

**Francis City Planning Commission Meeting**

Thursday, March 15<sup>th</sup>, 2018 at 7:00PM

City Office Building

2317 South Spring Hollow Road

Francis, UT 84036

**Present:** Co-Chair Trent Handsaker, Commissioner Jason Averett, Commissioner Amy Mortell, Commissioner Lisa Khajavi, Planner Marcy Burrell, Engineer Scott Kettle

**Not Present:** Chair Casey Vorwaller, Planning Secretary Susan Moses

**Other Present:** Jeff Jones,

**Call Meeting to Order**

Co-Chair Handsaker called meeting to order at 7:00 pm

**Open meeting Act Review**

Planner Burrell asked if everyone had the chance to review the open meetings act training on line and asked if they had any questions. Commissioner Mortell commented it was pretty straight forward and a review of what we looked at last year. Commissioner Khajavi stated she read the by-laws but has not yet reviewed the open meeting act, but will.

Planner Burrell welcomed new Planning Commissioner Lisa Khajavi.

**Commercial Design Standards and Commercial Code discussion with Jeff Jones, Summit County Economic Development Director**

Jeff Jones introduced himself. Gave a power-point on Design Review (see attachment)

Planner Burrell stated she has put together a commercial application and a final application and the City Council has reviewed it and recommends an application fee of \$50. The application will spell out exactly what we want. There are 9 items that they must bring with their application:

1. Architectural Plans
2. Site Plan
3. Landscaping Plan
4. Fencing
5. Parking Details
6. Signage Plans
7. Exterior Light Plans
8. Phasing Planes
9. Proposed or Existing Easements

Planner Burrell suggested that the Planning Commission takes some time over the next few meetings and review 3-7 and create a standard.

A discussion on the Commercial Zone and creating a seconded Commercial Zone for a town square and the vision of what we want. It will be located at the center of town surrounding the red flashing light.

Planning Commission will come back next month with photos and ideas of town squares.

### **Conservation Subdivision discussion**

Planner Burrell handed out a draft for a Conservation Subdivision to add to our Development Code. Burrell gave a brief overview. Burrell asked the Planning Commission to look at the yellow highlighted areas, these areas we need to review and possibly make changes. Planner Burrell stated this would go into our Codes and would be an option for developers.

Some discussion about required open space and incentive multipliers.

### **Arbor Day Proclamation, May 19<sup>th</sup>, 2018**

Planner Burrell reminded the Planning Commission was the Arbor Day Committee. Burrell stated that the City Council proclaimed this year Arbor Day will be May 19<sup>th</sup>. Burrell invited the Planning Commission to bring their families and come help plant trees.

### **Planner Update**

1. Updating of Computer service
2. We will all have the same email address but a different server

3. Last month at City Council they reviewed impact fees and they will possibly increase those next month.
4. City Council made some minor changes in the fee and rate ordinance

**Approval of minutes January 18, 2018**

***Commissioner Averett motioned to approve the January 18, 2018 minutes. Commissioner Mortell seconded the motion. All voting in favor. Motion passed.***

**Adjourn**

***Commissioner Averett motioned to adjourn. Commissioner Mortell seconded the motion All Voting in Favor. Adjourned at 8:02 p.m.***

**The content of the minutes is not intended, nor are they submitted as a verbatim transcription of the meeting. These minutes are a brief overview of what occurred at the meeting.**

**These minutes were   X   approved as presented.            approved as amended at the meeting held on April 19, 2018.**