

SOUTH WEBER CITY PLANNING COMMISSION MEETING

DATE OF MEETING: 14 November 2024

TIME COMMENCED: 6:00 p.m.

LOCATION: South Weber City Office @ 1600 East South Weber Drive, So. Weber, UT

PRESENT:

COMMISSIONERS:

**Gary Boatright
Julie Losee
Marty McFadden (excused)
Chris Roberts
Chad Skola**

DEPUTY RECORDER:

Raelyn Boman

CITY ATTORNEY:

Jayne Blakesley

CITY ENGINEER:

Brandon Jones

**COMMUNITY DEVELOPMENT
MANAGER:**

Lance Evans

Minutes: Michelle Clark

ATTENDEES: Paul Sturm

Commissioner Losee called the meeting to order and welcomed those in attendance.

1. Pledge of Allegiance: Commissioner Losee

2. Public Comment: Please respectfully follow these guidelines.

- Individuals may speak once for 3 minutes or less: Do not remark from the audience. State your name & city and direct comments to the entire Commission (Commission will not respond).

ACTION ITEMS:

3. Approval of Consent Agenda

- **10 October 2024 Minutes**

Commissioner Losee called for the vote. Commissioners Losee, Skola, and Roberts voted aye. Commissioner Boatright abstained as he was excused from the meeting. The motion carried.

4. Professional Development Opportunity for Planning Commission Members, Training Session on Best Practices: City Attorney Jayme Blakesley discussed basic parliamentary rules. He explained a meeting is governed by the agenda with any matter that requires a decision to be on the agenda. He advised the Planning Commission not to spend a lot of time on items unless they are on the agenda. The chairperson leads the meeting with their prerogative as to how much time and discussion is spent on each agenda item with Robert's Rules of Order providing a guide. He noted for every action taken there should be a motion, a second to the motion, a discussion on the motion, and a vote on the motion. An ordinance and resolution require a roll call vote. At the end of the vote the chairperson will note what action was taken with the motion passing, failing, etc. Three yes votes are required to pass any item, with certain items requiring more than three votes (e.g., 2/3 for closed session). A motion to reconsider any item requires a majority vote pass. He noted there are specific rules for a motion to reconsider which must be made during the same meeting.

Mr. Blakesley reviewed the following **Types of Motions**:

- **Main motion** – Introduce a new item
- **Subsidiary Motion** (motions to amend or substitute motions) – Change or affect how to handle a main motion (vote on this before main motion)
- **Incidental Motion** – Questions procedure of other motions (must consider before the main motion)
- **Motion to Table** – Kills a motion
- **Motion to Continue/Postpone** – Delays a vote (can reopen debate on the main motion)

Discussion took place regarding types of land use decisions being administrative, legislative, and quasi-judicial (someone seeking a variance or adjudication). Mr. Blakesley explained there are administrative items the Planning Commission will be the deciding body and there are items where city staff is the deciding body. The City Council is the deciding body regarding commercial and conditional use permits. The Planning Commission's influence is as an advisory council to the City Council. He noted if the Planning Commission decides to table an item and if they do not make a recommendation, it goes forward without the Planning Commission's voice which can be a missed opportunity. Mr. Blakesley explained items cannot be continued indefinitely as a landowner has rights under state law.

Mr. Blakesley reviewed how the vote is taken with a roll call vote required for ordinances, resolutions, or any action which would create a liability against the city. He noted a simple "yes" or "no" is sufficient for all other matters.

Mr. Blakesley discussed the Land Use Development and Management Act ("LUDMA"). He noted the city is a political subdivision of the State of Utah. All land use decisions in the city must comply with LUDMA. The city may adopt its own land use standards so long as they are consistent with state law. LUDMA mandates the creation of a Planning Commission,

establishment of a Land Use & Appeal Authorities, and adoption of a general plan with a process for considering land use applications. The City Council is the Legislative Body. The City Council, Planning Commission, or staff is the Land Use Authority.

Mr. Blakesley stated changes have been made to the public hearing process. He explained for administrative decisions such as conditional use permits and subdivision approvals it is not required to have a public hearing; however, there can still be public input. Public hearings are required for general plan, land use regulations, street vacation, property disposition, specifications for public improvements, sign regulations, and subdivision amendments (if requested by objecting owner).

Mr. Blakesley reviewed the Open & Public Meetings Act and explained that a chance meeting or social gathering is okay but do not conduct any city business. He stated the actual decision making needs to be in an open meeting. He suggested being careful about any communication outside of meetings which have been discussed in previous meetings. He noted once a person is sworn in, you cannot take off your public official hat for ethical purposes and Open & Public Meeting Acts purposes. He suggested the commissioners avoid weighing in on items outside of the public meeting setting. Discussion took place regarding meeting conduct. It was stated the Planning Commission has frequent interaction with the audience. Mr. Blakesley recommended following the agenda concerning public comments and public hearings and discouraged back and forth dialogue during the meeting. He added public hearing is not the time for the public to ask questions and expect a response. He noted the applicant has the right to respond to comments and questions.

Discussion took place regarding the timing of the city packet. Mr. Blakesley discussed the law is twenty hours for meeting packets and a notice for certain topics is 10 days. In regard to public hearings, the applicant can give an overview of their proposal and must be allowed to speak following the public hearing. It was stated some cities have a list of those individuals who wish to give public comments. Individuals may be timed for three minutes on a screen. It was suggested the chair or staff put on the agenda and the chair announce "We are considering and our role is....."

REPORTS:

9. New Business: The APA Conference was this year. Mr. Lance Evans attended. The Legislature is working on several items that involve cities and towns. Recently, the city staff sent out a survey requesting citizen input on the gravel pits. Commissioner Boatright suggested if the city sends out a survey for general plan input, there should only be one survey. The next Planning Commission meeting will be December 12th.

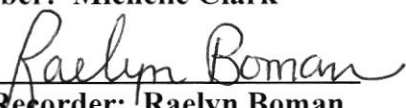
11. ADJOURN: Commissioner Boatright moved to adjourn the Planning Commission meeting at 7:17 p.m. Commissioner Losee seconded the motion. A roll call vote was taken. Commissioners Boatright, Losee, Roberts, and Skola voted aye. The motion carried.

APPROVED: _____ **Date** _____

Chairperson: Julie Losee




Transcriber: Michelle Clark


Deputy Recorder: Raelyn Boman

Attest: