

**MINUTES OF THE VINEYARD TOWN
PLANNING COMMISSION AND TOWN COUNCIL SPECIAL MEETING
Vineyard Town Hall, 240 East Gammon Road, Vineyard, Utah
August 3, 2016, 7:00 PM**

PRESENT -

Chris Judd

Wayne Holdaway

Tyce Flake

Tim Blackburn

Daniel Pace

Angela Kohl

Dale Goodman

Anthony Jenkins (entered at 7:30 PM)

ABSENT-

Staff Present:

Morgan Brim-Community Development Director

Don Overson- Public Works Director/ Engineer

Kelly Kloefer- Records Management Assistant

Others Present:

None.

The Vineyard Town Planning Commission held a regular meeting and public hearings on Wednesday, August 3, 2016, starting at 7:00 PM in the Vineyard Town hall. The invocation was offered by Angela Kohl.

Open Session: Public comment period for items not on the agenda.

Council Member Tyce Flake commented that the parking strips on Sunset were not done to his corner.

Commissioner Chris Judd asked when a new street light in Sleepy Ridge will be installed. Then it was stated a resident will be putting boulders in that spot.

Open Session was closed

Work Session:

Morgan Brim stated that the minutes will be caught up and the new hire will keep those current.

Chris Judd opened the session.

5.2 Discussion: Application Process and Procedures

Discussion of application process requirements regarding site plans, conditional use permits, permitted uses, zoning map amendments, general plan amendments and zoning text amendments. Application processes are located in several zoning ordinance chapters, including but not limited to:

- 1.2.1** Chapter 3: Land Use Authorities and Other Officers
- 1.2.2** Chapter 5: Amendments to the General Plan and Land Use Ordinances
- 1.2.3** Chapter 12: Land Use Application Procedures
- 1.2.4** Chapter 14: Permitted Uses
Chapter 15: Conditional Use

Community Development Director Morgan Brim stated all of the processes would be consolidated into one chapter.

Director Brim explained that applying for applications is extensive, first requiring staff and then public approval process. He proposed that a decision could be made at a public hearing regarding conditional use permits.

Mr. Judd asked if the letters would be submitted, noted, and then added to the staff report for approval or denial.

Director Brim confirmed it would be. He then emphasized that most cities do not require council approval at a public hearing. He then recommended that this be done on the planning commission level. He then added that the zoning tax amendments be at the discretion of the Town Council and Planning Commission.

A council member asked if a meeting should be held for each.

Director Brim expressed that some zoning changes will be controversial but others not and for that reason it will not make you go through as many meetings. It would be a discussion topic at the meeting and then be able to say we will make a decision at a later time. In summary you would have the authority to deliberate on items.

Director Brim recommended that we use one designation for permit use instead of the current P-1 and P-2 categories. He added you could look at the code and then either issue a permanent or conditional use permit.

Then he proposed changing the submission of conditional use permit site plans. It was mentioned that if you have certain site plans such as a church, you would go through the Planning Commission. Also that in a residential area that would be submitted to Planning Commission and Staff.

Public Works Director Don Overson suggested that if there were concerns that the Planning Commission should raise the standards in the code. Then the staff will be able to evaluate them.

Council Member Flake then agreed with Mr. Overson.

Council Member Pace added that if the standards were raised, The Council could point directly to certain codes.

Chairman Judd expressed concern.

Mr. Brim suggested they have a separate meeting about this specifically.

Chairman Judd asked a question about landscape standards and public and private cross section standards be raised as well.

Mr. Overson stated that any type of cross section can be allowed and that the changes would not allow them to do that.

Council Members and Commissioners agreed to make the changes to site plans.

Council Member Flake commented that he thought we had a year to have the Code and General Plan before development. It was discussed that the General Plan needed an update.

Mr. Brim stated that they needed to make the zoning changes before they update the General Plan.

Council Members discussed parking and the possibilities of requiring a parking study as part of a site plan application.

Council Member Goodman explained how American Fork City handled this and other agreed that it was a good approach.

5.2 Discussion: Accessory Dwelling Units

Discussion of proposed amendments to accessory dwelling unit provisions contained in Section 1706 of Chapter 17: Supplementary Development Standards.

Mr. Brim explained an accessory dwelling unit. He added that the code currently restricted them. He stated that people are building them anyway. He proposed that a code be put in place so that the Town could regulate them. They would be required to be in conjunction with a Single Family Dwelling. He added they must be attached to structure and not a stand-alone structure. He added an arm must be there and that is a very important to the permit process. He stated it is important that they are no larger than 1200 sqf, does not become a duplex, and it

stays an accessory. Require two on sight parking spaces for accessory dwelling. It must maintain the look of a single family dwelling.

Council Members and Commissioners agreed that Mr. Brim should proceed with the proposed amendments. Alternate Commissioner Anthony Jenkins pointed out that a new trend in the tiny homes on trailers and asked how that would be affected.

Mr. Brim explained there were three situations or orientations. First, you are resituating a basement. Second, an actual addition to house. Third, a detached garage.

2. COMMISSION REPORTS & EX PARTE DISCUSSION DISCLOSURE:

Mr. Jenkins expressed concerns about the trails where people were riding bikes. He stated there are not cohesive trails, requiring bikers to cross the street back and forth. UDOT will be putting in a biking lane on Geneva Road.

Mr. Jenkins then asked about crosswalks in front of Freedom Preparatory Academy.

Mr. Overson stated that the town did not have the budget to have crosswalks for a route to school. When the school applied they stated that most students will be bused in. He suggested to the school they have parents volunteer. There are not enough students from the subdivisions to justify the expense.

3. STAFF REPORTS:

5.2 Morgan Brim, Planning Director

5.3 Don Overson, Town Engineer

Mr. Judd adjourned the meeting at 8:24 PM.

MINUTES APPROVED ON: September 7, 2016

CERTIFIED CORRECT BY: /s/Kelly Kloepfer
KELLY KLOEPFER, RECORDS MANAGEMENT ASSISTANT