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

UINTAH CITY
PLANNING COMMISSION MEETING
Thursday, September 21, 2017
7:00 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 7:00 p.m.

Pledge of Allegiance led by Tim Petty.

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

Declaration of Conflicts of Interest: None

Attendees: Crystal Western, Darinda Wardell, Gordon Cutler, Kim Gleave, Robert Gleave, Ryan Smith, Tad Krause, Julie Krause, Ryan Krause

Agenda Items:

1. **Public Comment (2 minutes per person) *(recording: 00:00:42)**
 - City Recorder, Darinda Wardell, informed the Commissioners that the annual Open & Public Meetings training will be held on Tuesday November 14, 2017. The time has not been set yet but will probably be about 6:00pm. This is a mandatory meeting for all elected and appointed officials. Anyone who cannot attend needs to let Darinda know ASAP, and will have to arrange another way to receive the training.

2. **Approval of minutes for the Planning Commission meeting held August 22, 2017. *(recording: 00:01:45)**
Presenter: Tim Petty
 - Tim said that he felt the minutes need the addition of last names, so that Jeff Holden and Jeff Monroe can be clearly defined.
 - Robert Guillier motioned to approve the Planning Commission Meeting minutes for August 22, 2017, with the addition of last names to Jeff Holden and Jeff Monroe.
 - Seconded by Todd Burton.
 - All in favor, motion passes.

*******OPEN PUBLIC HEARING*******

Motion to close the planning commission meeting and open the public hearing was made by Scott Dixon, 2nd by Robert Guillier. All in favor, none opposed.

3. **Discussion on Subdivision Preliminary Plat Application for Tad & Julie Krause, located at 6574 S. 2275 E., Uintah. *(recording: 00:03:07)**
Presenter: Tim Petty
 - There were no comments.

Motion to close the public hearing and reopen the planning commission meeting made by Scott Dixon, 2nd by Robert Guillier. All in favor, none opposed.

*******CLOSE PUBLIC HEARING*******

4. **Discussion/Action on Subdivision Preliminary Plat Application for Tad & Julie Krause, located at 6574 S. 2275 E., Uintah. *(recording: 00:04:15)**
Presenter: Tad Krause
 - The Krause's submitted physical copies of the Preliminary Plat. The Commissioners reviewed them and located the changes from the original.
 - Tad explained that the ditch changes and the Rail Road right-of-way are on the plat
 - Scott asked if there were two lots

- Tad answered that there would be two. One would be about an acre, and one would be a half acre.
- Tim asked for paperwork on the drain field. The Krause's turned in a drain field drawing. There was some discussion about where the existing home's septic and drain field are located, and where the new home's will be located.
- Todd Burton read off items previously submitted from the City Engineer, Matt Hartvigsen, when he reviewed the original plat, as follows:
 - Plat
 - 1. Our office will provide the developer with an address for the new lot. The lot address will need to be shown on the final plat.
 - 2. A standard ten foot public utility and drainage easement should be provided along the front of the proposed lot.
 - Tad responded that it has been added to the preliminary plat.
 - 3. Irrigation water will be delivered to the lot on the west from the back of the lot on the east. An irrigation easement will be needed across the lot back of the lot on the east to the lot on the west. Please work with the irrigation company to determine the size and location of irrigation easements. Please show these on the plat.
 - Tim verified that is now there on the preliminary plat.
 - 4. There is an existing building on the property. Please show the setbacks from the proposed and existing property lines to the structure on the plat.
 - Tad said the only thing missing is an old shed in the back.
 - Tim said add both houses, the shed, everything. He explained that they need to confirm that the setbacks to the new property line would satisfy city ordinances, and that is what needs to be shown on the plat.
 - 5. Label the point of beginning, found monuments, record vs. survey data, corners to be set, narrative, basis of bearing, etc.
 - Todd said he could see these things had been added on the preliminary plat.
 - 6. Provide the appropriate signature blocks for a subdivision plat.
 - There was discussion about what signature blocks are required.
 - It was determined that the addition of the Weber County Health Department and the Weber County Recorder would be required.
 - 7. Show the existing fences. If there are any gaps or overlaps then show dimensions from the existing fences to the property boundary line.
 - Tim and Todd said that the fences are shown on the preliminary plat.
 - Improvement Plans
 - 8. Provide a utility plan showing the location of utility lines and other features such as irrigation and tail water ditches.
 - Tim clarified that he thought this would be addressed in the building permit and not on the plat at this time.
 - Tim later stated that they will need to make a new service connection for the meter on the new home, and that should be shown on the final plat.
 - Tad mentioned that he had spoken with the power company as well about putting a pole in the southwest corner.
 - 9. Show the existing water service to the existing home. The existing water service will need to be located in front of the existing home or it may need to be relocated.
 - Tim said that the existing water service would need to be added to the Final Plat.
 - 10. Show the existing septic drain field on the construction plans. The existing drain field and replacement drain field area will need to be on the lot for the existing home. If not the drain field may need to be relocated or the lot lines adjusted so as to accommodate the drain field and replacement drain field.

- The Commissioners told Tad that the drawing he submitted looks acceptable, but it cannot just be a drawing; it needs to be added to the actual plat.
 - 11. The irrigation company will need approve the irrigation plan and piping of irrigation water through the development.
 - Tim said at the site visit it was discussed that it wouldn't be piped, but would just be a ditch across the back. Todd commented that in his experience they just need to have access to it.
 - 12. The property owner should be aware that the southwest corner of the property is not served with a drainage pipe. Water has been known to build up against the embankments for the railroad and the roadway. The home and any other accessory buildings should be elevated and setback away from this area, or flooding may occur.
 - Tim said this was addressed at the site meeting as well.
- Todd asked if the Krause's had a copy of Matt Hartvigsen's letter with these comments.
 - Tad said he did not, and Todd said the Commission would provide him with a copy to work off of to prepare the Final Plat
- Todd Burton read off items previously submitted from the City Building Inspector, Jeff Monroe, when he reviewed the original plat, as follows:
 - 1. Verify property lines prior to building the home and the lay out for the foot print of the home on the plat to be submitted for approval and review prior to receiving a building permit
 - 2. Check current plat to identify easements and especially the train track easements
 - 3. Check with power and gas and all utilities about requirements for their required locations
- Todd Burton pointed out to the Krause's that the Weber-Morgan Health Department per test letter dated May 3, 2016 and is valid for 18 months; therefore it will be expiring soon.
 - Tim suggested that they may be willing to renew the letter, but that the Krause's would have to check on that.
- The Planning Commission Secretary listed off the items that the Krause's still need to add on the Final Plat. These were items # 4, 6, 9, and 10 from Matt Hartvigsen's letter, listed above.
 - Todd asked that the Planning Commission Secretary provide the Krause's with a copy of Matt Hartvigsen's letter, and the items that were discussed, listed above.
- Todd Burton also mentioned that Zeke Swander and Amanda Shipley are still listed on the Preliminary Plat Application, and that needs to be updated.
- Todd Burton motioned to approve the Subdivision Preliminary Plat Application for Tad & Julie Krause, located at 6574 S. 2275 E., Uintah, with the conditions that were documented during the discussion.
- Seconded by Robert Guiller.
- All in favor, motion passes.

5. Discussion/Action on Boundary Line Adjustment for Ryan Smith located at 6640 S. 1400 E., Uintah. *(recording: 00:22:25)*

Presenter: Ryan Smith

- Ryan Smith presented his plans to the Commissioners. He explained that the current property line cuts right through his driveway. He said that there is an existing fence line, and they just want to adjust the boundary to mimic that fence line.
- Todd asked how this happened to start with.
- Ryan explained that he thought the original property owner had owned both Ryan's property and the Redd's property, and somehow this happened under their ownership. He said it was a surprise to him when he found out.
- The Commissioner's studied the plans, and Ryan explained the changes to them.

- The Commissioner's said that they felt this was pretty straight forward. Tim said that he had reviewed this multiple times and he felt comfortable with it.
- Scott Dixon motioned to approve the Boundary Line Adjustment for Ryan Smith, located at 6640 S. 1400 E., Uintah.
- Seconded by Robert Guiller.
- All in favor, motion passes.

*****OPEN PUBLIC HEARING*****

Motion to close the planning commission meeting and open the public hearing was made by Todd Burton, 2nd by Robert Guiller. All in favor, none opposed.

6. Discussion on amending Title 3 Chapter 1 of the Uintah City Code; relating to business license provisions and corresponding fees. **(recording: 00:27:35)*

Presenter: Tim Petty

- There were no comments.

Motion to close the public hearing and reopen the planning commission meeting made by Scott Dixon, 2nd by Robert Guiller. All in favor, none opposed.

*****CLOSE PUBLIC HEARING*****

7. Discussion/Action on amending Title 3 Chapter 1 of the Uintah City Code; relating to business license provisions and corresponding fees. **(recording: 00:34:05)*

Presenter: Tim Petty

- Tim presented the revised ordinance and resolution and went over each change with the Commissioners. There was much discussion about the updates that had been made since the last meeting. Some minor changes were made to the ordinance and some additional changes were made to the resolution.
- Tim listed the following changes to the proposed revisions to the ordinance:
 - Under 3-1-3, combine the exceptions 1 and 2, which will add the word "and"
 - Item 3 will say home businesses where a CUP is not required.
- Tim listed the proposed revisions to the resolution:
 - Under the fee schedule, where the class is not-applicable, revise description to say "business operated occasionally and by under the age of 18". Replace the word "or" with "and".
 - Under H1, remove "minor retail" as one of the examples, and revise the business license as being required, with a \$50 initial fee and a \$20 renewal fee
 - Under Commercial Businesses, add under C-1 and C-2 that the fire inspection is under the digression of the Fire Marshal. Under C-3 and C-4 add up to \$350 for the fee, putting a cap on that fee.
 - Delete and/or revise the audit and penalty statements after the fee schedule
- Todd Burton motioned to approve the amended changes to Title 3 Chapter 1 of the Uintah City Code, relating to business license provisions and corresponding fees, with the accompanying changes listed in the minutes.
- Seconded by Scott Dixon.
- All in favor, motion passes.

8. Discussion/Action on Conditional Use Application #2017-0203 for Kim & Robert Gleave; Care2U LLC, located at 6494 S. 1725 E., Uintah. **(recording: 00:29:00)*

Presenter: Kim Gleave

- Kim Gleave explained that she provides in-home diabetic eye exams; in the patients home, not the Gleave's home. She said this CUP would just be for a home office, for paperwork and phone calls, no patients would be visiting the home. She said all patient services are done at the patient's home.

- The Planning Commission Secretary, Crystal Western, said that they did not receive any letters or comments from any of the neighbors; one neighbor called to inquire, but when they found out that no traffic would be coming into the neighborhood, they said they were fine with it.
- Tim stated that this will still require a fire inspection; probably a phone survey.
- Kim stated that she will need a business license as well. There was a discussion with City Recorder, Darinda Wardell, about what the business license requirements and fee might be.
- They asked if she had to be certified to perform these exams. Kim responded she is not required to be certified.
- Tim stated that he sees no issues or concerns with this CUP.
- Scott Dixon motioned to approve CUP #2017-0203 for Kim & Robert Gleave; Care2U LLC, located at 6494 S. 1725 E. Uintah
- Seconded by Robert Guiller.
- All in favor, motion passes.

9. **Discussion/Action on closing the following Commercial CUPs:** **(recording: 01:30:32)*

04-003, Uintah RV Storage, Kenneth & Carolyn Barnes
04-020, Valley Designs & Landscape Consultants, Rick Grover
05-028, Spotlight Studios LLC, Brandon & Ashley Hardison
05-030, Uintah Self Storage, D&D Investments
05-031, All American Playground, D&D Investments
05-032, Pitcher Sports, D&D Investments
05-033, Utah Karate Institute, Mike Burke
05-034, Weber Self Storage, Matthew Bell
05-035, Bell Photographers Inc, Bell
05-036, Bell Printing, Bell
05-064, Beehive Cheese Company, Patrick Ford
05-090, Smitty's Tire & Service LLC, Rodger Smith
07-108, Government Buildings, Uintah City
10-147, Cottonwood Estates, Silverking Companies
11-150, Kent's Repair LLC, Kent Williamson
14-177, Outta Space Storage, Kelly & Jackie Moss
14-180, Commercial Buildings, Dixon Pitcher
14-181, A.W. Towing, Andrew Winterton
14-182, Winterton Automotive, Dale Winterton
14-184, Helsten Storage, Derrick Helsten
15-191, Speak by Design, Randy Minson
15-193, Harger Enterprises LLC, Daniel & Gloria Harger
15-194, Winterton Auto Sales, Dale, Andrew, & Jake Winterton
16-197, Mountain Oak Industries LLC, Neil Maxwell

- Robert explained that these are commercial zoned properties where a CUP would not be required.
- Todd asked if these are still active businesses.
 - The Commissioners read off the list of CUPs and had the City Recorder tell them if they still had an active business/business license. She confirmed they were all still active, with the exception of 11-150, 14-184, 15-191, 15-193, and 16-197.
- Tim asked if anyone had any discussion on the individual CUPs, or if they just wanted to close them all in one big lump sum.
- Robert Guiller motioned to close the Conditional Use Permits listed on the agenda.
- Seconded by Todd Burton.
- All in favor, motion passes.

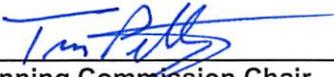
10. Commissioner's Responsibility Reports and follow-up from previous meeting. *(recording: 01:33:18)

- CUPs – Robert Guiller
 - Robert said thank you to the Planning Commission Secretary, Crystal Western, for working on updating the City's CUPs. He said that more CUPs should be up for review and will be on the next meeting's agenda.
- Commercial Building – Scott Dixon
 - None
- Training – Glen Woolsey
 - None
- Nuisance – Todd Burton
 - None
- Other – Tim Petty
 - Gordon Cutler, Uintah City Council Member, was in attendance at the meeting. He stated that he just wanted to thank the Planning Commission on behalf of the City Council. He said that he wished more City Council Members were able to attend the Planning Commission meetings so that they could see how much effort and hard work the Planning Commission puts into things. He also thanked Darinda and Crystal and said we have a great City staff.
 - Gordon also stated the he would like residents to be reminded that storm water swells are required in the City, and that they need to be maintained after the initial building. Todd stated that there is a problem with swells being filled in after initial build. Scott said that he thinks a lot of the problem is that the citizens aren't educated about the storm water swells, especially second and third generation owners, etc. Robert asked if there is any recourse the City can take when people illegally alter their swells.
 - Darinda suggested that the Planning Commission put reminder articles about things like this in the City newsletter.

11. Meeting adjourned. *(recording: 01:39:39)

- Scott Dixon made a motion to adjourn the Planning Commission meeting for September 21, 2017 at 8:40pm.
- Seconded by Robert Guiller.
- All in favor, motion passed.

APPROVED by the Planning Commission this 24 day of October, 2017.



Planning Commission Chair