

River Heights City

River Heights City PLANNING COMMISSION AGENDA

Tuesday, July 25, 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 20th day of July 2023



Sheila Lind, Recorder

To join the Zoom meeting:

<https://us02web.zoom.us/j/82997607446>

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
July 25, 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

Motion Made During the Meeting

Motion #1

Commissioner Schaub moved to “approve the minutes of the May 23, 2023, Commission Meeting with corrections, as well as the evening’s agenda.” Commissioner Pitcher 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 January 24, 2023.

Pledge of Allegiance

Adoption of Prior Minutes and Agenda: Minutes for the May 23, 2023, Planning Commission Meeting were reviewed.

Commissioner Schaub moved to “approve the minutes of the May 23, 2023, Commission Meeting with corrections, as well as the evening’s agenda.” Commissioner Pitcher 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 felt the subdivision application process was longer than it needed to be. He envisioned combining the steps that were pertinent and perhaps getting rid of some. He asked for discussion on: 1) What steps the developers should go through, 2) What meetings should be held, and 3) What drawings should be required. He noted the current ordinance calls for paper copies of plans, whereas, almost everything is done electronically these days.

43 He updated the commission on what happened to the Triiiio proposal discussed at their last
44 meeting. A buyer offered more money on the Demars property. Nic Porter (of Triiiio) didn't desire to
45 match it, so he dropped his proposed subdivision.

46 He informed that there was something in the works with the property east of the church. He
47 was hoping to work through the subdivision process before the developers came to the city.

48 He explained how the current process in 11-4 dictates. It starts off with a preapplication
49 meeting with the commission. He pointed out that other cities have their developers start with a
50 Design Review Committee (DRC).

51 He didn't find any other cities that required a site visit or site analysis. Commissioner Schaub
52 said these things slow down the process a bit and gives the commissioners time to digest the request.
53 Commissioner Lehnig felt it was time to make a few changes. She liked the idea of developers
54 meeting with a DRC at the beginning of the process where they could discuss their ideas. The
55 committee could tell developers right off if the project looked doable and could point out items they
56 might see as an issue.

57 The DRC would consist of: The mayor, councilmember over planning commission, city
58 engineer, public works director, and planning commission chair.

59 They liked the idea that developers wouldn't come to the planning commission until they had
60 some discussion and approval to move ahead on their development.

61 Discussion was held on which items could be combined.

62 Councilmember Wright stated he was very involved in coming up with the current code
63 language. It was very detailed because of a developer they were working with at the time. He felt
64 Commissioner Cooley's desire to streamline the process was valid. He agreed with having the
65 preapplication meeting with the design committee. He recommended combining the sketch plan and
66 site analysis. He felt the commission chair could apprise the commission of what had been discussed
67 with the DRC and from there go to the preliminary plat.

68 Commissioner Cooley had talked with Engineer Rasmussen who felt the site analysis should
69 still be required. Mr. Rasmussen also noted that the only time they need a paper copy is at the point
70 of final plat. Mr. Cooley suggested having the engineer draft the verbiage he felt should be required
71 on the final plat.

72 Councilmember Wright felt it was important for the commissioners to visit the site to be able
73 to visualize the impact of the development on the neighborhood and be aware of the topography,
74 etc. He suggested having a site visit on the same night the plan comes to the commission for the first
75 time. They agreed.

76 They discussed the importance of the developer having a copy of the city code and general
77 plan which he could review before coming up with his design.

78 Councilmember Wright suggested the commission chair set up the (DRC) meeting.

79 Commissioner Cooley reviewed what he thought they were saying: The preapplication
80 meeting would take place with the DRC. Then the developer would meet with the commission to
81 present a concept plan and site analysis, as well as a visit to the site. All of this would take place at
82 the first meeting with the commission. They discussed the order in which they wanted the council to
83 view it and when to hold the public hearing. Mr. Cooley suggested holiday the hearing after the first
84 meeting with the developer to find out how the public felt about it and then make the decision on
85 whether to forward it to the council for their blessing.

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Commissioners Cooley and Lehnig agreed to work together on coming up with a draft. Councilmember Wright suggested they check the state code to make sure they are following it. After coming up with the draft they will run it past Councilmember Wright and Engineer Rasmussen for their opinions. They hoped to have something to present at the next meeting and then schedule a public hearing two weeks later. They will also make changes to the preliminary plat section by removing the requirement to provide paper copies.

They discussed if the developer should fill out the application before they met with the DRC or after. They decided it would be best to have it turned in before.

The meeting adjourned at 7:40 p.m.



Noel Cooley, Commission Chair



Sheila Lind, Recorder

Code Change Discussion – July 25, 2023

11-4: Review and Plat Requirements

Pre-Application: Meet with DRC (comprised of Mayor, Zone Administer, Public Works, City Engineer, P&Z chair) to get scope of what developer wants to do. If meeting results approved, then Zone Administer gives Ok to proceed with Concept application.

Concept: Fills out application and pays fee. Presents a digital copy on concept plan that includes the following:

1. Name of subdivision
2. Map with property boundaries
3. Approximate number of lots and street layout
4. Approximate number of acres
5. Zoning
6. Approximate location of nearest utilities and those propose to service the subdivision.
7. A written statement of sufficient detail that the intent of the developer is made clear to the Planning commission who review the proposal, including information on phased development and associated timelines.

Preliminary Plat: If the Planning and zoning approves the concept plan then the next step would for the developer to submit a preliminary plat application for the City to review. The preliminary plan shall be submitted in digital format and shall include all the information that we presently require in both the site analysis and the preliminary plat section of our present codes. (Be listed here)