

1 **ELK RIDGE PLANNING COMMISSION MEETING**

2 **February 11, 2010**

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4
5 **OPEN HOUSE**

6 An open house was held for the viewing of the proposed General plan from 6pm – 7:30pm.

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9 **TIME AND PLACE OF PLANNING COMMISSION MEETING**

10 A regular meeting of the Elk Ridge Planning Commission was held on Thursday, February 11, 2010, at 7:30 p.m. at 80 East Park Drive,
11 Elk Ridge, Utah.

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13 **ROLL CALL**

14 *Commissioners:* Jason Bullard, Paul Squires, Kevin Hansbrow, Kelly Liddiard, Dayna Hughes

15 *Absent:* John Houck

16 *Others:* Shawn Eliot, *City Planner*

17 Marissa Bassir, *Planning Commission Coordinator*

18 Sean Roylance, *City Council*

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20 **OPENING ITEMS**

21
22 **OPENING**

23 Dayna Hughes, Chair, welcomed at 7:25 PM. Opening remarks were said by Dayna Hughes followed by the pledge of allegiance.

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25 **APPROVAL OF AGENDA**

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27 There were not any changes made to the agenda.

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29 **PLANNING COMMISSION BUSINESS**

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31 **REINSTATING OF KEVIN HANSBROW AS FULL-TIME PLANNING COMMISSION MEMBER**

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33 **DAYNA HUGHES MOTIONED AND KELLY LIDDIARD SECONDED TO REINSTATE KEVIN HANSBROW FOR**
34 **ANOTHER 5 YEAR TERM. VOTE: YES-ALL (5), NO-NONE, ABSENT (1) JOHN HOUCK**

35 **VOTING OF PLANNING COMMISSION CHAIR/CO-CHAIR**

36 Dayna Hughes, Chair, read the duties of the Planning Commission Chair, as follows.

- 37 - To call the commission to order on the day and the hour scheduled and proceed with the order of business.
- 38 - To announce the business before the commission in the order in which it is to be acted upon.
- 39 - To receive and submit in the proper manner, all motions and propositions presented by the members of the commission.
- 40 - To put to vote all questions which are properly moved, or necessarily arise in the course of proceedings and to announce
41 the result of the motions.
- 42 - To inform the commission, when necessary, on any point of order or practice. In the course of discharge of this duty, the
43 chair shall have the right to call upon legal counsel for advice.
- 44 - To authenticate by signature, when necessary, or when directed by the commission, all of the acts, findings and orders, and
45 proceedings of the commission.
- 46 - To maintain order at the meetings of the commission.
- 47 - To move the agenda along, hold down redundancy by limiting time allowed for comments in necessary, set guidelines for
48 public input, and reference handouts and procedures during meetings.
- 49 - Recognize speakers and commissioners prior to receiving comments and presentations.

50 Duties of the vice-chair: The vice chair, during the absence of the chair, shall have and perform all of the duties and functions of the
51 chair.

52 Dayna Hughes stated that she will not be willing to meet with developers outside of the scheduled planning meeting nor take on the
 53 duties in which the current planner is already doing. She does not feel she has the skills or abilities and it is not listed as a duty in the
 54 role of the planning commission chair.

55 **KELLY LIDDIARD MOTIONED AND PAUL SQUIRES SECONDED TO NOMINATE DAYNA HUGHES AS THE**
 56 **PLANNING COMMISSION CHAIR.**
 57 **DAYNA HUGHES ACCEPTED THE NOMINATION. VOTE: YES-ALL (5), NO-NONE, ABSENT (1) JOHN HOUCK**
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59 **DAYNA HUGHES MOTIONED AND JASON BULLARD SECONDED TO NOMINATE KELLY LIDDIARD AS THE**
 60 **PLANNING COMMISSION CO-CHAIR.**
 61 **KELLY LIDDIARD ACCEPTED THE NOMINATION. VOTE: YES-ALL (5), NO-NONE, ABSENT (1) JOHN HOUCK**
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63 Sean Roylance commented that his assignment as a city councilman is the planning commission so if the guidelines are changed to
 64 where the planning commission chair will meet with the developers, it would, technically, come from him.
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66 **PLANNING COMMISSION 2010 SCHEDULE**

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 68 Dayna Hughes went over the planning commission schedule indicating there will only be one meeting per month – second Thursday of
 69 each month. There will be two meetings in February.
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71 **CITY COUNCIL UPDATE**

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 73 Sean Roylance reported that the website is done and is now live. All code is on the website and if anything needs to be updated, Marissa
 74 Bassir or Shawn Eliot will be able to do that. An account will also be created for Kara Cook for sports and if anyone from the planning
 75 commission feels they would like to maintain a page.
 76 The middle of last year, the expenses were cut and the budget was balanced where there was a little more income than expected. Six
 77 months into the fiscal year, the city is in the black \$33,000. The outlook for the year is about \$125,000 saved for the year. The city
 78 council is working to get the savings that was used last year replaced with the money saved.
 79 Erin Clawson, Councilwoman, is working hard on trying to complete the renovation of the city offices and looking for volunteers and
 80 donations so we can look good and save money.
 81

82
 83 **REVIEW AND APPROVE MINUTES OF 01/14/10 COMMISSION MEETING**

84 **KELLY LIDDIARD MOTIONED AND JASON BULLARD SECONDED TO APPROVE THE PLANNING COMMISSION**
 85 **MINUTES OF JANUARY 14, 2010 AS WRITTEN. VOTE: YES – ALL (5), NO – NONE, ABSENT (1) JOHN HOUCK**
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 89 **OTHER BUSINESS**

90 **ADJOURNMENT** – Chair, Dayna Hughes, adjourned the meeting at 8:00 p.m.
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Planning Commission Coordinator