



## COALVILLE CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the Coalville City Council will hold its regular meeting on **Monday, February 24, 2020** at the Coalville City Hall, 10 North Main, Coalville, Utah. This meeting will begin at **6:00 P.M.** The agenda will be as follows:

1. Roll Call
2. Pledge Of Allegiance
3. City Council Agenda Items:
  - A. **Public Hearing:** Planning Commission Bylaws Updates And Inclusion Of Language As Title 10-1-190 In The Development Code, Ordinance No. 2020-1
  - B. Discussion And Possible Approval Of The Escapod Site Plan
  - C. Discussion And Possible Approval To Adjust Phase Boundaries For Fair View Subdivision
  - D. Consultant Updates
  - E. Public Works Updates
  - F. Community Development Updates
    - a. Business Licenses
  - G. Legal Updates
  - H. Council Updates
  - I. Mayor Updates
  - J. Executive Session
4. Review And Possible Approval Of Accounts Payable
5. Review And Possible Approval Of Minutes
6. Adjournment

*\* Coalville City reserves the right to change the order of the meeting agenda as needed.*

Dated this 21st day of February, 2020.

  
Nachele D. Sargent, City Recorder

**Mayor**  
Trever Johnson

**Council**  
Cody Blonquist  
Philip B Geary  
Rodney Robbins  
Tyler Rowser  
Don C Winters

**\*\*In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Hall (435-336-5981) at least three days prior the meeting.**

Posted: February 21, 2020 City Hall, Coalville City Website, Utah Public Notice Website

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Coalville City Council  
Regular Meeting  
HELD ON  
February 24, 2020  
IN THE  
CITY HALL

Mayor Trever Johnson opened the meeting at 6:00 P.M.

**COUNCIL PRESENT:** Mayor Trever Johnson  
Council: Cody Blonquist, Tyler Rowser,  
Rodney Robbins, Philip Geary  
Don Winters

**CITY STAFF PRESENT:**

Sheldon Smith, City Attorney  
Shane McFarland, Engineer  
Don Sargent, Consultant  
Zane DeWeese, Public Works Director  
Nachele Sargent, City Recorder

**PUBLIC IN ATTENDANCE:**

Camellia Robbins, Debbie Robinson, Jim  
Robinson, Chris Hydak, Jim Boyden,  
Margarita Richins

**Item 1 – Roll Call:**

A quorum was present.

**Item 2 – Pledge Of Allegiance:**

Mayor Trever Johnson led the Council, Staff, and Public in the Pledge of Allegiance.

**Item A – Public Hearing: Planning Commission Bylaws Updates And Inclusion Of Language  
As Title 10-1-190 In The Development Code, Ordinance 2020-1:**

Don Sargent referred to the Staff report (Exhibit A) and stated as requested by the Mayor and Council, he had updated the Planning Commission Bylaws and made the change from a six-member group to a five-member group. He stated as discussed previously, with the current climate it was difficult to maintain a six-member Commission. Don stated the Bylaws also needed to be added to the current Development Code. He stated the Planning Commission had reviewed the Bylaws and had recommended approval with the three-year terms to be staggered as 2-2-1. He stated they had also changed the Chair term to be eligible for two consecutive years and in the event the Chair or Vice Chair resigned, a new

one would be elected at the next meeting. Don stated he had added the provision for the Planning Commission to be compensated if it was possible in the future. Council Member Rodney Robbins questioned if a member would need to be a registered voter, if the wording needed to be added that the Council would approve the appointed members, and if it would be better to have residents only as possible members and not property owners as well. The Council decided it was not necessary to be a registered voter. Don verified the Mayor would recommend new members and the Council would approve the appointments. He stated he would clarify that language. The Mayor and Council felt it would be good to allow property owners to be eligible for appointment.

Mayor Trevor Johnson opened the public hearing at 6:13 P.M.

Chris Hydak – Business Owner – 627 South Main

Chris Hydak stated he didn't think a person needed to be a resident to have an interest in the City. He stated as a business owner, he and other business owners may not live here, but they owned property and had a valuable stake in what happened in the City. Mr. Hydak questioned if someone vacated the Chair, would they have a vote and if not, how would a tie-on decision be broken. Don Sargent referenced 10-1-190, Item E that explained the options for a tie vote. Council Member Rodney Robbins questioned if there was a tie, could the applicant request a special meeting for a decision. Don stated they would be able to have a special meeting when warranted. He stated if it ended up being denied, it would still move to the City Council for consideration. The Planning Commission only made recommendations, approval or denial, to the City Council.

Mayor Trevor Johnson closed the public hearing at 6:17 P.M.

Council Member Rodney Robbins clarified if the Chair was in place for two consecutive years, they could be considered for Chair again after one year. Don Sargent stated that was correct.

**A motion was made by Council Member Rodney Robbins to adopt Ordinance 2020-1 as amended for Planning Commission Bylaws Updates and Inclusion of Language as Title 10-1-190 in the Development Code. Council Member Phil Geary seconded the motion. All Ayes. Motion Carried.**

**Roll Call:**

**Council Member Blonquist – Aye  
Council Member Geary – Aye  
Council Member Robbins – Aye**



**Council Member Rowser – Aye**  
**Council Member Winters – Aye**

**Item B – Discussion And Possible Approval Of The Escapod Site Plan:**

Shane McFarland stated Escapod had received a Conditional Use Permit approval back in September for their business located at the old Crandall building, 627 South Main, and was here with the Final Site Plan for the property. He referred to the Staff report (Exhibit B) and stated the site plan would be tied to the CUP. Shane reviewed the site plan with the Mayor and Council including the landscaping with a campfire type setting and trailer set up for display, the dumpsters would be screened, the grading of the lot would be sloped to the South toward the existing storm drain, the landscaping would have curb inlets to allow for additional storm water mitigation, and all employee parking would be located at the back of the property and was sufficient for their Staff. He stated the Planning Commission had recommended approval of the site plan. Chris Hydak stated they were aware of the situation with the neighbors to the North and they wouldn't be doing any site construction until he had approval from them. He stated he had some storm drainage in the parking lot that would need to be fixed to drain to the existing culvert. Zane DeWeese stated the City had poured a new drain box and cleaned out the culvert there and made sure it was in working order.

**A motion was made by Council Member Tyler Rowser to approve the Final Site Plan for the Conditional Use Permit for Escapod Trailers, 627 South Main. Council Member Cody Blonquist seconded the motion. All Ayes. Motion Carried.**

**Item C – Discussion And Possible Approval To Adjust Phase Boundaries For Fair View Subdivision:**

Shane McFarland referred to the Staff report (Exhibit C) and stated Courtney Richins wanted to change the boundary for Phase I of the Fair View Subdivision. He stated he didn't have any concerns or issues with the change as it wouldn't change the density. It would still be 24 lots for Phase I. Shane stated Courtney had worked with the City on the new water line infrastructure and in doing so they had hauled in a lot of material and had disturbed the property for the water line where the road would be located. He stated Courtney would like to complete the road now since that area had been disturbed and had ruined the open space of the field. This would allow for the cul-de-sac to be built now which would allow the traffic flow to be cleaner. He stated the second egress for the bridge would still be required for Phase II. Shane stated the Planning Commission forwarded a recommendation for approval. The Mayor, Council, and Staff discussed the request including there were no density changes, there were no changes to the plat; it was just a modification, this was an amendment to the phasing plan, the road was partially put

in to accommodate the City's new waterline, it could take away the motivation to build Phase II and put in the bridge, the motivation was to build the additional density, the bridge was also a solution for the second egress for Chalk Creek Estates, the value for the Developer would still be the same, if this plan was presented originally it would have been accepted, this plan was a better layout with the cul-de-sac being finished, it was better for Public Works for snow removal, the timeline for Phase II would be two years with the possibility of a one year extension, the possibility of having a second egress to come out on Border Station Road, and the property for a second egress to Border Station Road was private property and not available.

**A motion was made by Council Member Cody Blonquist to approve the request for the realignment boundary of Phase I for the Fair View Subdivision. Council Member Phil Geary seconded the motion. The Ayes Won The Vote. Motion Carried.**

**Council Member Tyler Rowser abstained.**

**Item D – Consultant Updates:**

Don Sargent stated the Planning Commission held a work session for the new Wohali application. He stated a lot of the base information wouldn't change for this application. He stated the biggest question was about the number of nightly rentals requested. Don stated the Planning Commission concluded more information would be needed to make a determination for this item. They would be looking at industry standards, the impact as it related to the Code, and creating a nightly rental ordinance. Don stated typically an ordinance that dealt with nightly rentals usually didn't address the number allowed. It would address things like the hours for a party, parking restrictions, and noise issues. He stated the nightly rentals would be for support for the recreation use of the Golf Course. The big question would be if they would be counted as a density unit as they weren't counted toward the density of the previous application. Don stated he had been researching this issue, but the number allowed typically wasn't addressed. Sheldon Smith stated the City had asked the Applicant to provide something that would support the number of nightly rentals requested. Don Sargent gave the example of Promontory having 300 nightly rentals that were controlled and operated by the Promontory Management rental pool. He stated they were included as part of their application. He stated a nightly rental didn't mean just a hotel room. It could mean a cabin or home, etc. Don stated the deed restricted open space gave them the density bonus to allow 125 residential lots. He stated they would also have secondary open space within the residential lots. The Mayor, Council, and Staff discussed the project including restricted open space, if the MPD trumped the Agricultural Zone, the setbacks would be part of the MPD, the use for the zone had to be met, and the provisions of the MPD were discretionary based on a rational basis for the very best product. Don stated all of the materials had been provided on the

link on the website for the new application and he recommended for the Mayor and Council to read through the information which included a new draft of the Development Agreement. He stated he was available any time for questions concerning the project.

Don Sargent stated he was continuing the work on Phase III of the Code Revisions and was currently working on Parks, Trails, and Open Space.

**Item F – Public Works Updates:**

Zane DeWeese informed the Mayor and Council the Water Treatment Plant was getting ready to go out for bid. He stated the test from the water well looked good and most items were listed as non-detected. Council Member Phil Geary questioned if the Developer, Wohali Partners, could be brought in to help pay for all of this new work. Shane McFarland stated the City had applied for a loan and grant for the Water Projects. Council Member Geary stated his mother's water bill was a large portion of her monthly income. He stated he would like to be able to have them contribute to help combat the high fees. Shane stated the Developer would have to pay their proportionate share of any new infrastructure. He stated trying to add that now would forfeit the funding. He stated the City had anticipated growth for 20 years for the water projects. Mayor Trevor Johnson stated the City didn't have funds available to do this big of a project so they had to bond for it. He stated because of the bond, the City didn't get to set the user rates. The City had to show they could pay back the bond and have money set aside for future services. He stated the fund had to get to a certain point before the City could set the rate either by raising taxes, receiving more sales tax revenue, or having more users on line. Council Member Geary stated with other large projects there was always some infrastructure paid for by the Developer. They didn't depend on the City to pay for it. He stated he didn't understand why the Developer wouldn't want to step in and share the burden. Shane McFarland stated the Developer had tried to do that with their original application. Mayor Johnson agreed and stated there was significant help as part of the conditions that was approved by the Council for their original project. He stated they were bringing water source, helping with the sewer and Lift Station, redundant water storage, etc. He stated now they were going to a permitted use application and there wasn't an obligation to help the City beyond their project. Mayor Johnson stated Wohali would have brought tax revenue and water connections which would have paid toward the fund which would help for user rates. Don Sargent stated there had been a presentation in the community regarding the approved project that was so out of context and had so much misinformation that it was unfortunate. Mayor Trevor Johnson stated there was a signature packet that several people didn't even see when they signed the signature page for the referendum. He stated part of the packet included the money and benefits the project would bring to the City. Mayor Johnson stated he wasn't trying to advocate for the project, but was just stating the facts about the resources in question.

Mayor Trevor Johnson congratulated Zane DeWeese and stated he had won the Rural Water, Water Operator Of The Year award. He stated this was great recognition for Zane and for Coalville City and appreciated all of the hard work he put in for the City. Zane stated he was very honored and humble to receive the award.

**Item F – Community Development Updates:**

Shane McFarland stated he had researched the business license application that had been discussed at the previous meeting for Apex Recreational Rentals, Nicholas Rees and Dixon Richins, for recreation rentals. He stated they would not be repairing the equipment at the storage location. They would be taken somewhere else for repair. He stated a rental shop was a permitted use in the Commercial Zone and recommended approval.

**A motion was made by Council Member Tyler Rowser to approve the business license for Apex Recreational Rentals, Nicholas Rees and Dixon Richins. Council Member Rodney Robbins seconded the motion. All Ayes. Motion Carried.**

Shane McFarland stated the Paradise Deli Café had requested consent from the City to apply for a State permit to sell “off premise” beer like a convenience store. He stated the original approval for the business did not include selling alcohol and they would need the City’s approval before the State would issue them a license.

**A motion was made by Council Member Cody Blonquist to amend the business license for Paradise Deli Café to apply for an “off premise” beer license from the State of Utah. Council Member Tyler Rowser seconded the motion. All Ayes. Motion Carried.**

**Item G – Legal Updates:**

Sheldon Smith stated he was still working on the issues with the Burton/Neena’s building. He stated Public Works had closed off the sidewalk there and a letter had been sent to the building owner.

**Item H – Council Updates:**

Council Member Cody Blonquist questioned if the City had received any more information regarding purchasing insurance for the bond requirements instead of having a reserve cash fund. Sheldon Smith stated the bond holder would have to agree to that amendment to the Bond. Niki Sargent stated she would check with Eric Johnson, Bond Counsel, to see what the options were.

Council Member Rodney Robbins suggested having a flower contest for the hanging baskets along Main Street. He stated he thought having families plant and decorate the hanging pots along the street would be a good project for bringing the community together. He stated the City could purchase the flowers and provide the materials needed. Zane DeWeese stated the flowers were ordered in October so it wouldn't be possible for this year. Mayor Trever Johnson stated he wondered if there would be enough involvement from the community. The Council discussed the options of purchasing the flowers and pots from B Floral, having a youth project, checking to see if the NS School would be interested, and continuing with what they already had in place. Council Member Rodney Robbins stated he would look into it more for next year.

**Item K – Mayor Updates:**

Mayor Trever Johnson stated he thought the City should look at some type of compensation for the Planning Commission. He stated he would like the Council to consider paying them \$50 a month. He stated they had one scheduled meeting a month and the meetings were very long. Don Sargent stated it wasn't as much about compensation as it was about appreciation. Mayor Johnson stated he would like the Council to consider it when it was time for the new budget.

Mayor Trever Johnson stated the Summer Celebration was scheduled for June and a couple of things had been brought up for discussion. He stated the City was awarded grant money to help fund the event that was to help bring people in from outside of Summit County. He stated the idea was to help stimulate tourism and economy. Mayor Johnson stated there had been several things the City had tried in the past like the 5K, Motorcycle Run, etc. and it was time to look at the event this year. He stated with the lack of interest from the public to encourage outside economic impact for the community and with the need to tighten the budget, some decisions needed to be made for the event this year. He stated they had discussed just canceling everything, toning down and cutting out some of the activities, just keeping the car show, just having a concert, etc. He stated when the City looked for volunteers there wasn't any support. The City paid the people that came out to help. He stated at this time it had been put on hold. The Mayor, Council, and Staff discussed how much the event cost, how much the City received for grant money, keeping the Car Show, still applying for the Grant, keeping the Concert location on the NS School property on the hill, people that came to the Car Show didn't stay for the Concert and vice versa, not being able to have the Car Show on Main Street if it was held on Father's Day weekend because of complaints from the local businesses, holding the Car Show at the Fairgrounds on Father's Day weekend, making sure the Car Show wasn't held on the same weekend as Logan City, Summit County charged a fee to use the Fairgrounds, there would probably be less attendance for the Car Show at the Fairgrounds, Wendover had a big Car Show on Father's Day weekend, and slimming the event down to a few Vendors and a Car



Show with the possibility of a Concert. Mayor Johnson stated they would continue to review the options and see where it ended up.

Mayor Trevor Johnson stated the American Legion had requested for help with the Memorial Day program. He stated Albert Richins had planned the program for the last nine years and he would like to turn it over to someone else. Mayor Johnson stated he would like help with a committee to plan the program. Council Member Phil Geary stated a flyer had been sent out regarding donations for the Memorial Wall. He stated the granite had been purchased and the names of all the Veteran's in the cemetery were ready to be engraved. He stated this would be a great addition for Coalville City and would be something people would come to see. He stated the Wall would be on the left side of the entrance to the cemetery with benches, the US flag, and the flags of the five branches of the military.

Mayor Trevor Johnson stated he needed volunteers to serve on the Fair Board, the Fire Board, and the Memorial Day program. Council Member Tyler Rowser stated he would volunteer for the Memorial Day program and the Fair Board. Council Member Don Winters stated he would volunteer for the Fire Board. Mayor Johnson thanked them for their willingness to serve in those additional positions.

**Item L – Executive Session:**

There wasn't an executive session tonight.

**Item 5 – Review And Possible Approval Of Minutes:**

The Mayor and Council reviewed the minutes of the January 13, 2020 meeting.

**A motion was made by Council Member Rodney Robbins to approve the minutes of January 13, 2020 as amended. Council Member Cody Blonquist seconded the motion. All Ayes. Motion Carried.**

**Item 4 – Review And Possible Approval Of Accounts Payable:**

The Mayor and Council reviewed the Accounts Payable for February 2020.

**A motion was made by Council Member Tyler Rowser to approve the Accounts Payable for February 2020. Council Member Phil Geary seconded the motion. The Ayes won the vote. Motion Carried.**

**Item 6 – Adjournment:**

**A motion was made by Council Member Tyler Rowser to adjourn the meeting. Council Member Cody Blonquist seconded the motion. All ayes. Motion Carried.**

The meeting adjourned at 8:29 P.M.

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Mayor Trever Johnson

Attest:

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Nachele D. Sargent, City Recorder



"Exhibit A"  
Council  
2/24/2020

**ORDINANCE NO. 2020-1**

**AN ORDINANCE TO ADOPT DEVELOPMENT CODE  
AMENDMENTS FOR COALVILLE CITY**

**(TITLE 10: CHAPTER 1, PLANNING COMMISSION)**

BE IT ORDAINED AND ENACTED by the City Council of Coalville, Summit County, State of Utah, as follows:

WHEREAS, the Coalville City Council by Ordinance No. 1997-3 adopted the Coalville City Development Code ("Development Code") dated July 14, 1997; and

**WHEREAS**, the Coalville City Council by Ordinance Nos. 1999-1 and 2001-4 adopted revisions to the Development Code dated March 8, 1999 and September 10, 2001 respectively; and

**WHEREAS**, the Coalville City Council by Ordinance No. 2006-2 adopted revisions to the Development Code dated August 14, 2006; and

**WHEREAS**, the Coalville City Council by Ordinance No. 2010-1 adopted revisions to the Development code dated March 22, 2010; and

**WHEREAS**, the Coalville City Council adopted Ordinance No. 2010-3 relating to Nuisance provisions as Title 7, Chapters 11-15 of the Development Code dated September 13, 2010; and

**WHEREAS**, the Coalville City Council adopted Ordinance No. 2011-1 relating to Title 8, Chapters 1-6, 9 and 10 of the Development Code dated the 23<sup>rd</sup> day of May 2011; and

**WHEREAS**, the Coalville City Council adopted Ordinance No. 2013-3 relating to Bee Keeping provisions as Title 10, Chapter 18 of the Development Code dated May 23, 2011; and

**WHEREAS**, the Coalville City Council adopted Ordinance No. 2014-2 relating to Demolition, Renovation and Excavation provisions as Chapter 4 of Title 8, of the Development Code dated March 24, 2014; and

**WHEREAS**, the Coalville City Council adopted Ordinance No. 2014-3 relating to "In Fill" provisions as revised Chapter 26 of Title 10, of the Development Code dated February 24, 2014; and

**WHEREAS**, the Coalville City Council adopted Ordinance No. 2015-2 relating to “Hens and Chickens” provisions as Chapter 18 of Title 10, of the Development Code dated March 9, 2015; and

**WHEREAS**, the Coalville City Council adopted Ordinance No. 2018-5 relating to Sections 8-4-040, 8-4-060, 8-4-050 and Chapter 22 of the Coalville City Development Code dated November 13, 2018; and

**WHEREAS**, the Coalville City Council adopted Ordinance No. 2019-1 relating to Title 7: Chapter 13, Title 10: Chapter 25, Title 10: Chapter 29 of the Coalville City Development Code dated April 22, 2019; and

**WHEREAS**, the Coalville City Council adopted Ordinance No. 2019-3 relating to Title 9 and Title 10: Chapter 5, of the Coalville City Development Code dated June 24, 2019; and

**WHEREAS**, the Coalville City Council adopted Ordinance No. 2019-4 relating to Title 8: Chapter 6, Master Planned Developments of the Coalville City Development Code dated August 12, 2019.

**WHEREAS**, it is contemplated by City Ordinances that the same be reviewed from time to time and improved upon to stay viable and useful to the City; and

**WHEREAS**, following the holding of a public hearing as required by law, the City Council approved the following revisions to the Development Code at its regular meeting held February 24, 2020.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COALVILLE, UTAH ORDAINS AS FOLLOWS:**

**Section I**  
**COALVILLE CITY DEVELOPMENT CODE AMENDMENTS**

The attached Exhibit “A” is provisions relating to the Coalville City Planning Commission for Coalville City to be added as, **TITLE 10: CHAPTER 1, PLANNING COMMISSION** of the Coalville City Development Code. The Provisions are incorporated herein and made a part of this Ordinance by this reference and are hereby adopted by the Coalville City Council.

**Section II**  
**Effective Date**

This Ordinance shall take effect and the revisions to the Development Code referred to herein shall take effect upon the date of publication in the Summit County News, a newspaper of general circulation in Coalville City.

**PASSED, APPROVED AND ADOPTED** by the City Council of Coalville City, Utah this 24<sup>th</sup> day of February, 2020.

Councilmember Blonquist  
Councilmember Rowser  
Councilmember Geary  
Councilmember Robbins  
Councilmember Winters

Voted:  
Voted:  
Voted:  
Voted:  
Voted:

ATTEST:

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Mayor Johnson



# Staff Report

Coalville City  
Project Coordinator

To: Coalville City Mayor and Council  
From: Don Sargent, City Project Coordinator  
Date of Meeting: February 24, 2020  
Re: Development Code Amendments – Planning Commission Duties,  
Responsibilities and Bylaws  
Action: Public Hearing

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## Code Amendment - Planning Commission Duties, Responsibilities and Bylaws

### REQUEST

The purpose of this proposed code amendment is to codify the Planning Commission duties and responsibilities as well as the bylaws in the current Code. At their last meeting the City Council directed Staff to prepare updated provisions including amending the membership of the Planning Commission from six (6) members to five (5) members.

This item is scheduled for public hearing and possible adoption.

### BACKGROUND

The existing Planning Commission provisions are included in the 2006 version of the development code and are not in the current Code. A code amendment was adopted in 2010 that changed the membership of the commission from five (5) members to six (6) members and clarified several other provisions.

Over the last several years, the Mayor and City Council has had difficulty regularly filling seats on the existing 6-member commission. There is also a lack of clarity regarding the duties, responsibilities and bylaws of the commission. In addition, the adoption of HB 232 in 2017 required all jurisdictions to codify, through the public hearing process, administrative land-use policies and guidelines, including bylaws.

These proposed language amendments will bring the Planning Commission duties, responsibilities and bylaws current with industry standards and codify the language in the current development code of the City.

On February 18, 2020 the Planning Commission conducted a public hearing and unanimously recommended approval of the proposed amendments to the City Council with minor revisions.

### ANALYSIS

Staff has prepared the proposed language amendments for review and consideration as directed by the City Council. *Attachment A* includes the redlined updated amendments for review. Also included

for reference is the 2010 Ordinance amendment language and associated 2006 Planning Commission Duties and Responsibilities code provisions.

*Attachment B* includes a clean copy of the proposed amendment language.

Staff applied current industry language applicable to Coalville City in drafting the provisions which incorporate the overall duties and responsibilities of the Planning Commission as well as associated bylaws.

## **RECOMMENDATION**

Staff recommends the City Council review the proposed code amendment language, conduct a public hearing and consider adoption of the amendment language.

## **ATTACHMENT**

- A.** Draft Redlined Code Amendments with Existing Language
- B.** Draft Clean Copy of the Code Amendments

# **ATTACHMENT A**

Draft Redlined Code Amendments with Existing 2010  
and 2006 Code Language

## **10-1-190 The PLANNING COMMISSION**

**Commented [DS1]:** The existing 2006 and amended 2010 Planning Commission provisions are updated and incorporated into the current development code as Section 10-1-190.

There is hereby created the Coalville City Planning Commission consisting of ~~six (6)~~ five (5) members recommended by the Mayor and approved by a majority vote of the City Council at a regularly scheduled City Council meeting. Reappointments of existing planning commission members may be made by the City Council. The Coalville City Planning commission, hereinafter referred to as the Planning Commission or Commission shall be organized and have the duties and responsibilities as indicated below.

**A. Terms, Eligibility and Compensation of Members.** Each Member of the Planning Commission shall serve a term of three years. Members shall be appointed in December of the year upon the expiration of a current member. The terms shall be staggered so that no more than ~~three-two (2)~~ members ~~shall be~~ are appointed at the same time. Terms expire on the last day of the year, but members on the Planning Commission shall continue to serve until their successors are appointed and qualify. The Mayor shall appoint a new Planning Commission member to fill vacancies that might arise, and such appointments shall be to the end of the vacated term. No member shall serve more than three (3) consecutive terms, including portions of unexpired terms.

Members of the Planning Commission shall be residents of or own property in Coalville ~~and City and~~ have resided or owned property within the City for at least ninety (90) days prior to being appointed. Members are deemed to have resigned when they move their residences outside the City limits or ~~sale all property owned no longer own property~~ within the City.

Members may be compensated per diem, based upon meetings attended as determined by the City Council.

**Commented [DS2]:** A compensation provision for Planning Commission members is added as a future consideration at the discretion of the City Council.

**B. Absence Deemed Resignation or Grounds for Removal.** Any Planning Commission member who is absent from two (2) consecutive regularly scheduled meetings, or a total of four (4) regularly scheduled meetings in a calendar year may be called before the City Council and asked to resign or be removed with cause by the Council. All members of the planning commission shall serve at the pleasure of the City Council and may be removed by a majority vote of the City Council.

**C. Duties and Responsibilities.** The Coalville Planning Commission, hereinafter referred to as Planning Commission, Commission, or Administrative ~~Body~~ Land Use Authority, organized in accordance to fi 10-9-201 et. seq. of the Utah Code 1996, as amended, shall have the following duties and responsibilities:

1. To prepare a General Plan, any maps required by the plan, and amendments to the General Plan and recommend the plan or amendments to the plan to the City Council.



## DRAFT 02/24/2020

2. To prepare ~~this a~~ Development Code including zoning and subdivision regulations, any maps ~~or exhibits~~ required by ~~this the~~ Code, and amendments to ~~this the~~ Development Code and recommend the code or amendments to the code to the City Council.

3. Administer provisions of ~~this the~~ Development Code as provided in ~~this the~~ Code and approved by the City Council.

~~4.~~ To review and make recommendations to the City Council regarding amendments to the City Zone District Map.

5. To initiate a subpoena to compel documents and testimony required in the normal processing and review of matters pertaining to the planning commission.

6. To hear, review and recommend approval or denial of all applications for conditional uses, temporary uses, minor subdivision of property, master planned developments, major development review, development agreements, or other procedures or applications identified in the Development Code in accordance with the rules and regulations established by the City Council.

~~4.7.~~ Recommend approval or denial of project applications including annexation petitions in accordance with this the Development Code or other ordinances of the City.

~~5.8.~~ Advise the City Council on matters as the Council directs and hear or decide any matters that the Council designates.

~~6.~~ Exercise any other powers found in the adopted bylaws of the Planning Commission after approval by the City Council, or powers that are necessary to enable the Commission to perform its function or those designated to the Commission by the Council.

~~7.9.~~ To enter upon any land, under consideration for development approval or which has been given granted a Conditional Use Approval, at reasonable times, to examine and evaluate the conditions of the project or development project, ations and surveys.

**D. Planning Commission Chair.** At the first meeting held in March, after the appointment of any new members, the members of the planning commission shall elect one of its members as chair and one member as vice chair. In the absence of the chair, the vice chair shall act as chair and shall have all powers of the chair. The chair shall serve an initial term of one year and no member shall serve as chair for more than two (2) consecutive one-year terms. In the event the chair or vice chair resigns or is no longer eligible to serve on the commission, the members of the planning commission shall elect a replacement chair or vice chair at the next regularly scheduled meeting.

## DRAFT 02/24/2020

The Planning Commission shall elect a Chair at the first meeting of the Commission each year and shall serve a term of one year.

The chair, or in the chair's absence the vice chair, shall be in charge of all proceedings before the planning commission, and shall take such action as shall be necessary to preserve order and the integrity of all proceedings before the planning commission. The Chair will direct all commission meetings and may participate in any discussions, be counted for the purpose of forming a quorum, and shall be a voting member of vote according to the Planning Commission bylaws, as adopted and approved by the City Council.

Planning Commission meetings are open to the public and will conform to the Utah Open Meetings Act. Notice will be provided for as per section 10-3-060 herein, and an annual meeting schedule will be posted and published at least once a year in a newspaper of general circulation.

**E. Quorum and Necessary Vote.** No meeting of the planning commission may be called to order without a quorum consisting of at least three (3) members of the planning commission being present. No business shall be transacted without at least a majority of all members being present. All actions shall require the concurring vote of a majority of the members present. The chair shall be considered for purposes of establishing a quorum and shall act as a voting member. In the event of a tie vote, the agenda item will automatically be continued until the next meeting where a full quorum is present for a vote. If the agenda item cannot be brought to a majority vote due to a member abstaining it shall be equivalent to a majority nay vote.

### **F. Meetings, Hearings and Procedures.**

1. The planning commission shall establish a regular meeting schedule. Special meetings, work sessions and field trips for any purpose, may be held at the call of the City Council, the planning commission or the CDD or designated planning staff member.
2. If a matter is postponed due to lack of quorum, the matter shall be rescheduled to either the next regular meeting or special meeting. The CDD or designated planning staff member shall notify all members and interested parties of the date of the rescheduled matter.

### **G. Joint Planning Meetings.**

1. At the discretion of the City Council at least one joint planning meeting shall be held annually to provide for discussion and coordination among planning commission members, city council members, city staff and members of the public regarding issues of citywide concern.



2. The purpose of joint planning meetings is to provide for discussion among planning commission and city council members, city staff, other public officials, developers and the public on various issues related to the matter in question. Notice of such joint planning sessions shall be for the purpose of discussion and information and are not intended to result in any formal action during the joint planning sessions, although information presented at such sessions may be made part of the record of subsequent proceedings of either planning commission or city council.

**H. Planning Commission Staff.** ~~In order to assist the Planning Commission with its duties, the Commission may request the assistance of the City Recorder, other City employees, committees or agents of the City may assist the Planning Commission with its duties.~~ The City Staff shall assist the Commission with technical matters and attend Commission meetings to assist and advise the Commission. ~~when necessary.~~

The ~~Planning Commission~~ City Council may appoint a secretary to keep minutes and post agendas of meetings and hearings. The secretary may be paid for services rendered as agreed upon by the City Council. ~~The secretary shall keep minutes of all proceedings of the Planning Commission, which minutes shall be a summary of all proceedings before the Planning Commission, attested to by a majority of the members of the Planning Commission voting. In addition, the recording secretary shall maintain all records of the Planning Commission meetings, hearings and proceedings, and the correspondence of the Planning Commission.~~

#### 4.2.6 Adoption of Bylaws

~~The Planning Commission shall adopt bylaws which establish procedures for meetings and hearings governing presentations of projects and public responses, and public input or comment on specific projects or general issues. Planning Commission meetings are open to the public and will conform to the Utah Open Meetings Act. Notice will be provided for as per section 1.6 herein, and an annual meeting schedule will be posted and published at least once a year in a newspaper of general circulation.~~

~~The bylaws will also address the procedures for the keeping of records and minutes of meetings which will be made available, upon request, to the public for inspection. Additionally, the bylaws will provide guidelines for findings of decisions and recommendations, requirements for a quorum, and voting procedures.~~

**Commented [DS3]:** The existing Adoption of Bylaws Provision is deleted as these 10-1-190 provisions include the bylaw language.

**I. Planning Commission Project Review.** The Planning Commission will review each project application for compliance with all requirements and regulations of this Code, including, but not limited to the following:

1. City Comprehensive Planning and Zoning Review. The Planning Commission shall have the primary responsibility to initiate long-range planning for the City, including streets, parks, trails, and recreation facilities, long-range zoning

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objectives, and periodic review of existing plans to keep them current. The Commission shall review proposed annexations to the City and recommend action and zoning on land to be annexed. The Commission shall initiate, hear or recommend zone changes and review development standards within zoning districts.

2. Subdivision Approval. The Planning Commission shall review all applications for subdivisions and commercial projects for compliance with the provisions of all applicable regulations of this Code. Following such review, the Commission will forward a recommendation for approval or denial of all subdivision plat applications to the City Council.
3. Master Planned Developments (MPD) Approval. All proposals for Master Planned Development approval shall be reviewed by the Planning Commission. Following such review, the Commission shall forward a recommendation for approval or denial of all applications to the City Council.
4. Conditional Use Approval. The Planning Commission shall review all applications for conditional use approval for compliance with the provisions of all applicable regulations of this Code. Following such review, the Commission shall forward a recommendation for approval or denial of all applications to the City Council.

**J. Consent Agenda.** Applications for approval of uncontested items may be placed on the consent agenda of the Planning Commission. All items on the consent agenda shall be passed or denied by a single motion at the Commission meeting, unless the Commission believes discussion of an item is necessary. When an item is removed from the consent agenda, it shall be acted on at the same meeting at which the removal occurs, unless the applicant requests the item to be tabled in order to prepare additional information.

**K. Review of Staff Actions.** At any time, an interested party may request that Staff actions on a project application be reviewed by the Planning Commission. The scope of review by the Planning Commission shall be the same as the scope of review at the Staff review level on the matters at issue.

### 4.2.10 *Plat Approval*

~~The Commission shall review all plats to be recorded affecting land within the City limits or annexations to the City. The scope of review on plat approval is limited to finding substantial compliance with this Development Code, and that all previously imposed conditions of approval, whether imposed by the Staff or the Commission, have been satisfied. Upon finding that the plat is in compliance with all applicable federal and state laws and this code, and that conditions of approval have been satisfied, the plat shall be signed by the Commission Chair. The City Engineer, City Attorney, City Recorder, City Council, and Mayor shall all review the plat as required by statute before recording. Plats may be approved on the consent agenda.~~

**Commented [D54]:** The Plat Approval language was deleted as it is part of the subdivision review process as noted in Subsection 1.2 above.

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**L. Sensitive Lands Review.** Any project containing sensitive lands, may be subject to additional requirements and regulations as outlined in the Sensitive Lands Regulations of Title 10-22 of the Code. The Planning Commission shall review required sensitive lands analysis with project applications as prescribed in Section 10-22-050 herein.

**M. Right to Farm Review.** Any project falling within the scope of Title 10-29 of the Code may be subject to additional requirements and regulations as outlined in the Right to Farm Provisions. The Planning Commission shall review an agriculture impact analysis with project applications as prescribed in Section 10-29-030.

*~~4.2.13 Impact on Public Infrastructure~~*

~~Any project subject to review and regulations for impact on public infrastructure as outlined in Section 1.13 of this code may require additional requirements and regulations. The Planning Commission shall review a public infrastructure analysis with project applications as described in Section 1.13 herein.~~

**Commented [DSS]:** Impact on Public Infrastructure review language was deleted as the newly adopted water, sewer and road infrastructure provisions of the current code address impact on infrastructure.



## Existing 2010 and 2006 Code Language

### ORDINANCE NO. 2010-~~2~~1

#### **AN ORDINANCE TO REVISE THE COALVILLE CITY DEVELOPMENT CODE TO INCREASE THE NUMBER OF COMMISSIONERS ON THE COALVILLE CITY PLANNING COMMISSION FROM FIVE MEMBERS TO SIX MEMBERS.**

BE IT ORDAINED AND ENACTED by the City Council of Coalville, Summit County, State of Utah, as follows:

WHEREAS, the Coalville City Council by Ordinance No. 1993-1 created the Coalville City Planning Commission (the "Commission"), and established a five (5) member Commission, provided for terms of appointment and specified the powers of the Commission;

WHEREAS, the Coalville City Council by Ordinance No. 1997-3 adopted the Coalville City Development Code ("Development Code") dated July 14, 1997, which enumerated, among other things, the duties, roles and responsibilities of the Commission;

WHEREAS, the Coalville City Council by Ordinance Nos. 1999-1 and 2001-4 adopted revisions to the Development Code;

WHEREAS, the Coalville City Council by Ordinance No. 2006-2 adopted revisions to the Development Code dated August 14, 2006, which is the current Coalville City Development Code;

WHEREAS, it is contemplated by the Development Code that the same be reviewed from time to time and improved upon to stay viable and useful to the City; and

WHEREAS, following the holding of a public hearing as required by law the City Council approved the following revisions to the Development Code at its regular meeting held March 22, 2010.

#### **NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COALVILLE, UTAH ORDAINS AS FOLLOWS:**

- I. **REVISION OF THE DEVELOPMENT CODE.** Changes to chapter 4 of the Development Code are as follows:

##### 4.2 The Planning Commission

There is hereby created the Coalville City Planning Commission consisting of six (6) members recommended by the Mayor and approved by a majority

vote of the City Council at a regularly scheduled City Council meeting. The Coalville City Planning commission, hereinafter referred to as the Planning Commission or Commission shall be organized and have the duties and responsibilities as indicated below.

**4.2.1 Terms and Eligibility of Members.** Each Member of the Planning commission shall serve a term of three years. Members shall be appointed in December of the year upon the expiration of a current member. The terms shall be staggered so that no more than three members shall be appointed at the same time. Terms expire on the last day of the year, but members on the Planning commission shall continue to serve until their successors are appointed and qualify. The Mayor shall recommend a new Planning Commission member to fill vacancies that might arise and such appointments shall be to the end of the vacated term. The person(s) recommended by the Mayor to fill a vacancy must be approved by a majority vote of the City Council at a regularly scheduled City Council meeting. Members of the Planning commission shall be residents of or own property in Coalville, and have resided or owned property within the City for at least ninety (90) days prior to being appointed. Members are deemed to have resigned when they move their residences outside the City limits and sale all property owned within the City.

**4.2.2 Absence Deemed Resignation or Grounds for Removal. (No changes)**

**4.2.3 Duties and Responsibilities. (No changes)**

**4.2.4 Planning Commission Chair.** The Planning Commission shall elect one member as a Chair at the first meeting of the Commission each year. The Chair person and shall serve a term of one year. The Chair person will direct all Commission meetings and may participate in any discussions, be counted for purpose of forming a quorum, and shall vote only when necessary to break a tie on a vote by the other Commission members. One member of the Commission shall be elected as a Vice Chair, who in the absence of the Chair person shall act as the Chair person and have all powers and responsibilities of the Chair. If both the Chair person and the Vice Chair person are absent or unable to preside over a meeting, the Commission members shall appoint a temporary Chair person to serve for that particular meeting.

**4.2.5 Staff. (No changes)**

**4.2.6 Adoption of Bylaws. (No changes)**

**4.2.7 Planning Commission Project Review. (No changes)**

**4.2.8 Consent Agenda. (No changes)**

**4.2.9 Review of Staff Actions. (no changes)**

**4.2.10 Plat Approval. (No changes)**



4.2.11 Sensitive Lands Review. (No changes)


4.2.12 Right to Farm Review. (No changes)

4.2.13 Impact on Public Infrastructure. (No changes)

**VIII. EFFECTIVE DATE.** This Ordinance shall take effect and the revisions to the Development Code referred to herein shall take effect upon the date of its publication in the Summit County News, a newspaper of general circulation in Coalville City.

**PASSED, APPROVED AND ADOPTED** by the City Council of Coalville City, Utah this 22nd day of March, 2010.

ATTEST:

  
City Recorder

COALVILLE CITY:

  
Mayor Schmidt

Councilmember Boyer  
Councilmember Brundy  
Councilmember Vernon  
Councilmember Richins  
Councilmember Hewson

Voted aye  
Voted aye  
Voted aye  
Voted aye  
Voted aye

## ***4.1 The City Council or Legislative Body***

The Coalville City Council, hereinafter referred to as City Council, Council, or Legislative Body shall have the following duties and responsibilities:

1. The Council shall adopt the Coalville City General Plan and all elements of the Coalville City General Plan.
2. The Council may initiate amendments to the text of this Code, the Zoning Map, the General Plan, and all elements of the General Plan following the procedures listed in section 1.5 herein.
3. The Council shall approve, deny, or amend and approve applications for development approval following a recommendation from the Planning Commission after the commission has completed project review outlined in subsection 4.2.7 herein.
4. The Council shall establish a fee schedule for applications for development approval, amendments to the text of this Code, the Zoning Map, the General Plan and all other approvals, permits, fees, and licenses required by this Code.
5. The Council shall designate and appoint a Community Development Director to decide routine and uncontested matters which otherwise would be heard by the Board of Adjustment.
6. The Council shall take other action not expressly delegated to the Community Development Director, Planning Commission or Board of Adjustment that may be desirable and necessary to implement the provisions of the Coalville City General Plan and this Code.

## ***4.2 The Planning Commission***

There is hereby created the Coalville City Planning Commission consisting of five members appointed by the Mayor with advice and consent of the Council. The Planning Commission, hereinafter referred to as the Planning Commission or Commission shall be organized and have the duties and responsibilities as indicated below.

### ***4.2.1 Terms and Eligibility of Members***

Each Member of the Planning Commission shall serve a term of three years. Members shall be appointed in December of the year upon the expiration of a current member. The terms shall be staggered so that no more than three members shall be appointed at the same time. Terms expire on the last day of the year, but members on the Planning Commission shall continue to serve until their successors are appointed and qualify. The Mayor shall appoint a new Planning Commission member to fill vacancies that might arise and such appointments shall be to the end of the vacated term. Members of the Planning Commission shall be residents of or own property in Coalville, and have resided or owned property within the City for at least ninety (90) days prior to being appointed. Members are deemed to have resigned when they move their residences outside the City limits or sale all property owned within the City.

### ***4.2.2 Absence Deemed Resignation or Grounds for Removal***

Any Planning Commission member who is absent from two (2) consecutive regularly scheduled meetings, or a total of four (4) regularly scheduled meetings in a calendar year may be called before the City Council and asked to resign or be removed with cause by the Council.

### ***4.2.3 Duties and Responsibilities***

The Coalville Planning Commission, hereinafter referred to as Planning Commission, Commission, or Administrative Body, organized in accordance to § 10-9-201 et. seq. of the Utah Code 1996, as amended, shall have the following duties and responsibilities:

1. To prepare a General Plan, any maps required by the plan, and amendments to the General Plan and recommend the plan or amendments to the plan to the City Council.

2. To prepare this Development Code including zoning and subdivision regulations, any maps required by this Code, and amendments to this Development Code and recommend the code or amendments to the code to the City Council.
3. Administer provisions of this Development Code as provided in this Code and approved by the City Council.
4. Recommend approval or denial of project applications including annexations in accordance with this Development Code.
5. Advise the City Council on matters as the Council directs, and hear or decide any matters that the Council designates.
6. Exercise any other powers found in the adopted bylaws of the Planning Commission after approval by the City Council, or powers that are necessary to enable the Commission to perform its function or those designated to the Commission by the Council.
7. To enter upon any land, under consideration for approval or which has been given a Conditional Use Approval, at reasonable times, to make examinations and surveys.

#### **4.2.4 Planning Commission Chair**

The Planning Commission shall elect a Chair at the first meeting of the Commission each year and shall serve a term of one year. The Chair will direct all commission meetings and may participate in any discussions, be counted for the purpose of forming a quorum, and shall vote according to the Planning Commission bylaws, as adopted and approved by the City Council.

#### **4.2.5 Staff**

In order to assist the Planning Commission with its duties, the Commission may request the assistance of the City Recorder, other employees, committees or agents of the City. The City Staff shall assist the Commission with technical matters and attend Commission meetings to assist and advise the Commission when necessary. The Planning Commission may appoint a secretary to keep minutes and post agendas of meetings and hearings. The secretary may be paid for services rendered as agreed upon by the City Council.

#### **4.2.6 Adoption of Bylaws**

The Planning Commission shall adopt bylaws which establish procedures for meetings and hearings governing presentations of projects and public responses, and public input or comment on specific projects or general issues. Planning Commission meetings are open to the public and will conform to the Utah Open Meetings Act. Notice will be provided for as per section 1.6 herein, and an annual meeting schedule will be posted and published at least once a year in a newspaper of general circulation.

The bylaws will also address the procedures for the keeping of records and minutes of meetings which will be made available, upon request, to the public for inspection. Additionally, the bylaws will provide guidelines for findings of decisions and recommendations, requirements for a quorum, and voting procedures.

#### **4.2.7 Planning Commission Project Review**

The Planning Commission will review each project application for compliance with all requirements and regulations of this Code, including, but not limited to the following:

##### **4.2.7.1 City Comprehensive Planning and Zoning Review**

The Planning Commission shall have the primary responsibility to initiate long-range planning for the City, including streets, parks, trails, and recreation facilities, long-range zoning objectives, and periodic review of existing plans to keep them current. The Commission shall review proposed annexations to the City and recommend action and zoning on land to be annexed. The Commission shall initiate, hear or recommend zone changes and review development standards within zoning districts.

**4.2.7.2 Subdivision Approval**

The Planning Commission shall review all applications for subdivisions and commercial projects for compliance with the provisions of all applicable regulations of this Code. Following such review the Commission will forward a recommendation for approval or denial of all applications to the City Council.

**4.2.7.3 Master Planned Developments Approval**

All proposals for Master Planned Development approval shall be reviewed by the Planning Commission. Following such review the Commission shall forward a recommendation for approval or denial of all applications to the City Council.

**4.2.7.4 Conditional Use Approval**

The Planning Commission shall review all applications for conditional use approval for compliance with the provisions of all applicable regulations of this Code. Following such review the Commission shall forward a recommendation for approval or denial of all applications to the City Council.

**4.2.8 Consent Agenda**

Applications for approval of uncontested items may be placed on the consent agenda of the Planning Commission. All items on the consent agenda shall be passed or denied by a single motion at the Commission meeting, unless the Commission believes discussion of a particular item is necessary. When an item is removed from the consent agenda, it shall be acted on at the same meeting at which the removal occurs, unless the applicant requests the item to be tabled in order to prepare additional information.

**4.2.9 Review of Staff Actions**

At any time, an interested party may request that Staff actions on a project be reviewed by the Planning Commission. The scope of review by the Planning Commission shall be the same as the scope of review at the Staff level on the matters at issue.

**4.2.10 Plat Approval**

The Commission shall review all plats to be recorded affecting land within the City limits or annexations to the City. The scope of review on plat approval is limited to finding substantial compliance with this Development Code, and that all previously imposed conditions of approval, whether imposed by the Staff or the Commission, have been satisfied. Upon finding that the plat is in compliance with all applicable federal and state laws and this code, and that conditions of approval have been satisfied, the plat shall be signed by the Commission Chair. The City Engineer, City Attorney, City Recorder, City Council, and Mayor shall all review the plat as required by statute before recording. Plats may be approved on the consent agenda.

**4.2.11 Sensitive Lands Review**

Any project containing designated sensitive lands, may be subject to additional requirements and regulations as outlined in the Sensitive Lands Regulations contained in Chapter 9 of this Code. The Planning Commission shall review required environmental impact studies with project applications as prescribed in Section 9.2 herein.

**4.2.12 Right to Farm Review**

Any project falling within the scope of Section 3.31 of this Code may be subject to additional requirements and regulations as outlined in the Right to Farm provisions. The Planning Commission shall review an agriculture impact analysis with project applications as prescribed in Section 3.31 herein.

**4.2.13 Impact on Public Infrastructure**

Any project subject to review and regulations for impact on public infrastructure as outlined in Section 1.13 of this code may require additional requirements and regulations. The Planning Commission shall review a public infrastructure analysis with project applications as described in Section 1.13 herein.

# **ATTACHMENT B**

Draft Clean Copy of Code Amendments

## 10-1-190 PLANNING COMMISSION

There is hereby created the Coalville City Planning Commission consisting of five (5) members recommended by the Mayor and approved by a majority vote of the City Council at a regularly scheduled City Council meeting. Reappointments of existing planning commission members may be made by the City Council. The Coalville City Planning commission, hereinafter referred to as the Planning Commission or Commission shall be organized and have the duties and responsibilities as indicated below.

**A. Terms, Eligibility and Compensation of Members.** Each Member of the Planning Commission shall serve a term of three years. Members shall be appointed in December of the year upon the expiration of a current member. The terms shall be staggered so that no more than two (2) members are appointed at the same time. Terms expire on the last day of the year, but members on the Planning Commission shall continue to serve until their successors are appointed. The Mayor shall appoint a new Planning Commission member to fill vacancies that might arise, and such appointments shall be to the end of the vacated term. No member shall serve more than three (3) consecutive terms, including portions of unexpired terms.

Members of the Planning Commission shall be residents of or own property in Coalville City and have resided or owned property within the City for at least ninety (90) days prior to being appointed. Members are deemed to have resigned when they move their residences outside the City limits or no longer own property within the City.

Members may be compensated per diem, based upon meetings attended as determined by the City Council.

**B. Absence Deemed Resignation or Grounds for Removal.** Any Planning Commission member who is absent from two (2) consecutive regularly scheduled meetings, or a total of four (4) regularly scheduled meetings in a calendar year may be called before the City Council and asked to resign or be removed with cause by the Council. All members of the planning commission shall serve at the pleasure of the City Council and may be removed by a majority vote of the City Council.

**C. Duties and Responsibilities.** The Coalville Planning Commission, hereinafter referred to as Planning Commission, Commission, or Administrative Land Use Authority, organized in accordance to § 10-9-201 et. seq. of the Utah Code 1996, as amended, shall have the following duties and responsibilities:

1. To prepare a General Plan, any maps required by the plan, and amendments to the General Plan and recommend the plan or amendments to the plan to the City Council.



2. To prepare a Development Code including zoning and subdivision regulations, any maps or exhibits required by the Code, and amendments to the Development Code and recommend the code or amendments to the code to the City Council.
3. Administer provisions of the Development Code as provided in the Code and approved by the City Council.
4. To review and make recommendations to the City Council regarding amendments to the City Zone District Map.
5. To initiate a subpoena to compel documents and testimony required in the normal processing and review of matters pertaining to the Planning Commission.
6. To hear, review and recommend approval or denial of all applications for conditional uses, temporary uses, minor subdivision of property, master planned developments, major development review, development agreements, or other procedures or applications identified in the Development Code in accordance with the rules and regulations established by the City Council.
7. Recommend approval or denial of annexation petitions in accordance with the Development Code or other ordinances of the City.
8. Advise the City Council on matters as the Council directs and hear or decide any matters that the Council designates.
9. To enter upon any land, under consideration for development approval or which has been granted a Conditional Use Approval, at reasonable times, to examine and evaluate the conditions of the project or development project.

**D. Planning Commission Chair.** At the first meeting held in March, after the appointment of any new members, the members of the planning commission shall elect one of its members as chair and one member as vice chair. In the absence of the chair, the vice chair shall act as chair and shall have all powers of the chair. The chair shall serve an initial term of one year and no member shall serve as chair for more than two (2) consecutive one-year terms. In the event the chair or vice chair resigns or is no longer eligible to serve on the commission, the members of the Planning Commission shall elect a replacement chair or vice chair at the next regularly scheduled meeting.

The chair, or in the chair's absence the vice chair, shall oversee all proceedings before the planning commission, and shall take such action as shall be necessary to preserve order and the integrity of all proceedings before the Planning Commission. The Chair may participate in any discussions, be counted for the purpose of forming a quorum, and shall be a voting member of the Planning Commission.



Planning Commission meetings are open to the public and will conform to the Utah Open Meetings Act. Notice will be provided for as per section 10-3-060 herein, and an annual meeting schedule will be posted and published at least once a year in a newspaper of general circulation.

**E. Quorum and Necessary Vote.** No meeting of the planning commission may be called to order without a quorum consisting of at least three (3) members of the Planning Commission being present. No business shall be transacted without at least a majority of all members being present. All actions shall require the concurring vote of a majority of the members present. The chair shall be considered for purposes of establishing a quorum and shall act as a voting member. In the event of a tie vote, the agenda item will automatically be continued until the next meeting where a full quorum is present for a vote. If the agenda item cannot be brought to a majority vote due to a member abstaining it shall be equivalent to a majority nay vote.

**F. Meetings, Hearings and Procedures.**

1. The planning commission shall establish a regular meeting schedule. Special meetings, work sessions and field trips for any purpose, may be held at the call of the City Council, the Planning Commission or the CDD or designated planning staff member.
2. If a matter is postponed due to lack of quorum, the matter shall be rescheduled to either the next regular meeting or special meeting. The CDD or designated planning staff member shall notify all members and interested parties of the date of the rescheduled matter.

**G. Joint Planning Meetings.**

1. At the discretion of the City Council at least one joint planning meeting shall be held annually to provide for discussion and coordination among planning commission members, city council members, city staff and members of the public regarding issues of citywide concern.
2. The purpose of joint planning meetings is to provide for discussion among Planning Commission and City Council members, city staff, other public officials, developers and the public on various issues related to matters in question. Notice of such joint planning sessions shall be for the purpose of discussion and information and are not intended to result in any formal action being taken during the joint planning sessions, although information presented at such sessions may be made part of the record of subsequent proceedings of either Planning Commission or City Council.

**H. Planning Commission Staff.** City employees, committees or agents of the City may assist the Planning Commission with its duties. The City Staff shall assist the Commission with technical matters and attend Commission meetings to assist and advise the Commission.

The City Council may appoint a secretary to keep minutes and post agendas of meetings and hearings. The secretary may be paid for services rendered as agreed upon by the City Council. The secretary shall keep minutes of all proceedings of the Planning Commission, which minutes shall be a summary of all proceedings before the Planning Commission, attested to by a majority of the members of the Planning Commission voting. In addition, the recording secretary shall maintain all records of the Planning Commission meetings, hearings and proceedings, and the correspondence of the Planning Commission.

**I. Planning Commission Project Review.** The Planning Commission will review each project application for compliance with all requirements and regulations of this Code, including, but not limited to the following:

1. City Comprehensive Planning and Zoning Review. The Planning Commission shall have the primary responsibility to initiate long-range planning for the City, including streets, parks, trails, and recreation facilities, long-range zoning objectives, and periodic review of existing plans to keep them current. The Commission shall review proposed annexations to the City and recommend action and zoning on land to be annexed. The Commission shall initiate, hear or recommend zone changes and review development standards within zoning districts.
2. Subdivision Approval. The Planning Commission shall review all applications for subdivisions and commercial projects for compliance with the provisions of all applicable regulations of this Code. Following such review, the Commission will forward a recommendation for approval or denial of all subdivision plat, or site plan applications to the City Council.
3. Master Planned Developments (MPD) Approval. All proposals for Master Planned Development approval shall be reviewed by the Planning Commission. Following such review, the Commission shall forward a recommendation for approval or denial of all applications to the City Council.
4. Conditional Use Approval. The Planning Commission shall review all applications for conditional use approval for compliance with the provisions of all applicable regulations of this Code. Following such review, the Commission shall forward a recommendation for approval or denial of all applications to the City Council.

**J. Consent Agenda.** Applications for approval of uncontested items may be placed on the consent agenda of the Planning Commission. All items on the consent agenda shall be passed or denied by a single motion at the Commission meeting, unless the Commission believes discussion of an item is necessary. When an item is removed from the consent agenda, it shall be acted on at the same meeting at which the removal occurs, unless the applicant requests the item to be tabled in order to provide additional information.



- K. Review of Staff Actions.** At any time, an interested party may request that staff actions on a project application be reviewed by the Planning Commission. The scope of review by the Planning Commission shall be the same as the scope of review at the staff review level on the matters at issue.
- L. Sensitive Lands Review.** Any project containing sensitive lands, may be subject to additional requirements and regulations as outlined in the Sensitive Lands Regulations of Title 10-22 of the Code. The Planning Commission shall review required sensitive lands analysis with project applications as prescribed in Section 10-22-050 herein.
- M. Right to Farm Review.** Any project falling within the scope of Title 10-29 of the Code may be subject to additional requirements and regulations as outlined in the Right to Farm Provisions. The Planning Commission shall review an agriculture impact analysis with project applications as prescribed in Section 10-29-030.



J·U·B ENGINEERS, INC.

"Exhibit B"  
Council  
2/24/2020

COALVILLE CITY COUNCIL



THE  
LANGDON  
GROUP



GATEWAY  
MAPPING  
INC.

**DATE:** February 24, 2020

**TO:** Coalville City Council

**CC:** Mayor Trevor Johnson; Zane DeWeese, Public Works Director;  
Sheldon Smith, City Attorney;

**FROM:** Shane McFarland P.E., City Engineer

**SUBJECT:** Conditional Use Permit Site Plan Review

**Application Information:**

**Applicant:** Escapod Trailers      **Applicant Address, Parcel Number:** 627 S. Main Street, CT-360

**Applicable Ordinances:** Title 10 Chapter 15: Commercial Districts and 10-15-110: Uses Not Listed

**Decision to be Made:** The Planning Commission recommends conditions for the use of property and the City Council is the authority to approve, approve with conditions, or deny. The site plan approval needs to be tied to the previously approved conditional use permit.

**Background:** The applicant submitted an application for a conditional use permit to manufacture, assemble, and operate their business at 627 S. Main Street Coalville, UT. The conditional use permit was approved by city council on September 19, 2019. The subsequent submittal of the site plan has been submitted for review.

**Planning Commission:** Planning commission made a positive recommendation to the council to approve the proposed phase 1 alignment. There was some discussion asking that storm water detail be worked out to ensure proper drainage. Staff will communicate with the applicant to ensure a proper drainage system.

**Staff Comments:** Staff recommended the following conditions as part of the conditional use permit review (based on the Standards for Review found in 10-3-120-E-10):

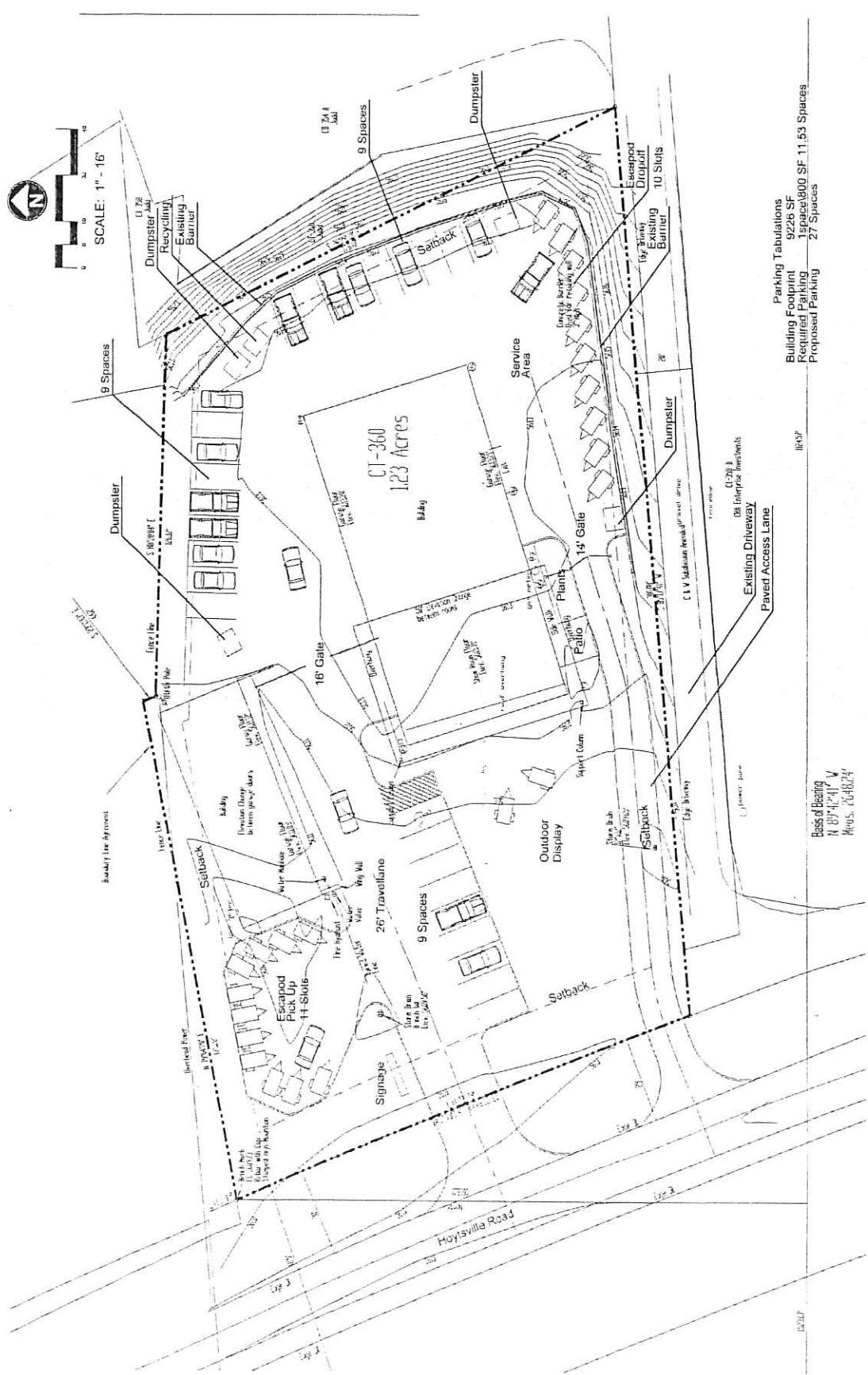
1. Provide additional parking for employees and customers. The Applicant should communicate to the Planning Commission how the site will be used and if trailers will be parked on premise for sale or otherwise, where employees and customers (if applicable) would park, and if there is sufficient space.
2. Provide a clear understanding of any proposed building and site modifications to accommodate operations, assembly, parking, customer entrances (if applicable), employee entrances, etc. The Applicant should provide details for outdoor displays, including the sale of trailers, etc.

Both items have been addressed by the applicant on the submitted site plan.

If you have any questions feel free to contact us.







Parking Tabulations  
 Building Footprint 9226 SF  
 Required Parking 1-space@800 SF 11.53 Spaces  
 Proposed Parking 27 Spaces

Base of Bearing  
 N 89° 42' 41" W  
 M.D.S. 7648274

**ESCAPAD SOLUTIONS**  
 PO Box 883975  
 Fort City, Utah 84038  
 435.831.3176  
 escapad@escapadsolutions.com

**Escapod**

Site Hydraulic Road  
 County, Utah

**C-1**  
 23 October 2019

CONCEPT SITE PLAN



J-U-B ENGINEERS, INC.

"Exhibit C"  
Council  
2/24/2020

J-U-B COMPANIES



THE  
LANGDON  
GROUP



GATEWAY  
MAPPING  
INC.

**DATE:** February 24, 2020  
**TO:** Coalville City Council  
**CC:** Mayor Trevor Johnson; Sheldon Smith, City Attorney  
**FROM:** Shane McFarland P.E., City Engineer  
**SUBJECT:** Fairview Final Subdivision Request for new phase boundary

**Application Information:** Courtney Richins (applicant) has submitted a final subdivision application for single-family and multi-family dwellings in the R-4 Zone on parcels CT-330-A and CT-330-1 at approximately 359 East 100 South, Coalville, UT.

**Applicable Ordinances:** Title 8, Chapter 2, Section 70 Final Subdivision Plat; Title 10, Chapter 13 R-4 Zone

**Decision to be Made:** Planning Commission's responsibility is to recommend to deny, recommend approval with conditions, or recommend approval of the final subdivision. City Council's responsibility is to deny, approve with conditions, or approve the subdivision.

**Planning Commission:** Planning commission made a positive recommendation to the council to approve the proposed phase 1 alignment.

**Staff Comments:**

Fairview subdivision received preliminary approval by city council on April 23, 2018 and Final approval for Phase 1 on October 22, 2018. A conditional use permit was approved on July 9, 2018. The attached exhibit "Fairview Subdivision phase 1" is the current approved phase for the subdivision. As part of the approval process for the conditional use permit only 24 units are allowed in Phase 1. After the 24<sup>th</sup> unit a bridge is required to be constructed across Chalk Creek to allow for a secondary egress.

Due to increased interest in single family dwellings the developer is requesting approval to re-align phase 1. This requested alignment will add 7 single family lots and remove 7 multi-family units from phase 1 for a total of 24 units. See additional attachment for overview of proposed phase line.

The proposal falls in line with the requirement to not exceed 24 units. Staff has reviewed the construction drawings for the entire roadway and allowed the developer to continue to roadway construction. The developer understands only the approved phase will be allowed to record with the County and have sellable lots.

If you have any questions feel free to contact us.



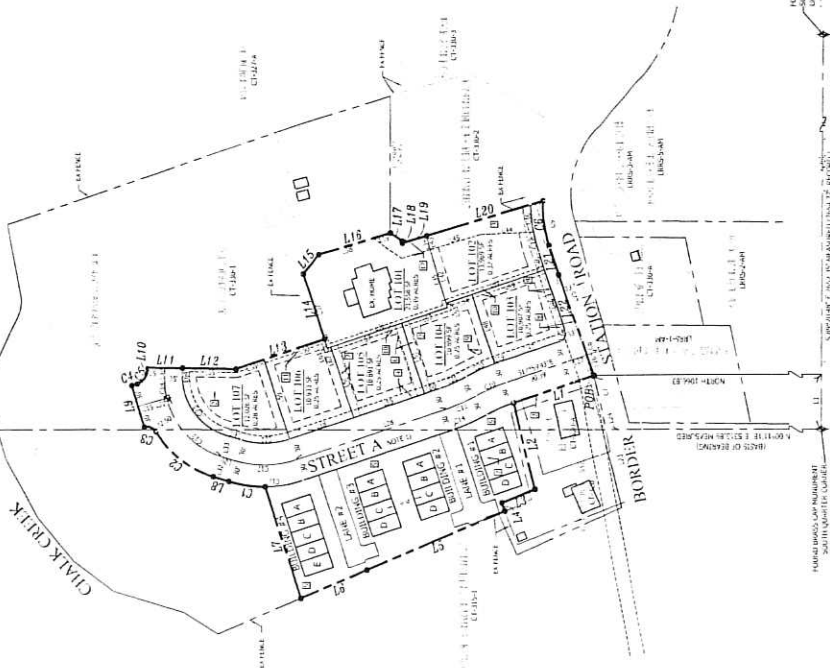
A PART OF THE SOUTHWEST CORNER OF  
TOWNSHIP 2 NORTH, RANGE 3 EAST,  
SALT LAKE BASIN AND MERIDIAN,  
COALVILLE CITY, SUMMIT COUNTY, UTAH

1990-1994	
Year	Value
1990	1.3
1991	1.3
1992	1.3
1993	1.3
1994	1.3
1995	1.3
1996	1.3
1997	1.3
1998	1.3
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2088	1.3
2089	1.3
2090	1.3
2091	1.3
2092	1.3
2093	1.3
2094	1.3
2095	1.3
2096	1.3
2097	1.3
2098	1.3
2099	1.3
2100	1.3

[illegible]

## NUMBERED NOTES

1. STATE A IS A PUBLIC STATE
2. EXERCISES STATE POWER
3. BOUND BY STATE'S & PUBLIC UTILITY AND UTILITIES
4. NOT BOUND BY STATE'S UTILITY
5. NOT PUBLIC UTILITY AND UTILITIES



## SURVEYOR'S CERTIFICATE:

**FAIRVIEW SUBDIVISION PHASE 1**  
TO BE SUBMITTED TO THE BOARD

## AIRVIEW SUBDIVISION PHASE I

### PHASE I BOUNDARY DESCRIPTION

TABLE 2  
CUMULATIVE 20-YEAR SURVIVAL RATES (%) FOR PATIENTS WITH T1-T4 NUTRITIONAL RISK FACTORS

Stage	Survival Rate (%)
T1	100
T2	100
T3	100
T4	100

NOTE: T1-T4 = Tumor size (T1 = 1 cm or less, T2 = 2 cm or less, T3 = 3 cm or less, T4 = 4 cm or less).

TABLE 3  
CUMULATIVE 20-YEAR SURVIVAL RATES (%) FOR PATIENTS WITH T1-T4 NUTRITIONAL RISK FACTORS

Stage	Survival Rate (%)
T1	100
T2	100
T3	100
T4	100

NOTE: T1-T4 = Tumor size (T1 = 1 cm or less, T2 = 2 cm or less, T3 = 3 cm or less, T4 = 4 cm or less).

## OWNER'S DEDICATION

**FAIRVIEW SUBDIVISION PHASE I**

**FAIRVIEW SUBDIVISION PHASE I**

DOI: 10.1002/for.1004

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## ACKNOWLEDGMENT

STATE OF UTAH )  
COUNTY OF SUMMIT )  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 20\_\_\_\_, PERSONALLY APPEAR BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, BRANDY FOR SADD COUNTY OF SUMMIT IN SAID STATE OF UTAH, THE SIGNER 1 OF THE ABOVE CAPTIONED DECLARATION. IN WITNESS WHEREOF I HAVE AFFIRMED TO BE THE TRULY SIGNED, FREE AND VOLUNTARILY MADE, FOR THE SAID AND PERSONALS THEREIN MENTIONED.

## FAIRVIEW SUBDIVISION PHASE I

1. **THE STATE OF TEXAS, COUNTY OF DALLAS.**  
 2. **BEFORE ME, the undersigned authority, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,**  
 3. **known to me to be the person whose name is subscribed to the foregoing instrument,**  
 4. **and acknowledged to me that he executed the same for the purposes and consideration therein expressed.**  
 5. **I give this instrument the effect of a deed.**  
 6. **My commission expires on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

## RAYMOND L. INGRAM, C.F. 1101

RECEIVED FROM: LAMAR - 20

## DOMINION ENERGY

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
BY A JUDICIAL OFFICER OF THE DISTRICT COURT OF

BY ATTORNEY'S APPROVAL.

OVER THIS DAY OF \_\_\_\_\_, 20\_\_\_\_  
at COACVILLE CITY ATTORNEY.

INGI COMMISSION APPROVAL.

THIS DAY OF \_\_\_\_\_, 20\_\_\_\_  
BURLINGTON PLANNING COMMISSION.

## CITY ENGINEER'S APPROVAL

ABILITY THAT THIS LETTER HAS EXHAUSTED THE POSSIBILITY IN ALIGNMENT WITH THE INFORMATION ON  
A.E. STUMPF 1125 DAY 11 40

## CITY COUNCIL APPROVAL

MAILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
R. COMVILLE CITY COUNCIL.

## UNIMUT COUNTY RECORDER

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_ A1  
OF OFFICIAL RECORDS PAGE \_\_\_\_\_

Topic	Question	Response	Percentage
1. What is the main reason for the increase in the number of people who are overweight and obese in the United States?	Overeating and lack of exercise	Overeating and lack of exercise	85%
2. What is the main reason for the increase in the number of people who are overweight and obese in the United States?	Genetics	Genetics	15%
3. What is the main reason for the increase in the number of people who are overweight and obese in the United States?	Stress	Stress	10%
4. What is the main reason for the increase in the number of people who are overweight and obese in the United States?	Changes in diet and lifestyle	Changes in diet and lifestyle	90%
5. What is the main reason for the increase in the number of people who are overweight and obese in the United States?	Changes in diet and lifestyle	Changes in diet and lifestyle	90%
6. What is the main reason for the increase in the number of people who are overweight and obese in the United States?	Changes in diet and lifestyle	Changes in diet and lifestyle	90%
7. What is the main reason for the increase in the number of people who are overweight and obese in the United States?	Changes in diet and lifestyle	Changes in diet and lifestyle	90%
8. What is the main reason for the increase in the number of people who are overweight and obese in the United States?	Changes in diet and lifestyle	Changes in diet and lifestyle	90%
9. What is the main reason for the increase in the number of people who are overweight and obese in the United States?	Changes in diet and lifestyle	Changes in diet and lifestyle	90%
10. What is the main reason for the increase in the number of people who are overweight and obese in the United States?	Changes in diet and lifestyle	Changes in diet and lifestyle	90%



