

# **SOUTH WEBER CITY JOINT CITY COUNCIL & PLANNING COMMISSION MEETING**

**DATE OF MEETING:** 29 November 2022

**TIME COMMENCED:** 6:03 p.m.

**LOCATION:** South Weber City Office at 1600 East South Weber Drive, South Weber, UT

**PRESENT: MAYOR:**

**Rod Westbroek**

**COUNCIL MEMBERS:**

**Hayley Alberts  
Joel Dills  
Blair Halverson  
Angie Petty  
Quin Soderquist (excused)**

**COMMISSIONERS:**

**Gary Boatright  
Jeremy Davis (excused)  
Julie Losee  
Marty McFadden (excused)  
Taylor Walton (excused)**

**FINANCE DIRECTOR:**

**Mark McRae**

**CITY MANAGER:**

**David Larson**

**COMMUNITY SERVICES DIR:**

**Trevor Cahoon**

**CITY RECORDER:**

**Lisa Smith**

**PR ASSISTANT:**

**Shaelee King**

**Minutes: Michelle Clark**

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**ATTENDEES:** Paul Sturm

**Mayor Westbroek called the meeting to order and welcomed those in attendance.**

**1. Pledge of Allegiance: Mayor Westbroek**

**2. Prayer: Councilman Halverson**

## DISCUSSION ITEMS:

### **3. Development Process**

City Manager David Larson announced the hope is to candidly review and discuss the development approval process as outlined in city code so that City Council members, Planning Commissioners, staff, and residents can all better understand the project approval process and development stages. Staff provided a list of definitions of words used throughout the development approval process and a table identifying who approves the various elements of a proposed development and when that approval is obtained for review prior to the discussion.

City code outlines all the proposed project elements that must be approved prior to construction work beginning on the project and when in the approval process those elements should be reviewed/considered. The table provided acts as a summary of staff's review of the approval process in city code. There are two main elements that must be approved prior to someone developing their land – (1) a plat and (2) a development plan, hereafter referred to as “the plan”. The plat creates a buildable lot, and the development plan will include the following items depending on the land use type: public improvement plans, architectural design, landscape plan, lighting plan, and site plan.

City Council's authority lies with establishing the General Plan, zoning for the property, and the plat. Planning Commission, as the land use authority, is tasked with all aspects of the development plan except the improvement plan. Staff is tasked with verifying a complete submission is received and reviewing the public improvement plan.

Community Services Director Trevor Cahoon queried if there are any questions or concerns on the packet material. He reported his presentation will include an overview of those items. He acknowledged there can be confusion as to what happens first. He identified the stages of development which include general planning, concept/sketch, preliminary, final, and construction. There are elements that *can be* a separate process – rezone, site plan, landscape plan, and architectural review. Mr. Larson added this can create confusion because every plan is different. Mr. Cahoon discussed every development begins with whether or not it meets the general plan. If not, a rezone request may take place. He expressed the concept/sketch plan meeting includes several items being discussed/reviewed. Mr. Larson added there is a plat and a plan that go through the approval process separately. The City Council approves the final plat, and the Planning Commission approves the plan.

Councilman Halverson voiced concern with the Planning Commission approving the preliminary plat and then it goes before the City Council and the Council may deny it. He articulated a contractor spends a lot of time and money during the preliminary process. Commissioner Losee discussed the difficulty of a developer bypassing the Planning Commission for approval by the City Council. Commissioner Boatright expressed he relies on the city staff who has the knowledge and expertise. He conveyed his appreciation to Trevor Cahoon for the summaries included in the meeting packets.

Discussion continued to the General Plan. Commissioner Boatright expressed many of the residents do not understand the city's General Plan is a living document that is used as a guideline. Mr. Larson vocalized other cities allow for a code change request and a General Plan amendment when a plan does not coincide. Councilman Halverson noted the voluminous time it

takes to amend the General Plan. Councilwoman Alberts queried if the preliminary plan process should be amended. Mr. Cahoon replied that city code states the preliminary subdivision plat is approved by the Planning Commission. Mr. Larson reviewed the distinction between administrative and legislative decisions. He noted there is a general desire to have Planning Commission involved earlier in the preliminary process. It was suggested preliminary plans added as a discussion item on the agenda when there is a larger development. Councilwoman Petty favored educating the developer on the preliminary process.

#### 4. Land Use Code Change Recommendation Process

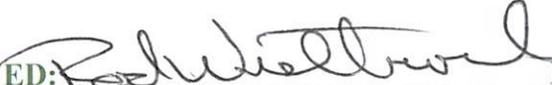
The City Council is the legislative authority in the city and the only body to establish or alter city code, including all land use regulations. Planning Commission is the land use authority as established by state law and city code. Staff assists both bodies in their respective roles. Individuals from all three entities may run across sections of city code related to land use that they feel should be considered by the City Council for amendment.

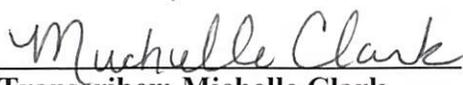
Below are a few questions for the Council and Planning Commission's consideration and discussion/direction:

- What is the proper process for land use code changes to be recommended to the City Council?
- When the Planning Commission recognizes a section of code they feel should be reviewed, do they take that up themselves with staff's assistance, direct the Code Committee to workshop it and bring it back to them, or do something else?
- Should all land use code recommendations go through the Code Committee?
- Should representatives on the Code Committee be changed periodically?

Mayor Westbrook suggested if Planning Commission finds concerns with city code, they should direct those concerns to the Code Committee which meets twice a month. Council directed the Planning Commission should recommend inefficiencies to the City Council and the Council will direct the Code Committee. Commissioner Boatright proposed the representative on the Code Committee serve for at least a year.

**ADJOURN: Councilwoman Petty moved to adjourn the meeting at 8:17 p.m. Councilwoman Alberts seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Alberts, Dills, Halverson, Petty, and Soderquist voted aye. The motion carried.**

**APPROVED:**  **Date** 01-10-2023  
**Mayor: Rod Westbrook**

  
**Transcriber: Michelle Clark**

**Attest:**   
**City Recorder: Lisa Smith**