

## **Francis Planning Commission Meeting Thursday, March 18<sup>th</sup>, 2021 7:00 p.m.**

This meeting will be held as an electronic meeting without allowing the public to enter the Community Center or another anchor location to participate, pursuant to Governor Herbert's Executive Order 2020-5.

Francis City is inviting you to attend by following the link below or by calling 1-301-715-8592

<https://us02web.zoom.us/j/86901417999?pwd=Q20rOXZOVWhqNExlYVY3UFJ2T1NjUT09>

Meeting ID: 869 0141 7999 Meeting Password: 090266

You can also comment by email to [comments@francisutah.org](mailto:comments@francisutah.org)

**Attending:** Chair Brian Henneuse, Commissioners Bob Murphy, Felicia Sotelo and Jan Brussel, Planner Katie Henneuse, Engineer Scott Kettle, Treasurer Mandy Crittenden.

**Others Attending:** Justin Harding

### **1. Call Meeting to Order**

Chair Brian called the meeting to order at 7:01 p.m.

### **2. Public Hearing – City Center Code Text Amendment**

Planner Katie read her staff report. She explained the reason for the Code Text Amendment was to expand the code regarding the use of residential mixed-use development, such as set maximum amount of density limitations, require each dwelling unit to have a bathroom, kitchen, separate utilities, parking and address, specify that residential development is required on the second floor or higher, and specify that structures are limited to three stories. Katie showed the current code and highlighted where the proposed changes would be.

Chair Brian opened up the public comment. No public comment was made. Chair Brian closed the public comment.

Commissioner Felicia asked under item 50, which would become 60 #1, would it mean that someone would be allowed to put 8 houses on an acre of land with no moderate income.

Planner Katie responded that was right, but not really houses, it would be something that looked more like a condo or an apartment. It would also have to be above the commercial units.

Commissioner Felicia asked if they needed to specify that.

Chair Brian responded he didn't think so because it was in the header, Residential Mixed-Use.

Planner Katie explained that under #3 it also says that residential use needs to be on the higher level, so by default the commercial has to be on the bottom. She pointed out that they do need to find a way to incorporate some ADA units onto the ground level.

Chair Brian agreed that ground level exceptions shall be made for ADA units.

Co-Chair Jan commented that he believes the ADA has a required number or percentage of units that any given development has to provide. He said it might be simpler to just refer that back to the ADA requirements. He added he thinks that 8 units on an acre could be a lot, so to consider stating something like 8-unit max and 30% of lot coverage occupied by a structure. He said that is pretty standard he believes and gives the benefit of getting some open space verse having someone put in only 4 units but those 4 units covering the whole lot. He also questioned the parking, and stated that we need to make sure we are providing enough for both uses.

Planner Katie said they require 3 spaces per dwelling unit and 4 per every 1,000 square feet of commercial for parking. She said Jan had good comments and that she would start researching options.

Chair Brian asked how they felt about overnight rental usage, he questioned if this code is where they should have that discussion.

Commissioner Felicia asked if it would be better to address that in a specific code designated to rental units.

Chair Brian agreed with Felicia, said that was a good idea. He said that a rental unit discussion is something they should start thinking about, both long term and short term.

Commissioner Bob stated HOA's and CCR's usually regulate those.

***Commissioner Bob made a motion to forward this to the City Council with a positive recommendation following the red-lined changes presented to current code. Co-Chair Jan amended Commissioner Bob's motion including a maximum lot coverage allowance and following ADA requirements. Commissioner Felicia seconded the motion. All in favor, motion passed.***

### **3. Public Hearing – Subdivision Code Text Amendment**

Commissioner Bob stated he didn't feel he had adequate time to go through this proposal, he wanted to table this item for more time to digest it. He also thinks they need to get the fifth Commission Member on and present with how much is going on.

Planner Katie stated that because this is such a large amendment, she proposes starting the discussion tonight to get the thoughts and conversations happening, because she feels this will be a multiple meeting topic. She added that she didn't want to delay City business waiting on adding the fifth member, because at this point there were no applicants and she didn't know if they would have anyone by next month.

Co-Chair Jan offered tonight they could have Katie give an overview and take public comment, and then give them some time to digest the comments and really look the proposed amendment over and then bring it back next month so they are better prepared for the discussion.

Commissioner Felicia suggested that because it is such a large amendment, that they break it into parts and tackle each part one at a time until they get through its entirety. She feels this would also be better for the public attending so that they will be able to understand it as well.

The Commission agreed to break it apart.

Planner Katie offered that because it is such a large item, having a work session on this might be better than having the lengthy discussion twice.

Chair Brian wanted to get the staff report read, some general discussion, and the public comment tonight to get things rolling, he said then he would be open to asking the City Council if this was something they wanted to have a joint work session on.

Planner Katie explained the reasoning for the entire Title 17: Subdivision revision was that because there are so many changes needing to be made, they should tackle it all in whole instead of piecing it out. She said that when sending it to code publishing, it is a much smoother process if it is sent as a whole then a bunch of miniscule changes. Further she said the biggest change in the code was the addition of master plans and the phasing of those plans. She screen-shared the proposed flow chart and explained how it would work. Katie explained right now there are so many unnecessary public hearings being had, this allows for them to be had when needed but eliminate them when they are no longer relevant. She gave a run through of her staff report and gave brief descriptions on items that needed attention.

Chair Brian broke the staff report into parts. Part one is things that were just incorrect that needed to be fixed, like referencing an outdated code. Part two is things that are pertinent but not conceptual, for example the PUE's on the sides and backs of properties. Part three being bigger picture items, for instance how do we want to handle moderate income and how it relates to big projects, how do we want to handle parks and recreation with projects, those kinds of things. He thinks part one and two can be handled within the Planning Commission and forwarded to City Council, part three he feels should be items discussed in a joint work session with the City Council.

Commissioner Felicia agreed with Brian and gave credit to Katie for how much work she has put into this.

Commissioner Bob agreed.

Co-Chair Jan agreed.

Chair Brian commented that we have land owners and developers coming in with valid requests that we are hesitant on because of previous approvals at a standstill, he thinks they need to come up with a process that gives a time frame on some of these. He said trails and community involvement, moderate-income are all things that we need to discuss with the City Council to determine if these are things we want to more or less require rather than have as an option like they are right now.

Planner Katie said if they just go through the list and put what items they want in what part, that would be most helpful to her.

Co-Chair Jan emphasized on a sunset clause of developments, he agreed that is something we need to resolve, because its not fair to those waiting in the wings for approvals that won't pass because of contingent approvals that haven't happened.

Planning Commission itemized all items into parts, and agreed to tackle part one tonight.

Planner Katie gave the first instance was to adopt International Building Code to replace the Uniform Building and Housing Codes. Second, she added trails into number 5 on purpose of standard regulations. Third, she changed verbiage from preliminary plat to preliminary plan throughout Title 17. Fourth, in 17.05.050 she added verbiage onto number one stating 4 or less lots as a minor subdivision. Fifth, she changed needing 4 copies of a concept plan to a pdf, because all Planning Commission members now have Ipad's. Sixth, changed verbiage adding acreage or square footage of each lot size on plat description #6. Seventh, changed verbiage from two family to multi-family. Eighth, #26 is a duplicate of #24 so just scratch it. Ninth, No public hearing for Final Plat approval. Tenth, added a recommendation for approval from Planning Commission rather than an approval. Eleventh, removal of by the Commission Chair on forwarding's to Council. Twelfth, added the approval to extending length of times. Thirteenth, add of at least one phase on approval expiration for one year. Fourteenth, changed verbiage of construction plans being turned in at least 3 weeks, to thirty calendar days. Fifteenth, removed mayor from being required to sign construction plans, it only requires the engineer. Sixteenth, scratch City Council from final plat presentation. Seventeenth, final plat required on mylar. Eighteenth, reference Moderate Income Code in the Conservation Subdivision. Nineteenth, remove cross reference for subdivision approval.

Engineer Scott mentioned we missed one adding the City will notify when fees occur instead of monthly.

Planner Katie agreed and added in the same section to change interest is paid on construction bonds, not on professional fee escrow accounts.

Commissioner Bob questioned if we have to pay interest on construction bonds.

Engineer Scott responded yes. He explained escrow accounts are \$20,000-30,000 accounts, so we are not required to, but construction bonds are hundreds of thousands, so we have to put the money somewhere that they can gain interest on it.

\*All changes made consecutively through- out the entire Title.

***Commissioner Felicia made a motion to forward all of the level one amendments to the City Council with a positive recommendation. Commissioner Bob seconded the motion. All in favor, motion passed.***

#### **4. Planner Update**

Planner Katie asked to clarification on what direction the Planning Commission wants to go from here. Do they want her to come back with the level two items or would they rather try to get a work session done first?

Chair Brian responded he would like to come back on level two items, but simultaneously raise the flag to City Council that they would like a meeting to discuss the level three items.

All Commissioners agreed.

Planner Katie informed the Mayor is wanting to return to in person meetings in June. They will be hybrid meetings that we will still air on zoom, but there will be an in-person option for residents. He is wanting all Commissioners and staff to be in person. Next month agenda we will tackle level two items. She also informed they will have Dave Robinson coming back with a Code Text Amendment for Francis Cove.

Commissioner Bob asked Scott the status of the well and the tower.

Engineer Scott responded it's not hooked up yet, they are waiting on parts. The tower they won't start until later this fall.

Chair Brian added he knew the Mayor had mentioned that they were waiting on Tifton Hills to build a tank, he asked Scott if that was still the plan.

Engineer Scott replied they are trying to use some of the funds from Tifton Hills to build one big tank but the tank location will be at Stewarts.

Commissioner Bob asked if Circle T and Tifton Hills had started their infrastructure.

Engineer Scott responded yes, Circle T has about 80% of theirs in. Tifton Hills has not started any infrastructure.

Chair Brian asked if and how much of Circle T's infrastructure will need to be redone.

Engineer Scott replied they will have to go through the Water & Sewer lines passed off. Previously they couldn't get the water line tests to pass off, so that will need resolved. They'll have to verify that the sewer is still good and there are no issues. They will need to change the asphalt from 2" to 3" thick. Rocky Mountain Power is making them redo trenches and conduit.

Planner Katie added to keep everyone in the loop, she has been in contact with Tifton Hills and Circle T, and it looks like they both could get started this summer.

Chair Brian commented he is curious to see what the building curve will be like this summer.

Commissioner Bob asked about the schedule to get Lambert Lane to be repaved.

Engineer Scott responded it is not on this year's schedule. Part of the reason for that is Francis is still working with the County to see who is responsible for maintaining it. He said it'll be a couple years he thinks.

Chair Brian asked if the County is trying to get us to take both sides of the road.

Engineer Scott replied not necessarily, when we annex, we only take half of the road and they claim that if they don't own both sides of the road its not theirs to maintain. It's something they need to work out.

Chair Brian asked if there has been anymore discussion on connection Hallam at Lambert to SR 248.

Engineer Scott replied not yet.

**5. Approval of March 18<sup>th</sup>, 2021 minutes.**

***Commissioner Felicia made a motion to approve the March 18<sup>th</sup>, 2021 minutes. Commissioner Bob seconded the motion. All in favor, motion passed.***

***Chair Brian made a motion to adjourn the meeting.***

**Meeting Ended.**