

MINUTES of the Vernal City PLANNING COMMISSION

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

August 8, 2023

6:00 pm

Members Present: Brandon Parker, Stephen Lytle, Brian Eades, Troy Allred, Ryan Pugh

Members Excused: Corey Foley, Samantha Chappoose

Alternates Present: Randel Mills, Brittany Young

Alternates Excused: Ryan Balch

Staff Present: Gabby Hawkes Blackburn, Assistant City Manager; Matthew Tate, Building Official, Leslie Ivers, Planning Technician.

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

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

RECOMMENDATION TO CONSIDER AMENDING THE VERNAL CITY MUNICIPAL PLANNING AND ZONING CODE, CHAPTERS 16.42.035 AND 16.44.035-SIGNS, MONUMENTS FROM C (CONDITIONAL) TO P (PERMITTED)-ORDINANCE 2023-14

Gabby Hawkes Blackburn presented an ordinance regarding the regulation of monument signs in the city. The current code requires monument signs to go through a conditional use permit process. The staff proposed the idea of changing this requirement to a permitted use. The rationale behind this proposal is that permitted uses streamline the process, making it easier for businesses to understand and comply with the regulations, and also reduce the potential for subjective decisions that could lead to legal issues. The Commission engaged in a discussion about the merits of keeping monument signs conditional versus permitting them. The staff highlighted that public hearings for certain conditional use permits were not even required, making the process somewhat arbitrary. Planning Commission came to the conclusion that if the applicant meets all of the requirement for a Monument sign then it should be

permitted.

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 to forward a positive recommendation amending the Municipal Planning and Zoning code, chapters 16.42.035 and 16.44.035-Signs, Monuments from C (Conditional) to P (Permitted)-Ordinance 2023-14 Stephen Lytle seconded the motion. The motion passed with Brandon Parker, Stephen Lytle, Brian Eades, Troy Allred, Ryan Pugh, Randel Mills and Brittany Young voting in favor.

STEPHEN SANDAU MONUMENT SIGN CONITIONAL USE REQUEST, 461 WEST 200 SOUTH- 2023- 011-CUP

Gabby Hawkes Blackburn presented to the Planning Commission a conditional use permit application for a monument sign at the Sandau Fine Art Gallery located at 461 West 200 South Vernal, Utah. The zone, R3, permits professional offices while monument signs are conditional. The applicant, Steven Sandau with the Sandau Fine Art Gallery sought approval for the sign, which required a decision on whether a professional art studio qualifies as a professional office. The staff recommended yes, based on similarities. The applicant needed to provide sign height details, but regardless of approval, the sign must be under five feet in height. Setback requirements posed an issue due to an unusually wide street right of way. The Commission had options to approve, deny, or approve with conditions. The art gallery was clarified to be a business selling art. The idea of relocating the sign was discussed.

Brian Eades moved to forward a positive recommendation with the condition that Setback for Monument signs shall have a minimum set back of five (5) feet from the side property line and eighteen (18) inches from the front property line or the public right-of-way or easement. Brittany Young seconded the motion. The motion passed with Brian Eades, Brandon Parker, Stephen Lytle, Troy Allred, Ryan Pugh, Randel Mills and Brittan Young voting in favor.

RECOMENDATION TO CONSIDER AMENDING THE VERNAL CITY MUNICIPAL PLANNING AND ZONING CODE CHAPTER 16.58-SUBDIVISION CODE.

Gabby Hawkes Blackburn presented a proposal amending the Vernal City Municipal Planning and Zoning Code Chapter 16.58. During the meeting, an update to the city's subdivision code was discussed, following the passing of House Bill 174 in Utah. The update focuses on the procedures for obtaining a subdivision with more than four lots

Vernal City Planning Commission Minutes

[Click here to enter text.](#)

or involving public improvements. The changes aim to streamline the process while adhering to the new legislative requirements. The subdivision process involves preparing a preliminary plat, which is reviewed by the Planning Commission. A public hearing is held to allow input from adjacent property owners and the public. The public hearing does not determine whether the subdivision is allowed, but rather provides an opportunity for Planning Commission to raise concerns about the development. The review cycle has a 30-day timeline for Planning Commission approval or modifications to the preliminary plat.

The final plat application is subject to review by the Development Review Committee (DRC), which includes relevant officials and entities. The Development Review Committee (DRC) is responsible for evaluating construction documents and ensuring that all requirements are met. The final plat application is approved by the zoning administrator with conditions, approved without conditions, or denied. A findings of fact document is introduced as a summary of the decision and is signed by the zoning administrator.

The final plat application is effective for 90 days, during which the developer must record the plat. Various details regarding bonds, escrow accounts, and flooding requirements are also addressed in the update. While the process aims to streamline procedures, it emphasizes the importance of adhering to zoning regulations and ensuring developments meet city requirements. A public hearing is planned to discuss the proposed updates further. The discussion of the updates represents the city's efforts to align its subdivision process with the new legislative guidelines.

ADJOURN: There being no further business, *Ryan Pugh moved to adjourn. Steven Lytle seconded the motion. The motion passed with a unanimous vote, and the meeting was adjourned.*

Brandon Parker , Planning Commission Chair