

CENTERVILLE CITY PLANNING COMMISSION AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY PLANNING COMMISSION WILL HOLD ITS REGULAR PUBLIC MEETING AT 7:00 PM ON MAY 8, 2019 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Meetings of the City Council of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Jacob Smith, Centerville Management Services Director, at 801-295-3477, giving at least 24 hours notice prior to the meeting.

The full packet of backups can be found at <http://centerville.novusagenda.com/agendapublic>.

Tentative - The times shown below are tentative and are subject to change during the meeting.
Time:

7:00 PM **A. WELCOME AND ROLL CALL**

B. PLEDGE OF ALLEGIANCE

C. PRAYER OR THOUGHT

Commissioner Wright

D. COMMISSION BUSINESS

1. PUBLIC HEARING - PDO AMENDMENT - SHEFFIELD DOWNS SUBDIVISION

Brighton Homes desires to amend the architectural design scheme that was approved for the Sheffield Downs Development located at 350 East Pages Lane

2. DISCUSSION - GENERAL PLAN - SOUTH MAIN STREET CORRIDOR

This item is a continuation of the Planning Commission's drafting of the South Main Street Corridor Plan re-write. Commission will discuss the various proposed concepts and draft language and give City Staff further direction

3. DISCUSSION - SUBDIVISION ORDINANCE UPDATES - CHAPTER 7 (FINAL PLAT)

Continue discussion of proposed revisions to City Subdivision Ordinance - CMC 15 (Subdivision)

4. ROUTINE AND UNCONTESTED MATTERS - REQUEST FOR DELEGATION

A request for the Planning Commission to delegate Final Site Plan approvals for Single-Family (outside of a subdivision) to City Staff

5. COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Upcoming Items:

- Single-Family Conceptual Site Plan Approval - Matthew Trump Home
- Fisher Small Subdivision - 2 lots
- Continuation of South Main Street Corridor Plan Re-write
- Jensen Family Subdivision - 3 lots

City Council Report:

- *Nothing to note*

E. MINUTES REVIEW and ACCEPTANCE

04-24-2019 PC Preliminary Minutes

F. ADJOURNMENT

CENTERVILLE

**Staff Backup Report
5/8/2019**

Item No.

Short Title: Commissioner Wright

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
5/8/2019**

Item No. 1

Short Title: PUBLIC HEARING - PDO AMENDMENT - SHEFFIELD DOWNS SUBDIVISION

Initiated By: Taylor Spendlove, Brighton Development, Applicant

Scheduled Time:

SUBJECT

Brighton Homes desires to amend the architectural design scheme that was approved for the Sheffield Downs Development located at 350 East Pages Lane

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- PC Staff Report Sheffield Downs PDO Amendment - Architectural Design Changes
- Sheffield Downs Architectural Design Changes Submittal
- Sheffield Downs Changes - Narrative Submittal

**CENTERVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT
655 North 1250 West, Centerville, Utah 84014
(801) 292-8232**

**STAFF REPORT
AGENDA: ITEM 1**

PROPERTY OWNER: **PATRICK SCOTT
215 N. REDWOOD ROAD
NORTH SALT LAKE CITY, UTAH 84054**

AGENT: **TAYLOR SPENDLOVE
215 N. REDWOOD ROAD
NORTH SALT LAKE CITY, UTAH 84054
(taylor@buildwithbrighton.com)**

PROPERTY: **350 EAST PAGES LANE
(AKA: SHEFFIELD DOWNS SUBDIVISION)**

ZONING: **RESIDENTIAL MEDIUM- PLANNED
DEVELOPMENT(R-M/PD)**

APPLICATION: **PDO ZONE PLAN AMENDMENT – AMENDMENT IS
LIMITED TO REQUESTING AN ALTERNATIVE
RESIDENTIAL ARCHITECTURAL SCHEME**

RECOMMENDATION: **CONSIDER WHETHER TO RECOMMEND PROPOSED
AMENDMENTS**

BACKGROUND

The petitioners desire to alter the approved project's original architectural design scheme and two sub-alternative designs in addition to the original. The petitioners state that the materials costs of the original design has increase substantially from their original estimate. The petitioners desire to reduce the materials cost for lots with side and rear elevations that have little or no frontage on public streets. The proposed design change would allow the following (*also see attachment for this report*):

- **Alternative # 1** (green dot) - Maintain the original design for Lots 1-7 fronting Pages Lane
- **Alternative #2** (yellow dot) – Allow other materials for side and rear elevations that do not face the private street – Corner Lots 8, 14, 15, and 21
- **Alternative #3** (blue dot) – Allow other materials for the sides and rear elevations for Lots 9-13, Lots 16-20, and Lots 22-33.

Note: Buyers of homes for Alternatives #2 and #3 would still have the option to upgrade the exterior design to Alternative #1.

CURRENT ZONING AND PLANNED DEVELOPMENT OVERLAY AMENDMENT PROCESS

The Sheffield Downs Development is Zoned R-M/PD (*i.e. residential medium, planned development*), which was the City's General Plan requirement for the conversion of the property from commercial to residential. Therefore, the original Planned Development Overlay (PDO) approval and the ordinally approved architectural design is the governing regulatory element. Hence, the petitioners are seeking an amendment from the City.

PDO Amendment Procedure, Section 12-41-080(g)

Amendments to a PDO approval are subject to the original procedure used for obtaining a preliminary plan approval (*i.e. conceptual approval associated with the PDO rezone*), as stated in Section 12-41-080. g. Thus, the process to amend the PDO Conceptual Plan (*i.e. preliminary plan*) is to review the changes, notice and hold a public hearing, debate the merits of the request, and make a recommendation to the City Council, whom repeats the same decision-making process.

APPLICABLE DESIGN POLICY SUMMARY

As to the amendment request for architectural design changes, below is a summary of the applicable regulatory policies of the R-M District and Planned Development Overlay provisions:

PLANNED DEVELOPMENT OVERLAY (PDO)

PDO Purpose & Intent, Section 12-41-010

According to Section 12-41-010, the purpose of the PDO provisions is to allow:

“The Planned Development Overlay (PDO) Zone allows residential, commercial, industrial, and mixed residential/commercial projects to be developed in a manner that allows design flexibility, integration of mutually compatible uses, integration of open spaces, clustering of dwelling units, and optimum land planning with greater efficiency, convenience and amenity than is possible under conventional zone regulations. To achieve these purposes, this Chapter requires a planned development to be designed and approved as an integrated project that implements goals of the General Plan, has an overall architectural design theme, and allows a variety of uses to be established in a mutually compatible manner.”

12.41.070 Variations from Development Standards

Variations from applicable development standards of an underlying zone and CMC 15 (Subdivisions) may be approved as part of a rezone, subdivision, or site plan approval for a planned development pursuant to the provisions of this Chapter.

RESIDENTIAL MEDIUM (R-M)

12.32.055 Additional Development Standards For R-M And R-H Zones

Notwithstanding the Regulations of General Applicability in CZC 12.32.060 and the Table of Development Standards in CZC 12.32.300, all residential development within the R-M and R-H Zones shall comply with the following development standards.

1. Architectural Design Standards. All primary buildings within the R-M and R-H Zones shall be designed by a licensed, professional architect and all drawings submitted for approval or permit shall bear the architect's stamp for the State of Utah.
2. Exterior Design Standards. All sides of primary buildings within the R-M and R-H Zones shall receive design consideration with particular attention given to areas exposed to public view.
 1. All primary buildings within a development project shall possess an overall building architectural theme, including, but not limited to, exterior building materials, textures, colors and signage.
 2. The apparent mass of primary buildings or structures shall be minimized through design, articulation, and use of materials. An open design is desired that visually and physically breaks up the mass and footprint of buildings. Approaches such as the use of vertical and horizontal planes, roof pitches, roof lines, windows, reveals, and alcoves shall be used to create façade variation, shadows, corners, and architectural interest. Articulation approaches should not appear to be applied randomly or merely a surface treatment. In addition, the use of any multiple articulation approaches shall be coordinated to affect a complementary building design.
 3. Natural or natural-appearing materials, such as stone, cultured stone, brick, and wood, shall be the design gestures used in the architectural design of all primary buildings. Wood siding, cement fiber board siding, and other similar appearing materials shall be the other main materials used in the design of all residential buildings. Substantial or prominent use of synthetic stucco, and unnatural appearing materials, such as metal, vinyl, and plastics are to be used sparingly. Use of such secondary and/or accent materials shall not exceed 20% of the building or structure's exterior.

STAFF RECOMMENDATION

Option #1 – Recommend **APPROVAL** the proposed architectural design amendments, as submitted and shown in the Exhibit “A” provided by the applicant, consisting of the three (3) design types.

Suggested Reasons for the Action (Findings):

- a) *The Commission finds that amendments to a PDO approval are subject to the original procedure used for obtaining a PDO plan approval.*
- b) *The Commission finds that according to Section 12-41-010, the purpose of the PDO provisions is to allow:*
“mixed residential/commercial projects to be developed in a manner that allows design flexibility, integration of mutually compatible uses, integration of open spaces, clustering of dwelling units, and optimum land planning with greater efficiency, convenience and amenity than is possible under conventional zone regulations.”

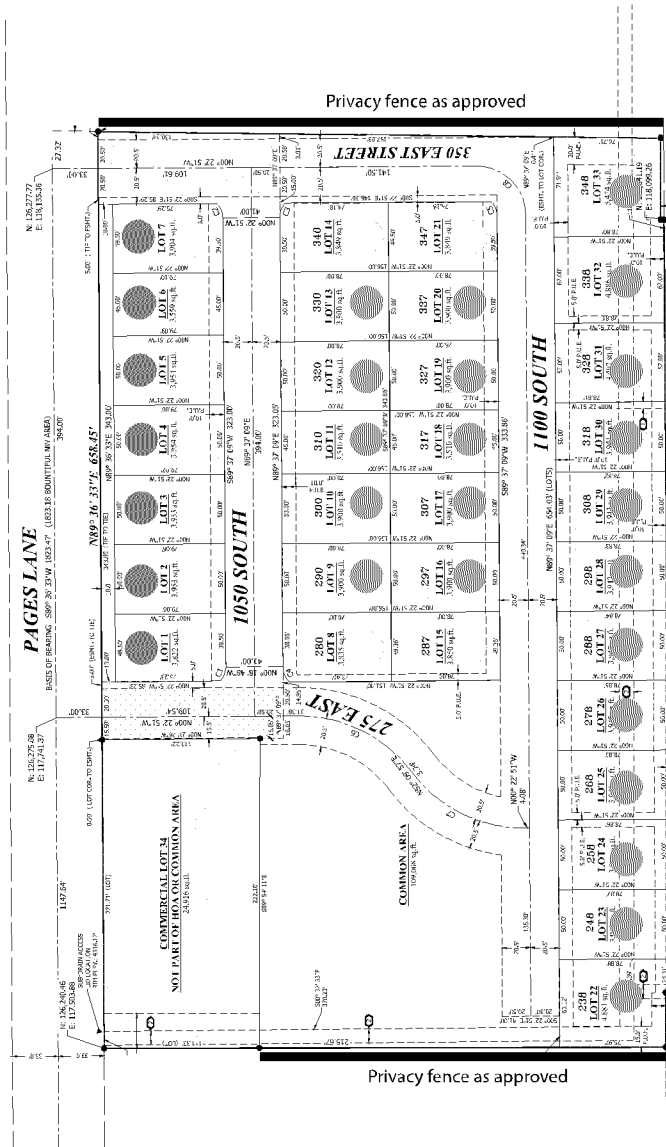
- c) *The Commission finds that Section 12-41-070 allows for “variations from development standards” from both the Subdivision and Zoning Ordinances.*
- d) *The Commission finds that the proposed an alternative Architectural Design Plan maintains the expected architectural design of the PDO with particular attention given to areas exposed to public view.*
- e) *The Commission finds that the proposed Alternative Architectural Design Plan remains substantially consistent and compatible with the originally approved Architectural Design Plan for the Sheffield Downs Development.”*

OR

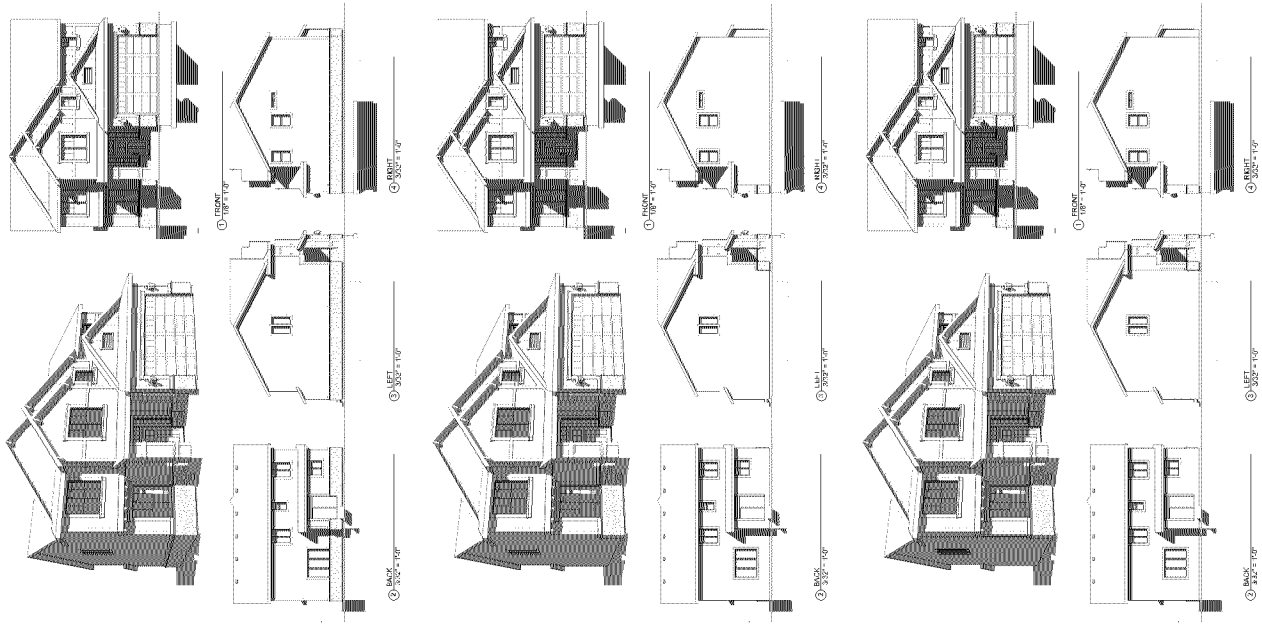
Option #2 – Recommend **DENIAL** of the proposed architectural design amendments, as requested.

Suggested Reasons for the Action (Findings):

- a) *The Commission finds that amendments to a PDO approval are subject to the original procedure used for obtaining a PDO plan approval.*
- b) *The Commission finds that according to Section 12-41-010, the purpose of the PDO provisions is to allow:
“mixed residential/commercial projects to be developed in a manner that allows design flexibility, integration of mutually compatible uses, integration of open spaces, clustering of dwelling units, and optimum land planning with greater efficiency, convenience and amenity than is possible under conventional zone regulations.”*
- c) *The Commission finds that Section 12-41-070 allows for “variations from development standards” from both the Subdivision and Zoning Ordinances.*
- d) *Nonetheless, the Commission finds that allowing the proposed alternative architectural design degrades the expected R-M Architectural design standards for use of materials by allowing substantial or prominent use of synthetic stucco, and unnatural appearing materials, such as metal, vinyl, and plastics, which are to be used sparingly. Additionally, the use of such secondary and/or accent materials, as proposed by the amendments, exceeds the allowable 20% of the building or structure’s exterior.*



- FIBER CEMENT BOARD ON ALL SIDES OF BUILDING
- MINIMUM 3" STONE/BRICK WAINSCOTS ON FRONT/ CORNER LOTS TO HAVE 3" WAINSCOTS/ LOTS BACKING ONTO PAGES SHALL HAVE 3" WAINSCOTS
- IF A SIX FOOT PRIVACY FENCE IS INSTALLED ON A CORNER LOT OR ALONG PAGES LANE NO STONE WAINSCOTING WILL BE REQUIRED
- 30 YEAR ARCHITECTURAL SHINGLES
- 9' CEILINGS ON MAIN LEVEL
- DOUBLE PANE LOW E WINDOWS
- UPGRADED TRIM AROUND WINDOWS ON ALL SIDES FACING STREET.
- ADDITIONAL WINDOWS ON CORNER LOTS WITH WINDOW DETAILS TO MATCH FRONT ELEVATION
- FIBER CEMENT BOARD ON ALL SIDES FACING A STREET , STUCCO OR FIBER CEMENT BOARD ALLOWED ON SIDE NOT FACING STREET AND BACKS
- MINIMUM 3" STONE/BRICK WAINSCOTS ON FRONT WITH A 2" RETURN ON EACH SIDE
- 30 YEAR ARCHITECTURAL SHINGLES
- 9' CEILINGS ON MAIN LEVEL
- DOUBLE PANE LOW E WINDOWS
- FIBER CEMENT BOARD ON FRONT, STUCCO OR FIBER CEMENT BOARD ON SIDES AND REAR
- MINIMUM 3" STONE/BRICK WAINSCOTS ON FRONT WITH A 2" RETURN ON EACH SIDE
- 30 YEAR ARCHITECTURAL SHINGLES
- 9' CEILINGS ON MAIN LEVEL
- DOUBLE PANE LOW E WINDOWS





Dear Centerville Council and Commission,

Brighton Homes is making a request to modify some architectural guidelines that were part of the initial approval for the Sheffield Downs PUD. The modification is outlined in the material that has been provided in the amended application. The request comes due to rising construction costs and concerns over affordability in the community.

During the approval of the subdivision, Brighton made no request for bonus densities as outlined in the PUD zoning code, nor are we making that request now. Brighton is providing upgraded landscaping in the open space, as well as upgraded streetscape and amenities, without any bonus density request. Brighton is also upgrading fencing along Pages Lane, as well as the east west boundaries of the subdivision as part of the approval. The additional parking around the park area is also above and beyond typical zoning parking standards. This upgraded infrastructure will be a great benefit to the community, and is being installed by Brighton without any increased density benefit.

Brighton's current request is to allow for a modification to the building elevations. Per the current approval, stucco is not allowed on any of the homes. The requested change would allow any interior lot to have stucco on sides of the home that do not face a street, public or private. The look of the project from the street will remain largely unchanged due to the size of the lots and the building setbacks.

At a time when housing has become so expensive and many residents are stretching to be able to afford any type of housing, allowing this change would make a significant impact on a buyer's ability get into a home or to be able to upgrade other items in the home. The current starting price for a home in Sheffield Downs is at just under \$400,000. Allowing the proposed change should allow Brighton to be able to adjust pricing down \$7,500 to \$15,000 depending on the type of home. That would give a buyer at the top of their price point an additional \$10,000 to \$15,000, or about \$75 a month on their payment. Siding on all 4 sides of the home would still be offered as an option that buyers could choose, however it would not be required of those that can't afford it or don't see the value in it.

I have provided additional images showing homes with stucco on the sides and rear of homes for your reference. The homes shown are from neighborhoods in Davis County where homes are selling for \$500,000-\$700,000, and even with large side yard setbacks where the sides of the home are visible, they still look very nice even though they don't have siding on all four sides of the home.

We appreciate your consideration on this matter and look forward to answering any questions you may have.

Sincerely,
Taylor Spendlove



**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
5/8/2019**

Item No. 2.

Short Title: DISCUSSION - GENERAL PLAN - SOUTH MAIN STREET CORRIDOR

Initiated By:

Scheduled Time:

SUBJECT

This item is a continuation of the Planning Commission's drafting of the South Main Street Corridor Plan re-write. Commission will discuss the various proposed concepts and draft language and give City Staff further direction

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- ▢ SMSC Corridor Plan Draft Ideas and Concepts
- ▢ 2017 Crime Statistics by Dwelling from Police Department

SOUTH MAIN STREET CORRIDOR

[GENERAL PLAN DRAFT LANGUAGE CONCEPTS]

CHAPTER 12-430-2. COMMERCIAL DEVELOPMENT POLICIES.

[existing language edits] Policy 2, Main Street commercial area:

The area on Main Street between 400 South (Porter Lane) and 400 North (Parrish Lane) has been regarded somewhat as the traditional commercial center of Centerville, though in reality it never became a strong merchant focal point. The Main Street commercial area is aging now and somewhat deteriorating, though a few new buildings have been constructed here in recent years. Some revitalization is warranted and should be encouraged in a limited manner to maintain the local service-oriented uses for the community.

CHAPTER 12-480-2. NEIGHBORHOOD 1, SOUTHEAST CENTERVILLE.

[existing language edits] Policy 2.b, Main Street Commercial Area:

The area on Main Street between 400 North (Parrish Lane) and 400 South (Porter Lane) is generally regarded as the traditional commercial area of Centerville, though in reality it never became a strong merchant focal point. The present structure of commercial development with its numerous individual properties, small frontages, short setbacks, and older buildings tends to work against the possibility of any large scale, unified commercial development.

1. The Main Street commercial area should be allowed to remain as a local service needs or specialty retail area. To encourage any larger scale commercial development would be detrimental to surrounding residential areas and to the future function ability of Main Street as an arterial road.
2. The Main Street commercial area is aging and somewhat deteriorating. Significant enhancement of commercial viability is not likely to occur in the future. Nonetheless, some revitalization is warranted and should be encouraged in a limited manner to maintain the local service-oriented uses for the community.
3. Future commercial development in the Main Street area should conform to performance guidelines which require landscaping, appropriate parking, minimal traffic impact upon Main Street, and buffering from adjacent residential areas.
4. To preserve the residential integrity of surrounding areas, future commercial development on Main Street shall not be allowed south of 400 South or north of 400 North, and shall not extend more than one-half block east of Main Street.

CHAPTER 12-480-3. NEIGHBORHOOD 2, SOUTHWEST CENTERVILLE.

[existing language edits] Policy 2.a, Main Street Commercial:

The area on Main Street between 400 South (Porter Lane) and 400 North (Parrish Lane) is generally regarded as the traditional commercial area of Centerville, though in reality it never became a strong merchant focal point. The present structure of commercial development in this area, with its numerous individual properties, small frontages, short setbacks, and older buildings tend to make larger scale unified commercial development unlikely.

1. The Main Street commercial area should be allowed to remain as a local service needs and specialty retail area. To encourage any larger scale commercial development would be detrimental to the surrounding residential areas and to the future functionability of Main Street as an arterial road.
2. The Main Street commercial area is aging and somewhat deteriorating. Significant enhancement of commercial viability is not likely to occur in the future. Nonetheless, some revitalization is warranted and should be encouraged in a limited manner to maintain the local service-oriented uses for the community.
3. Future commercial development in this area should conform to performance guidelines which require landscaping, appropriate parking, minimal traffic impact upon Main Street, and buffering from adjacent residential areas.
4. To preserve the residential integrity of surrounding areas, future commercial development on Main Street shall not be allowed south of 400 South or north of 400 North, and shall not extend more than one-half block west of Main Street.

CHAPTER 12-480-7 – SOUTH MAIN STREET CORRIDOR PLAN

(rescind all of PART 12-480-7)

[replace with] **A. Background**

Over the past few years, the City Council has increasingly expressed concerns regarding the density and design standards regarding the 2008 South Main Street Corridor Plan. Early on the residents expressed discomfort regarding the “*residential densities*” that the “*mixed-use*” concepts allowed. In 2015, the allowable “*residential densities*” were altered in a reduced manner in response to public concerns. Around this same time, the expected “*public space*” plan was tempered in response to concerns from both elected officials and the public. The initial effort to adopt a Public Space Plan raised concerns regarding liability and maintenance issues related to streetscape furniture and furnishings. Some of these features conflicted with UDOT’s streetscape regulations, while others were expensive or took up space along Main Street that completed with

the City's 4th of July Annual Parade. Ultimately, the anticipated public space design was rejected in the initial form that it was presented.

In early-mid 2018, the City Council and Planning Commission met and undertook an effort to re-review the allowable uses of Main Street and the resulting outcome raised added concerns about the relationship of the allowable land uses and the regulations adopted South Main Street Overlay. Also, near this same time, the City reviewed several regulatory amendments that were needed accommodate the construction of the proposed new Centerville Fire Station, which further confirmed the development conflicts with the SMSC Overlay regulations. All of these matters culminated in a March 2019 work session meeting between the City's Planning Commission and the City Council. The fundamental findings reached in this meeting regarding South Main Street can be reviewed in Section C. of this Chapter.

Subsequently, the general consensus of this meeting was that currently adopted South Main Street Plan and associated Zoning Ordinances would not adequately support or be advantageous in balancing the current and future needs of the commercial property owners and adjacent residential uses for the South Main Street area. Therefore, it was time to reevaluate the original 2008 Vision and formulate a replacement vision to better balance these challenging and sometime competing land use patterns. The recommendation of how to proceed from the Planning Commission and then acceptance by the City Council entailed the following:

- a. **GENERAL PLAN** - Re-write/modify the existing Generalized Sections of the General Plan's Goals regarding Main Street to reflect a consistency with the Corridor Plan.
- b. **GENERAL PLAN** - Create an alternative/reformat for the adopted independent SMSC Plan (*Section 12-480*) that identifies what the new goals and objectives are to be.
- c. **ZONING ORDINANCE** - The SMSC Overlay Zone District would need to be rescinded and replaced in a manner, such as:
 1. Eliminate the SMSC Overlay Zone District and write new design with performance regulations that are specific for Main Street. This would be analogous to what has been done in other Zoning Districts, such as the Parrish Lane Gateway Design or the Shorelands Commerce Design regulations.
 2. Consider reducing the corridor are to be regulated – example limit General Plan and Zoning Ordinance changes from Parrish Lane to Porter Lane – rather than from Parrish to Pages

B. Formation of an updated South Main Street Corridor Context

The overall context of the South Main Street Corridor Plan is to admit that although *South Main Street was previously viewed as the traditional commercial center of Centerville, in reality it never became a strong focal point of the Community*. Overtime, Pages Lane and Main Street declined in any strong commercial focus and were replaced with the placement of the interchange

for Interstate 15 at Parrish Lane and the subsequent regional commercial center that developed along the Parrish Lane Corridor. However, one remaining strong point for the South Main Street area is that of local ownership and land uses that provide services predominately oriented to the local community. Consequently, the “the South Main Street Corridor Context” is to maintain and even promote opportunity for local owners to be successful for as long as possible and any future replacement land uses are to be viewed in a manner to mitigate conflicts with and espouse the character of the surrounding residential environment, including, but not limited to the Deuel Creek Historic District (*see CZC, Chapter 12-49*).

C. South Main Street Corridor Plan Vision

The South Main Street Corridor Plan’s (SMSC) Vision establishes a comprehensive guide to future physical land use patterns and desired attributes that have been expressed by the public and City’s appointed and elected officials (aka “*Vision*”). Additional planning notions and concepts have also been included to help establish the policies of the overall SMSC Plan Vision.

In the case of the South Main Street Corridor, the **Fundamental Notions used for formulation of the South Main Street Corridor Plan are:**

- ✓ *The area on Main Street between 400 South (Porter Lane) and 400 North (Parrish Lane) has been regarded somewhat as the traditional commercial center of Centerville, though in reality it never became a strong focal point.*
- ✓ *The Main Street commercial area is aging now and somewhat deteriorating, though a few new buildings have been constructed here in recent years.*
- ✓ *Some revitalization is warranted and should be encouraged, but in a limited manner to maintain the local service-oriented uses (aka: “soft commercial”) for the community.*
- ✓ *Significant growth and enhancement of commercial synergy is not likely to occur in the future. Consequently, some strategic residential development and use may be appropriate in parts of the corridor area.*
- ✓ *The Main Street Corridor should be addressed in whole, however there are differentiating characteristics between the east and west sides of the roadway that need to be considered in defining an appropriate land use and development pattern.*
- ✓ *All future commercial development along Main Street should conform to performance [e.g. design] guidelines which require landscaping, appropriate parking, minimal traffic impact upon Main Street, and buffering from adjacent residential areas*

Furthermore, the South Main Street Corridor, the **Vision is expressed using five (5) different themes.**

- **Corridor Wide Viewpoints**
- **Commercial Use Expectations**
- **Residential Re-introduction Opportunities**
- **Built Environment Design Expectations**
- **Corridor's Street Space Expectations**

In addition to the themes, the South Main Street Corridor area is divided into **three (3)** different sub-areas. Each sub-area plays a slightly different and at sometimes distinct role in how land uses patterns are to develop in that particular area of the neighborhood. These sub-areas are identified as follows:

- **North Parrish Lane Intersection Area** – South from Parrish Lane; 1) East Side to Smith Park, 2) West Side to the Post Office.
- **Civic/Cultural Area** – South from; 1) East Side from Smith Park south to 100 North, 2) West Side from Post Office to 100 North Street.
- **Traditional Main Street Area** – Both sides of street, from 100 North to north side of Porters Lane.

The themes, goals and objectives associated with the SMSC Plan are to be considered as statements of policy and are to be used in the decision-making process for land use ordinance amendments, applicable land use application reviews, and/or related capital improvement programs. Additionally, each goal may be accompanied by descriptive text that is intended to assist with understanding the purpose, intent, and interpretation of the goal.

The SMSC Plan identifies five (5) corridor planning themes, with goals and objectives being included for implementation of each theme. These themes, goals, objectives, and graphical maps for the South Main Street Corridor Plan are described on the remaining pages of this document.

SMSC PLAN PROPOSED GOALS:

Corridor Wide Viewpoints

[Corridor Wide Goals/Objectives Drafting...]

Goal 1 - Maintaining the Local and Historic Character of Main Street

Main Street has been generally regarded as the traditional commercial area of Centerville, though in reality it never became a strong merchant focal point. The present structure of commercial development in this area, with its numerous individual properties, small frontages, short setbacks, and older buildings tend to make larger scale unified commercial development undesirable with the residential neighborhood located adjacent to the corridor.

OBJECTIVES:

1.A. The Main Street commercial area is to remain as a local service needs and specialty retail area. To encourage any large-scale architype commercial development would be detrimental to the surrounding residential areas and to the vehicular functionality of Main Street as an arterial state road.

1.B. The Main Street Corridor should be addressed in whole, however there are differentiating characteristics between the east and west sides of the roadway that need to be considered in defining an appropriate land use and development pattern.

1.C. The Deuel Creek Historic District, which includes a portion of the South Main Street area, is primarily located just east of Main Street. The District not only includes many historic homes interior to the neighborhood, there are two National Register Sites located in the corridor area, which are the Randall Gas Station and the Whitaker Museum. All development adjacent to any historic site needs to be contextually sensitive to the built historical presence.

Commercial Use Expectations

Goal 2 - Preserving and Maintaining the Domestic Nature of Commercial Uses of South Main Street

Historically, the City's General Plan has addressed South Main Street and a boundary between the Southeast and Southwest Neighborhoods, but attempted to unify the corridor in its geographical extent (*i.e. ½ block limitations for commercial zoning*). The SMSC Plan desires to better unify the land use and design pattern for the corridor, but to recognize the differing elements of the east verses west sides. These differences are, but not limited to, topographical differences, parcel sizes, acceptable or desirable uses, and adjacent residential use types.

To date, the South Main Street Corridor is predominately comprised of localized property ownership and investment. Approximately, 62% of the properties are owned by Centerville residents and business owners and increases to 89% when adding the Davis County area residents. About 83% of the County Assessed Value comes from commercial uses with 64% of the land devoted to commercial type uses. The estimated 2015 Davis County Market Value of commercial land was over \$27 million (*see August 04, 2015 SMSC Data and Analysis presentation to City Council and Planning Commission*).

[Commercial Use Goals/Objectives Drafting...]

OBJECTIVES:

2.A Corridor-Wide:

2.A.1 Commercial development on Main Street shall not be allowed south of 400 South or north of 400 North, and shall not extend more than one-half block east of Main Street.

2.A.2 Some revitalization is warranted and should be encouraged, but in a limited manner to maintain the local service-oriented uses (aka: “soft commercial”) for the community

2.A.3 Although it is the desire of the Corridor Plan to bring unity to the street, there are some differentiating elements between the east and west sides of the street. These differences can be generalized as “topography” and “adjacent neighboring residential types,” or single-family verses multi-family development.

2.A.4 Adjacent neighborhood type, Single-family...

2.A.5 Adjacent neighborhood type, Multi-family...

2.B North Parrish Lane Intersection Area:

2.B.1- Due to the very small lot sizes located in this area, building sizes should be limited to the scale of the C-M Zone (e.g. 10,000 sq. ft.).

2.C Civic/Cultural Area:

2.C.1 Commercial Uses should be limited to the typical Commercial Medium (C-M) allowances and the Public Facility Low and Medium uses of any Public and/or Civic Use type, as deemed appropriate by the City.

2.C.2 Due to the typical lot sizes located in this area, building sizes should generally reflect the scale of the C-M Zone (e.g. 10,000 sq. ft.). However, may be increased to up to 20,000 sq. ft. (e.g. City Hall) and must meet the public/green space design and layout expectations.

2.D Traditional Main Street Area:

2.D.1 Commercial Uses are to be limited to the Commercial Medium (C-M) allowances.

2.D.2 Due to the small lot sizes located in this area, building sizes are to be limited to the scale of the C-M Zone (e.g. 10,000 sq. ft.).

Residential Re-introduction Opportunities

[Residential Use Goals/Objectives Drafting...]

Goal 3 – Consider Future Residential as a Supplementary Allowable Use.

Although Main Street has been generally regarded as the traditional commercial area of Centerville, it in reality never became a strong merchant focal point. Nevertheless, this small south corridor area does provide needed local community services. Additionally, there are opportunities for small business establishments and entrepreneurial endeavors. As a supportive

role to these small-scale commercial enterprises, missing or needed housing stock could play a role in the economic success of preserving and maintaining a domestic commercial land use investment. Consequently, the re-introduction of residential uses in a mixed use or mixed sector placement should be considered.

OBJECTIVES:

3.A. Significant growth and enhancement of commercial synergy is not likely to be substantial in the future. Consequently, some strategic residential development and use may be appropriate in parts of the corridor area.

3.B. Due to the proximity of existing single-family neighborhoods along most of the corridor, residential development opportunities should primarily be developed in a small-scale manner.

3.C. If residential is re-introduced, such development should be strategic in nature and limited in a manner to compliment the preservation of the local or domestic owners and preservation of the needed services to the community.

3.D. The re-introduction of any residential land use pattern would be appropriate is as follows:

- Maintaining or accommodating the traditional and historical pattern of single-family homes along Main Street, if so desired by a property owner.
- Supporting the preservation of commercial uses by allowing a limited amount of accessory residential uses, as a subsidized economic return on commercial investment.
- Further developing underutilized or vacant lands, when additional commercial development is not likely to occur in the market place.
- Providing housing options that support a moderate-income accommodation strategy that has been adopted by the City.

3.E. Residential uses are to be developed as part of or integrated with a primary commercial use building, except for single-family detached development.

3.F. Residential uses should not exceed three (3) dwelling units per lot and when located within a structure should not occupy more than 50% of the gross floor area of the primary building.

Built Environment Design Expectations

[Development Design Goals/Objectives Drafting...]

Goal 4 – [Development Design]

OBJECTIVES:

4.A Corridor-Wide:

4.A.1. All future development along Main Street should conform to performance [e.g. design] guidelines which require landscaping, appropriate parking, minimal traffic impact upon Main Street, and buffering from adjacent residential areas.

4.A.2 The City should develop building and site design standards that over time improve the overall built environment of the Corridor. All new and existing development should implement to the extent possible the standards adopted by the City.

4.A.3 Require the use of building materials and architectural elements in the District that are compatible and complementary to...

4.A.4. Building heights should be scaled in a manner that reflects the character of the overall area in which it is located. Generally, building heights should be lower along the east side of the corridor and may be higher on the west side of the corridor.

4.A.3 Establish landscaping requirements to create a distinctive corridor-wide appeal and visual unification.

4.B North Parrish Lane Intersection Area:

(Yet to be written)

4.C Civic/Cultural Area:

4.C.1 Require distinctive elements and architectural styles for civic buildings to set them apart from commercial buildings along Main Street.

4.C.2 Civic buildings should be more than one-story to allow for a smaller building footprint, which will allow for more public green space around the building.

4.C.3 Further development of the City Hall and Smiths Park area needs to be designed in a manner akin to a town square. Green space and community-based facilities, such as walkways, gardens, garden plazas, fountain or outdoor water features (*e.g. splash pads, ice rink, and wading streams*) and other public use amenities, should be incorporated in the layout of these sites.

4.C.4 Additionally, City's Hall's west porch (steps) and surrounding front yard and streetscape should be re-designed for improved public access and improved civic style grand staircase/ public plaza. Design amenities and changes should focus on construction of a multi-tiered pedestrian access, plaza spaces with seating and other design furnishings.

4.C.5 The sidewalk system along the street should have a civic style promenade theme with protection bollards that can double as lighting. Due to the presence overhead power lines, streetscape trees should be discouraged.

4.C.6 Due to vehicular left turn conflicts, the northern access from Main Street should be eliminated. Access to City Hall should be from 100 East with emergency or congestion exiting on the South side of the building.

4.D Traditional Main Street Area:

4.D.1 Consider preserving key historic buildings within the South Main Street Corridor whenever possible.

4.D.2 Require the use of building materials and elements that complement the historic context (??) on Main Street.

4.D.3 Consider establishing maximum building footprints to prevent encroachment by larger chain stores.

4.E Residential Re-introduction:

4.E. Maintaining building fronts (*front yards*) that are oriented to South Main Street. Residential side yards facing Main Street should be kept to a minimum. Residential rear yards should be prohibited.

4.E.2 Residential fencing, above 4-feet in height, should not be located along the South Main Street Corridor.

Corridor's Street Space Expectations

[Public Space Goals/Objectives Drafting...]

Goal 5 – [Corridor's Street Space Expectations]

OBJECTIVES:

5.A. Work with the Utah Department of Transportation to provide additional crosswalks, and pedestrian safety features, across Main Street

5.B. Advocate for wider sidewalks throughout the corridor when road cross-section improvements are being considered.

5.C. Allow for bike routes that are a part of the roadway, to provide opportunities for bike lanes along Main Street and on surrounding neighborhood streets that connect to Main Street. Bike lanes/routes create a designated space for bikers and reduce the conflict between pedestrians and bicyclists on the sidewalk.

5.D. Draft the previous 4-foot park strip & 5-foot sidewalk symmetry Objective(s)

Centerville City

Crime Demographics by Dwelling Type

- Offenses Per 1000 Units Per Year
- Based off Centerville Police Crime Reports between 11/06/2012 and 11/06/2017.

Offenses Analyzed

- Total means the total reports of the following offenses
- Residential Burglary
- Vehicle Burglary
- Theft
- Assault
- Domestic Violence
- Alcohol Violations (Traffic stops excluded)
- Drug Violations (Traffic stops excluded)
- Disorderly Conduct
- Fraud
- Criminal Mischief

Total offenses per 1000 units

1. Cedar Springs	69.31
2. Residential	61.40
3. Legacy Crossing	59.87
4. Chase Lane Village	37.04
5. Courtyard and Riviera	12.86

Residential Burglaries

1. Residential	4.61
2. Chase Lane Village	3.70
3. Cedar Springs	2.97
4. Courtyard and Riviera	0.00
5. Legacy Crossing Apts	0.00

Vehicle Burglaries

1.	Legacy Crossing Apts	6.47
2.	Residential	6.14
3.	Cedar Springs	5.94
4.	Chase Lane Village	1.85
5.	Courtyard and Rivera	0.00

Thefts

1. Cedar Springs	12.87
2. Residential	12.72
3. Chase Lane Village	5.56
4. Legacy Crossing Apts	3.24
5. Courtyard and Riviera	1.43

Assaults

1. Cedar Springs	3.96
2. Legacy Crossing	3.24
3. Residential	2.30
4. Chase Lane Village	1.85
5. Courtyard and Riviera	0.00

Domestic Violence

1. Cedar Springs	5.94
2. Courtyard and Riviera	4.29
3. Legacy Crossing Apts	3.24
4. Residential	2.63
5. Chase Lane Village	0.00

Alcohol Violations (Traffic Excluded)

1. Cedar Springs	5.94
2. Legacy Crossing Apts	3.24
3. Residential	2.85
4. Chase Lane Village	0.00
5. Courtyard and Riviera	0.00

Drug Violations (Traffic Excluded)

1. Legacy Crossing Apts	24.27
2. Chase Lane Village	11.11
3. Residential	10.24
4. Cedar Springs	6.93
5. Courtyard and Rivera	0.00

Disorderly Conduct

1. Cedar Springs	1.98
2. Courtyard and Riviera	1.43
3. Residential	1.10
4. Chase Lane Village	0.00
5. Legacy Crossing Apts	0.00

Fraud

1.	Chase Lane Village	9.26
2.	Cedar Springs	7.92
3.	Residential	6.03
4.	Legacy Crossing Apts	4.85
5.	Courtyard and Riviera	4.29

Criminal Mischief

1.	Cedar Springs	14.85
2.	Residential	12.39
3.	Legacy Crossing Apts	11.33
4.	Chase Lane Village	3.70
5.	Courtyard and Riviera	1.43

Data Spreadsheet

Data from 11/06/2012 - 11/06/2017

Area	# of Units	Totals										
		Total	Residential Burglary	Vehicle Burglary	Theft	Assault	Domestic Violence	Alcohol Violations (No Traffic)	Drug Violations (No Traffic)	Disorderly Conduct	Fraud	Criminal Mischief
Residential	1824	560	42	56	116	21	24	26	97	10	55	113
Chase Lane Village	108	20	2	1	3	1	0	0	6	0	5	2
Cedar Springs	202	70	3	6	13	4	6	6	7	2	8	15
Courtyard and Riveria	140	9	0	0	1	0	3	0	0	1	3	1
Legacy Crossing Apts	206	37	0	4	2	2	2	2	15	0	3	7

Offenses per 1000 units per year

Residential	1000	61.40	4.61	6.14	12.72	2.30	2.63	2.85	10.64	1.10	6.03	12.39
Chase Lane Village	1000	37.04	3.70	1.85	5.56	1.85	0.00	0.00	11.11	0.00	9.26	3.70
Cedar Springs	1000	69.31	2.97	5.94	12.87	3.96	5.94	5.94	6.93	1.98	7.92	14.85
Courtyard and Riveria	1000	12.86	0.00	0.00	1.43	0.00	4.29	0.00	0.00	1.43	4.29	1.43
Legacy Crossing Apts	1000	59.87	0.00	6.47	3.24	3.24	3.24	3.24	24.27	0.00	4.85	11.33

**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
5/8/2019**

Item No. 3.

Short Title: DISCUSSION - SUBDIVISION ORDINANCE UPDATES - CHAPTER 7 (FINAL PLAT)

Initiated By:

Scheduled Time:

SUBJECT

Continue discussion of proposed revisions to City Subdivision Ordinance - CMC 15 (Subdivision)

RECOMMENDATION

BACKGROUND

As part of the process to update and revise the City Subdivision Ordinance, a copy of the latest Chapter 7 (Final Plat) is attached for Planning Commission review. Chapter 7 addresses application and procedural requirements for submittal of final plat applications.

ATTACHMENTS:

Description

- ▢ Subdivision Ordinance - Chapter 7 (Final Plat)

TITLE 15 SUBDIVISIONS

CHAPTER 15.07. FINAL PLAT.

- 15.07.010. Purpose.**
- 15.07.020. Authority.**
- 15.07.030. Initiation.**
- 15.07.040. Procedure.**
- 15.07.050. Application.**
- 15.07.060. Submittal Requirements.**
- 15.07.070. Determination of Completeness.**
- 15.07.080. Distribution.**
- 15.07.090. Review by Department Heads.**
- 15.07.100. Review by Development Review Committee.**
- 15.07.110. Recommendation by Zoning Administrator.**
- 15.07.120. Decision by City Council.**
- 15.07.130. Notice of Decision.**
- 15.07.140. Submittal and Review of Final Paper Plat.**
- 15.07.150. Submittal and Recording of Final Mylar Plat.**
- 15.07.160. Approval Requirements.**
- 15.07.170. Approval Standards.**
- 15.07.180. Appeal.**
- 15.07.190. Effect of Approval.**
- 15.07.200. Amendment.**
- 15.07.210. Revocation.**
- 15.07.220. Expiration.**

15.07.010. Purpose.

A final plat is required for any subdivision of land. The purpose of the final plat is to ensure the subdivision and related public improvements conform to the requirements of the approved preliminary plat for the subject property and applicable provisions of this Title and other regulations before the plat is recorded in the office of the Davis County Recorder.

15.07.020. Authority.

The City Council is authorized to review and approve final plats as set forth in this Chapter.

15.07.030. Initiation.

An application for approval of a final plat may be submitted by the owner of property proposed to be subdivided, or the owner's agent, as provided in this Chapter. An agent of a property owner shall provide an affidavit of authorization in accordance with CMC 15.03.160 (Owner Authorization Affidavits).

15.07.040. Procedure.

An applicant may file an application for approval of a final plat only after the preliminary plat has been approved. Except as otherwise provided in CMC 15.08 (Small Subdivision), CMC 15.10 (Property Line Adjustments), CMC 15.11 (Plat Amendments), or CMC 15.13 (Condominiums), approval of the preliminary plat is required before an application for final plat may be submitted.

15.07.050. Application.

The subdivider, or the subdivider's agent, shall submit an application, to the Community Development Department for final plat approval in accordance with the provisions of this Chapter, together with the application fees and deposits set forth in the City Fee Schedule. An application for approval of a final plat shall be considered as provided in this Chapter.

15.07.060. Submittal Requirements.

The final plat application shall be submitted in writing on forms provided by the City and shall include three hard copies and one electronic copy of the following:

- (a) A complete set of construction drawings that conform to City Standards and Specifications;
- (b) A proposed final plat that conforms to City Standards and Specifications and includes the following:
 - (1) The subdivision name, which shall be distinct from any previously approved or recorded plat;
 - (2) A north arrow, scale of the drawing, and the date;
 - (3) A correct metes and bounds description of all property included within the plat;
 - (4) The boundaries, courses, and dimensions of all property to be subdivided, including any property intended to be used as a street or for another public use, and whether any such area is reserved or proposed for dedication for a public purpose;
 - (5) Each lot address, the lot or unit reference, block or building reference, street or site address, street name and coordinate address, acreage or square footage of all parcels, units, or lots, and the length and width of the blocks and lots intended for sale;
 - (6) Every existing and proposed right-of-way and easement, including those for underground facilities as defined in Utah Code § 54-8a-2 and for any other utility facilities;
 - (7) True angles and distances to the nearest established street lines or official monument, which are accurately described on the plat and shown by appropriate symbols;
 - (8) Street right-of-way lines and centerline data, together with street widths, names, and coordinate number;
 - (9) The accurate location of all monuments, including all United States, state, county or other official monuments;
 - (10) The dedication to the public of all streets and highways included in the proposed subdivision, except approved private streets;
 - (11) Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes indicated thereon, and of any area to be reserved by deed or covenant for common use by all property owners within the subdivision;
 - (12) The parent parcel number, as shown on the records of the Davis County recorder;
 - (13) A correct metes and bounds description of all property included within the plat;
 - (14) The scale of the plat and number of sheets;
 - (15) A registered professional land surveyor's signed certificate of survey, together with a statement that the surveyor holds a license in accordance with Utah Code §§ 58-22-101, et seq.; has completed a survey of the property described on the plat in accordance with Utah Code § 17-23-17 and has verified all measurements; and has placed monuments as represented

on the plat;

(16) The signature from all owners of record and the owner's certificate of dedication of all streets, roads, rights-of-way, or other lots or parcels intended for the use and benefit of the general public;

(17) Mortgagee or other lienholder's signature and consent to record, if applicable;

(18) A notary public's acknowledgment of the signature of each mortgagee, if any, and property owner signing the plat;

(19) Signature block for recommendation of approval by the City Attorney;

(20) Signature block for recommendation of approval by the City Engineer;

(21) Signature block for recommendation of approval by the Planning Commission, as evidenced by the signature of the Planning Commission Chairperson;

(22) Signature block for approval by the City Council, as evidenced by the signature of the Mayor and attested by the City Recorder; and

(23) A block for the Davis County Recorder in the lower right hand corner of the drawing.

15.07.070. Determination of Completeness.

The Zoning Administrator shall determine whether a final plat application is complete as provided in CMC 15.03.050.

15.07.080. Distribution.

Once the Zoning Administrator has determined that the final plat application is complete, the Zoning Administrator shall distribute copies of the completed application to City department heads and any governmental departments or agencies deemed appropriate.

15.07.090. Review by Department Heads.

Upon receipt of a completed final plat application, each department head shall review the application for compliance with applicable Approval Requirements which are administered by the department and submit any comments and recommendations to the Zoning Administrator and Development Review Committee.

15.07.100. Review by Development Review Committee.

(a) Review by Development Review Committee. The Development Review Committee shall review the completed final plat application and any comments received from department heads and other applicable departments or agencies.

(b) Meeting. The Development Review Committee may meet with the Zoning Administrator and the applicant or applicant's agent to discuss and review the proposed application.

(c) Comments. The Development Review Committee may provide the Zoning Administrator with information and advice regarding compliance of the proposed application with Approval Requirements and may identify modifications needed to bring the proposed final plat application into compliance with such requirements.

15.07.110. Recommendation by Zoning Administrator.

(a) Review by Zoning Administrator. The Zoning Administrator shall review the completed final plat application for compliance with the Approval Requirements set forth in Section 15.07.160, including comments received from the department heads, other departments or agencies, and the Development Review Committee.

(b) Additional Information. Before preparing a staff report and making a recommendation concerning the preliminary plat, the Zoning Administrator may reasonably require the subdivider to provide additional information, data, or studies as may be needed to determine compliance with Approval Requirements set forth in Section 15.07.160.

(c) Written Recommendation. The Zoning Administrator shall prepare a staff report and recommendation to the City Council that the final plat be approved, approved with conditions, or disapproved based on compliance with Approval Requirements set forth in Section 15.07.160. The staff report shall include written findings and recommendations that show the basis for the Zoning Administrator's recommendation.

15.07.120. Decision by City Council.

(a) Public Hearing. The City Council shall schedule and hold a public hearing on the proposed final plat. Notice of the public hearing and any public meeting shall be provided in accordance with CMC 15.03.070. At the time and place specified, the City Council shall hold the public hearing and review the final plat for compliance with Approval Requirements set forth in Section 15.07.160.

(b) Additional Information. Before approval or disapproval of the final plat, the City Council may reasonably require the subdivider to provide additional information, data, or studies as may be needed to determine compliance with the Approval Requirements set forth in Section 15.07.160.

(c) Decision. Following the public hearing, the City Council may approve, approve subject to conditions, or disapprove the final plat based upon written findings regarding compliance with Approval Requirements set forth in Section 15.07.160. The City Council shall approve the plat if it complies with Approval Requirements.

15.07.130. Notice of Decision.

The Zoning Administrator shall provide written notice of decision regarding the final plat application to the applicant in accordance with CMC 15.03.070 and to applicable department heads.

15.07.140. Submittal and Review of Final Paper Plat.

(a) Subdivider Preparation and Submittal of Paper Plat. Following City Council approval of the final plat, the subdivider shall prepare a final paper plat for review by staff prior to preparing and submitting the final mylar plat for recording. The final paper plat shall be prepared by the subdivider and submitted to the Community Development Department together with the following:

(1) Three hard copies and one electronic copy of a finalized paper plat, including all corrections requested by staff and addressing all conditions of approval imposed by the City Council;

(2) Two hard copies and one electronic copy of the complete set of finalized construction drawings for public improvements and utility services;

(3) A title report prepared and dated within 30 days of submittal;

(4) Approval letters from utility companies verifying availability of utility services;

(5) Proposed deed restrictions or covenants, conditions, and restrictions, if any, including any corrections requested by staff and addressing conditions of approval imposed by the City Council; and

(6) A tax clearance evidencing that all taxes, interest, and penalties, if any, have been paid for all parcels and property within the subdivision.

(b) Staff Review of Paper Plat. Upon receipt of the subdivider's submittal of the final paper plat, the Zoning Administrator shall review the final paper plat for completeness in accordance with Section 15.03.070. If the submittal is deemed complete, the Zoning Administrator shall thereafter forward copies of the final paper plat and construction drawings to City staff for the following review:

(1) The Zoning Administrator shall review the plat for compliance with the City's subdivision plat format requirements;

(2) The Zoning Administrator shall review the plat for compliance with the terms and conditions of City Council approval; and

(3) The City Engineer shall perform a final check of plat compliance with applicable Approval Requirements;

(4) The City Engineer shall prepare a cost estimate of public improvements and utility services to be included in an Improvement Assurance and Warranty Agreement; and

(5) The City Attorney shall review the updated title report and any covenants, conditions, or restrictions for compliance with applicable Approval Requirements.

(c) Development Review Committee Meeting. Upon completion of the foregoing, a meeting may be scheduled with the subdivider and the Development Review Committee to address any outstanding issues prior to preparation of the mylar version of the plat.

15.07.150. Submittal and Recording of Final Mylar Plat.

(a) Subdivider Preparation and Submittal of Final Mylar Plat. Following resolution of any outstanding issues regarding the final paper plat, the subdivider shall prepare and submit a final mylar plat in recordable form to the City Recorder along with the following:

(1) The final mylar plat with signatures and acknowledgments of all property owners, mortgagees, and lienholders;

(2) An executed Improvement Assurance and Warranty Agreement for any uncompleted public improvements and warranty of all public improvements, including the required bond;

(3) Payment of applicable fees, including but not limited to, impact fees, development fees, and recording fees as estimated by the City Recorder;

(4) Evidence that outstanding professional service costs, if any, have been paid; and

(5) An electronic version of the final plat and construction drawings prepared in AutoCAD and pdf (or other digital format acceptable to the City); and

(6) An updated title report if the date of the title report submitted with the final paper plat review is not current within 30 days of final plat recording.

(b) Staff Review and Recording of Mylar. After the final mylar plat has been submitted, the City Recorder shall:

(1) Internally route the final plat to obtain required City signatures;

(2) Internally route the Improvement Assurance and Warranty Agreement to the City Attorney;

- (3) Prepare and submit the final plat to the Davis County Recorder's Office; and
- (4) Advise the subdivider and department heads when the final plat has been recorded.

15.07.160. Approval Requirements.

All final plat applications shall be reviewed for compliance with the following ("Approval Requirements"):

- (a) Final plat submittal requirements set forth in Section 15.07.060;
- (b) Conditions of preliminary plat approval;
- (c) Applicable provisions of CMC 15 (Subdivision Ordinance);
- (d) Applicable provisions of CMC 12 (Zoning Code);
- (e) Applicable provisions of the Centerville Municipal Code;
- (f) Applicable provisions of the Construction Codes;
- (g) Applicable provisions of the City Standards and Specifications; and
- (h) Applicable provisions of State law.

15.07.170. Approval Standards.

Approval, conditional approval, or disapproval of a final plat is an administrative decisions which shall be based upon compliance with Approval Requirements and applicable decision-making standards set forth in CMC 15.03.090.

15.07.180. Appeal.

Any person adversely affected by a final decision of the City Council regarding a final plat may appeal that decision to the District Court as provided in CMC 15.03.160.

15.07.190. Effect of Approval.

- (a) Authorization to Record Plat. Subject to the expiration provisions of Section 15.07.220, approval of a final plat shall authorize recording of the plat subject to applicable requirements of this Title.
- (b) Scope of Approval. Approval of a final plat shall not be deemed approval of any other procedure or permit required by this Title, the Centerville Zoning Code, or the Centerville Municipal Code. Such approvals shall be obtained in accordance with applicable provisions of the Approval Requirements.
- (c) Vesting of Applicable Code Requirements. A final plat application which is timely submitted shall be reviewed and considered under this Title and the applicable ordinances in effect on the date when the completed application for the associated concept plan was submitted. Certain exceptions apply to this general vesting rule, such as pending ordinance, compelling, countervailing public interest, and proceeding with reasonable diligence concepts provided under Utah law.

15.07.200. Amendment.

If a final plat has not been recorded, the procedure for amending such an approved final plat shall be the same as for considering an original final plat as set forth in this Chapter. If the final plat has been recorded, the procedure for amending such plat is set forth in CMC 15.11 (Plat Amendments).

15.07.210. Revocation.

A final plat approval may be revoked as provided in CMC 15.17.070.

15.07.220. Expiration.

(a) Failure to Record Final Plat. A final plat shall be deemed withdrawn, and shall expire and have no further force or effect, if the plat is not recorded within 12 months after City Council approval of the final plat.

(b) Extension of Time. Notwithstanding Subsection (a), the subdivider may request an extension of time as provided in CMC 15.03.050(i).

**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
5/8/2019**

Item No. 4.

Short Title: ROUTINE AND UNCONTESTED MATTERS - REQUEST FOR DELEGATION

Initiated By:

Scheduled Time:

SUBJECT

A request for the Planning Commission to delegate Final Site Plan approvals for Single-Family (outside of a subdivision) to City Staff

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- Staff Memo for Requesting Delegation to City Staff

**CENTERVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT
655 North 1250 West, Centerville, Utah 84014
(801) 292-8232**

STAFF MEMORANDUM

DATE: MAY 08, 2019

TO: CENTERVILLE CITY PLANNING COMMISSION

FROM: CORVIN M. SNYDER, AICP
COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: ROUTINE AND UNCONTESTED MATTERS – *REQUEST FOR FINAL SITE PLAN APPROVAL RELATED TO SINGLE-FAMILY, OUTSIDE A PLATTED SUBDIVISION, TO BE DELEGATED TO THE ZONING ADMINISTRATOR*

OVERVIEW

This memorandum describes a request for the Planning Commission to delegate the approval of single-family development on an unplatted lot to the City's Zoning Administrator, with limitations. Additionally, staff is recommending that the Planning Commission initiate amendments to the Zoning Ordinance (*see recommended motions later in this report*).

APPLICABLE ZONING POLICY REVIEW/ AUTHORIZATION TO DELEGATE
CZC 12.21.110 Site Plan Review

Site Plan approval is a two-step process consisting of: (1) conceptual site plan review and approval; and (2) final site plan review and approval. In order to provide for appropriate review and analysis, conceptual and final site plan applications shall not be reviewed by the Planning Commission concurrently or at the same meeting.

1. Conceptual and final site plan review and approval shall be required for any of the following uses unless expressly exempted from such requirement by another provision of this Title:
 1. Any multiple-family residential use;
 2. Any public or civic use;
 3. Any commercial use;
 4. Any industrial use;
 5. Any residential development outside a platted subdivision; or
 6. Any planned development within a PDO zone.

CZC 12.21.180 Routine and Uncontested Matters

1. Purpose. This Section authorizes the Zoning Administrator to decide administratively a routine and uncontested matter which would otherwise be decided by the Planning Commission.

2. Authority. The Planning Commission may designate classes of matters as routine and uncontested as authorized in CZC 12.20.080. The Zoning Administrator is authorized to issue permits for such routine and uncontested matters as provided in this Section...

CZC 12.20.080 Planning Commission Referral

1. Referral to Staff. The Planning Commission may direct that any matter over which it has jurisdiction be referred to the staff of the Planning Commission for review and preparation of recommendations. Such action shall be taken either by motion of the Planning Commission or pursuant to duly adopted policies and procedures of the Planning Commission. The authority for such referrals may be revoked at any time by motion of the Planning Commission or amendment of its policies and procedures as the case may be.
2. Appointment of Hearing Officer. In the event a matter is referred to the Planning Commission staff which requires a public hearing, the City Manager shall appoint a hearing officer to conduct the hearing in accordance with applicable requirements of this Title.
3. Review and Recommendation. If a matter is referred to the Planning Commission staff as permitted by this Section, the staff shall conform to any instructions or limitations contained in the referral, and subject thereto shall review the referred matter, conduct any necessary hearings, and prepare written recommendations for the Planning Commission.
4. Decision. Unless the Planning Commission shall otherwise direct, any person who has applied for authorization to develop property under the terms of this Title may in writing consent to the staff recommendation and waive further action by the Planning Commission. If the applicant waives further action by the Planning Commission, the staff recommendation shall be considered approved by the Planning Commission. Thereafter, necessary permits may be issued subject to the terms of this Title and any applicable conditions of approval...

CZC 12.21.110 Site Plan Review

Step #1 - Conceptual Site Plan Approval. An application for conceptual site plan approval shall be considered and processed as provided in this Subsection...

The Planning Commission shall schedule and hold a public hearing on the proposed conceptual site plan. Public notice of the public hearing and public meeting shall be provided in accordance with the provisions of CZC 12.21.050...

Step #2 - Final Site Plan Approval. An application for final site plan approval shall be considered and processed as provided in this Subsection...

The Planning Commission shall schedule and hold a public meeting and after due consideration shall approve, approve with conditions, or deny the application...

CZC 2.21.050 Public Hearings and Meetings

Notice for First Public Hearing. Public notice of the first public hearing on an application shall be provided at least 10 calendar days before the public hearing. Such notice shall be:

1. Published on the Utah Public Notice Website created under Utah Code § 63F-1-701;
2. Posted on the City's official website;

CASE ARGUMENT FOR LIMITED DELEGATION OF FINAL SITE PLAN (FOR SINGLE-FAMILY ONLY)

It is the position of staff that single-family development is generally the least regulated density/intensity of use in the Zoning Ordinance, other than some type of “open space.” The primary need to review single-family on an unplatted lot involves the need for easements and ensuring adequate utility services for the lot. In most cases such lots are surrounded by other existing homes and streets where utility services are readily available. Consequently, the main two reasons for a needed review is dedication of easements and providing needed storm drainage management. Every so often, there may be a need to upgrade the culinary water service or securing secondary water service, or install or repair of sidewalks.

All of these matters above are the predominately the subject of civil engineering and payment of applicable development fees. The City’s Development Review Committee (DRC), which includes the City Engineer, is likely best suited to handle the details regarding these needs and is most often where the design details are called out in any related construction documents. Thus, it is the position of staff, that the DRC is very capable and often is when these items are resolved.

However, the current parameters of the delegation policy include a “public hearing” at Conceptual Site Plan, which cannot be waived. Hosting a “public hearing” at a staff level would be burdensome for the applicant, city staff and even the general public. Coupled with the mandatory two-step process, Staff believes that this whole process is overly cumbersome for review and approval of single-family development. Until this can be reviewed and possibly changed, Staff desires at minimum have the Planning Commission delegate the Final Site Plan approval to the City Zoning Administrator, as outlined in the recommendation portion of this report.

PLANNING STAFF RECOMMENDATION

[Proposed Motion #1] I hereby motion the Planning Commission to establish the following process for approval Of Single-Family Development on an Unplatted Lot:

- *Any residential single-family home shall be required to obtain a Conceptual Site Plan Acceptance from the City’s Planning Commission, in order to conduct the necessary public hearing.*
- *Upon Conceptual Site Plan Acceptance, the Final Site Plan is hereby delegated to the City’s Zoning Administrator, as follows:*
 - (a) A Final Site Plan shall be submitted in accordance with Coty’s Zoning Code*
 - (b) The Development Review Committee shall review and make recommendations to the Zoning Administrator regarding the Final Site Plan approval.*
 - (c) The Zoning Administrator shall review and approve the Final Site Plan in accordance with CZC 12.21.180, and any applicable regulations of the City Codes, including but not limited to the dedication of easements, the establishment needed utility services, construction of public infrastructure, and payment any applicable impact or other applicable adopted City Fee.*

Staff also believes that the category “any residential development on an unplatted” lot is too broad. Does this include any accessory building, RV parking, pools, decks, etc.? Also, staff believes that single-family is very different than multi-family. Furthermore, should this two-step process also include any amendments after the initial site plan was approved by the Planning Commission? Thus, staff believes there is a need to add greater clarity to the Zoning Ordinance regarding this particular category for obtaining a site plan approval. Staff recommends that the Planning Commission initiate a Zoning Text Amendment for the following:

[Proposed Motion #2] I hereby motion the Planning Commission to propose a Zoning Text Amendment to the City’s Zoning Ordinance for approval Of Single-Family Development on an Unplatted Lot, to consider the following:

- *Consider reducing the need for a two-step site plan process for single-family development*
- *Provide greater clarity regarding the types of residential development and how amendments are approved.*
- *Consider waiving the need for a “public hearing,” specifically for single-family development.*

CENTERVILLE

Staff Backup Report

5/8/2019

Item No. 5.

Short Title: COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Initiated By:

Scheduled Time:

SUBJECT

Upcoming Items:

- Single-Family Conceptual Site Plan Approval - Matthew Trump Home
- Fisher Small Subdivision - 2 lots
- Continuation of South Main Street Corridor Plan Re-write
- Jensen Family Subdivision - 3 lots

City Council Report:

- *Nothing to note*

RECOMMENDATION

BACKGROUND

CENTERVILLE

**Staff Backup Report
5/8/2019**

Item No.

Short Title: 04-24-2019 PC Preliminary Minutes

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

▣ 04-24-2019 PC Preliminary Minutes

PLANNING COMMISSION MINUTES OF MEETING

Wednesday, April 24, 2019

7:00 p.m.

A quorum being present at Centerville City Hall, 250 North Main Street, Centerville, Utah, the meeting of the Centerville City Planning Commission was called to order at 7:01 p.m.

MEMBERS PRESENT

Cheylynn Hayman, Chair

Kevin Daly, Vice Chair

Kai Hintze

Logan Johnson

MEMBERS ABSENT

Thomas Hunt

Becki Wright

STAFF PRESENT

Cory Snyder, Community Development Director

Lisa Romney, City Attorney

Jamie Brooks, Recording Secretary

CITY COUNCILMEMBERS PRESENT

George McEwan

Robyn Mecham

Stephanie Ivie

VISITORS

Interested citizens

PLEDGE OF ALLEGIANCE

OPENING COMMENT/LEGISLATIVE PRAYER Chair Hayman

DISCUSSION – GENERAL PLAN – SOUTH MAIN STREET CORRIDOR PLAN

Cory Snyder, Community Development Director reminded those gathered that both the City Council and Planning Commission wish to re-address the South Main Street Corridor Plan. The intent is not so much to determine the details of the plan but instead, to have a discussion about some of the fundamental issues that each body hopes to address. He provided a memorandum as a summary of what he has heard in previous discussions thus far. The intent is to discuss various questions and concerns pertaining to the future of south Main Street and to confirm that both bodies continue to communicate with one another.

His memorandum addresses some of the characteristics of the Corridor from a land use perspective and mentions five distinct areas of emphasis:

- Corridor-wide Elements
- Commercial Use Expectations
- Residential Re-introduction Opportunities

- Build Environment Design Expectations
- Corridor's Street Space Expectations

Mr. Snyder also mentioned the tension that exists between existing commercial development and the potential of future commercial and/or residential redevelopment of the area. Specifically, the Commission recently discussed the potential effect on tax revenue regarding one type of development over the other. Perhaps that effect should be studied before the City makes a determination as to which direction it should head. He provided commercial property data available from 2015 but it does not include sales tax revenue or residential property values. Economic value of *future* development is very difficult to predict.

The Planning Commission stepped down from the dais and joined Councilmembers McEwan, Mecham and Ivie at a table for a more informal discussion regarding these topics.

Chair Hayman began the discussion by pointing out that the five areas of emphasis that Mr. Snyder has outlined in his memorandum make a great deal of sense. She outlined those areas briefly for those who had not yet had the opportunity to review them. She also stated that an early rough estimate was that Centerville receives ten times the amount of economic value from the commercial businesses on Main Street than the residential units. That information makes her question the wisdom of pushing for more residential development in the area. Still, she recognizes the existence of the current housing crisis. She asked for the Councilmembers' input on these issues.

Councilmember Mecham stated that the Planning Commission had done exactly what she felt it should. She now has a better grasp of the issues facing Main Street than she has had in 20 years. The information presented by the Commission and by staff really causes her to think. Although she is concerned about potential tax revenue from Main Street, she does not wish to invest funds into a study of the sales tax base because she feels that the State Legislature will soon make a change that will drastically change what that picture looks like. She refers to the possibility of the State taxing not just point of sale purchase but services as well. She repeated comments she has made previously that "soft commercial" is the most appropriate use for the Main Street Corridor. She stated that emphasizing residential use on Main Street will be more expensive to the City than commercial development.

Councilmember Ivie indicated that the cost of providing services to residences was higher than the cost to provide them to businesses. Councilmember Mecham commented on the sales tax revenue the City receives from Main Street businesses annually. Chair Hayman pointed out that if services are to be taxed in the future, maintaining a commercial focus on Main Street could result in a significant revenue increase for Centerville.

Councilmember Mecham indicated she could accept mixed use on a very small scale. For example, a dentist's office with an apartment above or adjacent to it. She also emphasized that she wishes the focus of any mixed-use property to be on the commercial rather than the residential use.

Commissioner Daly asked Councilmember Mecham if she would be comfortable with a property with eight or more residential units per acre. She responded that she would not and that in fact, she might want to reduce density to fewer than six units. She also expressed an interest in Accessory Dwelling Units (ADUs).

Chair Hayman inquired if Councilmember Mecham has received an indication that property owners on Main Street are interested in tearing down their structures in order to build the types of multi-use properties she refers to. Councilmember Mecham responded that her intent was not to encourage the demolition of existing buildings but rather to treat a very small number of residential units as icing on the commercial cake, so to speak. She also mentioned her desire to consider treating the east and west sides of Main Street differently.

Commissioner Johnson wished to confirm that Councilmember Mecham's goal is to provide additional protections for the east side. She agreed, and asserted that the west side was already highly dense with apartments. Despite having grown up in Centerville, she had once been shocked to realize that from Pages Lane to Parrish Lane was non-stop apartments and condominiums on the west end. She felt there would be a huge public outcry even at six residential units per acre.

Councilmember Ivie stated that those in single-family homes have a higher expectation of protection against commercial development in the neighborhood.

Chair Hayman pointed out that if Councilmember Mecham had lived in the area her whole life and never noticed the high-density on the west side, perhaps it is not having as big an impact as has been suggested. Councilmember Mecham stated that the Police Department feels a significant impact and spends a greater amount of time at multi-family complexes.

Chair Hayman wished to confirm Councilmember Mecham's position that she wants Main Street to focus on commercial use but that she is open to allowing a small number of apartments or ADUs. Commissioner Johnson mentioned that Orem dictates a particular percentage of a property's square footage be commercial (at least in certain zones) and that perhaps a similar practice could be useful in Centerville.

Chair Hayman asked for Councilmember Ivie to weigh in on the topic. Councilmember Ivie responded that she is generally in agreement with the comments made by Councilmember Mecham.

Chair Hayman explained that the Planning Commission was thinking long-term. They did not anticipate large changes taking place in the next several years but wished to create a plan that would show a more cohesive plan in perhaps 20-25 years as property ownership gradually changed.

Chair Hayman then asked Councilmember McEwan to provide his input. He responded that he was somewhat the odd-man out among his fellow councilmembers present that evening. He agrees there is merit to addressing the problem of lost sales tax revenue with increased residential development on Main Street. He also feels the idea of planning a large Farmington Station-type of mixed-use development is at least worth discussing. And although he feels Centerville will survive if Main Street's focus becomes residential, he does not necessarily wish to see that happen. He also wanted to make it clear that he does not wish to force businesses out and that he wants to avoid an eastside vs. westside mentality. Chair Hayman pointed out that there was already somewhat of a divide. Chair Hayman asked if it is Councilmember McEwan's wish to increase uniformity of the two sides. He agreed that he would, if the impact could remain the same. He recently read that the Salt Lake Metropolitan Area is one of the top ten most challenging areas in the country in which to become a first-time home owner. The overall affordable housing crisis would not be solved by Centerville making residential development the priority on Main Street. He also is not convinced that the State Legislature will begin taxing services soon because to do so is far more complex than originally thought. He supports the amount of residential density proposed by Councilmember Mecham but is more flexible on footprint size for commercial space.

Councilmember Mecham reiterated her desire to limit residential use to 20% of any property on Main Street, with 80% existing as commercial. She is aware of one Main Street property owner who has expressed an interest in demolishing his current structure, constructing an office building and including 2-3 apartments above it in order to subsidize the cost of the office building. Chair Hayman asked if Councilmember Mecham knows what is stopping the property owner from doing exactly what she mentions. Councilmember Mecham suspected it is simply a matter of personal timing.

Councilmember McEwan is concerned less with commercial vs. residential development than he is with ensuring that the City has a plan that supports peaceful co-existence. He feels it is important to do something substantial in a timeframe that is meaningful to the community.

Commissioner Johnson summarized that it appears to him that the general desire is to retain the commercial zoning on Main Street but perhaps allow residential as an accessory use. He feels that if a property owner wants to add residential units on site, such units should be physically attached to the commercial structure. He still wishes to discuss the design of public spaces.

Mr. Snyder pointed out that the City Council previously adopted a guideline for such spaces and that current policy required a 4' park strip and a 5' sidewalk. The hope was to get away from the term Public Space Plan as it has a negative connotation for historical reasons. He recommended that the Planning Commission and City Council keep utilities and bike lanes in mind as they contemplate public spaces. He felt the City should set expectations so that UDOT could keep those in mind while doing its own planning in the area.

Chair Hayman indicated to the Councilmembers that the Commission feels there is a shortage of crosswalks on Main Street. Councilmember Mecham pointed out that it was a UDOT road and that UDOT required a certain number of pedestrians to use a crosswalk per hour in order to justify its presence.

Chair Hayman explained how helpful the discussion had been and Councilmember Mecham expressed appreciation to the Planning Commission for providing ideas that helped direct her own thinking. Chair Hayman felt more comfortable that both bodies were heading in the same general direction and could now fine-tune the plan in a way that would benefit the community.

Councilmembers McEwan, Mecham and Ivie left the meeting at 7:56 p.m. and the Planning Commissioners returned to the dais.

PUBLIC HEARING – ZONING TEXT AMENDMENT – CZC 12.62 (HOME OCCUPATIONS)

Mr. Snyder explained this agenda item is a response to the latest legislation addressing home occupations. To require a license fee for a home-occupied business, the City is required to show the combined offsite impact of the home-based business exceeds the offsite impact of the primary residential use alone. Centerville came into compliance with the new law by no longer charging a fee for home-based businesses. Staff's recommendation was to amend the zoning ordinance and to require a "permitted use review and permit" for zoning compliance purposes only. In cases where an increased impact could be shown, Centerville provided a Conditional Use Permit with a fee attached.

In the most recent legislative session, fees for zoning regulation of home-based business also became prohibited except in those cases with demonstrable increased impact. Staff recommends keeping the CUP process in place and eliminating the fee for zoning and zoning review in order to remain compliant with state law. Staff also recommends establishing home occupations as "use by right" for "permitted" home occupations. Mr. Snyder asked if the Planning Commission was comfortable with what was proposed. He pointed out that the City would continue to keep zoning regulations in place. He was not suggesting abandoning the ordinance altogether but simply permitting it by right and allowing home occupations that complied with state law. For those owners of home occupations that still wished to secure a license for their own reasons, the City could charge a \$40.00 administrative fee. This administrative fee for courtesy licenses is permitted by state law.

Chair Hayman felt that the staff recommendations made a great deal of sense. She opened the public hearing at 8:06 p.m. There was no one who wished to speak and Chair Hayman closed the public hearing.

Commissioner Johnson spoke in favor of the proposed changes.

Commissioner Daly made a **motion** for the Planning Commission to recommend to the City Council to approve the proposed amendments for “Home Occupations,” as presented by staff with the following suggested reasons for action:

Suggested Reasons for Action-

- a. The Planning Commission finds that the “decision to amend the...zoning ordinance is a matter of within the legislative discretion of the City Council as described in CZC 12.21.060.a.1.B.
- b. The Planning Commission finds that the amendments DO NOT CONFLICT with the goals, objectives and policies of the City’s General Plan.
- c. The Planning Commission also finds that the amendments are needed to comply with S.B. 158, in the 2019 General Session of the Utah State Legislature.

The motion was seconded by Commissioner Hintze and passed unanimously (4-0).

DISCUSSION – SUBDIVISION ORDINANCE UPDATES – CHAPTER 6 (PRELIMINARY PLATS)

Lisa Romney, City Attorney, explained that Chapter 6 of the new proposed Subdivision Ordinance is similar to the previous Chapter regarding concept plans, but has more requirements and more engineering information. Some of the primary points Ms. Romney made regarding Chapter 6 were:

- This phase requires a public hearing before the Planning Commission (which had previously taken place during concept plan), providing more detailed information to the public
- Page 2 of the Chapter goes into great detail regarding the submittal requirements, many of which came directly from current City code
- Subsection (a) of the submittal items (15.06.060) includes twenty different requirements for the plat
- Subsection (b) in that section listsd additional reports or documents that may be required by the City (e.g. traffic reports, etc.)
- The preliminary plat phase follows the same procedure as the concept plan, in that the Zoning Administrator would confirm the application was complete before distributing it to department heads, then the Development Review Committee, then back to the Zoning Administrator to make a recommendation to the Planning Commission.
- The approval requirements for the Planning Commission are spelled out in this Chapter
- Reference to phasing has been removed and will be placed in a more prominent position within the Code, possibly with some amendments to the language.

Ms. Romney mentioned that she would not be in attendance at the first Planning Commission meeting in May because she would be at the Utah Municipal Attorney’s Association Conference. Chapter 7 would be presented at the second meeting in May.

Chair Hayman **moved** to take a five-minute break. The motion was seconded by Commissioner Johnson which passed unanimously (4-0).

The meeting recessed at 8:14 p.m. and reconvened at 8:21 p.m.

LAND USE TRAINING – WHAT HAT DO YOU WEAR? – PART TWO

Lisa Romney, City Attorney, presented a video created by the Utah Property Rights Ombudsman's office which provided helpful information regarding the role of the Planning Commission.

The video explained that the primary purpose of a Planning Commission was to plan for land use in the community that reflects what the community wishes to be. In short, to create and recommend changes to the General Plan. It is also tasked with making recommendations to the City Council as to zoning and land use ordinance changes. A third role is to handle assigned administrative matters if delegated to do so by the City Council. The most effective municipalities had Planning Commissions that focused on the roles as outlined in the video.

Ms. Romney pointed out that the agenda that evening was a direct reflection of the roles that were outlined in the video—addressing the General Plan and making recommendations on the Zoning Ordinances. For example, in the subdivision ordinance, the City could delegate administrative decisions to staff if it chose to do so.

COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

Mr. Snyder indicated that Jensen Family Subdivision would most likely not be addressed at the next meeting because the applicant had requested more time.

The Sheffield Downs PDO would be returning to the Planning Commission because their design standards were attached to the PDO approval.

CITY COUNCIL ACTIONS REPORT

The Barrus Cove Subdivision was approved by the City Council.

Chair Hayman recommended that the Community Development Director's Report and the City Council Actions report be combined into a single report in the future. Mr. Snyder agreed.

MINUTES REVIEW AND ACCEPTANCE

The minutes of April 10, 2019 were reviewed and amendments suggested. Commissioner Johnson **moved** to accept the minutes as amended. The motion was seconded by Commissioner Hintze and passed unanimously (4-0).

The minutes of March 13, 2019 were reviewed. Commissioner Johnson **moved** to accept the minutes as presented. The motion was seconded by Commissioner Daly and passed unanimously (4-0).

ADJOURNMENT

Chair Hayman **moved** to adjourn. Commissioner Daly seconded the motion which passed unanimously (4-0). The meeting adjourned at 8:44 p.m.

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Cheylenn Hayman, Chair

Date Approved

Jamie Brooks, Recording Secretary