

**HEBER CITY CORPORATION
75 North Main Street
Heber City, UT 84032
Planning Commission Meeting**

January 27, 2026

6:00 p.m. – Regular Meeting

-Time and Order of Items are approximate and may be changed as Time Permits-

Public notice is hereby given that the monthly meeting of the Heber City Planning Commission will be in the Heber City Office Building, 75 North Main, South door, in the Council Chambers upstairs.

1. Regular Meeting:

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance: By Invitation
- IV. Prayer/Thought by Invitation ()
- V. Recuse for Conflict of Interest

2. Consent Agenda:

- I. 12.09.2025 PC Minutes for Approval
- II. Approve 2026 Planning Commission Meeting Dates

3. Action Items:

- I. Saldarini Annexation, located at 110 W Moulton Lane.

4. Work Meeting: N/A

5. Administrative Items:

- I. Discuss Planning Commission Bylaws
- II. Discuss any changes needed on the PC Term End Date List (emails, addresses, phone numbers) A paper copy will be provided to the Commissioners at the Meeting.

6. Adjournment:

Ordinance 2006-05 allows Commission Members to participate in meetings via telecommunications media. In accordance with the Americans with Disabilities Act, those needing special accommodations during this meeting or who are non-English speaking should contact Meshelle Kijanen at the Heber City Offices at 435.657.7898 at least eight hours prior to the meeting.

Posted on 01.22.2026, in the Heber City Municipal Building located at 75 North Main, the Heber City Website at www.heberut.gov, and on the Utah Public Notice Website at <http://pmn.utah.gov>.

HEBER CITY CORPORATION
75 North Main Street
Heber City, UT 84032
Heber City Council Meeting
December 9, 2025

DRAFT Minutes

6:00 p.m. – Regular Meeting

1. Regular Meeting:

I. Call to Order

Chairman Phil Jordan called the Planning Commission Meeting to order at 6:06 p.m. and welcomed everyone present.

II. Roll Call

Planning Commission Present:

Chairman Phil Jordan
Vice-Chair Tori Broughton
Commissioner Dennis Gunn
Commissioner Dave Richard
Commissioner Darek Slagowski
Commissioner Robert Wilson
Commissioner Greg Royall

Planning Commission Absent:

Commissioner Josh Knight
Commissioner Robert Mckinley

Staff Present:

Community Development Director Tony Kohler
Planning Manager Jamie Baron
Planner Jacob Roberts
Planning Office Admin Meshelle Kijanen
City Engineering Manager Russ Funk
City Engineer Ross Hansen
Consultant Denna Woodbury

Staff Participating Remotely:

Commissioner Dennis Gunn
Consultant Denna Woodbury

Also Present:

Tracy Taylor, Logan Johnson, Dave Stoddard, Cathy Lengeling, Justin Keys, Diane Turn, Ryan Miller, Andrew Dorobek, James Copeland

Also Attending Remotely:

Catherine, Bryanna, Ryan, Sandra

III. Pledge of Allegiance: By Invitation

Chairman Jordan led the recitation of the Pledge of Allegiance.

IV. Prayer/Thought by Invitation

Commissioner Richards shared a thought about the Christmas season. Chairman Jordan reflected on the final meeting of the year.

V. Recuse for Conflict of Interest: N/A

2. Consent Agenda:

I. 10.28.2025 PC Minutes for Approval

Motion: Vice-Chair Broughton moved to approve the items on the Consent Agenda. Commissioner Slagowski made the second.

Discussion: N/A

Voting Yes: Chairman Jordan, Vice Chair Broughton, Commissioners Richards, Slagowski, Wilson, Royall, and Gunn.

Voting No: None. The Motion Passed 7-0.

3. Action Items:

I. Consider Subdivision Preliminary approval for Harvest Village (The Slope), located at River Rd and Hwy 40. (Planner Denna Woodbury)

This item was discussed after Action Item II.

Chairman Jordan prefaced discussion by explaining that this item was not a public hearing, since a public hearing about this topic had already been held. He emphasized the agenda item for the evening was an administrative matter.

Community Development Director Kohler provided a history of this item and recalled that the Planning Commission had previously continued this item in order to allow the Engineering team to hire a third-party storm water expert who could research this property in greater detail. Planner Woodbury added that since the previous meeting, the Engineering requirements had changed. Planner Woodbury read the current list of conditions.

Commissioner Richards asked if drought years had been included in the study and if that had any bearing on the report. City Engineer Hansen explained that the original report only had current readings included, and said that the third-party expert had used modeling to look at historic seasonal levels in the groundwater. City Engineer Hansen said that there were a total of three reports- the original, another one conducted by the applicant that looked at seasonal levels, and a final one conducted on behalf of the City that also looked at seasonal levels.

Commissioner Gunn asked about pumping. City Engineer Hansen asked the applicant to speak about this question. Ryan Miller, James Copeland, and Andy

Dorobek identified themselves on behalf of the applicant and Mr. Miller said he did not anticipate that they would have to pump groundwater.

Chairman Jordan asked how long the report had been available to the City and City Engineer Hansen replied that the most recent report had been submitted on December third. City Engineer Hansen added that the first report was received in 2024 and he elaborated on the history of the various reports. City Engineer Hansen noted that when there was a dispute, it was the recommended approach to get multiple expert opinions. City Engineer Hansen also explained that the project would be costly, in part because of Heber City's requirements and design standards for storm water were more stringent than other municipalities. City Engineer Hansen elaborated about Heber City's standards and emphasized that the City had done their due diligence to enforce their Code and that the developer had been cooperative about meeting the City's requirements.

Mr. Dorobek commented that they had done their due diligence in finding the expert who had conducted their study. He expressed confidence in the report that their third-party expert had created.

Commissioner Gunn stated he was comfortable with using modeling to find historic groundwater levels. He asked if UDOT would be okay with their access, and he also asked if JSSD was involved with the project since it would have an impact on their waste water system. Community Development Director Kohler replied that UDOT would need two points of access; one off of River Road towards Midway and one off of Highway 40. Community Development Director Kohler said that all parties understood that the second point of access was temporary, and eventually there would be a frontage road off of Highway 40 where the access point would be. Mr. Dorobek replied that they had been in contact with JSSD and had worked with their engineering team. Mr. Dorobek added that JSSD had given them an invoice for sewer work. Mr. Miller added that they were working with North Village Special Services District as well.

Commissioner Richards brought up the service agreement and commented about the construction drawings. Commissioner Richards stated that at this point, they were only considering the plat and were not yet at a point to think about architectural details. He discussed the density and said the role of the City was to help manage what was there. He asked if the applicants foresaw any issues and asked if the entire lot needed to be raised four feet, or just certain areas. Mr. Dorobek replied that the elevation only needed to be changed in some areas, based on the groundwater level. Mr. Dorobek added that four feet of fill was the average for the site overall. Mr. Dorobek stated that he did not anticipate any significant issues and did not plan on asking for an exemption to any of the staff conditions. Mr. Dorobek also affirmed that he represented all of the lots except lot three, who he explained had a different owner.

Chairman Jordan asked about lot three. Planner Woodbury explained the lot was part of the overall plat, although the lot would go through a separate approval process for their site plan and design. City Engineer Hansen clarified that lot three, five, and one would all go through separate site plan applications, and Mr. Copeland confirmed that was correct. Mr. Copeland explained that they were platting the entire 40 acres and the

lots would be included in the plat, although those lots were part of separate applications. Mr. Copeland explained that those three lots had been included in their capacity studies.

Commissioner Richards asked about their anticipated timeline once they had the plat. Mr. Copeland replied that they believed in the project and acknowledged they were on an aggressive timeline, but felt it was achievable.

Commissioner Slagowski felt that the concerns that they had in the last meeting had been addressed. Chairman Jordan felt it was worth it to get the third-party opinion and felt comfortable moving forward. The City Staff concurred they were comfortable moving forward.

Motion: Commissioner Richards moved to approve the Subdivision Preliminary approval for Harvest Village (The Slope), located at River Rd and Hwy 40, as presented in the staff report with three findings and four conditions. Commissioner Slagowski made the second.

Discussion: N/A

Voting Yes: Chairman Jordan, Vice Chair Broughton, Commissioners Richards, Slagowski, Wilson, Royall, and Gunn.

Voting No: None. The Motion Passed 7-0.

II. Site Plan and Conditional Use Permit Approval for Commercial Complex located at 677 South Main (Planner Jacob Roberts)

This item was discussed first.

Planner Roberts presented this item. He shared the architectural renderings and the site plan first and oriented the Commission to the location. He read the Staff Report and explained this proposal was for a commercial complex. He said Staff had already noted several outstanding conditions. Planner Roberts shared the background of this item briefly and summarized the Staff conditions, noting that the primary issue was that there were detrimental effects from arising incompatible design in terms of use, scale, intensity, character, architectural design, and colors. He said the form of the building was not the issue, but the design was a problem since it did not create harmony with the rest of the C-3 zone. He commented that the facade was monolithic, which stood out compared to the rest of the zone. He added that the materials were a problem as well. Planner Roberts summarized which design elements were at the discretion of the Planning Commission. Planner Roberts pointed to the nearby UPS store, which he said was a good example of how to blend in with the zone.

City Engineer Hansen reported that he had found some engineering deficiencies, and said he had met with the applicant about those issues. He reported that the applicant had expressed they could resolve those issues, although he had not yet seen the issues be addressed. Chairman Jordan asked if the problems were straightforward and City Engineer Hansen replied that he believed the issues were solvable.

Logan Johnson with Wright Development introduced himself as the owner of the land and project. Mr. Johnson explained what their project was and said their application was a commercial complex, although they were not yet certain who all of their tenants would be and what kind of businesses they would have. He explained that the only reason they needed to come before the Planning Commission and not just the Staff was due to that ambiguity. Mr. Johnson also explained that they had resolved some, but not all, of the engineering issues, and so they were waiting until all of the issues were fixed before they resubmitted the application. Mr. Johnson also spoke about the building layout and said there were no detrimental effects with the site itself, only the materials. He said the identified issues with the design did not have a bearing on the site approval. Mr. Johnson summarized that he felt confident that they could resolve the issues that had been pointed out by Staff, and explained he wanted to move forward with the project as quickly as possible since some of his tenants were winter-oriented businesses and he wanted to ensure that they could open in time for next years' season.

Planner Roberts explained that the standards for approval of a conditional use permit stipulated that the application met all of the standards, including design standards.

Commissioner Richards asked about the criteria for parking, especially given that not all tenants had been identified. Planner Robert said the parking requirements were satisfied, but he could not recall the requirements. Mr. Johnson added that they had estimated parking stalls based on the upper end of the required range, and added that they had 20 additional stalls being built.

Commissioner Richards also asked about design and agreed that there were very disparate design elements. He acknowledged the subjectivity of design requirements and said he did not have a problem putting design into the hands of Staff.

Commissioner Gunn echoed Commissioner Richards' sentiment. He said the main thing for him was to ensure that the Engineering conditions were met, and anticipated that resolving the storm drain issue should be straightforward.

Commissioner Slagowski agreed with the previous comments in regards to materials, and he asked about not allowing CMU. He commented there were some good-looking CMU products, and noted it was very durable. He added there were some products that looked like sandstone.

Vice-Chair Broughton asked if the facade might change depending on who the tenants were and Mr. Johnson replied that they would not do that; they would work the facade design out with the Code.

Vice-Chair Broughton said she was very pro-business, however, she did not feel the project was ready yet and thought the application was being rushed. She asked the other Commissioners if they wanted to see more of the conditions met before they moved forward.

Commissioner Richards expressed that as long as the Engineering requirements were

Heber City Planning Commission DRAFT Minutes December 9, 2025 5

met, he was comfortable moving forward. He said that parking was sufficient, which was the other main thing he was worried about. He commented that the Planning Commission did not get to control all of the design details, and he agreed with Commissioner Slagowski in regards to his comment about CMU, noting that there were some nice products in town that used CMU. He also noted that other buildings in that zone were not cohesive.

Chairman Jordan asked Mr. Johnson what stage the architect was at. Mr. Johnson replied they had an architect in-house, so they could make the changes easily since they did not have to change the form of the building. Mr. Johnson said they could make changes to the exterior of the building. Mr. Johnson added that he wanted to move forward so he could meet his tenants' needs.

Commissioner Royall expressed that he was comfortable leaving this project with the Staff. He said he did not see the need to delay the application just because the Planning Commission did not like the facade.

Chairman Jordan asked Planner Roberts what he needed from the Commission. Planner Roberts expressed confidence in the application and said the Commission could either approve it with conditions or continue the item. Commissioner Slagowski commented that the purpose of the Commission was not to be an HOA and said he did not want to micromanage the project. Chairman Jordan said the main goal of the Commission was about cohesion with the broader area, rather than mandating the specific materials of each development in the City. Planner Roberts noted the applicant's desire to get this project approved quickly and anticipated that the developer would be able to complete the project quickly once it was approved.

Motion: Commissioner Richards made a motion to approve the Site Plan and Conditional Use Permit Approval for Commercial Complex located at 677 South Main as presented with findings and conditions as identified in the Staff Report, highlighting that there are twelve conditions from Planning Staff and four from Engineering, and requiring that the applicant will work directly with Staff to resolve the conditions. Commissioner Gunn made the second.

Discussion: N/A

Voting Yes: Chairman Jordan, Vice Chair Broughton, Commissioners Richards, Slagowski, Wilson, Royall, and Gunn.

Voting No: None. The Motion Passed 7-0.

4. Work Meeting:

- I. Review of Annual Planning Commission Report to the City Council for Calendar Year 2025. (Community Development Director/Tony Kohler)

Community Development Director Kohler explained that he would present to the City Council at the following week's meeting, and explained he was looking to get feedback about the presentation and encouraged the Planning Commissioners to attend the meeting, if possible.

Community Development Director Kohler shared his presentation that summarized the highlights of the Planning Commission for the year 2025. Community Development Kohler listed the main policy updates, cell towers, plat amendments, and development agreements that the Commission had approved that year. He reported the preliminary plats and site plans that the Commission had approved or were currently working on, and he shared the site plan for Highlands Stacked Flats.

Community Development Director Kohler asked if the Planning Commissioners had met their annual training goal. Commissioner Richards confirmed that he had and there was a short discussion amongst the Commissioners in which they all confirmed they had completed their training. There was also a short conversation about training conferences that were available for the Commissioners to attend.

Community Development Director Kohler spoke about opportunities for the future. He listed historic preservation and General Plan implementation as main goals for the coming year, and he discussed that they wanted to see if any parts of the town would qualify for a National Historic District designation, which would open up State and Federal tax advantages. He commented about the Main Street program that Heber City was currently working on and clarified this was a separate initiative, but it would also open them up for more funding opportunities if they were approved.

Community Development Director Kohler identified some of their other goals, including filling in 'missing middle' neighborhoods and an Arts and Recreation District. He said they would have to determine if the Council and Commission had the bandwidth to work on that project in the coming year. He then discussed a possible Public Facilities Zone. He also stated that there had been discussion about adding more neighborhoods with Open Space, and said this could help with infill. He explained that they wanted to have something in place which would avoid them having to make exceptions every time a developer wanted to have a neighborhood with open space, so they were considering creating a zone.

Community Development Director Kohler moved on to the General Plan implementation plan in regards to transportation. He said they had a lot of projects with UDOT that year including street widenings and median installation. He reported that the Planning Commission would need to work on advocacy for the bypass and decide what speed limit and features they wanted Main Street to have. He said that the General Plan called for a re-imagining of streets in the historic core, and added that the Council had started thinking about this topic but the Planning Commission would need to work on it as well. Community Development Director Kohler also said the Planning Commission would need to come up with a policy decision about curb, gutter, and sidewalk and the Commission briefly discussed the advantages of not having a curb.

Community Development Director Kohler brought up the CRA and said the City needed to keep pursuing that. He added that they also needed to consider the UVU campus and think about how they wanted to redesign it. Community Development Director Kohler discussed city land purchases, city land development concepts, and

open space. He noted that the General Plan called for a lake to trail system, and said that was something they could think about as well.

Community Development Director Kohler reported on the C Street Master Planning. He announced that the City had hired a consultant to create a conceptual 30% design for the park, and he said they would be holding workshops with the public to test different ideas. He said the consultant was also working on C Street and would be working with landowners along the street. He explained one of the ideas for the street was to have small, mom-and-pop shops along the street. He noted that parking was something they needed to think about in the downtown area as well and he commented on the parking design of C street. He opined that the fee-in-lieu model for parking was not a good idea for downtown.

Community Development Director Kohler added that it had been proposed to transform the fire station into an arts space and possibly a restaurant as well. Chairman Jordan said that last year, Heber City had considered funding an Arts Master Plan, which would include things like the proposed makerspace in the fire station. Chairman Jordan said there needed to be a master plan to design things like that, and he pointed out that it would need to be managed. Chairman Jordan suggested that a city-wide Arts Master Plan should be added to Heber City, and he commented about other cities that had successfully revitalized their downtown areas by using the arts as an economic driver.

Community Development Director Kohler stated there were two rezones that were going to come before the Commission and would include a public hearing. He said that they needed to update their Moderate Income Housing Plan and he noted that many of their upcoming developments included moderate housing. Community Development Director Kohler commented that he anticipated that the State legislature would make changes to their moderate housing requirements, so he recommended that they wait until February or March to make their changes. He then explained Flex Ready homes.

Community Development Director Kohler listed some other priorities for the coming year, including the Airport Overlay Zone, commercial design criteria updates, massage Code updates, Dark Sky lighting updates, starting a Water Conservation Committee, and exploring a Nationally Designated Historic Area.

Commissioner Richards thought they should have a discussion about their permitted materials at some point in the coming year and there was a short discussion about architectural design. Commissioner Slagowski commented that the Commission was not a design review board. Commissioner Richards thought they should just update their list of materials, and identify what materials they did not want to allow. Chairman Jordan highlighted some buildings in the downtown areas that he felt were not aesthetic because of their visible utility hookups. Commissioner Richards replied that there was not much that the Planning Commission could do to mitigate things like that. Community Development Director Kohler noted they could require a wall or screen or something similar that would block the view of the utilities.

Community Development Director Kohler commented that they were re-addressing the Dark Sky ordinance at the best of Commissioner Knight. Community Development Director Kohler said they needed to consider if they wanted the City to be wholly Dark Sky compliant, which they currently were not. He stated there were ways to offer

incentives to residents in order for using Dark Sky compliant lighting. The Commissioners expressed interest in continuing to work towards total Dark Sky compliance.

Community Development Director Kohler said he anticipated making the presentation for the Council about 30 minutes in total, with extra time for comments and questions.

5. Administrative Items: N/A

6. Adjournment:

Motion: Commissioner Wilson moved to Adjourn. Commissioner Gunn made the second.

Discussion: N/A

Voting Yes: Chairman Jordan, Vice Chair Broughton, Commissioners Richards, Slagowski, Wilson, Royall and Gunn.

Voting No: None. The Motion Passed 7-0.

Meshelle Kijanen, Administrative Assistant

DRAFT

2026 HEBER CITY PLANNING COMMISSION DATES

JANUARY 13, 2026
JANUARY 27, 2026
FEBRUARY 10, 2026
FEBRUARY 24, 2026
MARCH 10, 2026
MARCH 24, 2026
APRIL 14, 2026
APRIL 28, 2026
MAY 12, 2026
MAY 26, 2026
JUNE 9, 2026
JUNE 23, 2026
JULY 14, 2026
JULY 28, 2026
AUGUST 11, 2026
AUGUST 25, 2026
SEPTEMBER 08, 2026
SEPTEMBER 22, 2026
OCTOBER 13, 2026
OCTOBER 27, 2026
NOVEMBER 10, 2026
DECEMBER 08, 2026



Planning Commission Staff Report

MEETING DATE: 1/27/2026
SUBJECT: Saldarini Annexation, located at 110 W Moulton Lane.
RESPONSIBLE: Jamie Baron
DEPARTMENT: Planning
STRATEGIC RELEVANCE: Community and Economic Development

SUMMARY

Howard Saldarini is requesting the annexation of 7.14 acres of property, located at 110 W Moulton Lane.

The Policy Questions are as follows:

1. Should Heber City Annex the Saldarini Property?
2. What should the zoning of the property be?

RECOMMENDATION

Staff is recommending the Planning Commission forward a positive recommendation of the Saldarini Annexation with the findings and conditions outlined in the conclusion of the staff report.

BACKGROUND

Howard Saldarini is requesting to annex 7.14 acres of residential agricultural land into Heber City. This property is currently occupied by Mr. Saldarini. The property is an unincorporated island inside the City, between the North Village Crossings Annexation, North Village Views Annexation, and Jordanelle Ridge Annexation.

DISCUSSION

Process

The process is as follows:

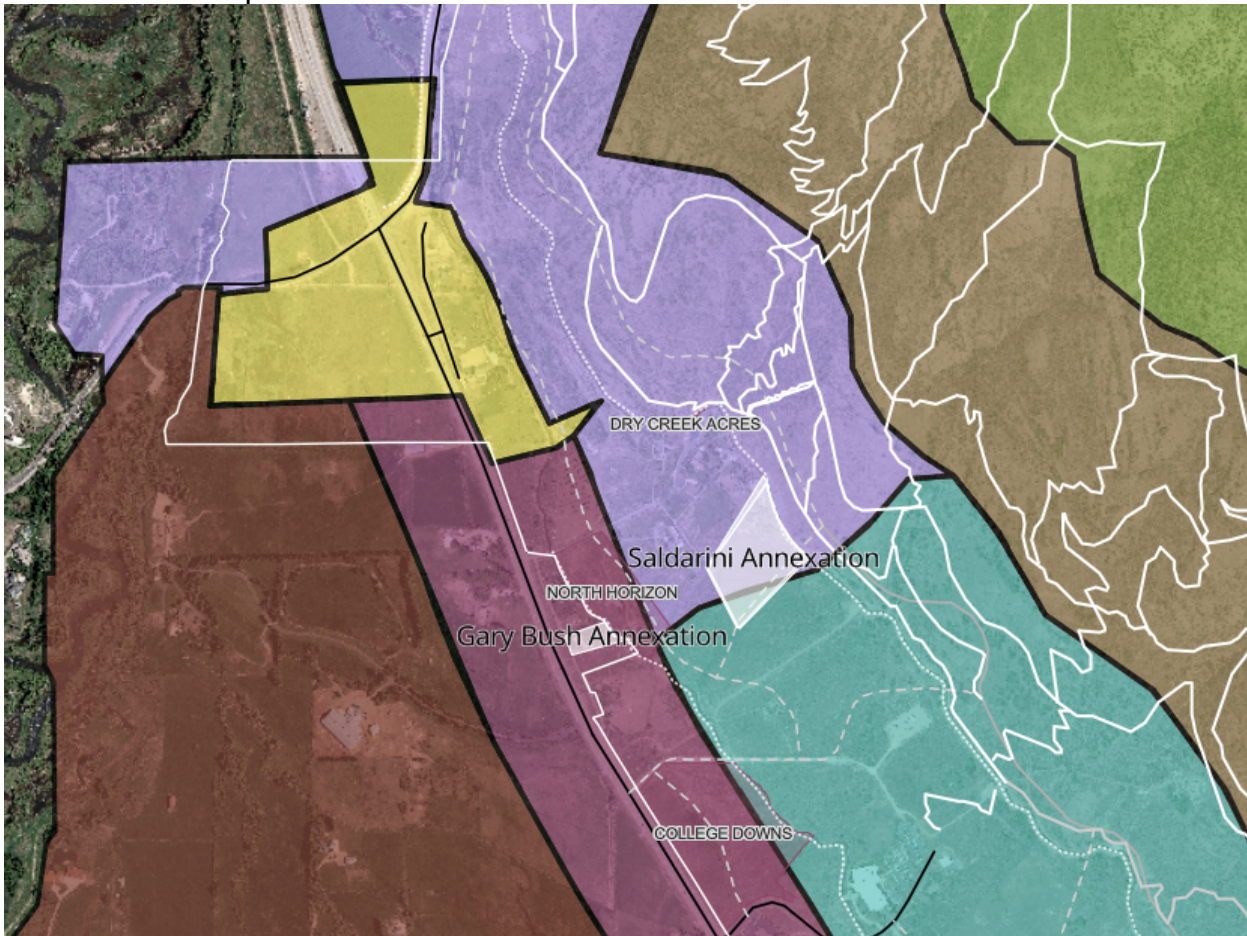
- Petition Acceptance by City Council - **Completed**
- 30 day certification process - **Completed**
- 30 day protest period - **Completed**
- Review and recommendation by Planning Commission - **In Process**
- Public hearing at City Council

- Decision by City Council

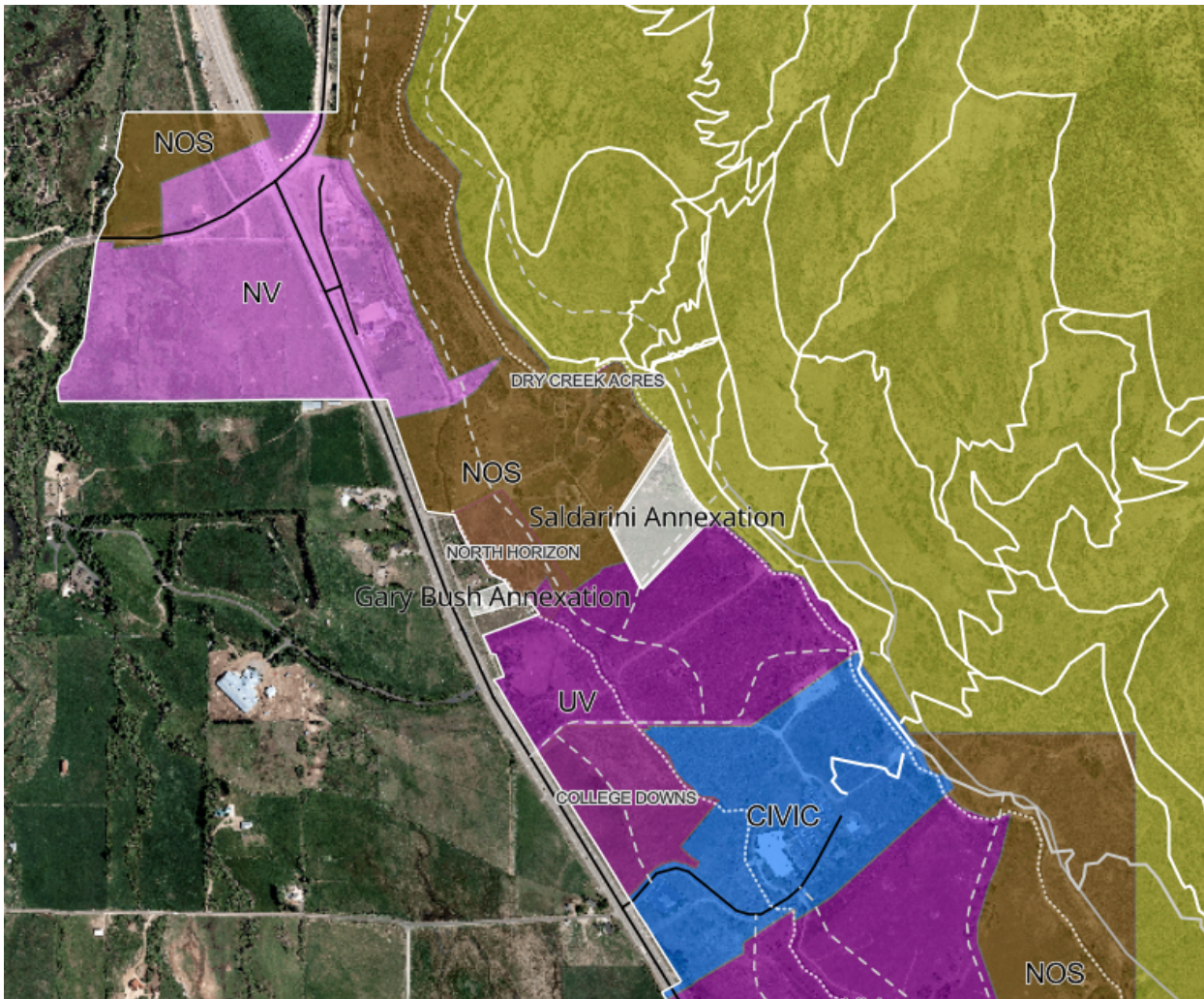
General Plan

The General Plan does include this area and designates it as **Neighborhoods with Open Space (NOS)**. This area is within the Annexation Policy Plan boundary. It is anticipated that the zoning for the property would be NOS in the NVOZ.

General Plan Map



Zoning Map



FISCAL IMPACT

CONCLUSION

Findings

1. The Annexation is within the Annexation Policy Boundary.
2. The Annexation meets the requirements of Utah State Code.
3. The Annexation is consistent with the General Plan.
4. The Planning Commission forwarded a positive recommendation on January 27, 2026.

Conditions

1. Zoning to be Neighborhoods with Open Space (NOS).
2. The master planned trail along the Timpanogos canal shall be constructed upon development.
3. Applicant(s) and any successors shall comply with all City policies, processes, ordinances, standards, and specifications.
4. All Master Planned infrastructure elements on or adjoining the property shall be designed and installed by the applicant.

5. All City Engineer Requirements shall be met prior to any final development plans being approved.
6. Comply with any pioneering agreements in place for any infrastructure reimbursements that City is obligated to enforce and collect.
7. Any overlaps and gaps in deeds and/or occupation lines will need to be resolved.

ALTERNATIVES

Staff Recommended Option - Positive Recommendation

I move to forward a **positive recommendation** of the Saldarini Annexation as presented, with the findings and conditions in the conclusion of the staff report.

POTENTIAL MOTIONS

ACCOUNTABILITY

Department: Planning
Staff member: Jamie Baron, Planning Manager

EXHIBITS

1. Annexation Map
2. 25009814_ANNEX_PLAT_251211
3. 60e390fb-55a9-433f-8b7e-f67c99a9e53a



LOCATED IN THE SOUTHEAST 1/4 OF SECTION 18 AND THE NORTHEAST 1/4 OF SECTION 19,
TOWNSHIP 3 SOUTH, RANGE 5 EAST, SLB&M



THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK, AND AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

NOTICE:
CONSTRUCTION SITE SAFETY IS THE
SOLE RESPONSIBILITY OF THE
CONTRACTOR; NEITHER THE OWNER
NOR THE ENGINEER SHALL BE
EXPECTED TO ASSUME ANY
RESPONSIBILITY FOR SAFETY OF
THE WORK, OF PERSONS ENGAGED
IN THE WORK, OF ANY NEARBY
STRUCTURES, OR OF ANY OTHER
PERSONS.

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WASATCH COUNTY UTAH

/11/2025

REVISIONS

SALE	0	40	80
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" = 80 FEET

R.	TGA	CH.	BMB
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M. BMB

DB 25009814

SHEET NO.

1 OF 1

Page 18 of 4

A PARCEL OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 18 & THE NORTHEAST QUARTER OF SECTION 19, TOWNSHIP 3 SOUTH, RANGE 5 EAST, SALT LAKE BASE & MERIDIAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

[illegible]

CONTAINS 7.14 ACRES

THE BASIS OF BEARINGS FOR THIS SURVEY IS NORTH 00°30'30" WEST ALONG THE SECTION LINE BETWEEN THE 2005 WASATCH COUNTY MONUMENT FOR THE EAST QUARTER CORNER & THE 1976 WASATCH COUNTY MONUMENT FOR THE NORTHEAST CORNER OF SECTION 19, TOWNSHIP 3 SOUTH, RANGE 5 EAST, SALT LAKE BASE & MERIDIAN.

I, BRIAN BALLS, DO HEREBY CERTIFY THAT I AM A LICENSED PROFESSIONAL LAND SURVEYOR AND THAT I HOLD CERTIFICATE NUMBER 334532-2201 AS PRESCRIBED BY THE LAWS OF THE STATE OF UTAH, AND THAT THIS IS A TRUE AND ACCURATE MAP OF THE TRACT OF LAND TO BE ANNEXED INTO HEBER CITY, WASATCH COUNTY, UTAH.

BRIAN BALLS
PROFESSIONAL LAND SURVEYOR

SURVEYOR'S SEAL

THIS IS TO CERTIFY THAT WE THE UNDERSIGNED HAVE ADOPTED A RESOLUTION OF ITS INTENT TO ANNEX THE TRACT OF LAND SHOWN HEREON AND HAVE SUBSEQUENTLY ADOPTED AN ORDINANCE ANNEXING SAID TRACT INTO HEBER CITY, UTAH; AND THAT A COPY OF THE ORDINANCE HAS BEEN PREPARED FOR FILING HEREWITH ALL IN ACCORDANCE WITH UTAH CODE SECTION 10-2-418 AS REVISED AND THAT WE HAVE EXAMINED AND DO HEREBY APPROVE AND ACCEPT THE ANNEXATION OF THE TRACT AS SHOWN AS A PART OF SAID HEBER CITY, AND THAT SAID TRACT OF LAND IS TO BE KNOWN AS THE SالدARINI ANNEXATION.

DATED THIS _____ DAY OF _____, 20____

MAYOR	DATE
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CITY ENGINEER DATE

ATTEST:

CITY RECORDER DATE

APPROVED AS TO FORM THIS _____ DAY OF _____, 20_____

WASATCH COUNTY SURVEYOR

ENTRY #: _____ DATE: _____ TIME: _____

FEE: _____ BOOK: _____ PAGE: _____

FOR: _____ BY: _____

FOR: _____ BY: _____

PETITION FOR ANNEXATION INTO HEBER CITY

Annexation Name: SOLDARINI ANNEXATION

We, the undersigned owners of certain real property lying contiguous to the present municipal limits of Heber City hereby submit this Petition for Annexation and respectfully represent the following:

- This petition is made pursuant to the requirements of Section 10-2-403, Utah Code Annotated:
- The property subject to this petition is an unincorporated area contiguous to the boundaries of Heber City and the annexation thereof will not leave or create an unincorporated island or peninsula;
- The signatures affixed hereto are those of the owners of private real property that:
 - is located within the area proposed for annexation;
 - covers a majority of the private land area within the area proposed for annexation;
 - is equal in value to at least 1/3 of the value of all private real property within the area proposed for annexation; and
 - lies contiguous to the present boundary of Heber City's corporate limits, located at the approximate address: 110 W MOULTON LN. HEBER CITY, UT. 84032
- The petitioners have caused an accurate plat or map of the above-described property to be prepared by a licensed surveyor, which plat or map is filed herewith in Exhibit A;
- Title to the property by those signing this petition is as shown in the deeds or title report attached hereto as Exhibit B.
- The manner in which it was established that at least 1/3 of the value of all the private property sought to be annexed and at least a majority of the acreage is owned by the signers of this petition is shown in the attached Exhibit C (value and acreage spreadsheet) and Exhibit D (copies of all tax notices).
- Land values and acreage within the annexation are as follows:

• Total acreage within annexation:	<u>7.05</u>	
• Total private property acreage within annexation:	<u>7.05</u>	
• Petitioner's acreage within annexation:	<u>7.05</u>	<u>100</u> % % of Total Private Area
• Total Assessed Land Value within annexation:	<u>\$ 986,159</u>	
• Petitioner's Assessed Land Value within annexation	<u>\$ 986,159</u>	<u>100</u> % % of Total Value
- This petition does not propose annexation of all or a part of an area proposed for annexation in a previously filed petition that has not been denied, rejected, or granted;

- This petition does not propose annexation of all or a part of an area proposed to be incorporated in a request for a feasibility study under Section 10-2-103 U.C.A. or a petition under Section 10-2-125, U.C.A. if:
 - the request or petition was filed before the filing of the annexation petition, and
 - the request, a petition under Section 10-2-109 based on that request, or a petition under Section 10-2-125 is still pending on the date the annexation petition is filed;
- The names and mailing addresses of all the owners of the parcels of land located within 300 feet of the area proposed to be annexed as shown in Exhibit E.
- A vicinity map showing the City's current boundaries in relation to the proposed annexation in Exhibit F.
- Per the Heber City Annexation Policy Plan, a Concept Plan is attached as Exhibit G. This Concept Plan is a very preliminary plan -- the petitioner is not strictly bound by it. However, it is the hope of the Heber City Council that the Concept Plan submitted is the primary intention of the developer at the time annexation is being requested.

PETITION SIGNATURE PAGE 1

WHEREFORE, the Petitioners hereby request that this Petition be considered by the Heber City Council at its next regular meeting, or as soon thereafter as possible; that a resolution or motion be adopted or passed as required by law accepting this Petition for Annexation for further consideration; and that the governing body take such steps as required by law to complete the annexation herein petitioned.

Name of Annexation: SALDARINI ANNEXATION

Petitioner 1

Petitioner Name	Phone Number
HOWARD Saldarini	435-901-0217
Mailing Address	Email Address
P.O. Box 3523	how2ski@ymail.com
Park City, UT. 84060	
Parcel Numbers	
07-7722	
Signature	Date
Howard Saldarini	11/13/2025

Petitioner 2

Petitioner Name	Phone Number
Mailing Address	Email Address
Parcel Numbers	
Signature	Date

NOTICE

There will be no public election on the annexation proposed by this petition because Utah law does not provide for an annexation to be approved by voters at a public election. If you sign this petition and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the recorder or clerk of Heber City. If you choose to withdraw your signature, you shall do so no later than 30 days after Heber City receives notice that the petition has been certified.

PETITION SIGNATURE PAGE 2

WHEREFORE, the Petitioners hereby request that this Petition be considered by the Heber City Council at its next regular meeting, or as soon thereafter as possible; that a resolution or motion be adopted or passed as required by law accepting this Petition for Annexation for further consideration; and that the

Mailing Address	Email Address
Parcel Numbers	
Signature	Date

Petitioner 8

Petitioner Name	Phone Number
Mailing Address	Email Address
Parcel Numbers	
Signature	Date

NOTICE

There will be no public election on the annexation proposed by this petition because Utah law does not provide for an annexation to be approved by voters at a public election. If you sign this petition and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the recorder or clerk of Heber City. If you choose to withdraw your signature, you shall do so no later than 30 days after Heber City receives notice that the petition has been certified.

PETITION CONTACT SPONSOR

Designate at least one but not more than five of the signers of this petition as "Sponsors", one of whom must be designated as the Contact Sponsor. Any person signing in behalf of a corporation or LLC must show and provide verification that they are authorized to sign for said corporation or LLC and sign as designated on such authorization. Each signature of a Petition Sponsor must be notarized.

Petitioner Name	Phone Number
HOWARD SILDARINI	435-901-0217
Mailing Address	Email Address
P.O. Box 3523	howzskie@yahoo.com
Park City, UT. 84060	
Parcel Numbers	
07-7722	

ENTITY:

By: _____
Name/Title:

STATE OF _____)

: ss.

COUNTY OF _____)

On this _____ day of _____, 20____, personally appeared before me the above named:

who is personally known to me,
whose identity I verified on the basis of
who is authorized to sign on behalf of the entity/(ies) that own the property
to be the signer of the foregoing document, and he/she acknowledged that he/she signed it.

NOTARY PUBLIC

My Commission Expires:

NOTICE

There will be no public election on the annexation proposed by this petition because Utah law does not provide for an annexation to be approved by voters at a public election. If you sign this petition and later decide that you do not support the petition, you may withdraw your signature by submitting a signed, written withdrawal with the recorder or clerk of Heber City. If you choose to withdraw your signature, you shall do so no later than 30 days after Heber City receives notice that the petition has been certified.

PETITION SPONSOR 2

Designate at least one but not more than five of the signers of this petition as Sponsors. Any person signing in behalf of a corporation or LLC must show and provide verification that they are authorized to sign for said corporation or LLC and sign as designated on such authorization. Each signature of a Petition Sponsor must be notarized.

Petitioner Name

Phone Number

Mailing Address

Email Address

Parcel Numbers



SURVEYOR'S CERTIFICATE

Q: Did A. WHEELER, DO READER CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR AND THAT I HOLD CERTIFICATE NO. 773236, AS PRESENTED UNDER THE LAWS OF THE STATE OF UTAH, I HEREBY CERTIFY THAT I HAVE MADE A SURVEY OF THE HEREON DESCRIBED PARCELS AND THAT THE PLAT IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY.

FIELD A NUMBER: 01 **DATE:** 11/11/01

SURVEYOR'S NARRATIVE



DESCRIPTION

The authors of the study say it is more realistic to produce a set of risk data for the patient, rather than a single number, such as the 10% figure. The authors say that the 10% figure is based on the findings of the original trial, which were based on the use of the 10% figure. The authors say that the 10% figure is based on the findings of the original trial, which were based on the use of the 10% figure. The authors say that the 10% figure is based on the findings of the original trial, which were based on the use of the 10% figure.

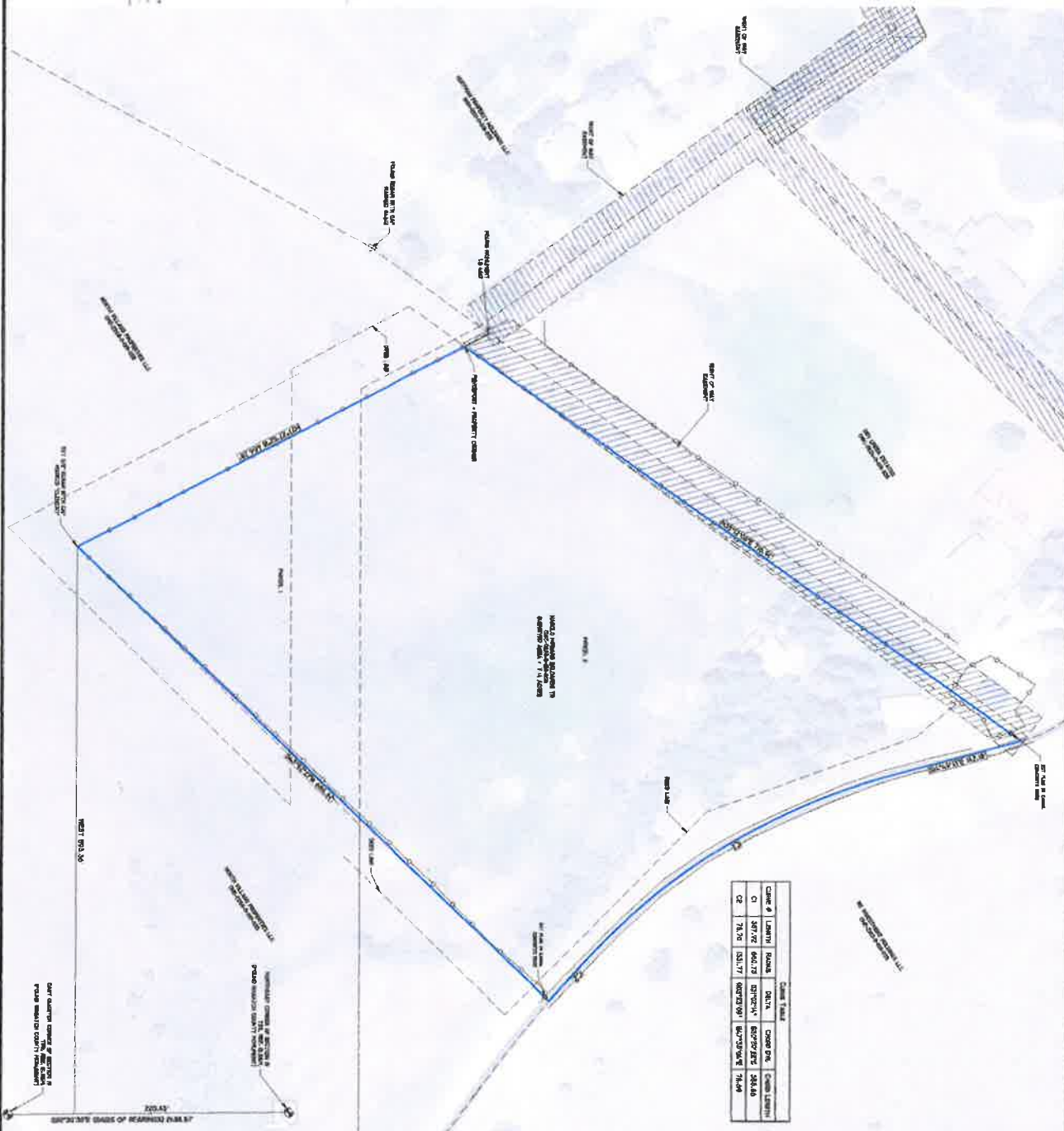
BASIS OF BEARINGS

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VICINITY MAP



GRAPHIC SCALE



CASE #	LENGTH	RANGE	DELTA	CHRG DTE	CARD LENGTH
C1	387.92	060.73	0310214	60720JRC	288.46
C2	78.76	153.77	04820109	60720JRC	78.49



ELEMENTS
LAND SURVEYING
WWW.ELEMENTS SURVEYING.COM 2200 SOUTH 270 EAST, HEBER CITY, UT 84033
801-592-6078 & 801-557-8740

EXHIBIT B: PROPERTY DEEDS

MAIL TAX NOTICE TO:

Howard Saldarini
P.O. Box 3523
Park City, UT 84060



WARRANTY DEED

H. Howard Saldarini, the Grantor

of Heber City, County of Wasatch, State of Utah, hereby CONVEYS and WARRANTS to

Harold Howard Saldarini, as Trustee of the Harold Howard Saldarini Revocable Trust, dated September 17, 2010, the Grantee

of Heber City, County of Wasatch, State of Utah, for the sum of TEN DOLLARS and other good and valuable consideration, the following described tracts of land in Wasatch County, State of Utah, to wit:

Parcel 1:

Beginning at a point which is 540 feet East of the Northwest corner of the Northeast quarter of the Northeast quarter of Section 19, Township 3 South, Range 5 East, Salt Lake Base and Meridian; and running thence East 458 feet; thence South 4430' West 416 feet; thence North 28' West 345 feet to the place of beginning.

Also the tract:

Beginning at a point which is 322 feet West of the Southeast corner of Section 18, Township 3 South, Range 5 East, Salt Lake Base and Meridian; and running thence West 458 feet; thence North 28' West 140 feet; thence North 36' East 710 feet; thence South 3815' East 55.00 feet; thence South 1945' East 232.00 feet; thence South 4515' East 300 feet; thence South 4430' West 237.00 feet to the place of Beginning.

Together with a right of way over property owned by Addison C. Moulton and Lacy S. Moulton, granted in Warranty Deed recorded September 26, 1960 as Entry No. 80979 in Book 38 at Page 130, which right of way runs parallel along the Easterly line of U.S. Highway 40, to lands hereinabove mentioned.

Together with a right of way described as follows:

Beginning 1371 feet West and North 22' East 604 feet from the Southeast corner of Section 18, Township 3 South, Range 5 East, Salt Lake Base and Meridian; thence South 65' West 1068.0 feet, more or less to the Northeasterly right of way line of Highway 40; thence along said right of way line North 2014' West 32.0 feet; thence North 65' East parallel to course above, approximately 1075.0 feet, more or less, to a point which is due North from the point of beginning; thence South to the point of beginning.

Together with an easement and right of way 50 feet wide, the centerline being described as follows:

Beginning at a point which is 322 feet West and South 4430' West 416 feet from the Southeast corner of Section 18, Township 3 South, Range 5 East, Salt Lake Base and Meridian; thence North 28' West 485 feet to the Southerly most corner of the Hunt's Haven Partnership property; thence North 3650' East 710 feet to the Easterly most corner of the Hunt's Haven Partnership property and the Northerly most corner of the Clyde Miller property.

Also, beginning at a point which is the Southerly most corner of Hunt's Haven Partnership property, which point is West 780 feet and North 28' West 140 feet from the Southeast corner of Section 18, Township 3 South, Range 5 East, Salt Lake Base and Meridian; thence North 3530' West 360 feet; thence North 4330' East 654 feet, more or less to the Northerly most corner of Hunt's Haven Partnership property.

Also, beginning at the Southerly most corner of the Robert E. Anderson property and the Westerly most corner of the Hunt's Haven Partnership property which point is West 780 feet and North 28' West 140 feet and North 3530' West 360 feet from the Southeast corner of Section 18,

Township 3 South, Range 5 East, Salt Lake Base and Meridian; thence North 35°30' West 178 feet to the Westerly most corner of the Robert E. Anderson property and the Northerly most corner of the William N. Pingree property; thence South 65° West 828 feet to the Westerly most corner of said William N. Pingree property and the Northerly most corner of the John B. Moulton property, and continuing along the Northerly boundary of the John B. Moulton property South 65° West to the Easterly boundary of Highway 40 right of way.

Wasatch County Tax Parcel Number: 00-0007-7722.

Subject to current general taxes, easements, restrictions, and rights of way of record.

WITNESS, the hand of said grantor, this 10 day of August, 2022

H. Howard Saldarini

H. Howard Saldarini

STATE OF UTAH)
(ss
COUNTY OF SUMMIT)

On the 10TH day of AUGUST, 2022, personally appeared before me H. Howard Saldarini, the signer of the foregoing instrument, who duly acknowledged to me that he executed the same.

Scott Buchanan

Notary Public



EXHIBIT C: VALUE & ACREAGE

Property Value & Acreage Within Annexation Area

[illegible]

EXHIBIT D: PROPERTY TAX NOTICES



Wasatch County Treasurer
25 North Main Heber City, Utah 84032
Office Hours Are 8:00 A.M. To 5:00 P.M.
Closed November 11, 28 & 29 2024
Telephone (435) 657-3217
PAYMENT DUE UPON RECEIPT
PENALTY ADDED AFTER Dec 2, 2024

2024 Tax Notice

Parcel Number 00-0007-7722

Back Taxes - Separate Check Required
NO BACK TAXES OUTSTANDING

Tax District
016 - NORTH VILLAG SPECIAL SRVC DIST

Mortgage Company
NO REQUESTING COMPANY

Partial Property Description

110 W MOULTON LN * - BEG 322 FT W OF NE COR SEC
19 T3S R5E SLM; S.44°30'W 416 FT; N.28°W 485 FT;
N.36°E 710 FT; S.38°15'E

*****SNGLP 840 B2 170 1/3-P2 T2 500
00-0007-7722 / OWC-0528-0-018-035
SALDARINI HAROLD HOWARD TR
PO BOX 3523
PARK CITY UT 84060-3523

Property Type	Acres/Count	Market Value	Taxable Value	Tax Amount
PRIMARY HOME		309,960	170,478	1,445.82
GARAGE		22,449	22,449	190.39
NON FAA	6.05	453,750	453,750	3,848.25
PRIMARY LAND	1.00	200,000	110,000	932.91
Total Property Value & Taxes		986,159	756,677	6,417.37

* Values are a detailed listing of greenbelt classifications. This listing is provided for informational purposes only.

THIS OFFICE WILL NOT BE RESPONSIBLE IF YOU PAY ON PROPERTY OTHER THAN YOUR OWN.

TAXES HEREIN ENUMERATED FOR THE CURRENT YEAR ARE DUE AND PAYABLE IN OUR OFFICE; LAST NOTICE REQUIRED BY LAW.

Taxing Unit/Entities - Budget Hearing Date, Time & Location

		Tax Rate	Tax Amount
10 COUNTY GENERAL FUND	12/04/24 6PM 25 N MAIN, COMMISSION CHAMBERS	0.000947	716.57
12 COUNTY LOCAL A&C		0.000110	83.23
15 COUNTY BONDS		0.000019	14.38
17 MULTI COUNTY A&C		0.000015	11.35
19 BASIC ST SCHOOL LEVY		0.001408	1,065.40
20 WASATCH CO SCHOOL DIST		0.004591	3,473.90
21 SCHOOL DIST BOND		0.000225	170.25
23 HEALTH		0.000053	40.10
24 CHARTER SCHOOL LEVY	12/04/24 6PM 25 N MAIN, COMMISSION CHAMBERS	0.000031	23.46
30 WASATCH COUNTY FIRE DISTRICT		0.000413	312.51
32 PARK & REC GENERAL		0.000154	116.53
72 LIBRARY	12/04/24 6PM 25 N MAIN, COMMISSION CHAMBERS	0.000115	87.02
90 CENTRAL UT WATER CONSERVANCY	08/27/2024 6PM WAS HELD	0.000400	302.67
		0.008481	6,417.37

Prepayments Abatements Total Tax Due

The Wasatch County Recorder's Office now offers Property Watch.

For more information, and to sign up, please visit

www.wasatchcounty.gov/propertywatch

OR scan the QR Code.



PAY ONLINE AT www.wasatchcounty.gov

Payments Are Due Before December 2nd
Postmark Accepted

FACTS ON BACK OF THIS NOTICE

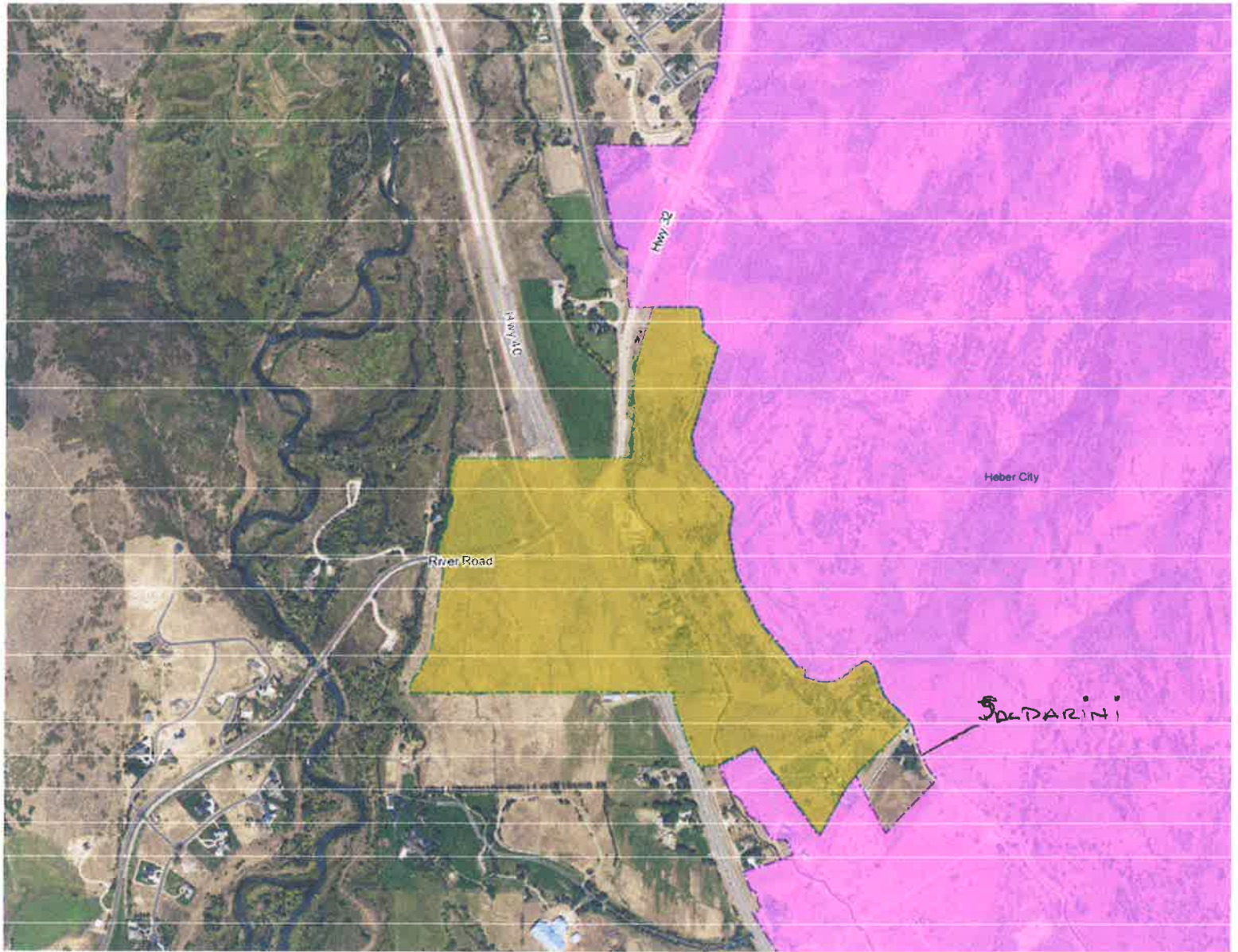
KEEP ABOVE PORTION FOR YOUR RECORDS. DETACH ENTIRE BOTTOM PORTION AND RETURN WITH PAYMENT. BRING COMPLETE NOTICE WHEN PAYING IN PERSON.

**EXHIBIT E: LIST OF ALL PROPERTY
OWNERS WITHIN ANNEXATION AND
WITHIN 300 FEET OF ANNEXATION**

PROPERTY OWNERS WITHIN ANNEXATION AND WITHIN 300 FEET

Name	Street Address	City	State	Zip
DRY CREEK ESTATES LLC	8344 ETIENNE WAY	SANDY	UTAH	84093-1121
HOFFMAN PROPERTY HOLDINGS LLC	425 W MOULTON LN	HEBER CITY	UTAH	84032-3843
NORTH VILLAGE PROPERTIES LLC	3135 S. RICHMOND ST.	SALT LAKE CITY	UTAH	84106-3053
RE INVESTMENT HOLDINGS LLC	6900 S. 900 E. SUITE 220	MIDVALE	UTAH	84047-5820

EXHIBIT F: VICINITY MAP



HEBER CITY PLANNING COMMISSION BYLAWS

May 8, 2008

Article 1:

Authority

These rules and procedures are adopted pursuant to Section 10-9-202 (2a), of the Utah State Code, and 18.12.180, and 2.48 of the Heber City Code.

Article 2:

Jurisdiction

The physical jurisdiction of the Planning Commission is the Heber City Limits.

Article 3:

Appointment and Terms of Members

- A. The Planning Commission shall consist of seven (7) regular members and one (1) alternate member.
- B. Planning Commission members shall be residents of Heber City.
- C. The terms of office for Planning Commission members shall be six (6) years.
- D. Improper conduct and non-performance of duties shall result in removal for cause as stated in 2.48.020. Members may be removed after a public hearing, by a majority vote of the City Council.

Article 4:

Planning Commission Officers and their Duties

- A. Chairperson
 - 1. The Planning Commission shall elect a Chairperson and a Vice-Chairperson from among its members at the first regular meeting in January.
 - 2. The Chairperson and Vice-Chairperson shall serve for a term of two (2) years, beginning the first regular meeting in February, and may be re-elected.
 - 3. The Chairperson shall preserve order, and decide all points of order, subject to appeal of the membership. Such an appeal shall be decided by a majority vote of the members present. The Chairperson may vote on all matters before the Planning Commission.
 - a. The Chairperson with the concurrence of a majority vote of the Planning Commission may create such special subcommittees as he/she may, from time-to-time, deem necessary or desirable.

- b. The Chairperson or Vice-Chairperson shall sign all final plats and transmittals to the City Council.
 - c. In the event of absence or disability the Chairperson, the Vice-Chairperson shall preside. In the absence of both, the members shall appoint a Chairperson for that meeting.
- 4. The Chairperson shall sign all documents of the Planning Commission that require a signature.
- B. Vice-Chairperson
 - 1. Perform all of the above duties in the absence of the Chairperson;
 - 2. Conduct the annual review of the Planning Commission actions;
 - 3. Coordinate and conduct the annual meeting of the Commission; and
 - 4. Provide orientation to new Planning Commission members.
- C. Secretary
 - 1. Assure true construction and maintenance of the public record, record the proceedings of all hearings and meetings; and prepare the minutes of the Commission.
 - a. Minutes shall include:
 - i. Findings or conclusions;
 - ii. Ordinance used as basis for decision;
 - iii. Motions made, seconded, voting, abstentions, reasons for.
- D. Chairperson Pro-Tempore

In extraordinary cases, where both the Chairperson and Vice-Chairperson are absent from a meeting or hearing, the remainder of the Commission shall elect a Chairperson Pro-Tempore by majority vote.

Article 5:

Staff of the Commission and their Duties

- A. Planning Staff
 - 1. Shall advise the Planning Commission or Municipal Council, and Chief Administrative Officers regarding Planning, regulation of development, development and re-development.
 - 2. Shall prepare all documents for presentation to the Planning Commission; and;
 - 3. Assist the Chairperson and Vice-Chairperson of the Commission in the exercise of their duties.
 - 4. All recommendations to the City Council, where necessary, shall be submitted by the Staff to the City Attorney for review. Once reviewed

shall be returned to the Chairperson for verification before submittal to the City Council.

B. Legal Counsel

The City Attorney or his designee shall be the legal counsel for the Planning Commission and its committees.

Article 6:

Meetings

- A. The Planning Commission shall meet as set forth in the annual notice of meeting schedule to conduct its duly appointed business.
- B. A special meeting for any purpose may be held on the call of the Chairperson or of four (4) members of the Planning Commission. Commission members and public shall be notified of such meetings by the Secretary, in accordance with the provision of City and State law.
- C. A quorum of the Planning Commission shall consist of four (4) voting members. A quorum shall be necessary to conduct business.
 - 1. Any agenda item must receive a majority of votes for approval or recommendation to City Council for approval.
 - 2. A failure to vote by a member shall be counted as an abstention.
 - 3. In the case of a tie, the alternate shall break the tie.
 - 4. In case of a tie vote the item may be continued.
- D. The Planning Commission Secretary shall prepare and deliver or mail an agenda to all necessary parties at least six (6) days prior to each Planning Commission meeting. No material received after this time will be considered unless approved for consideration by the Chairperson.
- E. Order of Business for Regular Meetings
 - 1. Call to order and determination of quorum
 - 2. Approval of the minutes of the previous meeting
 - 3. Announcements
 - 4. Old Business
 - a. Matters regarding the comprehensive plan;
 - b. Matters regarding capital improvements;
 - c. Matters related to the subdivision of land;
 - d. Matters related to the zoning ordinance;
 - e. Matters related to other regulatory devices.
 - 5. New Business
 - a. Matters regarding the comprehensive plan;

- b. Matters regarding capital improvements;
 - c. Matters related to the subdivision of land;
 - d. Matters related to the zoning ordinance;
 - e. Matters related to other regulatory devices.
- 6. Other Business
 - 7. Review of the Planning Commission Calendar
 - 8. Adjournment or Recess at call of Chairperson

Article 7:

Participation by Staff and Public

- A. No person shall be permitted to speak unless recognized by the Chairperson, who shall designate time limits to persons permitted to speak on any matter properly before the Commission. Each person speaking before the Planning Commission shall first state his name, address and then the substance of his remarks.
- B. Matters before the Planning Commission shall be presented in the following manner:
 - 1. Presentation by staff;
 - 2. Presentation by applicant;
 - 3. Comments from the public, where appropriate, (decided by the Chairperson);
 - 4. Comment and questions from the Planning Commission;
 - 5. Further comments by applicant and public; and
 - 6. Concluding comments from the staff.

Article 8:

Form and Character of Motions

The Planning Commission observes Roberts Rules of Order.

- 1. Upon review of the public record on a request and due deliberation among the members of the Planning Commission, any member of the Commission, except; the Chairperson, may make a motion. The motion shall include not only the direction of the motion (approval, approval with conditions, or denial), but also a recitation of the specific findings and conclusions supporting such motion.
- 2. A second shall be required for each motion.
- 3. A motion shall die in absence of a second.
- 4. Discussion and amendments on the motion.

5. Where a motion to deny a request has been defeated, a member of the Commission initially in opposition shall make a motion to:
 - a. Approve the request;
 - b. To table, or
 - c. To continue the matter for further study or investigation.

Article 9:

Requirements for the Submission of Requests

- A. The Planning Commission shall adopt standard forms for the submission of requests. All requests shall have reasonable advance time requirements;
- B. The Planning Staff shall certify completeness of requests;
- C. Any request denied shall not be resubmitted for a period of six (6) months; and
- D. The Planning Commission may recommend to the City Council a fee schedule for the submission of requests to cover processing, duplication, and distribution of requests and related documents.

Article 10:

Documents of the Commission

- A. Any and all materials submitted to the Planning Commission regarding a request shall be entered into the public record by a motion to “accept for the record”.
- B. All notices, agendas, requests, agency or consultant letters or reports, staff reports, minutes of meetings, and resolutions or record shall constitute the documents of the Planning Commission and shall be indexed as public record.

Article 11:

Administrative Calendar

- A. Notice for all public hearings, work sessions and regular meetings shall conform to requirements of law.
- B. Regular meeting schedule for the calendar year following shall be determined at the annual meeting of the Planning Commission.
- C. The Planning Commission shall have an annual public meeting, to review the work of the previous year and plan the work program for the coming year.

Article 12:

Conduct of Members of the Planning Commission

- A. Members of the Planning Commission shall prepare themselves for hearings and meetings.
- B. An appointed member of the Planning Commission absent from three (3) consecutive regular meetings or four (4) regular meetings within a calendar

year without being excused by the Chairperson may be removed from the Planning Commission for cause.

- C. Any Planning Commission member not present at the time the first matter of business is opened shall be replaced by the alternate for that meeting. If the late member shows up for the meeting, that member becomes the alternate.
- D. A Planning Commission member with a conflict of interest in a matter before the Commission must state that such a conflict of interest exists and withdraw from participation in the public hearing, work session, or regular meeting on such matter. Participation of a member of the Planning Commission with a conflict of interest may be cause for removal. The interests of that Planning Commission member may be represented before the Commission by agent or legal representative at the public hearing, regular meeting, or work session and entered into the public record.

Article 13:

Changes Affecting the General Plan

Anytime the Planning Commission would make a decision affecting the General Plan, it is the Planning Commission's intent to hold a public hearing.

Article 14:

Adoption and Amendment of Bylaws

- A. Bylaw adoption, or amendment, shall be made by the Planning Commission following review by the Commission's legal counsel and a public hearing.
- B. The Planning Commission bylaws shall be adopted or amended upon a vote of a majority plus one of the appointed members. Such shall take affect immediately after a successful vote to adopt or amend.

Article 15:

The Planning Commission complies with current statutory requirements of the public and open meetings act.