

**PLANNING COMMISSION MINUTES OF MEETING**

**Wednesday, November 13, 2024**

**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**

LaRae Patterson, Vice Chair  
Matthew Larsen  
Mason Kjar, Chair  
Layne Jenkins  
Tyler Moss

**MEMBERS ABSENT**

Shawn Hoth  
Amanda Jorgensen

**STAFF PRESENT**

Mike Eggett, Community Development Director  
Sydney DeWees, Planner  
Kevin Campbell, City Engineer  
Mike Carlson, Public Works Director

**VISITORS**

Melissa Beltran  
Nathan Jones  
Joanna Wheelton, Cottonwood Canyons Foundation  
Chris Hupp, Psomas

**LEGISLATIVE THOUGHT/PRAYER** Commissioner Moss

**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARING – CONDITIONAL USE PERMIT – SWEET FORK – 1127 NORTH 300 EAST – HOME OCCUPATION MICROENTERPRISE KITCHEN – MELISSA BELTRAN-ADMINISTRATIVE DECISION**

Planner Sydney DeWees presented the staff report for a conditional use permit application from Melissa Beltran for a home occupation license to sell homemade food products at 1127 North 300 East. She noted the application complied with relevant city codes and staff recommended approval.

The applicant introduced herself as the owner of Sweet Fork and explained she was starting a small bakery business from her home, selling cakes, cupcakes, cookies and macarons. She confirmed she would not have large deliveries or trucks coming to the house.

The commission asked questions about traffic impacts, with Ms. Beltran clarifying she anticipated mostly local customers and would be delivering larger orders herself. She said pickup traffic would be low volume.

Chair Kjar opened a public hearing for this item. No comments were made, so Chair Kjar closed the public hearing.

Commissioner Kjar **moved** to approve the Conditional Use Permit request from Melissa Beltran for a home occupation microenterprise kitchen for Sweet Fork located at 1127 N 300 E, with the following conditions of approval and reasons for action (findings). Commissioner Patterson seconded the motion which passed by a unanimous vote (5-0).

Conditions of approval:

1. This Conditional Use Permit approval shall not be transferred to another similar user unless approved by the City.
2. The business operator shall schedule and pass a fire inspection conducted by the South Davis Metro Fire Department.
3. The business operator shall obey all applicable local, state, and federal rules and regulations including those concerning Conditional Use Permits and microenterprise kitchens.

Reasons for Action (Findings):

1. The Planning Commission finds that the application complies with the approval standards for a Conditional Use Permit as listed under CZC 12.21.100(e)
2. The Planning Commission finds that the application complies with the development standards for a home occupation listed under CZC 12.62.050 and the development standards for a conditional use home occupation listed under CZC 12.62.070.
3. Therefore, the Planning Commission finds that with the implementation of the conditions listed in the staff report, this application will have little to no impact on the health, safety, and general welfare of the community and should be approved.

**PUBLIC HEARING – ZONING MAP AMENDMENT – LAYTON PROPERTY – 2090 NORTH 400 WEST – PUBLIC FACILITIES-MEDUIM (PF-M) TO RESIDENTIAL-LOW (R-L) – MATTHEW LAYTON – LEGISLATIVE DECISION**

Ms. DeWees presented the staff report for Matthew Layton's application to rezone his property at 2090 North 400 West from Public Facilities-Medium to Residential-Low. She explained the request was consistent with surrounding zoning and the general plan, and staff recommended approval.

Nathan Jones from Green Landscaping spoke on behalf of the applicant, expressing a desire to move forward with permitting for the wall project.

Chair Kjar opened a public hearing for this item. No comments were made, so Chair Kjar closed the public hearing.

Commissioner Patterson **moved** for the Planning Commission to recommend City Council approve the Zoning Map Amendment for the property located at 2090 North 400 West, known as parcel 07-225-0417 from Public Facilities-Medium (PF-M) to Residential-Low(R-L) zoning with the following reasons for action (findings). Commissioner Larsen seconded the motion which passed by a unanimous vote (5-0).

Reasons for Action (Findings):

1. The proposed Zoning Map Amendment meets the goals and objectives of the General Plan concerning Neighborhood 4 [CMC 12-480-5].
2. The proposed Zoning Map Amendment meets the use, standards, and applicability in the City Zoning Code 12.32 Residential Zones and City Zoning Code 12.21.080(e).

3. Therefore, the Planning Commission recommends that the City Council grant approval of this Zoning Map Amendment request.

**PUBLIC HEARING – CONCEPTUAL SITE PLAN – OAKRIDGE WATER TANK – 1470 NORTH OAKRIDGE DRIVE – PUBLIC FACILITIES DEVELOPMENT – CENTERVILLE CITY PUBLIC WORKS – ADMINISTRATIVE DECISION**

Ms. DeWees presented the conceptual site plan for a water storage tank and electrical building proposed by Centerville City Public Works at 1470 North Oakridge Drive. She noted the plan complied with city standards and staff recommended approval.

City Engineer Kevin Campbell explained details of the excavation, backfill, and erosion control plans. He noted there would be a retention basin at the bottom of the property to manage runoff.

Joanna Wheelton from the Cottonwood Canyons Foundation discussed plans for revegetation and invasive species mitigation on the site. She explained they would plant native seedlings and water them weekly for the first year to help establish vegetation. The Commission discussed the retention basin size, fence placement, and long-term maintenance of the planted vegetation.

Chair Kjar opened a public hearing for this item. No comments were made, so Chair Kjar closed the public hearing.

Commissioner Larsen **moved** to approve the Conceptual Site Plan for the property located at 1470 North Oakridge Drive, known as parcel 02-007-0003, with the following reasons for action (findings). Commissioner Jenkins seconded the motion which passed by a unanimous vote (5-0).

**Reasons for Actions (Findings):**

1. The proposed Conceptual Site Plan meets the goals and objectives of the General Plan.
2. The proposed Conceptual Site Plan meets the use, standards, and applicability in the CZC 12.33 Public Facility Zones and CZC 12.21.110(d).
3. Therefore, the Planning Commission hereby grants approval of this Conceptual Site Plan request as submitted

**PUBLIC HEARING – ZONING CODE TEXT AMENDMENT – FENCES AND WALLS – CZC 12.12.040 (DEFINITIONS), CZC 12.55.110 (FENCES AND WALLS), CZC 12.55.230 (VISUAL OBSTRUCTIONS), & CMC 11.02.040 (PARKSTRIP VISUAL OBSTRUCTIONS) – LEGISLATIVE DECISION**

Mr. Eggett presented proposed amendments to the zoning code regarding fences and walls. He explained the changes would better define fences, clarify standards for visual obstructions at intersections, and update regulations for fencing on sloped properties and near retaining walls.

The Commission had an extensive discussion about retaining wall regulations, particularly regarding fences on top of retaining walls. They expressed concerns about the loss of usable property area if fences had to be set back from retaining walls. Mr. Eggett explained the engineering rationale behind the setback requirements but acknowledged it was a complex issue that may need further review.

Ms. DeWees presented a series of photos illustrating existing fence and retaining wall configurations throughout the city, highlighting examples of compliant and non-compliant installations.

Chair Kjar opened a public hearing for this item. No comments were made, so Chair Kjar closed the public hearing.

Chair Kjar **moved** for the Planning Commission to recommend approval to the City Council of the Zoning Code Text Amendment regarding CZC 12.12.040 "Definitions", CZC 12.55.110 "Fences and Walls", CZC 12.55.230 "Visual Obstructions", and CMC 11.02.040 "Parkstrip Visual Obstructions", with the following reasons for action (findings), and a suggestion that CZC 12.55.110 Subsection (c) ought to be updated to address retaining walls that aren't rock, and also the detail sheet for the rock wall retaining walls ought to address situations that it makes sense to have a fence on top of a retaining wall. Commissioner Larsen seconded the motion which passed by a unanimous vote (5-0).

Reasons for Action (Findings):

1. The Planning Commission finds that the proposed text amendments are consistent with the goals, objectives, and policies of the General Plan.
2. The Planning Commission finds that the proposed text amendments are in the best interests of the community to provide clarity, flexibility, and better application of fencing and wall standards.
3. The Planning Commission finds that the proposed text amendments are in the best interests of the community to provide clarity and better understanding of visual obstructions standards and maintenance expectations within Centerville City.
4. The Planning Commission finds that the proposed text amendments will provide additional tools to be utilized by property owners in the community for the establishment of fencing along property lines.
5. The Planning Commission finds that the proposed text amendments are in the best interests of the overall community within Centerville City.
6. Therefore, the Planning Commission finds that the request for a Zoning Code Text Amendment regarding CZC 12.12.040 "Definitions", CZC 12.55.110 "Fences and Walls", CZC 12.55.230 "Visual Obstructions", and CMC 11.02.040 "Parkstrip Visual Obstructions" should be positively recommended to the City Council.

**PRESENTATION AND DISCUSSION – GENERAL PLAN COMPREHENSIVE UPDATE  
PROCESS REPORT**

Chris Hupp, Psomas representative, presented draft materials for the comprehensive update to the City's General Plan, including proposed land use maps, transportation plans, and open space/trail concepts. He explained the process for gathering public input and refining the plan elements.

Key points of discussion included:

- Proposed focus areas for development: downtown, commercial core along Parrish Lane, and west side
- Potential locations for a new city cemetery
- Proposed trail connections and park improvements
- Concepts for Main Street improvements, including bike lanes and pedestrian amenities
- Potential routes for UTA bus rapid transit service
- Draft survey questions to gather public input on plan priorities

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2 **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**  
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4 Mr. Eggett noted that Module 4 of the code update would be brought back for review when  
5 time allows. He also mentioned mandatory ethics and harassment training would be scheduled,  
6 likely in January.  
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8 **MINUTES REVIEW AND APPROVAL**  
9

10 Minutes of the October 23, 2024 Planning Commission Meeting were reviewed.  
11 Commissioner Patterson **moved** to approve the minutes as written. Commissioner Larsen  
12 seconded the motion, which passed by unanimous vote (5-0).  
13

14 **ADJOURNMENT**  
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16 At 10:14 p.m., Commissioner Moss **moved** to adjourn the meeting. Chair Kjar seconded  
17 the motion which passed by unanimous vote (5-0).  
18  
19  
20

21 Jennifer Robison  
22 Jennifer Robison, City Recorder

12/12/2024 | 2:39 PM MST

Date Approved

