

Plain City Planning
Minutes of Meeting
August 24, 2017

Minutes of the Plain City Planning Commission held on August 24, 2017 at 7:00 p.m. located at the Council Chambers in the Plain City Hall, Plain City, Utah 84404.

Present: Chairman Blake Neil
Vice Chair John Leonardi
Commissioner Jarod Maw
Commissioner Mark Osenbach *Excused*
Commissioner Cheri Sparks
Alt. Commissioner Kris Carrigan *Excused*
Staff: Kathy Campbell, Derek Moss, Bren Edwards

ATTENDEES: Craig L Hansen, Kore T Woosley, Jan Wilson, Jeff W Hales, Tasha Hadfield, Josh Hadfield

WELCOME: Chairman Blake Neil welcomed those in attendance.

PLEDGE OF ALLEGIANCE: Commissioner Jared

MOMENT OF SILENCE/INVOCATION: Vice Chair Leonardi

1.ROLL CALL Chairman Neil conducted roll call and indicated Commissioners Sparks, Maw and Vice Chair Leonardi were present. Commissioner Carrigan and Osenbach were excused.

2. OPENING MEETING STATEMENT

The opening statement was read by Chairman Neil

3. EX PARTE COMMUNICATION OR CONFLICTS OF INTEREST TO DISCLOSE

Chairman Neil asked if any members needed to declare a conflict of interest or disclose any ex parte communication in which they have engaged. Commissioner Osenbach had reported to Chairman Neil that he had spoken to Jeff Hales concerning the S Curves subdivision.

4.Public Comments for Items not on the Agenda:

None

5. Approval of Minutes July 27, 2017

Motion: Commissioner Sparks made a motion to approve the Minutes of July 27, 2017 with said changes. Commissioner Maw seconded the motion. Vote: Commissioners Maw, Sparks, Vice Chair Leonardi and Chairman Neil voted aye. Motion carried.

6. Technical Review Report: There was not a Technical Review

7. Administration Items:

a. Discussion/Motion: Lot line Adjustment Wilson/Hansen 2341 N 4500 W

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1. Vice Chair Leonardi asked if the lot would show as a non-conforming lot. Vice Chair
2. Leonardi was informed that it would show as a no-conforming lot, but would be a
3. improvement with the frontage. Commissioner Maw stated this will help clean up the area.
4. Bren Edwards stated with the Cook subdivision and this lot line it has cleaned up the area for
5. the city. Chairman Neil asked why in JUB Engineering comments they had #3 which states
6. “A Subdivision plat needs to be created for this lot line adjustment.” Secretary Campbell
7. stated it was because there had just been a previous lot line adjustment that the recorded lot
8. line adjustment with Weber county was not what had been approved by the Planning
9. Commission.
10. **Motion: Vice Chair Leonardi made a motion to approve the Lot Line Adjustment for**
11. **2341 N 4500 W. Commissioner Sparks seconded the motion. Vote: Commissioners**
12. **Sparks, Maw, Vice Chair Leonardi and Chairman Neil voted aye. Motion carried.**
- 13.
14. **b. Discussion/Motion: Final S-Curve West 2950 W 2600 N 29 Lots**
15. Jeff Hales stated they had corrected the square footage for lot 2 to 14,000, increased the
16. easement to 20” and got rid of the bubble. Chairman Neil ask if the planning commission
17. had any questions. They answered in the negative.
18. **Motion: Commissioner Maw made a motion to recommend final approval to the City**
19. **Council for S-Curve West 2950 W 2600 N 29 Lots. Vice Chair Leonardi seconded**
20. **the motion. Vote: Commissioners Sparks, Maw, Vice Chair Leonardi and Chairman**
21. **Neil vote aye. Motion carried.**
- 22.
23. **c. Discussion/Motion: Final S Curves Phase 4 2800 W 2550 N 20 Lots**
24. Jeff Hales said with the changes there are now 16 lots not 20 lots. Mr. Hales reported the
25. remainder parcel will be given to the city and the basin will be part of the commercial
26. area for the 20 percent landscaping. Vice Chair Leonardi asked why the road was blocked.
27. Bren Edwards of the public works stated the city had requested it and there would be a Knox
28. Box on it for the fire department. Chairman Neil asked Mr. Hales if he knew why the city
29. engineer had stated on lot 77 the area needed to be 21,818. Mr. Hales said the square
30. footage is 22,000 and it is a RE-15 zone, therefore it does not need that much square footage.
31. The commission concluded there was a error in the calculation and the square footage was
32. correct as listed on the plat. Commissioner Sparks asked if Mr. Hales knew what was
33. going in the commercial area. Mr. Hales said they had been catering to IHC. IHC would
34. like to have a satellite office there.
35. **Motion: Vice Chair Leonardi made a motion to recommend final approval to the City**
36. **Council for S-Curve Phase 4 with 16 lots. Commissioner Maw seconded the motion.**
37. **Vote: Commissioners Sparks, Maw, Vice Chair Leonardi and Chairman**
38. **Neil vote aye. Motion carried.**
- 39.
40. **d. Discussion Commercial Uses**

**Plain City Planning Commission
Staff Report**

SYNOPSIS / APPLICATION INFORMATION

Legislative amendment to revise, add, and remove permitted (P), conditional (C), and not allowed (N) uses in commercial zones.

Agenda Date: August 24, 2017

Applicant: Plain City Planning Commission

File Number: ZTA 2017-05

STAFF INFORMATION:

Derek Moss, AICP

APPLICABLE ORDINANCES

Plain City Zoning Ordinance Title 10-6-1 (Commercial Zones: Uses)

TYPE OF DECISION

When the Planning Commission is acting as a recommending body to the City Council, it is acting in a legislative capacity and has wide discretion. Examples of legislative actions are general plan, zoning map, and land use text amendments. Legislative actions require that the Planning Commission give a recommendation to the City Council. Typically, the criteria for making a decision, related to a legislative matter, require compatibility with the general plan and existing codes.

BACKGROUND

The Plain City Planning Commission recently reviewed the permitted, conditional, and not allowed used in commercial zones. Based on that review, this amendment captures the recommended changes by the Planning Commission.

Staff has prepared a draft ordinance addressing the recommended changes to Title 10-6-1 (See Exhibit A).

PLANNING COMMISSION CONSIDERATIONS

- Are the amendments appropriate?
- Are there any uses that are not included in the amendment that should be?
- Are there any uses that should be changed from permitted, conditional, or not allowed?

STAFF RECOMMENDATION

Make a recommendation to the City Council.

EXHIBITS

- A. Ordinance

ORDINANCE # 2017-05

AN ORDINANCE OF PLAIN CITY, UTAH AMENDING THE CITY'S ZONING ORDINANCE; AND ESTABLISHING AN EFFECTIVE DATE

Section 1. Recitals

WHEREAS, The City Council finds, that the City of PLAIN CITY (herein "City") is a municipal corporation duly organized and existing under the laws of the State of Utah; and

WHEREAS, the City Council finds that in conformance with the provisions of UCA § 10-3-717, the governing body of the city may exercise all legislative powers; and

WHEREAS, the City Council finds that in conformance with the provisions of UCA § 10-3-702, the governing body of the City may pass any ordinance to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct or condition authorized by State law or any other provision of law; and

WHEREAS, the City Council finds that this issue has been reviewed by the Planning Commission and certain recommendations made by them; and

WHEREAS, the City Council finds that the public health, welfare and safety are at issue in this matter; now,

THEREFORE, BE IT ORDAINED by the City of PLAIN CITY as follows:

Section 2. City's Zoning Ordinance Amended.

The following amendments are made to the Plain City Code Title 10-6-1: Uses permitted, conditional, and not allowed in commercial zones.

10-6-1: USES:

In the following list of possible uses in the commercial zones, those designated in any zone as "P" will be permitted use. Uses designated as "C" will be allowed only when authorized by a conditional use permit obtained as provided in chapter 10 of this title. Uses designated "N" will not be allowed in that zone. If a use is not identified in this section, explicitly designated as permitted or conditional, it is not allowed.

Business	Neighborhood C-1 ¹	General C-2	Transitional C-3
Amusement enterprises (i.e., arcades, mini-golf course, batting cage)	N	C	C

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Animal hospital, small <u>and large</u> animals only and provided conducted within completely enclosed building	€ <u>N</u>	C	€ <u>P</u>
Antique and import shop	C	P	P
Apartment, multi-family with enough parking spaces	€ <u>N</u>	C	C
Archery shop and range, provided conducted within completely enclosed building	€ <u>N</u>	C	C
Art and artists supply store	C	P	P
Athletic and sporting goods store, excluding sale or repair of motor vehicles, motor boats or motors	€ <u>N</u>	P	P
Athletic and sporting goods store, including sale or repair of motor vehicles, motor boats or motors	N	C	C
Athletic club	N	P	P
Auction establishment	N	P	P
Automobile body repair	N	P <u>C</u>	€ <u>P</u>
Automobile maintenance	N	C	€ <u>P</u>
Automobile new or used sales and service <u>and maintenance</u>	N	P	P
Automobile rental	N	C	P
Automobile repair	€ <u>N</u>	P <u>C</u>	P
<u>Automobile salvage</u>	<u>N</u>	<u>N</u>	<u>N</u>
Awning sales and service	C	P	P
Bakery goods manufacturing	N	N <u>C</u>	P
Bakery manufacture limited to goods retailed on premises	C	P	N
Bank or financial institution	C	P	C

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Barbershop	<u>C</u> <u>P</u>	P	P
Beauty culture school	N	P	P
Beauty shop	P	P	P
Beer parlor, sale of draft beer	N	C	C
Bicycle sales and service	C	P	P
Billiard parlor	N	C	C
Blueprinting or copy center	C	P	P
Boarding or lodging house	N	N	N
Boat building	N	N	P
Boat sales and service	N	C	P
Bookbinding	C	P	P
Bookstore, retail	C	P	P
Bottling and distribution plant	N	N	P
Bowling alley	N	P	P
Building materials sales or yard	N	C	P
<u>Business office</u>	<u>C</u>	<u>P</u>	<u>P</u>
Cafe or cafeteria	C	P	P
Camera store	C	P	P
Candy manufacturer	C	P	P
Candy store, confectionery	C	P	P
Car wash - automatic	C	P	P

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Car wash - manual	C	P	P
Carbonated water sales	C	P	P
Carpenter and cabinet shop	EN	PC	P
Carpet and rug cleaning	C	P	P
Carpet, rug, and linoleum service	C	P	P
Catering establishment	C	P	P
Childcare - daycare	P	P	P
Christmas tree sales	C	P	P
Church	C	C	C
Church, temporary revival	N	C	C
Circus, carnival or other transient amusement	N	C	C
Clinics, medical and dental	C	P	P
Clothing and accessory store	EN	P	P
Construction of buildings to be sold and moved off of premises	N	N	P
Contractor shop, provided work conducted within a completely enclosed building	EN	PC	P
Convenience store	C	P	P
Costume rental	EN	P	P
<u>Craft store</u>	<u>N</u>	<u>P</u>	<u>P</u>
Dairy products	C	P	P
<u>Dairy products manufacturing</u>	<u>N</u>	<u>N</u>	<u>N</u>
Dance hall - studio	C	P	P

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Delicatessen	C	P	P
Dental practice	C	P	P
Department store	N	C	C
Drapery and curtain store	C <u>N</u>	P	P
Drugstore	C <u>N</u>	P	P
Educational institution	C	C	C
Electrical and heating appliances and fixtures sales and service	N	P	P
Electronic appliances and/or electronic instruments assembly	N	N	P
Electronic equipment sales and service	C <u>N</u>	P	P
Employment agency	N	P	P
Estate sales and one day auctions	C <u>N</u>	P	P
Express and transfer service <u>of goods</u>	N	P	P
Fabric and textile store	C <u>N</u>	P	P
Farm implement sales	N	C <u>P</u>	P
Farmers' market	C <u>P</u>	P	N <u>P</u>
Five and ten cent notions store	C	P	C
Florist shop	C	P	C <u>P</u>
Fruit and vegetable store or stand	P <u>N</u>	C <u>P</u>	N
Fuel sales office	N	N	C
Furniture sales, repair and upholstery	C <u>N</u>	P	P
Garden supplies and plant material sales	N	P	C

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Gift store	C	P	€ <u>P</u>
Glass sales and service	N	P	€ <u>P</u>
Government buildings or uses, nonindustrial	C	€ <u>P</u>	€ <u>P</u>
Graphic designing	N	P	€ <u>P</u>
Greenhouse and nursery	C	P	P
Grocery	C	P	€ <u>P</u>
Gunsmith	C	P	P
Gymnasium	€ <u>N</u>	P	P
Hardware store	N	P	P
Health and fitness club	C	P	P
Health food store	C	P	P
Heating and air conditioning sales and service	N	€ <u>P</u>	€ <u>P</u>
Heliport	N	N	€ <u>N</u>
Hobby and crafts store	€ <u>N</u>	P	€ <u>P</u>
Home decor shop	€ <u>N</u>	P	P
Hospital supplies	N	€ <u>P</u>	€ <u>P</u>
Hotel	N	€ <u>N</u>	C
Household appliance sales and incidental service	N	P	P
Household cleaning and repair	N	P	P
Household pet boarding	N	€ <u>C</u>	P
Ice cream manufacture	€ <u>C</u>	€ <u>P</u>	P

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Ice cream parlor	P	P	P
Ice manufacture and storage	N	€ <u>N</u>	P
Insulation sales	N	€ <u>N</u>	P
Insurance agency	P	P	P
Interior decorating and designing establishment	N	P	P
Janitor service and supply	N	P	P
Jewelry store sales and service	P <u>N</u>	P	€ <u>P</u>
Knitting mills	N	P <u>N</u>	P
Laboratory, dental or medical (see medical)	€ <u>N</u>	P	P
Laundry and/or dry cleaning and/or laundromat	€ <u>N</u>	P	P
Laundry and/or dry cleaning pick up station	P <u>N</u>	P	P
Lawn and garden equipment sales and service	€ <u>N</u>	P	P
Leather goods sales and service	P	P	P
Legal office	P	P	P
Library	P <u>C</u>	P	P
Linen supply store	N	P	P
Liquor store	N	€ <u>N</u>	C
Locksmith	P	P	P
Lodge or social hall	N	N	P
Lounge	N	N	C
Machine shop operations	N	N	P

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Manufacture of goods retailed on premises	N	C <u>N</u>	C
Meat, fish and seafood store	N	P	P
Medical, <u>dental, physician, surgeon, optometrist, optician or oculist</u> office	C <u>N</u>	P	P
Mobile home sales lot and service	N	N	P
Monument works and sales	N	N	P
Mortuary	N	P <u>N</u>	P
Motel/ <u>hotel</u>	N	C <u>N</u>	C
Motorcycle and motor scooter sales and service	N	P <u>N</u>	P
Museum	C	C	C
Music store	C <u>N</u>	C	C
Nightclub or social club	N	N	C <u>P</u>
Novelty store	N	N	C
Office machines sales and service	N	P	P
Office supply	C <u>N</u>	P	P
Optometrist, optician or oculist	C	P	P
Ornamental iron sales or repair	N	C <u>N</u>	P
Outcall services (sexually oriented)	P <u>N</u>	P <u>N</u>	P <u>C</u>
Paint or wallpaper store	N	P	P
Parking lot or garage for passenger automobiles	N	C <u>N</u>	C
Pawnshop, <u>inside only</u>	N	C	P
Pest control and extermination	N	C <u>N</u>	P

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Pet and pet supply store	N	CP	P
Pet grooming	C	P	P
Pharmacy	EN	CP	P
Photo studio	CP	CP	P
Photographic supplies	NP	C	P
Physician or surgeon	C	P	P
Pie manufacture	N	C	P
Plumbing shop	N	C	CP
Post office or supply	N	CP	P
Preschool and/or nursery school	P	P	P
Private club	N	EN	C
Professional office	EN	P	P
Real estate agency	N	C	P
Reception center or wedding chapel	N	C	P
Recreational vehicle sales and service	N	N	C
Recreational vehicle storage	N	NC	P
Rental agency for home and garden equipment	N	EN	P
Restaurant	EN	CP	P
Restaurant drive-in	EN	CP	P
Rollerskating <u>or ice skating</u> rink, <u>indoor</u>	N	EN	P
Roofing sales or shop	N	N	P

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Sandblasting	N	N	P <u>C</u>
Seamstress or tailor	P	P	P
Seed and feed store, retail	N	C	P
Self-storage - enclosed	N	C	E <u>P</u>
Service station, automobile	C	C	P
Sewing machine sales and service	N	E <u>P</u>	P
Sexually oriented business	N	N	P <u>C</u>
Sheet metal shop and retinning, provided all operations conducted within completely enclosed building	N	N	C
Shoe store	N	P	E <u>P</u>
Shooting gallery, inside only	N	N	C
Sign - graphic design	N	E <u>P</u>	E <u>P</u>
Sign manufacture or sign painting	N	N	C
Soil and lawn service	N	P <u>N</u>	P
Souvenir shop	E <u>N</u>	P	P
Spa and massage establishment	E <u>N</u>	P	E <u>P</u>
Supercenter (groceries and nonfood related items)	N	E <u>P</u>	P
Tanning salon	N	P	P
Tavern	N	C	C
Taxicab and shuttle terminal	N	N	C
Taxidermist	N	E <u>P</u>	E <u>P</u>
Telecommunication tower	C	C	P

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Theater, indoor	N	EN	C
Theater, outdoor	N	N	PC
Thrift store	N	EP	P
Tire recapping or retreading sales and service	N	N	P
Tobacco shop	N	EN	C
Tool design (precisions) repair and manufacture	N	N	C
Toy store, retail	N	EP	EP
Trade or industrial school	N	EN	C
Travel agency	EP	EP	P
Ultra light aircraft manufacturing	N	N	P
Used car lot	N	EP	C
Utility equipment building	EN	P	P
Variety store	N	EN	PC
Ventilating equipment sales and service	N	EP	EP
Video arcade	N	EP	P
Video shop	C	C	P
Warehouse storage	N	N	P
Welding shop	N	N	P
Wholesale business	N	N	C
Window washing establishment	N	C	P

COPY

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Note:

1. See also section 10-6A-4 of this chapter.

(Ord. 2004-12, 8-5-2004, eff. 8-5-2004; amd. Ord. 2009-08, 9-3-2009, eff. 9-3-2009)

Section 3. **Prior Ordinances and Resolutions** The body and substance of any and all prior Ordinances and Resolutions, together with their specific provisions, where not otherwise in conflict with this Ordinance, are hereby reaffirmed and readopted.

Section 4. **Repealer of Conflicting Enactments** All orders, ordinances and resolutions with respect to the changes herein enacted and adopted which have heretofore been adopted by the City, or parts thereof, which are in conflict with any of the provisions of this Ordinance Amendment, are, to the extent of such conflict, hereby repealed, except that this repeal shall not be construed to revive any act, order or resolution, or part thereof, heretofore repealed.

Section 5. **Savings Clause** If any provision of this Ordinance shall be held or deemed to be or shall, in fact, be invalid, inoperative or unenforceable for any reason, such reason shall not have the effect of rendering any other provision or provisions hereof invalid, inoperative or unenforceable to any extent whatever, this Ordinance and the provisions of this Ordinance being deemed to be the separate independent and severable act of the City Council of Plain City.

Section 6. **Date of Effect** This Ordinance shall be effective on the ___th day of _____, 2017, and after publication or posting as required by law.

DATED this ___th day of _____, 2017

PLAIN CITY, a municipal corporation

MAYOR – Bruce Higley

ATTESTED AND RECORDED:

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Diane Hirschi, CMC

CITY RECORDER

41. Derek Moss explained that food trucks would have their own ordinance. Mr. Moss said he
42. had reached out to Layton City and found they have quite extensive ordinance and regulations
43. concerning food trucks. Mr. Moss stated that the state has passed legislation that cities cannot
44. regulate proximity to another eating establishments or business licenses for food trucks. If a
45. food truck has a business licenses in another city they would submit their application with a
46. reduced fee. It was Mr. Moss's understanding the city would issue a business license
47. but they would not have to pay the business license fee. Mr. Moss said the city can regulate
48. hours of operation an extended period of time 90 day or more. Food trucks are typically
49. managed on a seasonal bases. Chairman Blake asked Derek if he had found anything
50. concerning school zones and the food trucks. Mr. Moss explained he had found if the city
51. permits a food truck in that zone and the
52. school district approves it they would be permitted. To operate they would need permission
53. from the school district and the business license issued from the Plain City. Mr. Moss
54. said the challenge is typically they are only allowed in commercial zones and the school is
55. not a commercial zone. Commissioner Neil said we allow them to come for the 4th of July
56. celebration. So would we include public parks and school zones? Mr. Moss felt there could
57. be some exceptions to the commercial areas and the planning commission could also identify
58. public places that you would and would not allow a food truck. Vice Chair Leonardi
59. ask if Plain City gets part of the revenue when they are selling their products here. Mr.
60. Moss did not know the answer. Secretary Campbell suggested if they are operating in Plain
61. City the collection of the sales tax should be report to the state as Plain City. Chairman Blake
62. asked about shaved ice stands. Mr. Moss said they operate different than a food truck
63. because they do not need a food handler license to serve drinks. Vice Chair Leonardi asked
64. if you would include churches in case they are doing a fund raiser. Commissioner Maw
65. stated he thought stating where they cannot operate would be a good starting point.
66. Commissioner Sparks stated she had been to a wedding where they had a food truck. Mr.
67. Moss thought that would be treated different than a food truck that is moving around.
68. Jeff Hales asked about personal parties. Commissioner Sparks thought that might
69. fall under catering. Chairman Neil concluded food trucks need to be separate. Chairman Neil
70. Chairman Neil stated one of the city councilman had asked about feed lots. Mr. Scott had
71. said if it is not listed then it is not permitted. Vice Chair Leonardi asked if the
72. sale of the Christensen property does go through and there is a dog park or a skate park can
73. we regulate it in a HOA? Chairman Neil explained HOA have their own by-laws and the city
74. does not want to interfere. Vice Chair Leonardi ask concerning Bakery goods manufacturing,
75. Bakery manufacture limited to goods retailed on premise and the Bank or Financial
76. institution. The commission resolved to change Bank or Financial institution C-3 to a (P)
77. Permitted Use. Mr. Moss was ask to make that change.

78.

79. **Legislative Items:**

80. **a. Discussion/Motion: Set Public Hearing to Re-zone 2750 W 2600 N R1-1-11 to C-3**

81. **Motion: Commissioner Maw made a motion to set the Public Hearing for a Re-zone**

82. **2750 W 2600 N from R-1-11 to C-3. Commissioner Sparks seconded the motion.**

83. **Vote: Commissioners Sparks, Maw, Vice Chair Leonardi and Chairman**

84. **Neil vote aye. Motion carried.**

85. **b. Discussion/Motion: Set Public Hearing to Re-Zone 2850 W 2600 N R1-1-11 to C-2**

86. **Motion: Commissioner Maw made a motion to set the Public Hearing for a Re-zone**

87. **2850 W 2600 N R1-1-11 to C-2. Vice Chair Leonardi seconded the motion. Vote:**

88. **Commissioners Sparks, Maw, Vice Chair Leonardi and Chairman Neil vote aye.**

89. **Motion carried.**

90.

91. **C. Discussion: Sign Ordinance**

Plain City Planning Commission

Staff report

SYNOPSIS / APPLICATION INFORMATION

Consider a legislative amendment to revise standards set forth for political or campaign signs within Special Provisions of the Sign Regulations.

Agenda Date: August 24, 2017

Applicant: Plain City Planning Commission

File Number: ZTA-2017-06

STAFF INFORMATION:

Derek Moss, AICP

APPLICABLE ORDINANCES

Plain City Zoning Ordinance Title 10-12-5-F (Sign Regulations, Special Provisions: Political or Campaign Signs)

TYPE OF DECISION

When the Planning Commission is acting as a recommending body to the City Council, it is acting in a legislative capacity and has wide discretion. Examples of legislative actions are general plan, zoning map, and land use text amendments. Legislative actions require that the Planning Commission give a recommendation to the City Council. Typically, the criteria for making a decision, related to a legislative matter, require compatibility with the general plan and existing codes.

BACKGROUND

The Plain City Planning Commission recently received a request to review and consider revising the provision that political or campaign signs: "shall be erected not earlier than sixty (60) days prior to the election" (Title 10-12-5-F). The concern was having an opportunity to campaign with signs in enough time for voters to consider the candidates prior to the time to mail ballots.

PLANNING COMMISSION CONSIDERATIONS

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- Does sixty (60) days seem sufficient for campaign signs given that voters will be able to potentially vote thirty (30) days prior to election (ballots are mailed approx. 30 days before election date)?
- Should there be clarifying language for primary and general elections?
 - If so, is sixty (60) days a good standard for either election?

STAFF RECOMMENDATION

Staff has reviewed the request and the concern and has considered the following:

- Sixty (60) applies to the date of primary election only when there is a primary election in Plain City and applies to the general election otherwise.

Discuss the sixty (60) day threshold for political and campaign signs and consider revising and making a recommendation to the City Council.

EXHIBITS

None

92. Commissioner Maw stated Roy already has signs up but that is due to the primary. There
93. was a discussion if there had a been a primary election those running for office would have
94. already had signs up. Mr. Moss suggested that there could be some clarifying language
95. whether it is a primary election or the general election, but as he reads it 60 days before the
96. elections means any election whether it be a primary or a general election. Commissioner
97. Maw itemized when the ordinance was set up there had not been discussion about mail
98. in ballots. Chairman Neil stated there has been mail in ballots for a while and asked if it is
99. worth the cost of a public hearing, notices and redoing the ordinance. Commissioner Sparks
100. said those running for office seen signs up in other cities and thought why can't I have my
101. signs up in Plain City. Vice Chair Leonardi ask if there was state regulations concerning
102. election signs. Mr. Moss said there is no real guidance from the state and the City has
103. jurisdiction over what signs are allowed in our city. Vice Chair Leonardi stated he agreed
104. with Chairman Neil concerning the cost and changing for a primary election. Mr. Moss
105. said he could make the case that if the time is extended it puts more of a burden on the
106. public works. Commissioner Maw clarified with the commissioners that 60 days
107. prior to the election date is when those running for office can put signs up. If it a special
108. election 60 days prior, if it a primary election 60 days prior or if it is a general election
109. 60 days prior. With 15 days after an election the signs need to be taken down whether it be
110. a special, primary or general election.

111.

112. Chairman Blake informed the commission that Kent's is ready to come in about their signs.
113. Derek Moss stated the sign ordinance is in Chapter 12 Title 10. Mr. Moss stated he thought
114. Kent's will ask for a electronic signs. Mr. Moss said he had looked at the Kent's sign in
115. Roy. It is a monument sign with a 4X8 electronic sign and below there are signs for the
116. surrounding business. Currently electronic signs are not in our ordnance. In section
117. 10-12-4 (e) Lighting of Signs: Signs may be illuminated by indirect lighting, floodlights or
118. luminous tubes only. Chairman Neil stated Fremont has a electronic sign. Mr. Moss agreed

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119. with Chairman Neil that there is nothing in the code not permitting them to have the type of
120. sign that they will request. Commissioner Sparks stated the only thing the commission had
121. talked about was the height and size of the signs. Mr. Moss said a backlit sign would be
122. permitted. Mr. Moss said he did look at Roy Cities sign ordinance and they have some good
123. language and is very outlined for electronic signs. Currently Plain City does not have
124. any code, therefore Kent's would fall under all other signs concerning, location, size and
125. height. Commissioner Sparks ask concerning the animated signs. Mr. Moss explained
126. animated signs are signs with moving parts. Kent's will be subject to frontage, height,
127. and lighting requirements. Chairman Neil asked if there could be conditions on the sign.
128. Mr. Moss explained the way the ordinance currently reads there cannot be conditions
129. put on the sign. Commissioner Maw agreed with Mr. Moss that there cannot be conditions
130. put on the sign. Chairman Neil said he thought when they did the Maverick there were
131. conditions put on the car wash and they were required to do certain things. Mr. Moss said
132. those things could be asked in good faith to see what they are will to do. Chairman Neil
133. said Kathy had been contact and has asked for the plans. Chairman Neil said
134. she will forward the plans to Shane and Derick. Mr. Moss said they will look at the signs
135. and identify if they fall within our ordinance and make a recommendation.

136.

137. **d. Discussion: General Plan**

138. Derek Moss presented the General Plan.

PLAIN CITY GENERAL PLAN UPDATE

The Plain City General Plan was last updated 10 years ago in 2007. The City has seen considerable change since the last General Plan was adopted. In 2007, the population was 4,823; the 2016 census estimates show that the population has grown to 6,299. Over the last two years, about 137 building permits have been approved. There are multiple developments currently approved or in the approval process that will result in 277 additional building lots.

There has been considerable annexation, which has expanded city boundaries. More than 2,000 acres have been annexed with another approximately 200 acres being considered by developers. Land use in Plain City is quickly changing from agricultural to residential and, recently, commercial use. In 2016 the City was presented with its first major commercial endeavor: a Kent's Market grocery store and shopping center for smaller retail establishments and restaurants on 2600 North.

There are some discrepancies between the General Plan and other master plans, such as the Parks Master Plan, that have created confusion. These discrepancies can be resolved during the General Plan update process to align plans and to be consistent moving forward.

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To be forward-thinking, the City's future land use designations can set the framework for a connected transportation network, accommodating future commercial and residential growth, while maintaining the community's rural character. The demographic and land use information gathered in the updated General Plan will be used to develop transportation plans and area specific plans in the near future.

Plain City desires to be proactive as they deal with this growth to ensure that the community maintains its character and is a livable, sustainable community.

WORK PLAN

The work plan is an outline of specific phases and tasks to update the General Plan in 2017 and adopt it in early 2018. Plain City staff, the Planning Commission, and J-U-B Engineers are developing the work plan. We proposed the following phases to update the General Plan:

1. Phase 1: Planning and Coordination

A. Phase 1 Meetings

- Present Work Plan to the City Council - the work plan was presented to the City Council on August 3, 2017. The purpose of the meeting was to:
 - Present the work plan and schedule; and,
 - Request feedback and input on specific work tasks to complete the General Plan Update.

- Staff Kick-Off and Work Session (1 meeting, 3 hours) - an initial project meeting will be held with assigned City staff to review and provide clarity on specific project goals including:
 - Update the General Plan to reflect the community's vision for the future;
 - Inventory existing conditions;
 - Gather demographic information and projections; and,
 - Provide updated future land use maps.

- The staff work session would also:
 - Establish necessary meetings, insuring continued communication throughout the planning process;
 - Identify specific roles for each participant, their responsibilities, and the accepted lines of authority and communication for this project;
 - Appoint committee members;

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- Review the proposed procedure for advancing changes into the General Plan; and,
- Determine additional tasks, if any.

B. Phase 1 Deliverables

- Task List
- Roles and Responsibilities
- Schedule

2. Phase 2: General Plan Update

A. Phase 2 Meetings

- Citizen Committee Meetings (3 meetings, 2 hours each) - the citizen committee, made up of representatives from the Planning Commission, City Council, and the community, would meet to have focused discussions around visioning and goal setting. It is proposed to hold three meetings to:
 - Review and develop goals and objectives;
 - Review Future Land Use map;
 - Review and propose updates to associated zoning and other policy.
- Future Development / Planning Charrette (1 meeting, 3 hours each) - members of the planning commission, developers, other volunteers, and city staff would meet to collaborate on areas of future growth. The purpose of this meeting is to:
 - Present ideas;
 - Gather input from stakeholders; and,
 - Reach consensus on vision and goals.
- Open House (1 meeting, 2 hours) - city staff would work with the Planning Commission to organize and advertise for an open house to:
 - Present vision, goals, and future land use options of the General Plan Update for community review and comment; and,
 - Gather public input on proposed General Plan update.Staff would incorporate public comments into the update and present these in the Final Presentation and Public Hearing.
- Staff Work Session (1 meeting, 3 hours) - city staff and representatives from the City Council and Planning Commission will work together on how best to incorporate the results of the Citizen Committee meetings, planning charrette, and public input portion of Phase 2. The meeting will provide direction for staff to complete the update in a timely manner while maximizing stakeholder input.

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B. Phase 2 Staff Work Tasks

- Inventory existing conditions;
- Gather demographic information and projections; and,
- Update the General Plan to reflect the community's vision for the future.

C. Phase 2 Deliverables

- Citizen Committee Meeting Agendas and Minutes
- Planning Charrette Agenda and Minutes
- Open House materials and results
- Future Land Use Map
- Updated General Plan with input from the Citizen Committee, other Stakeholders, the Public, the Planning Commission, and the City Council.

3. Phase 3: Present General Plan to the City for final approval and adoption.

A. Phase 3 Meetings

- Final Presentation and Public Hearings - the final General Plan Update presentation by the Planning Commission and City Council.
- Adoption by the Legislative Body

WORK TASKS

Phase 1: Planning and Coordination

- Project Set Up
- Gather and Inventory GIS Files
- Project Kick-Off and Work Session
- Follow-up to Work Session

Phase 2: General Plan Update

- Inventory Existing Conditions
- Meetings Preparation
- Committee Meeting #1
- Committee Meeting #2
- Committee Meeting #3
- Planning Charrette
- Incorporate Changes / Review and Approve Committee Meeting and Charrette
- Goals and Objectives Update
- Future Land Use Map Update

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- j. Open House Preparation
- k. Open House
- l. Incorporate Changes / Review and Approve Revisions from Open House
- m. Final Staff Work Session
- n. Incorporate Changes / Review and Approve Revisions from Final Work Session

Phase 3: Present General Plan for Approval and Adoption

- a. Presentation Preparation
- b. Final Presentation and Public Hearing
- c. Review and Approve Revisions from Public Hearing

MATERIALS / PRINTING

- a. Draft Copies x 12
- b. Final Copies x 12
- c. Open House Materials
 - i. 3 x Boards
 - ii. 300 x Data Sheet

SCHEDULE

We propose the following schedule to update the General Plan:

	Aug '17	Sep '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18
Phases							
Phase 1: Planning and Coordination							
Phase 2: General Plan Update							
Phase 3: Approval and Adoption							
Proposed Meetings							
Presentation of Work Plan/Schedule	*						
Kick-Off / Work Session		*					
Citizen Committee Meeting		*	*	*			
Future Planning Charrette			*				
Open House						*	
Final Public Hearing							*
Adopt the Plan							*

139. Chairman Neil ask Commissioner Maw to give a heads up to those that will be contacted
140. for the committee for the general plan. Mr. Moss stated he hope the City Council will be
141. part of the process along with members of the community that have a stake in the
142. general plan.

143.

144. **9. Report from City Council**

145. Commissioner Sparks reported the city council had approved updating the General Plan.
146. They tabled the option of a City Manager/City Attorney. Also tabled was the ordinance for
147. policy and procedure for City Council Meetings. The 2017 road projects of \$216,000 were
148. approved. The city is applying for a grant for a restroom at Lee Olsen park. There will be
149. a transfer station meeting and a forty-nine cent raise in fees that have not been
150. implemented. The Plain City Stake has asked if they could put a sign up concerning the
151. Wizard of Oz production September 7,8,9, which is a community play. Councilman Searle
152. asked if the fee could be waved for a bike race that would like to use the park for a pit stop.
153.

154. **10. Commission Comments**

155. Commissioner Sparks said she would like to see a work meeting with Craig Call concerning
156. impact fees. Chairman Neil informed the commission that he would be gone September 14
157. and Rob Scott is rewriting the subdivision ordinance.
158.

159. **11. Adjournment**

160. **Motion: Commissioner Maw made a motion to adjourn the meeting at 8:35 pm.**

161. **Commissioner Sparks seconded the motion. Vote: Commissioners Sparks, Maw,**

162. **Vice Chair Leonardi and Chairman Neil voted aye. Motion carried.**

163.

164. Neil Carrigan Osenbach Maw Sparks Leonardi

165. Jan 5 Jan 19 Feb 2

166. Feb 16 *Apr 6 Mar 16 Mar 2 May 18 May 4

167. Apr 20 June 1 June 15 Jul 6* Jul 20 Aug 3

168. Aug 17 Sept 7 Sept 21 Oct 5 Oct 19 Nov 2

169. Nov 16 Dec 7 Dec 21

170. * Meeting canceled.

171.

172. _____

173. Planning Commission Chair

174.

175.

176. _____

177. Planning Commission Secretary