



RICHMOND CITY PLANNING & ZONING COMMISSION

City Council Chambers
90 South 100 West
Richmond, Utah 84333

The Richmond City Planning & Zoning Commission met in a regularly scheduled meeting at 90 South 100 West, Richmond, Utah at 7:00 P.M. on Tuesday, August 7, 2018.

Commission Members Present: Jay Bair, Vern Fielding, Chairman Rod Going, Jerry Kidd, Jessica Dunyon

Commission Members Absent: Randy Fischer

Staff Present: Justin Lewis (City Recorder), Jeff Young (Mayor), Jeremy Kimpton (City Administrator), Tucker Thatcher (Councilmember), Cheryl Peck (Councilmember), Lyle Bair (Councilmember), Paul Erickson (Councilmember), Darek Kimball (City Engineer)

Others Present: Derek Moss (J-U-B Engineers), Cindy Gooch (J-U-B Engineers), Debbie Zilles Marian Fielding, Amy Jensen

The meeting was called to order at 7:00 P.M. by Chairman Rod Going

Approval of the June 5, 2018 Planning Commission meeting minutes.

Minutes from the June 5, 2018 meeting were reviewed. Jessica moved that the minutes be approved as submitted. Vern seconded the motion. The motion was unanimously approved.

Yes Vote: Bair, Dunyon, Going, Kidd, Fielding

No Vote: None

Absent: Fischer

Discussion and possible vote on the rezone request by Brian Webb, agent for Webb Properties, LLC, to rezone a portion of Parcel Number 09-067-0053, 2.0569 acres, from MLI (Manufacturing/Light Industrial) to RLD (Residential Low Density). The parcel is located west of approximately 50 South 400 West and south of approximately 450 West Main Street. The original approval of this request was rescinded due to issues with the legal description, acreage included in the rezone request and the survey plat.

Justin explained that the previous application was inaccurate; the correct amount of acreage is 2.0569 acres rather than 1.9 acres as originally submitted. Legal counsel's advice was to begin the process over and re-submit the request for approval.

***** A motion was made by Jerry to approve the rezone request by Brian Webb, agent for Webb Properties, LLC, to rezone a portion of Parcel Number 09-067-0053, 2.0569 acres, from MLI (Manufacturing/Light Industrial) to RLD (Residential Low Density). The parcel is located west of approximately 50 South 400 West and south of approximately 450 West Main Street. The motion was seconded by Jessica. The vote was unanimous. *****

Yes Vote: Bair, Dunnyon, Going, Kidd, Fielding
No Vote: None
Absent: Fischer

Discussion with representatives from J-U-B Engineers on the process and what is involved in updating the current General Plan.

Justin introduced Cindy Gooch & Derek Moss from J-U-B Engineers.

Cindy advised that the General Plan was updated and adopted in 2013 and requires periodic review.

The Plan serves as a guide for making land-use and growth decisions. The Commission's role is to evaluate the Plan. Within the Plan are goals, objectives and actions/policies that should be reviewed annually. A resident survey was performed with the results included in the Plan. The Plan may not need to be completely redone, it may only require a few updates.

Page 11 lists the accomplishments since the previous General Plan and the directions established in this update.

Justin pointed out that Richmond is currently ahead of the 2020 population estimate. Cindy said those figures can be updated in the Plan. A disc was given to Marlowe Adkins (former City Administrator) and some items can be updated by the City rather than a paid consultant.

Developments and subdivisions were documented, which is normally not done because of constant changes due to growth. The information was included in the Plan because it was during the recession, to identify what was available. Cindy suggested either updating this information or removing it.

Cindy encouraged the Commission to review the goals, objectives and actions/policies for each section within the Plan.

Cindy suggested more direction be given to economic development and the historical downtown area to help increase vitality. One of the ideas listed in the Plan was to incorporate directional signs. She noticed that there are many businesses that have closed and there are some vacant buildings.

American Falls, Idaho is a good example of revitalizing a downtown area by hosting a winterfest activity which includes window displays and entertainment, which attracts people to the area.

Paul Erickson pointed out that when the Plan was being updated in 2013, the ski resort was beginning; however, the actual impacts were not known at that time. The use of a few buildings has changed (including the City Offices), the Texaco Service Station was removed, and the former Theurer's Store has been rented for CNC Machining, a use that was never considered. Cindy said those issues should be evaluated.

Cindy said the funds for mapping in 2013 were from a grant and the Community Impact Board (CIB) paid 50% of the cost. Mayor Young said it is logical to review the Plan every few years. Cindy pointed out that impact fees can be used for update costs.

Vern said it is important to review and implement what is already in the Plan. Cindy noted that, additionally, the Commission should consider new developments associated impacts. Vern advised that there was recently an interest in a high-density housing development along the highway, which prompted the Commission to consider if the City is prepared to accommodate that type of request.

Paul said there was a lot of time spent reviewing the life cycle of housing during the last update. When the 2,000 foot policy was put in place, Richmond was a very different place than it currently is. Demands for transportation, costs, and services have all increased and there may be a better way to help the community grow effectively.

Jessica said the Commission should be proactive instead of reactive. Cindy agreed, it is the Commission's responsibility to evaluate the Plan and forward recommendations to the City Council. There should be collaboration between the Commission and Council.

Justin questioned how a city, with limited multi-family housing, determines where to add an affordable housing development? Derek Moss said Plain City recently updated their General Plan and the first thing they did was to establish an advisory committee (comprised of members of the Commission, City Council, staff, the public and the consulting team) to identify priorities, needs and changes and develop objectives to meet those concerns. If multi-family housing is allowed, the City needs to consider what they want to get in return (i.e. parks or more open space in exchange for additional density). One of the ways is to identify where the determined priorities should be located and consider the possible opportunities to meet those priorities. State Code mandates that General Plans address land-use, moderate income housing and transportation. Other items to consider are historic preservation, economic development and public facilities. Derek recommended the Commission begin with reviewing the goals and objectives and identify new goals, land-use changes and impacts.

The Mayor noted the need to consider the outskirts of the City. Continued growth will increase the demand for more housing and more development. For example, a new Lee's Marketplace on the northwest side of town will create demand for development. The City needs to find a responsible balance for affordable housing and future development. Derek explained that moderate income housing as defined by the Utah State Code 10-9a-103 is, housing occupied or reserved for occupancy by households with a gross household income equal to or less than 80% of the median gross income for households of the same size in the county in which the city is located; which in many cities equates to about 20% of the population. The State requires updates to the data every two years (which will account for fluctuations in the market). Moderate Income Housing is detailed in Appendix 2.

Cindy advised that the Bear River Association of Governments (BRAG) can provide an annual analysis, which will help determine compliance with current State regulations.

Cindy explained that there was a lot of discussion about the life cycle of housing and the need to provide options for young people and seniors, who are an important part of the population, to stay in the community. A Mixed-Use zone can allow for housing variations and lot sizes, it does not always have to be large, dense projects and transient residents.

Derek said action items can be formed and guidelines developed which will create the scope for the update. Traffic and land-uses are important components to consider.

Derek advised the transportation section (chapter 5 of the General Plan) be focused on connectivity to the north. Issues such as additional traffic related to events at the ski resort and a future grocery store were not anticipated five years ago. As the City continues to grow this will have to be reviewed. Cindy said transportation evaluations can be done by the County through grant money.

Jessica asked who would be responsible for action to begin. Justin said it depends on what the Commission and/or Council determines the focus is. The Mayor said he would rather spend funds every few years for smaller updates than a large amount for a full Plan. Cindy said this should just be

an update. She also pointed out that Master Plans (i.e. Transportation, Parks & Rec, Water and Sewer) are not part of the General Plan but are implemented within it.

Justin advised that the City will begin an impact fee study (sewer and water) in January 2019 and asked if this would be a factor in that study? Cindy asked if the Master Plans are kept up to date. Darek Kimball said they are 6-7 years old; however, they are quite comprehensive. Cindy noted that impact fees can only be planned for 10 years. Justin said the City is working on a 5-year option. Cindy said only 10 years can be analyzed to establish fees. She suggested reviewing and evaluating the plans based on changes. Darek said recent projects and upgrades have been captured in the impact fees.

Darek said there is no current Transportation Master Plan; however, with potentially more development coming in, it may be time to review it in more depth. Darek said that can be addressed within an action item. The General Plan should be a living document that is continually updated to address growth.

The Mayor likes the idea of collaboration between the Commission and Council. He is concerned that there may be a disconnect with regards to understanding, purpose and thought process. Derek pointed out that the Planning Commission is the owner of the General Plan; however, it is the City Council who adopts it. Derek agreed that it is important to work together.

Darek said Master Plans are based on current and future zoning, if zoning changes, the plans will need to be reviewed. The Commission and Council should evaluate the goals, objectives and actions.

Vern asked what the process should be? Cindy said it depends on the City's size and structure. Derek suggested taking time each meeting for a work session to focus and review a particular topic. Tucker suggested beginning with Chapter 3.

Jessica said it is important that each member become familiar with each topic so that everyone can offer opinions.

The Mayor suggested adding a review item to each meeting agenda. He would like to see more engagement between the Commission and the Council. He likes the idea of breaking it down to better assist the Council so the City can better plan for future growth and development.

Jessica said, from her point of view, she has been unclear as to the overall vision.

The Mayor reviews meeting minutes, at the last meeting there were questions about the size of a rezone. The land use authority had made decisions that the Commission may not have been aware of. He would like to have better engagement and dialogue between the groups for everyone to be better prepared. The Mayor encouraged the Commission to attend Council meetings when possible.

The Mayor would like to see the Commission begin reviewing the Plan and encourage public participation/input. The Council could have a similar approach (as an agenda item) and discuss each topic after the Commission's input. Everyone has different interests, strengths and focus; working together is valuable.

Derek pointed out that after the review, he would encourage developing an advisory committee to establish an action plan.

***A motion to adjourn was by Vern and seconded by Jerry. The vote was unanimous. ***

The meeting was adjourned at 8:28 p.m.

Rodney Going, Chairman

Minutes submitted by: Debbie Zilles