

River Heights City

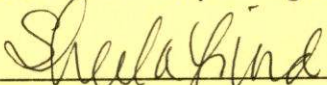
River Heights City PLANNING COMMISSION AGENDA

Tuesday, August 8, 2023

Notice is hereby given that the River Heights Planning Commission will hold its regular meeting beginning at **6:30 p.m.**, anchored from the River Heights City Office Building at 520 S 500 E. Attendance can be in person or through Zoom.

- 6:30 p.m. Pledge of Allegiance
- 6:32 p.m. Adoption of Previous Minutes and Agenda
- 6:35 p.m. Public Comment on Land Use
- 6:40 p.m. Discuss Proposed Code Changes Regarding Subdivision Review and Plat Requirements
- 7:30 p.m. Adjourn

Posted this 3rd day of August 2023



Sheila Lind, Recorder

To join the Zoom meeting:
<https://us02web.zoom.us/j/83045257875>

Attachments for this meeting and previous meeting minutes can be found on the State's Public Notice Website (pmn.utah.gov)

In compliance with the American Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sheila Lind, (435) 770-2061 at least 24 hours before the meeting.

River Heights City

River Heights City Planning Commission
Minutes of the Meeting
August 8, 2023

Present: Commission members: Noel Cooley, Chairman
Heather Lehnig
Lance Pitcher
Cindy Schaub
Troy Wakefield

Councilmember Blake Wright
Recorder Sheila Lind
Tech Staff Councilmember Chris Milbank

Motions Made During the Meeting

Motion #1

Commissioner Lehnig moved to “approve the minutes of the July 25, 2023, Commission Meeting with corrections, as well as the evening’s agenda.” Commissioner Schaub seconded the motion, which carried with Cooley, Lehnig, Pitcher, Schaub, and Wakefield in favor. No one opposed.

Proceedings of the Meeting

The River Heights City Planning Commission met at 6:30 p.m. in the Ervin R. Crosbie Council Chambers on August 8, 2023.

Pledge of Allegiance

Adoption of Prior Minutes and Agenda: Minutes for the July 25, 2023, Planning Commission Meeting were reviewed.

Commissioner Lehnig moved to “approve the minutes of the July 25, 2023, Commission Meeting with corrections, as well as the evening’s agenda.” Commissioner Schaub seconded the motion, which carried with Cooley, Lehnig, Pitcher, Schaub, and Wakefield in favor. No one opposed.

Public Comment on Land Use: There was none.

Discuss Proposed Code Changes Regarding Subdivision Review and Plat Requirements:

Commissioner Cooley explained there were various revisions by himself, Engineer Rasmussen, and Councilmember Wright which happened during the week. They also discussed the new definitions, which Commissioner Cooley came up with, to cover new terms in the subdivision revisions. They decided to include a definition of “sketch plan.” They also included “zoning administrator” to the definition of DRC.

Councilmember Wright explained his draft. He reordered the list of requirements in the process. Commissioner Cooley liked the way it flowed. They discussed the administrative expenses

45 discussed in 11-4-1:B.2. Mr. Wright explained the fees would be set by the council. The Commission
46 Chair will inform the subdivider there will be an expense to be paid before a review. Discussion was
47 held on when the developer would fill out the application and when to charge them for the
48 engineer's time at the DRC meeting.

49 They discussed and made a few minor changes throughout the rest of the section.

50 Commissioner Cooley explained his additions to the "Preliminary Plat" section.

51 Recorder Lind will make the changes and then send it to Commissioner Cooley and
52 Councilmember Wright. Once they approve, it will be sent to Attorney Jenkins and Engineer
53 Rasmussen for their input. The Commission planned to discuss it one last time at their next meeting
54 on August 22nd. The public hearing will be scheduled for September 12th.

55 The meeting adjourned at 7:50 p.m.

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Noel Cooley, Commission Chair



Sheila Lind, Recorder

Blake's Draft

CHAPTER 4

REVIEW AND PLAT REQUIREMENTS

SECTION:

- 11-4-1: Development Review Process
- 11-4-2: Preliminary Plat
- 11-4-3: Final Plat

11-4-1: DEVELOPMENT REVIEW PROCESS

A. Intent: By the time a subdivider creates a preliminary plat, both the subdivider and the city have made a substantial investment in time and money. In addition, once the preliminary plat has been completed, it is difficult and expensive to rework the plans for the project. In an effort to better meet the needs of the city and the subdivider, the city has adopted the following development review process.

B. Pre-application Meeting:

1. Intent: The purpose of the pre-application meeting is to allow the subdivider the opportunity to share with the Development Review Committee (DRC) his/her proposed project plans. It also gives the DRC the opportunity to share with the subdivider the city's thoughts and ideas. The DRC will comment on the compatibility of the proposed development with the general plan and general compliance with the zoning ordinance, this title, and other ordinances and/or city regulations.

2. Process: The subdivider shall obtain and review a copy of the subdivision ordinance from the city or the city's web page. He/she shall then contact the planning commission chairperson to schedule a pre-application meeting with the Development Review Committee (DRC). The planning commission chairperson will inform the subdivider of the city's DRC administrative expense and will schedule a conference with the DRC within five (5) business days. The subdivider shall provide the following information to the DRC:

- a. A general description of the existing conditions of the site.
- b. A sketch drawing (hard copy or ^{digital copy in pdf format} electronic) showing the proposed subdivision layout, including the numbers of lots and street locations.
- c. The relationship of the proposed subdivision to existing utilities and streets.

3. DRC Recommendation: Once the DRC has a general idea of what is desired for the proposed development, they will forward it to the planning commission for further consideration along with notes of the pre-application meeting and a recommendation to approve, conditionally approve or reject the proposed development.

C. Concept Plan:

and application
that there is a ↑ of the fee being paid and \$ on application submitted

1. Intent: With the DRC's recommendation and pre-application meeting notes, the planning commission and the subdivider can review the proposed development to get a general idea of what is desired and how each visualizes the final product. While this is not a full preliminary plan (it will not contain the technical aspects of a fully engineered plan), the concept plan is the step where major decisions are made and agreed to.

2. Process:

a. At least one week prior to a regularly scheduled planning commission meeting, the subdivider shall inform the planning commission chairperson of his/her desire to be on the agenda and shall submit the ~~sketch~~ ^{concept} plan, overlayed on the site analysis map. If the ~~sketch~~ plan, overlayed on the site analysis map, is not submitted or notice not given one week prior to the next regularly scheduled planning commission meeting, discussion of the project may be placed on the agenda of the following regularly scheduled planning commission meeting. Six (6) copies 11" x 17" and a digital copy in pdf format of the ~~sketch~~ ^{concept} plan shall be submitted. ~~The following are required.~~

b. For areas where development is planned to occur in phases, the concept plan shall show the entire area for which all final plat approvals will be requested. The concept plan will be a guide but will have no official standing. It may be amended or modified from time to time by the subdivider. Only the final plat shall have official standing which shall permit the subdivider to proceed with subdivision construction.

3. Site Analysis

a. Intent: The purpose of having a site analysis map completed is to better understand what parts of the land are buildable, what land must be left alone, and what features the community may want to preserve.

b. Process: The subdivider prepares a site analysis map of the property of the proposed project site. The site analysis map shall be prepared in ~~an electronic~~ ^{a digital pdf} format and shall include all existing resources, including, but not limited to:

- (1) environmental features such as streams, slopes, wetlands, and floodplains,
- (2) historical sites and building,
- (3) cultural features,
- (4) unusual vegetation,
- (5) wildlife habitats and paths,
- (6) unusual rock formations,
- (7) any other features that make the property distinctive. (See title 10, chapter 11 of this code for additional information.)

4. Concept Plan Requirements: The concept plan, prepared on the site analysis map, shall include the following items:
 - a. The proposed name of the subdivision.
 - b. A contour map (request for these maps can be made from the U.S. Geological Survey [USGS]).
 - c. A map showing soil types (requests for these maps can be made through the Soil Conservation Service [SCS]).
 - d. A map showing flood hazard areas, including the 100-year recurrence interval flood; or where such data is not available, the maximum flood of record.
 - e. A map showing potential geographical hazards, e.g., earthquake fault lines.
 - f. The property boundaries of the proposed subdivision.
 - g. The names of the owner, subdivider, if other than the owner, and the engineer or designer of the subdivision.
 - h. Boundaries of adjacent properties and names of adjacent property owners.
 - i. Approximate number of lots proposed and street layout, indicating general scale dimensions of lots.
 - j. Approximate total acreage of the development as well as size of the individual lots.
 - k. All property under the control of the subdivider, even if only a portion is being subdivided.
 - l. Location, width and names of existing streets within two hundred feet (200') of the subdivision and of all previously platted streets or other public ways, railroad and utilities rights of way, parks and other public open space, permanent buildings and structures, houses or permanent easements, and section and corporate lines within and adjacent to the tract.
 - m. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in a subdivision, including, but not limited to, sites for parks, playgrounds, schools or other public uses.
 - n. Location of natural drainage channels and the proposed storm and surface water drainage system.
 - o. Description of the types of water systems proposed, both culinary and irrigation, along with any and all water rights.
 - p. Description of the type of sewer or sanitary waste system proposed.
 - q. Present zoning.

r. Date of preparation, scale of drawing and north arrow.

5. Site Visit:

- a. Intent: Seeing the property and its features will aid in understanding the dimensions and elements of the property. Important features may be very different in reality than they appear on paper; not all natural resources are alike or have the same value. Before the planning commission agrees to modifications of the property, they should know the full impact on the surrounding area.
- b. Process: After an acceptable concept plan, prepared on the site analysis map, has been received, the planning commission, with the subdivider encouraged to attend, will walk or drive around the proposed project site property. The site visit may be made as part of the same planning commission meeting.

where the concept plan is discussed.

6. Action by Planning Commission:

- a. The planning commission shall review the concept plan presented by the subdivider and compare it to the general plan, the zoning ordinance, this title, and other ordinances and/or regulations to determine compliance.
- b. A public hearing will be held in accordance with section 10-3-9 of Title 10.
- c. After the public hearing, the planning commission will coordinate with the subdivider with changes to the concept plan or forward it to the city council for its consideration. The city council may ~~approval~~approve, conditionally approve or reject the concept plan.
- d. Not later than thirty (30) days after the city council's consideration, the planning commission will communicate to the subdivider, in writing, its comments, requirements and recommendations. Upon approval, the subdivider may then proceed with the preparation of a preliminary plat. In the event a preliminary plat for at least one phase of the proposed subdivision has not been submitted to the planning commission for approval within twelve (12) months from the date of said communication from the planning commission, a new concept plan must be submitted and approved before a preliminary plat can be submitted for approval. (Ord., X-XX-2023)

see Noel's sheet

Commented [CR1]: Is it correct that the PC is the coordinating entity here to provide information back to the subdivider, or should this be the city council as the governing body that takes action on the concept plan?

D. Planning Commission Approval

1. c. After the public hearing, the planning commission will coordinate with the subdivider ^{of} any changes to the concept plan.
2. d. Process: Any changes agreed between the planning commission and subdivider will be reflected ^{on} updated drawings.
3. e. Action by planning commission:
 - a. After the agreed upon changes are reflected the planning commission will forward the concept plan to the city council for its consideration. The city council may approve, conditionally approve or reject the concept plan.
 - f. b. Not later than thirty (30) days after the city council's consideration, the planning commission will communicate to the subdivider in writing its comments, requirements and recommendation. Upon approval, the subdivider may then proceed with the preparation of a preliminary plat. In the event a preliminary plat for a least one phase of the proposed subdivision has not been submitted ^{to} the planning commission for approval within twelve (12) months from the date of said communication from the planning commission, a new concept plan must be submitted and approved before a preliminary plat can be submitted for approval. (Ord., X-XX-2023)

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4. Once the planning commission has approved the concept plan, a public hearing will be held in accordance with section 10-3-9 of Title 10.
5. After the public hearing, the planning commission will (with the subdivider, if necessary) present the concept ~~sketch~~ plan to the city council for its approval, conditional approval or rejection. After this review, the planning commission will communicate to the subdivider appropriate comments, requirements and recommendations.
6. Following this review, and not later than thirty (30) days after review by the city council, the planning commission will communicate to the subdivider, in writing, its comments, requirements and recommendations. Upon approval, the subdivider may then proceed with the preparation of a preliminary plat. In the event a preliminary plat for at least one phase of the proposed subdivision has not been submitted to the planning commission for approval within twelve (12) months from the date of the said communication from the planning commission, a new sketch plan must be submitted for approval before a preliminary plat can be submitted for approval. (Ord., 8-12-2003)

11-4-2: PRELIMINARY PLAT

A F. Submittal Process: Seven (7) 11" x 17" ~~copies~~ ^{hard} of the preliminary plat ~~and a digital copy~~ ^{one (1) hard and a digital copy in pdf format} shall be submitted to the city for review. These copies are to be submitted at least five (5) working days prior to the next regularly scheduled planning commission meeting. The planning commission may, if said preliminary plats are not so submitted beforehand, postpone its consideration thereof until its next regularly scheduled meeting.

3. City Engineer Review: One copy of the preliminary plat in digital format shall be delivered to the city engineer for review. After his/her review, the city engineer shall transmit any conclusions and recommendations to the planning commission.

4. Planning Commission Review: ^{seven 7} ~~Six (6)~~ ^{hard} 11" x 17" ~~copies~~ ^{and one (1) digital copy in pdf format} of the preliminary plat shall be submitted to the planning commission for the commission and other city departments, as required, to review. After completion of all reviews deemed necessary, the planning commission shall approve, conditionally approve or reject the preliminary plat, or the planning commission may table the preliminary plat for consideration at the next regularly scheduled planning commission meeting.

G. Preliminary Plat Requirements: The preliminary plat shall comply with the following requirements:

- a. Basic Information: In a title block located along the bottom or right hand side of the digital copy twenty four inch by thirty six inch (24" x 36") plat sheet, the following shall appear:
- b. The proposed name of the subdivision;

- h. The names of the owner, subdivider, if other than the owner, and the engineer or designer of the subdivision.
- i. Boundaries of adjacent properties and names of adjacent property owners.
- j. Approximate number of lots proposed and street layout, indicating general scale dimensions of lots.
- k. Approximate total acreage of the development as well as size of the individual lots.
- l. All property under the control of the subdivider, even if only a portion is being subdivided.
- m. Location, width and names of existing streets within two hundred feet (200') of the subdivision and of all previously platted streets or other public ways, railroad and utilities rights of way, parks and other public open space, permanent buildings and structures, houses or permanent easements, and section and corporate lines within and adjacent to the tract.
- n. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in a subdivision, including, but not limited to, sites for parks, playgrounds, schools or other public uses.
- o. Location of natural drainage channels and the proposed storm and surface water drainage system.
- p. Description of the types of water systems proposed, both culinary and irrigation, along with any and all water rights.
- q. Description of the type of sewer or sanitary waste system proposed.
- r. Present zoning.
- s. Date of preparation, scale of drawing and north arrow.
- t. For areas where development is planned to occur in phases, the concept sketch plan shall show the entire area for which all final plat approvals will be requested. The concept sketch map will be a guide but will have no official standing or approval. It may be amended or modified from time to time by the subdivider. Only the final plat shall have official standing which shall permit the subdivider to proceed with subdivision construction.

I. Action by Planning Commission:

- 3. The planning commission and city council shall review the concept sketch plan presented by the subdivider and compare its concept with the local general plan, zoning ordinance, this title, and other ordinances and/or regulations in the local jurisdiction to determine compliance.

Proposed Changes to Subdivision Definitions

11-2-1: DEFINITIONS

The following terms used in this title shall have the respective meanings hereinafter set forth:

| | |
|-----------------------------------|---|
| SKETCH PLAN: | A conceptual drawing of the proposed development prepared in accordance with the requirements of this title. |
| CONCEPT PLAN: | |
| <u>DRC</u> <i>spell out</i> | <u>Development Review ^{Zoning Administrator or} Committee consisting of varied members that include: Mayor, Council Member assigned to the DRC, Planning Commission Chairperson, Public Works Director, City Engineer.</u> |
| <u>PRE-APPLICATION CONFERENCE</u> | <u>Conference meeting between Developer and DRC to discuss proposed development.</u> |