



PLANNING COMMISSION AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE PLANNING COMMISSION WILL HOLD A REGULAR MEETING AT 7:00 PM ON JUNE 22, 2022 AT CENTERVILLE CITY HALL, 250 NORTH MAIN STREET, CENTERVILLE, UTAH.

Centerville City Planning Commission meetings are open to the public, unless otherwise closed for reasons allowed by law. Centerville City Planning Commission meetings may be conducted via electronic means pursuant to Utah Code § 52-4-207. In compliance with the Americans with Disabilities Act, individuals needing special accommodations due to a disability may contact the City Recorder at (801) 295-3477, at least 24 hours in advance of the meeting. The Commission reserves the right to modify the sequence of agenda items in order to facilitate special needs or provide greater efficiency.

The full agenda packet and backup materials can be found on the Centerville City website at:

<https://centervilleutah.gov/129/Agendas-Minutes>

A. CALL TO ORDER

- 1. ROLL CALL**
- 2. LEGISLATIVE PRAYER OR THOUGHT - Commissioner Larsen**
- 3. PLEDGE OF ALLEGIANCE**

B. BUSINESS ITEMS

Business action or discussion items to be considered by the Planning Commission.

1. Zone Text Amendment to CZC 12.55 regarding development or use of a parcel
One of the Planning Commission's goals was to streamline the process for approving residential development outside a platted subdivision. This only applies to the development of a single-family home on a parcel.
2. Moderate Income Housing Strategies Review (HB 462)
HB 462 (of 2022) requires cities to review and update their General Plan in relation to Moderate Income Housing (MIH)

C. COMMUNITY DEVELOPMENT DIRECTORS REPORT

1. Community Development Director's Report
Next Planning Commission Meeting - July 13, 2022
Tentative Items:

- Canyon Point Development - Final Site Plan
- Parrish Creek Park - PDO Amendment/Conceptual Site Plan

City Council Action Report:

- Nothing to Report

Planning Commission Goals:

- Parking Update - Council Tabled for Further Review

- Subdivision Ordinance - In Progress, needs 2022 State
- Update Single-family Unplatted Lots Approval Process - PC Agenda 06-22-2022
- Landscaping Ordinance Update - Council has directed staff and the Commission to review requirements for further water conservation opportunities.
- General Plan/Economic Update - City did NOT secure funding assistance, City is Re-evaluating

D. MINUTES

Minutes of prior meetings may be reviewed and accepted. Minutes review and approval shall comply with the Centerville City Minutes Approval Policy.

1. Minutes Review and Approval
June 8, 2022 Commission Meeting Minutes

E. ADJOURNMENT

CERTIFICATE OF POSTING

I hereby certify that this notice and agenda was posted at Centerville City Hall, published on the Utah Public Notice Website, and provided to a newspaper or media correspondent in accordance with the requirements of the Utah Open and Public Meetings Act, including, but not limited to, provisions of Utah Code § 52-4-202.

Mackenzie Wood
Centerville Assistant Planner



CENTERVILLE
city

PLANNING COMMISSION

Staff Report
6/22/2022

Item No. 1.

Title: Zone Text Amendment to CZC 12.55 regarding development or use of a parcel

Initiated By: Planning Commission

Staff Representative: Cory Snyder, Community Development Director

SUBJECT:

One of the Planning Commission's goals was to streamline the process for approving residential development outside a platted subdivision. This only applies to the development of a single-family home on a parcel.

RECOMMENDATION:

BACKGROUND:

ATTACHMENTS:

1. 06-22-2022 PC Staff Report Zoning Text Changes - Residential Unplatted Lot Development

**CENTERVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT
655 North 1250 West, Centerville, Utah 84014
(801) 292-8232**

**STAFF REPORT
AGENDA: ITEM 1**

PETITIONER: **CENTERVILLE CITY PLANNING COMMISSION
250 NORTH MAIN STREET
CENTERVILLE, UTAH 84014**

AGENT: **COMMUNITY DEVELOPMENT DEPARTMENT
655 NORTH 1250 WEST
CENTERVILLE, UTAH 84014**

APPLICATION: **ZONING CODE TEXT AMENDMENTS**

APPLICANT REQUEST: **AMEND CENTERVILLE CITY ZONING ORDINANCES TO
MODIFY APPROVAL PROCESS FOR RESIDENTIAL
UNPLATTED LOT DEVELOPMENT (i.e. Single-Family)**

RECOMMENDATION: **CONSIDER RECOMMENDING APPROVAL**

BACKGROUND

As the Planning Commission is aware, one of the Commission's goals was to streamline the process for approving residential development outside a platted subdivision. This only applies to the development of a single-family home on a parcel. The desire is to allow the process to move from obtaining an approval from the Planning Commission, which is a two-step site plan review and approval and allow the Zoning Administrator to approve such development subject provided the development meets current city regulations – *see report attachment for description of the proposed text amendments.*

ZONE TEXT AMENDMENT REVIEW PROCESS

Factors to be Considered

The deciding entity must consider, the first factor when making a recommendation and a final decision for a zone text amendment. The applicable factor is located in CZC 12.21.080(e) of Centerville City's Zoning Ordinance. Staff's review and conclusions for this factor is provided below:

1. **Is the proposed amendment consistent with the goals, objectives, and policies of the City's General Plan?**

GENERAL PLAN,12-420-2.2. RESIDENTIAL DEVELOPMENT POLICIES. “Residential development in Centerville is primarily low density single-family. This character of development should continue as far as is feasible and practical...”

Staff’s Conclusion – The approval and allowance of single-family development is consistent with the City’s expectation to generally maintain the character of the community.

PLANNING STAFF RECOMMENDATION

Staff Suggested Action – “I hereby make a motion for the Planning Commission to **RECOMMEND APPROVAL** of the proposed Zoning Text Amendments to streamline the process for approving residential development outside a platted subdivision, as proposed by staff with the following findings:

- (a) The Planning Commission finds that single-family development helps maintain the character of the community, which is consistent with the City’s General Plan.*
- (b) The Planning Commission finds that Site Plan Review is a two-step process that includes holding a public hearing to review and consider considerable amount of zoning and other applicable development regulations.*
- (c) The Planning Commission finds that approving single-family development ought not require the same process and approval multi-family, commercial, and industrial development.*
- (d) Therefore, the Planning Commission finds it feasible to streamline the process for approving residential development outside a platted subdivision.*

**PLANNING
COMMISSION**

Staff Report
6/22/2022

Item No. 2.

Title: Moderate Income Housing Strategies Review (HB 462)

Initiated By: State of Utah

Staff Representative: Cory Snyder, Community Development Director

SUBJECT:

HB 462 (of 2022) requires cities to review and update their General Plan in relation to Moderate Income Housing (MIH)

RECOMMENDATION:

BACKGROUND:

ATTACHMENTS:

1. 2022 PC Staff Memo MIH Strategies - Commission Discussion

**CENTERVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT
655 North 1250 West, Centerville, Utah 84014
(801) 292-8232**

STAFF MEMORANDUM

TO: CENTERVILLE CITY PLANNING COMMISSION

FROM: PLANNING STAFF

SUBJECT: MODERATE INCOME HOUSING 2022 STRATEGIES DISCUSSION

BACKGROUND

As the Planning Commission is aware, HB 462 (of 2022) requires cities to review and update their General Plan in relation to Moderate Income Housing (MIH). The Bill requires municipalities to adopt a minimum of three (3) strategies with an implementation plan, or five strategies for priority consideration of Transportation Investment Funds* (TIF) or Transit Transportation Investment Funds* (TTIF). The Bill also requires a report to be submitted to the Housing and Community Development (HCD) by October 1, 2022.

This memorandum will summarize the currently adopted strategies of the City's MIH Plan. Additionally, the report will categorize the various new strategies by feasibility and possible cost. The Commission should discuss these and identify a list of feasible strategies relevant to Centerville and possibly narrow the list to a few potential top strategies that could be discussed with further with the City Council.

SUMMARY OF CURRENTLY CITY ADOPTED MIH STRATEGIES

1. **Strategy 6-A.** *Continue to support allowing mixed use zoning and related development in strategic areas of the city.*
2. **Strategy 6-B.** *Monitor and review existing housing patterns within the city in comparison to a pattern of an open market yield.*
3. **Strategy 6-C.** *Make an effort to balance the number and size of zoning districts with the demand for various housing types.*
4. **Strategy 6-D.** *Consider adopting basic or flexible design standards for small-lot or underutilized land parcels within existing developed areas of the city.*

Staff Comments: The above listed items are the four (4) specific strategies. However, akin to the new "implementation" requirement, each of these strategies have additional objectives to guide the city in the decision-making process.

* Note: TIF & TTIF were programs created in 2005 and are used for improving or optimizing capacity. Funding revenue is from legislative appropriations using sale tax and vehicle registration fees

These objectives can be reviewed using the following link:

<https://www.centervilleutah.gov/DocumentCenter/View/109/Part-12-490-Moderate-Income-Housing-Plan-11-19-2019-PDF>

NEW HB 462 MIH STRATEGIES CATEGORIZATION

Below is an initial rough categorization of these new strategies. Staff has categorized them in a simplified manner using two measures. First, feasibility and then cost, as staff reviewed each one. It is not intended to be final, but a starting point for further discussion in the selection process.

HIGH FEASIBILITY

\$ - Rezone for densities necessary to facilitate the production of moderate-income housing

\$ - Implement zoning incentives for moderate income units in new developments

\$ - Reduce, waive, or eliminate impact fees related to moderate income housing

\$\$ - Demonstrate utilization of a moderate-income housing set aside from a community reinvestment agency, redevelopment agency, or community development and renewal agency to create or subsidize moderate income housing

\$\$ - Ratify a joint acquisition agreement with another local political subdivision for the purpose of combining resources to acquire property for moderate income housing

\$\$ - Create or allow for, and reduce regulations related to, multifamily residential dwellings compatible in scale and form with detached single-family residential dwellings and located in walkable communities within residential or mixed-use zones

\$\$\$ - Identify and utilize county [municipal] general fund subsidies or other sources of revenue to waive construction related fees that are otherwise generally imposed by the county/municipality for the construction or rehabilitation of moderate-income housing

\$\$\$ - Implement a mortgage assistance program for employees of the county/municipality, an employer that provides contracted services for the county/to the municipality, or any other public employer that operates within the county/municipality

Completed - ~~Create or allow for, and reduce regulations related to, internal or detached accessory dwelling units in residential zones~~

Completed - ~~Eliminate impact fees for any accessory dwelling unit that is not an internal accessory dwelling unit as defined in Section 10-9a-530~~

MODERATE FEASIBILITY

\$ - Create a program to transfer development rights for moderate income housing

\$ - Amend land use regulations to eliminate or reduce parking requirements for residential development where a resident is less likely to rely on the resident's own vehicle, such as residential development near major transit investment corridors or senior living facilities

\$\$\$ - Demonstrate implementation of any other program or strategy to address the housing needs of residents of the county/municipality who earn less than 80% of the area median income, including the dedication of a local funding source to moderate income housing or the adoption of a land use ordinance that requires 10% or more of new residential development in a residential zone be dedicated to moderate income housing

\$\$\$\$ - Demonstrate investment in the rehabilitation or expansion of infrastructure that facilitates the construction of moderate-income housing

\$\$\$\$ - Develop a moderate-income housing project for residents who are disabled or 55 years old or older

LOW FEASIBILITY

\$ - Amend land use regulations to allow for single room occupancy developments

\$ - Zone or rezone for higher density or moderate-income residential development in commercial or mixed-use zones near major transit investment corridors, commercial centers, or employment centers

\$ - Amend land use regulations to allow for higher density or new moderate income residential development in commercial or mixed-use zones near major transit investment corridors

\$ - Create a housing and transit reinvestment zone pursuant to Title 63N, Chapter 3, Part 6, Housing and Transit Reinvestment Zone Act

\$\$ - Demonstrate creation of, or participation in, a community land trust program for moderate income housing

\$\$ - Develop and adopt a station area plan in accordance with Section 10-9a-403.1

\$\$\$ - Apply for or partner with an entity that applies for state or federal funds or tax incentives to promote the construction of moderate income housing, an entity that applies for programs offered by the Utah Housing Corporation within that agency's funding capacity, an entity that applies for affordable housing programs administered by the Department of Workforce Services, an entity that applies for affordable housing programs administered by an association of governments established by an interlocal agreement under Title 11, Chapter

13, Interlocal Cooperation Act, an entity that applies for services provided by a public housing authority to preserve and create moderate income housing, or any other entity that applies for programs or services that promote the construction or preservation of moderate income housing

\$\$\$ - Demonstrate investment in the rehabilitation of existing uninhabitable housing stock into moderate income housing

\$\$\$\$ - Preserve existing and new moderate-income housing and subsidized units by utilizing a landlord incentive program, providing for deed restricted units through a grant program, or establishing a housing loss mitigation fund

**PLANNING
COMMISSION**

Staff Report
6/22/2022

Item No. 1.

Title: Community Development Director's Report

Initiated By: Planning Commission

Staff Representative: Cory Snyder, Community Development Director

SUBJECT:

Next Planning Commission Meeting - July 13, 2022

Tentative Items:

- Canyon Point Development - Final Site Plan
- Parrish Creek Park - PDO Amendment/Conceptual Site Plan

City Council Action Report:

- Nothing to Report

Planning Commission Goals:

- Parking Update - Council Tabled for Further Review
- Subdivision Ordinance - In Progress, needs 2022 State
- Update Single-family Unplatted Lots Approval Process - PC Agenda 06-22-2022
- Landscaping Ordinance Update - Council has directed staff and the Commission to review requirements for further water conservation opportunities.
- General Plan/Economic Update - City did NOT secure funding assistance, City is Re-evaluating

RECOMMENDATION:

BACKGROUND:

ATTACHMENTS:



CENTERVILLE
city

PLANNING COMMISSION

Staff Report
6/22/2022

Item No. 1.

Title: Minutes Review and Approval

Initiated By:

Staff Representative:

SUBJECT:

June 8, 2022 Commission Meeting Minutes

RECOMMENDATION:

BACKGROUND:

ATTACHMENTS:

1. 6-8-22 PC Regular Meeting

PLANNING COMMISSION MINUTES OF MEETING
Wednesday, June 8, 2022
7:00 p.m.

A quorum being present at City Hall, 250 North Main Street, Centerville, Utah, the meeting of the Centerville City Planning Commission was called to order at 7:00 p.m.

MEMBERS PRESENT

Kevin Daly, Chair
Shawn Hoth
Matt Larsen
Heidi Shegrud
Christina Wilcox
Becki Wright, Vice Chair

MEMBER ABSENT

Mason Kjar

STAFF PRESENT

Cory Snyder, Community Development Director
Lisa Romney, City Attorney
Mackenzie Wood, Assistant Planner

VISITORS

Interested citizens

PLEDGE OF ALLEGIANCE

Chair Daly introduced new Planning Commissioner Shawn Hoth.

PUBLIC HEARING – 950 NORTH 100 EAST – MOSER CONCEPTUAL SITE PLAN

Assistant Planner Mackenzie Wood explained the applicant acquired a piece of property on 100 East outside a subdivision, approximately 950 North 100 East (proposed single-family lot in Residential-Low Zone). In order to bring the property to Code, the Conceptual Site Plan and Final Site Plan reviews must determine compliance and feasibility. The applicant had not yet provided the necessary Utility Provider Review Sheets for connecting the property to secondary water and sewer services. Ms. Wood said the applicant stated an interest in deferring installation of sidewalk along the frontage of the property, which was a matter for City Council consideration. The Planning Commission and staff discussed power pole easements and possible placement or deferral of sidewalk.

Andrew Moser, applicant, said he would want the existing power poles moved if sidewalk were installed. He stated either the power pole issue would be worked out, or he would apply for a deferral from the City. Mr. Moser said South Davis Sewer District was scheduled to do a site visit, and a Centerville Deuel Creek Irrigation connection box was already on the property. He stated there were no structures existing on the subject property.

Chair Daly opened a public hearing at 7:18 p.m., and closed the public hearing seeing that no one wished to comment. Chair Daly commented that the Planning Commission could require submission, review, and approval of the Final Site Plan by the Planning Commission, or could refer review and approval responsibility to the Zoning Administrator. He recommended referring Final Site Plan approval to the Zoning Administrator.

Commissioner Hoth **moved** for the Planning Commission to accept the Conceptual Site Plan for the property located at approximately 950 North 100 East, parcel 02-096-0222 with the following directives and finding. Commissioner Wright seconded the motion, which passed by unanimous vote (6-0).

Directives:

1. A Final Site Plan application shall be submitted as outlined in Section 12.21.110(e) of the City's Zoning Ordinance.
2. The Final Site Plan may be approved by the Zoning Administrator, in accordance with CZC 12.20.080 – Planning Commission Referral, and as part of any related exterior building permit review, which shall be deemed in compliance with the conditions of Conceptual Site Plan Acceptance.
3. The Final Site Plan submittal shall be in conformance to this accepted conceptual plan, as outlined in CZC 12.21.110(f)(1).
4. Utility Provider Sheets shall be provided for South Davis Sewer District and Centerville Deuel Creek Irrigation.
5. Proof of secondary water shares shall be submitted with Final Site Plan.
6. A sidewalk plan shall be submitted with the Final Site Plan unless the City Council approves a Sidewalk Deferral Agreement.

Finding:

- a. The conceptual site plan submittal has shown how the property may be developed. CZC 12.21.110(d)(2).

FINAL SITE PLAN – 940 NORTH 1250 WEST – HOGAN STEEL FABRICATION & CABINET SHOP

Community Development Director Cory Snyder said the proposed Final Site Plan consisted of a two-phased approach: first, the steel fabrication facility, and then later (estimated in about 3 years) the cabinet shop. The estimated project construction time for the entire site was approximately four years from commencement of construction.

Mr. Snyder stated the proposed Final Site Plan appeared to substantially comply with the PDO approval. However, it appeared that the buffer area along the northern border would be fenced off from the adjoining parcel. Mr. Snyder said it was staff's impression the original plan was to allow for ultimate integration of the buffer with the north properties to complement one another visually/aesthetically. The main building jointly integrated with the east and west fencing would provide the needed security. Mr. Snyder said the applicant had taken the position that there was no predicted timeframe for developing the northern properties. Additionally, the Fire District was requiring installation of a fire lane along the north side of the building for the proposed layout. Furthermore, the City desired to maintain sufficient clearance and space to maintain/repair the main culinary water line along the northern boundary. Consequently, the applicant proposed the following alterations from the original PDO/Conceptual buffering layout:

- Increase the buffer distance from 20 feet to 33 feet (note – the base I-HV Zone does not require any buffer);
- Install an enhanced security fence at the north property line;
- Provide an 8-foot enhanced xeriscape landscape area adjacent to the property line;
- Provide a 20-foot-wide enhanced fire lane;
- Locate the City's water line in/along the fire land area;

- Provide a 5-foot enhanced xeriscape landscape area adjacent to the building.

Mr. Snyder spoke in favor of the proposed alterations and enhancements, and said he would be comfortable with Final Site Plan approval. Commissioner Larsen said he did not have concerns as long as the Fire Marshall signed off on the proposed fire lane. Responding to a question from Commissioner Shegrud, Tyler Oliver with Hogan and Associates Construction stated the PDO included a requirement for a certain number of plantings with the xeriscape landscaping. He explained an enhanced security fence at the north property line was included in consideration of possible future residential development on the adjoining properties.

The Planning Commission discussed the proposed phasing. Chair Daly commented that Phase 1 would be independent with all necessary infrastructure even if Phase 2 did not happen. Chair Daly expressed the opinion that the Final Site Plan was substantially similar to the PDO approval, even with the proposed buffering alterations, and said he was inclined to approve.

Chair Daly made a **motion** for the Planning Commission to approve the submitted Final Site Plan, subject to the following conditions [as allowed by CZC 12.21.110(f)(3)], and with the following reasons for action. Commissioner Wilcox seconded the motion, which passed by unanimous vote (6-0).

Conditions:

1. This Final Site Plan Approval is subject to submitted site plan, building elevation plan, landscape plan, as presented to the Planning Commission on June 8, 2022, or as may be amended in accordance with City Ordinances.
2. This Final Site Plan Approval allows for a two-phased development of the entire site, as described in the submittal and maintenance narrative, including but not limited to the following:
 - a. The first phase includes the following:
 - i. Construction of the Steel Fabrication Facility.
 - ii. Installation of water, sewer, stormwater, other needed services for the site.
 - iii. Access and Circulation Lanes to and around the 1st Phase
 - iv. Installation of the associated parking
 - v. Installation of the overall site's landscaping plan
 - vi. Installation of the associated fencing, lighting, screening, dumpster enclosure, etc.
 - vii. Storm Water detention system for the entire site.
 - b. The second phase consists of these remaining elements:
 - i. Construction of the Cabinet facility
 - ii. Installation of the associated Parking
 - iii. Any remaining site improvements/landscaping improvements around the Cabinet facility.
3. The Final Site Plan shall be altered/modified, as follows:
 - a. Address the dumpster enclosure design materials, which must be compatible with the design of the Main Building.
 - b. Address the use and placement location for allowable monument signs, if desired.
 - c. Confirm compliance with the landscaping plantings of trees, shrubs, and internal parking lot landscaping of 5%. A Licensed Landscape Architect shall stamp Landscape Plan.

- d. Confirm compliance with the screening requirements (as viewed from a public street) of all roof top and ground-mounted utility equipment, along with the outdoor storage area.
- e. Confirm required shielding for outdoor lighting fixtures.
4. The Applicant shall obtain written sanction from the South Davis Metro Fire District to allow the installation of the proposed enhanced design fire access lane.
5. The Applicant shall submit the following Utility Provider Letters to ensure adequate services can be provided:
 - South Davis Sewer District
 - Dominion Energy
 - Pacific Corp
6. All Final Site Plan alterations/modifications related to the approval conditions shall be reviewed and deemed in compliance by the Zoning Administrator, as part of the issuance of any related construction permits.
7. Any dispute that arises regarding compliance with the Final Site Plan approval by the Zoning Administrator shall be re-submitted to the Planning Commission for further review and decision.

Reasons for the action:

- a. The Planning Commission finds that the Final Site Plan submittal is substantially consistent with the PDO/Conceptual Site Plan Acceptance and its related conditions of approval.
- b. The Planning Commission finds that conditions may be imposed with a Final Site Plan approval, as necessary to achieve compliance with applicable code requirements.
- c. The Planning Commission finds that the Final Site Plan, subject to the conditions of approval, complies with the requirements found in the Zoning Ordinance with regards to development standards of the Final Site Plan Approval Standards.

COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

The Planning Commission was scheduled to meet next on June 22, 2022. Mr. Snyder commented that the agenda would be light, and the Planning Commission could choose to cancel the June 22 meeting. The Commissioners decided to go ahead with the June 22 meeting, and include Moderate Income Housing review and discussion of un-platted lots on the agenda.

Staff updated the Planning Commission regarding recent actions by the City Council. Assistant Planner Mackenzie Wood said she would be leaving Centerville City, and the June 8th meeting would be her last with the Planning Commission. Mr. Snyder emphasized that Ms. Wood would be missed.

MINUTES REVIEW AND ACCEPTANCE

Minutes of the May 11, 2022 Planning Commission meeting were reviewed, and an amendment requested. Chair Daly **moved** to accept the minutes as amended. Commissioner Wright seconded the motion, which passed by unanimous vote (6-0).

ADJOURNMENT

At 8:08 p.m., Chair Daly **moved** to adjourn the meeting. Commissioner Wilcox seconded the motion, which passed by unanimous vote (6-0).

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Jennifer Robison, City Recorder

Date Approved