

MINUTES of the Vernal City PLANNING COMMISSION

Vernal City Council Chambers - 374 East Main Street, Vernal, Utah

May 9, 2023

7:00 pm

Members Present: Brandon Parker, Brian Eades,

Members Excused: Stephen Lytle, Troy Allred, Corey Foley

Alternates Present: Ryan Pugh & Randel Mills

Alternates Excused:

Staff Present: Gabby Hawkes Blackburn, Assistant City Manager; Gay Lee Jeffs, Administrative Secretary and Leslie Ivers, Planning Technician.

WELCOME AND DESIGNATION OF CHAIR AND MEMBERS: Chair Brandon Parker welcomed everyone present to the meeting.

APPROVAL OF MINUTES FROM April 11, 2023: Brandon Parker asked if there were any changes to the minutes from April 11, 2023. The minutes were approved with no corrections, Ryan Pugh ***moved to approve the minutes of April 11, 2023 as presented Randall Mills seconded the motion. The motion passed with Brandon Parker, Randel Mills, Brian Eades and Ryan Pugh voting in favor.***

RECOMMENDATION TO CONSIDER AMENDING THE VERNAL CITY MUNICIPAL PLANNING AND ZONING CODE CHAPTER 16.04 - DEFINITIONS – ORDINANCE 2023-09: Gabby Blackburn presented the amendment of the Vernal City Code. The definition section is broken out into twenty (20) different sections, everyone agreed to make it into one section and make it straightforward, this was brought before City Council and it was admired so much that the approach was to look at combining all sections. Ms. Hawks Blackburn proposed three (3) different options. The First option is to leave definitions separated as they are, Second combine sections of code or Third option is what is seen most often is that all of the sections are combined into just one section. Ms. Hawks Blackburn feels like we should have one definition section. Brian Eades questions if it needs to be re-numbered. Ms. Hawks Blackburn said we might have to change a few, but most likely just the forms.

Chair Brandon Parker opened the public hearing to receive comments from the public. There being no public comment, Chair, Brandon Parker, closed the public hearing.

Ryan Pugh moved it into one section called Definitions. Brian Eades seconded the motion. The motion passed with members Brandon Parker, Brian Eades, Ryan Pugh and Randel Mills voting in favor.

DISCUSSION TO CONSIDER AMENDING THE VERNAL CITY MUNICIPAL PLANNING AND ZONING CODE CHAPTER 16.58 – SUBDIVISION CODE

Gabby Hawks Blackburn states that we were looking into updating the Subdivision Code. The State of Utah passed HB 174, which tells cities what they need to include in the subdivision process and codes. The current Subdivision process is a very long process, but it is crucial to have them completed correctly. The minor subdivision process is less labor intensive. With HB 174 cities will only be allowed to go before a board two

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(2) times. The City currently goes three (3) times. The City can have no members of the City Council sitting on that board. Planning Commission can do a preliminary approval, but cannot be the land use authority for the final. The City will need to create a new board. There was discussion about going with the Development Review Committee (DRC) or forming a new board. It was suggested that we form a new board.

Ms. Hawks Blackburn proposed making subdivisions an administrative process. The next Planning Commission meeting the commission will discuss sections of the Subdivision Code that is not needed or can be combined in other sections. There are different Codes that can be removed in an effort to simplify the Code. By doing so, will make it easier for developers and it gives Vernal a better, more professional appearance. People will like to do business here and it will help the economy. The next item is Master Site Plan update: Master Site Plan is submitted when there is new commercial, institutional, industrial expansion or additions, new location of commercial and new multiple family additions. Currently the Code is somewhat ambiguous. The Code states that the City Planner will prepare staff report, but it does not say who the staff report goes to or who approves it. Ms. Hawks Blackburn proposed that the land use authority be clarified. Mr. Parker likes the idea of the Master Site Plan coming before the Planning Commission because it will be more than one person approving the Master Site Plan.

Ms. Hawks Blackburn stated that it could hold people up because the Planning Commission only meets once a month. There was discussion in regards to calling a special meeting for something that might be pressing. Ms. Hawks Blackburn suggested all applications would be heard before the Planning Commission within thirty (30) days and if a Planning Commission falls within that thirty (30) days, the Planning Commission will hear it at that time. If not the Planning Commission will call a special meeting. Applicants have thirty (30) days to submit a complete application. If they are found to have missing information after thirty (30) days the City will deem it incomplete and return the application back to the applicant. Ms. Hawks Blackburn also suggested that whoever approves the application will have ninety (90) days to make any corrections otherwise it will become inactive. There would be fourteen (14) days to appeal the Planning Commission decision, which is standard for all appeals. Ms. Hawks Blackburn stated that she will look for a new board, and having an ordinance draft for the Planning Commission to review. Ms. Hawks Blackburn stated that she will write a Master Site Plan as if it were a staff report and going before the Planning Commission for final approval with a public and non-public meeting and the Planning Commission can vote on it at that time.

ADJOURN: There being no further business, *Chair Brandon Parker moved to adjourn.* *Member Randel Mills seconded the motion. The motion passed with a unanimous vote, and the meeting was adjourned.*

Brandon Parker , Planning Commission Chair