

**MINUTES OF A REGULAR MEETING
OF THE EPHRAIM CITY PLANNING COMMISSION
EPHRAIM CITY BUILDING, 5 SOUTH MAIN, EPHRAIM, UTAH
WEDNESDAY JUNE 14, 2023
6:00 PM**

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

Commission Members Present via Zoom: None

Commission Members Absent: Darren Glathar and Craig Rasmussen

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

Others Present: Clayton Holbrook

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 May 24, 2023, Planning Commission meeting.

Planning Commission Member Dennis Nordfelt moved to approve the minutes from May 24, 2023, the motion was seconded by Planning Commission Member Jan Jonson. All were in favor. The motion carried.

ACTION ITEM

Public meeting to discuss and possibly make recommendation to the Ephraim City Council regarding a proposed Final Plat Approval for the proposed Ephraim Flats Subdivision located at approximately 250 S. 300 W., Ephraim. Clayton Holbrook, representing Muddy Boys Applicant. – Sean Lewis AICP, Planning and Zoning Administrator.

Ephraim Flats will have town home style bungalows. There are 19 separate properties each with 2-3 building sites on each one. The applicant will put in a road, it will be the new 250 South and will connect to the existing 3rd West. Mr. Lewis reminded the commission of the condition of approval and stated that the applicant is only obligated to improve the frontage along their half of 4th West. As a favor, the application will make sure that 4th West, going north and south, is graded so that it can be used as a secondary access for fire emergency vehicles.

Travis Thompson will be working with Clayton to improve his frontage as well, so that it gets done at the same time.

Clayton went over some of his plans for the town homes.

Planning Commissioner Jane Mathisen moved to recommend to Ephraim City Council a proposed Final Plat Approval for the proposed Ephraim Flats Subdivision located at approximately 250 S. 300 W., Ephraim, with the following condition: The applicant shall work with surrounding property owners and Ephraim City to ensure that areas outside of the applicant's frontage that may need to be graded or brought up to minimum standards are addressed prior to occupancy of any structures within the proposed subdivision. Planning Commission Member Stephen Cornelsen seconded the motion. All were in favor. The motion carried.

PLANNER'S REPORT

There will not be a meeting on June 28th.

Updates were given about Arby's, Wendy's and Tagg n Go. Those are expected to be completed around Labor Day.

There was a ceremonial groundbreaking for Cobblestone Hotels. They purchased land north of Tractor Supply, although they have not submitted an application yet. The city is excited about this concept and feels it fits with the growth we are seeing.

Construction has started on Canyon Road. The well is also moving along nicely.

It is Planning Commissioner Jane Mathisen's last meeting. Appreciation for her service to the commission was expressed. The end of May marked the end of three other terms, Dennis, Craig, and Darren. Dennis will be recommending to the planning commission. We do have a list of people that have expressed interest. Please submit any recommendations to Mr. Lewis.

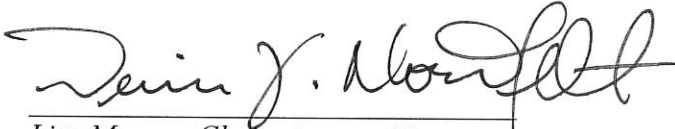
Mr. Lewis went over the first and second access requirements for subdivisions.

Mr. Lewis explained quorums for different boards for the city. Mr. Lewis also addressed attendance requirements.

ADJOURNMENT

Planning Commission Jan Jonson moved to adjourn the meeting at 6:32 pm. Planning Commission Member Robbie Chaney seconded the motion. All were in favor. The motion carried.

Minutes approved on: 12 July 2023


~~Lisa Murray, Chair~~ Chair Pro-Tem

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: July 12, 2023
Type of Item: Conditional Use Permit
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 Conditional Use Permit and recommend approval of the Permit to the Ephraim City Council.

Project Description

Project Name: Nielson CUP Amendment
Applicant(s): Bonnie Nielson
Property Owner(s): Nielson Investments, LLC
Location: 56 W. 300 N.
Zone District: High Density Residential (R4)
Parcel Number and Size: S-462, 0.99 acres
Type of Process: Administrative
Final Land Use Authority: City Council

Proposal

The applicant is proposing to amend a Conditional Use Permit issued by the Ephraim City Council on August 4, 2021. The Conditional Use Permit was granted to build six residential units on Parcel S-462. The applicant proposes to amend the CUP to allow for one additional unit, bringing the total number of units to 7. There are no other proposed changes to the site plan or the original conditions of approval.