



**Mayor Bryan Cox**  
**PC Chair Rachel Erickson**  
Commissioner Mark Lynne  
Commissioner Derek Grange  
Commissioner Trent Hagman  
Commissioner Ryan Brady

**HYDE PARK CITY**  
**PLANNING COMMISSION MEETING**  
**May 18, 2022**  
**Minutes**

PC Meeting began at 7:00 pm and was conducted by Commissioner Erickson.

**CITY REPRESENTATIVES PRESENT**

Planning Commissioners: Rachel Erickson, Mark Lynne, Trent Hagman, Derek Grange, and Ryan Brady.  
Marcus Allton, Councilmember Flint, and Charles Wheeler

**OTHERS PRESENT**

**THOUGHT/PRAYER & PLEDGE** – Commissioner Hagman

**WELCOME NEW PLANNING COMMISSIONER – RYAN BRADY**

Ryan Brady fills the vacancy left by Tiffany Atkinson. Brief introductions by all commissioners.

**APPROVAL OF PC MINUTES**

Lynne made a motion to approve the Minutes as presented from the Planning Commission Meeting held May 4, 2022. Grange seconded the motion. Motion carried 3/0. Hagman and Brady were absent 5/4/22.

**CITY COUNCIL REPORT**

Councilmember Flint reported on City Council Meeting held May 11, 2022:

1. Swore in new Councilmember Atkinson.
2. Heard presentation by two companies about landscaping for city and private properties. One for greener lawns, one for smart sprinkler controllers using weather, accessible via phone.
3. Approved Issa Hamud rezone.
4. Slightly changed, then approved, new residential landscaping ordinance. Added 45% turf allowance, up to maximum 10,000 square ft.
5. Approved short-term rental ordinance.
6. Approved rate increases for renting civic center and parks.
7. Reviewed next year's budget.
8. Approved changes to Master Road Plan.
9. Approved Ryan Brady as new Planning Commissioner.

**CONSIDER 13.30 SUBDIVISION AMENDMENTS** – Considered amending flowchart and accompanying verbiage to simplify the subdivision process for Preliminary Plats. Allton reminded commissioners this was already discussed. He brought Brady up to speed. Differences were pointed out between public hearing and public comment.

Commissioners agreed to keep the Public Hearing where it is shown on the flowchart. In the written ordinance, one public hearing could be removed. The step to notify City Council can be removed. Allton suggested changing “Public Hearing” to “Public Comment”, as agreed to last meeting. Another option is to add “public comment” to the box labeled “PC Review”.

Brady wanted to write down (commit to) how the city will communicate notices. The city’s Pigeon system could be used to text/email neighbors within 300 feet of the project.

Grange read that notice needs to be sent via “mail, email or other means”. 10-9a-608 (Subdivision amendments). Allton referred to 10-9a-207 (must be mailed to record owner of property).

Erickson offered to table this item until state code requirements are clear.

This flowchart applies to all subdivisions, including Minor Subdivisions.

**DISCUSSION: PUBLIC HEARING & NOTICE REQUIREMENTS** – Discussed what items should require what kind of notification, and to whom. Grange did not complete his homework to prepare for this item.

Flint was in Providence today and saw a public notice on an A-frame structure near a stop sign.

Erickson wants notices sent out the earlier, the better.

Allton noted that sometimes delays processes because of the 10-day posting requirements.

Notices could be posted on our website. Currently they are only posted there for public hearings.

Lynne noted developers sometimes request to be on the agenda without first submitting all the required documents. Usually, private engineers do not have the drawings/plans ready.

Grange found a requirement for physical postings in the state code OR on the city website.

Melinda and Donja often post notices in the city parks, but few people see those notices. All public notices are on the city’s website.

The state requires notice to everyone “directly affected” by the proposal.

Brady suggested taking this to our city attorney. Others noted that is a very expensive option.

Allton asked Grange to come up with a few concise questions for our attorney.

Brady noted we are trying to understand:

- The scope of notice (when, and to whom)
- The means of notice (letters vs. Pigeon)

Allton will wait for additional response from Grange then send them off to our attorney.

Item continued.

**CONSIDER PERMITTED USES IN ZONES** – Reviewed draft matrix prepared to consider types of businesses, buildings and uses allowed in various zones.

Erickson has seen religious buildings in the industrial zone. Others saw no problem with those.

Lynne wanted individuals to check this table against the ordinance. Each zone has its own ‘allowed’, ‘conditional’ and ‘not permitted’ uses. Whole paragraphs are condensed down to an easy-to-read table.

Brady suggested having a ‘catch all’ category as CUPs. That makes it more cumbersome and complicated for the city and commissioners.

Allton said conditional use permits are basically allowed. But we must be careful with them. Conditional uses follow the land, not the owner.

Applicants must reasonably mitigate the negative effects of their proposal. Conditions must already be listed in the code.

Erickson suggested adding ADUs to this table. Do we not have some in the commercial zone?

Lynne mentioned Accessory Caretaker Apartments. Hagman said Castle Manor has a regular apartment in it.

Allton noted internal ADUs are allowed anywhere, by state code, without a CUP. Detached ADUs could require a CUP or be prohibited.

Item continued.

**CONSIDER COMMERCIAL BUILDING DESIGN STANDARDS** – Reviewed commercial building design standards. Lynne worked on this between meetings. He gave a summary of what this item is about. Many applicants come wanting to build a small retail front, with warehouse space in back. We are trying to determine which ones the city wants to allow in commercial zones. Online sales currently dominate the market, so warehouse space is in great demand.

We have not had many design standards in the ordinance until now. If we add design standards, it may reduce the desire to put warehouses in the commercial zone. All is up for discussion.

Commissioners discussed drive-throughs (Dutch Bros, In and Out).

The purpose of retail over warehouse is to create a pedestrian-friendly or 'walkable' area as well as provide sales tax revenue.

Commissioners discussed square foot percentages, parking allowances, primary entrances, orientation, glass windows, metal siding, and sample photos/drawings.

The General Plan changes will greatly affect this.

Grange asked if there is a rush for this.

Lynne said the city receives many proposals for development in this area. We want to determine what it looks like.

Erickson said undesirable projects are currently allowed.

Allton noted the General Plan update will likely turn many of our ordinances upside-down.

8:40 pm – Grange was called in to work and left.

Grocery stores, bakeries, car dealerships and other desirable businesses can be specifically listed in the table - most already are, without size limitations.

Most commissioners liked the idea of limiting storage (not work or retail) space to a certain percentage of the building.

Developers often build empty shell buildings yet to be contracted by a tenant with an unknown business.

Lynne will do more research and return. Item continued.

**Meeting adjourned at 8:50 PM**

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Melinda Lee, Secretary  
Hyde Park Planning Commission