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| Planning Commission Chair:      | Tim Petty   |
| Planning Commission Vice-Chair: | Todd Burton   |
| Commissioners:                  | Robert Guillier<br>Scott Dixon<br>Glen Woolsey<br>Crystal Western |
| Secretary:                      | Greg Johnson  |
| City Council Representative:    |   |

**UINTAH CITY**  
**PLANNING COMMISSION**  
**WORK SESSION MEETING**  
**Tuesday, July 25, 2017**  
**6:00 PM**



2191 East 6550 South – Uintah, Utah 84405

(801) 479-4130 Fax: (801)476-7269

## Meeting Minutes

**Meeting Called to Order by Tim Petty at 6:00 p.m.**

**Roll Call:** Present – Tim Petty, Glen Woolsey, Todd Burton, Robert Guillier Excused – Scott Dixon

**Declaration of Conflicts of Interest:** None

**Attendees:** Crystal Western, Jeff Holden, Darinda Wardell, Gordon Cutler, Greg Johnson, Marc Sacco

### Agenda Items:

**1. Discussion on updating the Uintah City business licensing process.** \*(recording: 00:00:25)

- City Recorder, Darinda Wardell, explained that she has had businesses, who are interested in leasing space at the Uintah Spring Business Park, ask her if they can get their City business license approved before they sign their lease. She said the old process was that they were required to apply for a CUP no matter what the business was; it was reviewed at a Planning Commission meeting and the Commission forwarded a recommendation on to the City Council, the Council then reviewed it at a City Council meeting and approved or denied it, then the City Recorder who is the licensing official would issue the business license. She explained that she was unsure what the City's process is for new commercial businesses since the Planning Commission changed the requirements in December 2015. This was done in anticipation of more commercial development coming in the future. She said she knows that the new process is supposed to make things more streamlined. However, she said that she feels there still needs to be a process where the departments review license applications; even if they aren't required to attend Planning Commission and City Council meetings they still need to be reviewed somehow. She expressed that even though she is the business licensing official, she feels she should not be the only person reviewing and approving business licenses. She also explained that we need to align our process with the changes in the new State Bill 81 that was passed earlier this year. She suggested adding a reoccurring agenda item to the City Council and Planning Commission agenda monthly, that shows which business licenses were applied for each month. She requested this be done before the tenants of the Uintah Springs Business Park start applying for their licenses later this year.
- The Commissioners took Darinda's comments into consideration, and had a lengthy discussion on the City's current ordinance and application process and what updates they felt needed to be made. Some of the discussion points were: floor plan requirements, requiring department reviews with signature blocks on the application, dealing with multiple businesses occupying one space, ensuring life safety in all units, the number of parking spaces allotted to each unit, how to deal with independent contractors, signage rules and requirements for each unit, and the compatibility of businesses. They decided that the Planning Commission needs to study the current ordinance, resolution, and business license application.
- Tim asked that everyone spend some serious time studying the current ordinance, resolution and application. He asked they then return their suggestions back to him within 2 weeks. He would then compile their input and use it to revise the current ordinance, resolution and application. Tim stated that he would like to have a recommendation ready at the next Planning Commission meeting, which can then be forwarded on to the City Council.

**2. Discussion and reviews of Uintah City's open Conditional Use Permits.** \*(recording: 01:02:10)

- The City's list of open CUPs was reviewed by the Commissioners. A few questions on specific CUPs were discussed and resolved.

- There was also discussion about possible CUP violations and how to best address those. Tim said that he felt in order to call someone in on a CUP violation the City would need to receive a complaint first.
- The Commissioners agreed that all commercial CUPs need to be added to a future agenda to be closed, because the ordinance no longer requires a CUP for commercial zones.
- It was decided that when CUPs are reviewed, the following process will be followed: 1- A letter will be sent out by the Planning Commission Secretary informing them they've been added to the upcoming agenda, 2- If the CUP holder does not respond to the letter and does not appear at the scheduled Planning Commission meeting, a second letter will be sent informing them that if they do not contact the City Office or the Planning Commission Chair their CUP will be considered abandoned and will be placed on the next agenda to be closed.

**3. Meeting adjourned.** \*(recording: 01:37:00)

- Glen Woolsey made a motion to adjourn the Planning Commission work session meeting for July 25, 2017.
- Seconded by Todd Burton.
- All in favor, motion passed.

APPROVED by the Planning Commission this 22 day of August, 2017.

  
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Planning Commission Chair