

February 2, 2023
Planning Commission Meeting
Virtual Meeting
7:00 p.m.

Commissioners Present: Chairman Marcus Wager, Vice Chairman Stephan Moss, Commissioner Jan Kerr (on-line), Commissioner Blake Broadhead, Commissioner Beth Thompson and Commissioner Ryan Vaughn.

Commissioners Absent: Commissioner Julie Jones

City Staff Present: City Administrator Bob Barnhill and Planning Secretary Tyra Bischoff

Others Present: Summer Baird (on-line), Jane Agren, Mike Sabin, and Abby Musselman

1. 7:01 p.m. - Call to Order and Opening Ceremonies

Chairman Marcus Wager called the meeting to order.

A. Declare Conflict of Interest, if any

None.

2. Action Items

A. Subdivision Amendment to vacate a public utility easement located at 2484 S 900 W Parcel #02-028-0168 Applicant: Kelly Baird

Mr. Barnhill explained the applicant wanted to do some improvements to the north side of his lot. There was a ten foot public utility easement along that side of the property so the applicant was asking for a subdivision amendment to vacate easement and make a lot line adjustment. He said according to the city records there wasn't any utilities installed in this easement area. He mentioned that the city sent letters to outside utility companies such as for power and gas for their consent. He noted that he received responses to the letters and that they don't have issues with this easement to be vacated. He said he suggested to the property owner (applicant) that he request a blue stake to be done but he hasn't heard back on this. He expressed that if by chance there was a utility in this easement they would have a prescriptive right to be there. He said the utility would stay there in the ground and be maintained but there would no longer be a formal easement on the plat. He commented that whenever there will be a change on a plat they need to amend it and replace the old plat with the new information.

Commissioner Jan Kerr asked if the easement was going to be used for utilities in future developments. Chairman Marcus Wager responded to her question and said that the surrounding areas have already been developed.

MOTION: Commissioner Kerr made a motion to grant vacating a public utility easement at Parcel #02-028-0168. Commissioner Moss seconded the motion.

Roll Call Vote:

Commissioner Wager, Yes
Commissioner Moss, Yes
Commissioner Jones, Absent
Commissioner Kerr, Yes

Commissioner Broadhead, Yes
Commissioner Vaughn, Yes
Commissioner Thompson, Yes

Motion Approved

3. Approval of the Minutes

A. December 1, 2022 Regular Planning Meeting

Commissioner Kerr said there were grammatical changes as follows: line 39 replace “that” and “with” then add “with which”, line 61 change “received” to “receives”, line 120 should have vice added before chairperson, line 192 needs a comma after appeal, and line 196 should have a colon after are and add “the” after that.

MOTION: Commissioner Moss made a motion to approve the December 1, 2022 with the corrections. Commissioner Thompson seconded the motion.

All In Favor

Motion Approved

4. Discussion

A. Future Projects

Mr. Barnhill said at the next City Council meeting they will be approving a new code hosting software. He mentioned he has also been working on amending some site plans. He suggested that they review the current codes and see if there are some that need to be reviewed and changed. He said that he will show the commissioners this software program at the next Planning Commission meeting.

B. Report on past-approved Planning Commission Agenda Items

None.

C. Report from Commissioner regarding previous Council Meetings

Mr. Barnhill said Mayor Jeppsen gave the State of the City address at the last council meeting. He remarked that a few building permits didn’t get approved last year and numbers were down from the previous year. He also reported that at the next City Council meeting on February 9 at 7:00 pm there will be a training for municipal storm water regulations and that all Planning Commissioners are invited to attend. He explained that last year the city received a state audit and found that we were to have copious training on storm water to be compliant.

**D. Make Assignments for Representative to Attend City Council Meeting
(February 9 & February 23, 2023)**

Commissioner Jan Kerr will attend the February 9 and Commissioner Blake Broadhead will attend the February 23 City Council Meetings.

5. Public Comment

Chairman Marcus Wager asked for any public comments. Mr. Barnhill asked the public attendees if they came to the meeting for a specific reason. Mr. Sabin responded that they were at the meeting as an assignment given by Mr. Gerlach’s high school government advanced placement class. Mr. Barnhill

explained a few responsibilities of the Planning Commission and invited the students to attend another meeting.

6. Training

A. Staff

None.

7. Review Next Agenda and Adjourn

A. Items for January agenda (next meeting March 2, 2023)

Mr. Barnhill said that there will be a zone change request in the Davis Creek Subdivision. So the commissioners may know beforehand he pointed out on a map the R1 zone change request. He said there was one lot that the builder wants to build a single family resident but needs the zone changed to accomplish it.

B. Motion to Adjourn

Motion: Commissioner Broadhead made a motion to adjourn the meeting. Commissioner Moss seconded the motion.

All Commissioners were in favor. The meeting ended at 7:14 p.m.