

1 **PLANNING COMMISSION MINUTES**

2 Wednesday, March 22nd, 2023, 6:00 pm

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

4
5 To listen to an audio recording of the Planning Commission meeting please visit the Planning Commission's
6 Webpage found here: [Planning Commission – Providence City](#)

7
8
9 **Call to Order:** Michael Fortune

10 **Chair Roll Call of Commission Members:** Shelly Nazer, Robert Henke, Brian Marble, Michael Fortune, Tyler
11 Riggs & Bob Washburn.

12 **Staff Present:** Community Development Director Skarlet Bankhead and City Recorder Ty Cameron

13 **Pledge of Allegiance:** Brian Marble

14
15
16 **Approval of Minutes:** The Planning Commission will consider approval of the minutes for February 22nd,
17 2023. [\(MINUTES\)](#)

- 18
19 • Michael Fortune called for the approval of the minutes of February 22nd 2023.

20
21 **Motion to approve the minutes of February 22nd, 2023 – Bob Washburn. 2nd – Brian Marble.**

22 **Vote:**

23 **Yea- Shelly Nazer, Brian Marble, Michael Fortune, Tyler Riggs & Bob Washburn.**

24 **Ney-**

25 **Abstained-**

26
27 **Motion passes, minutes approved.**

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

- 33
34 • Michael Fortune opened the floor of public comment.
35 • No comments were made. Staff confirmed no comments had come in via email.
36 • Michael Fortune closed the public comment portion of the meeting.

37
38 **Administrative Action Item(s):**

- 39
40 ➤ **Item No. 1 Vineyard North - Phase 4 Final Plat:** The Providence City Planning Commission
41 will review, discuss, and may take action on a request to approve the final plat of Vineyard Phase 4.
42 [\(PLAT ANALYSIS\)](#)

- 43
44 • Michael Fortune called item 1, gave a brief introduction, and asked Skarlet Bankhead to give an
45 overview of the final plat.

- 46 • Skarlet Bankhead reviewed with the Planning Commission a summary of the key issues regarding
47 this request which included: Councils approval of an annexation agreement which required the
48 applicants to complete amenities such as the pool, club house, recreation space, and the continuation
49 of the existing trail on 300 E. The construction plan submitted with the final plat shows the extension
50 of the trail along 300 E and the clubhouse plan shows improvements in preparation for a clubhouse
51 in the common area.
- 52 • Ms. Bankhead discussed with the Planning Commission the conditions that the applicants had to
53 meet after approval of their preliminary plat which included: Their legal description and boundaries
54 needed to be certified by a licensed land surveyor, show permanent buildings and structures adjacent
55 to the tract and provide the water availability requirement. These requirements have been completed.
- 56 • Reported what codes the city used to make sure this final plat complied with the requirements for
57 approval and how this development worked within the city's general and master plans. Reviewed the
58 findings of facts and conclusions of law and indicated that overall, everything looked good.
- 59 • Stated that in the conclusions of law there were some comments in red that staff would like the
60 developers to look into, which were to identify the area between the 300 E right-of-way and the east
61 lot lines of Lots 401-404, have identification system for all lots, blocks, and names of streets.
62 Indicate that lot lines should show dimensions in feet and hundredths and that they should consider
63 changing the lot numbering to be consistent with Vineyard phases 1 –3, or the numbering on the
64 approved preliminary plat for Vineyard North.
- 65 • Parties discussed the Deputy Fire Marshals recommendations per his letter which advised developers
66 to make sure there are sufficient turn arounds and/or second access points for emergency vehicles
67 and the addition of a fire hydrant somewhere between 500 N and 700 N.
- 68 • Jon Harrop, applicant, responded to the requirements that Ms. Bankhead has discussed and assured
69 the Commission that they were being worked on.
- 70 • Shelly Nazer asked about the access point on 600 S and if that had been approved. Mr. Harrop
71 responded that they are still talking with the Mayor of River Heights and have a meeting with him
72 next week. Indicated that they are close to an agreement so long as they can meet River Heights
73 request. Ms. Nazer asked if there was a plan B if it didn't get accepted or approved. Mr. Harrop
74 responded that he didn't see them not being able to come to an agreement with River Heights and
75 reported that the access was not required as they already have the needed access into the
76 development but understands it would be best for the residents to have that access point so they are
77 doing everything they can to get it and doesn't really see any issues.
- 78 • Shelly Nazer asked about emergency access. Mr. Harrop responded that they have sufficient access
79 to the development so there are no concerns there.
- 80 • Bob Washburn asked about the landscaping item that is on the agenda tonight and if it would affect
81 their development. Commission responded that they would most likely be grandfathered in so it
82 should not be an issue.
- 83 • Shelly Nazer asked if there would be any additional parking. Mr. Harrop responded that they would
84 have 10-15 parking stalls around the club house and reminded the Commission that the roads in this
85 phase of the development were wider.
- 86 • Parties discussed driveway lengths and parking for the area.

87
88 **Motion to approve the Vineyard North Phase 4 Final Plat with the accompanying staff report that**
89 **includes the findings of fact, conclusions of law and conditions – Shelly Nazer. 2nd – Bob Washburn.**

Vote:

Yea- Shelly Nazer, Brian Marble, Michael Fortune & Bob Washburn.

Ney-

Abstained- Tyler Riggs

Motion passes, final plat for Vineyard North Phase 4 approved.

Study Items(s):

➤ **Item No. 2 Landscape Rebate Ordinance:** The Providence City Planning Commission will review, discuss, and may move forward with initiating the process of establishing a Landscape Rebate Ordinance per the States Division of Water Resources program requirements. **(LETTER) & (PCC 7-1-8 PARK STRIPS)**

- Michael Fortune called item 2, gave a brief introduction, and asked Skarlet Bankhead to give an overview of the request.
- Skarlet Bankhead indicated that this item came from a letter from the Division of Water Resources, which is attached to the agenda; and that following their recommendation indicated that this would be an ordinance that would have to change a few places in the city code in order to comply. She discussed the city’s required involvement and the process and timeframes. She indicated that Providence has very few park strips wider than 8ft.
- Michael Fortune discussed the rebate program and its effectiveness in other cities.
- Brian Marble asked about the cities current water shortages. Ms. Bankhead responded that the city has had some days in the past where we have asked residents to hold off watering but that is usually because most residents water at the same time so its not really a water shortage but more of a water tank capacity issue.
- Parties discussed moving this item forward and the next step in the process. Parties discussed what the code would look like and how it will affect the look of the city.
- Brian Marble commented on the Cache County Conservancy District, changing grass types, water shortages throughout the State and how the city would look if we adopted or changed this ordinance. He commented on how green the city looks and keeping it that way.
- Parties discussed their options moving forward and setting this for a public hearing to engage the residents. Commission agreed to research more about what this change would entail and will put this item on next meeting’s agenda to get more information from staff and each other.

➤ **Item No. 3 Flood Plain Management and Regulations Code Amendment:** The Providence City Planning Commission will review, discuss, and may move forward with initiating the process of amending the Providence City Code dealing with Flood Plain Management and Regulations, PCC 10-16-2. **(CODE AMENDMENT REVIEW)**

131

132

133

134

135

136

137

138

139

140

141

142

143

144

145

146

147

148

149

150

151

152

- Michael Fortune called item 3 gave a brief introduction and asked Skarlet Bankhead to explain the amendment.
- Skarlet Bankhead discussed with the Commission that this amendment was necessary in order to comply with the new FEMA reports and maps that allow us to take part in their flood insurance program. This is a request to update the city’s Flood Plain Management Regulations. The FEMA report focused on identifying flood ways and hazardous areas and how to manage them. She indicated that the ordinance needs to be in place on or before May 9th, which means the next step would be to take it to a public hearing and then for them to make a recommendation to Council so that it can be on Council’s April agenda.
- Planning Commission asked if this would replace the existing ordinance. Ms. Bankhead responded that yes it would replace the current one, not just change certain parts.
- Parties discussed having a disclaimer in the ordinance and the County’s GIS maps and the current flood plain maps.
- Ms. Bankhead related an incident that happened awhile back on center street regarding a rockslide, due to water, that FEMA helped them with because of the ordinance that was in place.
- Parties discussed the current maps and moving this item to a public hearing. Parties discussed the importance of this ordinance. Item to be set for a public hearing.
- Michael Fortune reported that the election for a new Chair and Vice Chair will be happening in July and for each of them to think about who they would like to take those positions.

153

Motion to adjourn meeting. – Brian Marble. 2nd- Tyler Riggs.

154

Vote:

155

Yea- Shelly Nazer, Brian Marble, Michael Fortune, Tyler Riggs & Bob Washburn.

156

Ney-

157

Abstained-

158

159

Motion passes, meeting adjourned.

160

Next meeting April 12th, 2023.


161

162

Minutes approved by vote of Planning Commission on 12th day of April 2023.



Michael Fortune, Chair



Ty Cameron, City Recorder

163