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

**UINTAH CITY**  
**PLANNING COMMISSION MEETING**  
**Tuesday, February 26, 2019**  
**7:00 PM**



2191 East 6550 South – Uintah, Utah 84405

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

## Meeting Minutes

**Meeting Called to Order by Todd Burton at 7:00 p.m.**

**Pledge of Allegiance led by Glenn Woolsey.**

**Roll Call:** Present –Scott Dixon, Todd Burton, Glen Woolsey, Robert Guillier Excused –None

**Declaration of Conflicts of Interest:** Commission members are required by law to file a public disclosure statement with the Secretary listing business interests and investments that could create a conflict of interest with the duties of the Commission Member. When a matter in which a Commission member has a business or investment interest appears on the agenda, the Commission member must publicly disclose that interest. Tim Petty asked the Commission if they had any conflicts of interest with tonight's agenda; There were none.

**Attendees:** Gordon Cutler, Lori Woolsey, Johnny Nelson, Terri Nelson, Cody Nye

### Agenda Items:

**1. Public Comment (2 minutes per person) \*(recording: 00:00:01)**

Mayor Gordon Cutler thanked the Planning Commission for all they do for the city. Gordon told the Commission that we have some candidates that have applied for Commission positions, so he is confident that the vacancies can be filled. It closes March 1, 2019, so the City Council should be able to make the Commission appointments next Tuesday during the next City Council meeting. Scott Dixon asked if they were soliciting for Planning Commission members or if it was all volunteers. The Mayor said it had been mentioned to a few people but we also have other applicants who heard about the vacancy. Gordon told the Commission not to worry; they should be able to fill the positions at the next meeting.

Mayor Cutler also mentioned that since the City Council followed the recommendation of the Planning Commission to reduce the speed limit on 6600 S that there have been several posts on social media in disagreement of that change. He just wanted the Commission to know that there are comments out there that it was changed for revenue purposes. He also stated that he wanted to caution anyone who might speak to a citizen; that the overall idea with that change was not for revenue purposes, but for safety of the Uintah citizens. He stated that in all his conversations about changing the speed limit on 6600 S, there was never a mention of doing it to get revenue. He stated it really was not the reason and he wants the citizens to be aware it was not if they happen to speak to any of them. Robert Guillier stated it was a safety issue because there is no walk way on 6600 S.

Scott Dixon suggested placing something regarding this information in the next newsletter, and that he had a memo of around 15 reasons he suggested the speed limit needed to be reduced, revenue was not one of those reasons. Scott told the Mayor that he can use his memo if needed.

Mayor Cutler stated that he thinks people do not understand that the state of Utah gets the vast majority of the money from citations, not Uintah, so it would be a poor way to get revenue if that was the reason for the change of speed limit. He just asked if anyone brings this issue up with any of the members to let them know that it was for safety not revenue. He again thanked the Commission.

Scott Dixon made a motion to close the public comment portion of the Planning Commission Meeting. Seconded by Robert Guillier. All in favor, motion passes.

**2. Approval of amended minutes for the Planning Commission meeting held December 4, 2018. \*(recording: 00:05:25)**  
**Presenter: Todd Burton**

Robert Guiller made a motion to approve the amended minutes. Todd Burton asked if there were any comments or inputs on the minutes. The Commission members stated no. Todd Burton wanted to confirm that the minutes accurately reflected the discussion on the fencing. He was told yes by the Commission. He asked if there were any other comments. No.

Todd then asked for a second motion to approve the minutes. Scott Dixon stated he was not in attendance and if he had to attend to second the motion. Todd stated it would probably be best. Seconded by Glenn Woolsey. All in favor, motion passes.

Scott Dixon stated that he appreciated the way the minutes were written; he stated that he does not think that they have ever had this amount of detail and explanation in the minutes.

Todd Burton stated that the minutes are given to them in the form of a PDF in the electronic packet; Todd wanted to know if it was possible to get those in a word format so that they can edit the minutes.

Robert Guiller asked about a live google document so they can update constantly. Scott Dixon asked that if and when edits are made on the Google document would they be in a different font or color so that changes can be tracked and notated instead of changing the document constantly. Robert suggested color coding each commissioner's change requests. The secretary stated it might be possible. Todd Burton asked if it would be possible to get the minutes a week or two after the meeting rather than right before the next meeting so that they can recollect the meeting better; but he realizes that the secretary has a full schedule on top of being the Planning Commission secretary. Todd stated it would be good if possible, but he understands if not.

**3. Discussion/Action on Approval of minutes for the Planning Commission Meeting held on January 22, 2019. \*(recording: 00:10:35)**  
**Presenter: Todd Burton**

Todd Burton asked if anyone had any comments. Glenn Woolsey stated he did not see anything he did not agree with in the minutes. Todd stated he had comments that he had written and handed them to the secretary and asked if they could be addressed. Todd then asked Robert Guiller if he had any comments, Robert stated no. Todd's comments/changes to the minutes were handed to the rest of the Commissioners for review. Scott Dixon asked if this would postpone the approval of the minutes. Glenn Woolsey suggested that they be approved contingent upon the changes Todd had provided in writing.

Todd stated his changes to the minutes were with the approval of the storage units and the requirements of the engineered plan approvals.

Glenn Woolsey made the motion to approve the January 22, 2019 minutes with the amendments as noted by Todd Burton. Seconded by Robert Guiller. All in favor, motion passes.

**4. Discussion/Action on Boundary Line Adjustment for Johnny and Terri Nelson located at 6595 S 2175 E, Uintah \*(recording: 00:13:41)**  
**Presenter: Johnny & Terri Nelson**

Todd Burton asked Johnny and Terri to come forward and give an explanation of the reasoning for the boundary line adjustment.

Johnny Nelson stated they wanted to place a garage on the east side of their property but did not have enough right of way to have ten feet between the property line and the garage required if it is attached to their home. Johnny stated they can put it behind their home but would rather have it attached. He stated they spoke with the neighbors and they don't do much with that property so they were willing to sell that portion of their property to them so that they can build their garage.

Scott asked if there was anything they would need to do as the Commission if the property was already acquired. Johnny stated that the only question was that neither of the properties were a half acre, and the purchase would make one property smaller and the other larger; but neither would meet the criteria for the city of a complete half acre. They were both grandfathered in many years ago at less than a half-acre each. Terri Nelson stated originally the property was owned by one person and then divided to place two homes on it, before the half acre criteria existed for lots in Uintah.

Todd Burton asked if both were under a half acre even with this possible change. Johnny stated yes and there is also a spot on their north side; it is his father's property and they have been using it for their llamas; they are being allowed to acquire that property as well.

Scott asked if his father's property would remain a half acre, Johnny said he was not sure. Terri Nelson said it will be close, but just under. Scott stated that 20,000 square feet is considered a half-acre.

The boundary line adjustment map provided was reviewed by the Commission and they discussed what was proposed. Johnny stated that there were two plot maps, one for the east side and the other for the north side. Johnny stated the east side plot map does not have the fencing on the property line where it should be, that it was on the plot map incorrectly. Glenn asked is the 1700 foot piece on the map would be for his garage and the piece if the piece in the back would just transfer ownership and Johnny stated yes. Glenn asked if they had the surveyors come out and so it all. Johnny stated yes but they do have the drawn up plans for the garage but they wanted to make sure the boundary line adjustment was approved first.

Todd Burton asked if acquiring this particular property will give them the clearance from the property line. Johnny stated they will have a ten foot right of way. He stated they could build it behind the house but it would have to be detached but they want an attached garage.

Glenn Woolsey asked if this would interfere with anyone's septic systems, Johnny stated no. Johnny was asked to step up and walk the Commission through his plans. The Commission asked him about the setbacks. Johnny stated they provided consent forms from all parties involved. Todd asked if it impinges on any of the septic drain fields and Terri Nelson stated no.

Scott Dixon asked if they had all the proper setbacks as far as their side yard. Johnny stated it will not affect the setback on his side. The setbacks were discussed in reference to the drawings. Scott asked if the setback was 30 feet. Johnny stated they are at 50 or 60 right now and the adjustment will probably drop it to about 45 feet.

Robert Guiller asked if they possibly needed an official paperwork saying what is done today as far as the questions that are being asked by Scott about the setbacks. Scott stated he thinks it is there on the plans but asked if there was an original set of plans because the copies were weak. He wanted to get a clearer view of what was being discussed. Johnny stated he kept the original. He let the Commission review the set of original plans.

Scott stated he was ok with what is on the plans; they could possibly have Great Basin draw the structures on them if that would help everyone understand them better. Johnny explained more on the boundary line plans.

Todd Burton wanted to verify if there were no issues being created and if it was just a simple property line adjustment.

Robert Guiller stated that going forward maybe they should require things like drain fields and septic tanks be placed on the maps and stamped to make it official for these boundary line adjustments rather than just the dialogue because of interpretation so that is recorded properly. Todd agreed that maybe they should require it moving forward. Johnny stated that the septic that is there has been there for a long time, it is the original. Terri Nelson stated the home was originally Johnny's grandparents' home. Todd Burton stated it appears he is in compliance with the property line adjustment package and it does not ask for that information, but as a recommendation to make a motion to revisit changing and/or modifying the boundary line adjustment packet requirements for the future. Robert stated those questions were being asked because he would hate for it to cause problems in the future. Johnny and

Terri were asked if they knew where the drain field was located. Johnny stated he is confident that the drain field goes toward the railroad; there is an access point right behind the west corner of the house. Scott Dixon stated they should have them sketch on the map the probable location of the drain field and the buildings for the record. Johnny stated he can have that done.

Scott Dixon made a motion to accept the boundary line adjustment for Johnny and Terri Nelson located at 6595 S 2175 E, Uintah with the provision that Johnny outline the existing homes and location of the current drain fields on the current plans. Glenn Woolsey seconded. All in favor, motion passes.

Scott Dixon verified that Johnny Nelson would draw those items on the map and get it to the Planning Commission secretary.

**5. Discussion/Action on Site Plan review for Cody Nye; Nye's Tree Service located at 2580 E 6550 S, Uintah, UT. *(recording: 00:33:51)***  
**Presenter: Cody Nye**

Cody stated he has provided the updated site plan. He stated that the Commission had questions on fencing, the existing structure, lighting, etc. and asked if they had all taken a look at the updated plans.

Todd Burton stated Matt, the city engineer, has gone over it and has a large number of questions. Todd Burton asked when Matt Hartvigsen received the plans because Matt Hartvigsen indicated that this was just a quick snapshot and indicated that there would be more. He was advised as soon as the city received them from Cody they were emailed to Matt and Jeff Monroe, but the email would need to be checked for the exact date (February 13<sup>th</sup>). Cody was given a copy of the list of questions from Matt. Todd asked Cody to go through the list of questions from Matt one by one. Each question from Matt Hartvigsen was discussed.

- 1.) The plans are missing the elevations for storm water pipes and boxes. They also need to submit storm water runoff calculations to size the proposed sump correctly.

Cody stated will have to get with the engineer to find out why they are not on the plans.

- 2.) The plans show work on the railroad property including a 200' long block wall. The property owner will need permission from the railroad for all grading and construction work that they are doing. This needs to be written. The city should have a copy of the correspondence allowing the proposed grading and construction work.

Todd Burton stated that his interpretation of this question from Matt is that in order for Cody to work on the portion that is railroad property he needs authorization. Cody stated he has a lease (that was provided) that shows he is allowed. Cody then asked about the block wall and stated he does not see a block wall. Cody referred to the site plans and stated that it was possible the road he was referring to as a wall. Scott Dixon asked how much property Cody was leasing from the railroad. Cody stated about two or three acres; it extends back beyond his property.

Scott asked what the dimension was from the center line of the tracks to the line referred to on the site plans. Scott had Cody step up and show the leased property on the site plans. The Commission discussed items on the site plans. The Commission was trying to determine if the construction was going to be within the 60 feet that the railroad is always concerned about.

Scott asked if the work was within the 60 feet off the center line of the railroad tracks. Cody stated that the block wall shown should not be there, he will not be placing a block wall on the property it was from the previous plans. Cody stated he will be extending the fence. Todd asked what the original purpose of the block wall was. Cody stated just a type of a barrier.

Scott stated he will need to be careful with changes to the railroad property because they are very protective of their property. Scott stated he realizes he has a lease but even within the lease he wants to be careful; if he starts changing a grade on the property. Cody stated he is not going to be changing a grade at all. Todd Burton asked about the location of the wood chip storage and Cody showed him on the plans. Todd asked if installing the fence will be something that will have to be coordinated with the railroad. Scott Dixon stated that the lease is the railroads way of saying he can utilize that property the way he needs. Cody stated is the Commission does not want a fence there he is ok with that; he was placing a fence there for a type of buffer. Scott asked about the dimensions. Cody stated he knows that the distance they were referring to earlier is the exact same as what it is for the RV storage. Scott asked if he would guess it to be 60, 70, or 80 feet? Cody stated yes. Scott stated certainly not 20 or 30 feet? Cody said no, he did not want any of his guys that close with his front end loader. Scott asked if the railroad property was currently being used to place the wood chips on, Cody stated yeas and he has been ok'd for that. They then discussed the fence line and the placement of the location of the wood chips.

Cody stated his objective today was to get the actual building approved; but if not, he would at least like a motion to start grading the property for the building because he has a large area that he will have to level off for the building. Todd asked if there was a building permit required to grade the property. Robert Guiller stated not if it is his property. Cody stated the grading will bring the new building level with the existing home. Scott stated it seems they will have to get Matt to weigh in on these questions at some point since he is not present.

Cody referred to the block wall and stated it will not actually be there and he will have the engineer omit it from the plans.

- 3.) Will the railroad property be used for access only or will the property be used for material storage and staging? The property owner will need permission from the railroad to use the property. This needs to be written. The city should have a copy of the correspondence allowing the proposed access and uses on the property.

Cody stated he did have a copy of his lease and provided it to the Planning Commission secretary to make a copy for the Planning Commission records. He read from premises; use: " the premises may be used for parking and storage of equipment and storage of wood chips and logs

appertinent to lesse's tree service business, and purposes incidental therto, only, and for no other purpose.

- 4.) The home was originally going to be demolished but now it is not. A second culinary water service to the shop building is shown on the plans. I am not sure if a single property is allowed two services. Please check with Jeff Holden and Jeff Monroe to see what will be allowed. If a second service is not allowed the shop will need to tee off of the existing service.

Cody stated that does not sound like a problem; it will either be one or the other and he will proceed accordingly.

- 5.) The site plan does not indicate where parking will be located or how much parking will be provided. This needs to be shown on the plans.

Cody stated will just need to get it on the plans but visually showed the Commission where it will be and said it will only be employee parking. Cody stated his trucks will be there in the mornings to load and they will be gone the remainder of the day. He stated his secretaries work from home and he does not plan to have them there in the building but he does want the option for the future.

Todd asked if customers come to the facility to load their vehicles or if the business strictly does delivery. Cody showed the Commission on the plans where the fencing will be and where the customer entrance will be located, but said he will mostly be selling to commercial landscapers so not a lot of foot traffic. Cody said he may get a residential customer here and there but he is more focused on commercial landscapers so that he can sell in bulk. The customer parking will be on the south side of the building.

- 6.) The County Health Department will need to approve the proposed septic drain field changes. The property owner will need to provide the city with a copy of the county approval.

Cody stated that they will not be able to do any testing until the ground thaws. Cody stated it would be nice to have a facility with a sink and toilet, but if it is not possible that is fine. He stated he had met with the Health Department and they are just waiting for the weather to warm up in order for them to complete their testing. Todd asked if he would tap into the existing drain field. Cody stated they have said no he cannot, that is he is allowed to do it that he would have to have a new septic system. Todd asked if that is the direction he wants to go and Cody said yes if he is allowed.

- 7.) The Planning Commission will need to discuss site lighting. Will there be lighting on the building and how will it affect adjacent property?

Cody stated he is not putting any lighting on the building other than the normal spotlights on the corners. Cody stated that he will not be placing in lite signs with his business name because it is not a destination for people to come and buy products so it is not needed.

- 8.) The fire chief may have a concern with material storage at the site especially if it is flammable. Will that be allowed and will an additional fire hydrant be needed?

Chief Pope was present and weighed in on the site plan. He stated there is a fire hydrant present and if it has enough flow he is fine with just that one. Jeff Holden will have to test it; he was unsure of the flow test parameters. The Fire Chief had a question on the gravel road shown on the south side of the building; it will need to be able to withstand 75,000 pounds and be at least 20 feet wide. And there needs to be a turn around on the east side of the building with a 96 foot turnaround for the fire engine. Cody showed the Fire Chief a space that will be open to drive on and the fire chief stated he cannot take the fire engine off paved road. Cody stated his crane weighs 80,000 pounds and it goes down that road. The Fire Chief stated when it snows it will be a problem, so that road and the turnaround will need to be asphalted for the fire engine to be able to get to the other side of the building if needed. Cody asked if he could do something less expensive than asphalt or if it had to be asphalt? Chief Pope said if he can get it compaction tested stating it can withhold 75,000 pounds he can accept it. Chief Pope stated he will have to come on site at look at his wood chip storage to asses it. He also stated that once the building permit is submitted to Jeff Monroe he will probably have more questions. Todd asked Chief Pope to recap what he needed for the site. He also stated he will place his comments in an email for the Commission.

This was the email sent to Uintah City the following morning to verify this discussion per request:

1) The Fire Hydrant that is in place at the hammerhead of 6550 South is within close enough proximity to the property. We will need to have a flow test on that hydrant to make sure that it can produce enough water for the fire load of the proposed shop (I think this is part of the reasons Matt was looking for building heights, and construction material at this phase not just the building permit phase). If the current hydrant has enough flow, there will not be a need for an additional Hydrant.

2) The proposed gravel road on the south side of the property needs to meet Fire Department Access Road requirements. Access roads must meet minimum requirements so that fire department vehicles can approach the building within an adequate distance to allow firefighters to reach all sides of a building. Apparatus must have access to within 150 feet of all portions of the facility and all portions of the exterior walls of a building at the first story. This distance is measured from the nearest edge of the fire apparatus access road. Public roads, alleys, and on-site parking areas will qualify as fire apparatus access roads, on the condition they comply with the 150-foot limitation and conform to the required design specifications. As far as the make up of the road, we do not want to make it overly cost prohibitive but it needs to be a road that (a) is 20+ feet in width, and (b) is able to consistently withstand weights for 75,000 lbs. without sink or erosion. Just to give you some historical context on this, this property had a structure fire in the residential portion of the building in the not to distant past, and while I wasn't on the scene of the fire (it was before my time) I know in talking to Chiefs who were there on that particular fire, access was a large complexity in the suppression effort.

3) I am not able to readily ascertain the turn around distances on the east side of the proposed shop. If we can show on the drawings, or at least in description the owners option of 120' hammerhead, 96' diameter radius, or 60' Y to provide adequate clearances to get apparatus safely in and out.

4) I know that there is current wood chips being stored there, and that was approval that was given in between my times here. While I don't think there is anything that will jam the process up, I do want to make sure that the storage of those wood chips are in compliance with the high pile combustible portions of the Fire Code (i.e. there is a written plan for bacteria produced heat release, turning over the chips at intervals, size of piles, space between piles, etc.)

5) As far as material storage in the proposed shop. I think we may have some concerns depending on occupancy, but I'm not sure at this point we need to hold up any process on our behalf. Once Jeff Monroe signs off on the occupancy type(s) for the proposed shop, we'll just need to make sure that all applicable Fire Code for that square footage/occupancy type(s) are addressed.

Please let me know if you have any questions.

Very Respectfully,

William Pope, Assistant Chief  
Fire Marshal  
Uintah City Fire Department

Cell: (801) 425-2802  
Email: [wpope@uintahfd.org](mailto:wpope@uintahfd.org)  
Web: [www.uintahfd.org](http://www.uintahfd.org)

9.) Winds may transport material stored on the site. Will materials stored outdoors be subject to wind transport?

Cody stated that he has been there for two years and has been up there when there are horrendous winds and the materials don't move. He said he can go up there anytime and the materials don't move; otherwise the city would probably receive a lot of complaints.

10.) It is assumed that garbage collection will continue as was done previously without the need for a dumpster and enclosure. The applicant should discuss this with the Planning Commission.

Cody said he thinks that he should have a dumpster. Scott asked if there is something in a commercial application that requires a dumpster enclosure; and if that is what Matt was referring to in this question. Glenn Woolsey stated yes and asked if Cody if he intended on placing the dumpster in an enclosure. Cody stated no, he was going to place a dumpster out there. Glenn stated the idea might be to keep the wind from blowing the trash and to keep people from adding or subtracting from the dumpster. Todd asked if this was required of other businesses. Robert Guiller stated no. Cody mentioned that he is really far back on the end of the road. Scott stated that may not matter as far as the ordinance is concerned but he has a good argument as far as being the last one far back on that road. Todd stated they will need clarification on this question.

- 11.) The Planning Commission will need to discuss zoning issues with the applicant.

Todd stated that he did not know what Matt was eluding to with this question. Scott asked what the zoning was in Cody's location; Glenn stated the property is zoned commercial. They will have to get with Matt for clarification of the question.

- 12.) Some landscaping should be maintained at the existing house. What is the proposed landscaping plan? This should be submitted for the Planning Commission to review.

Cody stated he was placing a fence around the house as it shows on the site plan and he is putting in a yard. Todd asked if he was going to update the site plan to reflect what he proposed and Cody said yes. Cody then asked what the Commission wanted to be shown; grass, fence, shrubs. Robert Guiller stated there is a percentage requirement of the area that needs to be greenery; he thinks it is 15 percent but they can get it clarified for him. Cody was asked the type of fencing he will be using by the Fire Marshal. Cody stated chain link fencing; he was told that would be ok.

- 13.) The concrete thickness are not shown on the details. Please show them.

Cody stated this was already addressed. The Commission agreed.

- 14.) The notes refer to the geotechnical report. Please send us a copy of the report for our records.

Cody stated he had it on an email and was given the city's email address to send the report.

- 15.) Building elevations should be provided to the Planning Commission for review and approval. Please indicate the type of materials used in construction and show the vertical dimensions of all materials used on the building.

Cody stated he could provide that to the Commission.

- 16.) The new building is shown on the north property line. Roof overhangs and drainage cannot enter the adjacent property. Please show how this will be handled.

Cody asked which property Matt was referring to and was told the railroad property. Cody asked as long as he is inside of that if he will be fine. He said he knows the lot line is zero which is in compliance. Cody asked if he would be fine if he had rain gutters and was told yes by Robert Guiller.

Todd Burton wanted to get a complete review from Matt Hartvigsen and have those comments forwarded to Cody once received.

Scott Dixon asked if he was also building a shop and wanted to know where it will be located. Cody said yes. Scott asked if was going to get drawings and engineered plans for the shop. Cody stated he was not aware it was required at this level of the process. He stated it is going to be a steel structure. Scott stated they did not need it at this initial time but it will be needed eventually and when he does, he will submit for a building permit and have all the drawings with details on it. Cody asked as far as planning and zoning goes what his main issues were and went through Matt's list from the email again to verify what he needs as listed above.

Cody stated that the Health Department will be really busy over the next thirty days and asked if the Commission will be able to approve him without a septic, but if he is approved by the Health Department he can place the septic tank. Robert Guiller said yes. Cody asked if he needed a letter; the Commission said yes.

Cody asked when he can get the hydrant tested. Chief Pope told him to get in contact with Jeff Holden to arrange the testing.

Cody asked about the wind and materials blowing issue again. Todd stated he remembered addressing this at a previous Planning Commission meeting and the concurrence was that it was not an issue. Robert Guiller said yes they did and it was not an issue.

Cody asked if was ok just getting a dumpster. The Commission stated yes, they will be consistent with the current ordinance which does not require an enclosure.

Cody asked if the zoning was ok. Todd said they will have to check with Matt on that issue, he is unsure what Matt was referring to as far as that question.

Cody asked if there is a need for building elevations at this time and asked why Matt was asking for them at this stage. Todd Burton said from his understanding it would be just to make sure it met code with the height of the building.

Todd Burton asked the Commission if there were additional comments from them after going through Matt Hartvigsen's. Scott Dixon said Matt did a very good job with the questions he asked but if he did not have the time to be thorough then they will need to defer to him for clarifications on the site plan and make a recommendation that it is accepted.

Todd asked if there was a previous discussion on a drain field and was it ever resolved. Cody stated that it is not on these plans because the engineer did not have the time to get everything on them; he was told by the engineer that he can get the full plan with the storm water runoff and everything needed later. Cody said he can get it all placed on the site plan and asked if they will need to meet once more. Todd said yes. Robert Guiller told Cody the more details he has on the plans will make it easier.

Glenn Woolsey stated this will need to be tabled until they get further action from Matt Hartvigsen and get all of his questions answered. Robert Guiller Item was tabled.

#### **6. Discussion/ Action/Approval on amended Planning Commission Rules of Procedure.**

(recording: 01:12:52)

Todd asked if anything besides including two alternates was being amended in the Rules of Procedure. Also amended was the removal of the one year requirement to serve as Planning Commission Chairperson. Scott asked if the alternates were part of the application process in place right now. Mayor Cutler stated yes.

Robert Guiller made a motion to accept the amended Planning Commission Rules of Procedure. Seconded by Scott Dixon. All in favor, motion passes.

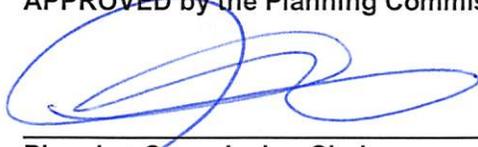
**7. Commissioner's Responsibility Reports and follow-up from previous meeting.** \*(recording: 01:15:38)

- a. **New business Licenses-** Catina Germany  
-The Plant Hall, LLC; 1/23/2019(house plants and décor) Stefanie Hall 2155 E 6550 S
- b. **CUP's-**Robert Guiller- NONE
- c. **Commercial Building-** Scott Dixon- NONE
- d. **Training-** Glenn Woolsey-NONE
- e. **Nuisance-**Todd Burton-NONE
- f. **Other-**NONE

**8. Meeting adjourned.** \*(recording: 01:16:50)

- Glenn Woolsey made a motion to adjourn the Planning Commission meeting for February 26, 2019.
- Seconded by Robert Guiller.
- All in favor, motion passed.

APPROVED by the Planning Commission this 26 day of March, 2019.



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Planning Commission Chair