

**Minutes of the FRANCIS TOWN Planning Commission Meeting and Public Hearing**

**March 24, 2010**

**Recreation Building 2319 South Springhollow Road Francis, Utah**

The Francis Town Planning Commission convened in regular session Wednesday, March 24, 2010 in the Francis Town Recreation Building.

**PRESENT:**

Chair: Peter Swisher  
Commissioner: Dorothy Sullivan  
Commissioner: Kristie Bair  
Commissioner: Julie Keyes  
Commissioner: Bryan Betournay  
Commissioner: Sheldon Thompson  
Commissioner: John Barclay

Alternate: Brian Purvis

City Planner: Alison Weyher

Secretary: Susan Moses

**IN ATTENDANCE:**

**Opening:**

Chair Peter Swisher called meeting to order at 7:05pm

**Agenda Item Number Two: Introductions of new members**

Introductions where made. New commissioners are Julie Keyes, Bryan Betournay, and John Barclay and alternate Brian Purvis.

Alison Weyher handed out and went over the bylaws and rules of Procedure of the Planning Commission. (Copy upon request). Alison Weyher explained the Planning Commission, at its first regular meeting in January of each year, selects a Chair and Vice-Chair and this is our first regular meeting of the year and we will be electing a chair and vice chair. Alison talked about the General Plan. Explained how we make recommendations on all developments and on how the Town looks. Alison Weyher stated that each Planning Commissioner was required to go to training and staff would inform the commission of upcoming training. Alison Weyher went over chapter four in the Development Code. (Copy upon request). Alison Weyher explained the duties

of the Planning Commission and explained how the Planning Commission is trumped by the Federal Government, the Army Corps of Engineers, FEMA, US Postal Service, the State, and UDOT. Those are the constraints we operate under and after that the Planning Commission can make any recommendations as long as it goes along with the General Plan.

John Barclay asked how we know when we need to call the Army Corps of Engineers or any other agency. Alison Weyher answered that is what she does. Where we are now is we will not accept a project to be review without an approved delineation from the Army Corps of Engineers. That is part of what you will get in the staff report, a review of those kinds of issues.

Alison Weyher explained the Development Code is a set of laws, ordinances that have been adopted by the Town Council, so we are required to abide by those laws. The General Plan is a much more visionary document. It talks about how we want our Town to look. It talks about our goals and ideals we have. If we make changes then we need to go back and change the General Plan. We have more flexibility with the General Plan.

### **Agenda Item Number Three: Election on new officers**

Dorothy Sullivan motioned to nominate Peter Swisher as Chair. Sheldon Thompson seconded the motion. Motioned passed unanimously.

Peter Swisher motioned to elect Dorothy Sullivan as Vice-Chair. John Barclay seconded the motion. Motion passed unanimously.

### **Agenda Item Number Four: Review of General Plan**

Alison Weyher stated the State required every community to have a General Plan and requires it to be updated every 5 years. This plan was updated in 2008. If we want to go back and revisit and make changes we can. Alison Weyher added some of the important things are first the maps showed the annexation map and explained it was adopted last year. This map deals with the Town boundaries. Showed on the map the boundaries. Alison Weyher explained the state requires that we have an annexation declaration area proposed zoning map. (showed on the map proposed annexation declaration area) Added we have had the annexation declaration area done since about 1988, but we never had any future zoning, any conceptual zoning. So last year the Planning Commission spent 6 months working on potential, conceptual possible zoning for areas currently outside Town limits. So this lets people know if you are down here (showed on map) and want to annex into town this is the density. When you annex into Town you can always petition and come talk to us about density, and state why you think you need higher density. This gives people an idea and it forces people to the center of Town where it is easier to provide services. Added there are existing roads and proposed roads on the map.

Peter Swisher explained the zoning is not written in stone, it is our vision of the future and when someone annexes into Town they can petition to change the zoning this just gives us a base to start. It can be adjusted as necessary and as is appropriate

Alison Weyher stated the demographics of Francis we are expecting to see it built out 3,000 to 4,500 people. That can change a lot based on our zoning. If we down zone and make people have larger lots we will have fewer homes and fewer residents. Our zoning can control the growth of Francis in the future to a large degree. The flip side of that when we are gone someone else can come in and change everything.

Alison Weyher stated that Rocky Mountain Power has a task force looking at future growth and development in Summit County. They are trying to figure out where to put future substations. There is a need in this part of Summit County for a future substation. We have a lot to build out, we are still young. Added one of the things they have been talking about is the need in the future for a substation to generate electricity in this part of the valley. One thing they have talked about is in the future, twenty or thirty years out, a good location for a substation might be where one of the gravel pits are now, and if you think about it that is a good reuse for that land. We have it zoned industrial. It is centrally located and it could generate power up towards Wolf Creek and Victory Ranch and all of the growth in the Kamas valley as well. Alison Weyher stated our decision can have an impact on far reaching issues like the power substation.

Kristie Bair asked when we elect a new Mayor and Council can they come in and change the General Plan. Alison Weyher answered the Council would have to ask the Planning Commission to review the General Plan and make recommendation. There is a separation of powers. The Planning Commission has the responsibility to review it and make recommendations back to the Town Council. That is one of the reasons to keep the two distinct. We need to work together and it is good if you are on the same page but that is one of the checks and balances. The Planning Commission makes the recommendations and the Town Council decides whether they are going to go along with it.

Alison Weyher stated our General Plan has eight elements. Community Vision which is the vision of the Town, Land Use Element which is the zoning, Transportation element that is a master street plan, Public Facilities we deal with public facilities in four ways, we have four separate funds and when you do a development in Francis you have to make a contribution to each of those four funds. You have to contribute \$179 to the park impact fund. That money goes to upgrade the parks, provide amenities and if necessary to purchase additional park land, we have not had to do that because, when we work with a developer we required them to donate land that can be used as a community parks. The way Francis is laid out with the major roads bisecting the town it is important that kids have a place to play in their neighborhoods.

Alison Weyher stated that State law requires that every community have a moderate income housing element as part of their General Plan. Last year the Planning Commission amended the development code to put in more restrictive language for affordable housing in our community.

Peter Swisher asked if moderate housing and low income housing is the same. Alison Weyher answered yes. Added moderate income housing has become the politically correct term for affordable housing.

Alison Weyher read the Mission Statement “The mission of the General Plan is to provide for a strong, positive civic image and quality of life for the people who live and work in Francis Town by providing guidelines and standards that ensure the orderly and balanced distribution of growth, sound fiscal and economic investment and the preservation of the open, rural living environment in a clean, attractive physical setting.

Alison Weyher stated one of the goals of the Community Vision elements is to channel future growth and developments into areas that can be efficiently served by public infrastructure and facilities. That ties back into having greater density along SR 32 and SR 35 and major roads rather than outlining areas. Also encourage managed growth and well planned developments within the Town, one of the key components with that, that we have worked hard on as a commission is linkage between developments rather they are trails or roads, we do not want a community full of islands. If you live in one part of Town you need to be able to get to another part of Town easily. Explain what we consider to be trails other subdivisions and community may call them sidewalks. But we do not pave them with concrete; they may be asphalt, or road base depending on their primary use. Added when we first started to talk about trails there was a lot of discussion on the Planning Commission about the concern that we wanted this to still be a rural area, we do not want to look like a city, we want to be the antithesis of Sandy at the sometime we realize we are building a breakfast community and there are a lot of little children here and we want a safe place for them to ride their bicycles and to walk along the side of the road. We need to provide a safe way for people to travel if they are not in a car we need to have linkage between neighborhoods. We do not have a trail plan like some communities do and that may be something we can do in the future.

Peter Swisher asked if that was something the Planning Commission would do. Alison Weyher answered yes. Added we ask developers to put in trails.

Alison Weyher read Policy number 5 “Encourage commercial property in proposed commercial areas”. Added this is important and we have designated (showed on map) all along SR 32 and along SR 35 by the four way stop sign as commercial property. Alison Weyher stated as we move forward it is important to recognize there may be single family homes there now but it is transitioning to commercial. We are seeing some commercial going in. As we move forward we need to encourage commercial in commercial zoning.

John asked is there a plan that it has to be a certain height or look a certain way or is it just going to grow.

Alison Weyher responded we do look at the way it is going to look and goal 2 policy 6 states “encourage rural and country themes in architecture and site design.” Added when we get into the development code we have a lot of specific requirements, especially for commercial development.

John Barclay asked about policy 7 “Encourage commercial development that is complementary to the existing historical structures in the community by encouraging developers to work with the historic preservation committee.” Asked if the developers worked with the historic preservation committee and what was it.

Dorothy Sullivan commented that the Daughter of the Utah Pioneers building was the extent of the historic preservation.

John Barclay asked about the standard for non- motorized trails. Alison Weyher responded there is a little bit of that in the circulation plan.

Peter Swisher asked if we need to revisit the general plan to clean up the zoning. Alison Weyher answered yes.

John Barclay commented it says roads should be as such that you can easily find them. Added I can hardly find Wild Willow Dr. and I live on it. Asked about lights on some of the streets. Alison Weyher responded there are three street lights that are required on SR 32 one is at Wild Willow entrance one at the new road going into River Bluffs and not sure where the other one is. There are two issues, one they have to meet UDOT requirements, UDOT has some problems with SR 32 right now until that is resolve we can’t put in the street lights.

Alison Weyher stated when we go through the Circulation Elements it is important that we talk about road classification that is where we talk about trails and paths motorized and non-motorized. Added we do have different road classifications and these will be important when we start looking at new developments. The Town requires developer to donate land for the road. 30 foot right of way is the minimum. You need a road that is wide enough for two cars to pass; the rest of the right of way is where we put the utilities. Also provides a place to push snow. Added we can put a trail in excess right away.

Alison Weyher stated the state requires that every municipality adopt a plan for moderate income housing within the community. About a year ago we amended the Development Code to required developers to build moderate income housing. (see 6.30 in development code) All housing developments with more than 10 units shall include the following percentages of deed restricted affordable housing, affordable to 80% of the median income of Summit County. Francis Town encourages developers to work with organizations such as Mountainlands Community Housing to manage the ongoing affordability of these units. 0-9 no affordable housing required. 10-30 units – 10% of units deed restricted in perpetuity. Over 30 units 20% deed restricted in perpetuity.

Alison Weyher stated she would like to see the Town talk about doing a master plan for all of their property. (showed on the map all of the property the Town owns) The Planning Commission could look at it, and draw up a plan of how we would like our Town to look in the future.

**Agenda Item Number Five: Adjourn**

Sheldon Thompson motioned to adjourn. Kristi Bair seconded the motion. Motion passed unanimously. Meeting adjourned at 8:37 pm.

These minutes were   X   approved as presented.            approved as amended at the meeting held May 28, 2010.

---

**Peter Swisher, Chair**

---

**Susan Moses, Secretary**