

MEETING MINUTES
ALTA PLANNING COMMISSION MEETING
Tuesday, February 27th, 2024, 3:00 PM
Alta Community Center, 10351 E. Highway 210, Alta, Utah

PRESENT:

Rob Voye
Dave Abraham
Maren Askins
Roger Bourke, Town of Alta Mayor (ex-officio)

Absent:

John Nepstad, Chair
Jeff Niermeyer, Vice-Chair

STAFF PRESENT:

Chris Cawley, Town Manager
Molly Austin, Assistant Town Clerk
Chris Otto, Assistant Town Manager
John Guldner, Cottonwood Lands Advisory
Polly McLean, Town Attorney

OTHERS:

Meg Ryan, Utah League of Cities and Towns
James Olschewski, UDOT
Mike Naidu, UDOT

1. INTRODUCTION AND WELCOME FROM THE CHAIR

Acting Planning Commission Chair Rob Voye opened the meeting at 3:01 PM.

2. APPROVAL OF MINUTES FROM THE NOVEMBER 28, 2023, MEETING

Planning Commission Member David Abraham introduced a motion to approve the minutes from the November 28, 2023, Alta Planning Commission Meeting. Planning Commission Member Maren Askins seconded the motion, and the motion was passed with unanimous consent of the commission.

3. Presentation on Planning Commission Roles and Responsibilities: Meg Ryan, Utah League of Cities and Towns

Meg Ryan facilitated a conversation with the attendees, including Rob Voye, David Abraham, Maren Askins, and Mayor Bourke, regarding their understanding of the Planning Commission's duties, roles, and responsibilities and provided insights and guidance from the perspective of the League of Cities and Towns. The discussion covered various topics, including state law constraints and requirements, the council's delegation of authority, and the need for clarity in the town code regarding the Planning Commission's roles and authorities.

Mayor Bourke expressed a desire for the Planning Commission to play a broader role in town planning beyond land use issues. Meg explained the statutory duties of the Planning Commission and suggested clarifying the town code to define the Commission's responsibilities more transparently.

Overall, the meeting focused on improving the understanding and effectiveness of the Planning Commission's role within the town's governance structure. Meg also discussed the process of bringing matters before the planning commission for discussion and potential handoff to the Town Council for approval. Chris Cawley mentioned the idea of creating a comprehensive list of the Planning Commission's authorities to ensure clarity for all involved parties. Meg emphasized the importance of clearly defining roles and responsibilities to maintain transparency and streamline processes, suggesting the use of a chart to delineate different areas of authority like the exhibit she shared in her presentation.

The discussion touched on the role of the Town Council as the appeal authority. Meg expressed reservations about council members' objectivity in quasi-judicial matters. However, Polly McLean noted that the council's involvement in appeals was deemed important for the community's unique needs and complexities.

The meeting also addressed the possibility of updating the land use code and general plan. Meg suggested prioritizing fixes to specific code sections before embarking on a comprehensive update. Commission members expressed appreciation for Meg's insights and the resources provided by organizations like the League of Cities and Towns.

4. Presentation on Status of SR 210 Easement or Right-of-Way Perfection and Dedication Project: James Olschewski, Utah Department of Transportation

James Olschewski from UDOT, provided insight into a survey conducted to establish the right of way for State Route 210 from the mouth of the canyon to the beginning of the Albion Basin Summer Road. James explained that the survey aimed to establish the right of way and work with federal agencies on perfecting an easement for UDOT. He clarified that the survey focused on determining the right of way based on historical use and previously monumented boundaries.

Chris Cawley then shared a graphic derived from the survey data, emphasizing the importance of understanding property boundaries, particularly those outlined in the special-use permit granted to the town. Discussion ensued regarding parking management within the right of way, with considerations for snow removal and safety. Various parking arrangements and jurisdictional boundaries were addressed, highlighting the complexity of parking management in the canyon. Commission members expressed gratitude for the clarity provided by the survey and discussed the implications for future planning and decision-making. The meeting concluded with appreciation expressed to UDOT for their collaborative role and the valuable insights gained from the discussion.

5. Discussion and action to appoint a commission chair and vice-chair for the 2024 meeting schedule.

Commented [CC1]: Meg Ryan appears here as "Ryan" and above as "Meg." Part of the issue here is that Meg has two first names.

Acting Chair Rob Voye decided to defer making any decisions on the election of new chairs until a future meeting where both the chair and vice chair could be present.

6. Discussion and possible action to adopt a commission meeting schedule for 2024

Maren Askins motioned to adopt the new meeting schedule for the fourth Wednesday of each month. Rob Voye Seconded the motion which then passed unanimously with the rest of the commission.

7. Date of Next Meeting

The next meeting is scheduled for March 27, 2024 at 3pm.

8. MOTION TO ADJOURN

Acting Planning Commission Chair Rob Voye moved to adjourn the meeting. Planning Commission Member David Abraham seconded the motion, and the motion was carried with unanimous consent of the commission.

Minutes Approved on

Chris Cawley, Town Manager

Alta Planning Commission

Staff Report



To: Alta Planning Commission

From: Chris Cawley, Town Manager

Re: Town of Alta Subdivision Ordinance Update

Attachments:

Overview

This material was copied and pasted from a page on the Utah League of Cities and Towns website, which can be found here: <https://www.ulct.org/advocacy/subdivision-resources>

SB 174 and HB 406 from the 2023 General Legislative Session require all local governments to, among other things, modify their subdivision ordinances to comply with the process described in the statute. There are two different deadlines, depending on the size of municipality or county:

- February 1, 2024: all moderate income housing plan municipalities and counties ([see list here](#))
 - All municipalities with populations greater than 10,000
 - Municipalities with a population greater than 5,000 in a county with a total population greater than 40,000
 - Metro townships with populations greater than 5,000
 - Counties with populations greater than 40,000 with populations greater than 5,000 in unincorporated areas.
- December 31, 2024: all other municipalities and counties – **including Alta**

New Process Requirements

- Local governments must designate an administrative land use authority (may be planning commission for preliminary review, cannot be planning commission for final review).
- All subdivision approval must conform to a two-step administrative process.
 - **Preliminary subdivision application review**
 - The administrative land use authority (municipal staff or planning commissioners) must review the subdivision application within 15 business days of receiving a complete application.
 - The administrative land use authority may receive public comment and conduct one public hearing.
 - If the application complies with applicable local regulations, it shall be approved and proceed to the second step.
 - **Final subdivision application review**

- Local governments must complete a review of applications at this stage within 20 days.
- Local governments may perform up to four review cycles on a given application.
- A review cycle is not considered complete until the applicant has adequately addressed all of the redlines identified by the municipality.
- Local governments may only add new redlines after the first review cycle in response to changes made by the applicant or if a correction is necessary to protect public health or safety, or to enforce state or federal law.
- If the subdivision application complies with the requirements of the Land Use Development and Management Act, applicable local ordinances, and the preliminary subdivision approval granted, the local government shall approve the application.

State Funding For Municipalities to Complete Ordinance Review and Update

Also in the 2023 session, the Utah Legislature appropriated \$4 million in one-time funds for use by local governments to hire consultants to review existing subdivision ordinances and propose updates to bring ordinances into compliance with the provisions of SB 174. Municipalities can use the funds to select from a pool of consultants. Municipalities then contract with a preferred consultant, but the State pays the consultant directly, so there is no budget or administrative impact on the municipality. The Town of Alta will be working with Todd Godfrey of HGB Law on our ordinance update and Mr. Godfrey will join the planning commission on March 27th to introduce the process.

Existing Town of Alta Subdivision Ordinance

The Town of Alta Subdivision Ordinance can be found in [Chapter 10, Title 11 of the Town of Alta Code](#). Upon initial review, it does appear that the ordinance will need to be updated to establish preliminary and final application review, and to specify that staff will review final applications. Obviously, there are very few opportunities to subdivide land in Alta, as most parcels large enough to be subdivided are developed, but the Town must comply with the provisions of SB 174 nonetheless.

Staff will be prepared to discuss the existing ordinance in more detail during the March 27th planning commission meeting.