

**Minutes of the North Logan City  
Planning Commission  
Held on February 17, 2011  
At the North Logan City Library, North Logan, Utah**

The meeting was called to order by Mark Hancey at 7:00 p.m.

Mark Hancey noted that Frank Prince received The District Award of Merit from the Boy Scout program that week.

Commission members present were: Mark Hancey, Glen Hansen, Frank Prince, Geri Christensen, Mike McGrath and Bob Balling.

Others present were: Emily Pannell Johnson, illegible name, Johnson, Jordan Thomas, Spencer Funk, illegible, name, Scott Grover, Hunter Hoth, Daniel Grover, Allen Kartchner, Lydia Embry, Jake Young, Cordell Batt and Marie Wilhelm.

The Pledge of Allegiance was led by Glen Hansen.  
An invocation was given by Mark Hancey.

**Adoption of Agenda**

*Glen Hansen made a motion to adopt the agenda as presented. Bob Balling seconded the motion. A vote was called and the motion passed unanimously.*

**Approval and Follow-up of Minutes for January 20, 2011 Planning Commission Meeting**

*Geri Christensen made a motion to approve the minutes as amended. Bob Balling seconded the motion. A vote was called and the motion passed unanimously.*

**Follow-up**

Nothing at this time.

**New Business**

**Election of a new Planning Commission Chair and Vice-Chair for the next year and review of Planning Commission's Policies and Procedures.**

*Geri Christensen made a motion to make Mark Hancey the Planning Commission Chair and Glen Hansen vice chair for 2011. Frank Prince seconded the motion. A vote was called and the motion passed unanimously.*

Cordell Batt said there have been no changes made to the Planning Commission policies and procedures since 2008.

*Frank Prince made a motion to approve the Planning Commission Policies and Procedures. Geri Christensen seconded the motion. A vote was called and the motion passed unanimously.*

**Presentation/Proposal and recommendation for continued work on a Form-based Code for the City. (Jake Young)**

Cordell Batt explained that this is Jake Young's proposal to move forward with a form-based code.

Jake Young, Landscape Architect and Planner, said that over the last six or eight months, he met with North Logan City and gave four presentations on form-based codes. He proceeded to give his specific proposal to help establish a form-based code for North Logan City. He suggested that there be three groups that will be involved in the code, which are: the Code Committee (including one member of the Planning Commission, one member of the City Council and the Community Development Director); the Consultant Team, which he would lead; and, a third group which would consist primarily of City office staff, who would take care of public notices, documentation, etc. He continued to explain the functions of these three groups, as well as review his proposal.

58 Jake and Cordell continued to discuss various points in the proposal with the commission. They  
59 both discussed how form-based codes will help develop the City's Master Plan. Cordell said a  
60 form-based code will work with the zoning already in place. Jake said he feels that that a form-  
61 based code is a great tool to allow for higher density, yet break it down so that it still has a  
62 neighborhood-type feel.

63 Allen Kartchner said he was in favor of what Mr. Young was proposing. He said the City Council  
64 has had concerns about mixed-use zoning; therefore it would be helpful to have more specific  
65 guidelines, particularly in the area of the proposed city center. He also said that the budget  
66 process is coming up, and he would hope that we could get as much as we could out of the first  
67 phase, as he could not guarantee that there will be enough funds in next year's budget to fund  
68 phases two, three and four.

69 Per various comments, Cordell said that the City has worked with all of the area homeowners,  
70 and have not received any objections.

71

72 *Geri Christensen made a motion to make a positive recommendation to the City Council on this*  
73 *proposal. Glen Hansen seconded the motion. A vote was called and the motion passed*  
74 *unanimously.*

75

76 Consideration and recommendation of a Concept Plan for the Library Subdivision, a two (2) lot  
77 subdivision located at approximately 475 East 2500 North. (North Logan City)

78 Cordell Batt presented this plan being proposed by the City, which will require the City to  
79 subdivide the parcel into two lots. He said it is being proposed to split 1.4 acres into a separate  
80 lot. He explained that this was initiated by a party approaching the City with an interest in  
81 purchasing this lot in order to build an assisted living facility. He mentioned that the City Council  
82 heard the information on the proposal and held a Public Hearing at their meeting the evening  
83 before. He explained that this would be a conditional use in this zone, which will come before the  
84 Planning Commission for approval. He and the commission discussed that it makes sense to  
85 subdivide these two lots whether or not the assisted living facility purchases the corner lot.  
86 Cordell reviewed the staff report with the commission, including waiving the soils report and the  
87 geological study, as staff is confident in their knowledge of the area. He continued to review the  
88 staff report. Mark Hancey asked if there had been any subdivisions in that area where those  
89 studies were required, in the last five years. Cordell Batt said not that he was aware of. Mark  
90 Hancey said we need to ensure that we are consistent with other subdivisions in the area.  
91 Cordell said typically, these reports are waived. He said a grading and drainage plan will be  
92 done, consistent with what all other subdivisions have been required to provide.

93 Cordell Batt said when the library was planned, the Architect's Proposed Master Plan for this area  
94 was to have the City administration building located there, along with the police station. He said  
95 the City building could still be located there, along with a park, as the police station is now slated  
96 to be located somewhere else. Per some questions from the commission, Cordell mentioned that  
97 there are deed restrictions that limit what the City can allow on these lots. Cordell Batt said it is  
98 staff's recommendation to make a positive recommendation to the City Council; and he further  
99 listed the recommendations as listed in the staff report.

100 The Planning Commission continued to discuss various related items, including access and traffic  
101 flow.

102 Allen Kartchner explained that splitting this into two lots facilitates flexibility.

103

104 *Frank Prince made a motion to make positive recommendation to the City Council, including the*  
105 *recommendations made in the staff report. Geri Christensen seconded the motion.*

106

107 Mike McGrath said the division of the two lots makes sense.

108

109 *A vote was called and the motion passed unanimously.*

110

111 Continued review/discussion of the first draft of the Proposed Recreational Vehicle Parks Code  
112 Section making it a Conditional Use. (Staff)

113 Cordell Batt gave a status on the draft of the ordinance. He said he gave the draft to various City  
114 staff to get their comments based on their interest and expertise. He reviewed the areas in the  
115 draft that he received comments on, including from the Fire Chief, the Engineering Department

116 and the Parks Department. He said most of the comments were related to their areas, such as  
117 setbacks, issues that came up with the other RV park, etc. He said the draft he gave to the  
118 Planning Commission to review had those comments incorporated into it.

119 Mark Hancey said they had previously discussed whether to include landscaping details in this  
120 ordinance or simply to include the design guidelines; and Cordell Batt said he proposed leaving  
121 landscaping in as part of the conditional use, because they are quite a bit different and related  
122 directly to what the City wants with an RV park. He said there are certain concerns that are very  
123 specific to RV parks that are not part of the design guidelines and are not specific enough. He  
124 discussed this further.

125 Mark Hancey asked about gas tanks and Cordell said gas tanks are referred to in this document,  
126 and staff will review. He said Fire Chief Jon Keller wanted to make sure this was included. Per a  
127 question from the commission, Cordell explained the City Council's approval of gas tanks at the  
128 previous evening's City Council meeting, which essentially stated that they would allow propane  
129 tanks that are 125 gallons or less, at each site, (anywhere in the City) without having to get  
130 permission each time they needed to be filled; but that anything larger than that would have to go  
131 before the City Council for approval. He said this size was the recommendation of Chief Keller.  
132 The commission discussed this further. Mark said there is confusion in the language as to  
133 whether each space (unit) is allowed 125 gallons, or if 125 gallons is the total amount allowed in  
134 the park. They agreed to rewrite the ordinance to state that 125 gallons is allowed, per unit.

135 The Planning Commission continued to discuss various points, including not allowing  
136 Management to live in a trailer in an RV Park; and allowing for special circumstances such as  
137 placing an RV temporarily at something like a fair, and living in one temporarily while building a  
138 home. The Planning Commission also discussed removing any item in the ordinance not relating  
139 to an actual RV park, but agreed to leave it as is.

140 Cordell Batt continued to review the changes recommended by staff. The commission agreed to  
141 allow for a total of 90 days to stay at an RV park, within a calendar year.

142

143 Discussion of Accessory Buildings and our existing ordinances related to them. (Staff)

144 Cordell Batt explained the situation and said that this item was initiated because of the concern of  
145 a member of City Council, who had received a couple of complaints. He said the two structures  
146 built in the last two years are the only two that have occurred in the time he has been with the  
147 City. He said the ordinance that is in place has generally worked very well. He explained that  
148 one of these two building that were built was done so in the agricultural zone, which has no limit  
149 on size; and that both were done because of unusual circumstances and unique characteristics of  
150 the sites, which he went on to explain. He said in his opinion, he does not see changing the code  
151 based on these two exceptions; but that it is up to the Planning Commission to decide whether  
152 the ordinance should be reviewed in order to prevent something like this from occurring again,  
153 based on concerns brought up at the City Council meeting.

154 The Planning Commission discussed this briefly.

155

156 *Bob Balling made a motion to make a negative recommendation, thereby not changing the*  
157 *existing ordinances. Mike McGrath seconded the motion. A vote was called and the motion*  
158 *passed unanimously.*

159

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161 *Bob Balling made a motion to adjourn the meeting. Frank Prince seconded the motion. A vote*  
162 *was called and the motion passed unanimously.*

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165 The meeting adjourned at: 8:44 p.m.

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167 Approved by Planning Commission: March 17, 2011

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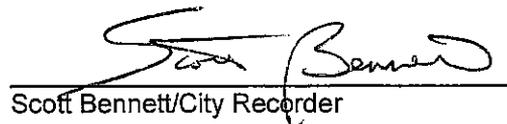
169 Transcribed by Marie Wilhelm

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171 Recorded by

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Scott Bennett/City Recorder

# NORTH LOGAN CITY PLANNING COMMISSION MEETING

Date: February 17, 2011

**PLEASE** print clearly:

1. Emily Pamela Johnson
2. Britton Crigg
3. Jordan Thomas
4. Parker Full
5. Helman Samuel
6. Scott Grover
7. Hunter Hath
8. Daniel Grover (Grim)
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In order to keep accurate records of attendance and names of speakers, we would appreciate it if you would clearly PRINT YOUR NAME.

IF YOU WISH TO SPEAK DURING THE MEETING:

1. PLEASE WAIT TO BE RECOGNIZED BY THE CHAIR.
2. DO NOT SPEAK FROM THE AUDIENCE.
3. STEP TO THE PODIUM AND **GIVE YOUR NAME** BEFORE PRESENTING YOUR REMARKS.
4. **PLEASE NOTE:** REMARKS NOT MADE AT THE MICROPHONE MAY NOT BECOME PART OF THE OFFICIAL RECORD, NOR BE AVAILABLE FOR COMMISSION MEMBERS TO REVIEW.