Kearns Metro Township Planning Commission
Public Meeting Agenda

Monday, April 10, 2017 4:00 P.M.

Location
SALT LAKE COUNTY GOVERNMENT CENTER
2001 SOUTH STATE STREET, ROOM N1-110
NORTH BUILDING, MAIN FLOOR
(385) 468-6700

UPON REQUEST, WITH 5 WORKING DAYS NOTICE, REASONABLE ACCOMMODATIONS FOR QUALIFIED INDIVIDUALS MAY BE PROVIDED. PLEASE CONTACT WENDY GURR AT 385-468-6707. TTY USERS SHOULD CALL 711.

The Planning Commission Public Meeting is a public forum where, depending on the agenda item, the Planning Commission may receive comment and recommendations from applicants, the public, applicable agencies and County staff regarding land use applications and other items on the Commission’s agenda. In addition, it is where the Planning Commission takes action on these items, which may include: approval, approval with conditions, denial, continuance or recommendation to other bodies as applicable.

BUSINESS MEETING

1) Approval of Minutes from the February 13, 2017 meeting.
2) Recommendation of Planning Commission Rules of Procedure or “Bylaws.” **Planner:** Max Johnson
3) Recommendation of Planning Commission Electronic Meeting Policy. **Planner:** Max Johnson
4) Other Business Items (as needed)

ADJOURN
MEETING MINUTE SUMMARY
KEARNS METRO TOWNSHIP PLANNING COMMISSION MEETING
Monday, February 13, 2017 4:00 p.m.

Approximate meeting length: 32 minutes
Number of public in attendance: 3
Summary Prepared by: Wendy Gurr
Meeting Conducted by: Commissioner Robertson

ATTENDANCE

Commissioners and Staff:

<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Public Mtg</th>
<th>Business Mtg</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marlo Davis</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Joy Nelson</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Bruce Walton (Vice Chair)</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Jeff Robertson (Chair)</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Jerry Wellman</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Planning Staff / DA</th>
<th>Public Mtg</th>
<th>Business Mtg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Gurr</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Spencer Hymas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Todd Draper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tom Zumbado</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Jeff Miller</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: Staff Reports referenced in this document can be found on the State and County websites, or from Salt Lake County Planning & Development Services.

BUSINESS MEETING
Meeting began at – 4:01 p.m.

Commissioner Robertson motioned to move number two to number one, Commissioner Walton seconded that motion.

1) Election of Chair and Vice Chair for 2017

Election of Chair for 2017

Motion: To nominate Commissioner Robertson for Chair, Commissioner Robertson accepted.

Motion by: Commissioner Healey
2nd by: Commissioner LaMar
Vote: Commissioners voted unanimous in favor

Election of Vice Chair for 2017

Motion: To nominate Commissioner Walton for Vice Chair, Commissioner Walton accepted.

Motion by: Commissioner Mumford
2nd by: Commissioner Booth
Vote: Commissioners voted unanimous in favor
2) Approval of Minutes from the November 14, 2016 meeting.
   **Motion:** To approve minutes from the November 14, 2016 meeting.
   **Motion by:** Commissioner Davis
   **2nd by:** Commissioner Walton
   **Vote:** Commissioner Wellman abstained, all other Commissioners voted in favor. Motion passed.

3) Other Business Items (as needed)

   Commissioner Robertson motioned to close the business meeting, Commissioner Wellman seconded that motion.

   **PUBLIC HEARINGS**

   Hearings began at – 4:06 p.m.

   **30191** – Randy Moore is requesting preliminary plat approval to create a seventeen-lot subdivision and amend the underlying Park Ridge Phase 1 Subdivision. **Location:** 5825 South Vista Ridge Way. **Zone:** R-1-8 (Single-Family Residential). **Community:** Kearns. **Planner:** Jeff Miller

   Salt Lake County Planning and Development Services Planner Tom Zumbado provided an analysis of the staff report.

   Commissioner Robertson said he looked through the proposed plat, he asked what the lot width was on the subdivision and if they are more than sixty-five feet. Mr. Zumbado said he defers to the applicant but width and other dimensions are handled during the technical review phase.

   **PUBLIC PORTION OF MEETING OPENED**

   **Speaker # 1:** Applicant
   **Name:** Randy Moore and Taylor Moore
   **Address:** 9691 South Granite Woods Circle
   **Comments:** Mr. Moore said this parcel meets the zoning and fits in the surrounding area and lots all exceed that. The property layout and some lots are narrow, but deep and meet the sixty-five foot width. They tweaked the lots to meet the sixty-five feet and they meet now. Some lots on the south end are much wider than that. Some lots are narrow, but deep and work well with the building of homes. Two cul-de-sacs, expect nice homes at $250,000 to $325,000 for the area. They met all requirements adjacent to the park.

   Commissioner Robertson thanked the applicant for his invest in the community. Commissioner Robertson said they have done good work to comply and he did calculations to look at square footage in the new subdivision and found if just going on minimum lot requirements, could fit in one more lot and one more on the side, imagining the other zoning requirements. If they did not, would it be in their interest to have two other lots. Mr. Randy Moore said yes, but the middle would have the width. Corner lots have more than sixty-five feet, but have to have twenty foot setback on the road side and eight feet on the other side. They don’t have the buildable area. On the lower lots, they are larger than what would be needed. Commissioner Robertson said part of the reason is they don’t build more densely is because the code doesn’t allow it and medium home price in Kearns is $170,000 and some couldn’t afford. Commissioner Walton said the existing build out at ridge hollow are right in line. Commissioner Robertson said is consistent with existing homes and trying to get a sense of a developer. Mr. Randy Moore said one issue
is only a certain amount of land and they are looking in the right direction and moving into town homes. West Valley City has done a lot of development and they are moving passed change in a larger lot and larger home. What they have left, they want a lower density. When you look at other cities that don’t have a lot of land left, they go to a higher density. This property is R-1-8, behind is R-1-7 and Magna is R-1-5. Considered townhomes, some properties determined by the layout, with sixty-five foot width, set by dimensions. Thought about bringing street straight in and was the same result either way.

Speaker # 2: Kearns Community Council
Name: Roger Snow
Address: Not provided.
Comments: Mr. Snow asked what West Parkridge Way is on.

Commissioner Robertson asked Mr. Zumbado what he usually see’s if compatible with surrounding area and what is the department sense and value of development with compatibility with the surrounding area. Mr. Zumbado said when it comes to judgment decisions, they don’t make those, they compare to existing standards. Commissioner Walton said on traffic conceptual approval, right now that intersection is terrible and recommends staff review the intersection at 6200 south and 5200 west.

Commissioner Robertson motioned to close the public hearing, Commissioner Wellman seconded that motion. Commissioners voted unanimous in favor.

PUBLIC PORTION OF MEETING CLOSED

Commissioners had a brief discussion regarding traffic looking at the intersection.

Motion: To approve application #30191 for preliminary plat for the proposed 17-lot Subdivision presented with Staff Recommendation.
   Motion by: Commissioner Walton
   2nd by: Commissioner Davis
   Vote: Commissioners voted unanimous in favor

Motion: To recommend approval to the Kearns Metro Town Council application #30191 for the underlying Park Ridge Phase 1 Subdivision.
   Motion by: Commissioner Davis
   2nd by: Commissioner Walton
   Vote: Commissioners voted unanimous in favor

MEETING ADJOURNED

Time Adjourned – 4:33 p.m.
This page intentionally left blank
These Rules and Procedures (“Rules of Procedure”) shall govern the proceedings of the Kearns Metro Township Planning Commission (herein referred to as “the Commission”) and shall be consistent with applicable provisions of the Utah Code and Kearns Metro Township Code of Ordinances.

I. Authority and Duties

The Kearns Metro Township Planning Commission shall act on all planning matters that arise within the Township’s jurisdiction as required or permitted by the Kearns Metro Township Code of Ordinances.

II. Membership

Section 1. Appointment of Members– Any resident of Kearns Metro Township interested in the authority and duties of the Kearns Metro Township Planning Commission may be appointed a Member as outlined in Kearns Metro Township ordinance and in line with the approved policies and procedures of the Kearns Metro Township Council. Any resident residing within the Township interested in the authority and duties of the Township Planning Commission may be appointed a Member of the Kearns Metro Township Planning Commission as outlined in Kearns Metro Township ordinance and in line with the approved policies and procedures of the Kearns Metro Township Council. All members including those seeking reappointment must follow the application and appointment policies set forth by the Kearns Metro Township Council. Membership shall be available without regard to race, color, creed, sex, religion, age, disability, sexual orientation, marital status, or national origin.

1. Membership – The Commission shall be composed of seven (7) Regular Members and two (2) alternates members (“Alternate Members”) appointed by the Kearns Metro Township Council. Regular Members, together with Alternate Members (when applicable) shall be referred to as “Members.”

2. Alternates – Two (2) appointed Alternates designated as “Alternate One” and “Alternate Two” shall serve in place of any absent Regular Member. Alternates should attend and participate as Commission Members at each meeting, but shall only vote when not all Regular Members are present. If only one Regular Member is absent for a meeting, the designated “Alternate One” shall serve as a Regular Member for that meeting. If “Alternate One” is not present, “Alternate Two” shall serve as a Regular Member for that Meeting. If two Alternates are needed, “Alternate One” and “Alternate Two” shall both serve as Regular Members for that meeting.

Section 2. Rights of Members– All Members, including the Chair, shall be entitled to one vote on all matters properly brought before the Commission for action. Proxy votes shall not be permitted and Members must be present to vote unless otherwise allowed by a duly adopted policy on electronic meetings.

Section 3. Supporting Agency – Salt Lake County Planning and Development Services shall be the supporting agency of the Kearns Metro Township Planning Commission (“Supporting Agency”) and shall
digitally record all meetings, make recordings available to the public within three (3) business days, take written minutes, and post all agendas and meeting activities to the Utah Public Notice website twenty-four (24) hours prior to each meeting.

1. Creation of Agenda – The Supporting Agency staff, with consultation from the Chair, shall create the agenda for each regular meeting and shall send an agenda to the Commission. Additional items may be placed on the business meeting section of the agenda at the business meeting by the Commission or Supporting Agency staff.

2. Other County and State agencies are encouraged to attend meetings and build partnerships with the Commission. These agencies include but are not limited to:

   a. UDOT
   b. UTA
   c. SLCo Public Works Engineering
   d. SLCo Parks and Recreation
   e. SLCo Public Works Operations
   f. SLCo Transportation
   g. SLCo District Attorney
   h. Unified Police
   i. Unified Fire
   j. Salt Lake County Health Department
   k. All Metro Township Community Councils
   l. SLC Public Utilities
   m. U.S. Forest Service
   n. U.S. Army Corp of Engineers
   o. Utah State Department of Natural Resources Division of Water Rights
   p. Metro Township Council Members
   q. Other Staff Members
   r. Other Metro Township Planning Commission Members

Section 4. Commission Member Terms– Regular and Alternate Members shall be appointed for a term of three (3) consecutive years. Members shall not be appointed for more than two (2) consecutive three (3) year terms. A Member may continue to serve beyond their appointed term until a successor is appointed. A Regular Member who has served two (2) full consecutive terms shall not be appointed as an Alternate Member following their final term for a period of at least one (1) year. All appointments shall be made with consideration for staggered terms.

Section 5. Training – Within three (3) months of being first appointed, all Members should meet with the Supporting Agency staff to review the Rules of Procedure, the General Plan, and County Ordinances and Policies. Failure to comply with this provision may result in removal of the Member from the Commission. All Members should attend additional trainings scheduled from time to time by the Support Agency. Attendance is also required at all training sessions and will be recorded.

Section 6. Attendance – Members shall regularly attend meetings. A Member may be removed from the Commission if he/she has three (3) unexcused absences from Commission meetings within a one-year time period.
Section 7. Excused and Unexcused Absences – A Member unable to attend a meeting must contact the Supporting Agency at least twenty-four (24) hours prior to the scheduled meeting and indicate the reason for being absent. Members who give less than 24 hour notice shall be considered unexcused, except when the Chair has approved a valid reason. Any absences, excused or unexcused, shall be recorded in the meeting minutes.

Section 8. Member Responsibilities – As a Member of the Commission, each member shall be responsible to:

1. Read and study the agenda, staff reports and all attached documents prepared by Supporting Agency staff so that they are fully informed about each application prior to the scheduled public meeting.
2. Act in a courteous and respectful manner to their fellow Members, the Supporting Agency staff, and the public, during all meetings.
3. Attend the meetings and arrive on time.

Section 9. Removal Proceedings – Removal from the Commission shall be in accordance with Kearns Metro Township Ordinance by the Kearns Metro Township Council. In the event the Commission determines, by a majority vote of all Members, that it is in the best interest of the Commission and the Kearns Metro Township that a Member be removed, the Commission shall make a recommendation to the Kearns Metro Township Council to initiate removal proceedings.

Section 10. Vacancies – A Member may resign at any time by giving written notice of such resignation to the Chair and Supporting Agency. Resignations shall be recorded in the meeting minutes. Any vacancy during a Member’s term shall be filled in the same manner as a regular appointment and the person appointed shall serve the remainder of the unexpired term.

Section 11. Compensation and Reimbursement – Members shall receive no compensation for their services. If authorized by the Kearns Metro Town Council, Members may be reimbursed for any reasonable expense they may incur for activities conducted. All reimbursements shall be processed through the Kearns Metro Town Council and must be in accordance with Utah Code and Kearns Metro Township Ordinances.

III. Officers

Section 1. Election of Officers – As the first order of business at the first regularly scheduled meeting of the year, the Commission shall hold elections for the positions of Chair and Vice Chair from among Regular Members by a majority vote of the present Members. All election practices shall comply with Robert’s Rules of Order.

Section 2. Officer Terms - Officers shall serve a term of one (1) year and are allowed to serve up to two (2) consecutive terms. Members shall not serve in an office beyond their Commission appointment term.

Section 3. Officers Duties

1. The Chair Shall:
   a. Serve as the Presiding Officer of the Commission
   b. Implement the Rules of Procedure
c. Coordinate with the Supporting Agency staff to provide an agenda for each public meeting, and timely reports and other relevant information to the Commission
d. Execute all official documents and letters of the Commission
e. Identify and bring before the Commission such policy matters as are within the purview of the Commission

2. The Vice Chair Shall:
   a. Assist the Chair in all necessary capacities
   b. Assume the duties and responsibilities for the Chair in all instances where the Chair is not available or unable to carry out the duties and responsibilities
   c. Identify and bring before the Commission such policy matters as are within the purview of the Commission

Section 4. Chair pro tem – In the absence or incapacity of both the Chair and the Vice Chair for a Commission meeting, the Regular Members present at the meeting shall elect a Chair pro tem to serve as Presiding Officer only for that meeting. Alternate Members shall not serve as Chair pro tem.

IV. Meetings of Members

Section 1. A Quorum shall consist of four (4) of the current appointed Members and shall be necessary to conduct any business of the Commission.

Section 2. Adherence to County, State, and Federal Law – All meetings shall generally adhere and comply with Roberts Rule of Order. All meeting shall adhere to the Utah Open and Public Meetings Act, and the Government Records Access Management Act (GRAMA).

Section 3. Regular Meetings – Meeting locations shall be publicly noticed and held each month. Annual notice of meeting dates shall be published at the beginning of each calendar year. In addition, dates and times of the meeting shall be posted on the Utah Public Notice website a minimum of twenty-four (24) hours prior to each meeting in accordance with state law.

Section 4. Special Meetings – Special meetings may be called by the Chair or Supporting Agency staff, with the consent of the Chair, at any time, provided that a preferred seventy-two (72) hours’ notice (minimum of twenty-four (24) hours’ notice) is given to each Member before the meeting is held and a minimum of twenty-four (24) hours’ notice is posted on the Utah Public Notice website. Such meetings may include fieldtrips.

Section 5. Meeting Cancellation – Notice of cancellation of a meeting shall be posted. If a meeting is rescheduled the new meeting time, date, and location shall be posted on the Utah Public Notice website a minimum of twenty-four (24) hours prior to the meeting in accordance with state law.

V. Subcommittees

The Chair may create nine-month time limited subcommittees as deemed necessary. Members of subcommittees shall be Commission Members.

VI. Procedures
A. Business Meeting

Section 1. The Commission shall conduct a business meeting as a component of each regularly scheduled meeting. The Supporting Agency staff, or the Commission, by a majority vote, may adjust the scheduled time as needed. Members of the public may attend such meetings, but will not participate unless invited to do so by the Chair.

Section 2. The first order of business shall be the review and acceptance of the agenda. The second order of business shall be the review, correction, and approval of the minutes from the previous meeting. Additional items may be added to the business meeting section of the agenda by the Supporting Agency staff or the Commission, by a majority vote. The Commission may also discuss and render decisions on noticed policy issues and administrative matters that do not require public input. Special presentations, reports, and updates from the Supporting Agency staff that do not require a decision may also be made. During a business meeting, there shall be no discussion of an application, request, or approval scheduled for the regular meeting.

B. Meeting Procedures

Section 1. Order – The order of business at the regular meeting shall follow the noticed agenda. The Chair, with the consent of the Commission, by a majority vote, or upon recommendation of the Supporting Agency staff, may consider matters out of the agenda order.

Section 2. Decisions – A matter for decision will be placed before the Commission by motion made by any Regular Member present at the meeting. The Chair shall not make motions before the Commission except in the absence of a response from other Regular Members to an invitation by the Chair that a motion on a pending matter would be in order. Any Regular Member may second a motion. Alternates may make motions and second motions only if they are serving as a Regular Member for the meeting.

Section 3. A majority vote by the present Members in favor of a motion shall carry the motion.

Section 4. Following a seconded motion, the Supporting Agency staff may ask each Member to verbally pronounce their name and vote and shall record each individual vote in the written minutes as an “aye” or “nay”.

C. Procedures for Applications

Section 1. Application Public Hearing Procedure

1. Any person or entity may appear in person or be represented by an authorized agent at any meeting of the Commission

2. Unless altered by the Chair, the order of the procedure at a public hearing on an application shall be:

   a. Presentation of the application by the Supporting Agency staff, including its recommendations and a summary of pertinent written comments and reports concerning the application

   b. The applicant’s presentation, not to exceed fifteen (15) minutes
c. Any group representing the area in which the subject property is located, not to exceed five (5) minutes

d. Persons other than the applicant in favor of, or not opposed to, the application, not to exceed three (3) minutes per person

e. Persons opposing the application, in whole or in part, not to exceed three (3) minutes per person

f. Rebuttal by the applicant as necessary to respond to new issues raised by other parties, not to exceed five (5) minutes

g. Surrebutals may be allowed at the discretion of the Chair.

Section 2. Application Public Hearing Rules

1. Each speaker, before talking, shall give his or her name and address

2. Unless otherwise allowed by the Chair, no questions shall be asked by the speaker or Commission Members

3. Only one speaker is permitted before the Commission at a time

4. The discussion must be confined to essential points stated in the application bearing on the desirability or undesirability of the application

5. The Chair may cease any presentation or information that has already been presented and acknowledge that it has been noted in the public record

6. No personal attacks shall be indulged in by either side, and such action shall be sufficient cause for stopping the speaker from proceeding

7. No applause or public outbursts shall be permitted

8. The Chair or Supporting Agency staff may request police support to remove offending individuals who refuse to abide by these rules

Section 3. Discussion and Vote – After all presentations have been made the Chair may request or entertain a motion to close the public hearing. Members may continue to discuss the application among themselves. Following this discussion on the application, a motion must be made and seconded, which may include; Approval, Approval with Conditions, Denial, a Recommendation to the Keans Metro Township Council (as appropriate), or Continuation of the item to a future meeting for decision.

Section 4. Decisions – A decision of the Commission on an application shall be documented in writing by the Supporting Agency staff and shall include reasons for the decision. The written decision shall be posted.

VII. Ethics and Conflicts of Interest
Section 1. Compliance - All Members shall abide by Utah Code and, annually complete the necessary volunteer forms, documents, and training.

Section 2. Voting Recusal: Member – See Section 2.07.201 (Kearns Metro Township Ethics Code, Conflict of Interest), and Chapter 2.70 of Kearns Metro Township Ordinance (Quasi-Judicial Functions Standards of Conduct) for complete requirements. A member of the Commission who has a restricted conflict of interest as defined by Kearns Metro Township Ordinance shall declare the conflict of interest and recuse themselves from the meeting. Members, who have unrestricted conflicts of interest as defined in Kearns Metro Township Ordinance, shall declare the conflict of interest at the meeting, and may recuse themselves, but are not required to do so.

Section 3. Ex Parte Communications – No member of the Commission shall have any ex parte discussion regarding any administrative land use application before the Commission. Ex parte communication means any communication with interested parties of an administrative land use application coming before the Commission prior to the Commission reaching a final decision. An administrative land use application means any land use application where by statute or ordinance the Commission is the final decision-maker.

VIII. Amendments and Adoption

A. Adoption and Amendment Procedure

The Commission may recommend approval and/or amendments of these Rules of Procedure to the Kearns Metro Township Council. All amendments must be consistent with all other Kearns Metro Township ordinances and policies.

KEARNS METRO TOWNSHIP COUNCIL

By: _________________________________
    Steve Perry, Chair

APPROVED AS TO FORM:

______________________________
Kearns Metro Township Attorney
Date: ________________________
This page intentionally left blank
POLICY ON
ELECTRONIC MEETINGS

Purpose –

The purpose of this policy is to establish the means and procedures by which the Kearns Metro Township Planning Commission (“Commission”) may conduct electronic meetings in accordance with the provisions of the Public Meetings Act ("Act"), and particularly § 52-4-207 (UCA, as amended).

1.0 Application of the Act – definitions.

1.1 The Commission hereby adopts those definitions of specific terms which appear in the Act at § 52-4-103 for application in this policy.

2.0 Electronic Meetings

2.1 The Commission hereby determines that it may, from time to time as needed, convene and conduct Commission meetings in which one or more Commission members attend and participate in the meeting through electronic means.

2.2 Commission electronic meetings may include meetings conducted by means of telephone, telecommunications, electronic mail, or by other computerized, electronic, or teleconferencing means and media.

3.0 Notice

3.1 Prior to conducting an electronic meeting, the Commission shall, through its staff, provide advance written and electronic notice of the meeting, including agenda items, 24 hours in advance.

3.2 Notice shall be provided to all Commission members, as well as to members of the public and the news media in accordance with the provisions of the Act.

3.3 Each notice shall describe the means of communication and the procedures by which members of the public will be able to monitor and, when appropriate, participate in the electronic meetings.

3.4 The notice shall designate which anchor location will be available for public monitoring and participation.
3.4.1.1 Commission electronic meeting anchor locations may include the following: the Salt Lake County Council Conference room (N2-800), the Salt Lake County Council Chambers (N1-110), the Kearns Library, Conference Room, 5350 South 4220 West, or the Utah Olympic Oval, World Record Lounge, 5662 South Cougar Lane. The anchor locations at Salt Lake County are located at the Salt Lake County Government Center, 2001 South State Street, Salt Lake City, Utah.

3.4.1.2 The Commission may establish other anchor locations for electronic meetings by majority vote.

4.0 Public Attendance

4.1 Commission staff shall provide sufficient and necessary space, equipment and other means as required by the Act, to allow members of the public and the news media to attend, monitor and, where appropriate, participate in the public portion of any electronic meeting conducted by the Commission.

APPROVED and PASSED this _____ day of ________________.

Kearns Metro Township Planning Commission

_______________________________
Jeff Robertson, Chair

APPROVED AS TO FORM:

_______________________________
Metro Township Attorney

Date__________________________