



PLANNING COMMISSION STAFF EVALUATION – FIRST REVIEW

APPLICATION: 25-014A

APPLICANT: Hyrum City

DATE: July 8, 2025

PLANNING COMMISSION MEETING: July 10, 2025

PLANNING COMMISSION ROLE: Recommending Body to City Council

APPLICATION TYPE: Ordinance Amendment

NATURE OF REQUEST:

An ordinance amending Chapter 12 Planning Commission of Title 17 (the Zoning Ordinance) of the Hyrum City Municipal Code to establish term limits and adding an additional alternate member, and relocating and creating Title 2 Administration, Chapter 95 Planning Commission.

OVERVIEW:

The City recently reached out to the community in search for a volunteer to fill the current alternate vacancy of the planning commission. While reaching out to the community the City received numerous applications from citizens with willingness to serve. Currently, term limits for volunteer planning commissioners is a five-year term with provisions to continue until a successor is appointed. In some cases, commissioners have volunteered two consecutive five-year terms. With these findings, the ordinance amendment proposes to establish a maximum term of five years for commissioners (excluding years as alternate member) and proposes to increase from one alternate member to two alternate members for the planning commission in efforts to expand opportunities for future volunteers with willingness to serve on the planning commission.

PLANNING COMMISSION RESPONSIBILITY:

1. The Planning Commission hold the required public hearing.
2. The Planning Commission have a thorough discussion on the draft ordinance, and recommends approval, approval with modification, disapproval, or request additional information to make a recommendation to the City Council.

STAFF RECOMMENDATIONS:

1. Support the proposed ordinance amendment.

STIPULATIONS:

1. The ordinance amendment will expand opportunities for future volunteers.
2. The ordinance amendment will include an additional alternate member for commission support.

FINDINGS OF FACT:

1. The Public Hearing was noticed per Utah Code and City Code.

ATTACHMENTS:

1. Draft Amendment

DRAFT AMENDMENT

~~2.95.01017.12.010~~ Created - Compensation

There is created a Planning Commission to be composed of five members and ~~two~~^{one} alternate members. Members of the Planning Commission shall serve without compensation, except for reasonable expenses incurred in performing their duties as members of the commission. Members of the governing body may be appointed as ex officio members of the Planning Commission.

~~2.95.01517.12.015~~ Alternate Member

An alternate member will not serve as an active member of the Planning Commission unless a member of the Planning Commission is not in attendance. An alternate member serving in the capacity of an active member of the Planning Commission shall have all the duties and powers explicitly given or implied by laws of the state and this title given to members of the Planning Commission. If one of the five active planning commission members is not in attendance, the most senior alternate shall act as an active member. If two active members are not in attendance, both alternates may act as an active member.

~~2.95.02017.12.020~~ Members - Terms - Removal - Vacancies

The terms of the Planning Commission shall be staggered. Each member of the Planning Commission shall serve for a maximum term of five years (excluding years as alternate member) and until his/her successor is appointed, providing that the term of the first members shall be such that the term(s) of one member(s) shall expire each year. Terms of members of the Planning Commission shall begin on the approval date by the Mayor or before the first Monday in February of each year. The governing body may remove any member of the Planning Commission for cause and after a public hearing, if one is requested. Vacancies shall be promptly filled in the same manner as the original appointment for the remainder of the unexpired term.

~~2.95.02517.12.025~~ Members - Qualifications

Members of the Planning Commission shall, at the time of appointment and throughout their term of service, reside within the corporate limits of Hyrum City. Members and alternate shall be appointed by the Mayor with the advice and consent of the City Council and shall be selected without regard to political consideration and solely upon their qualifications for the position.

~~Members may serve multiple terms.~~

~~2.95.03017.12.030~~ Officers

At the first regularly scheduled Planning Commission of February of each year, the~~The~~ members of the Planning Commission shall elect one of their own members as chairman, and such other officers as deemed necessary, and shall adopt rules and regulations for their organization and for the transaction of business

~~2.95.04017.12.040~~ Meetings

The Planning Commission shall meet at least once each month at a regular time determined by the commission. Additional meetings may be called by the chairman as conditions require.

DRAFT AMENDMENT

~~2.95.05017.12.050~~ Quorum

Three members of the Planning Commission shall constitute a quorum. A minimum of three affirmative votes are required to proceed with an action on a motion. (Ord. 08-01)

~~2.95.06017.12.060~~ Duties And Powers

The Planning Commission shall have all the duties and powers explicitly given or implied by laws of the state and this title.

~~2.95.07017.12.070~~ Reports And Records

Reports of official acts and recommendations of the Planning Commission shall be public and shall be made in writing by the secretary, who shall be an employee of Hyrum City. The report shall indicate the vote of the Commission on each item brought before the body. Any member of the Commission may also make a concurring or dissenting report or recommendation to the City Council.