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2 **PLANNING COMMISSION MINUTES OF MEETING**

3 **Wednesday, March 9, 2016**

4 **7:00 p.m.**

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

8
9 **MEMBERS PRESENT**

10 Becki Wright

11 Cheylynn Hayman

12 David Hirschi, Chair

13 Gina Hirst

14 Logan Johnson

15 Scott Kjar

16
17 **MEMBERS ABSENT**

18 Kevin Daly

19
20 **STAFF PRESENT**

21 Corvin Snyder, Community Development Director

22 Lisa Romney, City Attorney

23 Bruce Cox, Parks and Recreation Director

24 Kathy Streadbeck, Recording Secretary

25
26 **VISITORS**

27 Interested Citizens

28 Centerville City Trails Committee

29 Centerville City Parks and Recreation Committee

30
31 **PLEDGE OF ALLEGIANCE**

32
33 **OPENING COMMENT/LEGISLATIVE PRAYER**

Gina Hirst

34
35 **MINUTES REVIEW AND APPROVAL**

36
37 The minutes of the Planning Commission meeting held February 24, 2016 were reviewed
38 and amended. Commissioner Hirst made a **motion** to approve the minutes as amended. The
39 motion was seconded by Commissioner Hayman and passed by unanimous vote (6-0).

40
41 **PRESENTATION - Presentation by both the Parks & Recreation Committee and**
42 **the Trails Committee regarding priorities & goals for 2016/2017**

1 Kyle Barney, Parks and Recreation Committee Chair, provided an overview of the Parks
2 and Recreation Committee's goals for the coming years. He said the RAP tax was recently re-
3 passed and the Committee is optimistic as funds will be coming available. He said their top
4 priorities are to complete the Community Park improvements and upgrade Island View Park. He
5 said the Committee is also interested in the possibility of acquiring a unique portion of land from
6 Davis County for a new park (approximately 700 East between 100 & 200 South). This property
7 was previously used as a sedimentation basin for Deuel Creek. The property currently includes
8 some park benches and trails. The Parks and Recreation Committee believes this area has great
9 potential and is interested in upgrading the site, if acquired. Mr. Barney also discussed the Parks
10 and Recreation Committee's summer event, Movies in the Park. This event runs throughout the
11 summer months and draws an average of 400 people per movie.
12

13 Commissioner Hayman suggested a non-traditional park option be explored, such as a
14 skate park. Mr. Barney said the Parks and Recreation Committee have discussed and will
15 continue to discuss many park options, including a skate park. Cory Snyder, Community
16 Development Director, reported the County will be attending the next City Council meeting to
17 discuss this sedimentation basin area. He explained there are some challenges with this property
18 and possible purchase process.
19

20 Bruce Cox, Park and Recreation Director, reported the park pavilions opened for
21 reservations a few weeks ago. He explained most park pavilions are booked every Friday and
22 Saturday from April 15th-October 15th. In addition, many of the parks are also used throughout
23 the week.
24

25 Mark Dimond, Trails Committee Chair, reported on the Trails Committee goals. He said
26 the Committee has a long-term goal of implementing trails whenever possible. He said they try
27 to incorporate bike lanes whenever roadways are being restriped. The Committee has supported a
28 grant application to widen the Frontage Road for the purpose of bike lanes. He said they have
29 goals for a master planned trail system on the west side. He said the Committee has goals to
30 incorporate new trails along the hillside as well as maintain and restore current hillside trails. He
31 said the Committee has worked with boy scouts on various trail upgrades and improvements. He
32 also explained that the Committee hosts various activities to bring awareness and recognition to
33 Centerville's trails, including community hikes, runs, mountain biking and signage. In addition,
34 the Trails Committee hosts a booth every year during the 4th of July festivities.
35

36 Mr. Cox said the Planning Commission can be helpful in establishing and maintaining
37 trails by promoting trails as new development applications come about. The Planning
38 Commission can easily access the Trail Master Plan and support these efforts by encouraging
39 developers to include trails within their developments.
40

Chair Hirschi informed the Trails Committee of the City's efforts to redevelop Main Street by creating the South Main Street Corridor plan. He asked the Committee if bike lanes on Main Street are a desired option. Mr. Cox said bike lanes on Main Street may be possible, but it depends on whether parking on Main Street is allowed. He said there is a "shared" bike lane/parking option but it can be difficult to allow both.

Mr. Snyder said Main Street is wide enough to accommodate bike lanes, but the street design will make a big difference on whether they are practical. If bike lanes are desired, then the street design will likely not include on-street parking. Mr. Snyder informed both Committees of the City Council and Planning Commission goal-setting process. He explained that both Committees will likely be asked to participate in this process. He also updated the Committees and the Commission on the Parrish Lane pedestrian overpass and the pathway/trailhead around the proposed Maverik site on the southwest corner of Parrish Lane and 1250 West.

Commissioner Wright asked the Trails Committee what goals they have for urban trails throughout the city and along the Main Street corridor. She explained the Commission is committed to proactive planning. She said Main Street has sidewalks, but she wondered if the Trails Committee has done anything else to encourage urban pathways. Mr. Snyder said urban pathways such as wider sidewalks with loops within the city and connections to trailheads or other hot spots in the city could be beneficial to the community.

Mr. Dimond said that Main Street would be a great choice for bike lanes. He said the Trails Committee has not discussed urban pathways at length along the Main Street corridor but he agreed this is an important topic to consider. He said he would add this to a future Trails Committee agenda.

The Trails Committee questioned what plans there are for the hillside and if there are any future opportunities for trailheads. Mr. Snyder explained there is a Hillside Management Plan and that the Planning Commission has a proactive planning goal to review this plan in the near future.

DISCUSSION – Continuation of discussion regarding 2016/2017 Planning Commission Goals and Priorities

Cory Snyder, Community Development Director, reviewed the list of goals the Planning Commission has discussed in the past few meetings. He also updated the Commission on City Council and staff discussions regarding active vs. passive density and how density is calculated per current ordinances. He explained this sensitive land issue will be coming to the Planning Commission for further review in the near future. He said this was not previously listed as a goal but suggested it be added to the list.

Chair Hirschi made a **motion** to prioritize the Planning Commission's goal list as follows:

1. Greater proactive planning by the Planning Commission. Review Administrative decisions and procedures to better define the Planning Commission's role in order to allow more time for proactive planning.
2. South Main Street Corridor Plan, including bike lanes & Pages Lane area
3. West Centerville Neighborhood Plan
- 4a. City Trials & Pathways
- 4b. Foothills Plan
5. Planning already Underway: Subdivision Ordinance & Open Space/Sensitive Land

The motion was seconded by Commissioner Hayman and passed by unanimous roll-call vote (6-0).

TRAINING & DISCUSSION - Review of Zoning and Land Use Applications and the Decision Making Matrix for each application

Lisa Romney, City Attorney, presented a matrix showing the decision making process for all land use applications. She reviewed legislative vs. administrative decisions. She also reviewed public hearings explaining which are required by State statute and which are required per City ordinance. She said the majority of the Planning Commission's decisions are administrative and explained which application processes could be modified and/or simplified. She explained the 2-step site plan process suggesting the conceptual site plan and amended conceptual site plan could be delegated to staff for approval. She said this would eliminate a public hearing which may or may not be desirable as it is important to hear possible complications early on in the process. She also discussed conditional use permits and noted State statutes do not require a public hearing for conditional use permits.

Cory Snyder, Community Development Director, agreed the conceptual site plan could be easily approved by staff as this process does have specific requirements for approval. If this is the desire of the Planning Commission he suggested allowing staff and/or the developer the opportunity to bump the conceptual site plan approval to the Commission if needed or requested. He explained the public hearing at the conceptual level can be helpful and/or problematic depending on the application. He also suggested the Planning Commission carefully review all conditional use permits to make sure they are specific and at a level (density, use, etc.,) the Commission is comfortable with if they are to be approved by staff.

Chair Hirschi said the public hearing at the conceptual level can be frustrating for the public because the application usually meets the requirements, and should therefore be approved, making all public comments seem inconsequential.

1 The Commission discussed noticing requirements and the frustration it can be for staff,
2 developers, and the public. Commissioner Wright suggested an "easy button" be added to the
3 front page of Centerville's website, which includes all notices for upcoming applications. Mr.
4 Snyder provided some history on the noticing requirements per State statute and per City
5 ordinance. He said moving some of these approval processes to staff would provide additional
6 time for noticing as these matters would not be going to a decision making body as quickly. He
7 reviewed the Development Review Committee (DRC) process for applications. He said if staff
8 were allowed to approve some of these preliminary steps then the DRC would have more time to
9 work with each application, flushing out problems, and making the final decision making
10 processes more efficient.

11
12 Ms. Romney reviewed the extensive subdivision application process, which includes a 3-
13 step process with the Planning Commission and a final approval process with the City Council,
14 all of which include a public hearing. She suggested the conceptual subdivision approval be
15 delegated to staff with the option to bump to the Commission if needed or requested. She
16 explained the 1-step small subdivision waiver process and suggested it be increased to a 2-step
17 process, staff approval and Commission approval. She also reviewed Routine and Uncontested
18 Matters stating she believes this clause should be used for smaller issues. She suggested any
19 changes to the application processes as discussed tonight should be done as an ordinance
20 amendment.

21
22 Chair Hirschi said he agrees that many of these processes could be modified. He would
23 like to review the ordinances and application processes a bit more before making any
24 recommendations. The Commission agreed to look at each of these processes individually and
25 come back with a recommendation for amendments. At that time, staff can help formulate
26 appropriate amendments, review the table of uses, and discuss any other related issues.

27
28 Chair Hirschi made a **motion** to consider further discussion and possible
29 recommendations regarding any changes to the current application processes as presented in the
30 Centerville City Decision Making Matrix for Zoning and Land Use Applications at the Planning
31 Commission meeting to be held on April 13, 2016. The motion was seconded by Commissioner
32 Johnson and passed by unanimous vote (6-0).

33
34 **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

- 35 1. The next regularly scheduled Planning Commission meeting will be Wednesday,
36 March 23, 2016 at 7:00 p.m.
37 2. Upcoming Agenda Items:
38 • Bartile Sheds, amended site plan
39 • The Manor @ Lund Lane, rezone & conceptual subdivision
40 • Deuel Creek Historic District, code text amendment
41 • South Main Street Corridor, public space plan

The meeting was adjourned at 9:10 p.m.


David Hirschi, Chair

3-23-2016
Date Approved


Kathleen Streadbeck, Recording Secretary



CENTERVILLE PLANNING COMMISSION MEETING

Wednesday, March 9, 2016
7:00 p.m.

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** Your address will be used only in the event the City staff needs to contact you pertaining to an issue discussed in the Planning Commission meeting.