

CLEARFIELD PLANNING COMMISSION MEETING

January 19, 2011

7:00 P.M. - Regular Session

PRESIDING:	Nike Peterson	Chair
PRESENT:	Darren Carpenter	Commissioner
	Matt Stones	Commissioner
	Ron Jones	Commissioner
	Randy Butcher	Commissioner
	Joel Gaerte	Commissioner
	Barbara Perry	Alternate Commissioner
	Doyle Sprague	Council Liaison
EXCUSED:	Brandon Stanger	Alternate Commissioner
UNEXCUSED:	Bill Moore	Commissioner
STAFF PRESENT:	Brian Brower	City Attorney
	Adam Lenhard	Community Development Director
	Valerie Claussen	Planner
	Christine Horrocks	Building Permits Specialist
VISITORS:	Kathryn Murray, Gary Pestotnik, Krista Hailey, Allan Karras	

Pledge of Allegiance was led by Chair Peterson.

APPROVAL OF AGENDA

Chair Peterson asked the Commissioners if there were any items on the agenda that they felt should be considered at a later date or addressed out of sequence. The Commission proceeded with the Agenda as written with the following vote: **Voting AYE: Commissioners Carpenter, Stones, Jones, Butcher, Gaerte, and Perry. Voting NAY: None**

ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Commissioner Butcher nominated Commissioner Peterson as Chair. There were no other nominations. **Commissioner Gaerte moved to close the nominations, seconded by Commissioner Stones. All Voting AYE.**

Voting for Commissioner Peterson as Chair for a term of one year, **Voting AYE: Commissioners Carpenter, Stones, Jones, Butcher, Gaerte, and Perry. Voting NAY: None**

Commissioner Butcher nominated Commissioner Carpenter as Vice-Chair. Commissioner Carpenter declined the nomination. Commissioner Stones nominated Commissioner Jones as Vice-Chair. Commissioner Jones declined the nomination. Commissioner Jones nominated Commissioner Stones for Vice-Chair. There were no other nominations. **Commissioner Butcher**

moved to close the nominations, seconded by Commissioner Perry. All Voting AYE.

Voting for Commissioner Stones as Vice-Chair for a term of one year. **Voting AYE: Commissioners Carpenter, Stones, Jones, Butcher, Gaerte and Perry. Voting NAY: None**

APPROVAL OF MINUTES FROM DECEMBER 1, 2010 PLANNING COMMISSION MEETING

Commissioner Gaerte moved to accept the minutes of December 1, 2010 as proposed, seconded by Commissioner Jones. All Voting AYE.

SP 11-001 - SITE PLAN APPROVAL TO AMEND THE LOCATION OF A MECHANICAL EQUIPMENT BUILDING AT 1051 SOUTH INDUSTRIAL PARKWAY

Valerie Claussen stated the request was to amend the location of the mechanical building that was originally proposed on the east and was to now be located on the west side of the building. She stated the request was consistent with the General Plan and zoning and was compatible with the surrounding properties. The original site plan approval was received in September 2010. The findings or review considerations for the site plan are the building location and the exterior design, both of which staff evaluated. It was determined the building would be located appropriately on site and there was no further impact on the adjacent property. It was compatible with the buildings on site as well as the adjacent properties. The only conditions of approval were that the construction documents would be in substantial conformance with the case and that the conditions of approval of the overall site stipulated at the September 2010 Planning Commission meeting would also apply. Ms. Claussen stated that staff recommends approval as conditioned of the site plan based on the findings and the discussion in the staff report. Councilmember Sprague asked the reason for the change. Ms. Claussen said she was told by the applicant that it was an oversight because of the changes inside the building.

Commissioner Butcher moved to recommend approval of SP 11-001, as conditioned, a Site Plan for the ATK expansion, specifically the relocation of the mechanical equipment building, based on the findings and discussion in the Staff Report, seconded by Commissioner Stones. All Voting AYE.

DA 11-001 - AMENDMENT TO THE TANNER HERITAGE ESTATES DEVELOPMENT AGREEMENT

Valerie Claussen said there was one correction on page 4 of the staff report, in the third paragraph the date should be February 23, 2011. She gave history of the development of Tanner Heritage Estates Subdivision. Ms. Claussen said the request was to modify the front yard setbacks for all lots to be 23 feet. Previously the even numbered lots were required to have a 25-foot front setback. The odd numbered and cul-de-sacs lots had the 23-foot front setback. The staggering front setbacks were a common practice to encourage variety and avoid monotonous streetscape. The finding could be made that the 23-foot front setback for all the lots would not adversely affect the rights of the adjacent property owners, affect public health safety or general

welfare and was already a standard for the cul-de-sac and odd numbered lots. The second modification to the Development Agreement was reimbursement for public improvements. The original agreement established a schedule to reimburse the improvements in two payments with the final payment to be made no later than February 1, 2011. The first reimbursement had been paid in full. The amended schedule proposed to cut the second payment into two halves. The first payment would be paid prior to the twelfth building permit and the second half would be due prior to the sixteenth building permit, with the full amount to be paid no later than February 1, 2012. Ms. Claussen stated that the developer, Castle Creek Homes, continued to obtain building permits and the developer had shown good faith effort to move forward with the project and to continue to fulfill the reimbursement obligation. Staff recommended approval of the development agreement amendment.

Chair Peterson asked how many permits had been pulled. She was told nine permits have been pulled by this developer. Commissioner Stones asked if originally the payment was to be made with half of the amount prior to the eighth permit and the remaining amount at 12 permits. Commissioner Butcher asked if a home could have a front setback different from 23 feet. He was told the 23-foot front setback was a minimum and could be increased if desired. Chair Peterson asked if the developer had paid the first half. Ms. Claussen said the developer had and there was no deficiency at this point. Commissioner Stones asked if there were a schedule for the remaining payments. Ms. Claussen stated the only schedule was to pay half prior to the issuance of the twelfth permit and the remainder prior to the sixteenth permit or no later than February 1, 2012.

Commissioner Gaerte moved to recommend approval to the City Council, amending Tanner Heritage Estates Development Agreement by adding an addendum, based on the discussion and findings provided in the Staff Report, seconded by Commissioner Carpenter. All Voting AYE.

STAFF REPORTS

Valerie Claussen reviewed the Planning Commission By-Laws and the roles and responsibilities of the Planning Commission. She also explained to the commissioners the anatomy of a staff report. Ms. Claussen said staff would try to streamline meetings and would hold meetings only as necessary.

Chair Peterson said she appreciated the new format for the staff reports and the information that was provided. She asked for more detail about possibly holding the Planning Commission meeting once a month. Valerie Claussen said she was trying to have a bigger bulk of information at each meeting. Adam Lenhard said staff wanted to balance the time of the Planning Commission plus respond in a timely manner to the applicants. He said the City didn't want to delay the applicant; the commitment was to the applicant. Every month may be different depending on the work load but staff was trying to have more meaningful meetings. Chair Peterson said that would be a trend toward a more consolidated approach. The meetings would be held as needed.

Councilmember Sprague said the City wants to be easy to work with and said to be careful to not

delay an applicant. Commissioner Butcher said the other meeting date could be used for a work meeting if needed. Chair Peterson stated it would lend time for additional training.

Adam Lenhard formally welcomed Valerie Claussen and stated he was personally impressed with the staff report that she prepared. Adam Lenhard said she reevaluated the application, review period etc. He felt the City was taking big steps forward to where it wanted to be. He recommended the commissioners use her as a resource. Mr. Lenhard said Clearfield City was fortunate to have Valerie Claussen with her knowledge of planning plus her ability to work with the applicants even in difficult situations.

PLANNING COMMISSIONERS' MINUTE

Commissioner Peterson – Said she is looking forward to the new year.

Commissioner Carpenter – Good to be here.

Commissioner Stones – Said he appreciates the staff and the change to the staff reports and welcome to Valerie Claussen.

Commissioner Jones – Welcome to Valerie Claussen and welcome to a new year. He felt the Planning Commission is a good group and it will be a good year.

Commissioner Butcher – Welcome back.

Commissioner Gaerte – Welcome to Valerie Claussen and he was glad to be back.

Commissioner Perry – Welcomed Valerie Claussen and said she appreciate the new streamlined staff report.

Councilmember Sprague – Happy to be here and glad to have Valerie Claussen.

There being no further business to come before the Planning Commission, **Commissioner Stones moved to adjourn at 7:40 P.M.**