

MINUTES OF A REGULAR MEETING OF THE HYRUM CITY PLANNING COMMISSION HELD FEBRUARY 8, 2018 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

**CONVENED:** 6:33 P.M.

**CONDUCTING:** Chairman Kevin Anderson

**PRESENT:** Chairman Kevin Anderson, and Commissioners, Angi Bair, Brian Carver, Blake Foster, Terry Mann, and alternate member Jeff Nielsen.

**CALL TO ORDER:** There being five members present and five members representing a quorum, Chairman Kevin Anderson called the meeting to order.

**OTHERS PRESENT:** City Administrator Ron Salvesen and nine citizens. Shalyn Maxfield recorded the minutes.

**PLEDGE OF ALLEGIANCE:** Commissioner Jeff Nielsen led the governing body and the citizens in the Pledge of Allegiance.

**INVOCATION:** Commissioner Brian Carver

**APPROVAL OF MINUTES:**

The minutes of a regular meeting held on January 11, 2018 were approved as written.

**ACTION**            **Commissioner Terry Mann made a motion to approve the minutes of January 11, 2018 as written. Commissioner Angi Bair seconded the motion and Commissioners Anderson, Bair, Carver, Foster, and Mann voted aye.**

**AGENDA APPROVAL:**

A copy of the notice and agenda for this meeting was FAXED 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 Angi Bair made a motion to approve the Agenda for February 8, 2018 as written. Commissioner Brian Carver seconded the motion and Commissioners Anderson, Bair, Carver, Foster, and Mann voted aye.**

6. SCHEDULED DELEGATIONS:
  - A. Bruce Leishman: To request approval of a two lot mini subdivision at approximately 255 South 200 West.
  - B. Bret Bywater: To request site plan approval for expansion of his current cabinet shop at 340 North 400 West.
7. OTHER BUSINESS:
  - A. 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. Work program for the coming year.
  - B. Discussion of Sign Ordinance
8. ADJOURNMENT

***SCHEDULED DELEGATIONS:***

**BRUCE LEISHMAN - TO REQUEST A TWO-LOT MINI SUBDIVISION AT APPROXIMATELY 255 SOUTH 200 WEST.**

Alternate Member Jeff Nielsen said he is the surveyor for this mini subdivision and needed to declare a conflict of interest on this discussion. He then recused himself at 6:37 p.m. from the Planning Commission to represent Bruce Leishman.

Jeff Nielsen stated that his client BCL holdings wants to split their property into two lots. It is planning on building homes on both lots in the near future.

No questions from the Planning Commission Members

**ACTION**            **Commissioner Brian Carver made a motion for approval of the two-lot mini subdivision at 335 North 900 West. Commissioner Angi Bair seconded the motion and Commissioners Anderson, Bair, Carver, Foster, and Mann voted aye.**

Alternate Member Jeff Nielsen rejoined the Planning Commission at 6:39 p.m.

**BRET BYWATER - TO REQUEST SITE PLAN APPROVAL FOR EXPANSION OF HIS CURRENT CABINET SHOP AT 340 NORTH 400 WEST.**

Bret Bywater said he is looking to expand Bywater Cabinets building and is looking to correct some parking and spacing issues on his property. There will be an addition added to the Southeast side

towards the back of the property. There will be access for forklifts and business type vehicles through the left entry. There will also be dust traps to collect dust and help control the noise which will be less than .66 decibels which is a requirement.

Commissioner Jeff Nielsen asked how many full time employees there are and if there will be clientele driving in and out of the property.

Bret Bywater stated there are 19 full time employees and four part time employees. Most of the business is business to business sales so there are not a lot of clients that come to the shop. In the plans there is parking provided in the shipping bays.

Commissioner Jeff Nielsen asked if there are going to be big semis parked there for long periods of time.

Bret Bywater said there will be at least a large trailer parked there almost full time. He also stated that the expansion was approved years ago but they decided not to move forward at that time due to the economy but because he has the business to support growth he is looking to move forward now.

Commissioner Terry Mann asked if there is any fencing around the property and if it is open 24 hours. Also during the snowy season where will the snow be pushed?

Bret Bywater said there is a barbed wire fence but nothing else as far as fencing. Employees are usually done working around 9:00 p.m. The snow will be pushed onto the grassy area towards the back of the property.

Commissioner Jeff Nielsen expressed concern that the expansion is on a road that is probably the second most used route into Hyrum and would like it to look like a business and not just a parking lot. He would like to see some landscaping and trees in the plans.

Commissioner Angi Bair stated that she would like to see fencing that would help provide security as well as a barrier around the property. There is another concern with the shipping bays being right on the road and she would like him to consider moving them back next to the buildings.

Commissioner Jeff Nielsen asked in the storm water runoff is being addressed.

Bret Bywater said he would like to look into putting in a drain system but did not address it in these plans.

Commissioner Jeff Nielsen said that there were concerns in regards to possible chemical smells and was wondering if the fans that are there will help with that.

Bret Bywater said the fans are for dust only but they are VOC compliant and they not only have filters but change them out daily. All of the painting and spraying is done in a spray line or a booth to help cut down on the smells as well.

Commissioner Brian Carver suggested to look into using the southwest corner of the property for storm water depending on how it is graded.

**ACTION**

**Commissioner Brian Carver made a motion to continue Bret Bywater's request for site plan approval for expansion of his current cabinet shop at 340 North 400 West at next meeting with the following changes: 1. Storm water system needs to be addressed; 2. Include a revised description of building sites with recommended set back of the shipping bays 20-25 feet; 3. Included fencing on the North and South sides of the property; and 4. Add landscaping. Commissioner Angi Bair seconded the motion and Commissioners Anderson, Bair, Carver, Foster, and Mann voted aye.**

Bret Bywater asked for clarification on what is expected as far as fencing and landscaping.

Commissioner Brian Carver stated that adding trees would be nice but to be careful on placement as to not block visibility on the streets. The fencing should be a six foot opaque privacy fence.

Commissioner Jeff Nielsen suggested adding landscaping by the shipping bays as well.

Chairman Kevin Anderson allowed for public comment.

The publics concerns were the streets being so narrow that expanding the business would push parking onto the street which could be dangerous as there are kids in the neighborhood as well as other cars trying to pass through that street. There are odors coming from the buildings that some felt were 'unbearable'. Another concern was that the commissioners did not address possible fencing on the east of the property as there are residents behind them as well. Lastly there was concerns about the property value of the neighbors falling due to the expansion and they felt like the business should remain confined to the one building that is already

existing.

Chairman Kevin Anderson stated that he appreciated the residents and neighbors for coming to the meeting and sharing their concerns. He then stated that the meeting will be continued and assured the residents that the commissioners will take into account the safety and health of the residents as well as the flow of traffic and parking while looking over the expansion. He also stated that the face of manufacturing is changing and it is not a bad thing. He asked the residents to consider the business and realize it is ready to expand and has the right to do so.

Commissioner Angi Bair stated that they can suggest to have semi-trucks be required to be completely off the road and onto the business property.

***OTHER BUSINESS:***

**ANNUAL PLANNING COMMISSION REVIEW:**

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

**ACTION**            Commissioner Brian Carver made a motion to appoint Commissioner Kevin Anderson as Planning Commission Chairman for 2018. Commissioner Blake Foster seconded the motion and Commissioners Anderson, Bair, Carver, Foster, and Mann voted aye.

**ACTION**            Commissioner Angi Bair made a motion to appoint Commissioner Blake Foster as Planning Commission Vice Chairman for 2018. Commissioner Brian Carver seconded the motion and Commissioners Anderson, Bair, Carver, Foster, and Mann voted aye.

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

Commissioner Kevin Anderson read 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.**

Commissioner Angi Bair conducted the review and gave updates on the

progress of previously approved subdivisions.

**Work program for the coming year.**

Commissioner Brian Carver said the legislature may be changing a lot this year to make things more compliant with state code but is not expecting to see the list of changes until May. If understood correctly the legislature is looking to get rid of conditional use permits altogether.

The Planning Commission will have to wait for the changes but will eventually have need for a work meeting to go over the changes.

**Discussion of Sign Ordinance:**

City Administrator Ron Salvesen stated that there is a lot of interest in electronic signs. He has met with different sign companies and has done research on what other cities allow. As far as the sizing do we consider putting a standard for example 8 x 12 or do we allow for specific square footage?

Commissioner Kevin Anderson asked if they were allowing multi-colored or just mono-colored based on where they are in comparison to the residential area.

City Administrator Ron Salvesen said that either way the city can require a dimming sensor.

Commissioner Angi Bair likes the idea of the square footage for the sizing better because it will give character to each sign.

Commissioner Brian Carver said his concern is mostly about the brightness and flashing at night.

There is a public hearing schedule for next month.

***ADJOURNMENT:***

**ACTION**            **There being no further business before the Planning Commission, the meeting adjourned at 8:32 p.m.**

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Kevin Anderson  
Chairman

ATTEST:

\_\_\_\_\_  
Shalyn Maxfield  
Secretary

Approved: \_\_\_\_\_  
As Written