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**MINUTES OF THE SPRINGDALE PLANNING COMMISSION WORK MEETING ON
TUESDAY, OCTOBER 7, 2014 AT 5:00 PM
AT SPRINGDALE TOWN HALL, 118 LION BLVD., SPRINGDALE, UTAH
MEETING BEGAN AT 5:00 PM**

MEMBERS PRESENT: Chair Joe Pitti, Commissioners Jack Archer, Liz West, Allan Staker, Randy Taylor and Kezia Nielsen

EXCUSED: Mike Marriott

ALSO PRESENT: DCD Tom Dansie and Town Clerk Darci Carlson recording

**Approval of Agenda: Motion made by Jack Archer to approve the agenda as posted:
Seconded by Liz West.**

Pitti: Aye

Staker: Aye

Taylor: Aye

Motion passed unanimously.

Discussion and Announcements: Mr. Dansie announced

- Introduction and welcome to Darci Carlson as new Town Clerk of Springdale.
- University of Utah Students Planning Project scheduled November 7-9. Students will be in town to conduct surveys and collect data from Springdale residents and visitors. Student data and conclusions will be available on the www.listeningtospringdale.com website. Participating students intend to camp, however if weather is inclement they will be looking for housing hosts. Volunteers willing to provide home stays should provide their information.
- October 4 was last Night Sky presentation of the season. This summer series was very successful with strong participation. Hope to build on program for next year, especially as the outdoor lighting ordinance is fully adopted.
- Butch Cassidy 10K/5K race scheduled for Saturday, November 8. Allan Staker is coordinating volunteer positions. Contact him if anyone is interested in helping.
- Commissioner Pitti asked about the town clean-up process after the recent storms. He said town was slow to react. Mr. Dansie acknowledged his feedback and indicated this was a topic of discussion scheduled for the next town staff meeting.

Discussion/Information Items:

Presentation on the General Plan and General Plan Update Process

Mr. Dansie displayed a PowerPoint presentation to the Commissioners which provided a basic overview of what the General Plan is and why it is needed. State law dictates that a Planning Commission must develop and recommend a General Plan that is subsequently adopted by the Town Council. The General Plan is an advisory document that guides future land use and operational decisions.

- The last revision of the Springdale General Plan was in 2010. It is updated every 5 years.
- The General Plan is comprised of:
 - ✓ Guiding Principles - act as a mission statement; ultimately everything relates back to these hallmark statements.

- ✓ Goals - broad, big picture items
 - ✓ Objectives - more specific and measurable
 - ✓ Strategies - highly detailed action steps
- Ordinances are the legally binding, implementation of the General Plan.
 - The General Plan is a vision for the community. It is important that elements of the General Plan are built on feedback from Springdale residents and business owners. Public input is critical. The town has sought to receive input via town-wide surveys, a public open house and during Planning Commission work and regular meetings.

Strategy Session to Discuss the General Plan Update Process

- The Planning Commission must determine if the current data provides a clear consensus of public input. If not, they must seek more information from the public.
- Some chapters of the General Plan are complex and controversial while others are straight-forward, therefore Mr. Dansie recommended the Commissioners determine their approach to the update process.
- Mr. Pitti suggested the Commissioners form sub-committees to tackle the more straight-forward chapters, and then report back to the full Commission with their findings/suggestions.
- Mr. Taylor asked if sub-committees would be compliant with the Utah Open Public Meeting Law. Mr. Dansie indicated that as long as the sub-committee consisted of no more than two voting members there would not be quorum and therefore compliant. Also, as long as the sub-committees reported back to the full commission and reported their findings they would avoid conflicts with ex-parte communication.
- Mr. Pitti's goal is to have the updated General Plan to the Town Council by May 2015 in order to correspond with their budgetary discussions.
- In the meeting packet Mr. Dansie provided the 2010 General Plan with yellow highlights indicating factually outdated information. Mr. Pitti requested that Mr. Dansie update any percentages, acreage information or other relevant data that he had available to reflect the last five years. Ms. Nielsen offered to update any park-related facts such as visitation and shuttle data.
- Mr. Staker wanted the Commission to look carefully at the opening paragraph and take into consideration that Springdale is not a farming community any longer.
- Mr. Pitti said Springdale is still a rural village and the Commission must be cognoscente of the size and population they are addressing. The surveys reflect that people mention the unique appearance as a village.
- Mr. Dansie suggested the Planning Commission look seriously at the town's development potential for tourist services versus how to keep a village scale focus.
- Mr. Dansie identified chapters within the General Plan that are more complex and controversial opposed to those that are relatively straight-forward:
 - More complex
 - Town Appearance
 - Land Use and Zoning
 - Economic Development
 - Housing
 - More straight-forward
 - Historic Preservation
 - Environmental Resources and Conservation
 - Public Works
 - Transportation
 - Parks, Recreation and the Arts
 - Peacekeeping, Health and Safety
 - Sustainability

- The Planning Commission decided to tackle the more complex chapters as a whole and break into sub-committees to review the less complex chapters. Sub-committees were assigned as follows:

General Plan Chapter	Commissioners
Public Works Transportation	Randy Taylor, Mike Marriott
Parks, Recreation and the Arts Environmental Resources & Conservation Peacekeeping, Health and Safety	Jack Archer, Liz West, Kezia Nielsen
Historic Preservation Sustainability	Joe Pitti, Allan Staker

- Ms. Nielsen is a non-voting member of the Planning Commission; therefore her participation on a sub-committee is advisory in nature only.
- Mr. Pitti indicated the next Planning Commission work meeting was scheduled for Tuesday, November 4 and suggested the sub-committees meet prior to the open meeting.
- Mr. Dansie recommended that the Commission start at 5 PM in sub-committees and post the open meeting start time as 6 PM.
- Mr. Pitti requested Mr. Dansie be a floater among the various sub-committees to answer any questions the Commissioners have in their discussions.
- Mr. Dansie will provide hard copies of the 2010 General Plan to those Commissioners that request it. Commissioners also asked for copies of the surveys and any open house data so they can begin their review. Ordinance information can be found on the www.springdaletown.com website.
- Mr. Staker asked the Commissioners to review their assigned sections prior to the November work meeting and come prepared to discuss with comments/ideas. Once sub-committee work is complete all will provide summaries and presentations to the full Planning Commission. Mr. Dansie agreed and reiterated that the purpose of the sub-committees was to frame the discussion and present to the full Commission.
- Mr. Pitti concluded by stating that the General Plan and Ordinances will help the Planning Commission come up with sound decision making as it relates to the town.

Adjourn: Motion to adjourn by Allan Staker at 6:24 PM; Seconded by Liz West:

Archer: Aye

Pitti: Aye

Staker: Aye

Taylor: Aye

Motion passed unanimously.


 Darci Carlson, Town Clerk

APPROVAL: 