

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 23, 2018 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.

A notebook containing supporting materials for the business agenda items is available for public inspection and review at City Hall and will be available for review at the meeting. The full packet can also be viewed on the City's website: <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

Gina Hirst, Commissioner

D. COMMISSION BUSINESS

- 7:10 1. Public Hearing - Conditional Use Permit for Temporary Use - Avalanche Sno
ADMINISTRATIVE DECISION
Consider the proposed temporary use Conditional Use Permit application for Avalanche Sno, a seasonal snow cone shack at 199 E Pages Lane.
- 7:30 2. Public Hearing - Conceptual Site Plan - Renatus Office Building Addition- 1312 W
75 N
ADMINISTRATIVE DECISION
Consider the proposed Conceptual Site Plan for an addition to the existing Renatus office building, located at 1312 W 75 North.
3. Discussion - Site Plan Review Process
DISCUSSION
The City Attorney will discuss the requirements for conceptual and final site plan applications and possible ways to streamline administrative decisions in the future.
- 7:50 4. Discussion - City Council Goals and Work Session follow up
Discuss results of May 22nd Work Session with the City Council on goals for the

upcoming year.

5. Community Development Director's Report
6. City Council Report

E. MINUTES REVIEW and ACCEPTANCE

May 9th, 2018

F. ADJOURNMENT

**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
5/23/2018**

Item No. 1.

Short Title: Public Hearing - Conditional Use Permit for Temporary Use - Avalanche Sno

Initiated By: April Anderton, Applicant

Scheduled Time: 7:10

SUBJECT

ADMINISTRATIVE DECISION

Consider the proposed temporary use Conditional Use Permit application for Avalanche Sno, a seasonal snow cone shack at 199 E Pages Lane.

RECOMMENDATION

Refer to Staff Report

BACKGROUND

Refer to Staff Report

ATTACHMENTS:

Description

- PC Staff Report 5-23-18 CUP Temp Use Avalanche Sno
- Avalanche Sno Site Plan

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

**STAFF REPORT
AGENDA: ITEM 1**

PROPERTY OWNER: LIEN LE
1215 N 200 EAST
CENTERVILLE UT

APPLICANT: APRIL ANDERTON
AVALANCHE SNO-CONE, LLC

PROPERTY: 199 EAST PAGES LANE
CENTERVILLE, UT 84014

ACREAGE: 0.01 ACRES

ZONING: COMMERCIAL – HIGH (C-H)

APPLICATION: TEMPORARY USE/CONDITIONAL USE PERMIT

BACKGROUND

From 1998–2014, this seasonal retail sales use operated under Rainbow Snow each summer season at this location. In 2015, there was a lapse in a business license renewal and so the existing nonconforming permitted use expired, therefore a Conditional Use Permit was needed annually under the Temporary Use Section, Retail Sales. (CZC 12.56.060)

According to the City Zoning Ordinance, when a land use ceases for 12 consecutive months (see Nonconformities, Abandonment – 12.22.100) or Expired/Abandoned (see Conditional Use, 12.21.100.j), a previous nonconforming or CUP land use approval will be considered expired. Thus, the Zoning Administrator has determined that the proposed use, as proposed – exceeding permitted use time limits, is currently only allowed as Temporary Use requiring a Conditional Use Approval (12.56.060). Therefore, the applicant must seek a new land use approval from the Planning Commission and secure the required permit from the City.

According to Chapter 12.56 of the Zoning Ordinance, the selling of shaved ice from a temporary structure is considered “temporary retail sales.” However, a temporary use permit for temporary sales, as a permitted use, can only run ten (10) days per event, and no more than four (4) events per year [CZC 12.56.050(e)]. Since the applicant desires to run the shaved ice stand over the summertime months, it does not conform to the permitted use development standards for a temporary use permit. Code states that when a temporary permitted use does not conform, it may still be established within the commercial zones, if a conditional use permit is issued.

SITE INFORMATION

The site is on Pages Lane, near the old Dick’s Market site, next to Sparkling Nails & Spa salon (tenant finish under way).

[To the right is a photo of the previous Snow Cone Company, Rainbow, but Avalanche will continue to use the exact same location and structure.]



DEVELOPMENT STANDARDS – CONDITIONAL USE PERMIT

According to CZC 12.56.070, the same development standards for a permitted temporary use shall apply, unless they are expressly modified by the CUP approval.

Access – Adequacy of safe access for patrons and vehicles shall be based on the number of patrons reasonably expected for the use. Staff’s review of the site plan and the past use that occurred, it appears that it has not historically created problems.

Inspection - The site may be inspected by authorized City or applicable agency review. In the past and due to a food sales operation, the Davis County Health Department has reviewed and issued a specific operational permit. Staff recommends that any approval be subject to receiving the applicable health department permit.

Insurance – The Ordinance allows for third party insurance in behalf of the City to hold the City harmless for any claims resulting from the temporary use. Due to a possible safety hazard, this has been a consistent practice of the Zoning Administrator when issuing a permit for a “fireworks stand.” The Commission may desire to seek advice from the City Attorney if there is any concern with the sales use.

Location – The proposed location is zoned Commercial-High (C-H). It is a qualifying area for the proposed temporary use.

Owner Approval – With the application submittal, the required “Owner Affidavit” was signed by the owner of the property, Lien Le.

Parking – The location of the use is part of a vacant and under-utilized neighborhood commercial area with plenty of excess parking. A temporary use for this year would likely not create parking problems for this site. There are 15 parking spots on Le’s property, and many more on surrounding vacant properties that are underutilized. However, the application does not include a “written statement” allowing use of the parking area.

Time Limit – The proposed business desires to exceed the “temporary retails sales” limitation of no more than 10 days, four times a year. Therefore, applicant is seeking a CUP approval from the Planning Commission to exceed the time limitation of the permitted use allowance (see CUP review section below). The time limit can be adjusted and set by the Conditional Use Permit by the Planning Commission. [See *expiration* further in report]

Trash Removal – The regulation requires trash to be removed within 24 hours of expiration of the temporary permit and requires any disturbance of the site to be restored within seven (7) days.

CONDITIONAL USE PERMIT

Since the applicant desires to exceed the permitted time allowance, the application also requests that the “time limit” be modified by the Planning Commission. The CUP is to review the permitted use requirements, as well as the standards for issuing a CUP. Since, the permitted use standards have been addressed above, this section of the report will specifically address the request for a time allowance for the summer season. The “expiration” of this time limit adjustment is also at the discretion of the Planning Commission.

Factors of Approval

Section 12-21-100(e)(3)(A-D)

- The historical use of the site occurred for this particular operation endured for over 15 years. This time included the period when the old Dick’s Market was operating. Thus, staff does not believe any unknown impacts or problems will occur in the summer season, as a temporary use.
- The General Plan does not specifically address temporary types of uses within the commercial districts. It does, however, encourage commercial development that provide services for the citizens of Centerville [Section 12-430-1] Staff believes the cultural custom of selling flavored shaved ice was and is economically a feasible service to the residents and visitors of Centerville.

Factors to be Reviewed [Section 12-21-100(e)(5)(A-K)]

Suitability and Harmony with the Proposed Site and Adjacent Property (A-C, F)

Due to the past history of this proposed use, the “snow shack” appears to be in harmony with the surrounding businesses, since it is temporary in nature and does not require an abundance of space, or parking. Also, the location and layout appears to be suitable or compatible with the surrounding businesses. Additionally, there are no other approved temporary conditional use permits within this area.

Impact on the Community and Safeguards to Minimize this Impact (D-E, G, I-K)

As mentioned previously, the impact of a “snow shack” is minimal on the community. The applicant will need to ensure that the area around the shaved ice stand is kept clean from any trash or debris that may be created by workers and patrons. Therefore, a garbage facility needs to be provided and emptied on a regular basis. The applicant will not be in need of water connections, since the “shack” facility will have a water tank. The shaved ice stand will not produce offensive noise, smells, glare, dust or other pollutants, and appears to not be harmful in relation to the health and safety of the surrounding community in any way. Hours of operation for the business will be 11:00 am – 10:00 pm, and will need to follow the noise ordinance enforced from 10:00pm to 6:00am.

The power pole on the property next to the nail salon is where the snow cone shack will connect for power.

Adequate Access, Parking, Lighting and Circulation (H)

Access to the shaved ice stand is from Pages Lane driveway to the site and/or from internal lanes from the shopping center. The applicant has not addressed the use of accessory lighting. However, a public street light is located across the street to the north so there may be no further need for lighting fixtures. From review of the site and as addressed earlier, there are plenty of parking stalls to support the temporary use. No agreement has specifically been made with the property owner in regards to parking stalls and sharing, but plenty of vacant parking is available on surrounding lots. The property owner’s business is currently under construction for an interior remodel and not open for business, but may plan to be later this summer.

Other issues:

Restroom agreement - The business owner does have an agreement with Desert Industries, on the adjacent parcel, in order for their employees to use their bathroom during operating hours. The building does close before the snow cone shack shuts down for the day.

Expiration – [CZC 12.21.100] Unless otherwise specified by the Planning Commission and subject to the provisions relating to amendment, revocation or expiration of a conditional use permit, a conditional use permit shall be of indefinite duration and shall run with the land.

Usually CUPs are indefinite, but in 2016, the CUP for this business (under “Rainbow Snow”) expired in October of the same year, probably due to the fact it was a temporary use. The Planning Commission has the right to determine this expiration *and* time limit of the use. The downside to making a multiyear expiration as opposite to annually or indefinite is that it is hard to keep track of these expirations and approvals at the staff level.

PLANNING STAFF RECOMMENDATION

Suggested motion for the conditional use permit for Pages Lane Snow – I hereby make a motion for the Planning Commission to approve a conditional use permit for **Avalanche Sno**, a temporary shaved ice stand, located at 199 East Pages Lane, subject to the following conditions.

1. The conditional use permit shall be in effect from the approval date by the Planning Commission and shall expire on the date stated by the Planning Commission.
2. The placement of the shaved ice stand shall be located and operated as submitted on the site plan to the Planning Commission.
3. Any temporary signage use shall comply with temporary sign allowances of CZC 12.54.090(c) "Temporary Use of Event Signs", including no off-premise commercial signage.
4. The structure and site shall be free from unnecessary decorative items such as flags, pennants, or any other temporary items that may blow away from the structure or site.
5. A garbage can shall be provided for workers and customer use and shall be emptied regularly and the area be kept clear from trash and debris.
6. The applicant shall provide additional information and be deemed acceptable to City staff, prior to issuance of any business license, which addresses the following:
 - Written permission from the property owner allowing use of the on-site parking stalls.
7. The use shall be subject to and comply with the existing adopted City "Noise Ordinance," which regulates noise between the hours of 10:00 p.m. to 6:00 a.m.
8. Following the expiration date, the applicant shall have seven (7) days to remove all items from the property and restore the site to its prior condition.

Suggested Reasons for the Action (Findings):

- a. Chapter 12.56 allows for a temporary retail sales use consisting of less than 200 square feet.
- b. A temporary use not meeting the permitted use development standards of CZC 12.56.050 is required to receive a Conditional Use Permit [CZC 12.56.060].
- c. The applicant desires to exceed the permitted use time limits, as listed in CZC 12.56.050.g.
- d. All applicable standards for the Conditional Use Permit have been reviewed and the use is deemed acceptable, subject to the conditions of approval [CZC 12.21.100(e)(3)(A-D), Section 12.21.100(e)(5)(A-K)].

April Anderson
using same EP as Rainbow Snow



Rainbow Snow, LLC.
199 East Pages Lane

**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
5/23/2018**

Item No. 2.

Short Title: Public Hearing - Conceptual Site Plan - Renatus Office Building Addition- 1312 W 75 N

Initiated By: Dan Holbrook, Applicant

Scheduled Time: 7:30

SUBJECT

ADMINISTRATIVE DECISION

Consider the proposed Conceptual Site Plan for an addition to the existing Renatus office building, located at 1312 W 75 North.

RECOMMENDATION

Refer to Staff Report

BACKGROUND

Refer to Staff Report

ATTACHMENTS:

Description

- 05-23-2018 Staff Report Renatus Amended Site Plan
- Renatus Amended Site Plan Submittal

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

**STAFF REPORT
AGENDA: ITEM 2**

OWNER: **SULADIO HOLDINGS, LLC.**
c/o ROBERT GLENN SNYDER (MANAGING MEMBER)
1312 WEST 75 NORTH
CENTERVILLE, UTAH 84014
(ceo@myrenatus.com)

APPLICANT: **MERRILL SHERIFF CONSTRUCTION, INC.**
c/o DAN HOLBROOK
707 NORTH 1000 WEST, SUITE 1
CENTERVILLE, UTAH 84014
(dab@mscibuild.com)

PROPERTY: **LOT 2 – EVERGREEN BUSINESS PARK**
(1312/1318 WEST 75 NORTH)

ACREAGE: **0.70 ACRES**

ZONING: **INDUSTRIAL HIGH (I-H) DISTRICT**

APPLICATION: **CONCEPTUAL SITE PLAN ACCEPTANCE (AMENDING A
PREVIOUS FINAL SITE PLAN APPROVAL)**

BACKGROUND

The applicant desires to construct an addition to the existing building, alter the landscaping plan, relocate the dumpster area, and eliminate eight (8) parking stalls. The elimination of the parking stalls would be replaced with a reciprocal parking agreement with the neighboring Bridge Community Church (*the Church has a shared agreement to the use applicant's parking, as per the Church's parking modification approval by the City*). Because such changes alters the final site plan approval and contains a parking modification request, the amendment is required to return to the Planning Commission for review and decision.

SITE PLAN AMENDMENT/PARKING MODIFICATION REVIEW

According to the original September 12, 2014 approval, the following elements are being modified with the proposed amendment:

<i>Original Final Site Approval</i>	<i>Amendment Request</i>
<u>Use Tabulations:</u> <u>Office</u> – 5,640 sq. ft. (1 per 200) * <u>Warehouse</u> – 4,320 sq. ft. (1 per 1,000) * * (Rounded to the nearest whole)	<u>Use Tabulations:</u> <u>Office</u> – 6,540 sq. ft. (estimated) <u>Warehouse</u> – 7,647 sq. ft. (estimated)
<u>Parking Tabulations:</u> <u>Office</u> – 28 stalls <u>Warehouse</u> – 4 stalls <u>Total Provided Parking</u> - 35 stalls <u>Total Required Parking</u> – 32 stalls	<u>Parking Tabulations:</u> <u>Office</u> – 33 stalls <u>Warehouse</u> – 8 stalls <u>Provided Parking</u> – 20 stalls <u>Off-site Shared Parking</u> – 12 stalls <u>Total Provided Parking</u> – 32 stalls <u>Total Required Parking:</u> – 42 stalls required (estimated)
<u>Landscaping Tabulations:</u> <u>Total Landscaping Provided</u> – 24.2% <u>Total Required Landscaping</u> – 10%	<u>Landscaping Tabulations:</u> <u>Total Landscaping Provided</u> – 22% (estimated) <u>Total Required Landscaping</u> – 10%

STAFF COMMENT AND REVIEW OF THE AMENDMENT REQUEST

From staff's review of the amendment, the site plan amendment would leave the uses severely under parked, even with the proposed off-site parking agreement. Below is our review of the parking elimination, according to the submitted site plan amendment sheets:

Building Addition Footprint Parking Stall Elimination Scenario:

- ✓ 4 stalls along the rear property line (*Sheet C300*)
- ✓ 2 stalls at the south east corner of the addition (*Sheet C300*)
- ✓ 1 stall at the southwest corner of the addition (*Sheet C300*)
- ✓ 5 stalls for the dumpster relocation & access along the west property line (*see reference on Sheet C300 and Dumpster location on Sheet 400*).
- ✓ 1 stall that should have remained open for the ADA access to the public street

(Sheet C300)

- ✓ Total parking stalls being eliminated = 13 stalls

With the addition of approximately 900 square feet (*estimated*) of office space and 3,327 square feet (*estimated*) of warehouse space (*Sheet C400*), there is not enough on and off-site parking stalls being proposed by the amendment to meet the minimum requirements of the Zoning Code (*see table above*).

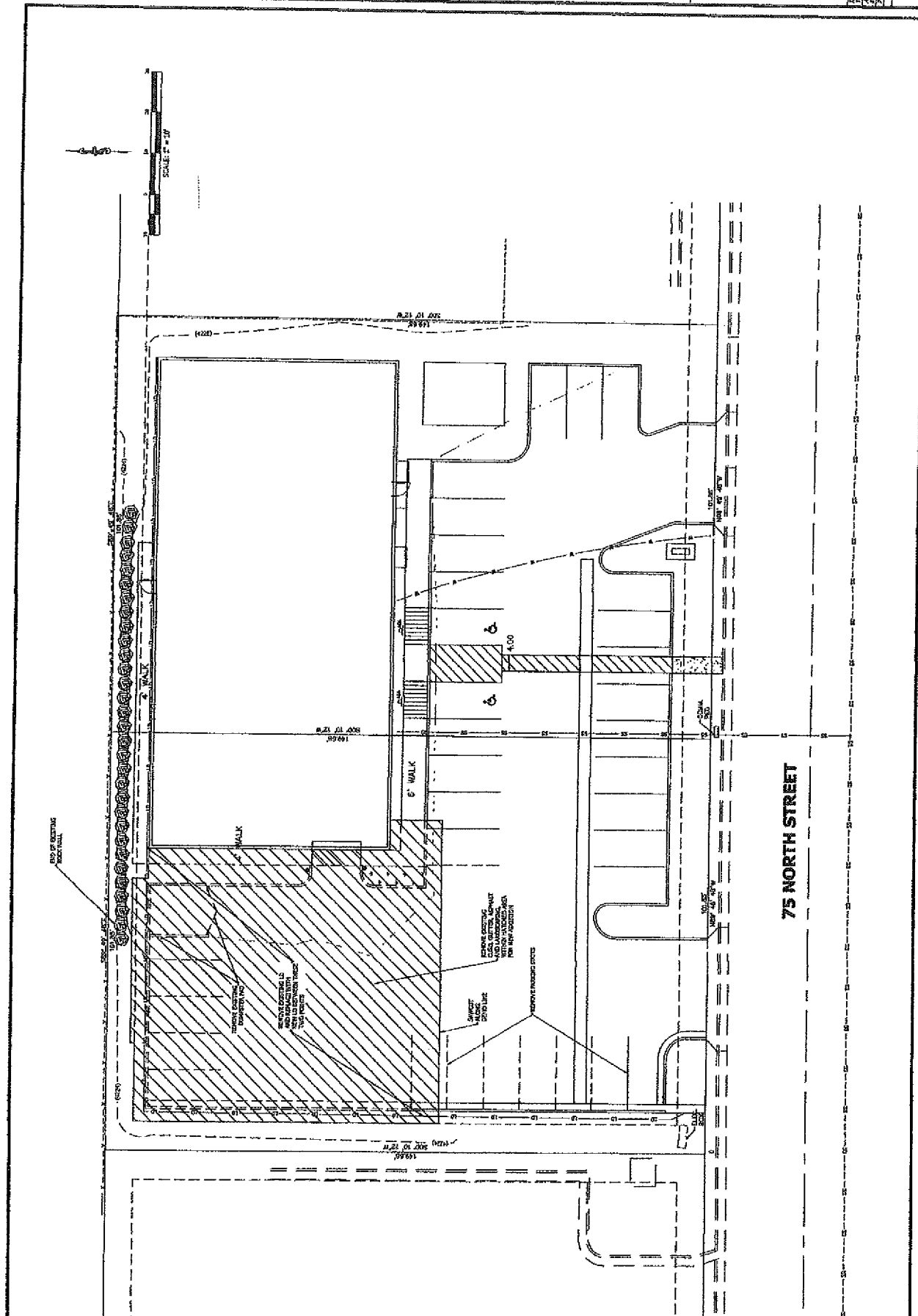
Furthermore, office/warehouse flex space fluctuates over the long haul. Consequently, the amendment would severely hamper the building and site's capability to adjust to changing demands of office verses warehouse uses. This is complicated even further by the request to utilize off-site parking, which fails to provide the ability to meet the minimum parking demand requirements for the proposed amendment.

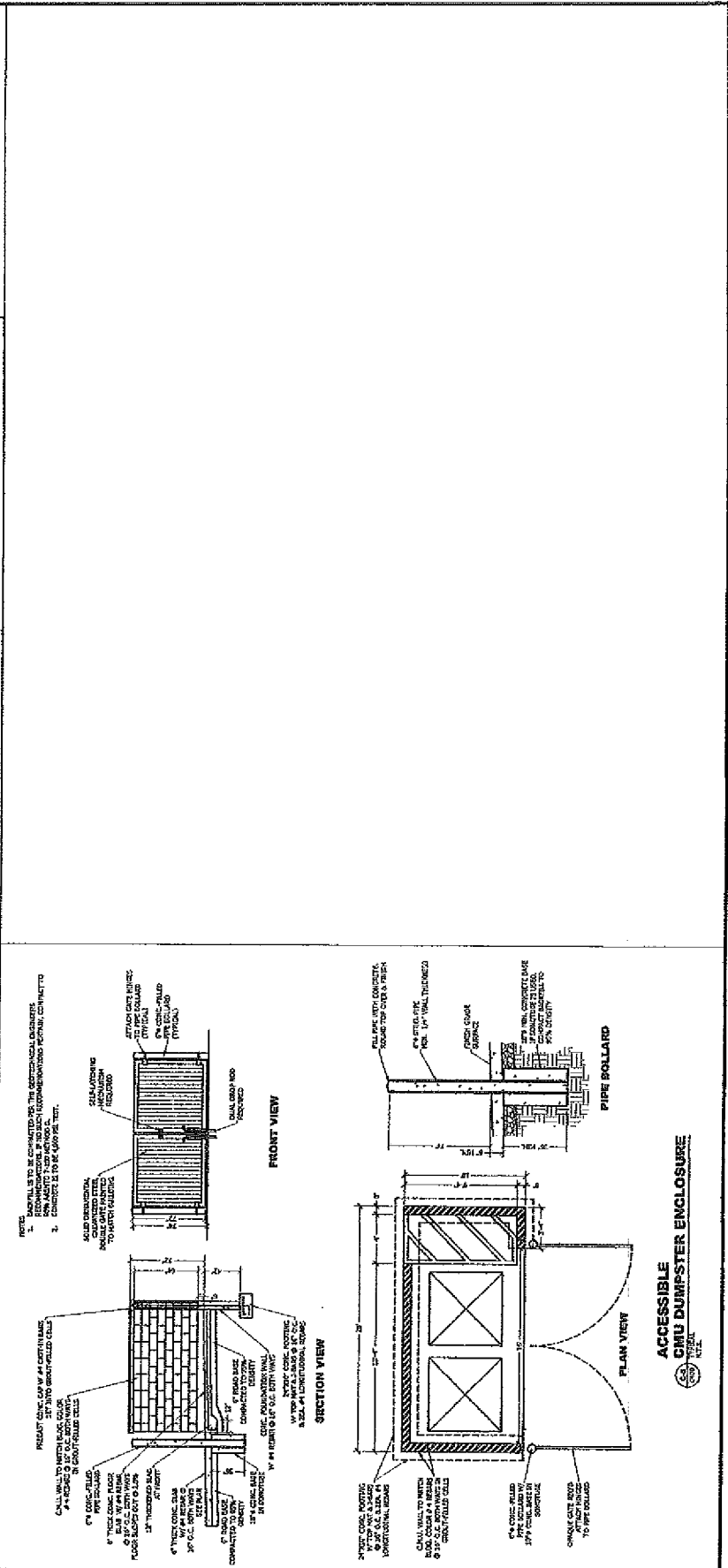
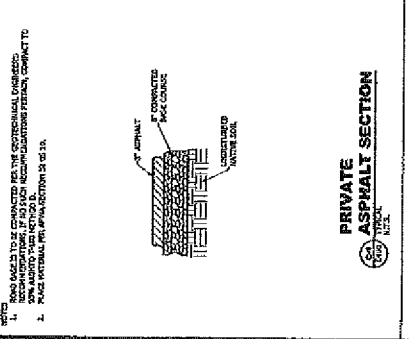
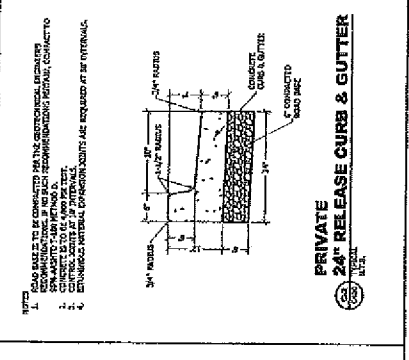
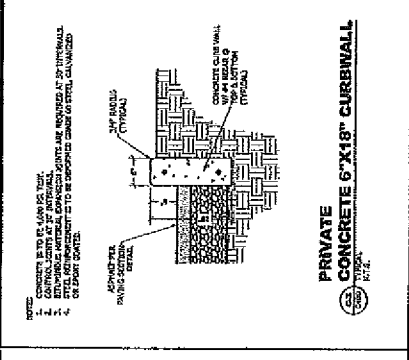
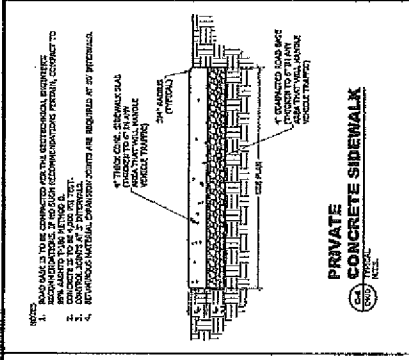
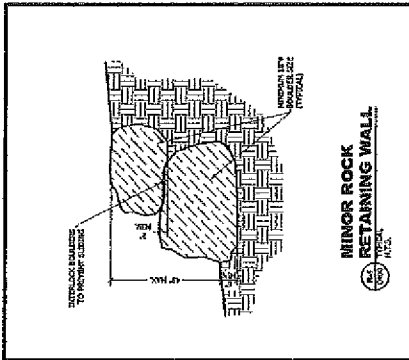
The planning staff did make contact with the applicant prior to the publication of this report. The applicant indicated that they are making changes to the currently submitted amended site plan documents and will address some of the matters raised with this report at the Commission meeting. Nonetheless at this time, staff could only evaluate the plans that were provided with the application.

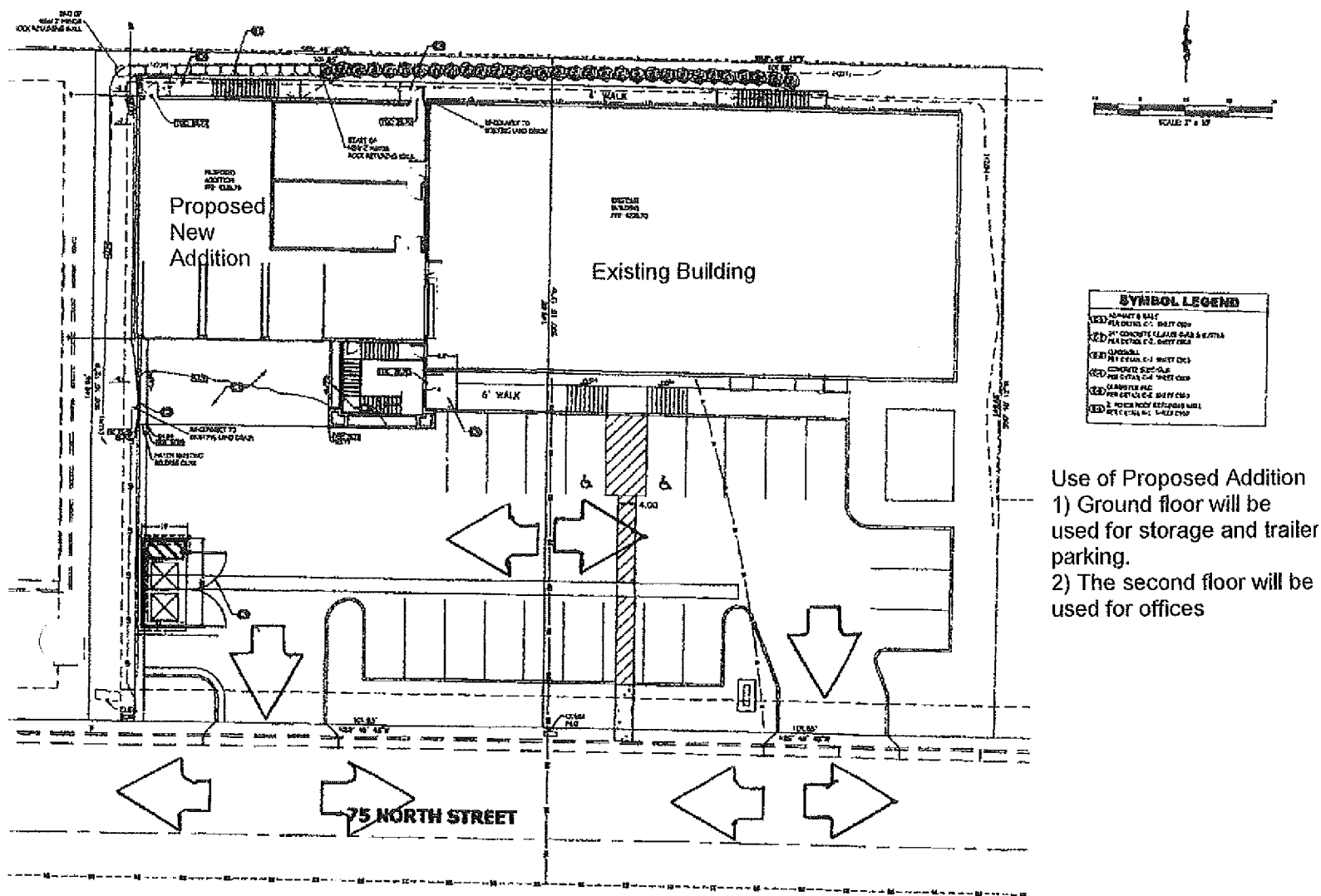
PLANNING STAFF RECOMMENDATION

The planning staff believes that the Commission should REJECT the conceptual plan to amend the original Renatus Final Site Plan dated September 12, 2014 , subject to the following determinations:

1. The Planning Commission finds that a conceptual site plan is not intended to permit actual development of property pursuant to such plan but is to be prepared and reviewed merely to represent how the property could be developed in accordance with applicable regulations.
2. The Planning Commission finds that there is insufficient onsite parking stalls being proposed by the amendment to meet the minimum requirements of the Zoning Code.
3. The Planning Commission finds that the proposed reciprocal parking agreement with the neighboring Bridge Community Church also fails to meet the minimum requirements of the Zoning Code.
4. The Planning Commission finds that conditions of acceptance could not be adequately applied to conform the conceptual site plan to approval standards and ordinance requirements, as part of any Final Site Plan approval.
5. The Planning Commission finds that office/warehouse flex space fluctuates over the long haul. Consequently, the amendment would severely hamper the building and site's capability to adjust to changing demands of office verses warehouse uses in the future.







Use of Proposed Addition
 1) Ground floor will be used for storage and trailer parking.
 2) The second floor will be used for offices

Vehicles can enter and exit the building through the (2) existing entrances directly on to 75 North. There is not side walk on the west side of the street. The building Owner has an agreement with Bridge Coomunity Church (Lot 1) for any additional parking that might be required (see other data as required section)

RECEIVED APR 25 2018

Centerville City
Planning Commission
250 N. Main Street
Centerville, UT

Dear Centerville City Planning Commission,

I agree to make the parking spaces associated with the Bridge Community (1284 W. 75 N.) conditionally available to Renatus. The conditions are that no overnight or long-term parking will be available. The Zoning Administrator will be notified 30 days prior to the termination of this agreement.

Best Regards,



Signature

1/10/18

Date

Loren Pankratz

Printed

12

Number of Spaces

RECEIVED APR 25 2018

CENTERVILLE

Staff Backup Report 5/23/2018

Item No. 3.

Short Title: Discussion - Site Plan Review Process

Initiated By:

Scheduled Time:

SUBJECT

DISCUSSION

The City Attorney will discuss the requirements for conceptual and final site plan applications and possible ways to streamline administrative decisions in the future.

RECOMMENDATION

Based on the Planning Commission discussion from April 25, 2018 and further consideration of current procedures, it is recommended to leave the conceptual and final site plan ordinance as currently drafted.

BACKGROUND

On April 25, 2018, the Planning Commission reviewed various administrative decisions and discussed possible ways to streamline procedures. As a follow up to that discussion, the Commission requested further information regarding the requirements for conceptual and final site plan application requirements. The City Ordinance regarding site plan review is set forth in CZC 12.21.110. A copy of this ordinance is attached for the Planning Commission's review. Specific requirements for conceptual site plan applications are set forth in Subsection (d). Specific requirements for final site plan applications are set forth in Subsection (e).

ATTACHMENTS:

Description

- CZC 12.21.110 - Site Plan Review

12.21.110 Site Plan Review

- (a) Purpose. This Section sets forth procedures for considering and approving a site plan. Such procedures are intended to provide for orderly, harmonious, safe and functionally efficient development consistent with the priorities, values, and guidelines found in various elements of the General Plan and this Title.
- (b) Authority. The Planning Commission is authorized to approve site plans as provided in this Section.
- (c) Initiation. A property owner may request approval of a site plan as provided in this Section. An agent of a property owner shall provide an affidavit of authorization.
 - (1) 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.
 - (2) 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:
 - (A) Any multiple-family residential use;
 - (B) Any public or civic use;
 - (C) Any commercial use;
 - (D) Any industrial use;
 - (E) Any residential development outside a platted subdivision; or
 - (F) Any planned development within a PDO zone.
 - (3) When site plan approval is required, no building permit for the construction of any building, structure, or other improvement to the site shall be issued prior to approval of the required plan. No clearing, grubbing, grading, drainage work, parking lot construction or other site improvement shall be undertaken prior to site plan approval.
- (d) Conceptual Site Plan Approval. An application for conceptual site plan approval shall be considered and processed as provided in this Subsection.
 - (1) A complete application for conceptual site plan approval shall be submitted to the Zoning Administrator in a form established by the Zoning Administrator along with any fees and deposits as set forth in the City Fee Schedule.
 - (2) A conceptual site plan shall be drawn to scale and shall show a realistic layout reflecting how the property reasonably could be developed considering existing and envisioned conditions on the subject property and adjoining property, and the development standards of the zone in which the property is located.
 - (A) A conceptual site plan application shall include at least the following information:
 - (i) The name, address, email and telephone number of the applicant and the applicant's agent, if any;
 - (ii) Legal description of the property and parcel number;
 - (iii) Lot or parcel dimensions, square footage, and orientation;
 - (iv) Location, topography, and layout of proposed lots;
 - (v) Location, height, and setbacks of existing and proposed buildings on the subject property and immediately adjoining property;
 - (vi) Proposed use of the buildings and site;
 - (vii) Location and height of existing and proposed walls and fences;
 - (viii) Height, bulk and preliminary elevations of proposed buildings;
 - (ix) Location, arrangement and layout of landscaping and open space;
 - (x) Location, name and width of existing and proposed streets and sidewalks;

- (xi) Traffic and pedestrian circulation patterns, including proposed access to the property;
 - (xii) Location, number, access points, and design of carports, garages and other off-street parking spaces and loading areas;
 - (xiii) Location, number, type, and size of signs;
 - (xiv) Preliminary utility plans, including water, sewer, and storm drainage plans, including availability of utilities;
 - (xv) Proposed reservations for parks, playgrounds, school, and other public facility sites, if any;
 - (xvi) Relationship of the property to adjoining properties and uses;
 - (xvii) Tables showing the number of acres in the proposed development and a land use summary; and
 - (xviii) A development schedule indicating the approximate date when construction or its stages can be expected to begin and be completed.
- (3) After an application for conceptual site plan is determined to be complete in accordance with CZC 12.21.040(e), the Zoning Administrator shall prepare a staff report evaluating the application.
- (4) 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. After due consideration, the Planning Commission shall accept, accept with conditions, or reject the application pursuant to the standards set forth herein. Any conditions of acceptance shall be limited to conditions needed to conform the conceptual site plan to approval standards and ordinance requirements. Any conceptual site plan acceptance for a planned development shall not be effective until and unless a corresponding Planned Development Overlay Zone is approved by the City Council.
- (5) A conceptual site plan is not intended to permit actual development of property pursuant to such plan but shall be prepared and reviewed merely to represent how the property could be developed.
- (e) Final Site Plan Approval. An application for final site plan approval shall be considered and processed as provided in this Subsection.
- (1) After acceptance of a conceptual site plan, the applicant shall submit a complete application for final site plan approval to the Zoning Administrator in a form established by the Zoning Administrator along with any fees and deposits set forth in the City Fee Schedule.
 - (2) Final site plan application shall include at least the following information:
 - (A) The name, address, email and telephone number of the applicant and the applicant's agent, if any.
 - (B) The uses for which site plan approval is requested.
 - (C) A set of development plans showing the information required in Subsections (i) to (vi) of this Subsection. The information required by each Subsection shall be shown on separate sheets. Plans shall be drawn at a scale no smaller than one inch equals 100 feet on 24" x 36" sheets. Except for the landscaping plan, the plans shall be prepared, stamped and signed by a professional engineer licensed by the State of Utah. One set of plans, reduced to fit on 11" x 17" inch paper, shall be provided.
 - (i) Site plan showing the following:
 - (1) All infrastructure and development facilities related to the project located within 250 feet of the site boundary;
 - (2) Layout, dimensions, and names of existing and future road

rights-of-way;

- (3) Project name, North arrow, and tie to a Section monument;
- (4) The boundary lines of the project site with bearings and distances;
- (5) Layout and dimensions of proposed streets, buildings, parking areas, and landscape areas;
- (6) Location, dimensions, and labeling of other features such as bicycle racks, dumpsters, trash cans, fences, signage, and mechanical equipment;
- (7) Location of man-made features including irrigation facilities, bridges, railroad tracks, and buildings; and
- (8) A tabulation table, showing total gross acreage, square footage of street rights of way, square footage of building footprint, square footage of total building floor area, square footage of landscaping, number of parking spaces, and if any, the number and type of dwellings, and the percentage devoted to each dwelling type and overall dwelling unit density.

(ii) Identification of property, if any, not proposed for development.

(iii) Grading and drainage plan showing the following:

- (1) North arrow, scale, and site plan underlay;
- (2) Topography contours at two foot intervals;
- (3) Areas of substantial earth moving with an erosion control plan;
- (4) Location of existing water courses, canals, ditches, springs, wells, culverts, and storm drains, and proposed method of dealing with all irrigation and waste water;
- (5) Location of any designated flood plain and/or wetland boundaries; and
- (6) Direction of storm water flows, catch basins, inlets, outlets, waterways, culverts, detention basins, orifice plates, outlets to off-site facilities, and off-site drainage facilities when necessary based on adopted City requirements.

(iv) Utility plan showing the following:

- (1) North arrow, scale, and site plan underlay;
- (2) All existing and proposed utilities including, but not limited to, sewer, culinary water, secondary water, fire hydrants, storm drains, subsurface drains, gas lines, power lines, communications lines, cable television lines, and street lights;
- (3) Minimum fire flow required by the Construction Codes for the proposed structures, and fire flow calculations at all hydrant locations;
- (4) Location and dimensions of all utility easements; and
- (5) A letter from sewer and water providers, addressing the feasibility and their requirements to serve the project.

(v) Landscaping plan, consistent with the requirements of CZC 12.51 (Landscaping and Screening).

(vi) Building elevations for all buildings showing the following:

- (1) Accurate front, rear, and side elevations drawn to scale;
- (2) Exterior surfacing materials and colors, including roofing material and color;
- (3) Outdoor lighting, furnishings and architectural accents; and
- (4) Location and dimensions of signs proposed to be attached to the

building or structure.

- (D) Where one or more conditions of unusual soil, vegetation, geology or slope exist, resulting in increased fire, flood or erosion hazards, traffic circulation problems, sewage disposal problems, and potential property damage from extensive soil slippage and subsidence, an applicant shall, upon request of the Planning Commission or City Engineer, provide contour and drainage plans, cut and fill specifications, and soil and geologic reports. The required details of such reports and plans may vary depending on the severity of the unusual conditions, but in any event such plans and reports shall be reviewed and approved by the City prior to final approval of a development project.
 - (E) Any necessary agreements with adjacent property owners regarding storm drainage or other pertinent matters.
 - (F) Evidence of compliance with applicable federal, state, and local laws and regulations, if requested by the Zoning Administrator.
 - (G) A traffic impact analysis, if requested by the City Engineer or the Planning Commission.
 - (H) Warranty deed and preliminary title report or other document showing the applicant has control of the property.
 - (I) Parcel map(s) from the Davis County Recorder's Office showing the subject property and all property located within 400 feet thereof.
- (3) After the application for final site plan is determined to be complete in accordance with CZC 12.21.040(e), the Zoning Administrator shall prepare a staff report evaluating the application.
 - (4) The Planning Commission shall schedule and hold a public meeting and after due consideration shall approve, approve with conditions, or deny the application pursuant to the standards set forth in Subsection (f). Public notice of the public meeting shall be provided in accordance with the provisions of CZC 12.21.050. Any conditions of approval shall be limited to conditions needed to conform the site plan to approval standards.
 - (5) After the Planning Commission makes a decision, the Zoning Administrator shall give the applicant written notice of the decision.
 - (6) Prior to the issuance of any building permit, the applicant shall provide the City a copy of the approved final site plan which includes any required corrections or revisions. Once in final, approved form, a site plan shall be dated and marked "approved" by the City and shall be used as the basis for inspecting development and construction on the property subject to the site plan.
 - (7) A record of all site plan approvals shall be maintained in the office of the Zoning Administrator.

(f) Standards for Approval. The following standards shall apply to the approval of a site plan.

- (1) A final site plan shall conform to its associated conceptual site plan.
- (2) The entire site shall be developed at one time unless a phased development plan is approved by the approving authority. A phased development plan shall show:
 - (A) The planned development of the entire site; and
 - (B) The timing and sequencing of improvements to be completed with each phase, particularly amenities, open space, and public improvements.
- (3) A site plan shall conform to applicable standards set forth in this Title and other applicable provisions of the Centerville Municipal Code. Conditions may be imposed as necessary to achieve compliance with applicable code requirements.

(g) Improvements Agreement. Prior to or as a condition of final site plan approval by the Planning Commission, the developer shall enter into an Improvements Agreement acceptable to the City

providing security to ensure completion of any and all public improvements required to be installed in connection with the site plan development. The Improvements Agreement shall comply with the provisions and requirements of CMC 15 (Subdivisions) regarding Improvements Agreements for subdivision development. The warranty period for site plan Improvements Agreements shall be as set forth in CMC 15 (Subdivisions) regarding the warranty period for public improvements for subdivision development.

(h) Planned Centers. Individual uses in a planned center shall be subject to the following requirements:

- (1) The overall planned center shall have been approved as a conditional use which shall include an overall site plan, development guidelines, and a list of uses allowed in the planned center.
- (2) Development guidelines for a planned center shall, at a minimum, address the following topics:

- (A) General site engineering (e.g., storm drainage, provision of utilities, erosion control, etc);
- (B) Architectural guidelines, including building setbacks, height, massing and scale, site coverage by buildings, materials, and colors;
- (C) Landscaping and open space standards;
- (D) Signage;
- (E) Exterior lighting;
- (F) Parking, pedestrian and vehicular circulation, and access to the site;
- (G) Rights of access within the center (use of cross easements, etc);
- (H) Development phasing and improvements to be completed with each phase;
- (I) Outdoor sales, storage and equipment;
- (J) Fencing and walls; and
- (K) Maintenance standards and responsibilities.

- (3) After approval of a planned center, individual uses therein may be approved pursuant to a building permit. Building permits for individual uses within an approved planned center shall be reviewed by the Zoning Administrator for compliance of the proposed use to the overall site plan, development guidelines, and approved use list for the planned center. The Zoning Administrator shall approve, approve with conditions, or deny the permit based on compliance with applicable conditions of the site plan and provisions of this Title.

(i) Appeal of Decision. Any person adversely affected by a final decision of the Planning Commission or Zoning Administrator regarding approval or denial of a site plan may appeal that decision to the Board of Adjustment as provided in CZC 12.21.200.

(j) Effect of Approval. Every site for which a site plan has been approved shall conform to such plan.

- (1) A building permit shall not be issued for any building or structure, external alterations thereto, or any sign or advertising structure until the provisions of this Section have been met. No structures or improvements may be constructed unless shown on an approved site plan or required by law.
- (2) Approval of a site plan shall not be deemed an approval of any conditional use permit or other permit. Approval of such permits shall be obtained in accordance with applicable provisions of this Title and other applicable provisions of the Centerville Municipal Code.

(k) Amendment. Except as may be provided elsewhere in this Title, no element of an approved site plan shall be changed or modified without first obtaining approval of an amended site plan as follows:

- (1) Alteration or expansion of an approved site plan may be permitted by the Zoning Administrator upon making the following findings:

- (A) The proposed amendment does not relate to a matter specifically required as a condition of approval by the approving authority;
 - (B) Any proposed change of use is consistent with uses permitted on the site;
 - (C) Existing uses were permitted when the site plan was approved, or have received a conditional use permit;
 - (D) The proposed use and site will conform to applicable requirements of the Centerville Municipal Code;
 - (E) The proposed alteration or expansion meets the approval standards of Subsection (f);
 - (F) The architecture of the proposed alteration or expansion, and landscaping, site design and parking layout are compatible with facilities existing on the site; and
 - (G) The site can accommodate any change in the number of employees on the site or any change in impact on surrounding infrastructure.
- (2) If the Zoning Administrator cannot make the findings required in the foregoing Subsection, a conditional use permit or amended site plan, as the case may be, shall be approved by the Planning Commission before any alteration or expansion occurs.
- (3) Except as provided in Subsection (1), the procedure for approval of an amended site plan shall be the same as the procedure for approval of an original site plan as set forth in this Section.
- (l) Revocation. A site plan approval may be revoked as provided in CZC 12.23.070.
- (m) Expiration.
- (1) A conceptual site plan approval shall expire and have no further force or effect if a completed application for final site plan approval is not submitted within one year after the conceptual site plan is approved.
 - (2) A final site plan approval shall expire and have no further force or effect if the building, activity, construction or occupancy authorized by the approval is not commenced within one year or not substantially completed within two years from the date of final site plan approval.

Adopted by Ord. 2016-20 on 7/15/2016

CENTERVILLE

**Staff Backup Report
5/23/2018**

Item No. 4.

Short Title: Discussion - City Council Goals and Work Session follow up

Initiated By:

Scheduled Time: 7:50

SUBJECT

Discuss results of May 22nd Work Session with the City Council on goals for the upcoming year.

RECOMMENDATION

BACKGROUND

CENTERVILLE

**Staff Backup Report
5/23/2018**

Item No.

Short Title: May 9th, 2018

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- ▢ PC Preliminary Draft minutes 5-9-18

1 **PLANNING COMMISSION MINUTES OF MEETING**

2 **Wednesday, May 9, 2018**

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

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

7
8 **MEMBERS PRESENT**

9 Cheylynn Hayman, Chair

10 Kevin Daly, Vice Chair

11 Kathy Helgesen

12 Kai Hintze

13 Gina Hirst

14 Logan Johnson

15 Becki Wright

16
17 **MEMBERS ABSENT**

18
19 **STAFF PRESENT**

20 Cory Snyder, Community Development Director

21 Cassie Younger, Assistant Planner

22 Avalon Comly, Recording Secretary

23
24 **STAFF ABSENT**

25 Lisa Romney, City Attorney

26
27 **VISITORS**

28 Interested citizens (see attached sign-in sheet)

29
30 **PLEDGE OF ALLEGIANCE**

31
32 **OPENING COMMENT/LEGISLATIVE PRAYER** Commissioner Helgesen

33
34 **PUBLIC HEARING- ZONING TEXT AMENDMENT – CZC 12.55.110 FENCES AND**
35 **WALLS**

36
37 Cory Snyder, Community Development Director, introduced the Zoning Text
38 Amendment. He shared that staff was directed by the City Council to consider amending
39 fencing heights to mitigate or buffer after a citizen attended a Council meeting and shared
40 concerns about her neighbor's horse being able to lean over the fence that separates their
41 properties. Mr. Snyder reviewed several alternative options for the Zoning Text Amendment,
42 carefully reviewing pros and cons of each of these alternatives, and added that staff does not
43 take a position on the matter. Alternative number one (1) would leave the existing ordinance in
44 place, which limits fencing to 6 feet in height. Alternative number two (2) would add A-L and R-
45 L to the 10-foot allowance for other Zones. Alternative number three (3) would add a new
46 section to the ordinance just for A-L and R-L Zones and limit height to 8 feet.

47
48 Chair Hayman asked Mr. Snyder if he was aware of any other residents who had asked
49 for higher fences in the A-L or R-L Zones. Mr. Snyder responded that there have not been any
50 requests the same as this one, but that staff does occasionally receive complaints associated

1 with privacy, especially in situations where there is a grade difference between neighbors'
2 backyards. Chair Hayman asked if there are other cities comparable to Centerville City that
3 allow fence heights up to 10-feet. Mr. Snyder said from his experience that there are some
4 circumstances where heights over 6 feet have been allowed for a buffer in other cities, but that a
5 10-foot fence is an anomaly.

6
7 Commissioner Wright asked for clarification on when building permits are required for
8 fences. Mr. Snyder clarified that fences 6 feet and under do not require a permit, fences from 6
9 feet to 7 feet fall in a Permitted Use category, and any fence over 7 feet requires a building
10 permit. Commissioner Wright asked for clarification on whether a property line extends
11 upwards from the ground to the sky and wanted to know if a horse put its head over a
12 neighbor's property line, if that horse could technically be considered trespassing. If this
13 intrusion could be considered trespassing, Commissioner Wright wanted to know if it would be
14 the horse owner's responsibility to ensure that their horse did not trespass. Mr. Snyder used an
15 example of a tree to respond to Commissioner Wright's question and explained that the owner
16 of a tree is the person on whose property the trunk resides, so while a neighbor could trim limbs
17 that hung over their property line, those limbs are still technically the possession of the tree
18 owner. Chair Hayman commented that there is no damage to a property owner by a temporary
19 intrusion of a horse's head over a property line, as there would be with a limb of a tree falling
20 into a neighbor's yard and damaging their property.

21
22 Chair Hayman asked if existing neighborhoods could change if the Planning
23 Commission passed the Zoning Text Amendment and property owners replaced existing fences
24 with taller ones. Mr. Snyder replied that they could.

25
26 Commissioner Daly asked how the height of a fence is measured if there is a grade
27 difference between properties. Mr. Snyder responded that the height would be considered the
28 average height between the 2 grades. Natural grades of the lot are used for this calculation,
29 and not grades resulting from added fill to be installed after the fence.

30
31 Chair Hayman opened a public hearing at 7:16 p.m., and closed the public hearing
32 seeing that no one wished to comment.

33
34 Commissioner Johnson asked for Chair Hayman to clarify her previous point. Chair
35 Hayman clarified that if the issue requiring a taller fence is a trespass issue, neighbors should
36 discuss a solution amongst themselves, and if no solution can be reached there are legal
37 recourses that a neighbor could use. However, if a horse is just leaning its head over a fence,
38 Chair Hayman questions what the damage is to the neighbor. She expressed concerns about
39 changing the Zoning Text over complaints from one citizen, and what such a change could do to
40 existing neighborhoods. She also agreed with staff's concern about high winds potentially
41 pulling down higher fences.

42
43 Commissioner Johnson asked if the resident had mentioned a problem with allergies in
44 her comment before the City Council. Mr. Snyder confirmed the resident said she is allergic to
45 horses. Commissioner Johnson asked if there were other damages to her because of her
46 neighbor's horse. Mr. Snyder responded that there were not from his recollection.

47
48 Commissioner Wright said she is not inclined to vote for the Zoning Text Amendment as
49 she would be uncomfortable with this increased fence height. She expressed her concern for
50 the structural integrity of the fence in high winds, and said she felt there could be other remedies
51 for this complaint among the neighbors involved. She also said she feels that because the
52 property owner is living next to a piece of land that is zoned A-L, it could have been anticipated
53 that farm animals might be living in the neighbor's yard at some point. She was concerned

1 about how this amendment would affect Centerville as a whole, and did not feel that the very
2 few situations where a taller fence could be beneficial warranted such a drastic change in the
3 whole community.

4
5 Commissioner Hirst agreed with the other Commissioner's comments and expressed
6 that she is afraid of the feeling in the community being lost. She also mentioned that taller
7 fences might block out too much sunlight in adjacent lots, especially if they are small, and this
8 could impinge upon property owners' abilities to plant gardens or enjoy their backyard as they
9 might otherwise.

10
11 Commissioner Helgesen agreed with what has been previously said and expressed that
12 she too is disinclined to vote on this Zoning Text Amendment.

13
14 Chair Hayman made a **motion** to recommend denying the request for consideration for
15 findings one (1) through five (5) from the staff report, as well as finding number six (6) below.
16 Commissioner Daly seconded the motion. Commissioner Wright made a **motion** to add finding
17 seven (7) below. Commissioner Daly seconded the motion. Chair Hayman made a **motion** to
18 amend her initial motion to recommend denying the request for consideration for findings one
19 (1) through eight (8) below. Commissioner Daly seconded the motion, which passed by majority
20 vote (6-1), with Commissioner Johnson dissenting.

21
22 Findings:

- 23
24 1. Generally, it is common knowledge that fencing 6 feet or less do not require a City
25 permit, adding a requirement for a higher fencing will lead to confusion with the
26 general public.
27 2. Additional heights may require structural engineering to withstand the load weights
28 on the soil or high winds.
29 3. High winds are a particular problem for Centerville.
30 4. Higher fencing can potentially and will block/screen adjacent property owners
31 gardens and plantings from needed sunlight and air circulation.
32 5. Taller fencing has a visual fortress type of appearance, which may have a negative
33 visual/social quality to single-family style development.
34 6. The Zoning Text Amendment would allow for inconsistent and patchwork fencing in
35 existing neighborhoods.
36 7. Taller fencing would threaten the sense of community that exists in Centerville.
37 8. If the concern involves trespass issues, there exists an alternative legal remedy to
38 address that concern.

39
40 DISCUSSION: ADMINISTRATIVE DECISIONS – PERMITTED AND CONDITIONAL
41 USE PERMITS

42
43 Cassie Younger, Assistant Planner, reviewed a chart attached to the agenda, which
44 outlined current administrative procedures and presented alternatives to streamline them. For
45 Home Occupations, the Alternative presented was that Conditions could be placed on the
46 application by the Zoning Administrator and appeals could be made to the Planning
47 Commission. For Temporary Use permits time limits could be extended, and all Conditional Use
48 permits could be approved by the Zoning Administrator. For Site Plans any residential
49 development outside a platted subdivision could go to the Zoning Administrator or could be
50 amended to a 1-step process.

51
52 Commissioner Daly asked for clarification on state rules for Temporary Use Permits. Mr.
53 Snyder recollected that it was 10 days per month in any one location that was allowed. Chair

1 Hayman asked Ms. Younger if she had considered adding in a “relief mechanism” for the Zoning
2 Administrator in her alternative proposed for approval of conceptual and final site plans for
3 residential development outside a platted subdivision. This would provide a means for the
4 Zoning Administrator to use their discretion to elevate an application to the Planning
5 Commission for approval if needed. Mr. Snyder responded that this could easily be added.
6 Commissioner Wright asked if there is an existing recourse for a citizen who is disgruntled by
7 the approval of a Temporary Use permit. Mr. Snyder verified that nothing would change in a
8 citizen’s ability to appeal the approval of a Temporary Use Permit. Commissioner Wright further
9 asked if Conditional Use Permits for Temporary uses are required by statute to have public
10 hearings. Mr. Snyder responded that public hearings have been held to receive public input as
11 part of the discovery of mitigation. Commissioner Wright asked if there was still a way to
12 receive public input if Conditional Use Permits for Temporary Uses were approved by the
13 Zoning Administrator, as she would still like to give the public the opportunity to comment. Mr.
14 Snyder suggested that public hearings could be held during an appeal if required.
15

16 Chair Hayman opened a discussion on proposed Home Occupation changes.
17 Commissioner Johnson said that he is in support of making the changes that staff has
18 suggested. Commissioner Johnson asked if the Zoning Administrator could be granted the
19 authority to send certain permit applications to the Planning Commission to examine. Chair
20 Hayman agreed that she would like to empower the Zoning Administrator to use his/her
21 discretion to send things to the Planning Commission to review if needed. Chair Hayman asked
22 how the Commissioners felt about not providing notices to the public regarding Conditional Use
23 Permit applications. Mr. Snyder said that noticing would still be done, but the Commissioners
24 would need to decide how to deal with any comments received from the public. Commissioner
25 Wright asked if there is a way to design a comment section on the City’s website. Chair
26 Hayman suggested that perhaps if one (1) or more members of the public made a comment
27 then the CUP approval could be elevated to the Planning Commission. Commissioner Daly
28 said he wanted to clarify the type of comment that would trigger an issue being elevated to the
29 Planning Commission, and suggested that he would like the Zoning Administrator to be given
30 the discretion to decide if public concerns warranted elevating the application to the Planning
31 Commission. Chair Hayman asked Mr. Snyder how staff would feel about being given this
32 discretion. Mr. Snyder said that very little is problematic with Home Occupation permits and it
33 should be reasonable for the Zoning Administrator to use their discretion when examining public
34 comments. Commissioner Johnson asked what the recourse would be for citizens who feel the
35 Zoning Administrator made an unfair decision. Mr. Snyder responded if a permit was illegally
36 approved it would be invalidated immediately, but reinforced that these issues do not typically
37 come up in Home Occupation Conditional Use Permits. Chair Hayman asked if the
38 Commissioners were generally comfortable with the structure of the proposed changes to the
39 Home Occupation Conditional Use permitting process. Commissioner Helgesen said she is
40 generally comfortable but that she is concerned about the public still having an avenue to be
41 heard in person, and is also concerned about just having an online forum for making public
42 comments when some people are not online. Chair Hayman expressed again that she would
43 like to create a way for a member of the public who has concerns to be able to elevate an
44 application to the Planning Commission so that a public hearing could be held. Commissioner
45 Daly expressed again that he is afraid of the potential for the public to abuse the option to send
46 things to the Planning Commission. The Commissioners requested that staff prepare a list of
47 Conditional Home Occupation Uses so that they can decide whether to move all of these to the
48 new process that has been proposed, or to parse out certain uses that will remain with the
49 Planning Commission for approval.
50

51 Chair Hayman moved to a discussion on the proposed changes to Site Plan approvals
52 for residential development outside a platted subdivision. Mr. Snyder suggested leaving on-site

1 detention issues in the hands of the Planning Commission and moving to a 1-step approval
2 process. Chair Hayman directed staff to prepare language to that effect.

3
4 Chair Hayman moved to a discussion on the proposed changes to Temporary Use
5 permit approvals for Conditional Uses. She expressed that she is inclined to defer to staff
6 judgement on time extensions for Temporary Use permits. Chair Hayman directed staff to
7 provide the Commissioners with recommendations on extending time limits on Temporary Uses.

8
9 **COMMUNITY DEVELOPMENT DIRECTOR'S REPORT**

10
11 The next Planning Commission meeting is scheduled for May 23, 2018.

12
13 Mr. Snyder discussed items that will be on the agenda in the next Planning Commission
14 meeting.

15
16 **CITY COUNCIL REPORT**

17
18 Mr. Snyder reviewed recent decisions made by the City Council.

19
20 Mr. Snyder asked the Commissioners who could be present at a Work Session on May
21 22, 2018 at 5:45 p.m. Commissioner Daly and Commissioner Wright said they cannot be
22 present, but the other five (5) Commissioners verified they are available for the meeting.

23
24 **MINUTES REVIEW AND ACCEPTANCE**

25
26 The minutes of the April 11, 2018 Planning Commission meeting were reviewed and
27 accepted as amended. Commissioner Helgesen made a **motion** to accept the minutes.
28 Commissioner Hirst seconded the motion, which passed by unanimous vote (7-0).

29
30 The minutes of the April 25, 2018 Planning Commission meeting were reviewed and
31 accepted as amended. Commissioner Helgesen made a **motion** to accept the minutes.
32 Commissioner Hintze seconded the motion, which passed by unanimous vote (7-0).

33
34 **ADJOURNMENT**

35
36 At 8:27 p.m. Chair Hayman made a **motion** to adjourn the meeting. Commissioner
37 Wright seconded the motion, which passed by unanimous vote (7-0).

38
39
40
41 _____
42 Cheylynn Hayman, Chair

_____ Date Approved

43
44
45
46 _____
47 Avalon Comly, Recording Secretary