

**APPROVED**  
**BRIGHAM CITY PLANNING COMMISSION**  
**BRIGHAM CITY COUNCIL CHAMBERS**  
**March 6, 2012**

PRESENT:            Barbara Poelman    Chairperson  
                      Larry Jensen        Vice Chair  
                      Eve Jones           Commissioner  
                      Joan Peterson      Commissioner  
                      Lynn Duce           Commissioner  
                      Reed Hancey        Alternate Commissioner

ALSO PRESENT:    Mark Bradley        City Planner  
                         Julie Jeppsen        Administrative Assistant

EXCUSED:           Lynda Berry           Commissioner  
                         Michael Bott         Alternate Commissioner  
                         Rob Munns            Commissioner

**AGENDA**

Pledge of Allegiance

Approval of Minutes

Public Comment (*Per Utah Code, will receive input only, no decision can be made*) for items not listed on the agenda.\*

Public Hearing / Application # 3371 / Amend Chapter 29.26 Off-Street Parking Requirements, Section 29.26.100 Parking and Parking Lot Access / Brigham City Corporation

Discussion:

**REGULAR MEETING**

Regular session opened at 6:00 PM by Barbara Poelman and Barbara Poelman led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

**Motion:** A motion was made by Lynn Duce to accept the February 21, 2012 Regular Meeting minutes as corrected. The motion was seconded by Eve Jones and passed unanimously.

**PUBLIC COMMENT**        There was no public comment.

Public Hearing / Application # 3371 / Amend Chapter 29.26 Off-Street Parking Requirements, Section 29.26.100 Parking and Parking Lot Access / Brigham City Corporation

Mark Bradley updated the members regarding the re-noticed Public Hearing to consider amendment to the entire section of 29.26.100 and to address some specific questions raised by the Planning Commission regarding the process of appeal. The City Engineer has been asked by the Public Works Director and City Administrator to make the appeal process very clear in the Public Works Standard. The criteria for processing an item through the process of appeal needs to be addressed. They would like to be able to run the requests through staff evaluation for feedback. Mr. Bradley clarified the criteria considerations, i.e. conflict with historic features, conflict with street trees between the curb and the sidewalk, conflict with utilities and water, unique circumstances to the property, hardship and special circumstances.

Barbara Poelman asked if all of the criteria would need to be met before an item could be heard by the Appeal Authority. Mr. Bradley explained the requirements and process of filing an appeal.

Reed Hancey asked for clarification of the Appeal Authority members and authority of the Appeal Authority. Mr. Bradley explained the members and the role of the board.

Mr. Bradley explained that the purpose of the amendment is to clarify the role of the Public Works Department with regard to this section. The key is to simplify.

Reed Hancey asked what the history has been of items requiring Planning Commission attention. Larry Jensen stated that he did not remember a time when a curb cut came before the planning commission. Mr. Bradley said that they are rare.

**Motion:** A motion was made by Larry Jensen to open the Public Hearing. The motion was seconded by Joan Peterson and passed unanimously.

**Motion:** A motion was made by Eve Jones to close the Public Hearing. The motion was seconded by Lynn Duce and passed unanimously.

**The Public Hearing was closed.**

**Motion:** A motion was made by Larry Jensen to forward Application 3371 to the City Council with recommendation for approval asking that items one and two on the document discussing the appeals process and the criteria used to establish the standards for modifications be referenced and be established before the change is implemented. With the findings of fact that the amendment better reflects the assigned role in the Public Works Department and Public Works Standards that amendment will provide the Public Works Director the ability to make modifications when applicable as new language is adopted in the Public Works Standard. Public Works Standards as a document requires approval from the City Council and also that having standards in one place within the city documentation is better. That the recommendation follows legal process

as outlined by the Utah Municipal Code. The motion was seconded by Joan Peterson.

Eve Jones requested an amendment to the motion to include health etc.

Larry Jensen amended the motion to include, that the amendment to this ordinance under the circumstances of the particular case should not be detrimental to the health safety or general welfare of persons residing in Brigham City.

Joan Peterson seconded the motion and it passed unanimously.


## DISCUSSION

There was general discussion regarding new and existing business in the community.

## MOTION TO ADJOURN

**Motion:** A motion was made by Eve Jones to adjourn. The motion was seconded by Lynn Duce and the meeting was adjourned at 6:34 p.m.

*This certifies that the regular meeting minutes of are a true and accurate copy as approved by the Planning Commission on March 20, 2012.*

Signed:   
Julie A. Jeppsen, Administrative Assistant