PLANNING COMMISSION AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE PLANNING COMMISSION WILL HOLD A REGULAR MEETING AT 7:00 PM ON AUGUST 13, 2025 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

3. PLEDGE OF ALLEGIANCE

B. BUSINESS ITEMS

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

1. Discussion - Review potential suggested ordinance updates and projects list for City Zoning and Municipal Code
   Discussion and presentation of potential suggested ordinance updates and projects that the Community Development Department are considering as it relates to the City Zoning and Municipal Codes.
2. Planning Commission Training Discussion - "Subdivisions: Development and Regulation" by the Center for Public Policy & Administration - University of Utah
   Training discussion regarding article "Subdivisions: Development and Regulation" as published by the Center for Public Policy & Administration at the University of Utah.

C. COMMUNITY DEVELOPMENT DIRECTORS REPORT

1. Community Development Director's Report

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 - July 9, 2025
   Consideration of Planning Commission meeting minutes from July 9, 2025.

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.

Jennifer Robison
Centerville City Recorder

CENTERVILLE

PLANNING COMMISSION

Staff Report
8/13/2025

Item No. 1.
Title: Discussion - Review potential suggested ordinance updates and projects list for City Zoning and Municipal Code
Initiated By: Mike Eggett, Community Development Director, Sydney DeWees, Assistant Planner
Staff Representative: Mike Eggett, Community Development Director, Sydney DeWees, Assistant Planner

SUBJECT:

Discussion and presentation of potential suggested ordinance updates and projects that the Community Development Department are considering as it relates to the City Zoning and Municipal Codes.

RECOMMENDATION:

There are no recommendations for this discussion item.

BACKGROUND:

There is no additional background here besides the attached document.

ATTACHMENTS:

1. PC Mtg - Potential ORD. UPDATES AND PROJECT LIST 2025

Ordinance Updates:

- 12.21.100 Conditional Use Permit(g) change so the CUP runs with the business and the land not just the land?
- 12.32.055 Additional Development Standards For R-M And R-H Zones(d)(7) replace Fire Code with CMC 7.05 (Fire Regulations)?
- 12.32.055 Additional Development Standards For R-M And R-H Zones(d)(3) replace 27 ft with 28 ft refer to 15.05.030 Streets and Related Improvements(b).
- 12.34.300 Table Of Development Standards In Commercial Zones Front yard needs to call out no accessory buildings permitted in the front yard of a commercial zone
- 12.32.300 Table Of Development Standards In Residential Zones Front yard needs to call out no accessory buildings permitted in the front yard of a residential zone
- 12.36.020 Table Of Uses For Residential Uses: Change table of use for "Dwelling, basement" to be permitted in Residential zones. We allow for this as ADUs, clarify in table as permitted with footnote to ADU permitting requirement.
- 12.36.020 Table Of Uses For Residential Uses: Remove Flat Lot Subdivision Development, not referenced at all in the code or definitions (I have never heard of this before)?
- 12.41.110 Protection Of Common Areas add a portion of the code that refers to convertible Land. Convertible Land: A building site which is a portion of the common areas and facilities described by metes and bounds, within which additional units or limited common areas and facilities may be created pursuant to the Utah Condominium Ownership Act, as set forth in Utah Code §§ 57-8-1, et seq?
- 12.42.050 Development Standards(e)(3) replace Fire Code with CMC 7.05 (Fire Regulations)?
- 12.48 Main Street Corridor Overlay Zone last update was 2018, it needs to be simplified after the updated General Plan gets established. There are 6 subdistricts and lot types in every subdistrict. Will need to simplify and update the design standard/permitted used for the Main Street Overlay Zone
- 12.51.082 Artificial Landscaping Standards (b)(3) replace safety code with CMC 10.03 (Construction Codes)
- 12.52.110 Parking Modifications will need to be edited to reflect future parking standards that the state sets out about minimums and sharing, this will be a large revision
- 12.52.300 Off-Street Parking Schedule change "Dwelling, single-family with accessory apartment" to Accessory Dwelling Unit.
- 12.52.300 Off-Street Parking Schedule Personal Instruction Service replace Fire Code with CMC 7.05 (Fire Regulations)?

- 12.54.060 (m) allow for murals in all non-residential zones? This code is not very clear where murals are allowed versus not allowed.
- 12.55.110 Fences And Walls (4)(e) replace building code with CMC 10.03 (Construction Codes)?
- 12.55.110 Fences And Walls (a)(3) add at the end "Permitted Use application shall be submitted to the City for PC review" and add "pay associated fees" for permitted use review
- 12.55.110 Fences And Walls Update Figure 1.1 to better reflect ideas for application
- 12.55.110 Fences And Walls (a)(4) add "pay associated fees" for permitted use review
- 12.55.220 Swimming Pools need to be considered an accessory use and call out the setbacks from a house, nothing in the city code or the IBC call this out. The current setback from the property line is 5 ft but nothing about homes. If the city allows for the continuation for inside/outside pools would could call that out. Created a updated swimming pool code. In planner code updates.
- 12.60.110 Other Applicable Regulations And Codes (a) replace Fire Code with CMC 7.05 (Fire Regulations)?
- 12.70.050 Prohibited Food Truck Regulations need to add food trucks not permitted in residential areas. Is this what the community would like, to prohibit food trucks in residential areas, or different zoning regulations allow and others not?
- 12.70.060 Food Truck Regulations need to add food trucks shall not take up required parking stalls for business.
- 15.09.010 Plat Amendment could add a list of alterations concepts that would require a plat amendment
- 15.10.010 Minor Subdivision Minor Subdivision (3 lots vs state 10 lots) need to change to be consistent with State Code?
- 15.05 General Requirements For All Subdivisions require developers to put corner pins/markers in for all parcels at beginning of subdivision development. These temporary pins/markers help the homeowners and the city staff to read the true property boundaries. This has been done in rural areas, and this could be beneficial to start doing here.
- 6.01.080 Application Requirements add that the number of parking stalls that are provided for each business need to be part of the application requirements
- Any Plot Plans and building plans will need to add impervious surface to list of requirement calculated and shown [(12.21.090 Permitted Use Review (D), 12.21.100 Conditional Use Permit (A)(1)(E), 12.21.110 Site Plan Review (D)(2)(A),

12.21.110 Site Plan Review (E)(2)(C), 12.21.120 Special Exception (D)(1)(E), 12.21.130 Variance (D)(1)(H), 12.21.140 Building Permit (D)(1)(B)]

- Change codes to get all codes to where if an application does not have activity for 180 days from the applicant at any point of the process it will be closed. [12.21.040 General Requirements (K), 12.21.090 Permitted Use Review (J), 12.21.100 Conditional Use Permit (J), 12.21.110 Site Plan Review (m), 12.21.120 Special Exception (j), 12.21.130 Variance (i), 15.01.084 Complete Application Review, 12.21.140 Building Permit (i), 12.21.150 Nonconformities (i), 12.21.160 Sign Permit (j), 12.21.170 Temporary Use Permit (d)(3?), 12.21.180 Routine And Uncontested Matters (j), 12.55.240 Raising Of Chickens And/Or Rabbits(2)(E), really all applications need to have a time frame set for retention before they expire in inactivity-no fee refund?
- 15.09.080 Plat Amendment Notice Requirements(a) potentially edited to "plat amendment" to "to of a Vacate of or change to a street" "Anything that is not Single family residential multi family, commercial, and industrial"

Code Research:

- 12.21.110_Site_Plan_Review (g) improvements agreement vs 15.01.040 (f) Bond agreement
- 12.55.110 Fences and Walls need to be updated
- 12.52 Off-Street Parking And Loading Needs to be updated after the state rules out new parking standards and regulations
- 12.21.100 Conditional Use Permit could be updated with new approval standards, take out planning commission for approval? (there is no need to get it verified if it is in the table of use, under cup it has a set of standards that will need to be met and PC does not need to review this ** state standards Utah Code Section 10-9a-302**)
- Adding Jellyfish or shielded lighting to code
- Increase incentive for infill developments, no review fees?
- Increase pedestrian safety in larger parking lots, give incentives for the update, no review fees?
- When business is established or renewed there needs to be standards that indicate that the exterior of the building needs to be up to current code design, landscaping, and general code standards.
- Digital signage - need to add LED only lights permitted. When any alterations of signage occurs. (Lumens check?)
- Is this acceptable by State Codes? Not allowed in any zone: boarding houses, Agricultural industry, Agricultural processing, Animal specialties, Earth shelter,

Manufactured and mobile home park, Manufactured and mobile home subdivision, Club, private, Liquor store, Pawnshop, Tattoo establishment, Tavern, Warehouse, self-service storage, Automobile wrecking yard, Freight terminal, Junk or salvage yard, Mineral extraction

Many potential changes needed to CZC 12.12 "Definitions" (potentially to add or clarify further for admin application)

Definitions:

1. **Accessory Structure**:
   A detached, subordinate, **non-building, non-permanent** structure located on a lot or parcel with a main building. The use of the accessory structure is incidental to the use of the main building.

2. **Agricultural Accessory Buildings**:
   Structures used for agricultural purposes, such as barns, silos, or greenhouses. Should reference **Section 12.55.060**, including provisions for buildings housing animals or fowl.

3. **Architectural Plans**:
   Detailed drawings prepared by an architect that include building design, layout, and structural elements. These often address aesthetics, compliance with building codes, and functional requirements, as defined by the American Planning Association (APA).

4. **Building Plans**:
   Comprehensive technical drawings used to guide construction. These include floor plans, elevations, sections, and detailed specifications necessary for construction.

5. **Concept Plan**:
   A generalized plan indicating the boundaries of a tract or tracts under common ownership. It identifies proposed land uses, land-use intensity, and thoroughfare alignment, as defined by the American Planning Association (APA).

   Centerville Definitions in the Municipal Code: "Concept Plan" means, for purposes of commercial, industrial, or multifamily subdivisions, a sketch or concept drawing submitted prior to the preliminary plat for subdivisions as more particularly provided in Chapter 15.02 (Concept Plan).

   12.21.110 A conceptual site plan shall be drawn to scale and shall show a realistic layout reflecting how the property reasonably could be developed considering

existing and envisioned conditions on the subject property and adjoining property, and the development standards of the zone in which the property is located.

My suggestion for CZC: Concept Plan: A set of building plans, drawn to scale and showing a realistic layout reflecting how a property reasonably could be developed.

6. **Construction Plans**:
   A collection of documents and drawings that outline all aspects of a building project, including architectural, structural, electrical, plumbing, and mechanical systems.

7. **Conditional Use** A use or occupancy of a structure, or a use of land, permitted only upon issuance of a conditional use permit and subject to the limitations and conditions specified

8. **Fence:** Any structure and/or screening (including a wall) serving as an enclosure, barrier, or boundary, which defines an outdoor space. This does not include retention walls and retention wall type structures located anywhere on a property.

9. **Freight Containers**:
   Large, standardized shipping containers used for transporting goods by truck, train, or ship. These may also be repurposed for storage or other uses on properties.

10. **Plot Plan/Plot Map**:
    A scaled drawing that shows the boundaries of a property and the placement of existing or proposed structures, driveways, landscaping, and utilities. It may also indicate setbacks and easements, as defined by the American Planning Association (APA).

    Plot Plan: A schematic scaled drawing of a building lot or parcel, or a development which: Is less detailed than a site plan; and Indicates, as may be required by this Title, the placement and location of yards, property lines, adjacent parcels, utilities, topography, waterways, irrigation, drainage, landscaping, parking areas, driveways, buildings, trash containers, open storage, streets, sidewalks, curbs, gutters, signs, lighting, fences and other features of existing or proposed construction or land use.

    My suggestion for CZC: Plot Plan: A schematic scaled drawing of a parcel that shows the placement and location of yards, property lines, adjacent parcels, utilities, topography, waterways, irrigation, drainage, landscaping, parking areas, driveways, buildings, trash containers, open storage, streets, sidewalks, curbs, gutters, signs, lighting, fences and other features of existing or proposed construction or land use

11. **Storage - Outdoor**:
    The open-air storage of materials, equipment, or goods on a property. Examples include construction materials, vehicles, or other large equipment.

12. **Storage - Non-Climate Controlled**:
    Enclosed structures or units designed to store items without temperature or humidity regulation. Common in warehouse or self-storage facilities.

13. **Storage - Non-Permanent/Non-Fixated**:
    Portable units used for temporary storage, such as PODS (Portable On-Demand Storage), freight containers, or other modular storage solutions.

14. **Window Sign**:

    Any type of sign or outdoor advertising device that is attached to a window of any building, but does not extend past the limits of said window.

15. **Window:** Any glass that comprises part or all of the surface of the wall, regardless of its movability

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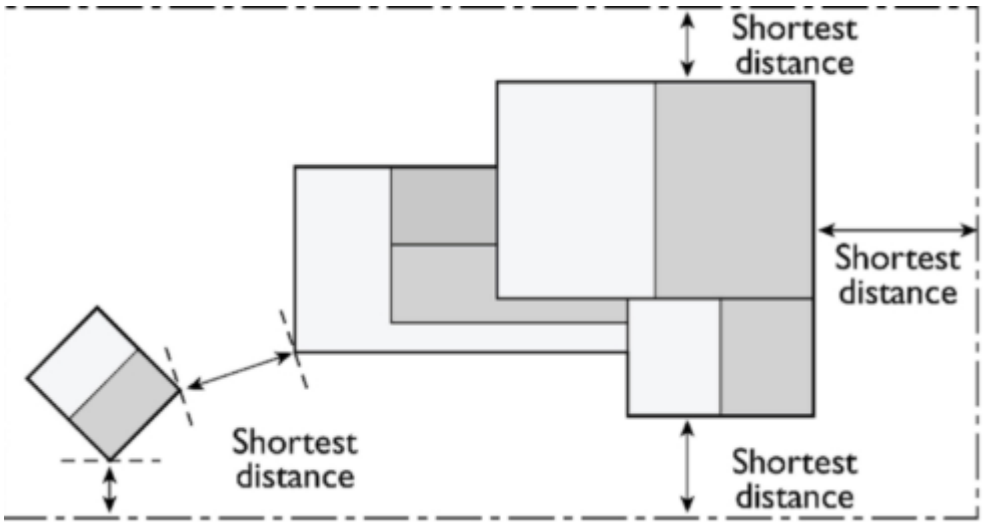
Suggestions:

- **Editing Accessory Structure Definition**:
  If accessory buildings are included as permanent structures, the definition of accessory structures could specify distinctions between "permanent" and "non-permanent" accessory structures for clarity.
- **Consistency in Terminology**:
  Ensure that terms like "non-permanent," "non-fixated," and "portable" are consistently used across the definitions to avoid confusion.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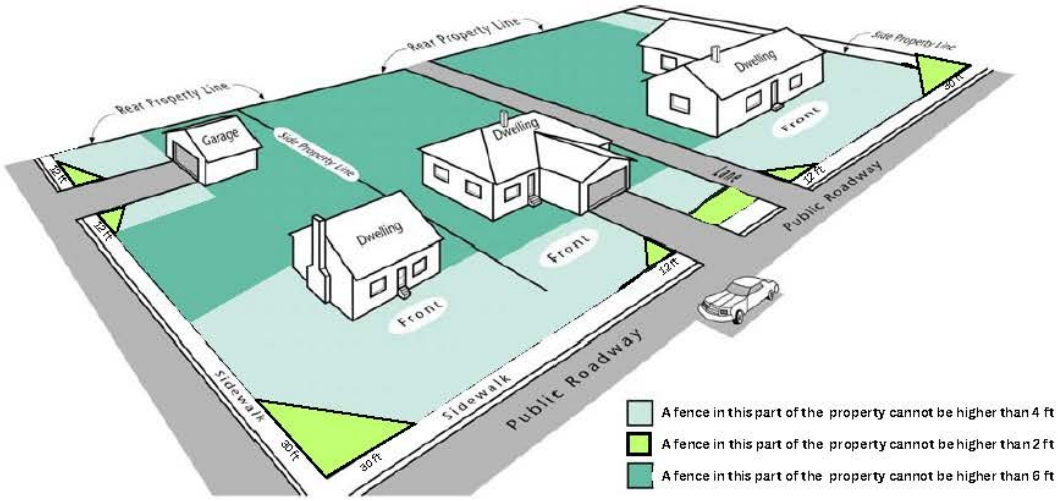

Rear Property Line
Rear Property Line
Side Property Line
Garage
Dwelling
Dwelling
Dwelling
Front
Front
Front
Line
12 ft
12 ft
12 ft
30 ft
30 ft
30 ft
Sidewalk
Sidewalk
Public Roadway
Public Roadway
A fence in this part of the property cannot be higher than 4 ft
A fence in this part of the property cannot be higher than 2 ft
A fence in this part of the property cannot be higher than 6 ft

CENTERVILLE

PLANNING COMMISSION

Staff Report
8/13/2025

Item No. 2.
Title: Planning Commission Training Discussion - "Subdivisions: Development and Regulation" by the Center for Public Policy & Administration - University of Utah
Initiated By: Mike Eggett, Community Development Director
Staff Representative: Mike Eggett, Community Development Director

SUBJECT:

Training discussion regarding article "Subdivisions: Development and Regulation" as published by the Center for Public Policy & Administration at the University of Utah.

RECOMMENDATION:

There are no recommendations for this training discussion.

BACKGROUND:

Nothing to add besides the attached article.

ATTACHMENTS:

1. Subdivisions - 4 (shortened)

SUBDIVISIONS
Development & Regulation

LOCAL GOVERNMENT
LAND USE EDUCATION PROGRAM

Center for Public Policy & Administration
University of Utah

Center for
Public Policy and
Administration
University of Utah

SUBDIVISONS DEVELOPMENT & REGULATION

An Educational Handbook
For
Group Discussion

2007

5-2

SUBDIVISIONS
DEVELOPMENT AND REGULATION

BACKGROUND

The division of the land for the building of cities has been taking place through out the history of the United States. This is the process by which counties, cities and towns grow, consequently, planning commissions and city councils are charged by state statute with the development of comprehensive plans to give meaning to this growth. No local planning program can be complete without considering the regulations that can and should be used to manage the process of growth and land conversion.

The first locally enacted measures bearing on land subdivision grew out of plans adopted or referred to in early city charters shortly after the First Continental Congress of the United States. A principal ingredient that resulted from these city charters was a map of the street system prior to the division of tracts of land.

Throughout the 19th Century, demand increased for formalized requirements for subdivisions. These demands progressed to local government processes for which subdivisions were accurately surveyed and platted and verified by a qualified engineer. The processes also required that the subdivision plat be approved by local officials and recorded prior to any sale of lots. Subdivision regulations became an important tool of city officials and planning officials in the 1920's. These were merely a new model of a very old device rather than a totally new method of land regulation. The Standard City Planning and Enabling Act was published by the U.S. Department of Commerce in 1928 made subdivision regulation a part of a comprehensive and continuing program of city planning, rather than a device used independently to achieve limited ends.

Subdivision regulations were adopted by many communities across the United States. Some communities initiated the use of subdivision regulations after World War II to take advantage of Federal GI and FHA programs to assist young married families to purchase homes.

Why do we regulate subdivisions?

An important motivation for adopting subdivision regulations was to protect both prospective home buyers and local government units from the practices of careless or unscrupulous developers.

Prior to the enactment of subdivision regulations, developers were bulldozing land and erecting homes, streets, roads and services without serious regard to potential problems of topography, soil conditions or proper placement of streets, sidewalks or curbs and gutters. The result was that unsuspecting home buyers purchased homes

that later developed severe problems, such as water in the basement, foundations that cracked from geologic hazards or failure of improper cuts and fills, severe erosion and underground utility lines that decayed prematurely.

Often, in such cases, the local governments would be obligated to correct mistakes, at a higher cost, or provide the services that should have been provided initially by the developer. These costs had to be passed on to the individual homeowners through special assessments. Many of the original owners lost their homes because they were unable to afford the additional expenses. In other instances the community covered the costs through its general property tax, even though the majority of residents derived no benefit from the development.

It has been held by some courts that the recording of a plat is a privilege rather than a right. Therefore, after passing ordinances based on the state enabling statutes, a state or local unit of government may use its police power to establish various conditions and standards related to site development as a condition of approved for subdivisions. Without approval the subdivision cannot be legally recorded.

Subdivision regulations - a major influence on urban development

Subdivisions regulations influence significantly the shape of urban development. Urban planners and local officials have recognized that when large tracts of land have been carved up into streets, blocks and lots and publicly recorded, the pattern is difficult if not impossible to change without costly redevelopment programs.

The subdivision application process lends itself to close interaction and negotiation between the local officials and the prospective developer. Subdivision regulations have been broadened to include many standards related to urban development that are not contained in zoning ordinances.

It is essential that every jurisdiction develop, adopt, and implement subdivision regulations that are carefully conceived and that contain standards that are closely related and integrated with the community general plan. Such standards can be particularly effective for assuring proper implementation of the housing, density, transportation/circulation, and visual quality goals of the plan.

The subdivision application and approval process allows for close interaction and negotiation between local officials and the prospective subdivider. Subdivision regulations have been broadened in recent years to include many standards related to urban development that are not contained in most zoning ordinances.

Exclusionary Regulations

Care must be exercised to avoid standards that are so restrictive that they exclude certain income or socio-economic groups. There are zoning subdivision codes that have

been designed purposefully to accomplish such exclusionary results. If standards are found to be exclusionary, they are subject to serious legal challenge and will likely be found to be unconstitutional - and invalidated.

ENABLING LEGISLATION

UTAH CODE

THE LAND USE DEVELOPMENT AND MANAGEMENT ACT
Title 10, Chapter 9, Cities and Towns
Title 17, Chapter 27, Counties

Definition of a Subdivision

The original Utah enabling act for municipalities had never included a definition of a subdivision. A later amendment established a definition that applied to subdivisions of three or more parcels. This definition was changed again in the 1991 Land Use Development and Management Act, which modified the definition to divisions into two or more parcels.

The LUDMA titles are identical with respect to the first subparagraph of the definition, the definition reads as follows:

(36) (a) "Subdivision" means any land that is divided, resubdivided or proposed to be

1. divided into two or more lots, parcels, sites, units, plots, or other division of land for the purpose, whether immediate or future, for offer, sale, lease, or development either on the installment plan or upon any and all other plans, terms, and conditions.
(b) "Subdivision" includes:
(i) the division or development of land whether by deed, metes and bounds description, devise and testacy, map, plat, or other recorded instrument; and
(ii) except as provided in Subsection (36)(c), divisions of land for residential and nonresidential uses, including land used or to be used for commercial, agricultural, and industrial purposes.
(c) "Subdivision" does not include:
(i) a bona fide division or partition of agricultural land for the purpose of joining one of the resulting separate parcels to a contiguous parcel of unsubdivided agricultural land, if neither the resulting combined parcel nor the parcel remaining from the division or partition violates an applicable land use ordinance;
(ii) a recorded agreement between owners of adjoining unsubdivided properties adjusting their mutual boundary if:
(A) no new lot is created; and
(B) the adjustment does not violate applicable land use ordinances;
(iii) a recorded document, executed by the owner of record:
(A) revising the legal description of more than one contiguous unsubdivided parcel of property into one legal description encompassing all such parcels of property; or
(B) joining a subdivided parcel of property to another parcel of property that has not been subdivided, if the joinder does not violate applicable land use ordinances; or
(iv) a recorded agreement between owners of adjoining subdivided properties adjusting their mutual boundary if:
(A) no new dwelling lot or housing unit will result from the adjustment; and
(B) the adjustment will not violate any applicable land use ordinance.
(d) The joining of a subdivided parcel of property to another parcel of property that has not been subdivided does not constitute a subdivision under this Subsection (36) as to the unsubdivided parcel of property or subject the unsubdivided parcel to the municipality's subdivision ordinance.

IT SHOULD BE NOTED, HOWEVER, by reviewing the text of Sections 10-9-103 and 17-17-103, and the definitions of Section 103, as reprinted in the Appendix of this handbook, the definitions beyond (a) and (b), shown above, bear significant distinctions. The primary distinction involves definitions of the purposes for which a division of land qualifies it for compliance with local subdivision regulations. Section 17 -27 -103 for counties, excludes a
“bona fide division of land for or partition of agricultural land for agricultural purposes,” and certain agreements between landowners.

Adoption and Amendment of the Subdivision Ordinance

The section of LUDMA related to subdivisions points out that the local government may enact a subdivision ordinance in order to implement the subdivision standards and provides for a review and approval process. The Act describes clearly the steps to adoption or amendment of the ordinances and the required public hearing. See Sections 10-9a-601, 602, 603, 604, 10-9a-207.

Submittal to the County Recorder - Recommendation of the Planning Commission

Sections 10-9a-604 and 17-7a-604 provide that a person may not submit a plat of a subdivision to the county recorder for recording unless a recommendation of the plat has been received from the planning commission. Sections 10-9a-611 and 17-27a-611 should be reviewed carefully. They are essentially the same but with some slight distinctions. These sections describe the legal implications if an owner of land transfers or sells any land in a subdivision before it has been approved and recorded.

Court Approval

Courts have sustained the constitutionally of subdivision regulation with a variety of dicta. Subdivision regulations are considered important for the maintenance of property tax records and land titles, and protects against questionable land marketing.

As a practical matter much subdivision regulation is treated as a bargaining process between the developer who needs certain city services and the city government that wishes high standards in development. Such bargaining rarely results in court actions.

SUBDIVISION REGULATIONS AND REQUIRED IMPROVEMENT

Subdivision regulations may differ in the type of improvements required and the design standards depending upon a number of factors such as:

- The size of the community,
- The extent and density of urbanization,
- The values of the community expressed in its general plan and other development policies, and
- The development concept of that the community has chosen to follow.

The subdivision regulations adopted by communities vary across the country, and among the cities and counties of Utah. Some of the more common subdivision standards are described below. The list is not exhaustive, but is provided as an overview.

Large and Small Subdivisions

The definition in the enabling legislation for a subdivision as any division of property into two or more lots has aroused concern for potential hardship. For

several years, some local ordinances have provided for a simplified approval process for subdivisions of ten lots or less. This size distinction has resulted in a common practice of including definitions of two types of subdivisions-large and small

Sections 10-9a-605 and 17 - 17a - 605, provide for an exemption from the recording of a plat, and sale by metes and bounds description, for subdivisions of less than ten lots, with planning commission approval, and upon meeting prerequisites in section 10 - 9a- 605 and 17 - 27a- 605.

The major reason for this difference in treatment is the cost to the subdivider of providing all the information that is normally required. Complying with all the standards also becomes costly for developers of small subdivisions to remain competitive with the larger developers. Caution should be exercised when relaxing the requirements for information and design standards for smaller subdivisions, however, in order to insure that the overall purpose of the regulations is not subverted.

The economic limitations of the small subdividers are a matter for concern, but such concern should not influence regulation to the point of threatening public health and safety. For this reason, the following are some of the improvements that should be required by ordinance to be provided by all subdividers.

Monuments - The type, specification and location of survey monuments within the subdivision.

Streets and alley - The type, width, and survey required for streets and alleys within the subdivision.

Curb and gutter - The type and dimension of curb and gutter required for adequate storm water run-off.
Sidewalks - The type, dimensions and location of sidewalks.

Water supply - The type and standards for water wells and placement of water wells in relation to sewer systems and/or septic tanks. Ordinances should also indicate under what conditions a subdivider may be required to connect to a municipal water system (if one exists). It also may require periodic testing of wells. The applicant will generally show the water distribution system, its adequacy, the means that shall be used for its proper maintenance and the location of necessary right-of-way easements.

Sewage disposal - There should be standards for septic tanks and drain fields and the placement of sewage disposal systems in relation to water wells. The ordinance may require every subdivision to have a connection to a sanitary sewage facility that has capacity for collection, treatment and

export of such sewage to treatment plants required by the governmental entities involved. If approval is required of the system where trunk lines are not available then a requirement may be necessary for a percolation test for each lot to determine if the septic tank and drain field operate properly. Seepage pits may be prohibited or severely restricted.

It should be noted that some ordinances require connection to a sewer system if the development is within 300 feet of an existing sewer line. Otherwise, a septic tank and drainfield system may be approved by the county health department upon the successful compliance with the applicable development standards.

Storm water drainage - This refers to the type of storm water drainage system required. This should include storm drainage and culverts, the size of culvert, and other requirements. Accurate mapping of all storm drainage easements may be required, especially in the event that the subdivision, or any part of it is traversed by any major water course channel, stream or creek, gulch or any other natural channel. Adequate easements for storm drainage purposes should be provided.

Street lighting - The specifications and placement of street lights.

Public utilities - The placement of utilities such as gas and electric lines.

Land for parks and open space - Many communities require the developer to dedicate a certain amount of land or cash in lieu of land for open space, recreation or other public purposes.

Other regulations and provisions - Some municipalities include provisions in their ordinances for oversized water supplies, sewage disposal, and storm drainage lines. The authority issuing the permit may require that the applicant construct lines of a size larger than normally required to service the subdivision in question where such facilities will be necessary to accommodate water, sewer, or storm water runoff requirements in future develop able areas beyond the subdivision site.

One reason for encouraging the dedication or provision of larger lines is that by erecting homes a developer brings new people into the community and thereby creates demands upon the community in excess of that which the community is currently experiencing. If a community uses such provisions, the use of long range planning as a means of staging the city capital improvement costs is a necessity so as not to create excessive costs for the current developer.

Subdivision Design Standards

Design standards provide the specific guidelines for the design of the physical improvements in the subdivision. Standards are developed for the purpose of protecting public health and safety, preserving natural resources, and achieving community aesthetic goals. There are typically three distinct types of provisions in subdivision design which relate to the setting in which a subdivision is to be placed and its coordination with the area where it is located:

First--There may be a prohibition against any subdivision activity in areas of highly sensitive environment, such as lands with high water table, floodplain, soil or subsoil instability, wetlands, or areas of excessive slope.

Second--There should be requirements that the proposed subdivision be in compliance with the applicable general plan. Of particular importance would be the areas that are preserved for future streets, rights-of-way, parks, schools or key recreation sites, and the preservation of areas for major utility lines.

Third--There should be a series of requirements designed to assure that the proposed subdivision will be coordinated with abutting properties with respect to street connections and utility lines, drainage facilities and perhaps reservations for open spaces or a park system.

As has been discussed, these requirements for coordination with other subdivisions in the immediate area and for future development may necessitate the sizing of utility lines to carry a capacity beyond what would normally be needed for the subdivision being considered.

STREETS

Functional Classification (Review the diagram on page 12)
Generally, a municipal or county subdivision ordinance will establish the functional classification of the streets that serve the community. The functional classification establishes the purpose and function of all streets and describes each as to whether it is a freeway, major or minor arterial, a major or minor collector, or a local street. This classification allows the application of standards for such features as right-of-way widths, intersection designs, maximum allowable grades, maximum speed limits, and others. Most local jurisdictions maintain their own manual of engineering standards which guide street design and construction. This information is generally included as part of the community's master street plan, or official map.

Street Design
The importance of streets as an element in the design of a subdivision cannot be over emphasized. Streets serve a variety of important functions. As the basic circulation network of the city, streets move both pedestrians and vehicles and

generally impose the greatest influence on the design of blocks and lots than any other functional system in the subdivision. Other purposes for the street rights of way include accommodation of transmission and utility lines such as water, sewer, gas, electric and telephone systems. Street rights of way occupy large amounts of land area – sometimes as much as 20 to 25 percent of the total land area of a subdivision. That land consumption can be reduced by design that relies upon clustering of dwellings.

Subdivision design should be reviewed and coordinated with the community master street plan. Subdivisions must relate to one another to assure a system of connecting streets for maximum pedestrian as well as vehicular movement. This is especially important for access by emergency vehicles.

Stub Streets
It is essential to the accomplishment of effective street circulation that the design for every subdivision assure that its street system will allow access to abutting properties. Diagrams on pages 13 and 15 show stubs to abutting properties (or the need for one). This practice also precludes the possibility of creating landlocked parcels.

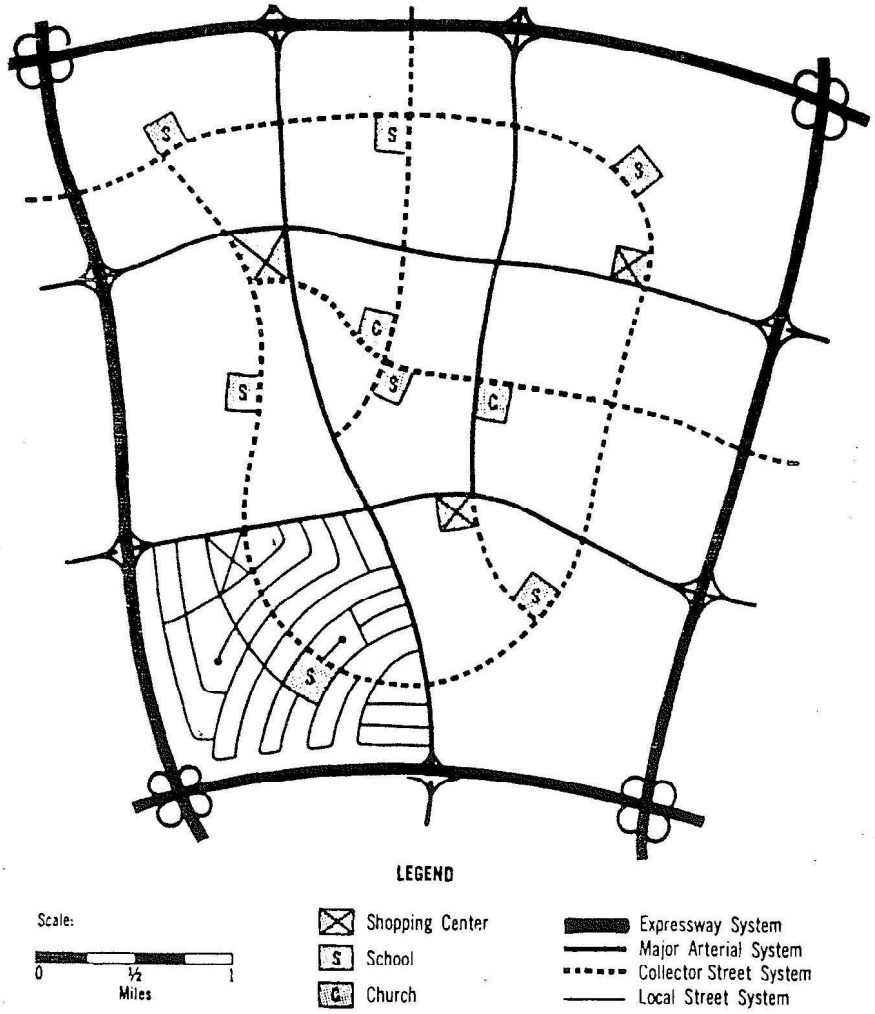
Street Names and Numbers
Another aspect of street design and layout that should be reviewed carefully is the naming and numbering of streets and resulting addresses. The ease of locating streets and addresses for emergency calls or postal and service delivery is dependent upon rational street numbering and naming. Curved streets that require east-west numbers to switch to north-south numbers along the same street can cause considerable confusion.

Public Safety
The approval process should include consideration for emergency and snow-removal vehicle access – street grades and turn-around capacity.

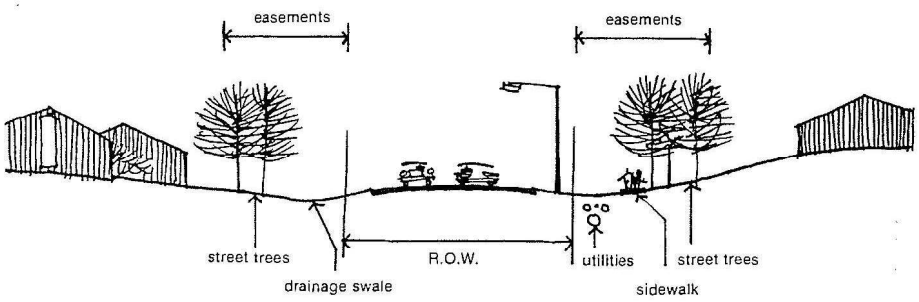
Traffic Calming
The Envision Utah publication, *Urban Planning Tools for Community Growth*, provides excellent guidelines for design of residential streets to assure pedestrian scale and safety. The term “traffic calming” refers to the inclusion of regulatory and design concepts and devises in street rights of way that will slow traffic speed and volumes.

Regulatory measures to slow traffic concentrate on speed limits and signage. Street design can include roundabouts and highly visible pedestrian crossings. Devices such as speed bumps and medians can contribute to slowing traffic. Subdividers should be made aware of the community’s desire to reduce the impact of vehicular traffic while achieving an efficient circulation system.

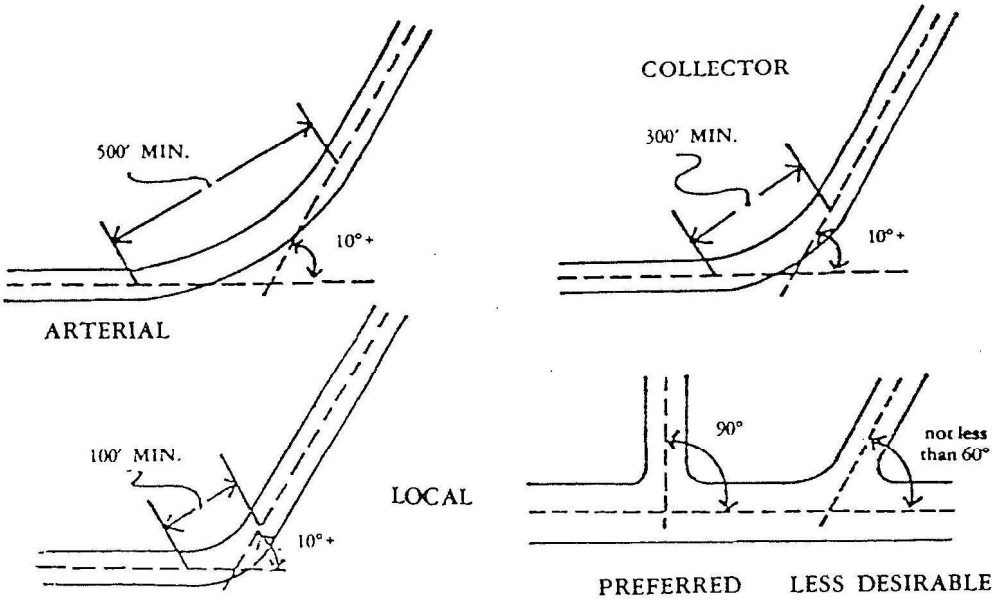
FUNCTIONAL CLASSIFICATION

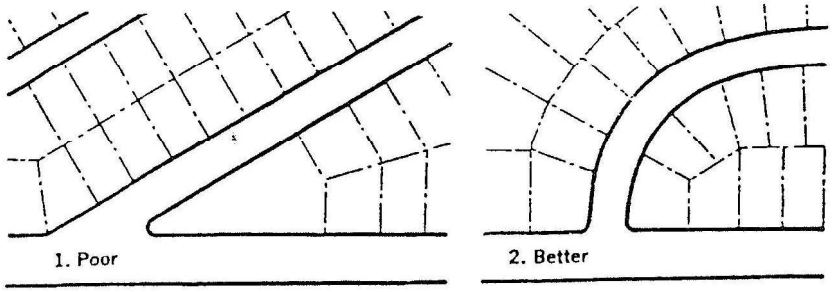


Subdivision layout and design should conform to the Master Street plan of the local jurisdiction. The Master Street Plan includes the functional classification of all streets and standards for street design.



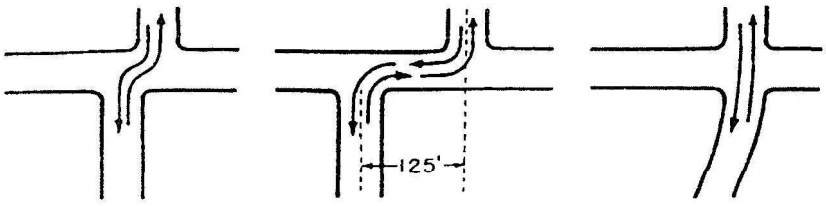
STREET DESIGN RECOMMENDATIONS





Hazardous angle intersection, creating awkward turning movements.

Better approach illustrates the use of right-angle intersections.



The dangerous jog intersection forcing precarious turning movements.

Intersections which cannot be aligned should be separated by a minimum of 125 feet between centerlines.

By slightly curving one of the unaligned intersecting streets, a dangerous jog can be avoided.

Lot Design

Another important element of subdivision design is the lot layout. Lot design generally relies upon the talent of the subdivision designer to assure that the subdivision contributes to the beauty of the community. Careful study of the lot design related to topography and other natural features can contribute to livability and property value. Where lots are larger there is more flexibility in the location of structures and design of lots, but good lotting should by no means be overlooked in smaller or more dense developments. Qualities to seek in lot layouts as determined by lot design:

- ✓ Each lot should have a favorable site for placing the house without requiring excessive grading, footings or foundation walls. Each lot should have sufficient buildable area.

- ✓ There should be space for outdoor living and/or recreation with front and rear yards vegetation.

- ✓ Adequate surface drainage away from the house location should be provided, with slopes generally toward the street or to the rear There should be reasonable grade for garage and driveway approaches from the street.

- ✓ Retention of substantial natural vegetation should be encouraged, especially of specimen trees.

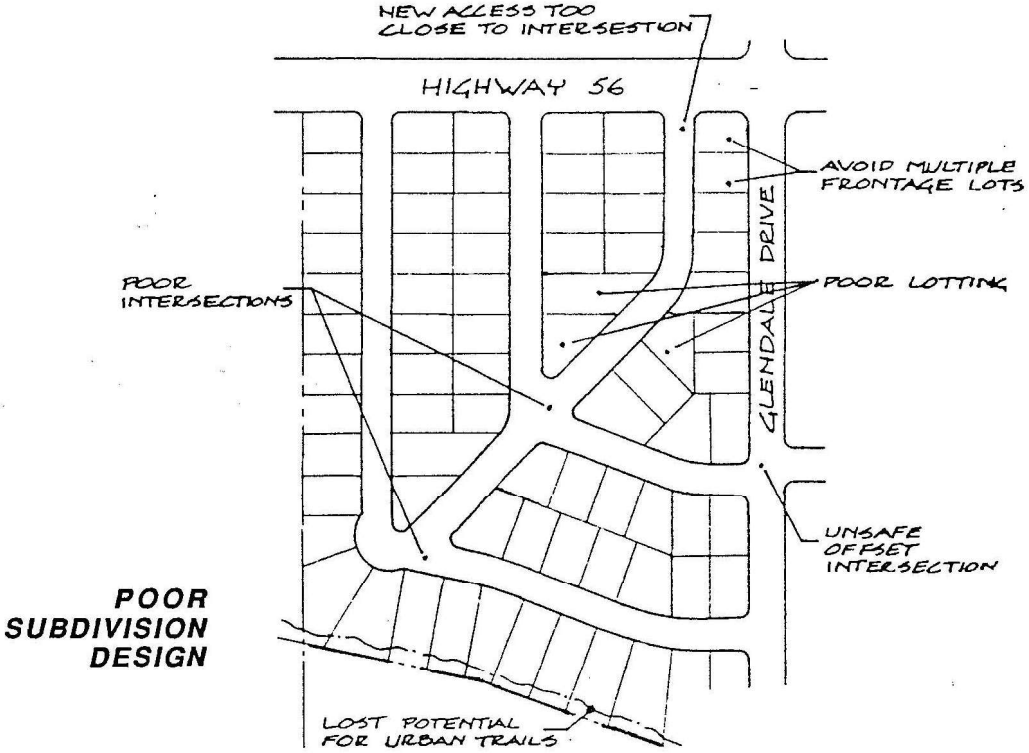
Block Design and Arrangement - Connectivity

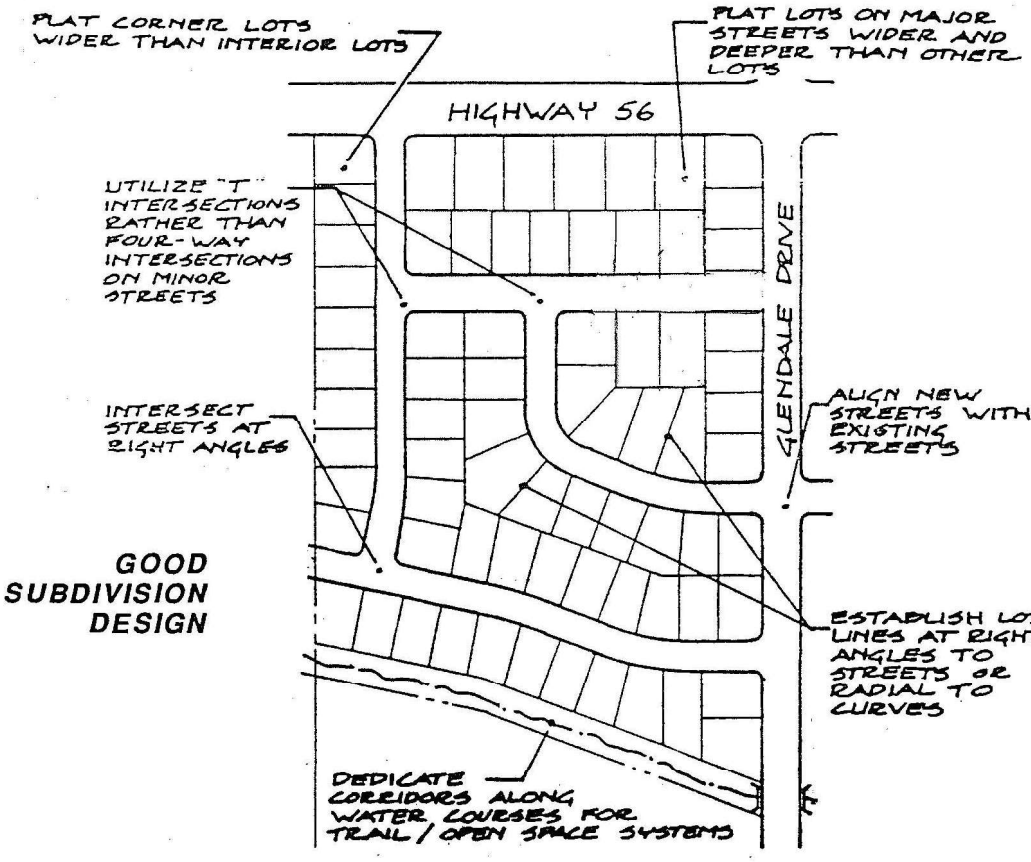
In those years when most subdivision design was based on a rigid 90 degree angle grid, specifications as to block lengths and widths were quite important. Given the preference for greater flexibility in subdivision design, however, block requirements primarily refer to the intervals with which streets must be provided in order to facilitate access from one area to another – called“connectivity.”

It is recommended to specify that blocks be limited to 600 to 800 feet in length, though slightly longer blocks may be acceptable under certain conditions. The key objective is to assure convenient pedestrian access to facilities such as schools, parks, and commercial nodes.

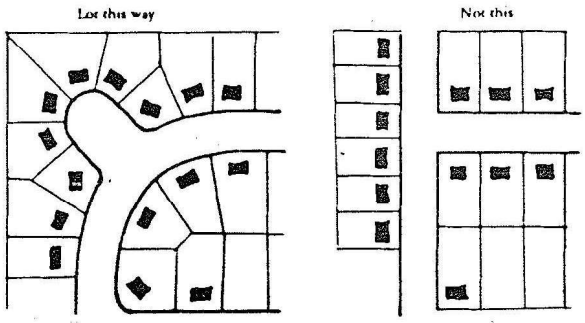
Sewage Disposal

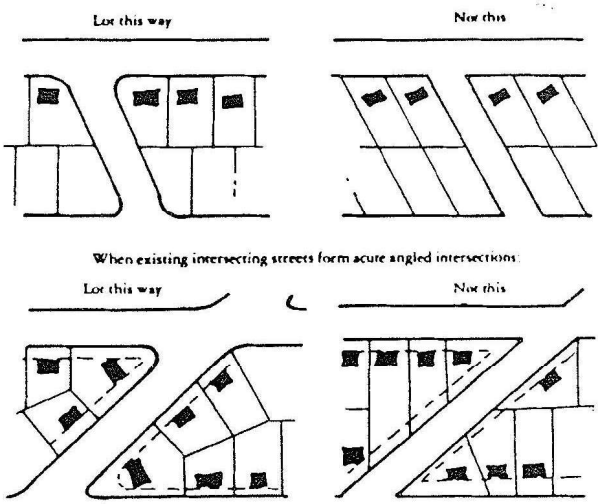
Most subdivision ordinances will specify the size, material and location of septic tanks and drain fields or require the approval of the district engineer or city engineer for connection to a public sewage system. Where septic tanks are used, the county health department or State Department of Health must give final approval of the design and installation. Lots in single-family subdivisions where individual septic tanks are to be used for sewage disposal should be at least one half acre in size.



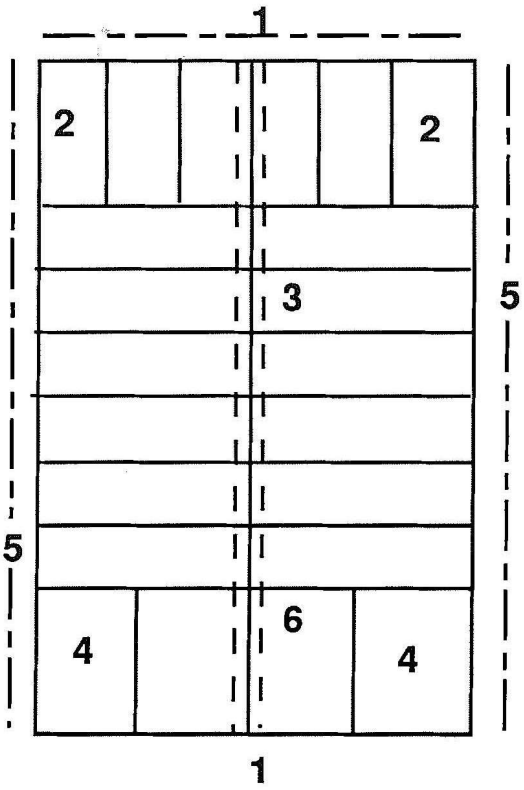


Drawings courtesy of the West Valley City Community Development Department





Suggestions for Lot Design.
Some common mistakes in subdivision lot design can create awkwardly-shaped lots and traffic circulation problems.



MORE LOT DESIGN

1. Small butt lots require more underground utilties at the end of the block.
2. Corner lots are too narrow.
3. Rear utility easement unless power lines are installed in the street.
4. These corner lots are larger to allow for more desirable sideyards.
5. Street overhead and underground utilities are preferred.
6. Butt lots with property lines in the center allow for better access to utility easement.

Culinary Water Systems
Size and location of pumping systems used for serving culinary and pressure irrigation systems for homes should be described by the ordinance. If wells are allowed, the methods of sealing the sidewalls of the water wells to avoid pollution problems should be addressed. The developer should show the intended distribution system and its adequacy, the means proposed to be used for its proper future maintenance and the approximate location of necessary easements.

Storm Drainage
The plans submitted by the developer should contain information describing the existing watercourse channels or drainage tiles for storm sewer and culverts and other works pertaining to drainage or flood control. The description should include the natural flows and additional run-off that will be generated by the subdivision when it is completely developed.

In areas without piped storm sewer systems, or in areas where it is impractical to connect to existing storm water sewers, storm water retention through the use of catch basins may be necessary. This is especially important where development is on a hillside. The developer should be required to show the proposed method of on-site retention on the subdivision plan. Retention may be achieved through the use of sumps in the streets and retention basins or reservoirs.

Parks and Open Space
The size and type of open space dedication required of developers (or amount of in-lieu contribution) and the location of the land for different types of parks will vary depending upon the size of the development, the physical setting and the special needs of the future residents. Communities near a national forest or other vast natural area need an entirely different recreation and open space plan than communities in an urbanized setting. Design standards and open space requirements should reflect local conditions and needs in order to assure adequate space and desired recreation opportunities.

A table should be provided in the ordinance by which to estimate the number of acres to be reserved for park and recreation purposes – such as three acres of recreation area for every one hundred dwelling units. The standards might relate the percentage of total land for recreation to the size of the lots, viz., the smaller the lots, the greater the percentage of land reserved for parks. The developer should be required to dedicate all recreation areas to the local government as a condition of final subdivision plat approval. In planned unit developments, however, recreation spaces may be controlled and maintained by a homeowner's association.

Erosion and sediment control
Subdivision planning requirements should make adequate provision to insure prevention of soil erosion by exposing the minimum area possible during

construction and covering bare soil with good vegetation as soon as possible after construction. Prior to the granting of preliminary approval of the subdivision plat, the subdivider should submit a description of the methods to be employed to dispose of soil and other materials when they are removed from the site.

A schedule showing when each stage of the project will be completed including total area of soil surface which is to be disturbed during each stage, and the estimated start and completion dates, is usually required prior to giving approval to the subdivision development plan.

Slope/density and capability control – Development on Sensitive Lands
Slope/density data are provided as a means by which to assess suitable development density for sensitive lands. As slope increases so does the potential for environmental degradation, including slope failure, erosion, sedimentation, run-off and other potential hazards. Of major concern is the slippage and erosion of soils that may consequently endanger the homes that stand in the way of natural drainage. Pollution of ground water is also a serious problem. Septic tanks may be disallowed because drain fields generally require a gently sloping area. Serious consideration should be granted to the maximum grade of streets and driveways in areas of extreme slope.

Before any subdivision is approved, the reviewing agency must be capable of assuring that the area proposed for development is safe and free of potential natural hazards. Any jurisdiction should identify on accurate maps areas of potential hazard from earthquake, flood, landslide, rockfall, high water table, etc.

REVIEW AND APPROVAL PROCESS

The following are steps and requirements generally used for the administration of the application of a subdivision – this procedure is not established by law.

STEP ONE – PRE-APPLICATION (CONCEPT) REVIEW

A developer and his staff or consultants meet with the planning staff and/or planning commission to present the concept of the proposed development or subdivision. A sketch plan is adequate for illustrating the concept at this step in the approval process.

The accompanying drawing shows a typical sketch plan and the type of information that should be included with the plan. The primary purpose of concept review is to inform the local staff and officials of the developer's proposal and also to provide an opportunity for officials to inform the developer of the appropriate ordinances and standards. If this meeting is conducted in the spirit of cooperation, it can help to avoid may future problems and misunderstandings. Unfortunately, and in too many instances, this meeting is never held and the

developer goes to the expense of preparing a preliminary plat for a meeting with the staff and the officials.

In some cases, this pre-application review step may be unsatisfactory because the planning staff may not believe it can give any commitments to the developer that will be binding upon the planning commission. If both parties are thoroughly aware of this, however, there can still be a helpful exchange of information at this stage, and an involvement or discussion with the planning commission will follow.

The pre-application meeting can also draw attention to ordinances or regulations administered by other agencies, within the jurisdiction or nearby. For example, the proposed subdivision may include a floodplain wetlands, earthquake zone, or other sensitive or hazardous natural features.

STEP TWO – PRELIMINARY REVIEW AND APPROVAL

This step following staff review has traditionally been called preliminary, but may be given a name that emphasizes that it is this review and approval step during which all design changes must be made and approved. Some ordinances identify this step as the "Development Design Review and Approval," or something similar. The point with regard to the name is that it should be abundantly clear that this step in the three-step approval process is the most important step. It is at this stage that the standards and the regulations are applied and where the most significant interaction takes place between the developer, the planning commission and the staff.

The subdivision plat must be submitted in sufficient time and with an adequate number of copies to provide for review and recommendations by various departments and agencies, such as the city or county engineer, the local school district, the recreation committee, the public works department, the health department, and the police and fire departments. Appropriate public utility companies should also be included in the preliminary review.

Recommendations and comments submitted by these agencies should be received by the planning commission prior to any hearings on the proposed plan or meeting at which preliminary approval is expected. Most ordinances authorize the planning commission to grant or deny approval of a preliminary plat. There will often be considerable negotiation and discussion between the developer and the planning commission resulting in mutually agreen modifications in the plat or conditions of the approval. Some regulations provide for an appeal to the governing body from the decision made at this time.

It should be understood – when the Preliminary Review and Approval (or whatever it's called) is signed off by the planning commission and legislative body, the developer is vested and has a project. You cannot prevent him from completing the project as approved once he is vested.

Preliminary plat requirements

The plat of the proposed subdivision presented for preliminary review and approval should include the following information:

- Name of owner and proof of ownership of the development parcel.
- Name of land surveyor, engineer and site planner and certificate as to the accuracy of the plat.
- Identification and legal description of the subdivision.
- Approved name of the subdivision.
- Location by section, township and range.
- Dimensions and bearings of all property boundaries.
- Layout and dimensions of all proposed lots.
- Existing Structures.
- Vicinity map, at a specified scale, showing all logs and streets in the subdivision and all abutting streets and public rights of way.
- High water marks of all lakes, rivers, streams and location of any designated wet lands – all known potential natural hazards.
- Location of prominent natural features such as rock outcroppings, woodlands, steep slopes.
- Location and dimensions of existing and proposed utilities and utility easements.
- Grading and drainage plans, including all proposed changes in grade.
- Existing and finished contours at intervals of at least 5 feet.
- Existing sanitary sewers, storm drains, water supply mains and culverts within the subdivision or within 100 feet thereof.
- Existing and proposed storm water drainage system, including drainage easements.
- Location, width, and other dimensions of proposed streets, alleys,

easements, parks, and other open spaces to be dedicated to the public, with complete description.

- Proposed on-site and off-site water facilities, sanitary sewers, storm drain facilities and fire hydrants.
- Soil erosion and sediment control plan, including trees and other vegetation proposed to be planted.
- Landscaping plan for any public or commons areas.
- Proposed street lighting.
- Proposed zoning changes, if any are needed or recommended.
- Graphic scale.
- North arrow.
- Date of preparation.
- Abstract of title or registered property certificate.

In many cases, the preliminary plat may consist of a series of maps with detailed information on each map. As an example, it may include a site plan, a grading plan, a utilities plan, a drainage area plan, a planting plan and a map indicating street profiles and grades. This provides the local government with substantial information by which to evaluate the subdivision proposal. Local officials should insist that the prospective developers provide this type of information as part of the preliminary plat.

➜ (A sample Preliminary Plat Map appears on page 24)

STEP THREE – FINAL PLAT REVIEW

When the preliminary plat has been approved, the developer should prepare an appropriate number of copies of the final plat, as specified by the subdivision ordinance. The ordinance should assure that the final plat is of a form and size which meets the requirements of the county recorder's office.

The ordinance should require the subdivider's engineer to submit the final plat, with any changes or modification as presented for the preliminary review and approval. This is accompanied by a letter of certification that all lots meet the requirements of the zoning ordinance.

The filing of the final plat serves at least two functions: First, it may constitute a legal dedication to the public of the streets, parks, utility easements and similar lands shown on the plat. Secondly, the certificate of dedication, as attached to the plat, becomes a convenient means for describing a particular lot which the developer may wish to deed to a purchaser.

After the staff and planning commission have reviewed and approved the final plat, it is sent to the local governing body for review and then registered with the county recorder. Many subdivision regulations also require that the subdivider substantially begin the project within one year or approval will be revoked and the entire review process must be repeated.

Final plat requirements.

The final plat should include the following information:

- Subdivision name and location.
- Description of land to be included in the subdivision.
- Accurately drawn boundaries with proper bearing and dimensions of all properties within the subdivision.
- Graphic Scale.
- North Arrow.
- Date of plat.
- Name, address, signature of subdivider.
- Dimensions and bearing of boundary lines of property.
- Location of right-of-way.
- Widths and names of existing and proposed streets and sidewalks.
- Location and widths of existing and proposed utility and drainage easements.
- Location and names of existing and proposed parks and other open space with accurate lot line dimensions.
- Lot numbers.
- Location description and size of monuments.

- Location of rivers, lakes, streams, and swamps and known high water marks.

- Restrictive covenants, the legal certifications by the proper local officials (usually the chief elected official and the planning commission chairman) and statement of dedication, dedicating all streets for public use that are not private streets. Legal certification should include certificate of acceptance by the local government, attested by the city or county recorder.

- Preliminary Title Report.

- Public Improvement Agreement.

- Owner's Certificate of Dedication.

➜ (A sample Final Plat Map appears on page 25)

FINANCIAL GUARANTEES FOR PROJECT COMPLETION

One of the serious problems that has faced communities is finding a method to insure that the developer will provide all the required improvements. This is particularly a concern if the developer should file bankruptcy before construction is complete. Several methods have been found for insuring that the needed improvements will be provided and that the community will not be left with the cost of providing the defaulted improvements.

Four common tools available to assure performance are: surety bond, escrow bond, cash bond and an irrevocable letter of credit. The letter of credit is attractive because a bank will issue a letter confirming that it will back the holder of the letter for the amount of the bond without the funds actually deposited in an escrow account. For an escrow bond the developer is required to deposit in an escrow account the amount of money necessary to finish the improvements.

Other performance bonds are established at the estimated cost of providing the necessary improvements plus an added amount to anticipate inflation, e.g., 125 percent. If the developer fails to provide the necessary improvements, the local government can collect the funds from the firm posting the bond to finish the improvements.

Another method is the covenant and agreement contract entered into by the subdivider and the local government. The contract agreement places a lien on the property to guarantee the installation of the required improvements. The subdivider must furnish proof of title and agree to acceptance of prior right of the

agreement over any mortgage that may be outstanding on the land being subdivided.

From a procedural point of view, it is important that the local government require the developer to post the performance bond, furnish proof of an escrow deposit in favor of the local government or enter into a lien agreement before approval is given to the final plat. Otherwise the developer may refuse to guarantee the installation and quality of the required improvements, because approval has already been granted.

Of the three methods of securing assurance for the installation of the required improvements, the use of a performance bond with and escalator clause to take care of increased costs due to inflation is probably preferred from the point of view of the administering local government. The performance bond provides for the easiest method of collection in the event of unfinished improvements or a need to replace utilities or facilities.

PLANNING REVIEW AND INSPECTION FEES

In addition to the need for requiring financial assurance that improvements will be put in place, local governments must require the developer to pay reasonable subdivision processing, plan checking and inspection fees, just as they pay building permit fees.

The fees charged should cover the actual cost of providing the planning review services rendered as part of the approval process and the cost of engineering inspection services during actual construction. There is no reason for the community to pay for an engineer's time to take core samples of compacted material for a street or slump test of concrete being used on a subdivider's project. Subdividing and developing land is a profitable business and the local government should not subsidize the subdivider by having these services provided or made available at no cost.

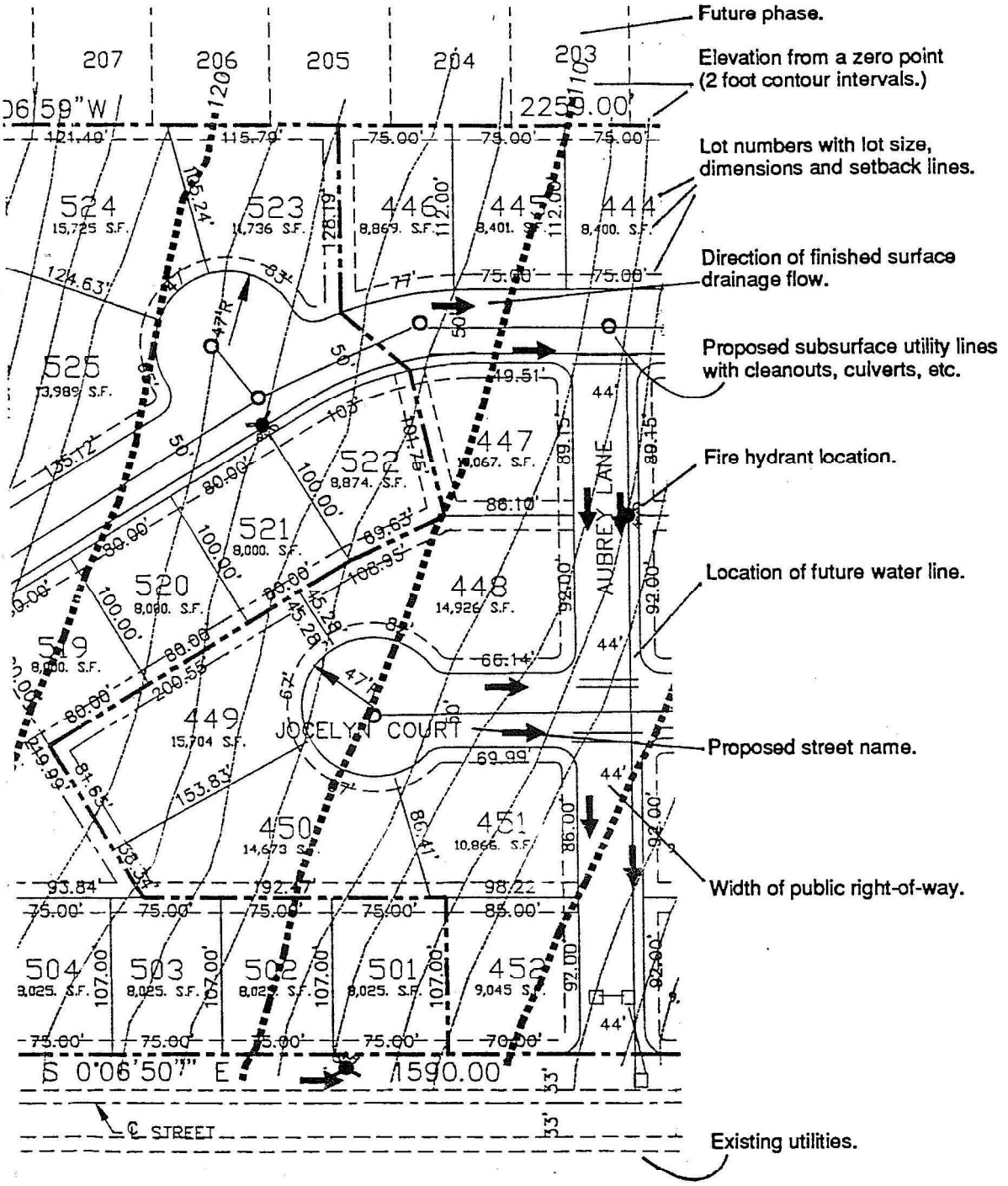
IMPACT FEES (EXACTIONS)

During the turbulent growth period of the 1970's, communities throughout Utah and the rest of the country experienced considerable difficulty in generating the revenues necessary to provide needed public services to the new growth areas. Many local officials realized that it was politically unpopular to exact higher fees or taxes to pay for facilities needed only to serve residents of the new developments. In an effort to accelerate the access to revenue, and to augment the inevitable shortfall, many local governments imposed fees or exactions on new development, as it occurred.

Exactions have been imposed for many years as a dedication of land for both on-site and off-site improvements, including parks and schools. Direct fees have also been sought to cover costs of water or sewer connections. Exactions have been imposed also for other public needs such as new roads or improvements to existing streets, storm sewers, schools, or a fire station.

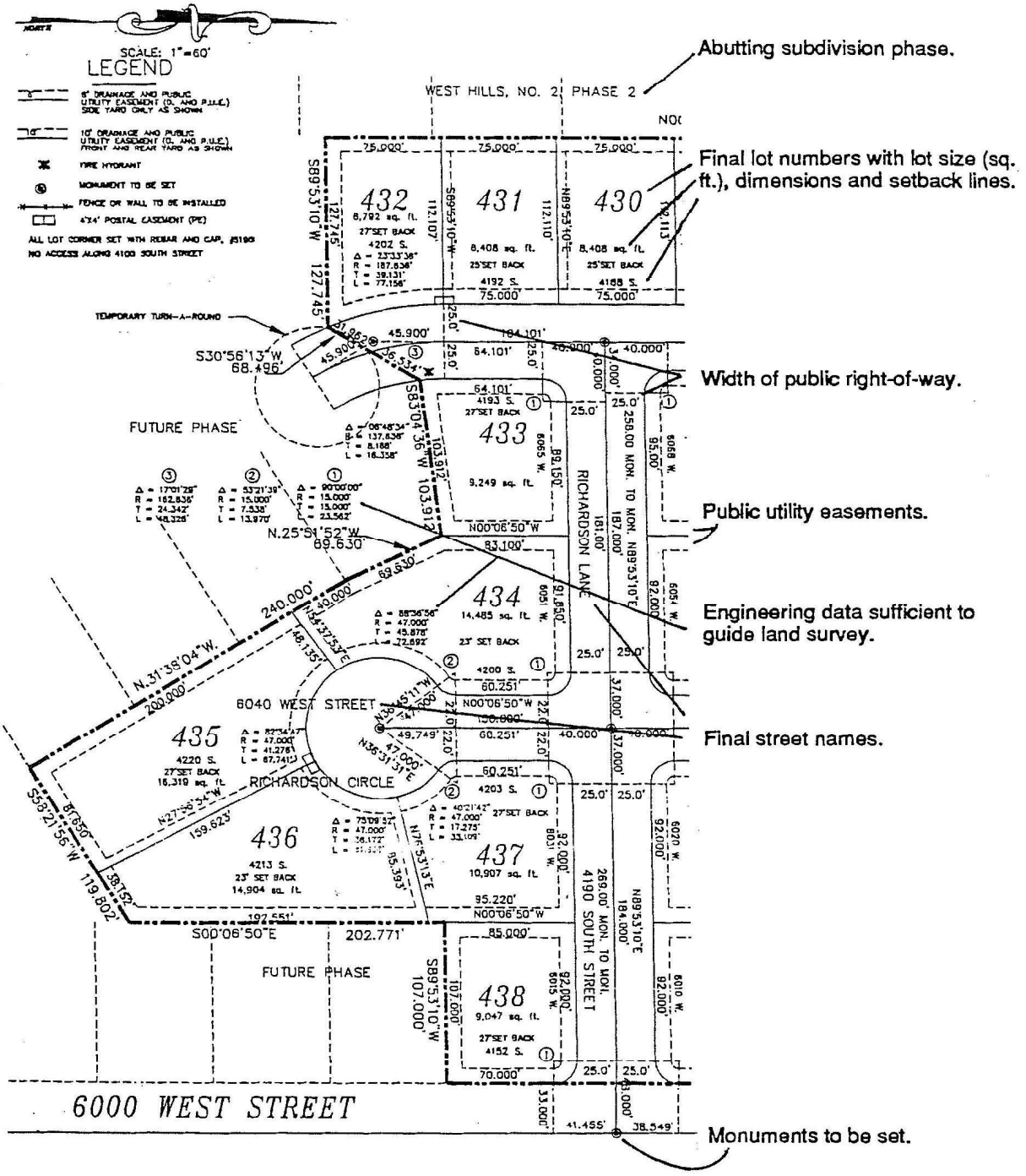
As the practice evolved, the impact fee has become most generally a cash payment made by the developer prior to issuance of a building permit. The amount of the fee is based upon a formula that estimates the impact that the development will impose upon various public facilities.

In several states, including Utah, impact fees have been challenged in court and a series of decisions, including a U.S. Supreme Court case, and a Utah Supreme Court case, have helped to establish legal precedent for the imposition of impact fees. The critical legal point that has emerged from litigation is referred to as the "rational nexus test." The test is imposed to assure that the fee exacted is earmarked for improvements that relate directly to the development area from which the fee was collected. Courts have also been concerned that the local government that is imposing the fee requirement possesses the legal authority to do so.



Partial View of a Preliminary Plat

This plat was generated by the computer-assisted Auto CADD mapping program. Most plats and plans produced by professional engineers and architects are computer-generated.



Partial View of a Final Plat

The preliminary and final plats shown here follow requirements of the West Valley City Community Development Dept.; submitted by Watt Utah, Inc.; produced by Eckhoff, Watson & Preator Engineering.

CENTERVILLE

PLANNING COMMISSION

Staff Report
8/13/2025

Item No. 1.
Title: Community Development Director's Report
Initiated By:
Staff Representative:

SUBJECT:

RECOMMENDATION:

BACKGROUND:

ATTACHMENTS:

CENTERVILLE

PLANNING COMMISSION

Staff Report
8/13/2025

Item No. 1.
Title: Minutes Review and Approval - July 9, 2025
Initiated By: Jennifer Robison, City Recorder
Staff Representative:

SUBJECT:

Consideration of Planning Commission meeting minutes from July 9, 2025.

RECOMMENDATION:

Consider approval of Planning Commission meeting minutes from July 9, 2025.

BACKGROUND:

ATTACHMENTS:

1. 07-09-25 PC DRAFT

PLANNING COMMISSION MINUTES OF MEETING
Wednesday, July 9, 2025
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
Mason Kjar, Chair
LaRae Patterson
Shawn Hoth
Tyler Moss
Gary Woodward
Amanda Jorgensen

MEMBERS ABSENT
Layne Jenkins

STAFF PRESENT
Mike Eggett, Community Development Director
Lisa Romney, City Attorney
Sydney DeWees, Planner

LEGISLATIVE THOUGHT/PRAYER Commissioner Hoth

PLEDGE OF ALLEGIANCE

PUBLIC HEARING – CONCEPTUAL SITE PLAN (PDO) – PORTER LANE ESTATES – 522 WEST 400 SOUTH (PORTER LANE) – RESIDENTIAL PDO DEVELOPMENT – GREG LARSEN AND TROY HOLZER – LEGISLATIVE DECISION

Planner Sydney DeWees presented the conceptual site plan for Porter Lane Estates at 522 West 400 South, submitted by applicants Greg Larsen and Troy Holzer under the Planned Development Overlay (PDO) process. The applicants shifted to the PDO after their original subdivision plan did not meet residential medium standards. Staff supported the revised proposal, noting it maintained code integrity while allowing appropriate density, and recommended approval contingent on a zoning map amendment.

The applicant, Greg Larsen, explained the plan includes six homes with a single private road, no driveways on Porter Lane, and three-car garages to reduce street parking. Commissioners asked about fencing, guest parking, snow and trash services, fire access, and drainage. Mr. Larsen clarified that fencing and landscaping were included, parking would accommodate six vehicles per home, the HOA would manage services, the road met fire access requirements, and drainage would be routed through underground pipes to a nearby canal.

Chair Kjar opened a public hearing for this item.

Julie Cahoon, Centerville resident, expressed concerns about potential parking issues spilling over into their community, and asked about height and noise regulations.

Rosalie MacMillan, Centerville resident, echoed parking concerns and recommended not letting people park on the private road, and thanked the applicants for discussing a three-car garage to help minimize the issue.

Chair Kjar closed the public hearing.

Mr. Larsen responded to the public comments and stated that he plans to not allow parking on Porter Lane. The commission discussed adding a condition to prohibit parking on the private road within the development.

Chair Kjar **moved** for the Planning Commission to recommend City Council approval of the proposed Conceptual Site Plan for the property located at 522 W 400 S, contingent on the following condition and findings. Commissioner Jorgensen seconded the motion which passed by a unanimous vote (6-0).

Conditions:

1. The proposed Planned Development Overlay (PDO) Zoning Map Amendment will need to be approved as outlined in CZC 12.41.080 for this approval to be valid
2. The proposed Planned Development Overlay (PDO) Zoning Map Amendment shall address all variance items as outlined in the staff report:

    a. Minimum lot size
    b. Minimum lot frontage
    c. Front yard setback
    d. Minimum buildable area
    e. Required sidewalk installation
    f. Fencing height and location
    g. Irrigation plan
    h. Common area designation

3. Should the proposed PDO Zoning Map Amendment be approved by the City Council, a final site plan shall be submitted to the City as outlined in CZC 12.21.100
4. A future proposed final site plan shall include and/or address all the unresolved staff comments as identified and reported from the July 7th DRC meeting.
5. There will be no parking allowed in the private street as part of the PDO.

Reasons for Action (findings):

1. The proposed Conceptual Site Plan complies with the expected development standards described in CZC 12.21.110, CZC 12.32, CZC 12.41, CZC 12.51, CZC 12.55 (where applicable), and other applicable City Codes for this project;
2. The proposed Conceptual Site Plan has identified variance requests that are reasonable and fulfill the approval criteria as established in CZC 12.41.080, as backed by evidence provided in the associated project reporting;
3. The granting of the proposed Conceptual Site Plan variances is not detrimental to the health, safety, and welfare of Centerville residents;
4. The proposed Conceptual Site Plan allows integrated planning and design of the property and, on the whole, is a better development than would be possible under conventional zoning regulations;
5. Therefore, the Planning Commission recommends that the City Council grant approval of this proposed Conceptual Site Plan request associated with the proposed Planned Development Overlay (PDO) Zoning Map Amendment

PUBLIC HEARING – ZONING MAP AMENDMENT FOR PLANNED DEVELOPMENT OVERLAY (PDO) – PORTER LANE ESTATES – 522 WEST 400 SOUTH (PORTER LANE) – RESIDENTIAL MEDIUM (R-M) TO RESIDENTIAL MEDIUM WITH PLANNED DEVELOPMENT OVERLAY (R-M-PDO) – GREG LARSEN AND TROY HOLZER – LEGISLATIVE DECISION

The commission considered the zoning map amendment for the Porter Lane Estates project. This amendment would rezone the property from Residential Medium (R-M) to Residential Medium with Planned Development Overlay (R-M-PDO).

Chair Kjar opened a public hearing for this item.

Julie Cahoon, Centerville resident, asked for clarification on the exceptions that would be allowed under the PDO, and reiterated concerns about parking.

Chair Kjar closed the public hearing.

Commissioner Jorgensen **moved** for the Planning Commission to recommend City Council approval of the proposed Zoning Map Amendment for a Planned Development Overlay (PDO) to be applied to the property located at 522 W 400 S from Residential Medium (R-M) to Residential Medium Planned Development Overlay (R-M-PDO) zoning, with the following findings for action. Commissioner Patterson seconded the motion which passed unanimously (6-0).

Reasons for Action (findings):

1. The proposed PDO Zoning Map Amendment meets the goals and objectives of the General Plan concerning Neighborhood 2 [CMC 12-480-3].
2. The proposed PDO Zoning Map Amendment meets the use, standards, and applicability in the City Zoning Code 12.32 Residential Zones.
3. The proposed PDO Zoning Map Amendment does not conflict with any applicable policy of the General Plan;
4. The proposed PDO Zoning Map Amendment meets the purpose and intent of City Codes as set forth in CZC 12.41;
5. The proposed PDO Zoning Map Amendment allows for integrated planning and design of the property and, on the whole, better development than would be possible under conventional zoning regulations;
6. The proposed PDO Zoning Map Amendment meets the use and development limitations and other requirements of the zone with which the PDO zone is combined, except as otherwise allowed by CZC 12.41;
7. The proposed PDO Zoning Map Amendment meets the density limitations and guidance of the General Plan; and
8. The proposed Zoning Map Amendment provides superior site design and increased amenities, as required in CZC 12.41.080(c);
9. Therefore, the Planning Commission recommends that the City Council grant approval of the proposed Planned Development Overlay Zoning Map Amendment request as associated with the provided Conceptual Site Plan documentation.

COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Community Development Director Mike Eggett provided a brief update on upcoming projects. He mentioned that the Millet rezone would be presented to the City Council on August 5th which would involve rezoning a portion of property from Agricultural Low (A-L) to Residential Low (R-L) to accommodate a future subdivision.

MINUTES REVIEW AND APPROVAL

Minutes of the June 25, 2025 Planning Commission meeting were reviewed. Commissioner Jorgensen **moved** to approve the minutes with suggested changes. Commissioner Hoth seconded the motion, which passed by unanimous vote (5-0).

ADJOURNMENT

At 7:52 p.m., Commissioner Jorgensen **moved** to adjourn the meeting. Commissioner Patterson seconded the motion which passed by unanimous vote (6-0).

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Jennifer Robison, City Recorder Date Approved