

1 **PLANNING COMMISSION MINUTES**

2 Wednesday, September 22nd, 2021, 6:00 pm

3 Providence City Office Building, 164 North Gateway Dr., Providence Ut

4
5 To view the video recording of the Planning Commission Meeting please view our
6 YouTube video of the meeting that can be found on Providence City's YouTube channel: [Planning](#)
7 [Commission Minutes 9/22/2021 – YouTube](#) (Ctrl + Click to follow link)

8
9 **Hr. Min Sec.** in **GREEN** above agenda items are time stamps for the YouTube Video of the meeting.

10
11 **Attendance:** Kathleen Alder, Tyler Riggs, Michael Fortune, Robert Perry, Brian Marble, Rowen Cecil. City
12 Staff: Ryan Snow (City Manager), Skarlet Bankhead (Community Development Director), Ty Cameron (City
13 Recorder)

14
15 **Excused:** Joe Chambers

16
17 **1 Min. 40 Sec.**

18 **Call to Order:** Kathleen Alder

19 **Chair Roll Call of Commission Members:**

20 **Pledge of Allegiance:**

21
22 **Approval of Minutes:** No minutes to approve of.

23
24 **4 Min. 30 Sec.**

25 **Public Comments:** Citizens may express their views on issues within the Planning Commission's jurisdiction.
26 The Commission accepts comments: in-person, by email providencacityutah@gmail.com , and
27 by text 435-752-9441. By law, email comments are considered public record and will be shared
28 with all parties involved, including the Planning Commission and the applicant.

- 29
30
- Kathleen Alder opened the floor for public comment.
 - Skarlet Bankhead indicated that no comments had come in via email or text.
 - There were no comments from the public. Kathleen Alder closed the public comment section of the meeting.
- 31
32
33
34

35 **Public Hearing(s):**

36
37 **5 Min. 45 Sec.**

- 38 ➤ **Item No. 1 PCC 2-5 Appeal Authority Code Amendment:** Planning Commission to take
39 comments and questions regarding the request to amend Providence City Code Chapter 2-5: Appeal
40 Authority. (Exhibit w. item #3)

- 41
- Kathleen Alder called item number 1 and opened the floor for comment and questions.
 - Skarlet Bankhead indicated that no comments or questions had come in via email or text.
 - There were no public comments or questions, Kathleen Alder closed the public hearing for item 1.
- 42
43
44
45
46

47
48
49
50 **7 Min. 10 Sec.**

- 51 ➤ **Item No. 2 PCC 10-5 Sensitive Areas Code Amendment:** Planning Commission to take
52 comments and questions regarding the request to amend Providence City Code Chapter 10-5: Sensitive
53 Areas (Exhibit w. item #4)
54
- 55 ● Kathleen Alder called item number 2 and opened the floor for comments and questions.
 - 56 ● Skarlet Bankhead indicated that no comments or questions had come in via email or text.
 - 57 ● There were no public comments or questions, Kathleen Alder closed the public hearing for item
58 2.

59
60 **Legislative – Action Item(s):**

61
62 **8 Min. 30 Sec**

- 63 ➤ **Item No. 3 PCC 2-5 Appeal Authority Code Amendment:** Planning Commission to consider
64 and may recommend to the City Council PCC 2-5 amendment; changing from a 3 member, with 2
65 alternate members appeal board, to an administrative appeal hearing officer. **(EXHIBIT)**
66
- 67 ● Kathleen Alder called item number 3 and gave a brief introduction.
 - 68 ● The Planning Commission and Staff discussed the changes that have been requested,
69 clarification of changes and the process.

70
71 **Motion made to recommend PCC 2-5 Appeal Authority Code Amendment to the City Council: —**
72 **M Fortune, second — T Riggs**

73 **Vote:**

74 **Yea: K Alder, T Riggs, M Fortune, B Marble, R Perry**

75 **Nay:**

76 **Abstained:**

77 **Excused: R Cecil**

- 78
79 ● Motion passed.
80

81 **11 Min. 25 Sec.**

- 82 ➤ **Item No. 4 PCC 10-5 Sensitive Areas Code Amendment:** Planning Commission to consider
83 and may recommend to the City Council PCC 10-5 amendment; changing from a conditional use to
84 reviews through the subdivision, development process, the building permit process, and engineering
85 reviews. **(EXHIBIT)**
86
- 87 ● Kathleen Alder called item number 4 and gave a brief introduction.
 - 88 ● The Planning Commission commented that the changes looked good and contained what had
89 been previously discussed in prior meetings.
 - 90 ● No further questions or concerns.
- 91

92 **Motion made to recommend PCC 10-5 Sensitive Areas Code Amendment to the City Council. —**
93 **R Perry, second — B Marble**

94 **Vote:**

95 **Yea: K Alder, T Riggs, M Fortune, B Marble, R Perry**

96 **Nay:**

97 **Abstained:**

98 **Excused: R Cecil**

- 99
100 ● Motion passed

101
102 **14 Min. 05 Sec.**

103 ➤ **Item No. 5 Design Standards for Attached and Multi-Family Residential Development:**

104 Providence City Planning Commission will consider and may recommend to the Providence City
105 Council the proposed amendments to the City Code Title 10 Chapter 8 Section 9: Design standards for
106 attached and multi-family residential development. *This was brought before City Council on 7/21 and
107 sent back to Planning Commission with recommendations. **Tabled last PC Mtg 9/8/21 for further
108 discussion & revision. [\(EXHIBIT\)](#)

- 109
110 ● Kathleen Alder called item number 5 and gave a brief introduction.
111 ● Skarlet Bankhead indicated that the additional changes that have been made per the previous
112 meeting are in blue.
113 ● Planning Commission commented and questioned page 5 of the revision dealing with driveways
114 and/or garage entrances and the definition of streets and alleys; and if it needed to be clearer.
115 ● Staff replied and gave discussion on the section informing Planning Commission of the meaning
116 and purpose of the change and is willing to do an additional change if Planning Commission
117 requests.
118 ● Parties discussed the amenities and exterior finishes being required to be above grade.
119 ● Planning Commission agreed that it all looks good.

120
121 **Motion made to recommend PCC 10-8-9 Amendments to the City Council. — M Fortune, second**
122 **— B Marble**

123 **Vote:**

124 **Yea: K Alder, T Riggs, M Fortune, B Marble, R Perry**

125 **Nay:**

126 **Abstained:**

127 **Excused: R Cecil**

- 128
129 ● Motion passed

130
131 **21 Min. 00 Sec.**

- 132 ➤ **Item No. 6 PCC 11-1-3 Exception:** The Planning Commission will consider and may make a
133 recommendation to the city council; a request by Paul Gibbons, representing Shoreline Estates 2021
134 LLC, for an exception to Providence City Code 11-1-3 which limits a cul-de-sac to a maximum length
135 of 600-feet. The applicant is requesting an 819-foot cul-de-sac in the Shoreline Estates Phase 2 & 3
136 development. [\(EXHIBIT\)](#)

- 138 ● Kathleen Alder called item number 6 and gave brief introduction. Indicated that representatives
139 of Shoreline Estates are present and will be given the chance to speak on their request for
140 exception.
- 141 ● Planning Commission inquired if the Fire Marshall has reviewed the plan and asked about future
142 snowplow issues for the cul-de-sac.
- 143 ● Representatives of the Shoreline Estates development gave an overview of their request for
144 exception, plans for the area and why they are requesting the exception.
- 145 ● Parties discussed the issue of snow removal for that area and how it can be accomplished and
146 what issues they would see.
- 147 ● Parties discussed the option of putting in a hammer head turn around.
- 148 ● Staff commented on making sure the Planning Commission looks to future plans or possibilities
149 when making these decisions.
- 150 ● Staff and Planning Commission discussed the city's master plans.
- 151 ● Parties again brought up and discussed the issue of removing snow in this area.
- 152 ● Parties discussed if there are any plans for connectivity: connecting roads, subdivisions, and
153 adjacent cities with through roadways.
- 154 ● **Rowen Cecil (Planning Commission Member) arrived to meeting.**
- 155 ● Parties continued discussion of connectivity and any future plans or possibilities of connecting
156 Sarah Street with Gibbons Street.
- 157 ● Staff and Planning Commission discussed the current limits of the Providence City Code and the
158 exception process.
- 159 ● Parties discussed the preliminary plat and future plans.
- 160 ● Staff indicated that should the Planning Commission request it, staff can reach out to public
161 works and ask them to put together a memo about any snow removal issues that they would
162 possibly come across in the future with the current plan and request for exception.
- 163 ● Parties discussed the size of the park strips, and that they are larger than normal and could
164 possibly hold the snow.

165
166 **Motion made to table this item for further review and discussion. — R Cecil, second — R Perry**

167 **Vote:**

168 **Yea: K Alder, R Cecil, M Fortune, B Marble, R Perry**

169 **Nay:**

170 **Abstained:**

171 **Excused:**

- 172
173 ● Motion passed.
174

175 **Administrative Action Item(s):**

176
177 **1 Hr. 8 Min. 5 Sec.**

- 178 ➤ **Item No. 7 Bouwes Subdivision Preliminary Plat:** The Planning Commission will consider
179 and may take action on a preliminary plat for Bouwes Subdivision; a 3-lot residential subdivision
180 located in the general area of 407 S 100 W. **(EXHIBIT)** **(COMMENTS (City Engineer))**

- 181
182 ● Kathleen Alder called item number 7 and gave a brief introduction and asked Skarlet Bankhead
183 to give an overview of the staff report.

- Skarlet Bankhead gave overview of application, concerns and conditions with sidewalk placement and overall findings.
- Ms. Bouwes commented and questioned the need or requirement for sidewalks in that area.
- Staff responded to sidewalk requirement and its needs and benefits.
- Ms. Bouwes continued with her comment on sidewalks and the subdivision plan.
- Parties discussed the sidewalk requirements, development and the city's plans and code.
- Staff indicated that the water calculations are not included and are required before moving forward.

Motion made to approve the Bouwes Subdivision Preliminary Plat based on the staff report that includes the findings of fact and conclusions of law and all conditions required, which will include the sidewalk requirement and water calculations. — B Marble, second — Rowen Cecil

Vote:

Yea: K Alder, R Cecil, M Fortune, B Marble, R Perry

Nay:

Abstained:

Excused:

- Motion passed.

1 Hr. 47 Min 00 Sec.

- **Item No. 8 Bentley Estates Preliminary Plat:** The Planning Commission will consider and may take action on a preliminary plat for Bentley Estates; an 8-lot residential subdivision located in the general area of 1040 S 400 E. ([EXHIBIT](#)) ([COMMENTS \(City Engineer\)](#))

- Kathleen Alder called item number 8 and gave brief introduction and asked Skarlet Bankhead to give the staff report. Indicated that applicant Andy Bentley is present via zoom.
- Skarlet Bankhead gave an overview of staff report's findings of fact, conclusions of law and conditions which include the possible need of an additional fire hydrant.
- Andy Bentley, representative of Bentley Estates, informed the Planning Commission of his preliminary plat and plans for the area. Indicated that he has talked with his engineers and changes have been made per the discussions he has had with city staff and the city engineer.

Motion made to approve the preliminary plat based on the staff report with the additional recommendations as previously discussed. — M Fortune, second — B Marble

Vote:

Yea: K Alder, R Cecil, M Fortune, B Marble, R Perry

Nay:

Abstained:

Excused:

- Motion passed.

229 **1 Hr. 56 Min. 05 Sec.**

230 ➤ **Item No. 9 Fox Hollow Preliminary Plan:** The Planning Commission will consider and may
231 take action on a preliminary plan for the Fox Hollow Townhomes; a 60-unit townhome development
232 located in the general area of 590 W 300 S. [\(EXHIBIT\)](#)

- 233
- 234 ● Kathleen Alder called item number 9 and gave a brief introduction and asked Skarlet Bankhead
235 to give overview of the staff report.
- 236 ● Skarlet Bankhead gave overview of the staff report's findings of fact, conclusions of law and
237 conditions. Indicated to staff and the Planning Commission that this was filed prior to the current
238 on-going amendments to PCC 10-8-9 and that they will not be subjected to those changes. S.
239 Bankhead reported that the preliminary plan is incomplete and that there still are a few things
240 that they will need to provide.
- 241 ● Mr. Ustias, a representative of the Fox Hollow development, commented that he and his team are
242 working on the issues previously mentioned by S. Bankhead.
- 243 ● Parties discussed development plans and roadways.
- 244 ● Kathleen Alder indicated to council her involvement with the development outside of her
245 Planning Commission duties.
- 246 ● Parties discussed water issues and access.
- 247 ● Parties discussed the development design plans and aesthetics.
- 248

249 **Motion made to approve the preliminary plan along with the stated findings, conclusions, and**
250 **conditions. — R Cecil, second — M Fortune**

251 **Vote:**

252 **Yea: K Alder, R Cecil, M Fortune, B Marble, R Perry**

253 **Nay:**

254 **Abstained:**

255 **Excused:**

- 256
- 257 ● Motion passed.
- 258

259 **2 Hr. 16 Min 45 Sec.**

260 ➤ **Item No. 10 Spring Creek Preliminary Plan:** The Planning Commission will consider and may
261 take action on preliminary plans for the Spring Creek Townhomes; a mixed-use development containing
262 82-townhome units and a commercial building located in the general area of 265 Gateway Dr.
263 [\(EXHIBIT\)](#)

- 264
- 265 ● Kathleen Alder called item number 10.
- 266 ● No representatives for the Spring Creek Townhomes were present.
- 267

268 **Motion made to table this matter for another time so that a representative can be present. — B**
269 **Marble, second — R Cecil**

270 **Vote:**

271 **Yea: K Alder, R Cecil, M Fortune, B Marble, R Perry**

272 **Nay:**

273 **Abstained:**

274 **Excused:**

- 275
- 276
- Motion passed. Item 10 was tabled until next meeting.
- 277

278 **Study Items(s):**

279

280 **2 Hr. 18 Min. 11 Sec.**

- 281 ➤ **Item No. 11 Rezone Application of Ballard Springs:** The Planning Commission will review a
- 282 request to change the zone for parcels 02-090-0013 and 03-002-0007 from Commercial Highway
- 283 District (CHD) to Mixed-Use (MXD) located in the general area of 300 S - 500 S SR165 **(EXHIBIT)**
- 284
- Kathleen Alder called item number 11. Indicated that applicants are not present.
 - Skarlet Bankhead informed commission that this is a study item, and it will eventually need to go to a public hearing and can if they wish, approve it for a public hearing or table it.
 - Skarlet Bankhead gave a brief overview of application and review.
 - Planning Commission discussed application and how to move forward.
 - Staff commented and advised Planning Commission to try and be consistent with their actions per the agenda items. Indicated that Planning Commission tabled previous matter as applicants were not present.
 - Planning Commission discussed tabling item until next meeting.
 - No motion is necessary as item is a study item. Item will be tabled until next meeting.
- 285
- 286
- 287
- 288
- 289
- 290
- 291
- 292
- 293
- 294
- 295
- 296

297 Kathleen Alder advised Planning Commission to be thinking about who the next chair should be as she

298 will be stepping down from her position as Planning Commission Chair.

299

300 **Motion made to adjourn meeting. — B Marble, second — M Fortune**

301 **Vote:**

302 **Yea: K Alder, R Cecil, M Fortune, B Marble, R Perry**

303 **Nay:**

304 **Abstained:**


305 **Excused:**

306

- Motion passed. Meeting adjourned.
- 307
- 308
- 309
- 310

311 Minutes prepared by Ty Cameron.


Michael Fortune, Chair


Ty Cameron, City Recorder