

MINUTES OF A REGULAR MEETING OF THE HYRUM CITY PLANNING COMMISSION  
HELD JANUARY 12, 2023 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST  
MAIN, HYRUM, UTAH.

**CONVENED:** 6:30 P.M.

**CONDUCTING:** Chairman Terry Mann

**PRESENT:** Chairman Terry Mann, Vice Chairman Blake Foster,  
Commissioners Angi Bair, Brian Carver, and Paul Willardson.

**EXCUSED:** Dixie Schwartz

**CALL TO ORDER:** There being five members present and five members  
representing a quorum, Chairman Terry Mann called the meeting to  
order.

**OTHERS PRESENT:** Zoning Administrator Matt Holmes and one citizen.  
Secretary Hailey Brown recorded the minutes.

**PLEDGE OF ALLEGIANCE:** Chairman Terry Mann led the governing body  
and the citizens in the Pledge of Allegiance.

**INVOCATION:** Commissioner Brian Carver

**APPROVAL OF MINUTES:**

The minutes of a regular meeting held on October 13, 2022 were  
approved as written.

**ACTION** Commissioner Brian Carver made a motion to approve the  
minutes of October 13, 2022 as written. Commissioner  
Blake Foster seconded the motion and Commissioners Bair,  
Carver, Foster, Mann, and Willardson voted aye.

The minutes of a special meeting held on December 29, 2022 were  
approved as written.

**ACTION** Commissioner Brian Carver made a motion to approve the  
minutes of December 29, 2022 with the correct spelling  
change to the word 'happened' in the second to last  
paragraph. Commissioner Paul Willardson seconded the  
motion and Commissioners Bair, Carver, Foster, Mann, and  
Willardson voted aye.

**AGENDA APPROVAL:**

A copy of the notice and agenda for this meeting was EMAILED to The Herald Journal, posted on the Utah Public Notice Website and Hyrum City's website, distributed to each member of the Planning Commission, and posted at the City Offices more than forty-eight hours before meeting time.

**ACTION** Commissioner Paul Willardson made a motion to approve the agenda for January 12, 2023 as written. Commissioner Angi Bair seconded the motion and Commissioners Bair, Carver, Foster, Mann, and Willardson voted aye.

5. PUBLIC HEARING

A. To receive public comment pertaining to the revision of Hyrum City's General Plan.

7. OTHER BUSINESS

A. Consideration and recommendation to the Hyrum City Council of proposed amendments to the Hyrum City General Plan.

8. ADJOURNMENT

***PUBLIC HEARING:***

**TO RECEIVE PUBLIC COMMENT PERTAINING TO THE REVISION OF HYRUM CITY'S GENERAL PLAN.**

Chairman Terry Mann called for a motion to open the Public Hearing to discuss the revision of Hyrum City's General Plan.

**ACTION** Commissioner Angi Bair made a motion at 6:34 p.m. to open the Public Hearing to receive public comment pertaining to the revision of Hyrum City's General Plan. Commissioner Brian Carver seconded the motion and Commissioners Bair, Carver, Foster, Mann, and Willardson voted aye.

Chairman Terry Mann asked if there was any public comment, there being none she called for a motion to close the Public Hearing.

**ACTION** Commissioner Angi Bair made a motion at 6:35 p.m. to close the Public Hearing to receive public comment pertaining to the revision of Hyrum City's General Plan. Commissioner Blake Foster seconded the motion and Commissioners Bair, Carver, Foster, Mann, and Willardson voted aye.

**OTHER BUSINESS:****CONSIDERATION AND RECOMMENDATION TO THE HYRUM CITY COUNCIL OF PROPOSED AMENDMENTS TO THE HYRUM CITY GENERAL PLAN.**

Zoning Administrator Matt Holmes said Hyrum City has taken several factors to make changes to the General Plan, but it hasn't helped much because of factors out of the cities control. Tonight, the Planning Commission needs to prepare the changes to the General Plan to be taken to the first City Council meeting in February to get that back to the state as an amended General Plan. There are five different items to discuss and make changes to propose to the City Council. They have already been implemented in the code but need a narrative to take to the state. The two items for discussion are 1. Determine what changes to present to the City Council or if the plans are adequate 2. Determine what actions the city will take to improve/monitor these and how often to review them. Strategy E is to amend land use regulations to allow for single occupancy developments. Matt said this is already implemented in the code but was left off the draft.

Commissioner Angi Bair asked if the five items are the goals.

Zoning Administrator Matt Holmes said the five items will be under goal number two, the strategies. The fifth strategy E is to amend land use regulations to allow for single occupancy developments. Matt said this is already implemented in the code but was left off the draft. The first strategy is a rezone for densities necessary to facilitate the production of moderate-income housing. Hyrum City has a mixed-use zone which includes commercial that can allow for apartments. PUD's are also allowed in code which allows for a denser development than a standard single family home.

Commissioner Angi Bair asked if a PUD must meet the minimum lot size of 82.5 feet.

Zoning Administrator Matt Holmes said no, a PUD is basically a negotiation between the city and the developer. A PUD can go up to ten units per acre, but other criteria must be met such as a certain amount of open space. If a certain number of units are met, a playground is required. For example, senior housing or townhomes which are much smaller lots can be in a PUD.

Commissioner Angi Bair said Kartchner Homes came in asking to reduce lot sizes in Auburn Hills to make the homes more affordable. The city did not approve that but is there a way to have a code

that allows for reduced lot for the developer.

Chairman Terry Mann asked if the city needs to change the frontages for the reduced lot sizes.

Zoning Administrator Matt Holmes said in a PUD frontage is a flexible thing, but the Planning Commission could recommend the City Council to evaluate the possibility of making a tighter residential unit which would allow for that.

Commissioner Brian Carver said the Planning Commission had a previous discussion of recommending a new zone that would allow for smaller lots. The Planning Commission would need to find an area in Hyrum better suited for that. Chances are if you allow for larger lots in a zone, most developers will come in with the minimum lot size.

Zoning Administrator Matt Holmes said another option is a PUD where the zone states how many units per acre are allowed. It could be made a mixed use with some smaller and larger homes allowing for factors for all kinds of people.

Commissioner Brian Carver said Zoning Administrator Matt Holmes provided one example to offer a base density of units per acre, but if the developer can guarantee through an agreement that a certain number of homes would be built to an affordability standard, then they could get a density bonus to add more units to the project than allowed. The city could state for a higher density development 15 units per acre are allowed but if the lots are smaller and the homes are affordable for people making less than \$50,000 a year, 18 units per acre could be allowed.

Zoning Administrator Matt Holmes said strategies don't have to be made tonight. The Planning Commission can send ideas to the City Council to see if the city can budget in money for an outside company to come make a recommendation for changes to the City Code that would allow for higher density.

Commissioner Angi Bair said she would like to see more of these changes written in the code because several projects have come to the Planning Commission for higher density housing, but they haven't gotten approved. The public doesn't see the value in the higher density that the Planning Commission sees. The Planning Commission would like to see more latitude for those decisions rather than it being just the public's decision.

Commissioner Brian Carver said previous developers have come in

with high density housing PUD proposals and the City Council has a high legislative flexibility to say no to the proposal. A change to the zoning code that gives developers a certain expectation of what is allowed in a PUD would be beneficial to allow the proposal to be viewed by City Council. They would have to be comfortable guaranteeing high density in certain areas of the community. The city could choose a zone such as R-2. When a developer comes in to build, they can do R-2 or have an overlay zone in R-2 that would give increased density for the zone if the developer can guarantee a certain percentage of the homes is in the city's affordable goals. It could be said that high density makes sense in the specified area because of the services nearby.

Zoning Administrator Matt Holmes said many people go to high density for affordability. If the city offered this zoning, then they could build smaller starter homes to add onto later for growth.

Commissioner Angi Bair stated the city could specify an area for growth and allow it to accommodate high density housing that is written into the code. It is better than having a developer come in with a proposal and it being so subjective.

Zoning Administrator Matt Holmes said this doesn't have to be incorporated this year, some cities evaluate and make three-to-five-year plans. In 2018 the median house price was \$220,000 and now the median house price is \$500,000 for older homes with work. \$330,000 for a townhome isn't affordable in the median housing bracket.

Chairman Terry Mann asked if the city could require smaller square footage for a home and less expensive construction materials, such as the code not requiring a home to be brick or rock.

Commissioner Brian Carver said code would be hard to set a minimum square footage. The law says you can't create a minimum because it excludes certain housing types. A manufactured home wouldn't be allowed if the minimum was 1000 square feet, and the home was 700 square feet. Can a maximum square footage be put on the house at the time of construction in the specified zone? The city could set a square footage for a small home to be built on the smaller lots and the homeowner can add on later for growth.

Commissioner Paul Willardson asked how often the general plan is updated.

Zoning Administrator Matt Holmes said the General Plan is updated

about every five years.

Commissioner Brian Carver said there is no legal mandate, but best practice is every five years.

Commissioner Paul Willardson said strategy A is a multi-step process. In the coming year, the first step could be looking at where to allow higher density and then following that could be a writeup of what the city would allow there.

Commissioner Angi Bair said a recommendation could be to investigate zoning for other cities as to where would be best to place high density housing.

Zoning Administrator Matt Holmes asked what the recommendation to the City Council will be.

Commissioner Paul Willardson said he would recommend a discussion of what areas to allow for higher density according to what Commissioner Angi Bair said. Strategies could be included in the discussion. He also recommended a study to be done for affordability and accessibility.

Commissioner Brian Carver mentioned making that a workshop that citizens can attend.

Zoning Administrator Matt Holmes said the recommendation he has written is a recommendation for a study or analysis for affordability that can be done in a workshop of where in the city it makes sense. He asked what timeline to set for this.

Commissioner Paul Willardson said the timeline could be to have this done in one year.

Commissioner Angi Bair said she recommends the goal to have something written up in one year, so maybe take six months to review.

Commissioner Paul Willardson recommends the first step to take six months for a study.

Zoning Administrator Matt Holmes said the one-year goal would be to have written up a code for presentation or in act for the code change. Matt asked if the Planning Commission had any other recommended actions for strategy A.

Commissioner Paul Willardson said there were no other

recommendations.

Zoning Administrator Matt Holmes said strategy 2B is to create or allow for, and reduce regulations related to, internal or detached dwelling units in residential zones. Hyrum City allows for accessory dwellings if they are attached to the owner-occupied home. They are required to maintain the same look and egress. They must have smoke detectors, parking spaces, and their own yard.

Commissioner Paul Willardson asked if the majority are basement apartments.

Zoning Administrator Matt Holmes said yes, the majority are basement apartments. The state allows for internal rentals such as basement apartments or garage dwellings. The city needs to provide for some space in the city that allows for internal units or to allow for detached units, they don't tell us which one we have to do. Hyrum City code already allows for attached units.

Commissioner Angi Bair asked what the effects of a detached dwelling unit are.

Commissioner Brian Carver said Levi Roberts, Nibley City Planner, hasn't had many detached dwelling units built but they allow for them, same with North Logan.

Commissioner Angi Bair said basement apartments are not great for older people but detached above ground units would accommodate a lot more seniors.

Commissioner Brian Carver believes detached units should be worth considering but the city needs to be careful with what kind of units. Last year there was a proposal to have a shipping container turned into a dwelling unit and Brian doesn't believe that would be popular in the community.

Commission Angi Bair said the city would have to make certain lot requirements for detached dwelling units.

Commissioner Brian Carver said the city could review examples of dwelling codes from other communities. The next step would be reviewing how the dwelling units are working and what their experiences are on the detached units.

Commissioner Angi Bair likes owner occupied units because they don't have as many problems with homeowners being more careful watching their property.

Vice Chairman Blake Foster said once Hyrum City allows detached dwellings, restrictions would have to be written.

Zoning Administrator Matt Holmes said details can be taken to the City Council when it gets to that point, such as animal rights. Matt asked if the Planning Commission would like an evaluation to the code to determine the possibility to allow detached dwellings unit to be added to the workshop.

All Planning Commission members said yes.

Zoning Administrator Matt Holmes said a landlord license is required for rentals. He asked if the city should we keep close track of the licenses and look at them year to year.

Commissioner Angi Bair asked if a landlord license is required if it's the same family members in one home.

Zoning Administrator Matt Holmes said a landlord license is only required if there are different families in the home.

Commissioner Brian Carver asked if separate levels must have their own meters.

Zoning Administrator Matt Holmes said they are not required to have their own meters, but some rentals do. Hyrum City charges extra for trash if we know there are more than one non-related family in a home.

Commissioner Paul Willardson asked what the code is for RV living.

Zoning Administrator Matt Holmes said RV'S can be lived in on a lot if the owner is actively building there or for a short period while visiting. There must be 30 days between visits.

Commissioner Brian Carver said he would recommend requiring a foundation on separate detached dwellings.

Zoning Administrator Matt Holmes said strategy 2C is to zone or rezone for higher density or moderate-income residential development in commercial or mixed-use zones near major transit investment corridors, commercial centers, or employment centers.

Chairman Terry Mann asked if that is similar to the apartments by McDonalds.



Zoning Administrator Matt Holmes said yes, PUD's fall into that category as well. Commercial zones typically fall by highways close to transit. An example of an employment center is JBS, we have a few big ones in Hyrum. JBS doesn't want to be a landlord but is open to dwelling units being built nearby for employees and their families.

Commissioner Angi Bair asked if mobile home parks are still allowed in Hyrum City.

Zoning Administrator Matt Holmes said the mobile home park has been removed from the city zoning and was built before the city zoning was established.

Commissioner Brian Carver said Nibley City has received a proposal for a mobile park because it is still in their code and never got removed so they are tied to reviewing it.

Zoning Administrator Matt Holmes said a mixed-use area has commercial on the main floor with residential above. The city could change that up and look at residential living behind the main structure.

Chairman Terry Mann asked if the Cobble Creek townhomes on the highway were supposed to be built into that.

Zoning Administrator Matt Holmes said yes but Cobble Creek is a separate lot from the property in front of it. The front is commercial, and the back piece is zoned commercial but was approved as a PUD. Does the city want a code to allow a commercial mixed use lot allowing a person to automatically be approved without going through the PUD process? A one-acre lot recently came in wanting to do a PUD, but they couldn't even though they wanted to do commercial with residential.

Commissioner Brian Carver asked about the possibility of lowering the minimum PUD size requirement.

Zoning Administrator Matt Holmes said commercial mixed zones could have a lower threshold on the lot requirements.

Commissioner Angi Bair likes the idea of commercial building in front with townhomes behind.

Chairman Terry Mann didn't mind the idea of that as it goes along with the state suggestion of being on a transit corridor with walkability.

Commissioner Angi Bair asked if there would be a study for that included with the other items to be studied.

Zoning Administrator Matt Holmes said citizens could be invited to a workshop with the City Council and Planning Commission for discussion of these items.

Chairman Terry Mann said she would have the same six-month timeline to review this idea and then incorporate within one year.

Zoning Administrator Matt Holmes said he would add to the workshop to look at the possibility of adjusting the mixed-use commercial zones to allow for more commercial mixed-use. Strategy 2D is amend land use regulations to allow for higher density or new moderate income residential development in commercial or mixed-use zones near major transit investment corridors. This strategy is almost identical to the previous strategy.

Commissioner Paul Willardson asked if this strategy must be kept with it being similar to strategy 2C.

Zoning Administrator Matt Holmes said the state requires a minimum of three strategies and five is the minimum for funding.

Commissioner Angi Bair ask if one strategy can say near employment and commercial centers, and the other to say near transit corridors.

Zoning Administrator Matt Holmes said the state would like these strategies to be word for word as they appear.

Commissioner Paul Willardson said it can be kept but have the same action items as the previous strategy.

Zoning Administrator Matt Holmes said if they are close enough together they can be incorporated together.

Commissioner Paul Willardson said to apply the same action items as for the previous one.

Commissioner Brian Carver said the action for strategy 2C could be deciding if the city needs to change the location of zones. The action for strategy 2D could be deciding if rules need to be changed in zones to better fit the cities vision.

Commissioner Angi Bair said each strategy could have its own

workshop for discussion.

Zoning Administrator Matt Holmes said strategy 2E is amend land use regulations to allow for single room occupancy developments. This is allowed in commercial zones and includes examples such as a boarding house where they rent out one room in a home, a place for temporary workers to stay, and single rooms for students.

Commissioner Angi Bair said that could be a good option near JBS for workers.

Commissioner Paul Willardson agreed that would be good near JBS for workers there. He asked what the difference between a boarding house and an apartment is.

Zoning Administrator Matt Holmes a boarding house is owned by one individual who rents out single rooms. Common living spaces are shared such as laundry, kitchen, and living rooms.

Commissioner Brian Carver said boarding houses can be on shorter lease term agreements if needed.

Zoning Administrator Matt Holmes said to make this available near JBS the city may have to rezone portions of the city near JBS or annex other land and bring it to that zoning.

Commissioner Angi Bair said you could do something similar for seniors that don't need care at the level of an assisted living rather a place to live.

Commissioner Brian Carver said with it already allowed in Hyrum City code how the city can utilize it and make it attractive to developers.

Zoning Administrator Matt Holmes said it would need to be close to walking and have direct bus access.

Commissioner Paul Willardson verified that this is already allowed in city code?

Zoning Administrator Matt Holmes said yes, it is only allowed in commercial zones. In a residential zone, an owner of a home may rent out rooms to three individuals as that falls into a family unit.

Commissioner Angi Bair the city doesn't have a lot of commercial zones but could create an overlay zone for this. Angi doesn't see

this as a good fit in residential zones.

Commissioner Brian Carver said the city code currently allows for four non-related individuals to live in a home. He believes single occupancy developments should be restricted to commercial zones.

Commissioner Angi Bair said it may fit well in the industrial area near West Point Dairy and JBS.

Commissioner Paul Willardson said this strategy seems more long term. The city could review the first four strategies in the next 6 months to a year. Once those are worked out then look at a one-to-two-year timeframe for 2E with the action being to review how the other four strategies are going then see how to incorporate this strategy.

Zoning Administrator Matt Holmes said next year the city must show the state what has been done and how these have worked out. The recommendation for the next year is to study and evaluate the zoning needs and possible zoning areas.

All Planning Commission members agreed.

Zoning Administrator Matt Holmes said he will write up the changes for the state to see if that's what we need. Once approved they will be taken to the City Council for approval.

Chairman Terry Mann asked how members will be chosen for a workshop.

Zoning Administrator Matt Holmes said there will need to be a few City Council members and a few Planning Commission members for discussion.

Commissioner Brian Carver said the county planner could also be invited if they have one before the workshop.

Commissioner Paul Willardson said a few citizens could be asked to join before opening it to the public.

Commissioner Angi Bair advised that if there are too many people it will be hard to make progress.

Commissioner Paul Willardson asked how many members can discuss without making it a public meeting.

Zoning Administrator Matt Holmes said there can be two members

from each body.

Commissioner Angi Bair recommended making it a public meeting with no public comment and certain number of audience members allowed.

***ADJOURNMENT:***

**ACTION**            **There being no further business before the Planning Commission, the meeting adjourned at 7:33 p.m.**

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Terry Mann  
Chairman

ATTEST:

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Hailey Brown  
Secretary

Approved: \_\_\_\_\_  
                    As Written