

**MINUTES OF A REGULAR MEETING
OF THE EPHRAIM CITY PLANNING COMMISSION
EPHRAIM CITY BUILDING, 5 SOUTH MAIN, EPHRAIM, UTAH
WEDNESDAY JANUARY 25, 2023
6:00 PM**

Commission Members Present: Commission Chair Lisa Murray, Jan Jonson, Robbie Chaney, Stephen Cornelsen, Jane Mathisen and Dennis Nordfelt

Commission Members Present via Zoom: None

Commission Members Absent: Darren Glathar, Craig Rasmussen

Staff Members Present: Planning and Zoning Administrator Sean Lewis, Community Development Clerk Megan Spurling, City Recorder Candice Maudsley

Others Present:

Planning Commission Chair Lisa Murray called the meeting to order at 6:00 p.m.

APPROVAL OF MINUTES

The Commission reviewed the minutes of the January 11, 2023, Planning Commission meeting.

Planning Commission Member Jane Mathisen moved to approve the minutes from January 11, 2023. The motion was seconded by Planning Commission Member Jan Jonson. All were in favor. The motion carried.

NON-ACTION ITEMS

OPMA (Open and Public Meeting Act) Training with City Recorder Candice Maudsley.

Candice Maudsley gave the annual OPMA Training.

Discussion regarding potential amendments to Ephraim Municipal Code Title 10.

Planning and Zoning Administrator Sean Lewis reviewed the existing Land Use Matrix for Ephraim City. Mr. Lewis has consolidated the uses and presented it to the Planning Commission for their review. The Planning Commission reviewed the amended Land Use Chart and gave their input. They will continue to review the chart and email their further input to Mr. Lewis.

ACTION ITEM

Public meeting to discuss and possibly make recommendation to the Ephraim City Council regarding a preliminary plat approval for the 2-lot West Ephraim Yard lot-split at approximately 645 W 300 N (Swamp Footers Road) Ephraim, UT 84627, Ephraim City, Applicant. – Sean Lewis, AICP, Planning and Zoning Administrator.

Mr. Lewis explained the application. The property is where an old sewer pond used to be. It is where the current city dog pound is located. The proposal is to create two lots. The 9.94-acre lot will remain with the city. The 4.94-acre lot will be available for sale or swap. At the final approval there will be the appropriate signature blocks. The new owner would have to comply with the industrial zoning or request a rezone, but there is no application currently. There is not a minimum lot size in the industrial zone.

Planning Commission Member Stephen Cornelsen moved to recommend to Ephraim City Council a preliminary plat approval for the 2-lot West Ephraim Yard lot-split at approximately 645 W 300 N (Swamp Footers Road) Ephraim, UT 84627, Ephraim City. Planning Commission Member Robbie Chaney seconded the motion. All were in favor. The motion carried.

PLANNER'S REPORT

Mr. Lewis reported that the city did hear from Tag 'N Go carwash this week. They are still planning on moving forward.

Wendy's project has gone out for bid. The city also heard from Arby's, and they are still also moving forward. Both restaurants have experienced backlogs in the specific kitchen equipment that is required, causing the delay in building.

The Community Development department received a couple housing applications. The city should start seeing movement on Muddy Boy's project. There is also a phase 2 on Ben Gordon's subdivision. There are access issues that are being worked on for that.

Zipflow is also still moving forward, Mr. Lewis is working on some of the financial aspects for the software, so it is compatible with our current processor.

Mr. Lewis went over the role of the Planning Commission.

March 22nd is a normal meeting night. Mr. Lewis has invited Craig Call to provide training on land use for the Planning Commission. This training is not required for our county, but Mr. Lewis, City Engineer Bryan Kimball and City Manager Sean Kjar believe it is still important for our commission, so that we are prepared for the future. There will likely be an invitation to surrounding cities that would like to participate as well.

ADJOURNMENT

Planning Commission Jan Jonson moved to adjourn the meeting at 7:25 pm. Planning Commission Member Jane Mathisen seconded the motion. All were in favor, Stephen Cornelsen votes nay.. The motion carried.

Minutes approved on: 2/8/23


Lisa Murray, Chair

Attest:


Megan Spurling, Community Development Clerk



STAFF REPORT

To: Ephraim City Planning and Zoning Commission
From: Sean Lewis, Planning and Zoning Administrator
Date of Meeting: February 8, 2023
Type of Item: Subdivision/Lot Split
Process: Administrative Review

RECOMMENDATION: Staff has reviewed the application for compliance with all standards in the Ephraim City Municipal Code and found that it meets the minimum required for approval. Accordingly, staff recommends that the Ephraim City Planning and Zoning Commission review the proposed West Christensen Annexation Subdivision Final Plat and recommend approval of the Final Plat to the Ephraim City Council.

Project Description

Project Name: Ephraim City West Yard Lot Split Final Plat
Applicant(s): Ephraim City
Property Owner(s): Ephraim City
Location: Approximately 645 W. 300 N. (Swamp Footers Road)
Zone District: Industrial (I)
Parcel Number and Size: S-5924, 14.41 acres
Type of Process: Administrative
Final Land Use Authority: City Council

Proposal

Ephraim City is proposing to divide Assessors Parcel S-5924 into two development lots. Parcel S-5924 is the location of the City dog shelter and is otherwise a vacant lot. The City is proposing The proposed subdivision would create two parcels, that would both be eligible for future development.

The resulting lots would measure approximately 4.94 acres and 9.94 acres respectively.