



ROY CITY
Planning Commission Work-Session
June 23, 2020 – 6:00 p.m.
Digital Work-Session Meeting

The meeting was a regularly scheduled work-session designated by resolution. Notice of the meeting was provided to the *Standard Examiner* at least 24 hours in advance. A copy of the agenda was posted.

The following members were in attendance:

Jason Sphar, Chair
Samantha Bills
Torriss Brand
Ryan Cowley
Annette Mifflin
Claude Payne

Steve Parkinson, City Planner

Excused: Commissioner Don Ashby, Chris Collins, Jason Felt and Assistant City Attorney, Brody Flint

Others in attendance: None.

Pledge of Allegiance: Not executed due to digital meeting difficulties.

1. DECLARATIONS OF CONFLICT

There were none.

2. APPROVAL OF MAY 26, 2019, REGULAR MEETING MINUTES

Commissioner Mifflin moved to approve the May 26, 2019, work-session meeting minutes. Commissioner Brand seconded the motion. Commissioners Bills, Brand, Cowley, Mifflin, Payne, and Sphar voted “aye.” The motion carried.

3. CONTINUED DISCUSSION ON GENERAL PLAN UPDATE

Steve Parkinson, City Planner, presented the continued discussion of the General Plan. Last time, the group discussed when and how to hold meetings open to the public. Some commissioners were hopeful that the group would go green and be able to have more people in a meeting than what they had at this time. Mr. Parkinson asked if the group could think of two plans: one for if the Commission went green, and one if they did not. He wanted this to be resolved sooner than later.

Mr. Parkinson noted his Zoom account allowed for about 150 – 200 individuals. He also thought they could do a presentation and then ask for comments. He looked into mailing costs, and it would cost about \$5,000 to add a note to the water bill. To send a note not connected to the water bill would cost about \$7,500. He did not ask for the price difference between a sealed envelope and a postcard. He noted the monthly news magazine was free because it would already be sent out anyway. He could also advertise on Facebook and on the website and try to do postings at grocery stores and in other places.

When asked if there was a place on the water bill that the group could have something typed in as they processed the amount, like a data processor, Mr. Parkinson said he could look and see if this was possible.

There was discussion as to why the Planning Commission needed to advertise this meeting differently than all the others. Mr. Parkinson explained that per the City ordinance, the limit was 300 feet from the property affected, but this was on the General Plan for the entire City. He needed to try and notify as many people about the item as possible.

The Commission expressed concerned about financial losses due to the COVID-19 pandemic. Mr. Parkinson noted that the funding would be tight, explaining that most of the funds received through the CARES Act would be distributed to businesses. The comment was made that public input on this issue was absolutely critical.

The Commission discussed having a longer presentation of the plan available, a shorter highlight-focused version, and a section available that made public commenting accessible for individuals to place their address and information as well as contact the Planning Commission. A separate page on the City website dedicated to this issue would work the best and make the conversation the most accessible to the public.

Mr. Parkinson stated that the City's website consultant could receive comments and make an interactive website. They could post the executive summary that he presented, which could be shortened, and then have an interactive page where the City could receive comments from residents. It was noted that all of these meetings were recorded on YouTube, so if they were to get a link it could then be distributed. There was some discussion about possibly using the website to obtain email addresses so as to notify residents of meeting via an email listserv.

The group wanted to meet to discuss this the first week of August, which would be above and beyond the requirements of the City. This would be done either via Zoom or in-person. They wanted to begin advertising as soon as possible. The format for the meeting would be via Zoom, unless the State of Utah moved to a green status.

There was discussion as to what would be gained through a Zoom meeting versus a video presentation. A Zoom meeting would be more difficult to manage compared to receiving the feedback from a form on the website. When asked if there was a phone number available to connect people with the City, Mr. Parkinson noted that they could list a Planning Commission public hearing phone number on the bright blue signs. The Commissioners supported this idea.

Mr. Parkinson said he wanted to give the public every opportunity possible to comment on the General Plan. They wanted to move the process along quickly, but also give everybody enough time to think about it and submit comments to the City. If they were able to get some voice to text, maybe print out some of those voice recordings for the meeting, if possible. There was further discussion regarding Landmark Design including interactive options on the City's website, as well as including information in the City's magazine. The timeframe was then reviewed and discussed.

4. COMMISSIONERS MINUTE

Samantha Bills noticed houses being built over by the Maverick and the McDonald's. She said she liked seeing the houses, the townhouses, and where the businesses were located. She thanked planning staff for their good work.

Mr. Parkinson thanked Commissioner Bills, and reiterated that when there was a commercial area, the best buffer between it and residential zones was some sort of multifamily zone because it was not as intense as commercial. He thought it was the first project he saw come full circle. He thought it was really good for the City.

When asked if there was any news about the opening date for the Chinese restaurant, Mr. Parkinson said no.

5. STAFF UPDATE

City Planner Parkinson noted that the next meeting in July would have a number of rezone requests, an architectural review, and another for a drive-up window; it would be a packed meeting.

The group wanted to know if it were possible, they be sent staff information the Friday before the Tuesday meeting so that they could be better prepared. Mr. Parkinson said he could, but it would not include his staff report. He would try to get the report completed by Friday.

The Commission asked if City Planner Parkinson knew the presets update and if the buildings on 4000 and Midland were on their way. It was noted the ones on 1900 West were done and occupied. Other projects taking place in the City were then briefly discussed.

6. ADJOURN

Commissioner Cowley moved to adjourn at 6:30 p.m. Commissioner Bills seconded the motion. Commissioners Bills, Brand, Cowley, Mifflin, Payne, and Sphar voted "aye." The motion carried.

Jason Sphar
Chair

Attest:

Morgan Langholf
City Recorder

dc: 06-23-20