



ROY CITY
Planning Commission Work-Session
August 27, 2018 – 6:00 p.m.
Community Development Conference Room
5051 South 1900 West

The meeting was a regularly scheduled work-session designated by resolution. Notice of the meeting was provided to the *Standard Examiner* at least 24 hours in advance. A copy of the agenda was posted.

The following members were in attendance:

Torris Brand, Chair
Chris Collins
Ryan Cowley
Leland Karras
Claude Payne

Steve Parkinson, City Planner

Excused: Assistant City Attorney, Brody Flint, Commissioners Don Ashby, Samantha Bills, Annette Mifflin and Jason Sphar

Others in attendance: none

Pledge of Allegiance: Chair Brand

1. DECLARATIONS OF CONFLICT

There were none.

2. APPROVAL OF JULY 23, 2019, REGULAR MEETING MINUTES

Commissioner Karras moved to approve the July 23, 2019, work session meeting minutes as written. Commissioner Collins seconded the motion. Commissioners Brand, Collins, Cowley Karras, and Payne voted “aye.” The motion carried.

3. CONTINUED DISCUSSION ON SCREENING REQUIREMENTS.

Steve Parkinson, City Planner, reminded the Commission that he has asked them to take photographs of screening and fencing methods that they liked in other cities. He only received one example. One Commissioner stated that they liked the Clinton City's ordinance for screening because it provided flexibility for developers and residents. The Commissioners agreed. Mr. Parkinson said that he would take their feedback and put together a proposal.

4. CONTINUED DISCUSSION ON STAFF REPORTS

Steve Parkinson, City Planner, presented examples of staff reports from other cities. The first was a staff report for a subdivision, which had only four pages. The staff report included a written description of the project, some background information, and the subdivision plat. Roy City staff reports for subdivisions usually contain two pages on written information, an aerial map, and the subdivision plat.

The Commission asked if the staff reports normally included images provided by the applicant, such as renderings. Mr. Parkinson said that they usually left that up to the applicant during their presentation.

Chair Brand expressed a concern that many of the applicants don't have a good presentation prepared. He suggested providing the applicants with some guidelines or a list of prompts that would help them put together a presentation. The Commission wanted applicants to share more details about their projects rather than just standing there to answer questions.

5. COMMISSIONERS MINUTE

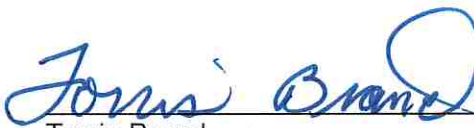
The Commission brought up the concern about the location of the dumpster at the assisted living facility, and Mr. Parkinson noted that it would cost the City to move it. Chair Brand said that there had been complaints about employees smoking at the dumpster, which was located close to residential properties. He wondered if the owners of the facility could designate a smoking area away from the residences. Staff said that they could bring it up with the owners, but that probably wasn't something the City could mandate.

6. STAFF UPDATE

Steve Parkinson, City Planner, presented a copy of the form base code and said that this was in the same format as the City's zoning ordinances. He presented a map and identified different zones. Each zone would be subject to height restrictions and they each had a table of allowed uses. The form base code also included chapters regulating open space, landscaping, parking, acceptable building materials, and signage. Mr. Parkinson would provide a list of cities that had already incorporated a form base code into their ordinance, if the Commissioners requested it.


7. ADJOURN

Commissioner Cowley moved to adjourn at 7:01 p.m. Commissioner Karras seconded the motion. Commissioners Brand, Collins, Cowley, Karras, and Payne voted "aye." The motion carried.



Torris Brand
Chair

Attest:



Morgan Langholf
City Recorder