

**Rockville Planning Commission**  
**February 09, 2016**  
**Rockville Community Center**

1. **CALL TO ORDER AND ROLL CALL** – Chair Bob Ford called the meeting to order at 6:00 p.m. The following members of the Rockville Planning Commission were present: Karen Lodinger, Jane Brennan, Linda Brinkley, and Cheryl McGovern. Deputy Town Clerk Vicki S. Bell recorded the meeting.
2. **DECLARATION OF CONFLICTS OF INTEREST WITH AN AGENDA ITEM** – There were no conflicts of interest declared.

Chair Ford welcomed Cheryl McGovern and introduced her as a New Planning Commission Member.

Chair Ford reported that Clerk Harris has been quite ill and would not be in attendance tonight.

3. **ACTION ON AN APPLICATION FOR A HOME OCCUPATION PERMIT FOR PRODUCT DESIGN, BUSINESS DEVELOPMENT, AND MARKETING OF PET PRODUCTS AT 100 EAST DEMILLE ROAD – KATE STARLING** – The applicant, Kate Starling, reported that she is marketing a product that will be manufactured in Leeds. For some time, however, samples will be sent through the Springdale Post Office to distributors who are interested in it. Eventually they would like to be in full production and ship the product through a fulfillment center. Ms. Starling's intent is to take orders from home where she will do redesign and computer work. No customers will come to the home. It was clarified that there will be no signage and only one employee who will park in the driveway or walk. No truck loads of product will be delivered and nothing will be manufactured on site. Ms. Starling stated that on occasion, items will be delivered to the home via UPS. Chair Ford stated that UPS delivery drivers tend to drive fast so he asked Ms. Starling to remind them to watch the speed limit on the town's back streets.

Chair Ford explained that the home occupation permit covers the activities that will take place in the home. It was noted that two separate applications will be applied for tonight. Clerk Bell indicated that there were no concerns expressed about the proposed application.

Jane Brennan **MOVED** that whereas the application by Kate Starling for a home occupation is complete, complies with Land Use Code Chapter 5, the use is consistent and does not compromise the General Plan, complies with all requirements of the Code, and the home occupation is compatible with the residential character of the neighborhood. Linda Brinkley **SECONDED** the motion.

**VOTE on motion:**

**Karen Lodinger – Aye**  
**Linda Brinkley – Aye**  
**Jane Brennan – Aye**  
**Bob Ford – Aye**  
**Cheryl McGovern – Aye**

**The motion passed unanimously.**

4. **ACTION ON AN APPLICATION FOR A BUSINESS LICENSE FOR PUPCUP, LLC AT 100 EAST DEMILLE ROAD, ROCKVILLE, UTAH – KATE STARLING** – Linda Brinkley **MOVED** to approve Kate Starling's business license request that accompanies her application for a home occupation. Jane Brennan **SECONDED** the motion.

**VOTE on motion:**

**Karen Lodinger – Aye**  
**Linda Brinkley – Aye**  
**Jane Brennan – Aye**  
**Bob Ford – Aye**  
**Cheryl McGovern – Aye**

**The motion passed unanimously.**

5. **ACTION ON A REQUEST FOR A TEMPORARY USE/SPECIAL EVENT PERMIT FOR THE ZION 100 TRAIL RUN IN ROCKVILLE FOR APRIL 8-9, 2016** – The above item was tabled as no representative was present.

6. **ACTION ON ELECTION OF A CHAIR AND VICE-CHAIR FOR THE YEAR 2016** – Karen Lodinger **MOVED** to nominate Bob Ford to serve as Planning Commission Chair for 2016. Linda Brinkley **SECONDED** the motion.

**VOTE on motion:**

**Karen Lodinger – Aye**  
**Linda Brinkley – Aye**  
**Jane Brennan – Aye**  
**Bob Ford – Abstained**  
**Cheryl McGovern – Aye**

**The motion passed unanimously with one abstention. Chair Ford abstained from the vote.**

Linda Brinkley **MOVED** to nominate Jane Brennan as Planning Commission Vice Chair for 2016. Karen Lodinger **SECONDED** the motion.

**VOTE on motion:**

**Karen Lodinger – Aye**  
**Linda Brinkley – Aye**  
**Jane Brennan – Abstained**  
**Bob Ford – Aye**  
**Cheryl McGovern – Aye**

**The motion passed unanimously with abstention. Jane Brennan abstained from the vote.**

7. **APPROVAL OF THE MINUTES OF THE JANUARY 12, 2016 REGULAR MEETING** – The minutes were reviewed and discussed.

Jane Brennan **MOVED** to approve the minutes of the Rockville Planning Commission Meeting of January 12, 2016, with the change to page four noted by Karen Lodinger and the misspelling of Jane Brennan's name on pages 1 and 2. Linda Brinkley **SECONDED** the motion.

**VOTE on motion:**

**Karen Lodinger – Aye**  
**Linda Brinkley – Aye**  
**Jane Brennan – Aye**

**Bob Ford – Aye**  
**Cheryl McGovern – Abstain**

**The motion passed unanimously with one abstention. Cheryl McGovern abstained from the vote as she was not yet a Planning Commission Member at the last meeting.**

8. **PLANNING COMMISSION ADMINISTRATIVE BUSINESS** – Chair Ford reported that the Task Force Meetings will depend on when Elaine and Sharon are able to meet. It was recommended that they provide their contributions within the next two weeks. The intent was to hold a work/informational meeting in an effort to be on track for a public hearing at the March Planning Commission Meeting. Two Planning Commission Members indicated that they would be unable to attend the March meeting. Chair Ford recommended the Work Meeting take place in early March and those who need to can participate electronically. In terms of the Fire Marshal and the Building Inspector, he wanted to first hear from the Task Force. He considered the issue to be what they are recommending for the inspection of older buildings that are to be upgraded. It was noted that the four-member Task Force consists of Megan Honer-Orton, Pam Leach, Sharon Hatfield, and Rob Snyder. After some discussion it was determined that the public hearing would need to take place in April.

Karen thought the water situation was still vague and asked if the water company could give the Commission a clear statement of what they plan to do so that we know it's firmly on their shoulders. Linda noted that the town has alluded to the Water Board's policies for the past several years for guidance. Chair Ford stated that that would need to be discussed at the Work Meeting in order to be ready to take the matter to a public hearing. Karen stated that the town does not represent the water company who is a separate entity. She felt they should represent themselves and be clear in their statement so that the town does not get caught in the middle. She recommended they come to the public hearing with a prepared statement.

Chair Ford stated that Linda recently brought to his attention the fact that items in the ordinance are being overlooked or not enforced that may no longer be relevant. During the year, he encouraged the Commission Members to read through the ordinances again and flag items that perhaps should be addressed. Also, there may be items that should be included in the ordinances that are not. Chair Ford recommended that a Work Meeting be scheduled sometime in June, July, or August to review those items.

9. **ADJOURN** – Karen Lodinger **MOVED** to adjourn. Linda Brinkley **SECONDED** the motion.

**VOTE on motion:**

**Karen Lodinger – Aye**  
**Linda Brinkley – Aye**  
**Jane Brennan – Aye**  
**Bob Ford – Aye**  
**Cheryl McGovern – Aye**

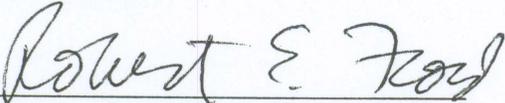
**The motion passed unanimously.**

The Planning Commission Meeting adjourned at 6:30 p.m.

Minutes Prepared by:

Teri Forbes, Owner  
T Forbes Group

APPROVED:

  
Planning Commission Chair/Vice Chair

