

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 22, 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

Kai Hintze, Commissioner

D. COMMISSION BUSINESS

1. Public Hearing - Small Subdivision Waiver, Fisher Lot Split, 498 North Main Street
Consider the proposed Small Subdivision Waiver/Lot Split to create a new building lot for the Fisher property located at 498 North Main Street
2. Public Hearing - Conceptual Site Plan, Trump New Dwelling, 124 East 400 South
Consider the proposed Conceptual Site Plan for the Matthew Trump new single-family dwelling to be located at 124 East 400 South
3. Discussion - Subdivision Ordinance Updates - Chapter 7 (Final Plat)
TABLED FROM PC MEETING MAY 8, 2019
Continue discussion of proposed revisions to City Subdivision Ordinance - CMC 15 (Subdivision)
4. Discussion and Report - Affordable Housing Seminar
Discussion and report by Commissioners and Staff that attended the Affordable Housing Seminar provided by the Utah Land Use Institute on May 14, 2019
5. Land Use Training #3 - Top 10 Things Every Planning Commissioner in Utah Needs To Know
6. Community Development Director's Report

Upcoming Agenda Items:

- Zone Text Amendment - R-L Zone Accessory Building Setbacks, City Council Request
- South Davis Metro Fire District - Amended Site Plan for Plaza Design
- Quality Machine Addition - Amended Site Plan in I-H Zone
- Continuation of South Main Street General Plan Amendment

City Council Report:

- Home Occupation Amendments - Council Approved
- Accessory Building Setbacks - Council Directed Amendments for the R-L Zone

E. MINUTES REVIEW and ACCEPTANCE

05-08-2019 PC Preliminary Draft Minutes

F. ADJOURNMENT

CENTERVILLE

**Staff Backup Report
5/22/2019**

Item No.

Short Title: Kai Hintze, Commissioner

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
5/22/2019**

Item No. 1.

Short Title: Public Hearing - Small Subdivision Waiver, Fisher Lot Split, 498 North Main Street

Initiated By: Jeff Cook, Cook Builders, Applicant

Scheduled Time:

SUBJECT

Consider the proposed Small Subdivision Waiver/Lot Split to create a new building lot for the Fisher property located at 498 North Main Street

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- 05-22-2019 PC Staff Report - Fisher Small Subdivision Waiver
- Fisher Subdivision Submittal

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

**STAFF REPORT
AGENDA: ITEM 1**

APPLICANT: **COOK BUILDERS**
c/o JEFF COOK
P.O. BOX 684
CENTERVILLE, UT 84014
(jeffcookbuilders@gmail.com)

PROPERTY OWNERS: **GEORGE AND RUTHANN FISHER**
498 NORTH MAIN STREET
CENTERVILLE, UTAH 94014

PROPERTY: **498 NORTH MAIN STREET**
PARCEL: 02-096-0264

ACREAGE: **8.70 ACRES**

ZONING: **RESIDENTIAL LOW (R-L)**

APPLICATION: **CONCEPTUAL SUBDIVISION WITH SMALL
SUBDIVISION WAIVER REQUEST**

**STAFF RECOMMENDATION: CONSIDER APPROVING THE SMALL
SUBDIVISION WAIVER WITH CONDITIONS**

BACKGROUND

The applicant is assisting the property owners whom desire to subdivide/reconfigure their property into two (2) single-family lots. Lot 1 will maintain the original home and accessory buildings. Lot 2 is a future home site (*likely for a family member*). Both lots will be accessed by a common entrance from Main Street. Main Street is owned and operated by the State of Utah, with UDOT being the regulatory agency. This common entrance and conditions for it are subject to the grant of easement date 05/07/2019 from the State.

Since the subdivision will be limited to two (2) lots, the applicant is seeking a “Small Subdivision Waiver,” as outlined in CMC 15.02.070. Such a waiver could and does eliminate the preliminary and final subdivision processes of the Subdivision Ordinance, if approved by the City. Additionally, the Planning Commission is assigned as the final land use authority for approving any qualifying small subdivision.

SMALL SUBDIVISION PROCESS

Small Subdivision Waiver Section CMC 15.2.106

A small subdivision is defined as a subdivision of not more than two (2) lots [CMC 15.1.104.45]. Since the property is being subdivided into two developable lots, it can qualify for the small subdivision waiver, as long as it meets the criteria found in Section 15-2-107 of the Subdivision Ordinance.

The small subdivision does not require dedication of land for a street or other public purpose:

Staff Response: According to the Transportation Element of the City's General Plan, the subdivision does not require the dedication of land for a street or other public purpose.

The small subdivision is not traversed by the mapped lines of a proposed street or a street to be widened, as shown on the master street plan:

- **Staff Response:** Also, according to the Transportation Element, Main Street is listed as a Major Arterial Street. The Main Street portion fronting the property was previously part of a widening effort to install the dual northbound turn lanes from Parrish Lane. Staff is not aware of any additional widening in the future. Additionally, the element does not indicate any new connecting roads being proposed to run through any portion of the future two lots.

The lots are not part of a small subdivision approved less than three years earlier:

- **Staff Response:** The subject property has not been involved in any type of previous subdivision approval within the last three (3) years.

GENERAL SUBDIVISION REGULATIONS

Zoning Ordinance Requirements Section 15-2-107(2)

Each lot must meet the bulk and area requirements for the Residential Low Zone, which are as follows:

New Lot 400 West 600 South Applicable Development Standards, Residential-Low Zone, Table 12-32-1			
Development Standard	Required	Actual	Compliance
Lot and Parcel Standards			
Minimum Frontage (at street)	40 Feet	64 and 65 Feet	Yes
Minimum Width (setbacks)	60 Feet	64 and 65 Feet	
Site Standards			
Buildable Area	2,000 Square Feet	Undetermined	Very Likely
Gross Density	4 Units Per Gross Acre	2 Proposed Lots	Yes

Improvements and Utility Easements Section 15-2-107(3)

Utilities and services are likely available near or on-site for the existing home and the new lot. The applicant will need to provide all utility provider sheets indicating adequate services is available for the new lot. The required 10-foot public utility easement for both lots have been shown. The correct configuration for 7-foot side lot line easements remains incomplete, at the writing of this report. The applicant will still be responsible for paying any related fees and bonds related to any public improvements.

Drainage – The property appears to be relatively flat. However, the subdivision construction plans need to address any applicable drainage matters and needs to be deemed acceptable by the City Engineer.

Lot Side Lines/Right Angles (15.05.020) – The subdivision plan depicts two (2) lots. The side lot lines (east-west) around and between the two lots are generally at right-angles. However, the rear yard area for Lot 1 protrudes farther to the east, with the rear lot lines connecting at an angle. This layout is directly a result of the configuration of the existing parcel.

PLANNING STAFF RECOMMENDATION

Suggested Motion for the small subdivision waiver/lot split for property at 498 North Main Street; “I hereby make a motion for the Planning Commission to approve the small subdivision waiver for the Fisher Subdivision, with the following conditions:

1. The small subdivision waiver shall be for the Fisher Subdivision involving Parcel #**02-096-0264**
2. The following items shall be effective or addressed as part of this small subdivision waiver approval:
 - a. The applicant shall prepare a final paper plat for the property, as per the City subdivision standards, to the Centerville City Recorder. After the paper plat is deemed acceptable by the City, the Final Linen Plat shall be prepared, signed, and submitted to the City Recorder.
 - b. The applicant shall prepare any required subdivision construction drawings for the minimum needed improvements (e.g. sewer, drainage and public improvements) to be installed for the subdivision and be deemed acceptable by the City Engineer.
 - c. The Plat shall show all required street frontage and interior lot line public utility easements. Any additional easements, such as cross-access shall be prepared. All easements shall be deemed acceptable by the City Engineer and City Attorney.
 - d. The subdivision construction drawings or plat shall show and comply with the required 2,000 square foot buildable area for the new lot.
 - e. Prior to recording the small subdivision waiver plat, applicant shall submit an updated title report for the entire property area for review and approval of encumbrances and ownership by the City Attorney and City Engineer.
 - f. At minimum, the following plat notes shall be set forth on the final plat, or as deemed acceptable to the City Attorney, for the small subdivision waiver:

- Approval of the small subdivision waiver plat by Centerville City does not constitute any representation as to the adequacy of subsurface soil conditions nor the location or depth of ground water tables.
 - Approval of the small subdivision waiver plat is subject to the grant of easement dated 05/07/2019 from the State of Utah.
3. The applicant shall provide, with the plat and plans, all the required “utility provider” sheets to the City. Additionally, the applicant shall provide verification that the applicable secondary water service is available for the new lot and shall install all necessary improvements.
 4. The applicant shall pay all applicable impact fees and post the related bonds for public improvements prior to recordation of the Final Linen Subdivision Plat.

Suggested Reasons for the Action (Findings):

- a. The Planning Commission finds that the subdivision qualifies for the small subdivision waiver, in accordance with the criteria found in CMC 15.2.107 of the Subdivision Ordinance.
- b. The Planning Commission finds that two lots are consistent with the Zoning Standards for the Residential Low Zone.
- c. The Planning Commission finds that with the conditions imposed, the general requirements for all subdivisions have been addressed and fulfilled [CMC 15.5].

**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
5/22/2019**

Item No. 2.

Short Title: Public Hearing - Conceptual Site Plan, Trump New Dwelling, 124 East 400 South

Initiated By: Matthew Trump, Property Owner & Applicant

Scheduled Time:

SUBJECT

Consider the proposed Conceptual Site Plan for the Matthew Trump new single-family dwelling to be located at 124 East 400 South

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- ▢ 05-22-2019 PC Staff Report - Trump Single-family Home
- ▢ Trump Single-family Site Plan

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

**STAFF REPORT
AGENDA: ITEM 2**

PROPERTY OWNER: **MATTHEW AND ALIYA TRUMP**
 124 EAST 400 SOUTH
 CENTERVILLE, UT 84014
 (trump.matt@gmail.com)

PROPERTY: **124 EAST 400 SOUTH**

ACREAGE: **0.43 ACRES**

ZONING: **RESIDENTIAL-LOW (R-L)**

PROPOSED USE: **SINGLE-FAMILY DWELLING**

APPLICATION: **CONCEPTUAL SITE PLAN ACCEPTANCE**

BACKGROUND

The proposed residential home is a replacement building for an existing parcel owned by the applicant. The existing home was recently demolished and a new home is planned for the parcel. According to the City's Zoning Ordinance, any residential development outside a platted subdivision requires a "*Site Plan Approval*" from the City's Planning Commission. The purpose of this review is to confirm that the lot is buildable, meets all the applicable standards of the Zoning Ordinance, and to obtain the required public utility easements for the property and to conduct the ordinance required "*public hearing.*"

CONCEPTUAL SITE PLAN – CZC 12.12.110.d

A conceptual site plan is not intended to permit actual development of property, yet it is intended to represent how the property may be developed so that the applicant can receive feedback from the Planning Commission.

Table of Uses Allowed - CZC 12.36

The parcel is location in the Residential-Low (R-L) Zone. According to Zoning Ordinance, a single-family dwelling is a permitted use.

General Plan

The Centerville City General Plan indicates this area is within Neighborhood 1, Southeast Centerville [12.480.2]. This neighborhood is further divided into subareas and indicates that the proposed lot is found within the "*Centerville Deuel Creek Historic District.*" The residential policy for this area is:

The residential zoning and uses within the Deuel Creek Historic District are to be predominantly maintained in a low density residential single-family housing character to preserve the character of the historic district, AND

Policy and ordinance standards being applied in and around this Historic area are to be evaluated and deemed compatible with preserving or applying context sensitive design and style of the historic district.

Although, the home's design style is not part of the Conceptual Review, it should be noted that any "new construction" may be eligible for reduced building permit fees, as follows:

"Building Permit Review Fee Reduction. All applicants who meet the above criteria found in CZC 12.49.090 shall be allowed a tiered reduction on the building permit review fees depending upon the classification of the property and the proposed construction or alteration as follows:

- *25% reduction for new construction (not involving the demolition of a Contributing Property or an Historic Landmark Register Property) or construction involving a Noncontributing Property"*

From staff's research, the prior existing home was not a previously "contributing property." Therefore, it may qualify for the 25% new construction reduction, if the applicant desires to seek the incentive through using select historically compatible design elements.

R-L Zone Development Standards

The following is a review of the development standards for the proposed lot and future home.

Development Standards Residential-Low Zone 12-32-1			
Development Standard	Required	Actual	Compliance
Building Standards			
Distance Between Buildings	6 Feet	N/A	N/A
Maximum Height, Main Buildings	35 Feet	To Be Determined	To Be Determined
Lot and Parcel Standards			
Minimum Frontage Street	40 Feet	83 Feet	Yes
Minimum Width Front Setback	60 Feet	83 Feet	Yes
Setback Standards			
Front	25 Feet	34 Feet	Yes
Rear	20 Feet	124 Feet	Yes
Side	8/10 Feet Minimum total width of both side yards: 18 feet	8/15 Feet	Yes
		West: 10 Feet	
Site Standards			
Buildable Area	2,000 Square Feet	Undetermined	Very Likely

Buildable Area Range	2:1 and 1:2	Undetermined	Very Likely
Gross Density	4 Units Per Acre	1 home on a single lot	Yes

It appears the proposed lot and future dwelling will meet or likely meet the standards for development within the R-L Zone. The future property owner will need to ensure that all the above standards are satisfied with the approval of the final site plan or building permit.

Subdivision Lot Standards

Since the parcel contained an existing previous home, there are adequate service utilities to the lot. However, the applicant will be required to provide any absent public utility easements for the lot. The lot frontage easement needs to be 10 feet in width and the rear frontage needs 7 feet in width, and then one (1) side lot line of seven (7) feet connecting the front and rear lot easement (*see 15.5.106.8*). A legal description of the easements will also need to be submitted to the City Engineer for review, with the final site plan application. As a reminder, these easements will need to be accepted by the City Council after the final site plan has been approved and recorded with Davis County. The property owner will also be required to pay any development fees that may be applicable for the development of this lot, if there is an increase demand (*impact fee*) for culinary water or other utility service.

PLANNING STAFF RECOMMENDATION

PROPOSED ACTION: I hereby make a motion for the Planning Commission to accept the conceptual site plan for single-family residential parcel, located at 124 East 400 South Street, with the following directives:

1. The applicant shall submit a final site plan application, as per the City's Zoning Ordinance, and address any missing or undetermined required elements.
2. As per the Planning Commission's delegated authority for routine and uncontested matters, the City's Zoning Administrator shall review and approval the Final Site Plan for 124 East 400 South, in accordance with City Ordinances. Any disputed decision by the Zoning Administrator shall be forwarded to the Planning Commission for resolution and decision.
3. The applicant shall prepare and provide the required public utility easements for the parcel and be submitted to the City Recorder for city acceptance by the Council.
4. As part of the easement submittal to the City Council, the applicable legal descriptions for the public utility easements shall be reviewed and deemed acceptable by the City Engineer.

SUGGESTED REASONS FOR THE ACTION:

- (a) The Planning Commission finds that the Conceptual Site Plan has adequately shown how the property could be developed – *see CZC 12.21.110.d.2*.
- (b) The Planning Commission finds that with the directives provided, the proposed development of a single-family home would comply with the applicable Zoning and Subdivision Ordinances of the City.

APPROVED PLANS
MUST BE ON THE
FOOTPRINT FOR ALL
IMPROVEMENTS

FINAL INSPECTION AND
CERTIFICATE OF
OCCUPANCY REQUIRED
PRIOR TO THIS STRUCTURE
BEING OCCUPIED

THIS SITE PLAN IS BASED ON INFORMATION PROVIDED
TO HEARTSTONE DESIGN BY OTHERS. ALTHOUGH
HEARTSTONE DESIGN HAS CONDUCTED VISUAL
CHECKS OF THE INFORMATION PROVIDED, IT DOES
NOT ASSUME ANY LIABILITY FOR THE PLACEMENT OF THE
HOUSE ON THE LOT. IT IS THE RESPONSIBILITY OF THE
OWNER TO OBTAIN ALL NECESSARY PERMITS AND
COMPLY WITH ALL CITY ORDINANCES, AS WELL AS
EASEMENTS, SETBACKS, ETC.

CENTERVILLE CITY
APR 27 2009
REVIEWED FOR
CODE COMPLIANCE

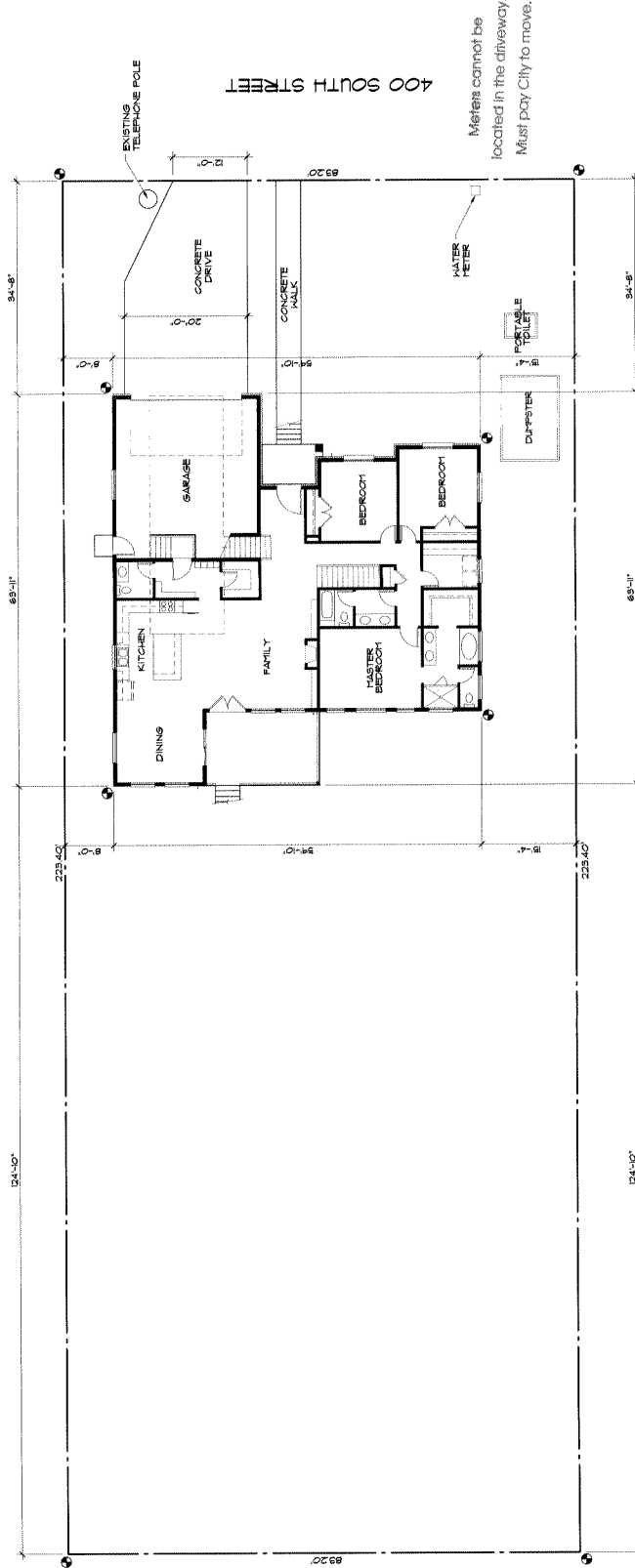
ELEVATIONS (ASSUMED)
TOP OF FTG. = 91'-0"
BASE OF FOUNDATION = 88'-0"
TOP OF FND. = 91'-0"
MAIN FLOOR = 100'-0"

NOTE:
DOOR TEST TO BE USED FOR BUILDING
ENVELOPE AT FINAL WITH A MAXIMUM AIR LEAKAGE OF
3.5 AIR CHANGES PER HOUR. TESTING SHALL BE
CONDUCTED BY A QUALIFIED PERSON. A
WRITTEN REPORT OF THE RESULTS OF THE TEST SHALL
BE SIGNED BY THE PARTY CONDUCTING THE TEST AND
PROVIDED TO THE CODE OFFICIAL.

NOTE: SQUARE FOOTAGE
BASED ON EXTERIOR FINISHES
MAIN FLOOR 1,094
GARAGE 643
TOTAL 1,737

SURFACE WATER SHALL DRAIN AWAY
FROM THE BUILDING. DIRECT THE DRAINAGE WATER TO THE
DRAINAGE SYSTEM TO A NEARBY STREET OR TO A
NEIGHBORING PROPERTY. THE
DRAINAGE SYSTEM SHALL NOT BE
LOCATED WITHIN THE FIRST 10'-0"

APPROXIMATE LATERAL SIZE
OF THE DRAINAGE SYSTEM
TO WATER HEATER
SWITCHING
CITY BUILDING DEPT.



SITE PLAN (APPROX.) AND COVER SHEET
SCALE 1/4" = 1'-0"

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124 EAST 400 SOUTH
CENTERVILLE, UTAH

TRUMP RESIDENCE

SHEET

MATTHEW AND ALYIA TRUMP
CENTERVILLE, UTAH
DATE: 11 APRIL 2019

CONTRACTOR COPY

Heartstone Home Design
11444 S. 2000 E. SUITE 100
CENTERVILLE, UT 84005
TEL: 801-444-7822 FAX: 801-444-7823
WWW.HEARTSTONEDESIGN.COM

**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
5/22/2019**

Item No. 3.

Short Title: Discussion - Subdivision Ordinance Updates - Chapter 7 (Final Plat)

Initiated By: City Attorney

Scheduled Time:

SUBJECT

TABLED FROM PC MEETING MAY 8, 2019

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
5/22/2019**

Item No. 4.

Short Title: Discussion and Report - Affordable Housing Seminar

Initiated By: City Attorney

Scheduled Time:

SUBJECT

Discussion and report by Commissioners and Staff that attended the Affordable Housing Seminar provided by the Utah Land Use Institute on May 14, 2019

RECOMMENDATION

BACKGROUND

A number of Planning Commissioners and Staff attended the Affordable Housing Seminar put on by the Utah Land Use Institute on May 14, 2019. This agenda item is provided to give those who attended the conference an opportunity to share and discuss what we learned. The major subject of the seminar was discussion of SB 34 (Affordable Housing Modifications). Here is a link to SB 34.

**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
5/22/2019**

Item No. 5.

Short Title: Land Use Training #3 - Top 10 Things Every Planning Commissioner in Utah Needs To Know

Initiated By: City Attorney

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

The Planning Commission has identified land use training as one of its goals for 2019. As part of this commitment, the Planning Commission has agreed to work through the informative and entertaining videos created by the Land Use Academy of Utah (LUAU). The third video selected for this training is entitled "Top 10 Things Every Planning Commissioner in Utah Needs to Know." This video is about 6 minutes long. We will watch this video as a group at the meeting and then discuss any questions or comments.

Top 10 Things Every Planning Commissioner in Utah Needs to Know:

<https://luau.utah.gov/2018/02/13/top-ten-things-every-planning-commissioner-needs-to-know/>

CENTERVILLE

Staff Backup Report 5/22/2019

Item No. 6.

Short Title: Community Development Director's Report

Initiated By:

Scheduled Time:

SUBJECT

Upcoming Agenda Items:

- Zone Text Amendment - R-L Zone Accessory Building Setbacks, City Council Request
- South Davis Metro Fire District - Amended Site Plan for Plaza Design
- Quality Machine Addition - Amended Site Plan in I-H Zone
- Continuation of South Main Street General Plan Amendment

City Council Report:

- Home Occupation Amendments - Council Approved
- Accessory Building Setbacks - Council Directed Amendments for the R-L Zone

RECOMMENDATION

BACKGROUND

CENTERVILLE

Staff Backup Report 5/22/2019

Item No.

Short Title: 05-08-2019 PC Preliminary Draft Minutes

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- ▣ 05-08-2019 PC Preliminary Draft Minutes

PLANNING COMMISSION MINUTES OF MEETING

Wednesday, May 8, 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 7:00 p.m.

MEMBERS PRESENT

Kevin Daly, Vice Chair
Cheylynn Hayman, Chair
Thomas Hunt
Logan Johnson
Becki Wright

MEMBERS ABSENT

Kai Hintze

STAFF PRESENT

Cory Snyder, Community Development Director
Katie Rust, Recording Secretary

STAFF ABSENT

Lisa Romney, City Attorney

VISITORS

Interested citizens

PLEDGE OF ALLEGIANCE

OPENING COMMENT/LEGISLATIVE PRAYER

Commissioner Wright

PUBLIC HEARING – PDO AMENDMENT – SHEFFIELD DOWNS SUBDIVISION

Brighton Homes desires to alter the approved project's original architectural design scheme and two sub-alternative designs in addition to the original. The petitioner states the materials cost of the original design has increased substantially from the original estimate. Cory Snyder, Community Development Director, explained that the request is to reduce the materials cost by allowing synthetic stucco for lots with side and rear elevations that have little or no frontage on public streets, with upgraded materials optional. Sheffield Downs is a single-family residential subdivision in a Residential-Medium (R-M) Zone. Mr. Snyder commented that stucco is a material commonly used in single-family residential development. The R-M design standards were put together with multi-family housing in mind. Taylor Spendlove of Brighton Homes, petitioner, further explained the request to be able to use stucco on sides not facing a public street to contribute to affordability of the homes.

Chair Hayman opened a public hearing at 7:17 p.m., and closed the public hearing seeing that no one wished to comment. Mr. Snyder commented that this is the first project measured against the new R-M standards. Commissioner Johnson said he questions the need for four-side upgraded architecture requirements considering the City's desire for affordable housing to be available. Vice Chair Daly said he believes the City is already giving a little on the

1 design standards, and questioned how much more the City wants to give. Chair Hayman said
2 she was persuaded by the letter submitted by Brighton that pointed out Brighton Homes
3 included upgraded landscaping and did not request bonus density. She said she appreciates a
4 builder wanting to pass savings on to the end buyer. Commissioner Hunt said he does not think
5 the change would compromise the architectural aspect of the project. Commissioner Wright said
6 she would hesitate to approve unless the City can require a guarantee that Brighton will pass
7 the savings on to the end buyer. Chair Hayman pointed out that this developer has gone above
8 and beyond in including elements that did not have to be included, and said she is okay with the
9 limited nature of what they suggest.

10
11 Commissioner Johnson made a **motion** to recommend approval of the proposed
12 architectural design amendments, as submitted and shown in the Exhibit "A" provided by the
13 applicant, consisting of three (3) design types, with Reasons for the Action (a) – (e). Chair
14 Hayman seconded the motion, which passed by unanimous vote (5-0).

15
16 Reasons for the Action:

- 17
18 a) The Commission finds that amendments to a PDO approval are subject to the
19 original procedure used for obtaining a PDO plan approval.
20 b) The Commission finds that according to Section 12-41-010, the purpose of the PDO
21 provisions is to allow:
22 "mixed residential/commercial project to be developed in a manner that allows
23 design flexibility, integration of mutually compatible uses, integration of open
24 spaces, clustering of dwelling units, and optimum land planning with greater
25 efficiency, convenience and amenity than is possible under conventional zone
26 regulations."
27 c) The Commission finds that Section 12-41-070 allows for "variations from
28 development standards" from both the Subdivision and Zoning Ordinances.
29 d) The Commission finds that the proposed alternative Architectural Design Plan
30 maintains the expected architectural design of the PDO with particular attention
31 given to areas exposed to public view.
32 e) The Commission finds that the proposed Alternative Architectural Design Plan
33 remains substantially consistent and compatible with the originally approved
34 Architectural Design Plan for the Sheffield Downs Development.

35
36 **DISCUSSION – GENERAL PLAN – SOUTH MAIN STREET CORRIDOR**

37
38 Mr. Snyder provided the Planning Commission with a copy of the 2017 Centerville Crime
39 Study. Chair Hayman said she does not think the data supports the claim made at a previous
40 meeting that more police time is spent in multi-family developments than single-family
41 developments. The Commissioners decided to approach the South Main Street Corridor
42 (SMSC) discussion using the five goals/visions listed in the SMSC General Plan draft language
43 concepts prepared by staff:

- 44
45 1. Maintain the local and historic character of Main Street
46 2. Preserve and maintain the domestic nature of commercial uses of South Main Street
47 3. Consider future residential as a supplementary allowable use
48 4. Development design
49 5. Street space expectations

50
51 Chair Hayman suggested discussing residential reintroduction opportunities first.
52 Commissioner Johnson said he got the feeling that the City Council would get behind an ADU-
53 type situation if density is limited. Vice Chair Daly said he leans more toward eliminating a

1 residential aspect and going all-in on commercial. Chair Hayman said she believes allowing
2 some multi-family housing along the west side of Main Street might create synergy for the area,
3 but right now she is leaning toward supporting all commercial. She said if the City is going to
4 eliminate the residential aspect and focus on commercial, the uses need to be opened up. Vice
5 Chair Daly said he would not be opposed to including a residential element in the plan, but he
6 does not think it would work very well, and he does not think anyone would use it.
7 Commissioner Wright suggested focusing on commercial, adding residential if commercial does
8 not start happening. Chair Hayman repeated a comment from a previous meeting that
9 affordable housing is more successful if spread out through a community rather than clustered.
10 Commissioner Wright said it would make sense to add affordable housing along Main Street.
11 Chair Hayman suggested the Planning Commission include residential, but in a way that is easy
12 to remove if the Council does not like it.

13
14 Vice Chair Daly said he would support submitting the same use list prepared last year to
15 the Council again. Chair Hayman said she feels the uses added to the use list are “harmonious”
16 commercial. Vice Chair Daly added that the uses added to the list are conditional so they can be
17 tailored to the individual situation³. Chair Hayman suggested the Planning Commission discuss
18 and work on commercial first, moving the residential component to last. She said she thinks the
19 residential component needs to be a meaningful multi-family residential option. Chair Hayman
20 said she is not in favor of single-family housing along Main Street.

21
22 Chair Hayman said she likes the idea of channeling some of the elements seen in the
23 homes in the historic district adjoining Main Street. Something that is modern, but gives a nod to
24 the historic nature. Chair Hayman suggested inviting the Landmarks Commission to provide
25 input regarding possible elements. The Commission discussed meeting with the Landmarks
26 Commission in a work session prior to a meeting in June.

27
28 The Planning Commission intends to discuss street scape and the North Parrish Lane
29 intersection area at the next meeting.

30 31 **DISCUSSION – SUBDIVISION ORDINANCE UPDATES – CHAPTER 7 (FINAL PLAT)**

32
33 Commissioner Wright made a **motion** to table this discussion until the City Attorney is
34 present. Vice Chair Daly seconded the motion, which passed by unanimous vote (5-0).

35 36 **ROUTINE AND UNCONTESTED MATTERS – REQUEST FOR DELEGATION**

37
38 Mr. Snyder explained the request for the Planning Commission to delegate the approval
39 of single-family development on an unplatted lot to the City’s Zoning Administrator, with
40 limitations. He also explained the staff recommendation for the Planning Commission to initiate
41 amendments to the Zoning Ordinance.

42
43 Vice Chair Daly made a **motion** to establish the following process for approval of Single-
44 Family Development on an Unplatted Lot:

- 45 • Any residential single-family home shall be required to obtain a Conceptual Site Plan
46 Acceptance from the City’s Planning Commission, in order to conduct the necessary
47 public hearing.
- 48 • Upon Conceptual Site Plan Acceptance, the Final Site Plan is hereby delegated to
49 the City’s Zoning Administrator, as follows:
 - 50 a. A Final Site Plan shall be submitted in accordance with City’s Zoning Code.
 - 51 b. The Development Review Committee shall review and make
 - 52 recommendations to the Zoning Administrator regarding the Final Site Plan
 - 53 approval.

- 1 c. The Zoning Administrator shall review and approve the Final Site Plan in
2 accordance with CZC 12.21.180, and any applicable regulations of the City
3 Codes, including but not limited to the dedication of easements, the
4 establishment of needed utility services, construction of public infrastructure,
5 and payment of any applicable impact or other applicable adopted City Fee.
6

7 Commissioner Wright seconded the motion, which passed by unanimous vote (5-0).
8 Commissioner Johnson made a **motion** to propose a Zoning Text Amendment to the City's
9 Zoning Ordinance for approval of Single-Family Development on an Unplatted Lot, to consider
10 the following:

- 11 • Consider reducing the need for a two-step site plan process for single-family
12 development.
13 • Provide greater clarity regarding the types of residential development and how
14 amendments are approved.
15 • Consider waiving the need for a "public hearing," specifically for single-family
16 development.
17

18 Vice Chair Daly seconded the motion, which passed by unanimous vote (5-0).
19

20 **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

21
22 Mr. Snyder updated the Commission on upcoming agenda items and recent actions
23 taken by the City Council.
24

25 **MINUTES REVIEW AND ACCEPTANCE**

26
27 The minutes of the April 24, 2019 Planning Commission meeting were reviewed.
28 Commissioner Wright made a **motion** to accept the minutes. Commissioner Johnson seconded
29 the motion, which passed by unanimous vote (5-0).
30

31 **ADJOURNMENT**

32
33 At 8:21 p.m., Chair Hayman made a **motion** to adjourn the meeting. Commissioner
34 Johnson seconded the motion, which passed by unanimous vote (5-0).
35
36
37
38

39 _____
Mackenzie Wood, City Recorder

Date Approved

40
41
42
43 _____
44 Katie Rust, Recording Secretary