

River Heights City

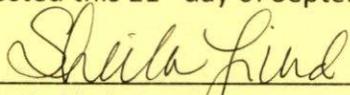
River Heights City PLANNING COMMISSION AGENDA

Tuesday, September 26, 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. Public Hearing to Discuss an Application for a Conditional Use Permit by Lee Gallup to Have a Lawn Care Business from His Home
- 7:00 p.m. Public Hearing to Discuss an Application for a Conditional Use Permit from Sara Hansen to Have a Pool in Her Yard
- 7:20 p.m. Public Hearing to Discuss and Approve Proposed Changes to the City Code
- 7:40 p.m. Adjourn

Posted this 21st day of September 2023



Sheila Lind, Recorder

To join the Zoom meeting:

<https://us02web.zoom.us/j/89179549740>

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
September 26, 2023

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6 Present: Commission members: Noel Cooley, Chairman
7 Heather Lehnig
8 Lance Pitcher
9 Cindy Schaub
10 Troy Wakefield
11
12 Councilmember Blake Wright
13 Recorder Sheila Lind
14
15 Excused Tech Staff Councilmember Chris Milbank
16
17 Others Present: Sara Hansen, Jake Bott, Lee and Sharlie Gallup, Ken,
18 Andrea, and Andrew Bullen, Danny, and Teri Peterson
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21 Motions Made During the Meeting

22 Motion #1

23 Commissioner Pitcher moved to “approve the minutes of the September 12, 2023,
24 Commission Meeting with corrections, as well as the evening’s agenda.” Commissioner Wakefield
25 seconded the motion, which carried with Cooley, Lehnig, Pitcher, Schaub, and Wakefield in favor. No
26 one opposed.
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29 Motion #2

30 Commissioner Lehnig moved to “approve a Conditional Use Permit Application for Lee Gallup
31 under the business name of Stacken Dimes. The permit will be for a business home office which will
32 not include supplier interactions at the property, as well as: a cleanup timeline of 30 days to move
33 the equipment to the back and side yards, for the look of a residential home. No equipment on the
34 sidewalks at any time. No signage on the property. Equipment must be stored on the property
35 (rather than the road). No chemical storage or hazardous materials relating to the business, stored on
36 the property. The permit will go away if the Gallups move.” Commissioner Schaub seconded the
37 motion, which carried with Cooley, Lehnig, Pitcher, Schaub, and Wakefield in favor. No one opposed.
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39 Motion #3

40 Commissioner Pitcher moved to approve the Conditional Use Permit request of Sara Hansen,
41 residing at 862 Orchard Drive with the following conditions: 1) Provide a non-climbable six-foot fence
42 with self-closing gates, 2) Complete the pool installation within 18 months, 3) Follow Cache County
building codes, and 4) Provide a copy of liability insurance coverage to the City. Commissioner

44 Wakefield seconded the motion, which carried with Cooley, Lehnig, Pitcher, Schaub, and Wakefield in
45 favor. No one opposed.

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47 Motion #4

48 Commissioner Pitcher moved to “pass the Proposed Changes to City Code, dated September
49 26, 2023 as amended, to the City Council.” Commissioner Lehnig seconded the motion which carried
50 with Cooley, Lehnig, Pitcher, Schaub, and Wakefield in favor.

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54 Proceedings of the Meeting

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56 The River Heights City Planning Commission met at 6:30 p.m. in the Ervin R. Crosbie Council
57 Chambers on September 26, 2023.

58 Pledge of Allegiance

59 Adoption of Prior Minutes and Agenda: Minutes for the September 12, 2023, Planning
60 Commission Meeting were reviewed.

61 Commissioner Pitcher moved to “approve the minutes of the September 12, 2023,
62 Commission Meeting with corrections, as well as the evening’s agenda.” Commissioner Wakefield
63 seconded the motion, which carried with Cooley, Lehnig, Pitcher, Schaub, and Wakefield in favor.
64 No one opposed.

65 Public Comment on Land Use: There was none.

66 Public Hearing to Discuss an Application for a Conditional Use Permit by Lee Gallup to Have a
67 Lawn Care Business from His Home: Commissioner Cooley invited Mr. Gallup to verbalize his request.
68 Mr. Gallup explained he had a lawn care business and wanted to be considerate to the neighbors
69 around him. He knew it was his responsibility to be careful with other’s properties and make their
70 yards look nice. He was the only employee. His vehicles were personally owned. He likes to tinker
71 and work on his equipment. He only does his business during the summer.

72 Commissioner Cooley read a letter from Teri Peterson. She asked that the commission check
73 out the Gallup property. She said the number of Mr. Gallup’s vehicles causes a problem in the
74 neighborhood. She also noted the Gallup property is unsightly.

75 Danny Peterson said Mr. Gallup’s vehicles are not the only ones on the road. Another
76 neighbor has a semi he parks in the same area. It’s sometimes difficult to get through the street. Mr.
77 Gallup’s equipment is gone during the day but it’s back in the evening.

78 Andrea Bullen stated she lives across the street from Gallups. She agreed there was a lot of
79 equipment on their street, but it all didn’t belong to Mr. Gallup. She stated that Mr. Gallup was a
80 great neighbor and always willing to help the neighbors out. She supported Mr. Gallup’s request.

81 Commissioner Cooley closed the public hearing. He pointed out that lawncare businesses
82 were not an allowed use in River Heights, but a home office was allowed. He asked Mr. Gallup where
83 he would park his trailer during the winter. Mr. Gallup planned to park it in his side yard and
84 driveway. Commissioner Wakefield asked if this was his first year of having the trailer. Mr. Gallup
85 said he’d always had it.

86 Commissioner Lehnig asked Mr. Gallup if he could store the equipment on his property all
87 year around. He said he technically could, but he wanted to be more cautious with parking, to always

88 pull forward. Ms. Lehnig read from 3-1-4:A.1.e. of the city code which stated home occupations can't
89 have the visual of, "... storage of supplies, equipment, materials and heavy equipment ..." at the
90 residence. She reiterated that all his equipment should be stored on his property and out of view.

91 Mr. Gallup said he knew he could tidy up his yard.

92 Commissioner Schaub noted there were two business names on his application and asked if
93 he had two different businesses. Ms. Gallup said Stacken Dimes is a welding business where he does
94 jobs which are all off-site. His business of 6G Mowing, DBA Stacken Dimes, is registered through the
95 state.

96 Commissioner Wakefield asked for a description of the equipment. Mr. Gallup said he had an
97 18-foot trailer, two mowers which he leased, a walk behind mower, and an aerator. He could stack it
98 all on the trailer during the winter.

99 Commissioner Cooley stated his business should not deteriorate the residential look. The yard
100 can't be full of equipment to look like a business.

101 Commissioner Lehnig drove by his yard and saw several trailers. Mr. Gallup said only one of
102 them is his. Commissioner Cooley said the neighbors need to be notified that they are not allowed to
103 park commercial vehicles on their road.

104 Commissioner Pitcher asked if he could provide an action plan with a timeline. Mr. Gallup said
105 he would be willing; but financially he isn't able to purchase more property.

106 Commissioner Schaub asked if they could put up a fence to hide the equipment. Mr. Gallup
107 said he was a creative person and could figure something out.

108 Commissioner Pitcher would like to see the street look better in the evening when families are
out walking so they can pass by and walk on the sidewalks.

109 Commissioner Cooley read through the conditions on the Valdavinos Conditional Use Permit
110 issued earlier this year, as a reference.

111 Commissioner Wakefield said the issue seemed to be the trailer needing to be off the road.

112 Commissioner Lehnig moved to **"approve a Conditional Use Permit Application for Lee
113 Gallup under the business name of Stacken Dimes. The permit will be for a business home office
114 which will not include supplier interactions at the property, as well as: a cleanup timeline of 30
115 days to move the equipment to the back and side yards, for the look of a residential home. No
116 equipment on the sidewalks at any time. No signage on the property. Equipment must be stored
117 on the property (rather than the road). No chemical storage or hazardous materials relating to the
118 business, stored on the property. The permit will go away if the Gallups move."** Commissioner
119 Schaub seconded the motion, which carried with Cooley, Lehnig, Pitcher, Schaub, and Wakefield in
120 favor. **No one opposed.**

121 Public Hearing to Discuss an Application for a Conditional Use Permit from Sara Hansen to
122 Have a Pool in Her Yard: Commissioner Cooley opened the public hearing and invited Sara Hansen to
123 explain her request. She said they wanted to install a pool in their yard and had concerns about
124 safety. They planned to install a fence and have a safe pool cover.

125 Commissioner Pitcher read the conditions from a previous conditional use permit, which
126 included a non-climbable fence, complete installation within 18 months, follow all city and county
127 building codes, and provide a copy of their insurance after the pool was completed.

128 Jake Bott explained the property and said he had poured some retaining walls. He was sure
129 he could have the pool finished within 18 months.

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Discussion was held on the enclosure of the yard, with the pool in it. It was decided the fenced yard would be sufficient.

Commissioner Pitcher moved to approve the Conditional Use Permit request of Sara Hansen, residing at 862 Orchard Drive with the following conditions: 1) Provide a non-climbable six-foot fence with self-closing gates, 2) Complete the pool installation within 18 months, 3) Follow Cache County building codes, and 4) Provide a copy of liability insurance coverage to the City. Commissioner Wakefield seconded the motion, which carried with Cooley, Lehnig, Pitcher, Schaub, and Wakefield in favor. No one opposed.

Councilmember Wright asked for clarification on if the pool project would include any above grade structures. Mr. Bott said it would not.

Public Hearing to Discuss and Approve Proposed Changes to the City Code: Commissioner Cooley reviewed the changes made in the code. He opened the public hearing. There were no comments.

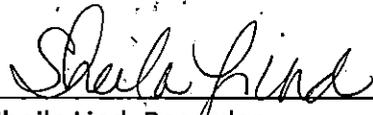
Councilmember Wright suggested a few changes which were discussed.

Commissioner Pitcher moved to "pass the Proposed Changes to City Code, September 26, 2023 as amended, to the City Council." Commissioner Lehnig seconded the motion which carried with Cooley, Lehnig, Pitcher, Schaub, and Wakefield in favor.

Commissioner Cooley asked each member to review Utah State Code 10-9a-524 and compare it with the city's code on boundary adjustments to see what needs to change to comply with State Code. The state's code doesn't require a public hearing if there are no homes on the property. The city's code does. He checked with Attorney Jenkins who said if a boundary adjustment came before the city, they would have to follow the city's code. He proposed discussing the changes at their next meeting.

Councilmember Wright brought up the fee schedule to see if they had any recommendations to pass on to the council. Suggestions were made.

The meeting was adjourned at 8:15 p.m.



Sheila Lind, Recorder

Noel Cooley, Commission Chair

River Heights City Conditional Use Application

For office use	
Date Received:	8/28/23
Hearing Date:	9/26/23
Amount Paid:	100.00
Approved _____	Denied _____

6:40

APPLICANT

Name: Lee Gallup
Mailing Address: 675 E 400 S River Heights
Phone: _____ email: _____
Please check one of the following: owner buyer renter agent other

PROJECT INFORMATION

Name: GG Mowing / Stacken Dimes
Address/Location: 675 E 400 S
Property Tax ID: 02-024-0027 Existing Zone: Residential
What is the current use of the property? Home
How many employees will be working at this location including applicant, immediate family, and non-family members? 1 - the owner
How many vehicles will be coming and going daily, weekly, or monthly? 1
I agree to abide by the River Heights City Parking Ordinance (10-14). Initial [Signature]
I agree to abide by the River Heights City Sign Ordinance (10-16). Initial _____
Description of Request: All work is done at job site. Home is where truck + trailer are parked.
Stacken Dimes - portable welding business *
GG Mowing - lawn care business - equipment maintenance in driveway -
what it is

SUBMITTAL REQUIREMENTS

- Completed and signed application form
- \$100 application fee
- 8 1/2 x 11 copy of plans
- Provide a Fire Protection evaluation from the fire department.



Sheila Lind <office@riverheights.org>

FW: Conditional Use Permit for Lee Gallup

1 message

Noel Cooley <nhcooley@comcast.net>
To: Sheila Lind <office@riverheights.org>

Sun, Oct 1, 2023 at 1:24 PM

Here us terry's email.

-----Original Message-----

From: Terry Petersen <danterpet@gmail.com>
Sent: Saturday, September 23, 2023 8:56 PM
To: nhcooley@comcast.net
Subject: Conditional Use Permit for Lee Gallup

Sent from my iPhone

I would respectfully suggest that prior to Tuesday's Planning & Zoning meeting that you check out the Gallup property. As it is now his truck & trailers are parked on the street but that should change when the weather gets bad. Where does he plan to park his equipment when that happens?

There are times when vehicles are parked on both sides of the street which makes it difficult for two cars to pass by each other going in the opposite direction.

There have also been times when his equipment has blocked the sidewalk making it a hazard for anyone trying to use the sidewalk.

This is a residential area & as such should reflect as much. The yard is very unsightly & unkempt & does not reflect well on the neighborhood.

I would like to suggest that measures be taken to clean up what's already there before considering more equipment to be allowed to park & be maintained there.

Sincerely,
Terry Petersen

River Heights City Conditional Use Application

For office use	
Date Received:	9/11/23
Hearing Date:	10/10 9/26/23, 7:00
Amount Paid:	100-
Approved _____	Denied _____

APPLICANT

Name: Sara Hansen
Mailing Address: 962 Orchard Drive River Heights, VT 04321
Phone: _____ email: _____
Please check one of the following: owner buyer renter agent other

PROJECT INFORMATION

Name: Sara Hansen - Pool
Address/Location: 962 Orchard Dr. River Heights VT 04321
Property Tax ID: _____ Existing Zone: _____
What is the current use of the property? Residential
How many employees will be working at this location including applicant, immediate family, and non-family members? _____
How many vehicles will be coming and going daily, weekly, or monthly? _____
I agree to abide by the River Heights City Parking Ordinance (10-14). Initial _____
I agree to abide by the River Heights City Sign Ordinance (10-16). Initial _____
Description of Request: Inground 20' x 40' swimming pool

SUBMITTAL REQUIREMENTS

- Completed and signed application form
- \$100 application fee
- 8 1/2 x 11 copy of plans
- Provide a Fire Protection evaluation from the fire department.

Meeting Schedule

The River Heights Planning Commission meets on the 2nd and 4th Tuesdays of each month at 6:30 p.m. Applications are due by 12:00 noon, two weeks prior to the meeting.

Application Fee Schedule

Flag Lot		150.00
Minor Subdivision, PUD		
Sketch Plan		200.00
Final Plat		400.00
Subdivision/PUD		
Concept Sketch Plan	<i>Pre-application meeting \$400</i>	200.00 <i>\$600</i> <i>\$500</i>
Preliminary Plat (10 lots and under)		1500.00
Final Plat		500.00
Preliminary Plat (11 lots and over)		3000.00
Final Plat		800.00
Commercial/Commercial Parking Lot Development		
Preliminary Layout and Design Review		200.00
Final Layout Submittal		400.00
Petition for Zone Change		300.00
Boundary Line Adjustment		150.00

River Heights City shall have the city engineer review the preliminary and final plats for all proposed subdivisions. The cost for all subdivision engineering review shall be billed to and paid for by River Heights City. River Heights City will then bill the developer for 100% of the actual cost incurred by the city for the engineering review of the plan. Payment is required within thirty (30) days from the time the bill is sent. The applicant/developer shall be responsible for all legal expenses and costs by the city for collection of any fees required herein. The final plat shall not be reviewed by the city until the costs to review the preliminary plat and any attorney fees incurred, have been paid in full, by the developer.

Signature of Applicant/Developer

Date

Checklist of needed items

- Application
- Current Cache County Recorders Plat map showing applicant's property and adjacent properties
- Plat map with all information required
- Fee

For City Use Only:

Amt Paid _____	Date Received _____	Receipt # _____	By _____
Amt Paid _____	Date Received _____	Receipt # _____	By _____
Amt Paid _____	Date Received _____	Receipt # _____	By _____

Proposed Changes to City Code
September 26, 2023

10-15-6 LANDSCAPING RIGHTS-OF-WAY

- B. Residential park strips shall be planted with live plant material to a minimum of 33% (thirty three) ~~thirty three~~ ~~fifty percent (50%)~~. When calculating park strip coverage percentage areas, plants may be measured at mature spread excluding street trees. Shrubs and other plant material located within the park strip should not exceed three (3) feet in height at maturity. Potential hazardous plant material containing thorns or spikes shall be prohibited in the park strip.
- C. Stone, gravel, mulch, or other decorative hardscape materials shall consist of less than 67% (sixty-seven) ~~fifty percent (50%)~~ of the park strip area. Decorative boulders and similar features shall be less than eighteen (18) inches in height. Poured concrete, asphalt or other similar solid surface paving is prohibited within the park strip except for ~~with the exception of~~ driveway approaches and adjacent commercial uses.

Insert new paragraph

10-15-7: STREET TREES

- D. Inorganic Mulch at Street Trees: Because rock, gravel and other hard surface materials as ground cover retain and emit heat during the summer months when water is scarce, it is recommended they ^{not} be used within a thirty-six-inch (36") radius/seventy-two-inch (72") diameter of any street tree, unless an operable irrigation system ^{is} provided.

Move D, E & F to E, F, & G Insert new definitions where applicable.

Insert new definitions where applicable.

11-2-1: DEFINITIONS

CONCEPT PLAN:	A conceptual drawing of the proposed development prepared in accordance with the requirements of this title.
^{IVE} ADMINISTRATIVE LAND USE AUTHORITY	Consists of varied members including mayor, zoning ^{the} administrator, planning commission chairperson, public works director, and city engineer.
PRE- APPLICATION CONFERENCE:	A conference meeting between a developer and the Administrative Land Use Authority to discuss a proposed development.
SKETCH PLAN	A simplified drawing of a proposed subdivision.

Replace 11-4-1 with the following:

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. 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 administrative land use authority (as defined by Utah Code Ann. § 10-9a-604.1) his/her proposed project plans. It also gives the administrative land use authority the opportunity to share with the subdivider the city's thoughts and ideas. The administrative land use authority 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 and application from the city or the city's website. After submittal of the application and payment of the fee, the subdivider may contact the city recorder to schedule a pre-application meeting. The City Recorder shall schedule a conference with the administrative land use authority within ~~fifteen (15)~~ ^{ten (10)} business days of receiving the request. The subdivider shall provide the following information to the administrative land use authority:

a. A general description of the existing conditions of the site.

b. A sketch ^{plan} ~~drawing~~ (hard copy or digital copy in pdf format) 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. Pre-application Meeting. At the pre-application meeting, the City shall provide the website where the applicable land use regulations can be found, a complete list of standards required for the project, preliminary and final application checklists, and feedback on the concept plan. The meeting may be in a public setting or at a municipal staff level.

4. Administrative Land Use Authority Recommendation: Once the administrative land use authority has a general idea of what is desired for the proposed development, ~~the administrative land use authority~~ ^{the sketch plan} 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. If a preliminary subdivision application complies with applicable city ordinances, the administrative land use authority shall ~~recommend and forward approval~~ ^{forward their recommend...} to the planning commission.

C. Concept Plan:

1. Intent: With the administrative land use authority'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 concept plan, overlaid on the site analysis map. If the concept plan, overlaid 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. Seven (7) copies 11" x 17" and a digital copy in pdf format of the concept plan shall be submitted.
 - 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 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 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 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 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 any changes to the concept plan which will be reflected on the updated drawings.
- d. After the agreed upon changes are reflected, the planning commission will forward the concept plan to the city council for their consideration. They may approve, conditionally approve, or reject the concept plan.
- e. 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.

11-4-2: PRELIMINARY PLAT

- A. Submittal Process: Seven (7) 11"x17" hard copies and one (1) digital copy in pdf format of the preliminary plat 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.
 1. 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.

2. **Planning Commission Review:** Seven (7) 11"x17" hard 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.