

**BEAR RIVER CITY PLANNING COMMISSION MEETING  
MEETING MINUTES**

Thursday, October 18, 2028

Present :        Gil Miller                      Planning Commission Chairman  
                 Toni Millhone                  Commission Member  
                 David Ormond                Commission Member  
                 Milo Porter                      Commission Member  
                 Don Shakespeare              Commission Member  
                 Carol Andreasen              Bear River City Deputy Clerk

Excused:        Shanda Reney                      Planning Commission Secretary  
                 Keith Cook                        Zoning Administrator

Visitors:        Todd Grandstaff, Mayor Jeff Dallin, City Council Member Brian Anderson, Acme Water president Kendall Morris.

**1. Meeting Called to Order**

Welcome  
Opening Ceremony  
Roll Call

The Planning Commission met at its regularly scheduled meeting at the City Office/Civic Center. Chairman Miller called the meeting to order at 7:00 pm.

Commission Member Ormond led the Pledge of Allegiance for the opening ceremony.

**2. Action on minutes of September 20, 2018**

Commission Member Ormond noted he was not present at the September meeting and therefore should not be listed as voting to adjourn. Commission Member Shakespeare motioned the minutes be approved with the noted change, Commission Member Millhone seconded the motion. Commission Member Millhone, aye; Commission Member Ormond, aye; Commission Member Porter, aye; Commission Member Shakespeare, aye; **Vote was unanimous.**

**3. Since Zoning Administrator Cook is excused there will be no Zoning Administrator report.**

**4. Grand Haven Village Subdivision 4900 W 6200 N approx. – Todd Grandstaff**

Mr. Grandstaff presented an updated sketch plat map to each commission member. He is proposing a single phase subdivision with fifteen lots. The roads and utilities will be put in and lot owners will decide what they want from there. Chairman Miller noted the property being subdivided is in an LLC under the name DRQ LLC. A copy of the operating agreement is needed to proceed. Mr. Grandstaff stated he has one partner, but he is the majority owner and manager and would provide the agreement and can have both owners sign the application. He is hoping to start construction in the spring. A title search will provide any mechanical liens which might be on the property.

Sewer: The updated plat map shows the proposed sewer lines with a lift station in the South East corner at the intersection of 4800 W 6200 N. An Impact Analysis is needed to determine if the existing sewer pumps and lines can handle the additional homes. Grandstaff was encouraged to have his engineering firm work with the city engineer, Chris Wight at Hansen and Associates. Hansen's should know the capacity of the system and be able to provide the information for the analysis. It was noted that Grandstaff, as the developer, would be responsible for paying for the Impact Analysis.

Chairman Miller encouraged the creation of six more lots if the corner lots are reduced to ½ acre. Mr. Grandstaff stated they have considered the ½ acre lots but Lot #13 has a field drain running through it so choose not to divide it along with the concern the capacity of the sewer can't handle that many new homes. He was told he could re-route the field drain if desired.

Roads:

Grandstaff: "No one in Utah has 99' streets anymore; 56' secondary residential roads are the norm." He met with Box Elder County Road Supervisor Bill Gilson concerning excavation permits for utility easements along 6400 N and 5000 W, which are county roads. The county has regulations on the placement of utility easements measured from the center of the road. The county also requires driveway details on the plat for driveway entrances over run off ditches. He understood the county only requires the roads to be graded with proper driveway culvert stipulations. The city would require upgrading surrounding roads to asphalt.

Grandstaff has requested the city upgrade 6200 N over the past two years. He was told the city had applied for a grant to do so. Chairman Miller explained it is very unlikely the city could get a grant for that type of project. The demands for UDOT funding go where the population is.

Chairman Miller noted the Planning Commission would recommend the roads be asphalted, but the final decision is made by the City Council as Land Use Authority for subdivisions. The City Council will need to work with the County concerning 5000 West. An Impact Analysis is needed for roads.

Drainage: This property needs a good drainage plan along with an Impact Analysis. The Northwest corner soil type is a concern which the engineers should look at. Some restrictions might be needed, like no basements. Grandstaff had not seen any soil concerns but acknowledged landowners need to slope lots accordingly. Drainage slopes from Northeast to Southwest. Any drainage problems or restrictions will be part of the disclosure and will be noted on the plat.

Irrigation: Irrigation water runs from Southeast to the North. The plan is to pipe the irrigation water to each lot.

Postal Service: Mail boxes are required along county roads.

Funding: Grandstaff stated he always does a bond for these projects.

**Commissioner Shakespear motioned to accept the Grand Haven Village sketch plat** as amended with Commissioner Ormond seconding the motion. Commission Member Millhone, aye; Commission Member Ormond, aye; Commission Member Porter, aye; Commission Member Shakespear, aye; **Vote was unanimous to approve the sketch plat.**

Chairman Miller: If you want to change the noted lots to ½ acre, to help spread the cost, the Planning Commission is agreeable to that. The next step is to work on preparing the preliminary plat, which will be scheduled on the next Planning Commission meeting, November 15 . If no changes are needed the preliminary plat can become the final plat. A credit can be allowed for sewer and road impact fees. Miller expressed a desire for a successful development.

The next steps are:

- Key need is to work with the city engineer to determine the capacity of the sewer and obtain an Impact Analysis for sewer, roads and drainage.
- Provide a copy of the LLC operating agreement.
- Work with Acme Water Company for culinary water service.
- Obtain a bond in the name of Bear River City.
- Prepare the Preliminary Plat with all accompanying documents

Todd Grandstaff and Kendall Morris left the meeting.

The city needs to make sure Hansen and Associates understands the developer pays for the impact analysis to determine the capacity of the sewer system, pumps, lines and lagoons. The engineers should look at the soil types and determine if a Geotechnical analysis is needed.

Mayor Dallin asked what the city could do if the current sewer system cannot handle the proposed subdivision. Even though Mr. Grandstaff indicated he does not have to provide sewer service because of distance from the main line, the type of subdivision he is proposing is required to extend all utilities. If the developer does not provide it, the city does not approve the subdivision.

5. **APPRECIATION:** Commissioner Shakespear expressed appreciation for the city's Land Management and Development Code which helps retain the style of living we enjoy. He has seen Southern Utah change drastically.

6. **General Plan & Sewer Impact Fee**

Mayor Dallin reported he attended the County Mayors meeting last night where all mayors along with the county recommended sticking with the grid system. Communities who did not stick with it are having problems now trying to make exits and ways to get emergency vehicles in and out, etc.

TRANSPORTATION CORRIDOR: Mayor Dallin reported there is money available from the Corridor Preservation Transportation fund started twenty years ago in conjunction with the county wide transportation plan. Funding is allotted on a first come first serve basis now, but that might change the first of the year to a population priority basis. Perry was recently awarded \$800,000 to purchase rights-of-way and Portage was awarded \$350,000 to maintain an existing road which was identified as a corridor.

Dallin encouraged someone from the Planning Commission to look into applying for the funding to make sure the city has sufficient rights-of-way. The following suggestions were made: Is 6400 wide enough for a main corridor? Could property be purchased to straighten out the San Pete road? It would be nice to have a main corridor out west to mitigate some of the truck traffic through town. Only portions of 4900 W are platted, more are needed. 5000 West would be a good one to look at. Chairman Miller noted once a transportation corridor has been designated no building can take place on it. Perhaps the city could work with the county on joint funding to obtain right-of-ways and/or maintain. Chairman Miller asked Commissioners Ormond and Shakespear to look into the funding.

City Council Member Anderson stated the city is going to outgrow its current limits. We need a vision of how to get bigger and better. If we keep the same lot sizes and street right-of-ways engineers can carry out the grid system and make a good determination of growth.

IMPACT FEE STUDY: We need a new sewer impact fee study. Mayor Dallin asked if we need to hold a public hearing and update the General Plan first. Chairman Miller explained no one has applied to rezone to smaller building lots, less frontage or narrower streets and the residents have not wanted change so he does not think our General Plan needs any updates. Infiltration continues to be a problem in the sewer. The council member over sewer needs to request an impact fee study for build-out which can go out as far as the city wants to, but probably should go to the city limits for now. The city should consider doing the roads too along with looking into a city wide drainage plan with impact fees.

Mayor Dallin and Council Member Anderson left the meeting.

#### 7. **Amending Chapter 8 – Subdivision Ordinance**

After many many months of work Chairman Miller asked for a motion to recommend the amendment of Chapter 8B SUBDIVISION APPLICATION PROCEDURE AND APPROVAL PROCESS (8B.1 through 8B.4) to the City Council for consideration and adoption. **Commissioner Millhone motioned** 8B Subdivision Application Procedure and Approval Process be recommended to the City Council for approval. Commissioner Porter seconded the motion. Commission Member Millhone, aye; Commission Member Ormond, aye; Commission Member Porter, aye; Commission Member Shakespear, aye; **Vote was unanimous**

It was discovered that the wording of 8B4.11 (a) needed to be revised to read:

*"A final major subdivision application approval shall not authorize the sale of the subject property, but allows the applicant(s) to proceed with the installation of infrastructure improvements on the subject property."*

**Commissioner Millhone motioned** Chapter 8 Subdivision Ordinance be recommended to the City Council with the noted change in 8B4.11(a). Commissioner Shakespear seconded the motion. **Voting was unanimous in the affirmative** as follows: Commission Member Millhone, aye; Commission Member Ormond, aye; Commission Member Porter, aye; Commission Member Shakespear, aye.

8. **Future Considerations:** Chairman Miller noted work would start on Section 8C next month. The next meeting will be held Thursday, November 15, 2018 at 7:00 pm.

9. Adjournment

**Commissioner Ormond motioned** to adjourn at 8:34 pm. Commissioner Millhone seconded the motion. Commission Member Millhone, aye; Commission Member Ormond, aye; Commission Member Porter, aye; Commission Member Shakespear, aye; **Vote was unanimous.**

*Shanda Reney*

Planning Commission Secretary

Date Approved: November 15, 2018