

MINUTES OF A REGULAR PLANNING COMMISSION MEETING HELD FEBRUARY 11, 2021, HELD ELECTRONICALLY THROUGH ZOOM VIDEO COMMUNICATIONS THE MEETING ID: 819 2618 5546 PASSWORD: **090952**. HYRUM CITY HELD THIS MEETING ELECTRONICALLY IN COMPLIANCE WITH UTAH GOVERNOR GARY HERBERT'S EXECUTIVE ORDER TO SUSPEND THE ENFORCEMENT OF PROVISIONS OF UTAH CODE 52-4-207, AND RELATED STATE AGENCY ORDERS, RULES AND REGULATIONS, DUE TO INFECTIOUS DISEASE COVID-19 NOVEL CORONAVIRUS.

ANY MEMBER OF THE PUBLIC HAD THE OPPORTUNITY TO REMOTELY OBSERVE THE MEETING OR COMMENT DURING THE PUBLIC HEARING ELECTRONICALLY THROUGH ZOOM VIDEO COMMUNICATIONS WITH THE FOLLOWING LINK: <https://us02web.zoom.us/j/81926185546?pwd=cTBhYVV4M0JHN3RnZDlNYXF4ZDJOQT09>

**CONVENED:** 6:36 P.M.

**CONDUCTING:** Chairman Brian Carver

**PRESENT:** Chairman Brian Carver, and Commissioners Blake Foster, Terry Mann, and Alternate Member Paul Willardson.

**EXCUSED:** Kevin Anderson, Angi Bair

**CALL TO ORDER:** There being four members present and four members representing a quorum, Chairman Blake Foster called the meeting to order.

**OTHERS PRESENT:** Zoning Administrator Matt Holmes and two citizens. Secretary Shalyn Maxfield recorded the minutes.

**APPROVAL OF MINUTES:**

The minutes of a regular meeting held on December 10, 2020 were approved as written.

**ACTION**            **Commissioner Paul Willardson made a motion to approve the minutes of December 10, 2020 as written. Commissioner Terry Mann seconded the motion and Commissioners Carver, Mann, and Willardson voted aye.**

**AGENDA APPROVAL:**

A copy of the notice and agenda for this meeting was EMAILED to The Herald Journal, posted on the Utah Public Notice Website and Hyrum City's website, mailed to each member of the Planning Commission, and posted at the City Offices more than forty-eight hours before

meeting time.

**ACTION**      **Commissioner Terry Mann made a motion to approve the Agenda for February 11, 2021 as written. Commissioner Paul Willardson seconded the motion and Commissioners Carver, Mann and Willardson voted aye.**

6.    SCHEDULED DELEGATIONS:

- A.    Dan Larsen, Kartchner Homes - To request Preliminary Plat approval for Rolling Hills Subdivision, Phases 8-11, consisting of 44 single family building lots located between approximately 550 South to 700 South and 350 East to 625 East.
- B.    Dan Larsen, Auburn Hills LLC - To request Preliminary Plat approval for Auburn Hills Subdivision, Phase 7, consisting of 41 single family building lots located between approximately 650 East to 800 East and 600 South to 700 South.
- C.    Josh Runhaar, Neighborhood Housing Solutions - To request Preliminary Plat approval for Mountain View Estates South Subdivision, consisting of 175 single family building lots located approximately 500 South to 700 South and 1170 East to 1600 East.

7.    OTHER BUSINESS:

- A.    Discussion of Hyrum City Master Road Plan.
- B.    Annual Planning Commission Review:
  - I.    Election of Planning Commission Chairman and Vice Chairman.
  - II.   Review appointment terms of Planning Commission Members
  - III. Set meeting schedule for the year.
  - IV.   Review past years work - conducted by Vice Chairman.
  - V.    Review plans for the coming year.

8.    ADJOURNMENT

***SCHEDULED DELEGATIONS:***

**DAN LARSEN, KARTCHNER HOMES - TO REQUEST PRELIMINARY PLAT APPROVAL FOR ROLLING HILLS SUBDIVISION, PHASES 8-11, CONSISTING OF 44 SINGLE FAMILY BUILDING LOTS LOCATED BETWEEN APPROXIMATELY 550 SOUTH TO 700 SOUTH AND 350 EAST TO 625 EAST.**

Commissioner Blake Foster arrived at 6:38 p.m.

Dan Larsen stated that there are larger lots being built to the South.

Commissioner Paul Willardson asked what type of drains are being used.

Dan Larsen advised that sump drains will be used and that they are staying with the larger road sizes to continue with the Hyrum City road plans.

Commissioner Terry Mann asked when they are planning to start the project and how long it would take.

Commissioner Paul Willardson asked if he is planning to continue planting trees along the road.

Dan Larsen stated that they will continue the trees and that they would like to get the approvals in order in the next five weeks and then build throughout the summer. Dan also stated that the notes on the plat were from another project and he would get them changed because he is not looking for any code adjustments.

**ACTION**

**Commissioner Paul Willardson made a motion to recommend Preliminary Plat approval of Rolling Hills, Phases 8-11, consisting of 44 single family building lots located between approximately 550 South to 700 South and 350 East to 625 East with the following as presented Commissioner Terry Mann seconded the motion and Commissioners Carver, Foster, Mann, and Willardson voted aye.**

**DAN LARSEN, AUBURN HILLS LLC - TO REQUEST PRELIMINARY PLAT APPROVAL FOR AUBURN HILLS SUBDIVISION, PHASE 7, CONSISTING OF 41 SINGLE FAMILY BUILDING LOTS LOCATED BETWEEN APPROXIMATELY 650 EAST TO 800 EAST AND 600 SOUTH TO 700 SOUTH.**

Zoning Administrator Matt Holmes advised that the City would be working with Kartchners about the easement along the irrigation pond to potentially get it deeded over to the city.

Commissioner Terry Mann asked if the City would be willing to maintain the easement.

Zoning Administrator Matt Holmes stated that the City would be willing to because they already maintain the irrigation pond.

Dan Larsen stated that it is Kartchners intention to put a fence along the easement and deed the easement to the City.

A future road, 700 South, West of Highway 165, was addressed in length because of the effect it would have on this development.

Dan Larsen stated that the road is not listed on the Master Plan.

Zoning Administrator Matt Holmes advised that the Master Plan is being updated due to the unforeseen and substantial growth that has been taking place and will take place in the future. He stated that it is the Commissions responsibility to look ahead and do what is necessary to prepare for such development.

A discussion regarding possible negotiations and changes to the plan took place which included possible curb, gutter, and sidewalk extension along the Highway.

Dan Larsen pointed out that the City was involved in the curb, gutter, and sidewalk that is from the first stage of Auburn Hills and would need to be involved again if that is what is wanted because UDOT did not require it.

Commissioner Brian Carver stated that he feels that curb, gutter, and sidewalk are important to continue.

**ACTION**

**Commissioner Terry Mann made a motion to recommend Preliminary Plat approval of Auburn Hills, Phase 7, consisting of 41 single family building lots located between approximately 650 East to 800 East and 600 South to 700 South with the following conditions: 1. The easement next to the Irrigation pond be deeded to the City; 2. If the City wants the curb, gutter, and sidewalk continued that they come to a negotiation with Kartchners; and 3. If the City wants a future road on 700 South with a connection on 770 East that negotiation to purchase the intended area will take place with Kartchners. Commissioner Paul Willardson seconded the motion and Commissioners Carver, Foster, Mann, and Willardson voted aye.**

**JOSH RUNHAAR, NEIGHBORHOOD HOUSING SOLUTIONS - TO REQUEST PRELIMINARY PLAT APPROVAL FOR MOUNTAIN VIEW ESTATES SOUTH SUBDIVISION, CONSISTING OF 175 SINGLE FAMILY BUILDING LOTS LOCATED APPROXIMATELY 500 SOUTH TO 700 SOUTH AND 1170 EAST TO 1600 EAST.**

Josh Runhaar Stated that this plan is nearly identical to the Concept Plan. They are looking to do Phase 1 this summer and a phase per year each year after depending on how fast the buildout goes and demand.

Zoning Administrator Matt Holmes pointed out that there is no requirement for parks in this development, but they are putting

them in for the City.

Commissioner Paul Willardson asked if the parks will be Hyrum City property.

Josh Runhaar stated that they anticipate donating the parks and walkway to Hyrum City once they are finished.

Commissioner Terry Mann asked for clarification on what a "Tot Lot" is and if the walkways would be cement with trees along the path.

Josh Runhaar advised that the "Tot Lot" is a small playground with equipment focused on younger children and toddlers. The walkway would be like a sidewalk with appropriate low maintenance landscaping with a drip system.

Commissioner Blake Foster asked about how long would it take to finish all the phases.

Josh Runhaar said they anticipate it taking 11 years but if the building and demand keeps going as it is now, they may be able to do two phases a year and cut that time in half.

Commissioner Terry Mann asked when the parks will be put in.

Josh Runhaar stated that they will be completed with the phase that they are in. The first park is scheduled in Phase 3.

**ACTION**

**Commissioner Paul Willardson made a motion to recommend Preliminary Plat approval of Mountain View Estates South Subdivision consisting of 175 single family building lots located between approximately 500 South to 700 South and 1170 East to 1600 East with the following conditions: 1. Driveway access will be restricted on Hammer Road and 700 South; and 2. Vacate previously dedicated road from plans. Commissioner Terry Mann seconded the motion and Commissioners Carver, Foster, Mann, and Willardson voted aye.**

***OTHER BUSINESS:***

**DISCUSSION OF HYRUM CITY MASTER ROAD PLAN:**

Zoning Administrator Matt Holmes stated that the City does not have a Master Road Plan that is updated with all the recently annexed areas as well as the potential future annexations and would like the Commissioners to research any ideas on how they would like to

approach the Master Plan.

Commissioner Brian Carver proposed to possibly schedule a work session with businesses and residents especially in the Northwest quadrant of the City to get their input as well.

**ANNUAL PLANNING COMMISSION REVIEW:**

**Election of Planning Commission Chairman and Vice Chairman.**

**ACTION** Commissioner Paul Willardson made a motion to appoint Commissioner Brian Carver as Planning Commission Chairman for 2021. Commissioner Blake Foster seconded the motion and Commissioners Carver, Foster, Mann, and Willardson voted aye.

**ACTION** Commissioner Brian Carver made a motion to appoint Commissioner Angi Bair as Planning Commission Vice Chairman for 2021. Commissioner Terry Mann seconded the motion and Commissioners Carver, Foster, Mann, and Willardson voted aye.

**Review appointment terms of Planning Commission Members.**

Zoning Administrator Matt Holmes advised of the appointment terms for each member.

**Set meeting schedule for the year.**

The Planning Commission agreed to keep the regular Planning Commission Meetings on the second Thursday of each month at 6:30 p.m.

**Review past years work - conducted by Vice Chairman.**

Zoning Administrator conducted the review and gave updates on the progress of previously approved subdivisions.

**ADJOURNMENT:**

**ACTION** There being no further business before the Planning Commission, the meeting adjourned at 8:45 p.m.

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Brian Carver  
Chairman

ATTEST:

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Shalyn Maxfield  
Secretary

Approved: \_\_\_\_\_  
As Amended/Written