IVINS CITY
PLANNING COMMISSION
MINUTES
April 2, 2019
435-628-0606

1) WELCOME AND CALL TO ORDER

CHAIRMAN AND COMMISSIONERS: The meeting was called to order at 5:30 p.m. All present included Commissioner Bryan Pack, Commissioner Lance Anderson, and Commissioner Douglas Clifford.

Staff Attending: Dale Coulam-City Manager/Attorney, Mike Rodriguez-Building and Zoning Administrator and Sharon Allen-Deputy City Recorder.

Audience Attending: Claudette Larsen, Shelley Moeller, Sharon Barton, as well as others that did not sign in.

A. Acknowledgement of Quorum

B. Flag Salute--Commissioner Doug Clifford

C. Invocation--Commissioner Lance Anderson

D. Disclosures--None

2) REPORTS AND PRESENTATIONS --

A. Swear in new Planning Commission Member, Doug Clifford-Oath of Office

B. Open Meetings Training

Dale Coulam stated we are required to do a training on open meetings every year. State Law requires cities to adopt their own rules of order. The general rule is that any action is to be done openly. Do not discuss a public matter when a quorum is present, or it will be considered a meeting. When in doubt, a meeting should be open. Beware of 'pre-meeting and post-meeting' meetings. If there are at least three of you present, you are holding a meeting. If you are talking about something on the agenda, and the public is not participating in that because they have not yet arrived or have already gone home you need to keep an eye on that and be careful. City Council goes to closed meetings, but they first have to convene in open meeting, and can only go to a closed meeting for certain grounds specified by law. They can't make a decision in the closed meeting. They then come back to open meeting in order to do that. The term meeting is not a chance meeting or a social gathering, as long as you are not talking about Planning Commission business. We are required to give at least 24 hours notice. We generally give more than that. If we amend the agenda, it may be 24 hours for the amendment. It requires an agenda, with date, time and place. It must be posted at the City office where it is held, the public notice website, a newspaper, and on our city website as well. We are required to record with audio available to the public within 3 days of the meeting. Generally, it is the next business day. Minutes must be made public within 30 days of the meeting. Planning Commission is required to hold one meeting a month. The Clerk attends the meetings and maintain minutes at City Hall and the content is to give date, time and place, members present, the substance (summary) of matters considered, votes and names of people who speak. Rules of Orders and Procedure are adopted to govern our meetings, specifically the legislative body. We have it govern the Planning Commission meetings as well. The League's handbook says there is no mandatory set of rules of procedure. Some of Roberts Rules are helpful. Call to order, opening ceremonies, the requirement to be recognized by the Chair before speaking, discussion the requirement of a

DRAFT

motion and a second and a vote on a pending motion that has been seconded. We follow that. As for the o of business, the Chair introduces the item on the agenda to be considered, staff presents a report or a summary, and makes any recommendations. Staff does not make recommendations on land use or zone changes since those are legislative, but we do on administrative matters. Chair would call for a motion on the agenda item and, the motion is seconded, a vote is taken. **Commissioner Bryan Pack** stated between 2 and 3 could we put what our standard of review is. Whether it is legislative or an administrative decision and to help us understand what is relevant to us. **Dale Coulam** stated that could be part of the staff report presentation. **Mike Rodriguez** stated we could include that statement in the summary of our staff report. **Dale Coulam** stated the motion should include findings. It can reference the staff report. It is a quick way to make findings in the motion. **Commissioner Lance Anderson** stated if you do a staff report that means you have already done the homework and are recommending it and made the staff report. **Dale Coulam** stated that with motions, any member can make or second a motion. The Planning Commission may deliberate and disagree and then move accordingly. Motions can be repeated for clarification prior to the vote. A second is required or the motion will be deemed defeated. The person that made the motion may withdraw it prior to a vote. Any member may move to amend the original motion. Voting can't be changed after the Chair announces the decision. Any member may abstain from voting, which is the same as a no vote. A Roll Call vote applies to the City Council for all ordinances and resolutions. Under the Ethics Act you are required to update the written disclosures. If in a meeting something comes up, state your conflict and generally still allowed to participate in the discussion and vote. If you are the applicant of the agenda item, then you can't participate or vote. If you speak on behalf of applicant, you should sit down because that is your role, not Planning Commission's role. If you just have a connection, disclose the conflict and then participate in the discussion and vote. **Commissioner Bryan Pack** inquired if there was a rule of order that states that Chairman Jeff Loris can't make a motion. Is that a rule? **Dale Coulam** stated it is not a rule, but it comes from City Council. The Mayor conducts the meeting but is not a voting member unless it is a tie. That is by statute. So, it passed down to the Planning Commission. The Chair is a member of the Planning Commission, so technically he could make or second a motion.

3) BUSINESS LICENSES -None

4) PUBLIC HEARING AND ACTION ITEMS—None

5) DISCUSSION AND POTENTIAL ACTION ITEMS—

A. Discuss and consider approval of the Ivins City Planning Commission minutes for March 19, 2019.

MOTION: Commissioner Bryan Pack moved to table approval of the Ivins City Planning Commission minutes for March 19, 2019 until next meeting.

SECOND: Commissioner Lance Anderson

VOTE: The motion carried.

Commissioner Bryan Pack	AYE
Commissioner Lance Anderson	AYE
Commissioner Douglas Clifford	AYE

6) REPORTS

A. Planning Commission

B. Chairman

C. Building and Zoning Administrator, Mike Rodriguez

D. City Attorney, Dale Coulam

E. Items to be placed on future agendas

Mike Rodriguez stated that our next meeting will have a concurrent land use and zone change on 200 E and Hwy 91, asking to change from Commercial to Townhouse. Another item for Commissioner Lance Anderson. Also, Kanta development will be moving forward soon.

7) ADJOURNMENT

MOTION: Commissioner Lance Anderson moved to approve ADJOURNMENT

SECOND: Commissioner Bryan Pack

VOTE: The motion carried.

Commissioner Bryan Pack	AYE
Commissioner Lance Anderson	AYE
Commissioner Douglas Clifford	AYE

DRAFT