

1 **PLANNING COMMISSION MEETING MINUTES**

2 Wednesday, February 23rd, 2022, 6:00 pm

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

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5 To view the video recording account of the Planning Commission meeting please view our YouTube video of  
6 the meeting that can be found on Providence’s YouTube channel: [Planning Commission 2/23/22 - YouTube](#) (Ctrl +  
7 Click to follow link)

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9 HR. MIN. SEC. in GREEN above items are time stamps for YouTube Video of the Planning Commission meeting

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11 **Call to Order:** Brian Marble, Vice Chair

12 **Chair Roll Call of Commission Members:** Brian Marble

13 **Members in Attendance:** Robert Perry, Brian Marble, Rowen Cecil, Tyler Riggs & Joe Chambers.

14 **Excused:** Michael Fortune, Commission Chair.

15 **Staff Attendance:** Ryan Snow (City Manager), Skarlet Bankhead (Land Use Director) & Ty Cameron (City  
16 Recorder)

17 **Pledge of Allegiance:** Tyler Riggs

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19 **Approval of Minutes:** The Planning Commission will consider approval of the minutes for January 26<sup>th</sup>, 2022.

20 **(MINUTES)**

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- Brian Marble called for a motion to approve the minutes of January 26<sup>th</sup>, 2022.
  - Robert Perry indicated that there was a correction need for line 114. Staff confirmed that correction will be made before obtaining signatures.
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26 **Motion to approve the minutes of January 26<sup>th</sup>, 2022, with the correction to line 114 – Rowan Cecil. 2<sup>nd</sup> –**  
27 **Robert Perry.**

28 **Vote:**

29 **Yea – Robert Perry, Rowan Cecil, Tyler Riggs & Joe Chambers.**

30 **Ney -**

31 **Abstained –**

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33 **Motion Passes.**

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35 **Public Comments:** Citizens may express their views on issues within the Planning Commission’s jurisdiction.

36 The Commission accepts comments: in-person, by email [providencecityutah@gmail.com](mailto:providencecityutah@gmail.com) , and  
37 by text 435-752-9441. By law, email comments are considered public record and will be shared  
38 with all parties involved, including the Planning Commission and the applicant.

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- Brian Marble opened the floor for public comment.
  - No comments were made. Brain Marble closed the public comment portion the meeting.
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43 **Public Hearing(s):**

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45 ➤ **Item No. 1 Zoning of Parcels 02-004-0001 & 02-004-0002 (Vineyard North Phase):** The  
46 Providence City Planning Commission will take comments and questions regarding a request from

47 Visionary Homes to zone parcels 02-004-0001 & 02-004-0002 located in the general area of 600 S & S  
48 1000 E and which are currently in the annexation process, to be zoned as Single-Family High (SFH).  
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- 50 • Planning Commission indicated with staff verification that tonight's public hearing has been  
51 postponed per the request of the applicant.  
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53 **Legislative – Action Item(s):**  
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- 55 ➤ **Item No. 2 Zoning Recommendation for Parcels 02-004-0001 & 02-004-0002 (Vineyard**  
56 **North Phase):** The Providence City Planning Commission will review, discuss, and may take action on  
57 making a recommendation to City Council regarding the zoning of parcels 02-004-0001 & 02-004-0002.  
58 **(ZONE REQUEST) (ANNEXATION APP/SUBDIVISION PLANS)**

- 59 • Planning Commission stated that with the public hearing being postponed so would item number  
60 2 which deals with their recommendation of the zoning of the parcels.  
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- 63 ➤ **Item No. 3 Amending PCC 10-13 Accessory Dwelling Units (Recommendation):**  
64 Planning Commission will discuss and may take action on a request to amend PCC 10-13 Accessory  
65 Dwelling Units. \*Item tabled as applicant did not appear last meeting. **(APPLICATION)**  
66 **(EXHIBIT) (CODE AMENDMENT REVIEW)**  
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- 68 • Brian Marble called item number 3 and asked Skarlet Bankhead to give an overview and update  
69 of the application and process.
- 70 • Skarlet Bankhead, Land Use Director, discussed with the commission the applicants request to  
71 amend the code, what it would entail and what changes they would see.
- 72 • Parties discussed current compliance with the code and possible non-compliant buildings that  
73 may be out there.
- 74 • Mr. Beckett, applicant, discussed with commission his intent and reasoning for applying for a  
75 code amendment regarding setbacks. Parties discussed the setbacks and there accompany zoning  
76 requirements.
- 77 • Parties discussed the purpose of setbacks and what they think it should be changed to if change is  
78 needed.
- 79 • Parties discussed ADU's and what is required and included, as well as restrictions.
- 80 • Parties discussed the code and zones regarding setbacks and some ambiguity regarding the  
81 language from their perspective. Parties discussed accessory units verse accessory dwelling units  
82 and the differences and requirements for both. Parties discussed possible conversion process of  
83 changing an accessory unit to an accessory dwelling.
- 84 • Parties discussed variances as a possible avenue and the requirements that need to be met.
- 85 • Commission discussed with staff the conditional use process and if this request from the  
86 applicant could or should go through that process.
- 87 • Parties discussed PCC 10-13-9 and believe the conditional use process through the Land Use  
88 Administration is the best way for Mr. Beckett's building to become in compliance with the  
89 code. Parties discussed the intent of building setback ordinance.
- 90 • Josh Paulsen, indicated that he was on the planning commission when this ordinance was passed  
91 and that their intent was to make it possible for accessory units to be converted to accessory  
92 dwellings through the conditional use process.

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- Staff indicated some of the issues that may arise with the process and that the ordinance involving 10-13-9 should have been worded to include a date from which buildings could be converted to dwellings.
  - Parties discussed how to move forward. Commission indicated that they believe it would be best if applicants request be denied and that the process be rectified by amending PCC 10-13-9 to be reworded.

100 **Motion to not recommend that applicants request be granted. – Joe Chambers. 2<sup>nd</sup> – Rowan Cecil**

101 **Vote:**

102 **Yea – Robert Perry, Rowan Cecil, Tyler Riggs & Joe Chambers.**

103 **Ney -**

104 **Abstained –**

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106 **Motion Passes.**

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108 **Motion to recommend, from Planning Commission to City Council, that PCC 10-13-9 be amended as follows: - Joe Chambers. 2<sup>nd</sup> Rowan Cecil.**

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111 **10-13-9 Building Setbacks**

112 *New ADUs are subject to the same ordinances that apply to the principal dwelling unit as far as zoning and setbacks. Existing structures as of **February 23<sup>rd</sup>, 2022**, that do not meet setback requirements may be approved on a conditional basis. Adjacent property owners will be notified, and a public hearing will be held before the Administrative Land Use Authority; which will either approve or deny the conditional use **in accordance with the conditional use process***

117 **Vote:**

118 **Yea – Robert Perry, Rowan Cecil, Tyler Riggs & Joe Chambers.**

119 **Ney -**

120 **Abstained –**

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122 **Motion Passes**

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

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- 126 ➤ **Item No. 4 Larsen Subdivision Preliminary Plat:** The Planning Commission will review, discuss, and may take action on a request for preliminary plat approval for Larsen Subdivision, a 3-lot residential inner block subdivision located in the general area of 150 E 200 S, Providence UT.

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129 **(PLAT ANALYSIS)**

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- Brian Marble called item number 4 and asked Skarlet Bankhead to give an overview of the plat.
  - Skarlet Bankhead reviewed with the commission the staff report which included the findings of fact, conclusions of law and conditions. Indicated that applicant is complying with code.
  - Ms. Larsen, applicant, reviewed with commission their plans moving forward.
  - Parties discussed the renters currently on lot 2 and city code restrictions with it not being owner occupied.
  - Parties discussed the plans and how many people will be expected to live in the 3 lots.
  - Parties discussed driveway and easement.

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**Motion to approve the Larsen subdivision preliminary plat with its findings of fact, conclusions of law and conditions. – Rowan Cecil. 2<sup>nd</sup> – Tyler Riggs**

**Vote:**

**Yea – Robert Perry, Rowan Cecil, Tyler Riggs & Joe Chambers.**

**Ney -**

**Abstained –**

**Motion Passes**

➤ **Item No. 5 Shoreline Estates 2 & 3 Preliminary Plat:** The Planning Commission will review, discuss and may take action a request for preliminary plat approval for Shoreline Estates 2 & 3, a 47-lot residential subdivision located in the general area of 750 E Spring Creek Parkway. [\(ANALYSIS\)](#)

- Brian Marble called item number 5 and asked Skarlet Bankhead to give an overview of the plat.
- Skarlet Bankhead reviewed with commission the staff report which included the findings of fact, conclusions of law and conditions. Skarlet indicated that code is being met but that there are certain conditions that will need to be looked into.
- Parties discussed the certain conditions that will need to be reviewed and met before the final plat.
- Steve Earl, project engineer, discussed with commission their plans and the changes that they have made.
- Parties discussed the hammerhead turn around and easement.

**Motion to approve the Shoreline Estates 2 & 3 preliminary plat with its accompanying findings of fact, conclusions of law and conditions - Joe Chambers. 2<sup>nd</sup>-Robert Perry.**

**Vote:**

**Yea – Robert Perry, Rowan Cecil, Tyler Riggs & Joe Chambers.**

**Ney -**

**Abstained –**

**Motion Passes**

- Planning Commission note on the recorder for staff the 3 hours of training that they accomplished by attending the Cache Valley Land Use training from February 9<sup>th</sup>, 2022.

**Motion to adjourn meeting – Tyler Riggs. 2<sup>nd</sup> – Rowan Cecil.**

**Vote:**

**Yea – Robert Perry, Rowan Cecil, Tyler Riggs & Joe Chambers.**

**Ney -**

**Abstained –**

**Motion Passes**

**Meeting Adjourned.**

185 Minutes prepared by Ty Cameron, City Recorder  
186 Minutes approved by the Planning Commission on the \_\_\_\_\_ of \_\_\_\_\_ 2022.

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191 Michael Fortune, Chair

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Ty Cameron, City Recorder

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