

## CLEARFIELD PLANNING COMMISSION MEETING

January 4, 2012

7:00 P.M. - Regular Session

PRESIDING:	Nike Peterson	Commissioner
PRESENT:	Randy Butcher	Commissioner
	Joel Gaerte	Commissioner
	Brandon Stanger	Commissioner
	Becky Brooks	Commissioner
	Lance Brown	Alternate Commissioner
	Norah Baron	Alternate Commissioner
	Michael LeBaron	Council Liaison
ABSENT:	Ron Jones	Commissioner
STAFF PRESENT:	Brian Brower	City Attorney
	Valerie Claussen	Development Services Manager
	Christine Horrocks	Building Permits Specialist

Pledge of Allegiance was led by Commissioner Peterson.

### APPROVAL OF AGENDA

Commissioner Peterson said the minutes for the November 2, 2011 meeting were not available for approval. Valerie Claussen requested item 6, Planning Commission Training, be discussed prior to item 5, Goal Setting. **Commissioner Butcher moved to accept the agenda with the changes noted. Seconded by Commissioner Gaerte. The motion carried upon the following vote: Voting AYE: Commissioners Butcher, Gaerte, Stanger, Brooks, Brown and Baron. Voting NO: None.**

### APPROVAL OF MINUTES FROM AUGUST 17, 2011, SEPTEMBER 21, 2011, NOVEMBER 2, 2011 AND DECEMBER 7, 2011 PLANNING COMMISSION MEETING

**Commissioner Gaerte moved to approve the minutes of August 17, 2011 as written. Seconded by Commissioner Brown. The motion carried upon the following vote: Voting AYE: Commissioners Butcher, Gaerte, Stanger, Brooks, Brown and Baron. Voting NO: None.**

**Commissioner Butcher moved to approve the minutes of September 21, 2011 as written. Seconded by Commissioner Brown. The motion carried upon the following vote: Voting AYE: Commissioners Butcher, Gaerte, Stanger, Brooks, Brown and Baron. Voting NO: None.**

The minutes for November 2, 2011 were removed from the agenda.

**Commissioner Baron moved to approve the minutes of December 7, 2011 as written.**

**Seconded by Commissioner Stanger. The motion carried upon the following vote: Voting AYE: Commissioners Stanger, Brooks, Brown and Baron. Voting NO: None, Commissioners Butcher and Gaerte did not participate in the vote because they were not present at the meeting.**

There was some discussion on the need to have the motions and seconds for approval of minutes made by commissioners who were in attendance at that specific meeting. Brian Brower stated be an argument could be made that if a commissioner weren't present to know what transpired in the meeting, how could he/she approve what took place. Brian Brower said we aren't saying one couldn't vote, but it could become an issue if there were a legal challenge because the courts would look at the minutes not the recording. Mr. Brower said it was a better practice to have those in attendance vote on the minutes. **Commissioner Gaerte moved to reconsider the approval of the minutes for August 17, 2011 and September 21, 2011. Seconded by Commissioner Stanger. The motion carried upon the following vote: Voting AYE: Commissioners Butcher, Gaerte, Stanger, Brooks, Brown and Baron. Voting NO: None.**

**Commissioner Gaerte moved to approve the minutes for August 17, 2011. Seconded by Commissioner Stanger. All Voting AYE**

**Commissioner Stanger moved to approve the minutes as written for September 21, 2011. Seconded by Commissioner Gaerte. All Voting AYE.**

#### ELECTION FOR CHAIR AND VICE-CHAIR FOR THE 2012 YEAR

Brian Brower, City Attorney, reviewed the rules and regulations of the Planning Commission, stating those who were eligible to serve as Chair of the Planning Commission were those who had served at least one year on the Planning Commission, but that did not count time as an alternate. The following commissioners were eligible to be the Chair: Commissioners Butcher, Gaerte, Jones, and Peterson. He stated there was no minimum time requirement to serve as vice-chair; however, alternate commissioners were not eligible to serve as vice-chair.

**Commissioner Butcher nominated Commissioner Peterson. Seconded by Commissioner Gaerte.** There were no further nominations. **Commissioner Stanger moved to close the nominations for Chair. Seconded by Commissioner Brown. The motion carried upon the following vote: Voting AYE: Commissioners Butcher, Gaerte, Stanger, Brooks, Brown and Baron. Voting NO: None.** Commissioner Peterson accepted the nomination. **Commissioner Peterson was elected Chair upon the following vote: Voting AYE: Commissioners Butcher, Gaerte, Stanger, Brooks, Brown and Baron. Voting NO: None.**

**Commissioner Gaerte nominated Commission Butcher for Vice-chair. Seconded by Commissioner Brooks. Commissioner Butcher nominated Commissioner Gaerte for Vice-chair. Seconded by Commissioner Stanger.** There were no further nominations. **Commissioner Brown moved to close the nominations for Vice-chair. Seconded by Commissioner Baron. The motion carried upon the following vote: Voting AYE: Commissioners Butcher, Gaerte, Stanger, Brooks, Brown and Baron. Voting NO: None.**

**Commissioner Butcher was elected Vice-Chair upon the following vote: Voting for Commissioner Butcher: Commissioners Gaerte, Brooks, Baron, and Brown. Voting for Commissioner Gaerte: Commissioners Butcher and Stanger.**

#### PLANNING COMMISSION TRAINING

Valerie Claussen gave the commissioners a copy of the General Plan and Vision 2020, which was the City's strategic plan. She stated the General Plan referenced the City's Vision 2020 plan. Ms. Claussen said the General Plan was the guiding document for the Planning Commission to make land use decisions. She said the Planning Commission was an appointed body to the City Council. The Planning Commission must follow through on the policies adopted by the City Council. Ms. Claussen reviewed the General Plan and Vision 2020 with the Commissioners.

#### DISCUSSION OF CLEARFIELD PLANNING COMMISSION YEAR END REVIEW AND 2012 PLANNING COMMISSION WORK PROGRAM AND GOALS

Valerie Claussen gave the commissioners a list of the administrative planning and zoning items and the action that was taken by the Planning Commission in 2011. Ms. Claussen had a list of the goals for 2012. Each commissioner was given an opportunity to vote for the items they felt were most important to accomplish. After the commissioners voted, Ms. Claussen asked Commissioner Butcher what he intended when he wrote, "HOAs and how cities work with them." Commissioner Butcher said he wanted to have follow up discussion on HOAs to better understand the role of the Planning Commission and enforcement of the HOA. Ms. Claussen said she would get the packet from the August work session with the City Council to use with further discussion. Ms. Claussen said she would put a work plan together for the next meeting. She thanked the commissioners for the work they do.

#### PLANNING COMMISSIONERS' MINUTE

Chair Peterson – Stated Commissioner Moore had resigned from the Planning Commission as his business had picked up and wished him well. She welcomed the new council liaison and the commissioners introduced themselves to Councilmember LeBaron. She said happy New Year, and congratulations to Commissioner Butcher.

#### STAFF REPORTS

Brian Brower said an appeal hearing for a decision made by the Planning Commission would be held January 5, 2012 at 6:00 p.m. He said the issue with the appeal was whether the height of the outdoor storage could exceed six feet and was able to go up to fifteen feet in height. Outdoor storage could be higher than six feet only if all adjacent properties were zoned M-1, manufacturing.

Valerie Claussen said the Burrito Grande had a certificate of occupancy and For Your Kitchen

was not too far behind. She said Clearfield University would be good for exposure to all facets of the City. It would be held on Thursday nights. Ms. Claussen said the reappointment of Commissioners Butcher and Brown were scheduled for the City Council meeting on January 24, 2012. She told them there was no obligation for their attendance at the meeting.

There being no further business to come before the Planning Commission, **Commissioner Gaerte moved to adjourn at 9:06 P.M.**