

1 SOUTH WEBER CITY PLANNING COMMISSION MEETING

DATE OF MEETING: 11 January 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
Chris Roberts
Chad Skola

CITY ENGINEER:

Brandon Jones

CITY ATTORNEY:

Jayme Blakesley

DEPUTY RECORDER:

Raelyn Boman

CITY RECORDER:

Lisa Smith

Minutes: Michelle Clark

ATTENDEES: Paul Sturm

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

1. Welcome: New Commissioner Chris Roberts

2. Pledge of Allegiance: Commissioner Boatright

3. 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:

4. Approval of Consent Agenda

- 14 December 2023 Minutes

Commissioner Boatright moved to approve the consent agenda as written. Commissioner Skola seconded the motion. A roll call vote was taken. Commissioners Boatright, McFadden, and Skola voted aye. Commissioners Losee and Roberts abstained. The motion carried.

5. Appointing Chair and Vice Chair

Commissioner Losee reminded anyone interested in the Planning Commission Chair or Vice Chair position will need to attend an additional meeting with the Code Committee. Commissioner Losee expressed interest in being the chairperson. Commissioner Skola was willing to fill the position as vice-chair.

Commissioner Boatright moved to appoint Julie Losee as Chair, and Chad Skola as Vice Chair. Commissioner McFadden seconded the motion. A roll call vote was taken. Commissioners Boatright, Losee, McFadden, Roberts, and Skola voted aye. The motion carried.

TRAINING:

6. Land Use Training by City Attorney Jayme Blakesley

City Attorney Jayme Blakesley outlined the key aspects of the Planning Commission's responsibilities within the framework of Utah's Land Use Development and Management Act (LUDMA). LUDMA allows cities to establish land use standards, mandates the formation of a Planning Commission, and sets criteria for land use decisions. The Legislative Body, represented by the City Council, has the exclusive authority to enact land use regulations and consider Planning Commission recommendations. The Land Use Authority, comprising of the City Council, Planning Commission, or City Staff, interprets and applies land use regulations. The Appeal Authority handles variances and appeals. Municipal Land Use Actions, such as amendments and public hearings, were discussed, emphasizing the Legislative Body's role in zoning district amendments. Best practices for Planning Commission members involve understanding their roles, following procedures, and documenting decisions, while practical pitfalls include statements beyond the review scope and inappropriate communication during meetings.

Mr. Blakesley covered legislative amendments related to development standards, specifically Senate Bill 174 (SB 174), focusing on subdivisions for 1 or 2 family dwellings and townhomes. SB 174 necessitates the establishment of an Administrative Land Use Authority (ALUA) separate from the City Council for subdivision application reviews. The Subdivision Review Process involves preliminary reviews, optional pre-application meetings, and restrictions on final application reviews and revisions. Two appeal processes for disputes post the four review cycles were outlined. Commissioner Losee emphasized the training requirements, highlighting the need for four hours per year, and Mr. Blakesley noted that this training session counted for Open & Public Meetings Act Training. The discussion also touched on the Planning Commission's relationship with the City Council, with Mr. Blakesley recommending decisions be made and recorded in meeting minutes.

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REPORTS:

7. New Business (None)

8. Commission & Staff

City Recorder, Lisa Smith: requested each Planning Commission sign the Conflict-of-Interest Form.

9. ADJOURN: Commissioner Boatright moved to adjourn the Planning Commission meeting at 6:59 p.m. Commissioner McFadden seconded the motion. A roll call vote was taken. Commissioners Boatright, Losee, McFadden, Roberts, and Skola voted aye. The motion carried.

APPROVED: Julie Losee Date February 22 2024
Chairperson: Julie Losee

Transcriber: Michelle Clark

Raelyn Boman
Attest: Deputy Recorder: Raelyn Boman