



Planning Commission Work Session

MINUTES

AUGUST 2, 2011

6:30 PM – 7:45 PM

LARGE CONFERENCE ROOM

FACILITATOR	Chairman Gregory Day
NOTE TAKER	Judy Merrill
ATTENDEES	Tyler Bodrero, Dale Rackham, T.J. Jensen, Gary Pratt, Curt McCuistion, Michael Eggett, and Kent Andersen

ITEM 1: DISCUSSION OF RESPONSIBILITIES OF CHAIR, VICE CHAIR, AND COMMISSIONERS

While reviewing the Ordinance on Boards and Commissions, T.J. noticed it did not include details on how the Planning Commission was supposed to work, such as responsibilities of the Chair and Vice Chair, other than reporting to City Council regarding decisions and forwarding Commission operating guidelines for Council approval. Mike explained that the Council would be adopting a final version of that Ordinance on August 9, so they probably missed their window of opportunity to request changes this year. T.J. read Section 2-1-3 and voiced concern with never outlining how the Commission operated for Council approval. Mike suggested creating bylaws as discussed before, and T.J. requested they begin that process now or outline responsibilities of the Chair and Vice Chair in the Ordinance rather than continuing to operate under current assumptions. Mike suggested establishing their guiding bylaws for all commissioners to approve and the Chair to ratify and forward to Council. The bylaws could outline a process for notifying Council of issues, such as when they sent a message regarding the Corridor that never reached councilmembers. Gary described his frustration as a new member after having served on a planning commission that did have functioning bylaws, which prevented them from misunderstanding their duties and how things worked. Mike agreed, adding that his staff could help monitor issues identified by the bylaws, such as attendance.

TJ mentioned electronic meetings and asked if commissioners wanted to allow attendance electronically, especially since councilmembers were starting to do so. Gary did not mind as long as commissioners participating electronically did not vote. Kent suggested only allowing that process for work sessions, which did not involve voting.

Tyler suggested commissioners start making lists of what they wanted in the bylaws for compilation into one document. TJ agreed, stating that the only added responsibility the Chair would have would be to organize the meetings and report to Council. Gregory pointed out that somebody needed to be responsible for decorum as well as creating subcommittees. Gary emphasized the importance of transparency when creating committees and that all communications needed to go through the Chair for dissemination to the rest of the Body. Mike reminded commissioners that the Chair and Vice Chair needed legitimacy and connectivity with staff, and that it would be more appropriate for assignments to staff to come from the Chair or Vice Chair. TJ asked staff to place a discussion item on the next agenda for bylaws. Gary directed commissioners to attend prepared with submissions to the Chair for inclusion in that document for future discussions. Kent offered to summarize everyone's lists to eliminate duplication and referred to the bylaws samples he already sent them from other cities.

Tyler asked for a reminder on electronic communications among commissioners between meetings. Mike outlined the restrictions on emailing more than three on any one message. Kent then encouraged commissioners to email him with a courtesy copy to the Chair, so they did not have to worry about overstepping those boundaries.

Gary asked for a presentation on the City email system, because it was working differently

than before, and Judy reminded commissioners of the City Recorder's willingness to provide a public and open meetings training. Everyone agreed on the value of such training and asked staff to schedule it as soon as possible.

ITEM 2: DISCUSSION OF PRECEDURE FOR SETTING PLANNING COMMISSION AGENDAS

Gary suggested preparing agendas in work sessions for the next Commission meetings. Gregory agreed, stating that such a process would allow any commissioner to add items. Kent asked that commissioners be respectful of staff's time when requesting agenda items. Gregory then assured commissioners they could always make motions to amend any agenda if they believed commissioners and/or staff was disregarding their requests.

Staff agreed to email each working agenda to commissioners early enough to give them time to review, add, change, or amend items. Kent pointed out the new format, which identified presenters of certain items with applicable times allotted so as to give commissioners opportunities to present specific things without them always coming from staff.

ITEM 3: DEPARTMENT BUSINESS

Mike reported on an upcoming sketch plan and rezone for the Stoker land. Staff would be working through some minor issues, but Council approved the General Plan changes for this proposed development. He then mentioned a site plan for an assisted living center for the next agenda, which would have a reasonable-accommodation status under the Fair Housing's protected class. That status would give commissioners the ability to stray from ordinance requirements, specifically regarding the number of residents. Staff would include legal council in their packets along with the City Engineer's full review. Gary voiced concern for parking at such facilities, because business staff usually monopolized most of it.

Mike announced completion of the new brochures for promoting the City. They were at the printers and should be ready by Friday for dissemination to businesses. He offered to bring copies to the next meeting for commissioners to see.

Kent reported on his meeting with Judy and Braxton regarding the sign chapter. They would probably propose significant changes and need a couple of meetings before presenting amendments for the signage chapter as well as for temporary business licenses. The next step would be the site triangle and then the rest of any needed chapters by October for codification in November.

Kent then reviewed his demographics report he was beginning to compile, which included data from the 2010 Census and the U.S. Chamber of Commerce. He would be amending the report throughout the year as more information became available.

TJ reported on the Transportation Committee and asked to know the proper way to solicit more members. He asked staff to add a notice to the City website for volunteers. Gregory knew some people that he believed would serve well on that Committee and offered to send their contact information to Braxton.

Tyler suggested that the bylaws include guidelines for subcommittees and how to start and discontinue them. Gregory wanted those committees to have more control over the process so they could decide when they accomplished their goals and ended the committee.

Tyler asked that staff place the overlay zone criteria, from the 200-South Committee, on the next agenda. Mike discussed the RFP, which would incorporate that proposed zone, and then reported on SR193, stating that the Freeport Center used some strong-arm tactics that impacted the timeline for that road. UDOT might have to condemn the needed land in order to move forward. He had asked Kenneth Hellewell to be on that steering committee, since he chaired the 200-South Committee. Gregory asked for a second commissioner, but Mike told him they wanted to keep the numbers small. Gregory argued that the 200-South Committee was rather large and involved a lot of work by many people and felt it needed

greater representation. Mike said each City could only have three representatives, and adding another one could alienate the other cities. Gregory still asked him to look into it.

TJ asked if the City really had a Parks Committee and asked to discuss those duties and responsibilities during the September 6 meeting.

Mike suggested they review the General Plan calendar and create committees for the different districts. TJ suggested the Commission discuss bylaws during the August 16 meeting.