

MINUTES OF A JOINT SPECIAL MEETING OF THE HYRUM CITY COUNCIL AND HYRUM CITY PLANNING COMMISSION HELD THURSDAY, AUGUST 13, 2015 AT THE HYRUM CIVIC CENTER, 83 WEST MAIN.

**CONVENED:** 5:30 P.M.

**CONDUCTING:** Mayor Stephanie Miller.

**PRESENT:** Mayor Stephanie Miller, Council Members Jared Clawson, Martin Felix, Scot Algood, Planning Commission Chairwoman Terry Mann, Commissioners Jeff Nielsen, Brian Carver, Angi Bair, Wayne Olsen and Alternate Kevin Anderson.

**EXCUSED:** Councilmember Paul James and Aarron Woolstenhulme

**OTHERS PRESENT:** City Administrator Ron Salvesen and Utah League of Cities and Towns Meg Ryan. Secretary Michelle Jensen recorded the minutes.

AGENDA  
HYRUM CITY COUNCIL MEETING

PUBLIC NOTICE IS HEREBY GIVEN OF A SPECIAL JOINT MEETING OF THE HYRUM CITY COUNCIL AND HYRUM CITY PLANNING COMMISSION TO BE HELD AT THE CIVIC CENTER, 83 WEST MAIN, HYRUM, UTAH AT 5:30 P.M., AUGUST 13, 2015. THE PROPOSED AGENDA IS AS FOLLOWS:

1. ROLL CALL
2. CALL TO ORDER
3. TRAINING:
  - A. Meg Ryan with Utah League of Cities and Towns to provide training on development, quality growth and conducting meetings/public hearings.
4. ADJOURNMENT

**TRAINING:**

- A. **MEG RYAN WITH UTAH LEAGUE OF CITIES AND TOWNS TO PROVIDE TRAINING ON DEVELOPMENT, QUALITY GROWTH AND CONDUCTING MEETINGS/PUBLIC HEARINGS.**

Discussion:

Mayor Miller called the meeting to order and had each member introduce themselves to Meg Ryan.

Meg Ryan stated that she had been submitted a list of questions and would answer as many as she could and would also leave documents to help reference back to as well. Meg hand out a flyer that was to reference Land Use Development Act.

Meg Ryan stated that you need to have a general plan and that plan is supposed to be a vision, it is not something that you don't use.

You need to answer the question what Hyrum wants to be. The general plan informs your zoning code.

Meg Ryan suggested putting a temporary hold on all applications coming into the city while they look at the code and figure out what they want. State law allows you to do that for up to a six month period.

Meg Ryan answered the question what can and can't you do. You can do almost anything you want, it is a policy choice. Look at what you are trying to achieve and make policies around that.

Meg Ryan said we have a very basic subdivision code and it is very process heavy. She stated the PUD ordinance pretty much refers you back to the subdivision ordinance. She suggested getting more design standards into our code. Also decide what in Hyrum do you want to provide.

Jared Clawson asked if once we approve a concept plan are we legally bound to that.

Meg Ryan stated yes, according to our ordinance you are. This isn't a discussion of do we like it or not, if it meets your code it's approved.

Jeff Nielsen asked if we receive something that meets our code and we don't like the layout do we have any flexibility in restricting accesses to roads, etc.

Meg Ryan said yes but that flexibility needs to be written in your code. She stated she would get a working group and start looking at the processes and policy.

Scot Algood asked if we could do some policies with green buildings and design standards and require city staff to look those over before it comes to council.

Meg Ryan stated that you certainly can just know that you will need the staff and resources to do that and be prepared to make those people available.

Meg Ryan stated that the developers may be on a different time table than the meeting schedule but we need to stick to our meeting schedule. If you are doing more than that than make that the norm, holding special meetings is not fair. You can hold special meetings but they should be the exception not the norm.

Meg Ryan asked how the planning commission and city council communication is set up.

Ron Salvesen said he puts together the recommendations, interpret

what the motion was and send it to the council for them to review.

Meg Ryan stated that our planning commissioner section of our code should be updated, we should list out the powers and duties of the commissioners. List out not only what they are supposed to do by the state law but also what the city council delegates them to do.

Ron Salvesen asked if we could dictate if a home has a garage or not.

Meg Ryan stated yes you can. You can say all stucco, 50% stucco, no stucco whatever you want.

Martin Felix stated our general plan needs to be basically a concept plan for what we are looking for.

Meg Ryan said yes, it needs to be a practical vision for the future. The state gives you incredible flexibility by what you put in your code but once you put it in there, you go by it.

Meg Ryan said in our PUD section we could look at the criteria that we have, what is well planned and good mean. Those items need to be more defined.

Meg Ryan stated that under our conditional use permit section it needs to be fixed to comply with the law as soon as possible. She stated it talks about that if anything is prohibited in our code we will just make it a conditional use permit and that is not what a conditional use permit is for.

Meg Ryan left the councilmembers and planning commissioner some handouts for future reference.

**ADJOURNMENT:**

**ACTION**            **There being no further business before the City Council,  
the meeting adjourned at 6:30 p.m.**

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Stephanie Miller  
Mayor

ATTEST:

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Michelle Jensen  
Secretary

Approved: September 3, 2015