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3 **PLANNING COMMISSION MINUTES OF MEETING**

4 **Wednesday, April 23, 2014**

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

11 David Hirschi, Chair

12 Logan Johnson

13 Scott Kjar

14 Kevin Merrill

15 Debra Randall
16

17 **MEMBERS ABSENT**

18 Brian Holman

19 Gina Hirst
20

21 **STAFF PRESENT**

22 Cory Snyder, Community Development Director

23 Lisa Romney, City Attorney

24 Kathy Streadbeck, Recording Secretary
25

26 **PLEDGE OF ALLEGIANCE**

27
28 **OPENING COMMENT/LEGISLATIVE PRAYER**

Commissioner Merrill

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30 **MINUTES REVIEW AND APPROVAL**
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32 The minutes of the Planning Commission meeting held April 9, 2014 were reviewed and
33 amended. Chair Hirschi made a **motion** to approve the minutes as amended. The motion was
34 seconded by Commissioner Merrill and passed by unanimous vote (4-0). Commissioner Johnson
35 abstained from voting as he was not present at this meeting.
36

37 **DISCUSSION | ACCESSORY DWELLING UNITS (ADU'S) - Discuss the staff**
38 **suggested process outline that contains outreach tools, educational materials, public**
39 **involvement and formal procedures and meetings**
40

41 Cory Snyder, Community Development Director, reported the City Council previously
42 directed the Planning Commission to review Accessory Dwelling Units (ADU's) as a housing
43 option within the city. He reviewed the project process outline (Memorandum dated 4/23/2014)

1 which contains outreach tools, educational materials, public involvement, and formal procedures
2 and meeting. He reviewed ways to engage and educate the public about ADU's. It is important to
3 encourage public participation. Outreach should take several weeks. Once participants are
4 involved, education is vital to help the public understand ADU's and how they can be
5 appropriately used. ADU's can be a controversial topic and education is key. Mr. Snyder
6 explained the benefits of public open houses and answering questions. It is important to give the
7 public ample time and opportunities to ask questions and raise concerns. As the process moves
8 forward roundtables/work sessions will give the Planning Commission an opportunity to address
9 concerns and issues prior to a draft ordinance. Ultimately, a draft ordinance will be created and
10 the appropriate approval process including public hearings will be conducted.

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12 The Commission reviewed each step of the proposed process outline and agreed the
13 outline is appropriate. The outline may be adjusted as needed. The Commission agreed the public
14 should be included as much as possible.

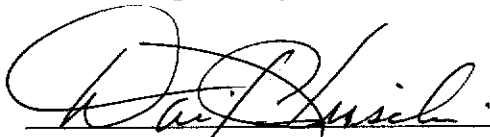
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16 **TRAINING | LEGISLATIVE & ADMINISTRATIVE DECISIONS - Planning**
17 **Commission training regarding types of applications that come before the Planning**
18 **Commission and the distinction between legislative and administrative decisions.**
19 **Presentation by City Attorney.**

20
21 Lisa Romney, City Attorney, used this time to educate the Commission on the distinction
22 between legislative and administrative decisions. She reviewed the different types of applications
23 the Planning Commission reviews explaining those that are approved by the Planning
24 Commission (administrative) and those that are ultimately approved by the City Council
25 (legislative). Legislative decisions include enactments or amendments to the General Plan,
26 Zoning Ordinances, Zoning Map, and/or Subdivision Ordinances. Administrative decisions
27 include conditional use permits, site plans, and subdivision plats. She also reviewed the Standard
28 of Review and the Findings necessary for both legislative and administrative decisions.

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30 **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

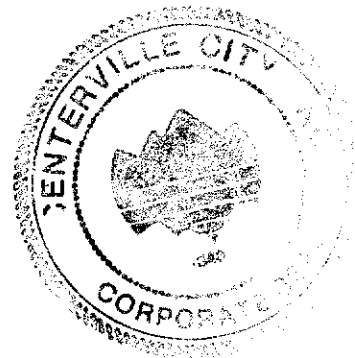
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32 1. The next Planning Commission meeting will be Wednesday, May 14, 2014.
33 2. Upcoming Agenda Items
34 • US Trucks, Conditional Use Permit in the I-H Zone
35 • Apiaries (beehives/beekeeping), Code Text Amendment
36 • Cutler Subdivision, Flag Lot Ordinance
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38

1 The meeting was adjourned at 8:20 p.m.
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5 David Hirschi, Chair

5-28-14
Date Approved

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7 
8 Kathleen Streadbeck, Recording Secretary
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Memorandum

To: Centerville City Planning Commission
From: Corvin M. Snyder AICP, Community Development Director
Date: 4/23/2014
Re: Accessory Dwelling Units – Staff Suggested Process Outline

As directed by the Planning Commission, the following project process outline is being suggested by staff for considering whether ADU's are an appropriate use for housing options in Centerville City. The outline contains outreach tools, educational materials, public involvement, and formal procedures and meetings.

Step #1 – **OUTREACH**

- ✚ Post the prepared ADU Brief Publication on the City's Website
- ✚ Prepare and submit a "Press Release" to the local newspaper
- ✚ Use the City's utility billing system to send a copy of the Press Release and to direct the public to the City's Website to read the ADU Brief Publication
- ✚ Create and send a summary brochure, with a possible quiz, about the ADU Brief Publication with a City Newsletter
- ✚ Create a few various offers/rewards for encouraging the reading of and taking the quiz about the ADU Brief Publication

Step #2 – **EDUCATION**

- ✚ Commission hosts a **Public Open House Discussion** (*Independent Meeting*)
 - An ADU Presentation (*e.g. PowerPoint*) given by Planning Staff
 - Staff/Commission Panel (Planner, Legal, 2 interested Commissioners) to conduct a question/answer session– solicit public questions & dialogue

- A drawing is performed to award the prizes for returning the quiz & attending the Public Open House
- ✚ Commission Work Session Roundtable #1 (*held prior to a Commission Meeting*)
 - Feedback & Comments Summary Report presented to the Commission
 - Commission discusses and identifies pertinent issues and/or concerns about ADU's to be addressed in WS Roundtable #2
- ✚ Commission Work Session Roundtable #2 (*held prior to a Commission Meeting*)
 - Planning Staff presents information, addresses, or responds to issues, concerns, or questions raised by the Commission in the WS Roundtable #1 Meeting
 - Commission directs whether to move forward with considering an ADU Ordinance and identifies the foremost aspects that should be addressed in considering an Ordinance

Step #3 – **DRAFT ADU ORDINANCE EXAMINATION**

- ✚ ADU Ordinance Presentation Meeting #1 (*regular Commission meeting*) – *pending Commission directive in WS Roundtable #2*
 - Initial Draft ADU Ordinance is presented to the Planning Commission
 - Public comment is accepted as part of the response to the proposed Ordinance
- ✚ ADU Ordinance Presentation Meeting #2 (*regular Commission meeting*)
 - Planning Commission Discussion – a substance review of the Draft ADU Ordinance
 - Public comment is accepted for editing and changing draft ADU Ordinance
 - Commission directives for edits & changes to the Draft ADU Ordinance

Step #4 – **FORMAL ORDINANCE REVIEW AND RECOMMENDATION**

- ✦ Formal ADU Ordinance Public Hearing Session (*regular Commission meeting*)
 - Formal staff presentation of the proposed ADU Ordinance
 - Commission conducts a formal Public Hearing regarding proposed ADU Ordinance
 - Commission tables, modifies, and/or formally makes a recommendation to the City Council regarding the proposed ADU Ordinance