dwelling units (ADUs), Ms. Bankhead noted that Providence City has allowed internal ADUs since the 1990s, predating state requirements. To encourage property owners to report ADUs, the city offers a \$100 incentive upon recording an owner-occupancy restriction, though many owners are reluctant to do this due to concerns about property tax reassessment. The city estimates it has 8 active internal ADUs and 10 active detached ADUs, though the actual number of internal ADUs is likely higher.
- Ms. Bankhead provided housing affordability context:
 - Cache County median household income is \$78,300.
 - The moderate income housing definition uses 80% of median income (\$62,640).
 - At current interest rates, a household with income of \$62,640 could afford approximately a \$285,000 home.
 - A Zillow search showed 12 properties under \$400,000 in Providence (6 townhomes, 6 condos), and adding a \$500,000 cap brought in 10 more single-family homes.
- Ms. Bankhead reviewed ongoing developments throughout the city, including:
 - Fox Hollow Townhomes (Phase 1 complete with 33 units, Phase 2 under construction with 25 units).
 - Homes on the Knoll (98 total lots in 5 phases, with Phase 1's 34 lots complete).
 - Providence Highlands phases 4-15 (131 total lots)
 - Hilldale (37 lots in 2 phases).
 - Shoreline Estates (various phases in progress).
 - Vineyard phases 5-6 (43 lots total)

- She also presented maps showing current zoning compared to the general plan's proposed zoning, noting that while some areas have developed differently than anticipated, the city has maintained a focus on single-family homes with 12,000 square foot minimum lot sizes in most areas.
- The commission discussed several aspects of the report, including:
 - How the city defines affordable versus moderate-income housing.
 - Whether the state has specific percentage goals for different housing types.
 - The role of financial institutions in housing affordability challenges.
 - Concerns about the state's interest in standardizing infrastructure requirements across cities.
- Ms. Bankhead asked commission members to review the current strategies in the city's moderate income housing plan and consider whether changes might be needed. She also encouraged them to examine the city's zoning maps to determine if any areas should be reconsidered for different zoning.
- No formal action was taken on this item, but commissioners were asked to study the materials and be prepared for potential future discussions and possible updates or changes.
- Before adjournment, Commissioner Chambers suggested adding a standard agenda item providing updates on City Council actions related to Planning Commission recommendations. Chair Henke agreed this would be beneficial.

Motion to adjourn the meeting. – Joe Chambers. 2nd- Julie Martin.

Vote:

Yea- Robert Henke, Michael Fortune, John Petersen, Julie Martin & Joe Chambers

Nay-

Abstained-

Absent-

Motion passed unanimously, meeting adjourned.

Minutes approved by vote of Commission on ____ day of _____ 2025

I swear these minutes are true and correct to the best of my knowledge.

Ty Cameron, City Recorder.