

1 **PLANNING COMMISSION MEETING MINUTES**

2 Wednesday, January 25th, 2023, 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 the Planning  
6 Commission webpage or click on the following YouTube Link: [PC 1/25/2023 - YouTube](#)

7  
8 **HR. MIN. SEC.** in **GREEN** above agenda items are time stamps of the YouTube Meeting.

9  
10 **Call to Order:** Michael Fortune

11 **Chair Roll Call of Commission Members:** Shelly Nazer, Robert Henke, Michael Fortune, Tyler Riggs, Bob  
12 Washburn & Joe Chambers.

13 **Absent:** Brian Marble.

14 **Staff Present:** Ryan Snow (City Manager), Skarlet Bankhead (Community Services Director) & Ty Cameron  
15 (City Recorder)

16 **Pledge of Allegiance:** Joe Chambers.

17  
18 **1 MIN. 15 SEC.**

19 **Approval of Minutes:** The Planning Commission will consider approval of the minutes for January 11th, 2023.

20 **(MINUTES)**

- 21
- 22 • Michael Fortune called for the approval of the minutes of January 11<sup>th</sup>, 2023.
  - 23 • Bob Washburn indicated that Danny McFarlane’s name was spelled with a ‘d’ at the end of it and it  
24 should be an ‘e’ according to the application.
  - 25 • Shelly Nazer indicated that on line 116 there was an extra ‘in’ before the word ‘include’ that should be  
26 stricken.
  - 27 • Staff indicated that they would make those changes before final approval.

28  
29 **Motion to approve the minutes of January 11<sup>th</sup>, 2023, with the stated corrections – Tyler Riggs. 2<sup>nd</sup> – Bob  
30 Washburn.**

31 **Vote:**

32 **Yea- Shelly Nazer, Bob Washburn, Michael Fortune, Tyler Riggs & Joe Chambers.**

33 **Ney-**

34 **Abstained-**

35 **Absent- Brian Marble.**

36  
37 **3 MIN. 25 SEC.**

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

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

- 42
- 43 • Michael Fortune opened the floor for public comment. No comments were made by the public.
  - 44 • Michael Fortune inquired if any comments had come in via email or text. Staff indicated that no  
45 comments had come in.
  - 46 • Michael Fortune closed the public comment portion of the meeting.

47  
48 **Administrative Action Item(s):**

49  
50 **8 MIN. 5 SEC**

- 51 ➤ **Item No. 1 Jersey Lane Final Plat:** The Providence City Planning Commission review, discuss,  
52 and may take action on a request for final plat approval for the Jersey Lane Subdivision, a 3-lot  
53 residential subdivision located in the general area of 150 W 200 N, Providence. **(ANALYSIS)**
- 54
- 55 • Michael Fortune called item 1, gave a brief introduction and asked Skarlet Bankhead to give an  
56 overview of the application.
  - 57 • Skarlet Bankhead reviewed with the Planning Commission the staff report's findings of facts which  
58 included the final plats compliance with Utah Code, the city's general plan, master plan and  
59 transportation master plan.
  - 60 • Ms. Bankhead indicated that the water requirement calculations would need to be provided before the  
61 applicants could move forward. She commented that the city engineer will provide the addresses which  
62 will come later, but that they needed to add a note to the plat that survey markers shall be set at all lot  
63 corners.
  - 64 • Parties discussed the storm water pond that was missing on the plat. Applicant's engineer, Michael  
65 Taylor, indicated that it was shown on the construction drawings. Parties discussed the storm water pond  
66 size designation and the need to have it on the plat for future owners.
  - 67 • Skarlet Bankhead discussed the building permit process, that the city engineer will verify the boundary  
68 descriptions, and that a signature block for city culinary water and sanitary sewer authority approval  
69 needed to be added.
  - 70 • Parties discussed Aaron Walker's (Deputy Fire Marshall) letter which included Fire Truck access,  
71 having at least 150 ft of access to any proposed building and that the driveway leading into the lot need  
72 to be keep free as well as having no parking fire lane signs.
  - 73 • Parties discussed the site plan approval requirements and conditions stating that the applicants were to  
74 address the comments in red, address the comments and requirements provided by the Fire Marshall,  
75 provide water dedication calculations; and that they will continue to meet all relevant federal, state and  
76 Providence City's rules, laws, code, and ordinances.
  - 77 • Tyler Riggs commented on Parry's patience and willingness to listen to their neighbors and adapt their  
78 plans.
- 79

80 **Motion to approve the final plat for Jersey Lane parcel 02-144-0042 subject to the findings of facts,**  
81 **conclusions of law and conditions as set forth in the staff report – Tyler Riggs. 2<sup>nd</sup> – Shelly Nazer**

82 **Vote:**

83 **Yea- Shelly Nazer, Bob Washburn, Michael Fortune, Tyler Riggs & Joe Chambers.**

84 **Ney-**

85 **Abstained-**

86 **Absent- Brian Marble.**

87

88 **Motion passes, Jersey Lane final plat approved.**

89

- Parties discussed making sure everyone was signed up for the ULCT Newsletter, Friday facts, and general notifications. [Utah League of Cities and Towns | Home \(ulct.org\)](http://ulct.org)
- Parties discussed what legislative bills they should follow. Staff indicated that they should try to follow all land use bills and that the ULCT has a bill tracking website that helps them follow what’s going on. [Bill Tracking | Utah League of Cities and Towns \(ulct.org\)](http://ulct.org)
- Staff indicated that the Legislative Policy Committee meets every Monday at noon to discuss current bills and laws.

**Motion to adjourn meeting – Joe Chambers. 2<sup>nd</sup> – Bob Washburn**

**Vote:**

**Yea- Shelly Nazer, Bob Washburn, Michael Fortune, Tyler Riggs & Joe Chambers.**

**Ney-**

**Abstained-**

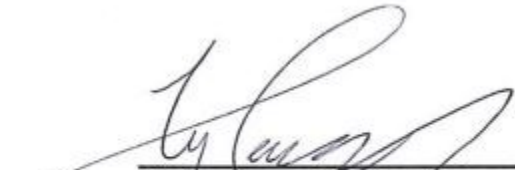
**Absent- Brian Marble.**

**Motion passes, meeting adjourned.**

**Minutes approved by the Planning Commission on 8th day of February 2023.**



Michael Fortune, Chair



Ty Cameron, City Recorder