

NORTH OGDEN PLANNING COMMISSION

MEETING MINUTES

May 20, 2015

The North Ogden Planning Commission convened in a regular meeting on May 20, 2015 at 6:30 p.m. in the North Ogden City Municipal Building, 505 E. 2600 N. North Ogden, Utah. Notice of time, place and agenda of the meeting was furnished to each member of the Planning Commission, posted on the bulletin board at the municipal office and posted to the Utah State Website on May 15, 2015. Notice of the annual meeting schedule was published in the Standard-Examiner on December 21, 2014.

COMMISSIONERS:

Eric Thomas	Chairman
Don Waite	Vice-Chairman
Scott Barker	Commissioner (excused)
Blake Knight	Commissioner (excused at 7:30 p.m.)
Brandon Mason	Commissioner
Steven Prisbrey	Commissioner
Dee Russell	Commissioner

STAFF:

Jon Call	City Attorney
Stacie Cain	Deputy City Recorder
Brian Smith	City Planner
Gary Kerr	Building Official
Rob Scott	City Planner

WORK SESSION

Chairman Thomas called the meeting to order at 6:33 p.m. Commissioner Knight offered the invocation and led the audience in the Pledge of Allegiance.

AGENDA

1. PUBLIC COMMENTS

There were no public comments.

2. DISCUSSION ON THE NORTH OGDEN CITY PLANNING COMMISSION RULES OF PROCEDURE

A staff memo from City Planner Scott explained Title 11-3 Planning Commission, outlines the powers, duties, and responsibilities of the Planning Commission. Section 8(C) requires the Planning Commission to adopt rules and regulations regarding the operation of the Planning Commission. Staff has reviewed the existing Rule of Procedure with our Legal Counsel and found that they are in need of updating. There are a number of options for the Planning Commission to consider in how the Planning Commission should function. Some of the Rules are mandated by state law and local ordinance; however there is flexibility for many provisions for what the Planning Commission is comfortable with. This is also an opportunity to be taken out of “the comfort zone” of how we have always done things and be introduced to some other ways of doing things. The memo referenced three attachments: the existing Rules of Procedure, a summary of the contents of the draft Rules of Procedure, and the draft Rules of Procedure. The draft Rules of Procedure contain subsections dealing with the Planning Commission organization, conduct of members, meetings, order of business, order and decorum of meetings, making motions, voting, commission documents, and recording of the rules. Staff will provide various options for the various procedures, e.g., when is it appropriate to have role call vs. voice votes, approval of the minutes, exparte communications, conflicts of interest, etc. The memo concluded it is appropriate for the Planning Commission to consider the rules they would like to include in the Rules of Procedure document. This is a policy decision; review the draft Rules of Procedure and give direction to Staff to bring back a final document for adoption.

Mr. Scott reviewed his staff memo as well as the attachments to the staff memo and other options for the Planning Commission to consider adopting as their Rules of Procedure. There was general Planning Commission discussion throughout Mr. Scott’s presentation and the body provided feedback to Mr. Scott regarding the changes they would like to see to the rules document. There was a focus on Planning Commission member meeting attendance, conflicts of interest and exparte communications, consideration of public clamor when making a decision, Planning Commission meeting schedule, deadlines for adding items to a meeting agenda, and basic rules for conducting or operating a Planning Commission meeting. Mr. Scott indicated he will make the suggested changes to the Rules of Procedure document and present it to the Planning Commission at a future meeting for consideration.

3. PUBLIC COMMENTS

There were no public comments.

4. PLANNING COMMISSION/STAFF COMMENTS

Building Official Kerr reported that the project to improve the driveway behind the old Smith’s building is underway. There was a brief discussion regarding the redevelopment of the old Smith’s Building, with Mr. Scott noting he continues to hear rumors regarding potential tenants for the property, but he has yet to receive an application.

5. ADJOURNMENT

Chairman Thomas made a motion to adjourn the meeting. Commissioner Mason seconded the motion.

Voting on the motion:

Chairman Thomas	yes
Vice-Chairman Waite	yes
Commissioner Knight	yes
Commissioner Mason	yes
Commissioner Prisbrey	yes
Commissioner Russell	yes

The motion passed.

The meeting adjourned at 8:05 p.m.

Planning Commission Chair

Stacie Cain,
Deputy City Recorder

Date approved