

Plain City Planning Commission  
Minutes of Meeting  
February 13, 2020

Minutes of the Plain City Planning Commission Meeting held on February 13, 2020 at 7:00 p.m. in the Council Chambers of Plain City Hall – 4160 W 2200 N, Plain City, Utah 84404.

Present: Chairman Jarod Maw  
Vice Chairman Blake Neil  
Commissioner Blake Jenkins  
Commissioner Shawna Faulkner  
Commissioner Dustin Skeen

Excused: Commissioner Cheri Sparks

Staff: Mike Kerswell, Dan Schuler, Paul Taylor

**Attendees:** Philip Honjosa, Lynn Moyes, Bryce Moyes, Rob Ortega

**Welcome:** Chairman Maw

**Pledge of Allegiance:** Commissioner Faulkner

**Moment of Silence / Invocation:** Commissioner Skeen

**1. Roll Call:** Chairman Maw conducted roll call and indicated; Commissioners Jenkins, Neil, Skeen, Faulkner and Chairman Maw were present. Commissioner Sparks was excused.

**2. Opening Statement:** Chairman Maw presented the Opening Statement.

**3. Ex Parte Communication or Conflicts of Interest to Disclose:** None reported.

**4. Public Comments:** None presented.

**5. Approval of Meeting Minutes for January 23, 2020**

Commissioner Neil indicated that “legislative” should be changed to “administrative” on page 2, line 21.

**Motion: Commissioner Neil motioned to approve the Meeting Minutes for January 23, 2020, with the change as indicated. Commissioner Faulkner seconded the motion. Vote: Commissioners Jenkins, Faulkner, Neil, Skeen and Chairman Maw voted aye. Motion carried.**

## **6. Technical Review Report**

Chairman Maw reported that he attended the Technical Review meeting, February 4<sup>th</sup>. He indicated that a proposed Mixed-Use development by Jake Rhees was discussed. He commented on particulars that need to be addressed as the process continues. He remarked on points related to a new woodshop business, to be opened in the Roylies building (Town Center District), that were considered. He reported discussion on plans for a Wasatch Peaks Credit Union at Kelly's Corner. He made mention of advancements toward final approval of the Sunset Meadows subdivision, phases 2 and 3. Public Works Director, Dan Schuler described variations to the original plan that are being assessed, to provide a preferable, regional stormwater detention basin.

## **7. Legislative Items:**

**Set Public Hearing: Mixed-Use Overlay Zone – Elk Horn Properties, approx. 4325 W 2425 N**

**Motion: Commissioner Skeen motioned to Set Public Hearing: Mixed-Use Overlay Zone – Elk Horn Properties, approximately 4325 W 2425 N for March 12, 2020. Commissioner Neil seconded the motion. Vote: Commissioners Jenkins, Faulkner, Neil, Skeen and Chairman Maw voted aye. Motion carried.**

## **8. Administrative Items:**

**Discussion / Motion: Site Plan – Philip Hinojosa Wood Shop at Roylies Building, approximately 2414 N 4350 W (Town Center)**

Philip Hinojosa introduced himself and classified the proposed commercial use as a combination woodshop and retail space. Commissioner Neil voiced concern over having a woodworking operation next to the preschool that leases space in the Roylies building. He named dangerous equipment and hazardous fumes from finishing chemicals as cautionary aspects of the proposed business. Philip Hinojosa further described the work environment that can be expected. He indicated that limited furniture manufacturing is a minor part of his business. Chairman Maw commented on showroom features. Philip Hinojosa explained the current arrangement of the space. He noted; the area that was a kitchen will be used as a workshop. Commissioner Skeen commented on restrooms and access locations. He verified that there is a hallway buffering the adjacent unit. Chairman Maw reviewed comments provided by the Building Inspector and Fire Marshal, related to the proposed commercial use of the unit. Commissioner Neil told of personal experience with work in a woodshop environment. He restated trepidation with allowing use of dangerous shop equipment and the discharge of hazardous fumes in proximity of an existing preschool. He remarked on the possible impact of such an operation on the proposed mixed-use development, nearby. Philip Hinojosa outlined strategies for air purification, clean ventilation, and noise reduction. He noted that the finishing products used, will be primarily water-based. It was determined that the business type is permitted by current zoning standards. Commissioner Faulkner commented on wood storage situations. She reviewed the Fire Marshal's instructions on storage of combustible products. Philip Hinojosa affirmed that only materials for current projects will be stored on the premises. Chairman Maw spoke of occupancy separations, specified by the Building Inspector. Philip Hinojosa acknowledged understanding of the requirements. He indicated that he has researched the recommended safety provisions. Commissioner Skeen commented on the current space ventilation system and proposed adaptations for the proposed use. Commissioner Neil suggested that the Commission physically inspect the site to get a better understanding of existing conditions and future setup. Chairman Maw requested that arrangements be made for a work meeting/site inspection. He advised; the Fire Marshal and Building Inspector should be invited to the gathering.

**Motion: Commissioner Faulkner motioned to table Discussion / Motion: Site Plan – Philip Hinojosa Wood Shop at Roylies Building, approximately 2414 N 4350 W (Town Center). Commissioner Neil seconded the motion. Vote: Commissioners Jenkins, Faulkner, Neil, Skeen and Chairman Maw voted aye. Motion carried.**

**Discussion / Motion: Discussion / Motion: Land use application process.**

Land use specialist, Mike Kerswell indicated that proposed changes to land use applications have not been made. He reported direction from the City Recorder, to handle the matter through the City Attorney as a staff assignment. Commissioner Neil referred to statements made by the City Attorney during discussion on completion of the land use application process. He suggested that the terms be directly transferred onto all land use application forms. Commissioner Faulkner commented on existing time clauses in Plain City code, that limit the time an application can be open without being pursued with reasonable diligence. She contemplated the inclusion of the stipulation on printed application forms, in addition. Chairman Maw expressed concurrence with coordinating the undertaking with the City Attorney and Recorder.

**Motion: Commissioner Skeen motioned to table Discussion / Motion: Land use application process. Commissioner Jenkins seconded the motion. Vote: Commissioners Jenkins, Faulkner, Neil, Skeen and Chairman Maw voted aye. Motion carried.**

## **9. Report from City Council:**

Chairman Maw reported that he was unable to attend the City Council meeting. He requested details from staff. The following information was reported:

- Presentation: UTA Transit Presentation – Trustee Beth Holbrook
- Presentation: Sheriff – UTV/ATV Information
- Public Hearing for the Sherry Barker Annexation was set for February 20, 2020.
- Blake Jenkins appointment to the Planning Commission.
- Discussion: Annexation of Island of Unincorporated Weber County on Plain City’s East Side
- Discussion/Motion: Garbage Can Policy was tabled pending study.

## **10. Commission Comments:**

Chairman Maw announced a UDOT annual meeting with governing and planning organizations throughout Weber County. He indicated that the Plain City Planning Commission has been invited and affirmed that he will provide more information, via email, after the meeting. He welcomed Blake Jenkins to the Planning Commission. Commissioner Skeen had no further comment. Commissioner Jenkins yielded. Commissioner Neil had no further comment. Commissioner Faulkner revisited discussion on the Joe Taylor Subdivision Amendment – Plain City Meadows Phase 6, from the October 10, 2019 Planning Commission meeting. She reiterated that requiring a property owner to undergo the full amendment process to eliminate an obsolete feature – ordered by the City- from THEIR property, seems unfair. She evoked reports by City Engineer, Paul Taylor, that the matter has been deliberated and measures have been proposed to release property owners from this responsibility, in the future. She requested an update on the status of the assured resolution. Paul Taylor explained how the lapse will be corrected, administratively. Dan Schuler informed that the requirement for that type of turnout has been precluded from recently revised Public Works standards.

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**11. Adjournment**

**Motion: Commissioner Faulkner motioned to Adjourn at 7:49 p.m. - Commissioner Skeen seconded the motion. Vote: Commissioners Jenkins, Faulkner, Neil, Skeen and Chairman Maw voted aye. Motion carried.**

**2020**

| <u>Neil</u> | <u>Faulkner</u> | <u>Maw</u> | <u>Jenkins</u> | <u>Skeen</u> |         |
|-------------|-----------------|------------|----------------|--------------|---------|
| Jan 2       | Jan 16          | Feb 6      | Feb 20         | Mar 5        | Mar 19  |
| Apr 2       | Apr 16          | May 7      | May 21         | Jun 4        | Jun 18  |
| July 2      | July 16         | Aug 6      | Aug 20         | Sept 3       | Sept 17 |
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Planning Commission Chair

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Planning Commission Secretary

Plain City Planning Commission  
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February 27, 2020

Minutes of the Plain City Planning Commission Meeting held on February 27, 2020 at 7:00 p.m. in the Council Chambers of Plain City Hall – 4160 W 2200 N, Plain City, Utah 84404.

Present: Chairman Jarod Maw  
Vice Chairman Blake Neil  
Commissioner Blake Jenkins  
Commissioner Shawna Faulkner  
Commissioner Dustin Skeen

Staff: Mike Kerswell, Dan Schuler, Paul Taylor

**Attendees:** Philip Honjosa, Robyn Jackson, Elva Pixton, Chris Jackson, Russell VanMeeteren, Zach Cannon, Kaitlyn Nebeker, Jason Nichols, Cutler Christensen

**Welcome:** Chairman Maw

**Pledge of Allegiance:** Chairman Maw

**Moment of Silence / Invocation:** Commissioner Jenkins

**1. Roll Call:**

Chairman Maw conducted roll call and indicated; Commissioners Jenkins, Neil, Skeen, Faulkner and Chairman Maw were present.

**2. Opening Statement:**

Chairman Maw presented the Opening Statement.

**3. Ex Parte Communication or Conflicts of Interest to Disclose:**

Commissioner Neil reported speaking with Frog Pond Preschool owners about the proposed woodshop in the Roylies building. He affirmed that he will give details about the discussion at a future point in the meeting.

**4. Public Comments:**

None presented.

**5. Approval of Meeting Minutes for February 13, 2020**

**Motion: Commissioner Faulkner motioned to approve the Meeting Minutes for February 13, 2020. Commissioner Jenkins seconded the motion. Vote: Commissioners Jenkins, Faulkner, Neil, Skeen and Chairman Maw voted aye. Motion carried.**

**6. Technical Review Report**

City Engineer, Paul Taylor displayed a parcel that is split by 2200 N Street. He explained that the owner wants to sell the piece on the north of the road but will encounter some complications because the land has the same parcel identification number on both sides. He noted that property right of way issues were discussed. He reported consideration of an irrigation ditch that runs along one of the parcel borders. He acknowledged that utility provisions for the proposed building lot were assessed. He indicated that the southern portion of the parcel was discussed, in general, but greater focus was placed on the 1.6-acre northern section. He spoke of curb, gutter and sidewalk plans for the area.

**7. Administrative Items:**

**Discussion / Motion: Site Plan – Philip Hinojosa Wood Shop at Roylies Building, approximately 2414 N 4350 W (Town Center)**

Chairman Maw reported that Commissioner Jenkins, Commissioner Skeen and himself attended a site inspection/work meeting at the Roylies building, prior to this Planning Commission meeting. He stated that the proposed use of the space is appropriate, in his view. Commissioner Neil indicated that he met with owners of the Frog Pond Preschool and has no objection to the proposed woodshop. He qualified his opinion, announcing; the preschool is moving out of the building. He suggested that the Commission should review established codes for types of businesses permitted in the C-2 Zone, specifically, in the Town Center District. Chairman Maw commented on the occupancy designation assigned to this particular enterprise. He indicated that the Building Inspector will ensure compliance with safety regulations. Commissioner Faulkner remarked on conditions specified by the Fire Marshal. Commissioner Skeen affirmed that after Site Plan approval, the applicant will not have to return to the Planning Commission for further action. Chairman Maw noted that the City Council will review and approve Mr. Hinojosa's business license.

**Motion: Commissioner Faulkner motioned to approve the Site Plan – Philip Hinojosa Wood Shop at the Roylies Building, with Fire Marshal and Building Inspector consent. Commissioner Neil seconded the motion. Vote: Commissioners Jenkins, Faulkner, Neil, Skeen and Chairman Maw voted aye. Motion carried.**

**Discussion: Land use application process**

Chairman Maw reported that City Attorney, Brandon Richards is not in attendance. He referred to legislative and administrative Notices of Decision that were provided in the meeting packets and turned time over to Land Use Specialist, Mike Kerswell for comment. Mike Kerswell briefly outlined the documents. He pointed out terms that specify closure of land use applications. He indicated that a copy has been presented to Brandon Richards for review. Commissioner Neil read application termination articles contained within the document. He commented on historical emphasis on the importance of remitting Notices of Decision. He remarked on an incomplete application form that was distributed to Commissioners in their meeting packets. He asserted that applications should be reviewed by staff for completeness before they are submitted to Commissioners for consideration.

**8. Legislative Items:**

**Set Public Hearing: Zoning Amendment – Sherry Barker Property, 3224 W 2200 N (A-1 to RE-20)**

**Motion: Commissioner Skeen motioned to Set Public Hearing: Zoning Amendment – Sherry Barker Property, 3224 W 2200 N (A-1 to RE-20) for March 26, 2020. Commissioner Neil seconded the motion. Vote: Commissioners Jenkins, Faulkner, Neil, Skeen and Chairman Maw voted aye. Motion carried.**

**9. Report from City Council:**

Commissioner Jenkins reported details from the February 20th City Council meeting. The following information was reported:

- Public Hearing and approval of the Sherry Barker Annexation
- Approval of an Ordinance allowing Residential Overlay Zone for Heritage North
- Discussion and approval of Changes to the Garbage Can Policy
- Discussion and tabling of action on a contract for Consultant Services – Matt Dixon

**10. Commission Comments:**

Commissioner Jenkins had no further comment. Commissioner Faulkner yielded. Commissioner Neil had no further comment. Commissioner Skeen deferred. Chairman Maw commented on the anticipated hiring of a part-time professional consultant to the Mayor/City Council. He reported that the Wasatch Peaks Credit Union is challenging commercial parking requirements in Plain City code. He remarked on parking conditions at other Wasatch Peaks Credit Union buildings in Weber County. He reported conversation with the Mayor about the situation, and indicated that the Planning Commission will base decisions on the written ordinance. He described the established process for appealing a statute. He divulged that the Mayor spoke to him about placing a moratorium on applications for Overlay Zones and Cluster Subdivisions. He noted the Mayor's concerns with upcoming Overlay Zone developments and reported expressing that a moratorium cannot have bearing on applications that have already been submitted. He imparted; the Mayor is contemplating moving land use authority from the City Council to the Planning Commission. Complications with past attempts to assign land use authority to the Planning Commission were expounded. Current legislative and administrative power arrangements were discussed.

Commissioner Faulkner questioned the decision by City Council to allow the Residential Overlay for the proposed Heritage North subdivision, irrespective of Planning Commission's recommendation to deny the proposal. She spoke of application discrepancies and the misleading presentation of an altered concept plan to the Council. Commissioner Neil pointed out that the City Council approved the Overlay for a five-acre parcel that is not shown on the altered concept plan but is specified on the application. Commissioner Skeen described a significant difference between the original conceptual drawing, submitted with the application, and the one later presented to the Mayor and City Council.

**11. Adjournment**

**Motion: Commissioner Faulkner motioned to Adjourn at 7:51 p.m. - Commissioner Neil seconded the motion. Vote: Commissioners Jenkins, Faulkner, Neil, Skeen and Chairman Maw voted aye. Motion carried.**

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| <u>Neil</u> | <u>Faulkner</u> | <u>Maw</u> | <u>Jenkins</u> | <u>Skeen</u> |         |
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Planning Commission Chair

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Planning Commission Secretary

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