



PLANNING COMMISSION AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE PLANNING COMMISSION WILL HOLD A REGULAR MEETING AT 7:00 PM ON MAY 13, 2026 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 Amanda Jorgensen**
- 3. PLEDGE OF ALLEGIANCE**

B. BUSINESS ITEMS

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

- Public Hearing - Municipal Code Amendments - Video Inspection Required for Stormwater and Subsurface Water Drainage Facilities - CMC 9.06.060, 9.06.080, newly added 9.07.030, 9.07.040, and CMC 15.05.050, 15.05.060, newly added 15.05.062, 15.05.064, 15.05.066, 15.06.068
Consideration of amendments to the Centerville Municipal Code amending language in CMC 9.06.060, 9.06.080, newly adding 9.07.030, 9.07.040, and CMC 15.05.050, 15.05.060, newly adding 15.05.062, 15.05.064, 15.05.066, 15.06.068 regarding updated storm drainage and subsurface drainage improvements associated with land development and required video inspection of any newly installed, modified, or repaired public or private storm drainage or subsurface drainage improvements or facilities.
- Planning Commission Elections for Chairperson and Vice Chairperson, per CZC 12.20.050(c)
The *Centerville Zoning Code 12.20.050(c)* outlines how the Planning Commission Chairperson and Vice Chairperson should be elected accordingly. Previously, the Commissioners agreed to hold elections during this meeting, following the procedures of this Zoning Code. A copy of the Planning Commission operations and procedures Codes has been provided in your packet with this item for review and discussion purposes for the elections.

C. COMMUNITY DEVELOPMENT DIRECTORS REPORT

- 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.

- Minutes Review and Approval - April 22, 2026

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
5/13/2026

Item No. 1.

Title: Public Hearing - Municipal Code Amendments - Video Inspection Required for Stormwater and Subsurface Water Drainage Facilities - *CMC 9.06.060, 9.06.080*, newly added *9.07.030, 9.07.040*, and *CMC 15.05.050, 15.05.060*, newly added *15.05.062, 15.05.064, 15.05.066, 15.06.068*

Initiated By: Lisa Romney, City Attorney

Staff Representative: Lisa Romney, City Attorney, Mike Eggett, Community Development Director

SUBJECT:

Consideration of amendments to the Centerville Municipal Code amending language in *CMC 9.06.060, 9.06.080*, newly adding *9.07.030, 9.07.040*, and *CMC 15.05.050, 15.05.060*, newly adding *15.05.062, 15.05.064, 15.05.066, 15.06.068* regarding updated storm drainage and subsurface drainage improvements associated with land development and required video inspection of any newly installed, modified, or repaired public or private storm drainage or subsurface drainage improvements or facilities.

RECOMMENDATION:

Recommend Planning Commission provide a favorable recommendation to City Council in support of proposed Municipal Code Amendments to *CMC 9.06.060, 9.06.080*, newly added *9.07.030, 9.07.040*, and *CMC 15.05.050, 15.05.060*, newly added *15.05.062, 15.05.064, 15.05.066, 15.06.068* as outlined on attached documentation.

BACKGROUND:

Since the beginning of the 2026-year, City Staff, per the guidance of the City Attorney, have been working on fee schedule updates associated with land use practices. One of these areas of fee schedule analysis is relative to the re-evaluation of the video inspection fees associated with the review of installed private and public stormwater and subsurface water drainage utility facilities. A review of current fees associated with these video inspection fees has determined that the currently existing fees do not cover the true current expenses of partner entity services from those teams who assist City Staff in these video reviews of private and public stormwater and subsurface water drainage facilities. As a result, the City Attorney has prepared updated City Code language and a connected fee schedule update that reflect more accurate current video inspection costs for the City to carry out these utility facility review services. The updated proposed Municipal Code amendment language has been provided in the packet as an attached document.

A public hearing was advertised for the proposed zoning code text amendment request. A public hearing notice was posted in accordance with State and City Code requirements, regarding the proposed zoning code text amendment as found in this documentation. No comments were received prior to the completion of the documentation and transmission to the Commission for this meeting.

ATTACHMENTS:

1. 09.06.080-(video inspection fees)-2026-PC version
2. Pub Hear Notice - Sub Drainage & Storm Drainage

SECTION 1:**AMENDMENT** “9.06.060 Standards And Requirements For Subsurface Drains” of the Centerville Municipal Code is hereby *amended* as follows:

AMENDMENT

9.06.060 Standards And Requirements For Subsurface Drains

The following standards and requirements shall apply to any proposed subsurface drain system within the City. No subsurface drain system shall be approved by the City which does not comply with the standards and requirements set forth herein.

- (a) All construction drawings for proposed subsurface drains or systems shall be reviewed and approved by the City Engineer.
- (b) All subsurface drains and systems shall be designed and installed in accordance with City Standards and Specifications regarding subsurface drains, the approved construction drawings for the improvements, and all other applicable City Ordinances, rules, regulations and standards.
- (c) All subsurface drains and systems shall be subject to inspection by the City in accordance with City inspection procedures and requirements.
- (d) The applicant must establish the adequacy and compliance with applicable City Ordinances, rules, regulations and standards, of existing subsurface drains and systems which are proposed to be utilized by the applicant for transfer and discharge of subsurface water from the site to the proposed discharge point.
- (e) All subsurface drain systems, including systems that it will tie into, shall meet the required capacity of all combined flows and applicable City Ordinances, rules, regulations and standards. When deemed necessary and desirable, the City may require applicant to pay for the cost of inspecting existing subsurface drains and systems which the applicant proposes to utilize for the transfer and discharge of the subsurface water from the site to the proposed discharge point.
- (f) The City shall have the right to clean and maintain any private subsurface drain or system deemed to be in disrepair, after 30 days written notice to the responsible party or parties, and to charge the expense of such clean up or repair to the responsible party or parties. Nothing herein shall be deemed to prevent the City, without notice, from cleaning or maintaining any subsurface drain or system or taking any other action deemed necessary in the event of an emergency, as determined by the City.
- (g) The City can require any additional information, documentation and/or reports to be provided by the applicant when deemed necessary and desirable by the City for purposes of determining the appropriateness and compliance of the proposed subsurface drains or systems with the terms and conditions of this Chapter.
- (h) Video Inspection. All subsurface drainage systems, improvements, and facilities installed by the developer, whether public or private, shall require video inspection prior to final approval or acceptance in accordance with CMC 9.06.080 (Subsurface Drainage Video Inspection). Such video inspections shall be subject to applicable

video inspection fees set forth in the City Fee Schedule.

SECTION 2:AMENDMENT “9.06.080 Videotaping Inspection” of the Centerville Municipal Code is hereby *amended* as follows:

AMENDMENT

9.06.080 ~~Videotaping~~Subsurface Drainage Video Inspection

- (a) Video Inspection Required. Any newly installed or modified subsurface drain improvement or facility or system within the City, whether public or private, ~~is shall be~~ required to be video inspected ~~videotaped~~ to verify acceptable condition and installation of such improvements and facilities prior to final approval or acceptance. Such video inspection ~~videotaping~~ shall be ~~conducted or caused to be~~ conducted by the City and paid for by the developer in accordance with applicable provisions of the City Fee Schedule.
- (b) Cleaning Prior to Inspection. All sediment, water, and waste material shall be flushed and vacuumed out of the subsurface drain improvements and facilities by the developer prior to any request for video inspection ~~videotaping~~ by the City.
- (c) Re-Inspection. If the improvements and facilities need to be cleaned, repaired, or fixed due to any inspection failure, ~~a deficiency in the improvements or facilities is revealed by videotaping,~~ the developer is required to clean, repair, or fix the subsurface drain improvements and facilities prior to requesting a re-inspection. The developer shall pay the re-inspection fees prior to re-inspection in accordance with applicable provisions of the City Fee Schedule.
- (d) Phased Inspection. The City may allow for phased inspections as provided in accordance with applicable provisions of the City Fee Schedule. The developer shall pay the phased inspection fees prior to inspection in accordance with applicable provisions of the City Fee Schedule. ~~make the necessary repairs. Once the repairs are complete, a videotaping re-inspection shall be requested and conducted by the City at the developer's sole cost and expense in accordance with the City Fee Schedule.~~
- (e) Warranty Inspection. The City requires video inspection of subsurface drain improvements and facilities at the end of warranty as part of final inspection in accordance with applicable provisions of the City Fee Schedule. The developer shall pay the end of warranty inspection fees prior to inspection in accordance with applicable provisions of the City Fee Schedule.
- (f) No Deficiencies. No final approval or acceptance ~~inspection~~ shall be approved until and unless the newly installed subsurface drain improvements and facilities have been video inspected ~~videotaped~~ in accordance with the provisions of this Section and such video inspection ~~videotaping~~ reveals no deficiencies in the subsurface drain improvements and facilities.
- (g) Warranty Obligations. Nothing herein is intended to replace or alter developer's warranty obligations for newly installed subsurface drains or systems.

SECTION 3: ADOPTION “9.07.030 Storm Drainage Improvements” of the Centerville Municipal Code is hereby *added* as follows:

ADOPTION

9.07.030 Storm Drainage Improvements(*Added*)

- (a) Storm Drainage Improvements Required. Any person proposing development of property within the City, whether by subdivision, site plan, building permit, or any other permit or approval for development or construction, is required to construct and install a storm water drainage system or facilities in accordance with the provisions set forth herein and applicable provisions of CMC 16 (Stormwater).
- (b) Standards and Specifications. All storm drainage improvements and facilities shall comply with applicable design criteria, construction materials, and specifications set forth in the City Standards and Specifications, and all other applicable laws, ordinances, and regulations.
- (c) Storm Drainage Master Plan. All storm water drainage improvements and facilities shall comply with the the City Storm Drainage Master Plan.
- (d) Easements. The developer shall dedicate an easement or right of way of 15 feet in width or greater for any storm drainage improvements and facilities, as determined necessary by the City Engineer. The developer may also be required to dedicate an easement or right of way conforming substantially with the lines of any natural watercourse or channel, stream, creek, irrigation ditch, or floodplain that enters or traverses the property or subdivision, as determined necessary by Davis County Flood Control and/or the City Engineer.
- (e) Approved Connection. All storm water drainage improvements and facilities shall be connected to an approved off-site storm drain or facility acceptable to the City
- (f) Storm Flows. Storm drain, cross gutters, dipstone inlets, and other appurtenant structures shall be provided by the developer as required to adequately dispose of storm waters and the 10 year frequency storm flows developed within the limits of the development and the existing flows entering the proposed development from adjacent properties. Additional upsizing for storm flows or frequency may be required for detention or storm drain lines, retention facilities, trunk lines, or stream channels, as determined necessary by the City Engineer.
- (g) Video Inspection. All storm water drainage systems, improvements, and facilities installed by the developer, whether public or private, shall require video inspection prior to final approval or acceptance in accordance with CMC 9.07.040 (Storm Drainage Video Inspection). Such video inspections shall be subject to applicable video inspection fees set forth in the City Fee Schedule.

SECTION 4: **ADOPTION** “9.07.040 Storm Drainage Video Inspection” of the Centerville Municipal Code is hereby *added* as follows:

ADOPTION

9.07.040 Storm Drainage Video Inspection(*Added*)

- (a) Video Inspection Required. Any newly installed or modified storm drain improvement, facility, or system within the City, whether public or private, is required to be video inspected to verify acceptable condition and installation of such improvements and facilities prior to final approval or acceptance. Such video inspection shall be conducted by the City and paid for by the developer in accordance with applicable provisions of the City Fee Schedule.
- (b) Cleaning Prior to Inspection. All sediment, water, and waste material shall be flushed and vacuumed out of the storm drain improvements and facilities by the developer prior to any request for video inspection by the City.
- (c) Re-Inspection. If the improvements and facilities need to be cleaned, repaired, or fixed due to any inspection failure, the developer is required to clean, repair, or fix the improvements and facilities prior to requesting a re-inspection. The developer shall pay the re-inspection fees prior to re-inspection in accordance with applicable provisions of the City Fee Schedule.
- (d) Phased Inspection. The City may allow for phased inspections of storm drainage improvement, facilities, or systems as approved by the Drainage Supervisor. Such phased video inspections shall be subject to applicable fees set forth in the City Fee Schedule. The developer shall pay the phased inspection fees prior to inspection in accordance with applicable provisions of the City Fee Schedule.
- (e) Warranty Inspection. The City requires video inspection of storm drain improvements and facilities at the end of warranty as part of final inspection. Such end of warranty video inspection shall be subject to applicable fees set forth in City Fee Schedule. The developer shall pay the end of warranty inspection fees prior to inspection in accordance with applicable provisions of the City Fee Schedule.
- (f) No Deficiencies. No final approval or acceptance shall be approved until and unless the newly installed storm drain improvements, facilities, and systems have been video inspected in accordance with the provisions of this Section and such video inspection reveals no deficiencies in the improvements, facilities, or systems.
- (g) Warranty. Nothing herein is intended to replace or alter developer's warranty obligations for newly installed storm drains or systems.

SECTION 5: **REPEAL** “15.05.050 Drainage” of the Centerville Municipal Code is hereby *repealed* as follows:

REPEAL

15.05.050 Drainage

- (a) ~~The subdivider shall construct and install a storm water drainage system within the subdivision according to the City Standards and Specifications the the Storm Drainage Master Plan.~~
- (b) ~~The subdivider shall dedicate a right of way of 15 feet in width or greater as required by the City for storm drainage conforming substantially with the lines of any natural watercourse or channel, stream, creek, irrigation ditch, or floodplain that enters or traverses the subdivision as determined by Davis County Flood Control and/or the City Engineer. The subdivider shall also dedicate rights of way for any pipe, conduit, channel, and retention or detention area as recommended by the City Engineer.~~
- (c) ~~The storm water drainage system for subdivider's subdivision shall be connected to an approved off site storm drain or facility acceptable to the City.~~
- (d) ~~Storm drain, cross gutters, dipstone inlets, and other appurtenant structures shall be provided by the subdivider (within the limits of the subdivision) as required to adequately dispose of storm waters and the 10 year frequency storm flows developed within the limits of the subdivision and the existing flows entering the proposed subdivision from adjacent properties.~~
- (e) ~~All storm water drainage systems, improvements and facilities installed by the developer shall comply with applicable provisions of CMC 16 (Stormwater), and shall require videotaping prior to final inspection in accordance with City Fee Schedule.~~

SECTION 6: **AMENDMENT** “15.05.060 Utilities” of the Centerville Municipal Code is hereby *amended* as follows:

AMENDMENT

15.05.060 Utilities

- (a) Utilities to be Underground. All utilities, including cable TV conduits, shall be provided through underground service, except where existing utilities are already in place. All underground utilities specified in this Section shall be installed prior to the installation of road base, surfacing, curbs, gutters and sidewalks. Underground utilities shall be installed only after streets have been rough graded to a line and grade approved by the City Engineer. If underground utilities are not installed prior to street surfacing sleeves shall be required.
- (b) Culinary Water. A culinary water supply, which must be approved by the City Engineer shall be available to each lot in the subdivision and shall be provided in conformance with the standards and rules and regulations of the City and requirements of the City Engineer. Where an approved public water supply is available, the City shall cause to be installed, at the subdivider's expense, water mains, valves, pressure

reducing valves, and service laterals to each lot within the subdivision.

- (c) Fire Hydrants. Fire hydrants shall be installed by the City, at the subdivider's expense, at locations determined by the City Engineer and the Fire Department. Hydrants located within 350 feet of any building site in the subdivision shall be charged with water and must be operable before a building permit may be issued. Fire hydrant spacing shall not exceed 400 feet.
- (d) Sewer. The subdivider shall connect with a public sanitary sewer and provide sewer mains and extend laterals from the sewer main to each lot in the subdivision.
- (e) Secondary Water. Secondary water for the purpose of irrigation shall be made available to each lot in all residential subdivisions. The City Council may require nonresidential subdivisions to acquire secondary water. Construction of irrigation water facilities shall be subject to the approval of the appropriate pressure irrigation district, as signified by its letter of approval. The lines shall meet City culinary waterline standards and specifications. "As built" shall be provided by the developer and submitted to the City prior to final inspection. Valves shall be located sufficient for adequate control of service areas, as approved. The subdivider will be required, at its own expense, to construct all required off site facilities to connect to existing irrigation district facilities. The size of service connections allowed will be determined by the irrigation district. Two lots may be served by a common service line, divided, where desirable. The applicable connection fee shall be paid to the irrigation district prior to their approval of the final plat.
- (f) Storm Drainage. Storm water drainage improvements, facilities, and systems shall be provided within the subdivision in compliance with applicable provisions of CMC 15.05.062 (Storm Drainage), CMC 09.07.030 (Storm Drainage Improvements), CMC 16 (Stormwater), the City Standards and Specifications, and the City Storm Drain Master Plan.
- (g) Subsurface Drainage. The use of any public or private subsurface drainage improvements, facilities, and systems ~~drains~~ within a subdivision may be permitted on a limited basis, as deemed appropriate by the City, in accordance with applicable provisions of ~~the procedures and requirements set forth in~~ CMC 15.05.066 (Subsurface Drainage), CMC 9.06 (Subsurface Water), and the City Standards and Specifications. ~~regarding subsurface drains, and shall require videotaping prior to final inspection in accordance with CMC 9.06.080.~~
- (h) Street Lights. City approved street lights shall be installed at all street intersections, school or pedestrian crossings, and at bends or curves in the street at intervals specified in the City Standards and Specifications.
- (i) Utility Easements. Utility easements shall be provided within the subdivision as required for public utility purposes. All lots shall have at least a 10' wide front yard public utility easements, and at least two other 7' wide side or rear yard public utility easements. Additional easements, or increased width of easements, may be required as necessary to provide for adequate utility service and/or drainage within the subdivision and adjoining parcels. The City may also require separate waterline, storm drain, or other utility easements for City-owned facilities.

SECTION 7: **ADOPTION** “15.05.062 Storm Drainage” of the Centerville Municipal Code is hereby *added* as follows:

ADOPTION

15.05.062 Storm Drainage(*Added*)

- (a) Storm Drainage Improvements. Any storm drainage improvements or facilities proposed within a subdivision, whether public or private, must be approved by the City in accordance with CMC 9.07 (Storm Water) and CMC 16 (Stormwater).
- (b) Standards and Specifications. If approved, any storm drainage improvements or facilities shall comply with applicable design criteria, construction materials, and specifications set forth in the City Standards and Specifications, and all other applicable laws, ordinance, and regulations.
- (c) Easements. Developers shall be required to dedicate an easement or right of way of 15 feet in width or greater for any storm drainage improvements or facilities, as determined necessary by the City Engineer.
- (d) Video Inspection. All storm drainage improvements or facilities installed by the developer, whether public or private, shall require video inspection prior to final approval or acceptance in accordance with CMC 9.07.040 (Storm Drainage Video Inspection). Such video inspections shall be subject to applicable video inspection fees set forth in the City Fee Schedule.

SECTION 8: **ADOPTION** “15.05.064 Storm Drainage Video Inspection” of the Centerville Municipal Code is hereby *added* as follows:

ADOPTION

15.05.064 Storm Drainage Video Inspection(*Added*)

Any newly installed or modified storm drain improvement or facility within the City, whether public or private, required to be video inspected to verify acceptable condition and installation of such improvements and facilities prior to final approval or acceptance in accordance with CMC 9.07.040 (Storm Drainage Video Inspection). Such video inspection shall be conducted by the City and paid for by the developer in accordance with applicable provisions of the City Fee Schedule.

SECTION 9: **ADOPTION** “15.05.066 Subsurface Drainage” of the Centerville Municipal Code is hereby *added* as follows:

ADOPTION

15.05.066 Subsurface Drainage(*Added*)

- (a) Subsurface Drainage Improvements. Any subsurface water drainage improvements or facilities proposed within a subdivision must be approved by the City in accordance with CMC 9.06 (Subsurface Water).
- (b) Standards and Specifications. If approved, any subsurface water drainage improvements or facilities shall comply with applicable design criteria, construction materials, and specifications set forth in the City Standards and Specifications, and all other applicable laws, ordinance, and regulations.
- (c) Easements. Developers shall be required to dedicate an easement or right of way of 15 feet in width or greater for any subsurface water drainage improvements or facilities, as determined necessary by the City Engineer.
- (d) Video Inspection. All public or private subsurface water drainage improvements or facilities installed by the developer require video inspection prior to final approval or acceptance in accordance with CMC 9.06.080 (Subsurface Drainage Video Inspection). Such video inspections shall be subject to applicable video inspection fees set forth in the City Fee Schedule.

SECTION 10: **ADOPTION** “15.05.068 Subsurface Drainage Video Inspection” of the Centerville Municipal Code is hereby *added* as follows:

ADOPTION

15.05.068 Subsurface Drainage Video Inspection(*Added*)

Any newly installed or modified subsurface drain improvement or facility within the City, whether public or private, shall be video inspected to verify acceptable condition and installation of such improvements and facilities prior to final approval or acceptance in accordance with CMC 9.06.080 (Subsurface Drainage Video Inspection). Such video inspection shall be conducted by the City and paid for by the developer in accordance with applicable provisions of the City Fee Schedule.



May 1st, 2026

Please see the following public hearing notice for May 13th, 2026

**CENTERVILLE CITY
NOTICE OF PUBLIC HEARING – MUNICIPAL CODE TEXT AMENDMENT**

Notice is hereby given that the Centerville City **Planning Commission** will hold a public hearing on **Wednesday, May 13th, 2026, at 7:00pm**, or as soon thereafter as the matter can be heard, at the Centerville City Hall, 250 North Main Street, Centerville, Utah, regarding proposed **Municipal Code Text Amendments to CMC 9.06 Subsurface Water, CMC 9.07 Storm Water, and CMC 15.05 General Requirements For All Subdivisions**. If you have questions regarding this matter or would like further information, contact Centerville City Community Development, at 801.292.8232 or visit the City's website at <https://centervilleutah.gov>.

Community Development Department



CENTERVILLE
PLANNING
COMMISSION

Staff Report
5/13/2026

Item No. 2.

Title: Planning Commission Elections for Chairperson and Vice Chairperson, per CZC 12.20.050(c)

Initiated By: Mike Eggett, Community Development Director

Staff Representative: Mike Eggett, Community Development Director

SUBJECT:

The *Centerville Zoning Code 12.20.050(c)* outlines how the Planning Commission Chairperson and Vice Chairperson should be elected accordingly. Previously, the Commissioners agreed to hold elections during this meeting, following the procedures of this Zoning Code. A copy of the Planning Commission operations and procedures Codes has been provided in your packet with this item for review and discussion purposes for the elections.

RECOMMENDATION:

Recommend that the Planning Commission hold elections for the Chairperson and Vice Chairperson, per CZC 12.20.050(c).

BACKGROUND:

ATTACHMENTS:

1. PC Org and Operation Standards, CZC 12.02.050

12.20.050 Planning Commission

- (a) Established. A Planning Commission, consisting of seven members, is hereby established to exercise the powers and duties specified herein. Members of the Planning Commission shall serve without compensation, except for reasonable expenses incurred in performing their duties as members of the Commission.
- (b) Appointment and Terms of Office.
- (1) Planning Commission members shall be appointed by the Mayor with the advice and consent of the City Council.
 - (A) The terms of Planning Commission members shall be staggered. Each member of the Planning Commission shall serve for a term of three years and until a successor is appointed, provided that members may be appointed for terms shorter than three years when necessary to provide staggered terms.
 - (B) Planning Commission members may be reappointed for successive terms.
 - (C) The Mayor, with the advice and consent of the City Council, may remove any member of the Planning Commission at any time with or without cause.
 - (D) A vacancy occurring on the Planning Commission by reason of death, resignation, removal, disqualification or any other reason shall be promptly filled by a replacement appointed in the same manner as the original appointment for the remainder of the unexpired term of the replaced member.
 - (2) In addition to the seven members of the Planning Commission, the Mayor, with the advice and consent of the City Council, may appoint two alternate Planning Commission members. The term, reappointment, removal, and vacancy of alternate Planning Commission members shall be the same as for regular Planning Commission members. Alternate members of the Planning Commission may serve on the Planning Commission in the absence of a Planning Commission member. The City Council shall make rules establishing a procedure for alternate members to serve in the absence of members of the Planning Commission.
 - (3) Members and alternate members of the Planning Commission shall be deemed "volunteers" for purposes of City ordinances, rules, regulations and policies concerning personnel; provided, however, they shall be included in the definition of "employee" for purposes of the Utah Governmental Immunity Act as set forth in Utah Code §§ 63G-7-101, et seq.
- (c) Organization and Procedure. The Planning Commission shall be organized and exercise its powers and duties as follows:
- (1) Members of the Planning Commission shall select one of its members as chair to oversee the proceedings and activities of the Planning Commission.
 - (A) The chairperson shall serve for a term of one year.
 - (B) Members of the Planning Commission shall select one of its members as vice chair to act in the absence of the chair.
 - (C) The chair and vice chair may be re-elected for successive terms.
 - (2) The Planning Commission may adopt policies and procedures, consistent with the provisions of this Title and applicable law, to govern the conduct of its meetings, the

processing of applications, and for any other purposes considered necessary for the functioning of the Planning Commission. All such policies and procedures shall be submitted to the City Council for review and approval.

- (3) The Planning Commission shall meet on a regular day each month, as determined by the Planning Commission, and at such other times as the Planning Commission may determine. All meetings shall be properly noticed and held in accordance with the Utah Open and Public Meetings Act, as set forth in Utah Code §§ 52-4-101, et seq. The Planning Commission generally meets on the second and fourth Wednesday of each month.
- (4) No official business shall be conducted by the Planning Commission unless a quorum of its members is present. Four members of the Planning Commission shall constitute a quorum. The minimum number of yes votes required for the Planning Commission to take any action shall be the majority of members present, unless otherwise prescribed by law.
- (5) Decisions of the Planning Commission shall take effect on the date of the meeting or hearing where the decision is made, unless a different date is designated in the Commission's rules, or at the time the decision is made.
- (6) Except as otherwise provided by law, written minutes and a recording shall be kept of all public meetings of the Planning Commission in accordance with the provisions of the Utah Open and Public Meetings Act, including, but not limited to, Utah Code § 52-4-203 and § 52-4-206. Written minutes and recordings of Planning Commission meetings shall comply with policies and procedures adopted by the City Council regarding the approval of minutes for public bodies of the City. Approved minutes of all meetings of the Planning Commission shall be filed in the office of the City Recorder. All such records shall be available for public review and access in accordance with the Utah Government Records and Access Management Act as set forth in Utah Code §§ 63G-2-101, et seq., and applicable provisions of the Utah Open and Public Meetings Act, as set forth in Utah Code §§ 52-4-101, et seq.
- (7) Pursuant to Utah Code § 10-3-606, the following rules of order and procedure shall govern public meetings of the Planning Commission (Rules of Order and Procedure).
 - (A) Parliamentary Order and Procedure. Planning Commission meetings shall be conducted in general accordance with Robert's Rules of Order. The Planning Commission may adopt additional rules of order and procedure for the proper conduct of its meetings.
 - (B) Ethical Behavior. Members of the Planning Commission are officers or employees within the meaning of the Utah Municipal Officers' and Employees' Ethics Act, as set forth in Utah Code §§ 10-3-1301, et seq. Planning Commission members shall comply with the provisions of the Ethics Act in all matters pertaining to the City and in public meetings of the Planning Commission.
 - (C) Civil Discourse. Remarks and comments made in public meetings of the Planning Commission should be relevant to the matters before the Planning Commission. Speakers should speak in an audible and clear tone and refrain from attacking Planning Commission members or others or their motives. Planning Commission meetings should be conducted in a courteous manner. Planning Commission members should not interrupt other members during discussion and debate. Remarks should be addressed through the Planning Commission Chair who shall conduct the meeting in accordance with these policies.

- (d) Powers and Duties. The Planning Commission shall have all the powers and duties, explicit or implied, given planning commissions by Utah State law, including but not limited to the following. Each of such powers and duties shall be exercised pursuant to the procedural and other provisions of this Title.
- (1) Prepare and recommend a general plan and amendments to the general plan to the City Council, as provided in CZC 12.21.070;
 - (2) Recommend zoning ordinances and maps, amendments to zoning ordinances and maps, to the City Council, as provided in CZC 12.21.080;
 - (3) Administer applicable provisions of this Title;
 - (4) Recommend subdivision regulations and amendments thereto to the City Council;
 - (5) Recommend approval or denial of subdivision applications as provided in CMC 15 (Subdivisions);
 - (6) Advise the City Council on matters requested by the City Council;
 - (7) Hear and decide the approval or denial of conditional use permits, as provided in CZC 12.21.100;
 - (8) Hear and decide the approval or denial of site plans, as provided in CZC 12.21.110;
 - (9) Hear and decide any other matter that the City Council designates;
 - (10) Prepare and recommend programs for public improvements and the financing thereof to the City Council; and
 - (11) Exercise any other powers that are necessary to enable the Planning Commission to perform its function or that are delegated to it by the City Council.
- (e) Examinations and Surveys. The Planning Commission and its authorized agents may enter upon any land at reasonable times to make examinations and surveys as necessary to enable it to perform its function to promote City planning and development.
- (f) Appeal. Any person adversely affected by a final decision of the Planning Commission made in the exercise of the provisions of this Title may appeal that decision to the Board of Adjustment as provided in CZC 12.21.200.

HISTORY

Adopted by Ord. [2016-20](#) on 7/15/2016

Amended by Ord. [2026-01](#) (LUDMA renumbering) on 2/3/2026



CENTERVILLE
PLANNING
COMMISSION

Staff Report
5/13/2026

Item No. 1.

Title: Community Development Director's Report

Initiated By:

Staff Representative:

SUBJECT:

RECOMMENDATION:

BACKGROUND:

ATTACHMENTS:



CENTERVILLE
PLANNING
COMMISSION

Staff Report
5/13/2026

Item No. 1.

Title: Minutes Review and Approval - April 22, 2026

Initiated By: Jennifer Robison, City Recorder

Staff Representative:

SUBJECT:

Consideration of Planning Commission meeting minutes from April 22, 2026

RECOMMENDATION:

BACKGROUND:

ATTACHMENTS:

1. 04-22-26 PC DRAFT

1 **PLANNING COMMISSION MINUTES OF MEETING**

2 **Wednesday, April 22, 2026**

3 **7:00 p.m.**

4
5 A quorum being present at City Hall, 250 North Main Street, Centerville, Utah, the meeting
6 of the Centerville City Planning Commission was called to order at 7:00 p.m.

7
8 **MEMBERS PRESENT**

9 Mason Kjar, Chair

10 Paul Mendenhall

11 Amanda Jorgensen

12 Michael Adamson

13 Layne Jenkins

14
15 **MEMBERS ABSENT**

16 LaRae Patterson

17 Gary Woodward

18
19 **STAFF PRESENT**

20 Mike Eggett, Community Development Director

21 Sydney DeWees, Planner

22 Lisa Romney, City Attorney

23
24 **VISITORS**

25 Craig Salmon

26
27 **LEGISLATIVE THOUGHT/PRAYER** Commissioner Adamson

28
29 **PLEDGE OF ALLEGIANCE**

30
31 **WAIVER OF STRICT COMPLIANCE FOR LANDSCAPING – PASTURES PHASE**
32 **THREE – 1265 WEST 1275 NORTH – TROY AND CRAIG SALMON – ADMINISTRATIVE**
33 **DECISION**

34
35 City Planner Sydney DeWees presented the staff report regarding applicant Craig
36 Salmon’s request for a Waiver of Strict Compliance and Site Plan Amendment for Pastures Phase
37 Three in Shorelands Commerce Park. The issue arose after the applicant sought release of a
38 landscaping bond, prompting staff review that found the installed landscaping did not match the
39 site plan approved by the Planning Commission in 2021. Staff identified several unapproved
40 changes, including gravel storage areas, removal of required plantings and parking lot trees,
41 elimination of two parking stalls, and replacement of an approved bio-meadow hydroseed area
42 with xeriscape gravel. Because of these discrepancies, staff determined the appropriate path was
43 a formal waiver request and site plan amendment rather than bond release. Staff noted several
44 unresolved concerns, including missing plantings near the wetland buffer, lack of screening for
45 outdoor storage, and difficulty verifying the applicant’s landscaping calculations.

46
47 Commissioners expressed skepticism, particularly regarding whether the waiver could
48 satisfy required findings related to preserving the Shorelands Commerce Park’s intended natural
49 transition to adjacent wetlands. Chair Kjar questioned whether retroactively approving
50 noncompliant changes would undermine the purpose of the code, while Commissioner
51 Mendenhall argued the issue would be better addressed through a properly amended landscaping
52 plan and separate outdoor storage approval. Additional concerns were raised about unapproved
53 storage areas and prior encroachment onto neighboring UDOT property. Community
54 Development Director Mike Eggett acknowledged that portions of the Shorelands Commerce Park
55 code have historically been difficult to interpret and inconsistently applied, while City Attorney Lisa

1 Romney emphasized that applicants who find the standards unclear or unworkable should pursue
2 formal code amendments rather than noncompliance. After discussion, Chair Kjar closed
3 commission deliberations and called for a motion.

4
5 Commissioner Mendenhall **moved** for the Planning Commission to deny the request for
6 the Waiver of Strict Compliance for the updated Landscaping Plan associated with the Pastures
7 Phase 3 Final Site Plan, with the following findings for action:

8
9 Findings;

- 10
11 1. The landscaping waiver of strict compliance does not preserve the intent of this Chapter
12 and the provision for which a waiver is authorized; [12.51.050 (c)(1)]
13 2. The landscaping waiver of strict compliance does not result in an adverse impact on
14 surrounding properties; [12.51.050 (c)(2)] and
15 3. The strict application of the provision in question is not unreasonable or unnecessary for
16 the specific use, design or site proposal given the nature of the proposal or alternate
17 measures proposed by the applicant, and the property does not have extraordinary or
18 exceptional physical conditions that do not generally exist on nearby property in the same
19 zone and such conditions will not allow strict compliance with the all of provisions of this
20 Chapter. [12.51.050 (c)(3)]
21 4. The property does not have extraordinary or exceptional physical conditions that do not
22 generally exist on nearby properties in the same zone;
23 5. Therefore, the revised Landscaping Plan has not met all the criteria for the Planning
24 Commission to approve a waiver of strict compliance.
25 6. Additionally, the applicant needs to prepare another updated landscaping plan as part of
26 a future site plan amendment submittal, for the Pastures Phase 3 Site Plan, that complies
27 with applicable Codes as found in CZC 12.51 and CZC 12.68.
28 7. The applicant needs to address the outdoor storage interests and designs on a future site
29 plan amendment submittal process, for the Pastures Phase 3 Site Plan, that complies with
30 applicable development standards as found in the Centerville Zoning Code (Title 12).
31 8. That the desire to pursue a waiver of strict compliance consideration is not the applicable
32 request process to resolve proposed landscaping plan alterations, outdoor storage
33 development on the existing site plan, and other proposed alterations to the previously
34 approved Pastures Phase 3 Site Plan.
35 9. That approval of this application could establish a negative precedence related to
36 consistency of previously approved developments in the Shorelands Commerce Park
37 Zone and future developments in this same zone in complying with applicable Codes as
38 found in CZC 12.51 and CZC 12.68.
39 10. That approval of the waiver of strict compliance could reflect acceptance of the proposed
40 outdoor storage area changes which could create a noncompliance that does not fulfill the
41 intent for which a waiver may be authorized in CZC 12.51.050.
42 11. That the inconsistencies observed with the calculations for hardscape versus landscaping
43 on the proposed submitted landscaping plan need to be resolved further for measurement
44 accuracy in application for future waiver consideration for the City to verify compliance
45 with applicable requirements as found in CZC 12.21.040 and CZC 12.51.050.

46
47 Commissioner Adamson seconded the motion and provided additional findings as further
48 provided above. The motion passed unanimously (5-0).

49
50 **SITE PLAN AMENDMENT – PASTURES PHASE THREE – 1265 WEST 1275 NORTH**
51 **– COMMERCIAL DEVELOPMENT – TROY AND CRAIG SALMON – ADMINISTRATIVE**
52 **DECISION**

1 Ms. DeWees noted that the staff report for the Site Plan Amendment had been conditioned
2 upon approval of the Waiver of Strict Compliance considered under business item no. 1. Given
3 the denial of that waiver, she advised that the proposed site plan, as submitted, did not meet
4 current zoning code standards. Ms. DeWees recommended the item be tabled to allow staff to
5 communicate the outcome to the applicant and provide an opportunity for the applicant to revise
6 and resubmit a compliant application.

7
8 The applicant, Craig Salmon, addressed the Commission. He expressed frustration with
9 the complexity of the Shorelands Commerce Park zone standards and raised broader concerns
10 about how the zone might be applied to future development. Commissioners were receptive to
11 his operational concerns but reiterated that the Commission's role is to ensure compliance with
12 the code as written, not to grant informal accommodations. Chair Kjar noted the Commission's
13 sympathy for the applicant's circumstances and affirmed that appropriate tools exist to address
14 his needs if pursued through the correct channels.

15
16 Chair Kjar opened a public hearing for this item. No comments were made so he closed
17 the public hearing.

18
19 Ms. Romney stated the following issues as items to be addressed in a revised submission:
20 removal of a sliver parcel from the site plan boundary following a property swap; recalculation of
21 landscaping percentages for the entire site under CZC 12.47, 12.68, and 12.51; preparation of a
22 detailed outdoor storage plan with required screening; remediation of any remaining
23 encroachment on adjacent properties; verification of parking stall design standards; and
24 confirmation that the total parking count continues to satisfy the previously approved parking
25 modification requiring a minimum of 117 stalls.

26
27 Chair Kjar **moved** to table the Site Plan Amendment for Pastures Phase Three until such
28 time as the items listed by counsel and any other issues deemed necessary by staff have been
29 addressed between applicant and staff, and the applicant comes back with an amended site plan.
30 Commissioner Jorgensen seconded the motion which passed unanimously (5-0).

31
32 **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

33
34 Mr. Eggett reported that the City Council approved the Planning Commission's
35 recommendation on sidewalk deferrals after more than an hour of discussion, passing by a 3-2
36 vote. The Council amended the ordinance to reduce the distance threshold from 250 feet to 180
37 feet, roughly equivalent to three standard lot frontages, and directed staff to return with a more
38 detailed sidewalk plan for the affected area in the near future.

39
40 **MINUTES REVIEW AND APPROVAL**

41
42 Minutes of the April 8, 2026 Planning Commission meeting were reviewed. Commissioner
43 Jorgensen **moved** to approve the minutes. Commissioner Adamson seconded the motion, which
44 passed unanimously (5-0).

45
46 **ADJOURNMENT**

47
48 At 9:02 p.m., Commissioner Adamson **moved** to adjourn the meeting which passed
49 unanimously (5-0).

50
51
52 _____
53 Jennifer Robison, City Recorder

_____ Date Approved