

ELK RIDGE PLANNING COMMISSION MEETING

March 1, 2007

TIME AND PLACE OF PLANNING COMMISSION MEETING ROLL CALL

A regular meeting of the Elk Ridge Planning Commission was held on Thursday, March 1, 2007, 7:00 p.m., at 80 East Park Drive, Elk Ridge, Utah.

Commissioners: Russ Adamson, Shawn Eliot, Sean Roylance, Kelly Liddiard, Scot Bell
Absent: Kevin Hansbrow, Dayna Hughes, Ed Christensen
Others: Ken Young, City Planner
Margaret Leckie, Planning Commission Coordinator
Nate Richardson

OPENING REMARKS & PLEDGE OF ALLEGIANCE

Co-chairman, Russ Adamson, welcomed the commissioners and guests at 7:00 p.m.. Opening remarks were given by Sean Roylance followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

The agenda order and content was reviewed and approved.

CHAIRMAN ADAMSON MADE A MOTION THAT WAS SECONDED BY SHAWN ELIOT, TO APPROVE AS IS THE AGENDA EXCEPT FOR ITEM 4 – APPROVAL OF THE MINUTES, WHICH WILL BE DONE AT THE NEXT MEETING. VOTE: YES-ALL (4), NO-NONE (0), ABSENT-(3) DAYNA HUGHES, ED CHRISTENSEN, KEVIN HANSBROW

1. PLANNING COMMISSION BUSINESS

Chairman Adamson asked Margaret to check the schedule for the upcoming Citizen Planner Training Seminars, put on by Utah Local Governments Trust, for the new commissioners and encouraged them to attend the seminar as soon as possible. Margaret was also asked to get them each a set of code books.

VOTE TO MAKE ALTERNATE MEMBER A VOTING MEMBER FOR TONIGHT

RUSS ADAMSON MADE A MOTION THAT WAS SECONDED BY SHAWN ELIOT TO MAKE ALTERNATE COMMISSION MEMBER, SEAN ROYLANCE, A VOTING MEMBER FOR TONIGHT'S MEETING. VOTE: YES-ALL (4), NO-NONE (0), ABSENT-(3) DAYNA HUGHES, ED CHRISTENSEN, KEVIN HANSBROW

Chairman Adamson invited the new Planning Commission member, Kelly Liddiard, to introduce himself. Kelly was born and raised in Provo. After getting married, he lived for 10 years in Orem, then for 10 years in Pleasant Grove. He has been in law enforcement for 12 years. He worked 11 years with Pleasant Grove City in law enforcement. He worked in their zoning department. He worked part-time in law enforcement in Orem. He is currently working with the UVSC police department. They moved to Elk Ridge because they liked the small town setting. They have been very happy here.

2. ROAD RIGHT-OF- WAYS INCLUDING SIDEWALKS

Included in tonight's packet was a sheet from Shawn summarizing the road right-of-way requirements in several neighboring cities. After the discussion at the last meeting of changing the code regarding meandering sidewalks, in relation to the Doe Hill subdivision, Shawn did some research on other city's standards.

The following points were made.

1. Elk Ridge has a 56' right-of-way on our local streets, smaller than most cities.
2. Street widths in the various cities range from 32' to 36'. We are in the middle at 34'.
3. Planter strips range from 4' to 10' (in Provo). Sidewalks range from 4' wide to 6' wide.
4. In our city, both minor collectors and local roads have a 56' right-of-way. Most other cities have larger minor arterials. Hillside Drive is a narrow road, yet a minor arterial in our city and gets a lot of speeders. We have the smallest right-of-way for minor arterials.
5. We have a 66' right-of-way for major collectors (Salem Hills Drive, Park Drive). We have a 42' pavement and are on the small side in comparison to other cities.
6. 11200 So. is a 66 ft. right-of-way. The road coming into town in the new PUD is 100' wide.

11200 So. has the potential of becoming a very busy road according to a recent County study. The only other arterial in our plan is Loafer Canyon Drive. Salem City is in the middle of doing their transportation plan and would like to work with us on making that a properly designed arterial. Salem has now annexed all that land north of the County road and east of Elk Ridge Meadow's PUD.

7. We are working with the City Council to make Canyon View Drive rather than Loafer Canyon Drive the main arterial leaving town. If Canyon View is designated the major arterial, maybe we upgrade Loafer Canyon Drive to a major collector. It is 60' wide now. The City will not come back in and widen the road.
8. Shawn Eliot mentioned that one option would be to leave the road standard as is and go with a 4' sidewalk and 5' planter on local roads but making the major collectors and arterials 5' and 5'. Chairman Adamson liked that idea. Ken Young suggested on the larger roads keeping the sidewalk at 4' and increasing the planter strip to 6'. Along the major streets there are trails planned.
9. After some discussion, the final recommendation was that the City adopt a 4' sidewalk and 5' planter standard, except on the arterial and major collectors increase the planter to 6'. Shawn will draft a recommendation to go forward to City Council for the commissioners to review at the March 15th Planning Commission Meeting.

COMMENTS FROM MAYOR DUNN

Mayor Dunn attended the meeting for a short time to discuss a few issues and answer any questions from the commissioners. The following discussion ensued:

1. Gated Communities:
Mayor Dunn had heard the commission was discussing gated communities. He brought up the following:
 - a. In the past, gated communities have been allowed to develop with different standards than the city in which they resided (lower street standards, etc.). If we allowed gated communities we would change the code to disallow any variance of standards. As long as gated communities are developed according to City Standards, the City Council is fine with allowing them.
 - b. We currently have one gated community – the Loafer Canyon Recreation area. He is aware of two others that might possibly be proposed in the future – to be developed by Burke Cloward. One for his family and one for older people. Payson is planning one where the RV area is by the golf course. The entrance would be from Elk Ridge and we would revenue water to them for that and allow them to hook on to our sewer. We are OK with that.
 - c. Chairman Adamson stated that at the training seminar, gated communities were discouraged. The reason for this is because of the separatist culture they created in a community (which the Mayor said already exists without the gated community); and also, the crime rate increases in these communities.
 - d. Mayor Dunn asked the Planning Commission to write a memo of what they recommend to the City Council, who will discuss the issue at their meeting on the 13th of March. Dayna will be doing the research. The possibility of Margaret drafting the memo was discussed.
 - e. Shawn Eliot did not feel that gated communities were in line with the Elk Ridge Vision of a rural community.
2. CE-1 Problem – Grading Permits
There is an issue now in one of the developments underway in the CE-1 zone (RL Yergensen's extension of Mahogany) that the Mayor is not comfortable with. The code states that a grading plan has to be approved by the Planning Commission and signed off by the Building Inspector before the road can be cut. This permit was signed, not by the building inspector, but by our public works director. The cutting work has been going on since last April.

In all cases, except in the CE-1 zone, no one can alter the ground until after final plat and after the bonding is in place. We need to upgrade the CE-1 and CE-2 code to reflect this code already in other zones. RL is in preliminary stage but has been cutting the ground since last year. We have no protection. If he were to die, the ground would stay in this altered state until his estate was cleared and someone else took over and finished the project.

I have suggested language to change the code to prohibit this in the CE -1 zone and bring the standard more in line with the code for the other zones. Ken Young, City Planner, has prepared this ordinance, which also encompasses the CE-2 zone. This code also includes provision for revegetation of the disturbed area.

The proposed code also changes the required signature from the Building Inspector to the City Engineer, who would be more qualified in this area.

The Mayor reinforced the correctness of the decision the Planning Commission had made at their last meeting denying the Fairway Heights, Plat C, proposed preliminary plat in the CE-1 zone due to the fact it did not comply with the CE -1 City code. The Mayor spoke with the engineer, Tony Trane, regarding this development and told him we did not want to see this plat again until it was more in balance with our CE -1 code. This plan had been shown to council member Alvin Harward, but not to the rest of the City Council, as implied at the last meeting.

This code will not be retroactive to projects started before it is adopted. (Cove Drive and Mahogany).

3. Feedback Forms

The Mayor has read these several times. Regarding water issues, he encourages xeri - scape design and putting in drought tolerant plants. We are the second driest state in the nation, but our state is second in the amount of water used.

Some of our secondary water possibilities would be even more expensive than our culinary water.

A lot of misinformation comes back to the Mayor. When you hear something try to double-check it.

4. Citizen Planner Training

The Mayor encourage Sean Roylance and Kelly Liddiard (new Planning Commission members) to attend the training put on by Utah League of Citizens and Towns.

5. Response to Questions Regarding Water Issues

There has been discussion about not changing the base rate, but changing the number of gallons in the base rate (increase), and change some of the numbers in the tiered rates. We are the second highest priced in the County for our base rate. Our neighbors to the east are higher.

The Mayor discussed the wells, pumps, maintenance costs of wells, etc. Based on the growth in the CE-1, we will need another water tank up in that area. The million-gallon tank we are putting in this year will handle all of the northern part of Elk Ridge. We will end up with 2.5 million gallons of storage. That is all this community will ever need.

One of our main concerns is one of our wells going out. If this were to happen we would have to ration water. When the snow is melted, the state is coming down to look at a possible artesian-flow well in the southern CE-1 part of the City.

6. Impact Fees

A study of City impact fees is currently underway.

**3. ELK RIDGE CITY
GENERAL PLAN
REVIEW**

**A. ELEMENT 1 – THE
COMMUNITY
VISION OF ELK**

Ken Young had to leave the meeting early so gave his suggestions before he left for revisions. His comments were as follows:

RIDGE

EXECUTIVE SUMMARY AND INTRODUCTION

B. ELEMENT 2 – LAND USE ELEMENT

1. He felt the executive summary and the introduction section are redundant. He felt they could all be put together in an introduction. They appear to both be saying the same thing.

LAND USE ELEMENT

C. ELEMENT 4 – PUBLIC FACILITIES

2. In the Land Use Element, Element 2, on p. 2.2 the “Land Use Today” portion needs to be updated.
3. Page 2.3 – as Dayna Hughes had mentioned, the title should be “Zoning Pie Chart” and the designation “Critical Environment” should have the word “Residential” in parenthesis after it.
4. We need to update the Future Land use Map on page 2.14 and the Zoning Map on page 2.15 showing the correct boundaries and recent changes.

PUBLIC FACILITIES ELEMENT

5. In the Public Facilities – Element 4, the Water Source Chart on page 4.4 and the Water Rights Chart on page 4.5 may not be appropriate for a General plan as they need constant updating. Maybe some general language that covers this and a reference that states: “see such and such document.”. That constant updating is not the purpose of the General Plan.
6. On page 4.6 the information in the first paragraph under “Water Storage” needs to be updated or removed.
7. The Culinary Water Map on page 4.9 needs to be updated with the new boundaries, etc.
8. On page 4.10 the Sewage information at the bottom of the page needs to be updated or removed.
9. Page 4.13, the Sewer Map needs to be updated.
10. Page 4.17 – The section “Parks, Recreation, and Trails” needs to be updated.

Chairman Adamson asked who is the “keeper” of the General Plan. He was told by Ken Young that it is the responsibility of the Planning Commission to upgrade the general plan. Margaret Leckie mentioned that she has this in Word format. Shawn Eliot mentioned that it was Mountainland that wrote it. Ken Young stated that we as commissioners and Margaret need to keep it current.

Ken Young’s recommendation was to make a more user -friendly General Plan. He brought a sample of one he had prepared for another city. He passed out some copies so the commissioners could see the format. Using color, dividing the plan into sections with charts and graphs makes it a nicer, easier, read. We could take the content of the current plan and put it into a similar format. He formatted this on the computer and could plug our updated text into this type format.

This General Plan would also be good to have on the website. If you have a document that is heavily text-loaded, no color, few pictures or graphics, people will not take the time to look at it. Shawn Eliot mentioned people will feel good about it when there are pictures of their community in it. Chairman Adamson liked the look of Ken’s sample plan.

Ken Young stated that it would be more beneficial to the City and the residents to have this type of format. He suggested that he could do this. He did not feel the cost would be a major increase over what he is already doing for the City. This plan was done in Microsoft Word. Ken Young stated it could be converted to a pdf for the web.

Sean Roylance, who has worked with web documents, felt that the pdf format is sometimes a barrier to people looking at the the complete document. If it were in some format where it was all nicely linked together it might work better. He felt that PDFs are not conducive to read and consume online. Ken mentioned you could do pdf’s by chapter.

Shawn Eliot mentioned that the Mayor has contacted Mountainland to help us with the General Plan and wondered where that approach stood? Margaret will check that out with the Mayor. They create surveys to draw out community input during General Plan reviews.

COMMUNITY VISION ELEMENT:

Chairman Adamson asked for comments on the Community Vision Element. The following comments ensued:

1. Shawn Eliot asked Scot Bell, who was a member of the Planning Commission when the General Plan was drafted, if community workshops were held for input. He stated that when Payson redid their General Plan, they had a big gathering with the Citizens for each section. We need to know if what is in the General Plan is what the community wants. An example would be trails, which is heavily included in the plan; PUDs being encouraged for clustering in order to leave open space, etc.
2. Scot Bell felt the plan (trails, etc.) has always been there but we have not been diligent in having the developers stick to the plan (put in trails, etc.). There is a lot of apathy in the community.
3. Chairman Adamson reviewed the Goals in the Community Vision Element and asked the commissioners if they felt they were still appropriate according to what the community now feels. The following comments ensued:
 - *Goal 1: Provide a small-town rural atmosphere:* Scot Bell mentioned that we might say to provide a blend of....
 - *Objective 1 – Encourage the preservation of agricultural lands within and surrounding the City:* Chairman Adamson felt this was outdated as we do not have many agricultural areas left and where our City is going. The PUD ate up a good portion of this. Shawn Eliot mentioned that even more important is preserving some of the open space and views.
 - *Policy 1: Utilize the Planned Unit Development ordinance to cluster dwellings:* This is no longer up to date.
 - *Policy 2: Continue to allow large animal rights.* This was skipped, as felt not important any more.
 - *Policy 3: Permit future annexations of land that has marginal agricultural value.”* The commissioners questioned the need of the keeping this policy in the General Plan.
 - *Objective 2: Encourage rural development design.*
Scot Bell felt the community has evolved from a small rural town to a small city community. They like a curb. It is a more metropolitan rather than rural. Rather than describe Elk Ridge as “rural,” it might be described as a small community. “Hillside City” might be a better description than “rural.” It might be described as having the benefits of living in the city with the feel of the smaller community. Maybe the right wording might be Elk Ridge is a “blend” of....
 - *Policy 1: Discourage the use of sidewalks in certain zones :* Outdated.
 - *Policy 2: Encourage the use of rural design themes such as rail fencing .*
Not apply for the major portion of town.
 - *Goal 2: To provide well-planned open space and recreational areas:* Chairman Adamson felt this was still appropriate. Scot Bell mentioned we are anemic when it comes to recreation: i.e. parks, trails, etc., but we still do want this as a goal.
 - *Policy 1 – Require development to mitigate its impact on parks through the payment of park and recreation impact fees:* Scot said we have been collecting impact fees but not requiring developers to put in recreational amenities.
 - *Policy 2: Determine appropriate locations for parks, trails and other recreational facilities and preserve them through development agreements:* Russ Adamson stated that with Elk Ridge Meadows PUD we did implement this and will be getting open spaces and trails. Shawn Eliot added that we have acquired some of the golf course and will be putting in

- some park area. This is our second year of applying for trail funding. We do have a problem in telling developers where to put trails but we are making some progress. Sean Roylance felt this policy still fits.
- *Policy 3: Encourage cluster type development to preserve open space and Planned Unit Developments to provide recreational areas.* Chairman Adamson questioned using the wording “Planned Unit Development”. Maybe cross out this wording.
- *Goal 3: To create a family-oriented and friendly community that is a great place to live.*
 - *Objective 1: To create a family-oriented community:*
 - *Policy 1: Provide recreational opportunities that would be of interest to families:* Still applies.
 - *Policy 2: Encourage neighborhood design which provides for safe areas for children..*
 - *Policy 3: Ensure traffic calming measures are incorporated in the design of projects and developments.* Shawn Eliot questioned whether we have been doing this.
 - *Objective 2: To create a friendly community that is a great place to live:* Chairman Adamson stated this is a rather general statement
 - *Policy 1: Promote the development of opportunities for diversity within the community:* Still applies.
 - *Policy 2: Encourage neighborhood as well as city-wide functions to further interactions among residents.* Shawn Eliot – How do we do this? Neighborhood block parties?.
 - *Policy 3: Establish a community beautification program.*
 - *Policy 4: Create mechanisms to increase citizen input on ways to make Elk Ridge a better community.* The feedback forms were a good start (Shawn Eliot). Russ Adamson suggests creating a website that is interactive. This website could be more useful.
 - *Policy 5: Encourage the use of Planned Unit Developments (PUD) as a method of preserving open space and other significant community amenities.* Shawn Eliot stated we have done this but now need to determine if we want to do more of this type development.

Shawn Roylance questioned how much public input we want to solicit in the review of the General Plan. Shawn Eliot stated we could use the newsletter and website to solicit public opinion. Chairman Adamson felt we should utilize the internet much more. We should have a campaign to get everyone’s email addresses. A resident could then opt to not get the hardcopy newsletter, but instead get the electronic version.

Regarding getting input for the General Plan update, Chairman Adamson stated we could put a statement in the newsletter that “*we are updating the Community Vision Element of our General Plan this month, please go to the website to give feedback.*” We could then put a link on the website where they could give their input. There are lots of ways that we can use this electronics age.

Margaret Leckie mentioned that the Mayor had put out the idea that it would be nice to get certain portions of the web page so that office staff could put things on it and update certain portions of it. Sean Roylance said there are blogs not that are easy to put up that allow people to put up comments but can be restricted as to who posts the original blog topic post. Margaret questioned that if our webmaster created a link to such a blog, it would be a step to becoming interactive with the community.

Sean stated that the nice thing about a blog is that it is very easy to create new pages but the style is already there. It would be a good place to create separated topics of interest. Add to the agenda for next time: *Interactive Ways to Get Community Feedback.* Shawn Eliot felt this would be an important item to make the community feel more a part of things.

Sean Roylance said you can implement security issues. BYU keep the comments cleaned up on

their sport input blogs by requiring people use their full real name.

**4. APPROVAL OF
MINUTES OF
PREVIOUS MEETING**

The minutes were not completed. They will be reviewed, along with the minutes of this meeting, at our March 15, 2007 meeting.

**5. FOLLOW-UP
ASSIGNMENTS /
MISC. DISCUSSIONG**

Chairman Adamson asked if everyone had a copy of the Feedback Forms the Mayor had copied. Russ gave Sean Roylance his to review and asked Margare t to get Kelly Liddiard a copy or Shawn said he could give his to Kelly.

Everyone please read Elements 2 and 4. Make notes on things you obviously want to change so we can get a draft form of the changes. Shawn Eliot suggested that each Planning Commission Member take a section that was of particular interest to them to be in charge of. Shawn Eliot was asked to be in charge of the Land-Use Element. Russ said he would review that with Shawn. Scot Bell volunteered to be in charge of the Public Facilities Element.

Russ said he will make a stab at updating the Community Vision Element.

Shawn Eliot reported on information from the last City Council Meeting which he attended last Tuesday.

1. The Road Ordinance which we proposed was accepted with two changes. They wanted to remove reference to accepting 10% slopes on major roads and 15% on local roads so proposed that code be changed in the CE-2 code also. Regarding cutting roads to a minimum – they wanted more definition on what specifics are involved in keeping cutting and fills to a minimum means.
2. The Council is very concerned about what RL is doing with his property (extension of Mahogany). It appears to have been turned into a gravel pit. We need to do a better job of stopping further actions similar to that. RL had tried to have a neighborhood meeting to boost support of his proposed Fairway Heights, Plat C proposal. He was told by the neighbors that the Planning Commission is doing a good job in that regard , and there is no need for a neighborhood meeting.

ADJOURNMENT

Russ Adamson adjourned the meeting at 9:30 p.m.

Planning Commission Coordinator