

OGDEN VALLEY & WESTERN WEBER PLANNING COMMISSION

JOINT WORKSESSION

February 2, 2021

5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/84307811269>

Meeting ID: 843 0781 1269

One tap mobile

+16699006833,,84307811269# US (San Jose)

12532158782,,84307811269# US+(Tacoma)

- *Pledge of Allegiance*
- *Roll Call:*

WS1: Amending the Culinary and Secondary Water Requirements in the Subdivision Ordinance.

Adjourn to Regular Ogden Valley Planning Commission meeting

1. Petitions, Applications, and Public Hearings:

Administrative items

2.1 DR2020-07: Consideration and action on a request for design review approval of an accessory storage building that is more than twice the size of the primary dwelling's footprint at 4267 N 3150 E., Liberty.

Applicant: Bob Kirkman; Staff Presenter: Scott Perkes

3. Approval of 2021 Planning Commission Rules of Order

4. Public Comment for Items not on the Agenda:

5. Remarks from Planning Commissioners:

6. Planning Director Report:

7. Remarks from Legal Counsel:

Adjourn

*The regular meeting will be held in the Weber County Commission Chambers, in the Weber Center, 1st Floor,
2380 Washington Blvd., Ogden, Utah.*

&

Via Zoom Video Conferencing at the link listed above.

A Pre-Meeting will be held at 4:30 p.m. The agenda for the pre-meeting consists of discussion of the same items listed above, on the agenda for the meeting.

No decisions are made in the pre-meeting, but it is an open, public meeting.

In compliance with the Americans with Disabilities Act, persons needing auxiliary services for these meetings should call the Weber County Planning Commission at 801-399-8761

Meeting Procedures

Outline of Meeting Procedures:

- ❖ The Chair will call the meeting to order, read the opening meeting statement, and then introduce the item.
- ❖ The typical order is for consent items, old business, and then any new business.
- ❖ Please respect the right of other participants to see, hear, and fully participate in the proceedings. In this regard, anyone who becomes disruptive, or refuses to follow the outlined procedures, is subject to removal from the meeting.

Role of Staff:

- ❖ Staff will review the staff report, address the approval criteria, and give a recommendation on the application.
- ❖ The Staff recommendation is based on conformance to the general plan and meeting the ordinance approval criteria.

Role of the Applicant:

- ❖ The applicant will outline the nature of the request and present supporting evidence.
- ❖ The applicant will address any questions the Planning Commission may have.

Role of the Planning Commission:

- ❖ To judge applications based upon the ordinance criteria, not emotions.
- ❖ The Planning Commission's decision is based upon making findings consistent with the ordinance criteria.

Public Comment:

- ❖ The meeting will then be open for either public hearing or comment. Persons in support of and in opposition to the application or item for discussion will provide input and comments.
- ❖ The commission may impose time limits for comment to facilitate the business of the Planning Commission.

Planning Commission Action:

- ❖ The Chair will then close the agenda item from any further public comments. Staff is asked if they have further comments or recommendations.
- ❖ A Planning Commissioner makes a motion and second, then the Planning Commission deliberates the issue. The Planning Commission may ask questions for further clarification.
- ❖ The Chair then calls for a vote and announces the decision.

Commenting at Public Meetings and Public Hearings

Address the Decision Makers:

- ❖ When commenting please step to the podium and state your name and address.
- ❖ Please speak into the microphone as the proceedings are being recorded and will be transcribed to written minutes.
- ❖ All comments must be directed toward the matter at hand.
- ❖ All questions must be directed to the Planning Commission.
- ❖ The Planning Commission is grateful and appreciative when comments are pertinent, well organized, and directed specifically to the matter at hand.

Speak to the Point:

- ❖ Do your homework. Obtain the criteria upon which the Planning Commission will base their decision. Know the facts. Don't rely on hearsay and rumor.
- ❖ The application is available for review in the Planning Division office.
- ❖ Speak to the criteria outlined in the ordinances.
- ❖ Don't repeat information that has already been given. If you agree with previous comments, then state that you agree with that comment.
- ❖ Support your arguments with relevant facts and figures.
- ❖ Data should never be distorted to suit your argument; credibility and accuracy are important assets.
- ❖ State your position and your recommendations.

Handouts:

- ❖ Written statements should be accurate and either typed or neatly handwritten with enough copies (10) for the Planning Commission, Staff, and the recorder of the minutes.
- ❖ Handouts and pictures presented as part of the record shall be left with the Planning Commission.

Remember Your Objective:

- ❖ Keep your emotions under control, be polite, and be respectful.
- ❖ It does not do your cause any good to anger, alienate, or antagonize the group you are standing in front of.



Staff Report to the Ogden Valley Planning Commission

Weber County Planning Division

Synopsis

Application Information

Application Request: Consideration and action on a request for design review approval of an accessory storage building that is more than twice the size of the primary dwelling's footprint at 4267 N 3150 E, Liberty.

Agenda Date: Tuesday, February 02, 2021

Applicant: Bob Kirkman

File Number: DR 2020-07

Property Information

Approximate Address: 4267 N 3150 E, Liberty

Project Area: 3 acres

Zoning: Agricultural Valley AV-3

Existing Land Use: Residential

Proposed Land Use: Residential

Parcel ID: 22-225-0001

Township, Range, Section: T7N, R1E, Sec 20, NW

Staff Information

Report Presenter: Scott Perkes
sperkes@co.weber.ut.us
801-399-8772

Report Reviewer: SB

Adjacent Land Use

North:	Residential	South:	Residential
East:	Residential	West:	Agriculture

Applicable Ordinances

- Weber County Land Use Code Title 104 (Zones) Chapter 6 Agricultural Valley (AV-3)
- Weber County Land Use Code Title 108 (Standards) Chapter 1 Design Review
- Weber County Land Use Code Title 108 (Standards) Chapter 7 (Supplementary and Qualifying Regulations) Section 4 (Area of Accessory Building)
- Weber County Land Use Code Title 108 (Standards) Chapter 7 (Supplementary and Qualifying Regulations) Section 16 (Large Accessory Buildings - 1,000 Square Feet or Larger)
- Weber County Land Use Code Title 108 (Standards) Chapter 7 (Supplementary and Qualifying Regulations) Section 2 (Projections)

Background and Analysis

The applicant is requesting design review approval of a large residential accessory storage building that is approximately 10,481 square feet at 4267 North 3150 East in Liberty (see **Exhibit A** for the formal application). The property is zoned Agricultural Valley AV-3 and the lot is 3 acres in area with approximately 369.54 feet of frontage on 3150 East Street.

County records indicate that there is a two-story 4,676 square foot single family detached dwelling currently on the property. The above grade footprint of this dwelling is 3,573 square feet. The proposed accessory structure is a 10,481 square foot building (98 foot by 118 foot including eaves and overhangs) (see **Exhibit B**). The building will be used for the personal storage of RV's, trailers, cars, tractors, implements, workshop storage, indoor pool, and a few living facilities (kitchen, bathroom, sauna, laundry, & loft). The proposed building will be 10 feet from the west lot line (rear), 221 feet from the east (front) lot line, 10 feet from the south side lot line, 268 Feet from the north side lot line, and 17 feet behind the home (see **Exhibit C**).

Section 108-7-16, Large Accessory Buildings (1,000 square feet or larger), item (c) states "Accessory buildings that exceed the dwelling in area by more than double as measured by the footprint of the dwelling shall require approval by the planning commission as a **design review**". When compared to the dwelling's footprint (3,573 sq. ft.), the proposed structure (10,481 sq. ft.) is 3,335 square feet larger than double the dwelling's footprint and thereby requires design review prior to the issuance of a Land Use and Building Permit.

LUC Sec. 108-1 (Design Review) - 1 (Purpose) - "The purpose and intent of design review by the planning commission is to secure the general purposes of this chapter (LUC Sec. 108-1) and the master plan and to ensure that the general design, layout and

appearance of buildings and structures and the development of property shall in no case be such as would impair the orderly and harmonious development of the neighborhood or impair investment in and occupation of the neighborhood”.

Beyond the required Design Review, the following two sections of code are also applicable to a large accessory structure, of which this proposed structure has been found to be in compliance:

LUC Sec. 108-7-4, Area of Accessory Buildings, states *“No accessory building or group of accessory buildings in any residential estates zone, cluster subdivision, or PRUD shall cover more than 25 percent of the rear yard”.*

Since this property is zoned Agricultural Valley (AV-3), there are no lot coverage standards.

Section 108-7-16, list the setbacks for large accessory buildings (1,000 square feet or larger) as follow:

(a) Accessory buildings 1,000 square feet or larger in area that accommodates uses meeting zoning requirements shall:

(1) Be located at least six feet from the rear of a dwelling in the residential estates zones and at least ten feet from the rear of a dwelling in the agricultural and forest zones.

*(2) Have a side yard setback of at least **ten feet** on an interior lot and 40 feet on a corner lot where the side property line is adjacent to a street.*

(3) Have a maximum height of 25 feet.

*Exceptions: The side yard may be reduced to **three feet** (except in a forest zone) and **the height increased to 35 feet** if the accessory building is located at least 100 feet from a property line adjacent to a street and at least 40 feet from a dwelling on an adjacent lot.*

Per **Exhibit B**, the proposed structure will be 33’ 4” tall. In reviewing the site plan (see **Exhibit C**), the proposed structure has shown to meet the applicable setbacks and heights standards due to its placement in the back yard, more than 100’ from a property line adjacent to a street, and is at least 40 feet from a dwelling on an adjacent lot.

Agency Reviews

To date, the following agencies have reviewed and approved of this accessory structure: Building, Fire, & Engineering. Planning review will be complete with the satisfaction of the Design Review process as the structure meets all zoning requirements.

The applicant will need to work with the health department to ensure the proposed bathroom and kitchen are connected to the property’s septic system and that the system is properly sized.

Conformance to the General Plan

This site plan conforms to the General Plan by meeting the outlined permitted land uses of the zone in which it is located, and all of the applicable requirements of the Weber County Land Use Code for the siting of a large accessory building.

Summary of Planning Commission Considerations

When reading through the requirements of LUC Sec. 108-1 (Design Review), it is evident that the chapter is primarily intended for more intensive uses such as multifamily developments, resorts, commercial and manufacturing buildings, etc. As such, the code lays out specific requirements for traffic, landscaping, buildings and site layout, easements and drainage, and any associated rezoning conditions. These considerations are not specifically geared towards residential uses. For this reason, staff has asked that the applicant provide higher level review materials such as architectural elevations, proposed materials and colors, and a site plan for the planning commission’s review and consideration. Based on these submitted materials, the commission will need to determine if enough information has been provided to evaluate the following considerations:

- Are the project layout and setbacks consistent with applicable requirements of the Weber County Land Use Code?
- Would this project impair the orderly and harmonious development of the neighborhood or impair investment in and occupation of the neighborhood?
- Should any additional design elements be implemented as conditions of approval?

Conditions of Approval

Should the planning commission vote to approve this design review request, the following condition of approval would be necessary along with any other conditions that may be added by the commission:

- Satisfaction of all review agency requirements involved with the issuance of a Land Use Permit and Building Permit for the proposed structure. This also includes health department approval of septic system connections and upgrades.

- The building plans will need to be updated to show the proposed loft area. This loft cannot be considered a sleeping room and a note must be placed in the plans that indicates that the loft may not be used for habitable/sleeping space.
- A Second Kitchen Covenant must be signed and recorded on the property. This covenant will prohibit the structure from being used as a separate dwelling unit.

Staff Recommendation

Staff recommends that the planning commission review the submitted review materials and determine if enough information has been provided in order for the above listed considerations can be adequately vetted. If so, the commission could approve the design review request with the above listed condition (along with any other conditions added by the commission) and the following findings:

- The proposed use is allowed in the AV-3 Zone
- All development standards have been met
- With any imposed conditions, the proposed building does not impair the orderly and harmonious development of the neighborhood or impair investment in and occupation of the neighborhood.

Alternatively, if the commission determines that additional review information is needed for adequate consideration, the commission could vote to table the application until such materials are furnished for further review.

Exhibits

- Design Review Application
- Building Plans, Materials, & Colors
- Site Plans

Project Location



Google Street View of the Subject Property



Exhibit A: Design Review Application

Weber County Design Review Application			
Application submittals will be accepted by appointment only. (801) 399-8791. 2380 Washington Blvd. Suite 240, Ogden, UT 84401			
Date Submitted / Completed 11 June 2020	Fees (Office Use)	Receipt Number (Office Use)	File Number (Office Use)
Property Owner Contact Information			
Name of Property Owner(s) David & Shann McGinnis		Mailing Address of Property Owner(s) 4157 W 2200 S	
Phone 801 791 5228	Fax	Taylor UT 84401	
Email Address G.McGinnis@Connections.net		Preferred Method of Written Correspondence <input checked="" type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail	
Authorized Representative Contact Information			
Name of Person Authorized to Represent the Property Owner(s)		Mailing Address of Authorized Person	
Phone	Fax	Same as Owner	
Email Address		Preferred Method of Written Correspondence <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail	
Property Information			
Project Name Work Shop Garage		Current Zoning Rw	Total Acreage 2.89
Approximate Address 4157 W 2200 S Taylor UT 84401		Land Serial Number(s) Parcel # 15-199-0001	
Proposed Use Tinkering & Fixing			
Project Narrative <p>44' x 64' Shop to fix cars build projects store stuff</p> <p>Natural Earth tone Siding (metal) and Roof (metal).</p> <p>Color pallet of Beige, Green, Red</p> <p>Roof Beige or white</p> <p>North Face Green</p> <p>West Face Beige</p> <p>East Face Red</p> <p>South Face Green</p>			

Property Owner Affidavit

I (We), David & Sharon McEnroe, depose and say that I (we) am (are) the owner(s) of the property identified in this application and that the statements herein contained, the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

David L. McEnroe
(Property Owner)

Sharon McEnroe
(Property Owner)

Subscribed and sworn to me this 12 day of June, 20 20.



Garrett Millward
(Notary)

Authorized Representative Affidavit

I (We), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) representative(s), _____, to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the County considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20____, personally appeared before me _____, the signer(s) of the Representative Authorization Affidavit who duly acknowledged to me that they executed the same.

(Notary)

DRAWING NOTES

DESIGN ACCORDING TO THE 2018 IBC.
FOR SPECIFICATIONS NOT SHOWN REFER TO THE 2018 IBC.

DESIGN CATEGORY: RISK CATEGORY II
OCCUPANCY CLASSIFICATION: S-2
TYPE OF CONSTRUCTION: V-B, NO FIRE SPRINKLERS
IBC 506.2 ALLOWABLE AREA: 13,500
INTENDED OCCUPANCY: LESS THAN 50 PERSONS

SEISMIC CRITERIA:
DESIGN CATEGORY D
SOIL SITE CLASS D (ASSUMED)
R = 7.0 (LIGHT-FRAME WOOD WALLS SHEATHED WITH WOOD
STRUCTURAL PANELS RATED FOR SHEAR RESISTANCE)
SS= 1.10g, S1= 0.40g; SDS= 0.88g
ANALYSIS PROCEDURE: EQUIVALENT LATERAL FORCE
BASE SHEAR= 49,161 LBS

WIND LOAD:
ULTIMATE WIND DESIGN SPEED: 103 MPH 3 SEC. GUST
TERRAIN EXPOSURE C

SNOW LOAD:
SITE ELEVATION: 5160 FT
GROUND SNOW LOAD: 62 PSF
Ce: 1.0, Ct: 1.0, Cs: 0.94
ROOF SNOW LOAD: 41 PSF MAIN, 61 PSF LEAN (SLIDING)

DEAD LOADS:
ROOF 14 PSF
WALLS 7 PSF
LOFT FLOOR 10 PSF

ROOF LIVE LOAD: 20 PSF
FLOOR LIVE LOAD: 40 PSF

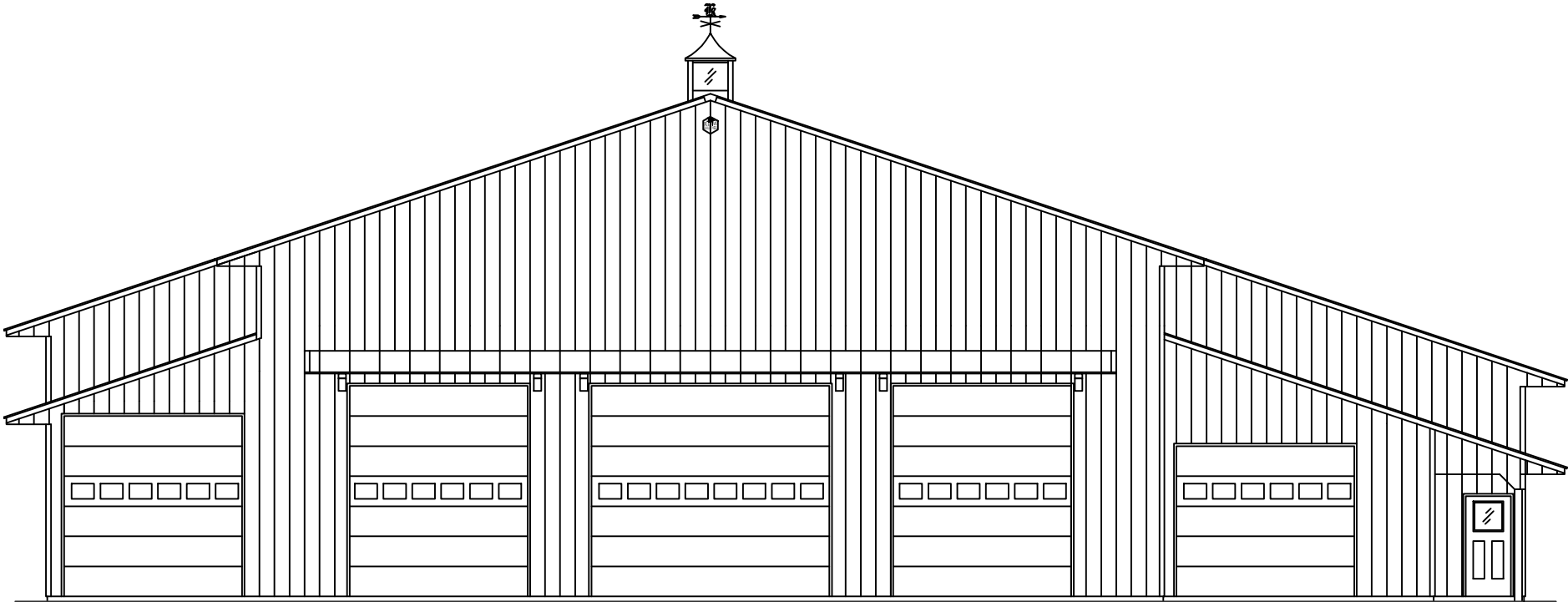
FROST DEPTH: 40 IN

GENERAL:
1. PLEASE REFER TO THE STRUCTURAL CALCULATIONS FOR ALL
SPECIFICATIONS AND DESIGN CRITERIA NOT LISTED HERE.
WHERE DETAILS ARE NOT SPECIFIED, TYPICAL DETAILS AS
SPECIFIED ON PLANS AND ON THE STRUCTURAL DETAILS SHEET
SHALL APPLY.

Exhibit B

BEEHIVE BUILDINGS

BOB KIRKMAN BUILDING





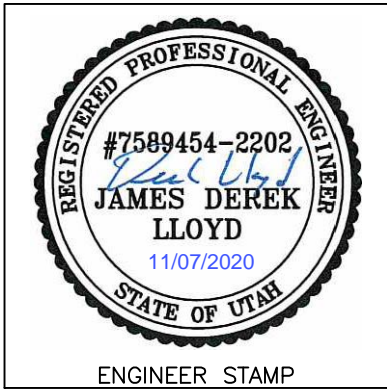
BUILDING INFORMATION	CONTRACTOR	DRAFTING & ENGINEERING	DRAWING INDEX		<div><div>ENGINEER STAMP</div><div>DATE</div><div>11/07/2020</div></div>
<div>SITE INFORMATION:</div> <div>ADDRESS: 4267 N 3150 E LIBERTY, UTAH</div> <div>BUILDING INFORMATION:</div> <div>DIMENSIONS: 98' x 118' TOTAL SQUARE FOOTAGE: 10,481 S.F. KITCHEN, POOL: 3606 S.F. GARAGE/STORAGE: 6875 S.F. LOFT/MEZZANINE: 264 S.F. PORCHES: 531 S.F.</div>	<div>BEEHIVE BUILDINGS</div> <div>CONTACT: GARRETT NICHOLS GARRETT@BEEHIVEBUILDINGS.COM PHONE: 801-529-4222</div>	<div>MOUNTAIN POINT ENGINEERING</div> <div>CONTACT: DEREK LLOYD DEREK@MOUNTAINPOINTENGINEERING.COM PHONE: 801-450-5332</div> <div></div>	SHEET	DESCRIPTION	
			01	FOUNDATION PLAN	
			02-04	FLOOR PLAN	
			05	ROOF PLAN	
			06-08	GIRT PLAN	
			09	ELEVATIONS	
			10-11	SECTIONS	
			12	LOFT PLAN	
			13-14	PANEL LAYOUT	
			15-18	DETAIL SHEETS	

Exhibit B
NORTH



FOUNDATION PLAN

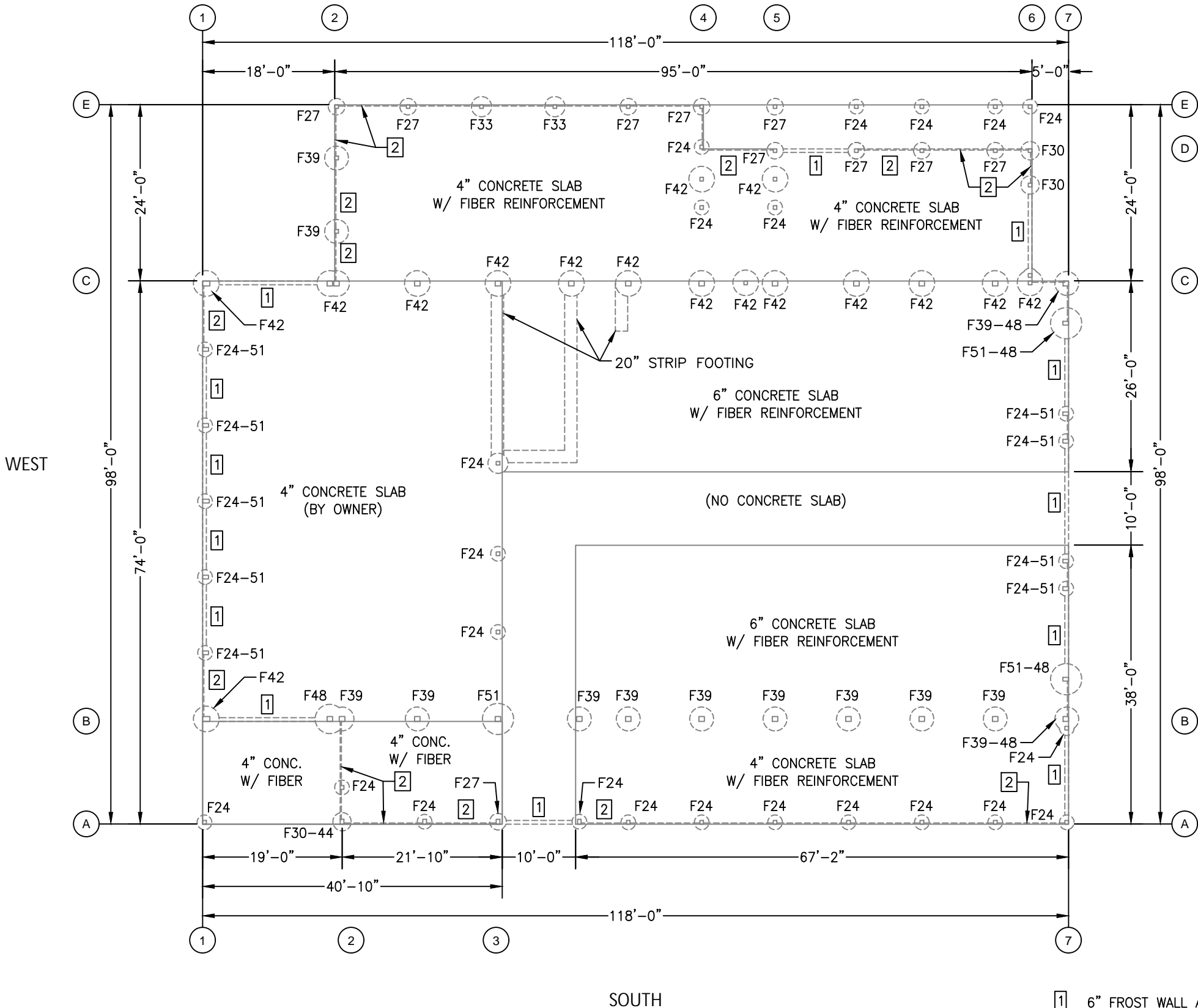
BOB KIRKMAN BUILDING
LIBERTY, UTAH

PROJECT
B174

SCALE
1/16" = 1'-0"

DATE
11/07/2020

SHEET
01



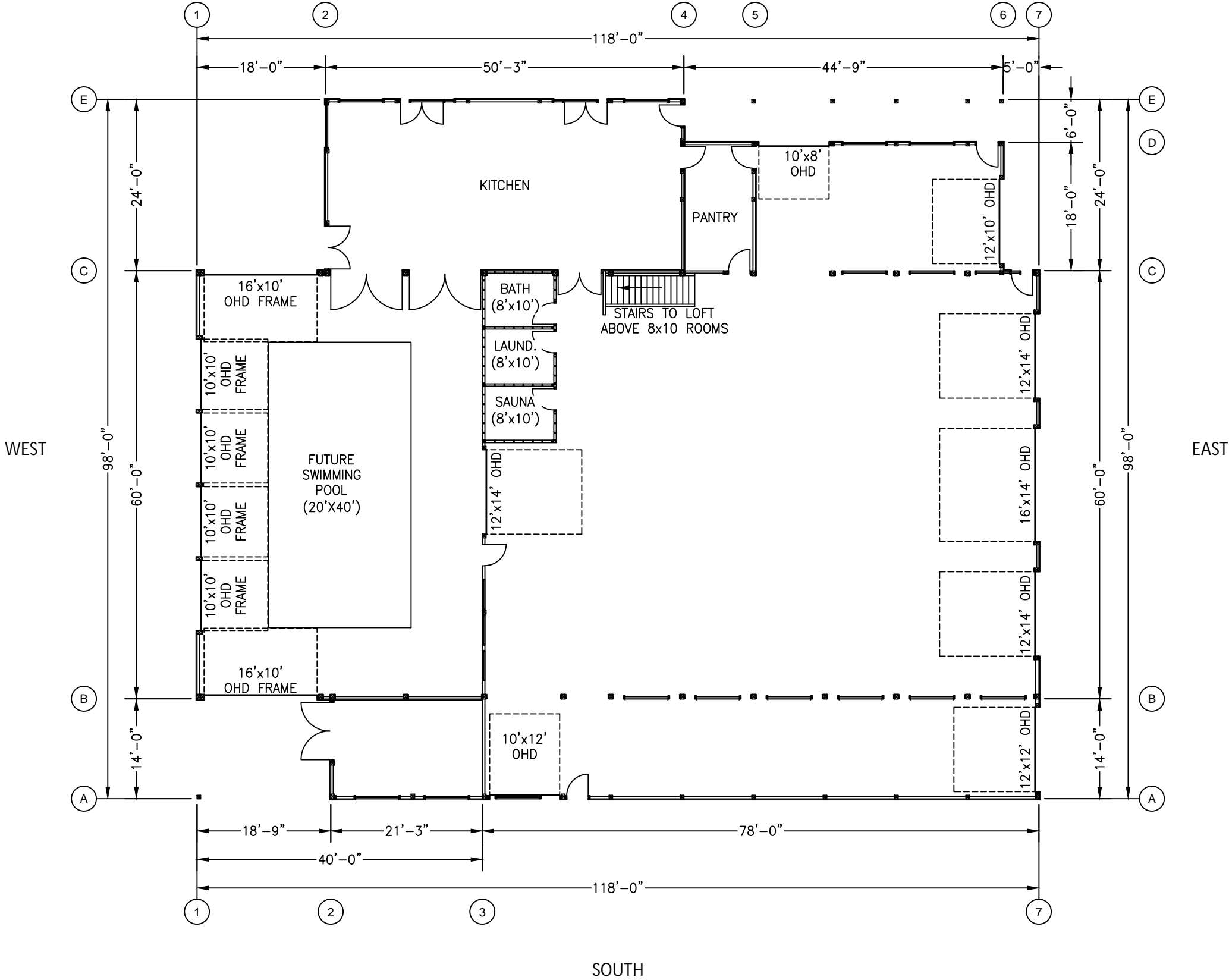
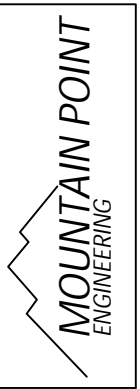
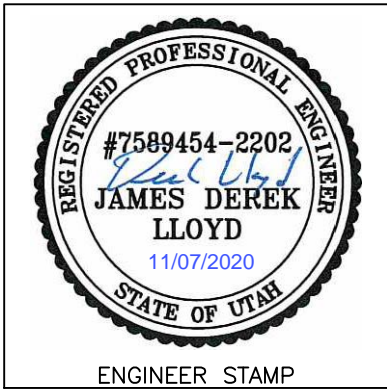
- CONCRETE NOTES:
- 28 DAY STRENGTH (F'C) W/ NORMAL 145 PCF DENSITY: FOOTINGS: 3000 PSI
 - SLABS ON GRADE: 3000 PSI REQUIRED, 3500 PSI RECOMMEND
 - ALL SLABS: PROVIDE A MIN. THICKNESS OF 4" W/ 4" DEEP MIN. CRUSHED GRAVEL BASE.
 - CONTRACTION/CONTROL JOINTS SHALL BE INSTALLED IN SLABS ON GRADE SO THE LENGTH TO WIDTH RATIO OF THE SLAB IS NO MORE THAN 1.5:1. CONTROL JOINT SPACING SHALL NOT EXCEED 30 TIMES THE SLAB THICKNESS IN ANY DIRECTION, UNLESS OTHERWISE NOTED.
 - CONTROL JOINTS SHALL BE COMPLETED WITHIN 6-18 HOURS OF CONCRETE PLACEMENT.
 - CONTROL JOINTS SHALL BE TOOLED OR SAWED TO THE GREATER DEPTH OF 1" DEEP OR 1/4 THICKNESS OF CONCRETE SLAB.
- SOILS AND EXCAVATION:
- NO SOILS REPORT PROVIDED - STABLE SOIL CHARACTERISTICS ASSUMED. ALL DESIGN WAS BASED ON STABLE SOIL CHARACTERISTICS. GEOTECHNICAL HAZARDS FOUND ON OR AROUND THE SITE, INCLUDING EXPANSIVE CLAYS, OR SOILS FOUND AT THE SITE WHILE EXCAVATION OCCURS WHICH DIFFERS FROM THOSE ASSUMED SHOULD BE BROUGHT TO THE ATTENTION OF THE BUILDING OFFICIAL AND ENGINEER.
 - ALLOWABLE BEARING PRESSURE: 1500 PSF
 - NATIVE MATERIAL SURROUNDING FOOTING TO BE DISTURBED MINIMALLY DURING EXCAVATION.
 - FOOTINGS SHALL BE PLACED ENTIRELY IN UNDISTURBED NATIVE SOILS OR STRUCTURAL FILL WHICH IS BEARING ON UNDISTURBED NATIVE SOILS AND IS COMPACTED TO 95% OF THE MODIFIED PROCTOR DENSITY.

- RIGID INSULATION:
1. FROST PROTECTION CONTINUOUS AROUND PERIMETER OF HEATED PORTION OF BUILDING.
 - 2" THICK RIGID FOAM BOARD. EPS TYPE II OR TYPE IX; OR XPS TYPE IV, V, VI, VII, OR X PER ASTM C578
 - MIN R VALUE: 5.6.
 - EXTEND VERTICALLY BETWEEN PIERS FROM TOP OF SLAB TO 20" BELOW GRADE.
 - SEE DETAIL ON SHEET 16.

FOOTING SCHEDULE				
MARK	DIA (IN)	DEPTH (IN)	SPIKES PER SIDE	REINFORCEMENT
F24	24	40	1	NONE
F24-51	24	51	1	NONE
F27	27	40	1	NONE
F30-44	30	44	2	NONE
F33	33	40	2	#4 BAR @ 6" O.C. EA WAY
F39	39	40	2	#4 BAR @ 6" O.C. EA WAY
F39-48	39	48	2	#4 BAR @ 6" O.C. EA WAY
F42	42	40	2	#4 BAR @ 6" O.C. EA WAY
F51	51	40	3	#4 BAR @ 6" O.C. EA WAY
F51-48	48	48	4	#4 BAR @ 6" O.C. EA WAY

- 1 6" FROST WALL AT OVERHEAD DOOR OPENINGS. SEE DETAIL ON SHEET 16.
- 2 VERTICAL RIGID INSULATION. SEE DETAIL ON SHEET 16.

Exhibit B
NORTH



- NOTES:
- 1. 6X6 DF: 6X6 DF-L #2 TREATED POST.
 - 2. 6X8 DF: 6X8 DF-L #2 TREATED POST.
 - 3. 6X8+2X6: 6X8 DF-L #2 TREATED POST WITH TREATED 2X6 DF-L #2 ATTACHED PER DETAIL ON SHEET 17.
 - 4. 6X8+(2)2X8: 6X8 DF-L #2 TREATED POST WITH TREATED 2X8 DF-L #2 ATTACHED PER DETAIL ON SHEET 17.
 - 5. (2) 6X8 DF: TWO 6X8 DF-L #2 TREATED POSTS ATTACHED PER DETAIL ON SHEET 17.
 - 6. EMBED POST INTO CONCRETE PIER. SEE DETAIL ON SHEET 16.
 - 7. ROOF: 29 GA STEEL PANEL OVER WOOD SHEATHING. SEE ROOF PLAN ON SHEET 05.
 - 8. WALLS: COMMERCIAL GIRTS, 29 GA STEEL PANEL EXTERIOR; WOOD SHEATHING SHEAR WALLS. INTERIOR BY OWNER.

FLOOR PLAN

BOB KIRKMAN BUILDING
LIBERTY, UTAH

PROJECT
B174

SCALE
1/16" = 1'-0"

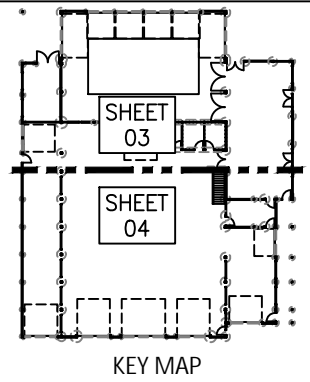
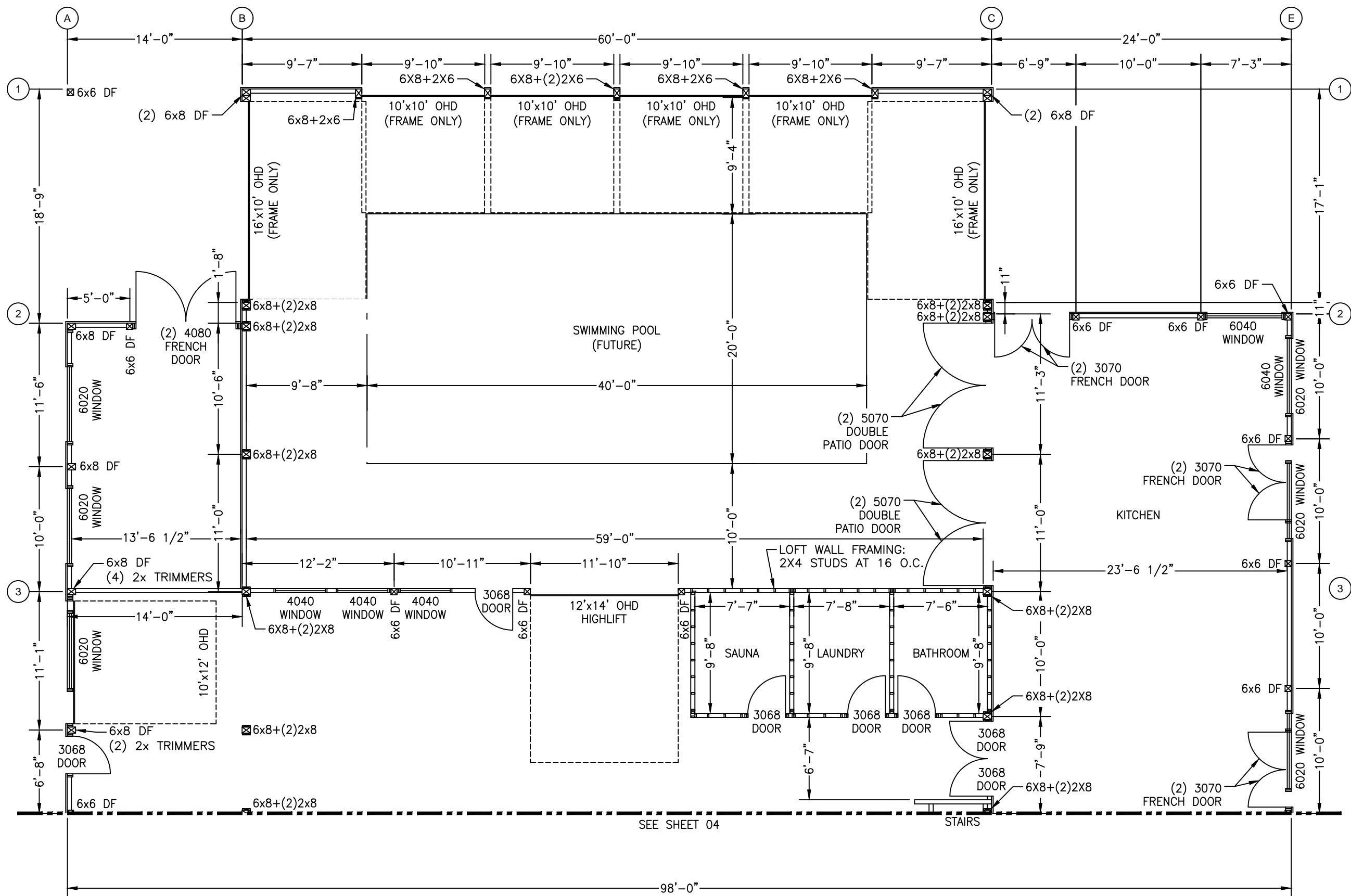
DATE
11/07/2020

SHEET
02

BUILDING INSULATION
ROOF: R-58
WALLS: R-19

Exhibit B

WEST



MOUNTAIN POINT
ENGINEERING

FLOOR PLAN

BOB KIRKMAN BUILDING
LIBERTY, UTAH

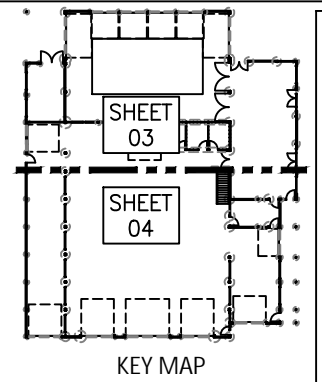
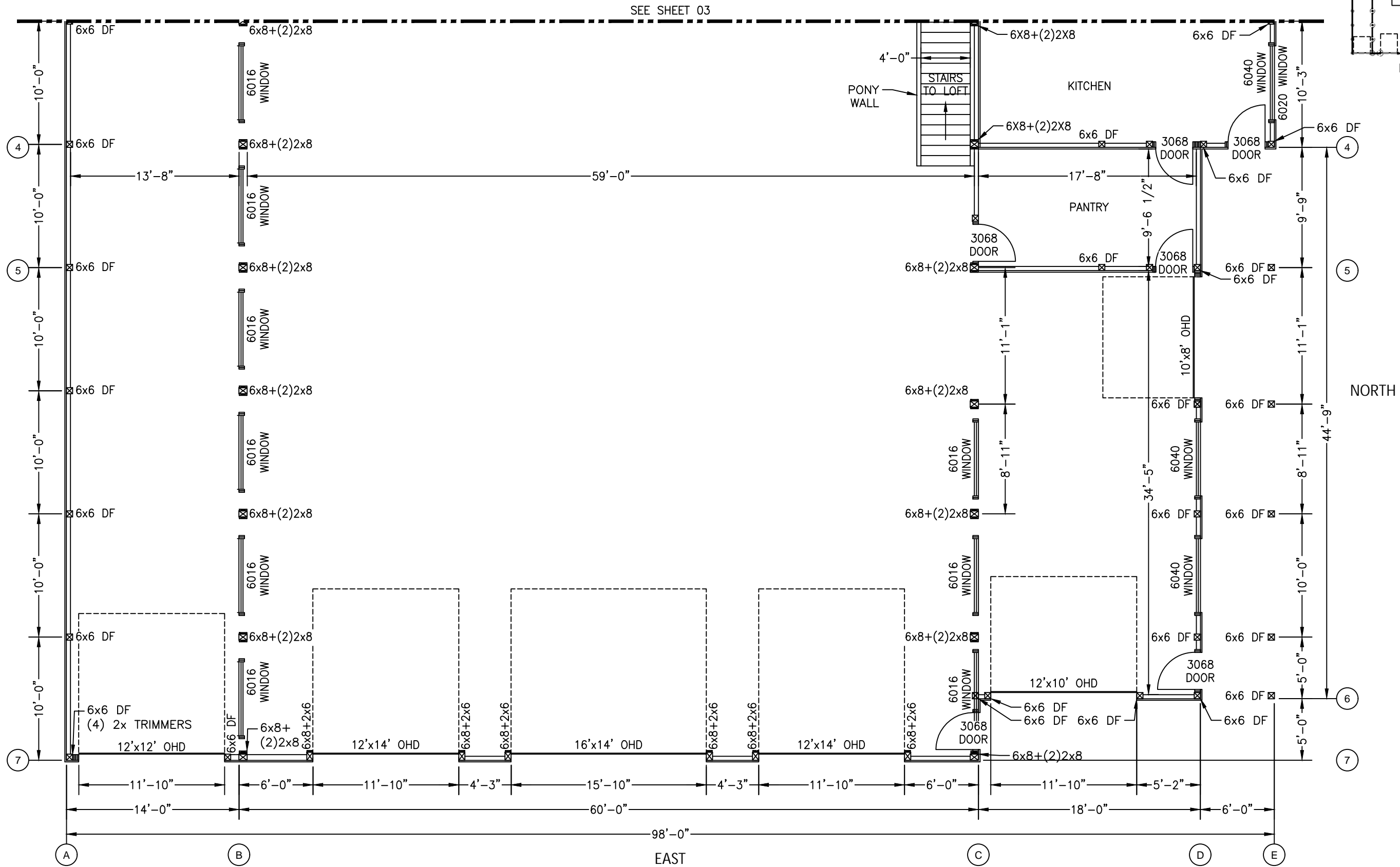
PROJECT
B174

SCALE
1/8" = 1'-0"

DATE
11/07/2020

SHEET
03

Exhibit B



MOUNTAIN POINT
ENGINEERING

FLOOR PLAN

BOB KIRKMAN BUILDING
LIBERTY, UTAH

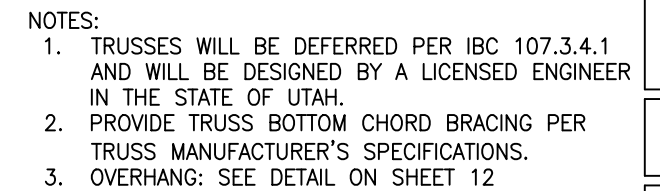
PROJECT
B174

SCALE
1/8" = 1'-0"

DATE
11/07/2020

SHEET
04

NORTH



ROOF FRAMING PLAN

PROJECT
B174

SCALE
1/16" = 1'-0"

DATE
11/07/2020

SHEET
05

Exhibit B



ENGINEER STAMP

MOUNTAIN POINT
ENGINEERING

GIRI PLAN

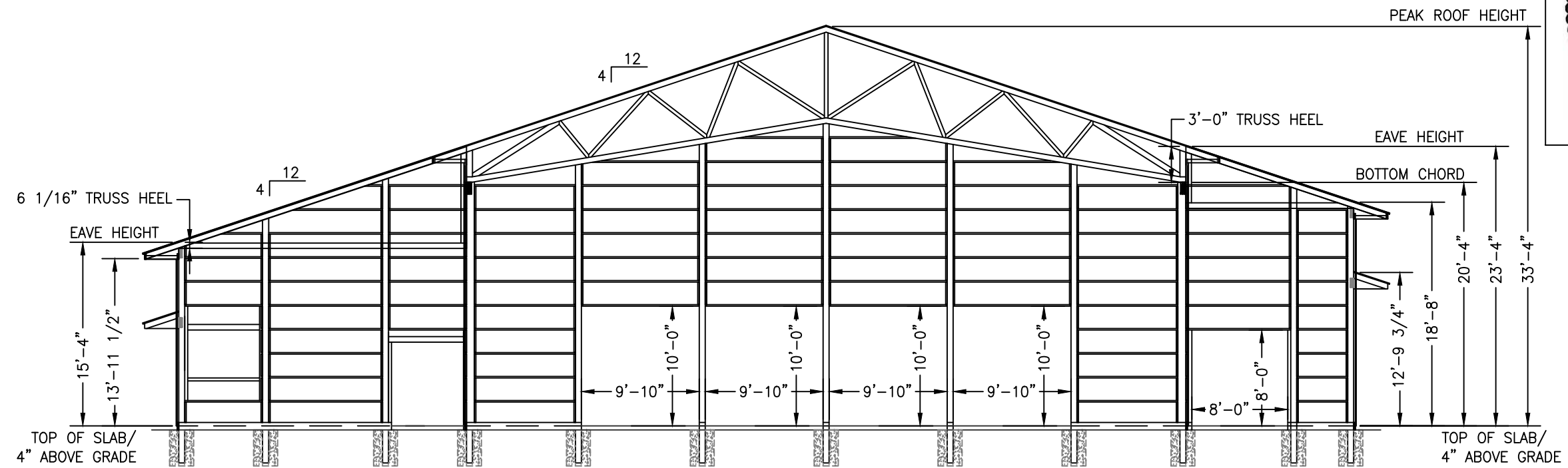
LIBERTY, UTAH

PROJECT
B174

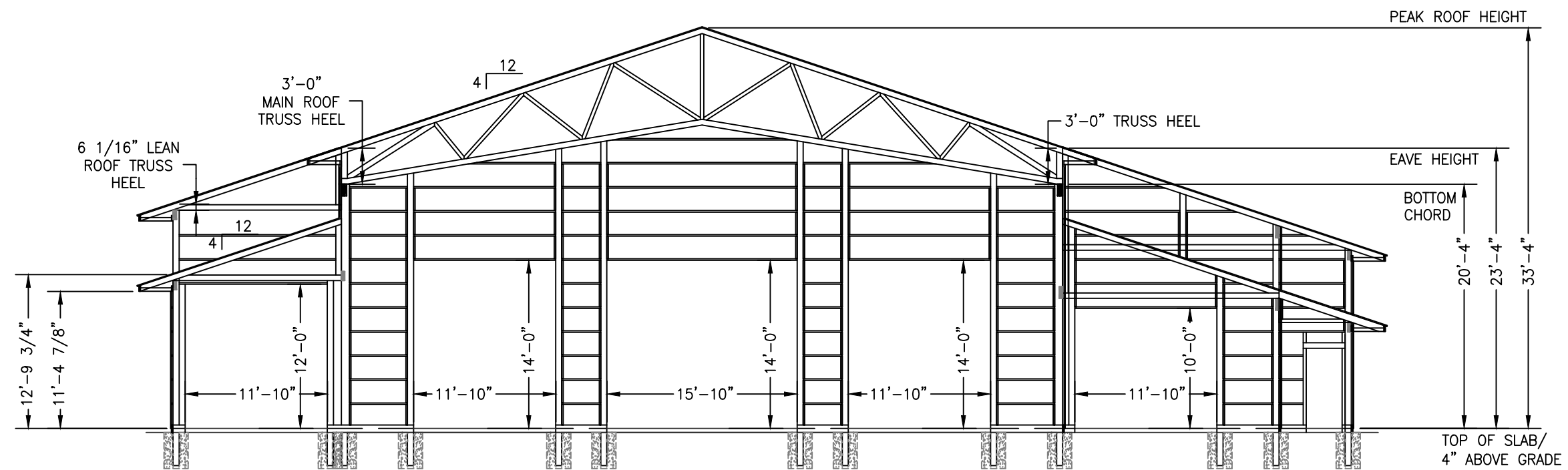
SCALE
1/32" = 1'-0"

DATE
1/07/2020

SHEET
06

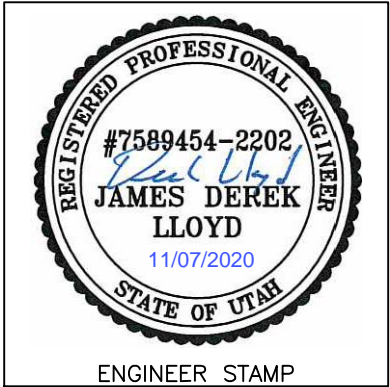


GABLE END GIRT WALL - WEST - WALL LINE 1, 2



GABLE END GIRT WALL - EAST - WALL LINE 6, 7

Exhibit B



MOUNTAIN POINT
ENGINEERING

GIRT PLAN

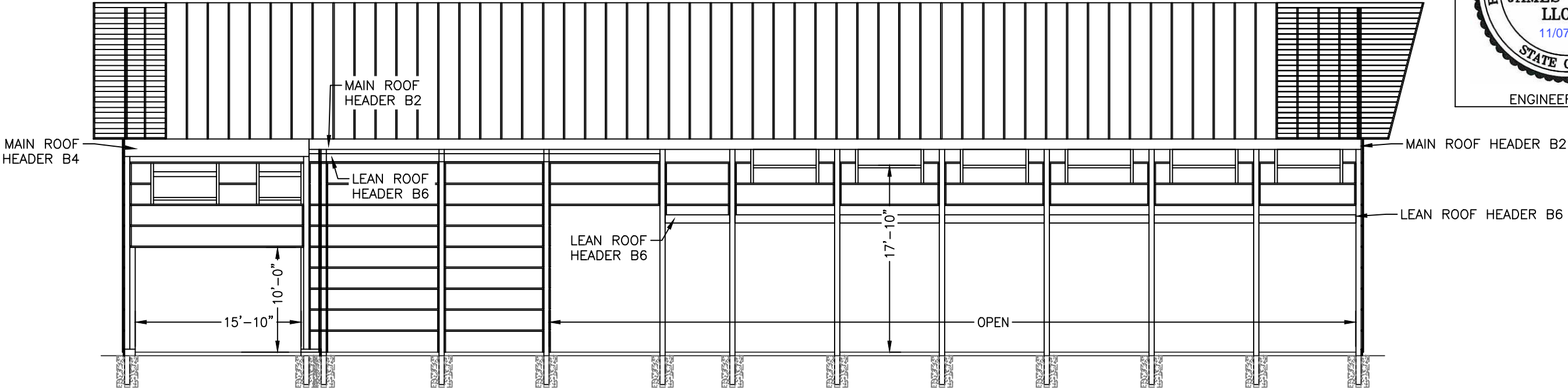
BOB KIRKMAN BUILDING
LIBERTY, UTAH

PROJECT
B174

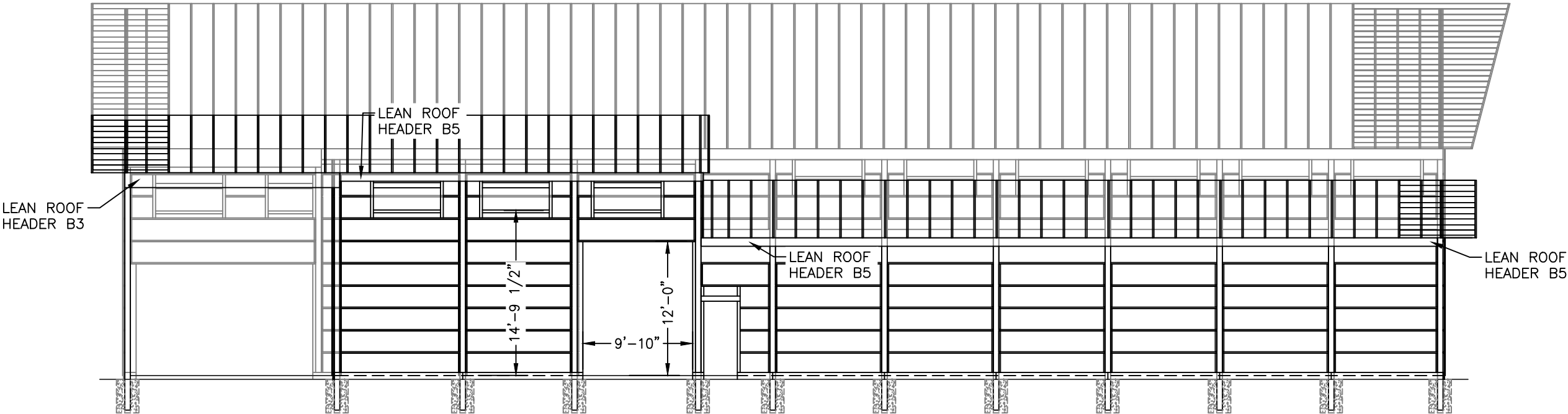
SCALE
3/32" = 1'-0"

DATE
11/07/2020

SHEET
07

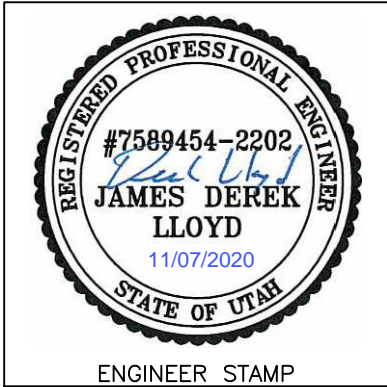


GABLE END GIRT WALL - SOUTH - WALL LINE B



GABLE END GIRT WALL - SOUTH - WALL LINE A

Exhibit B



GIRT PLAN

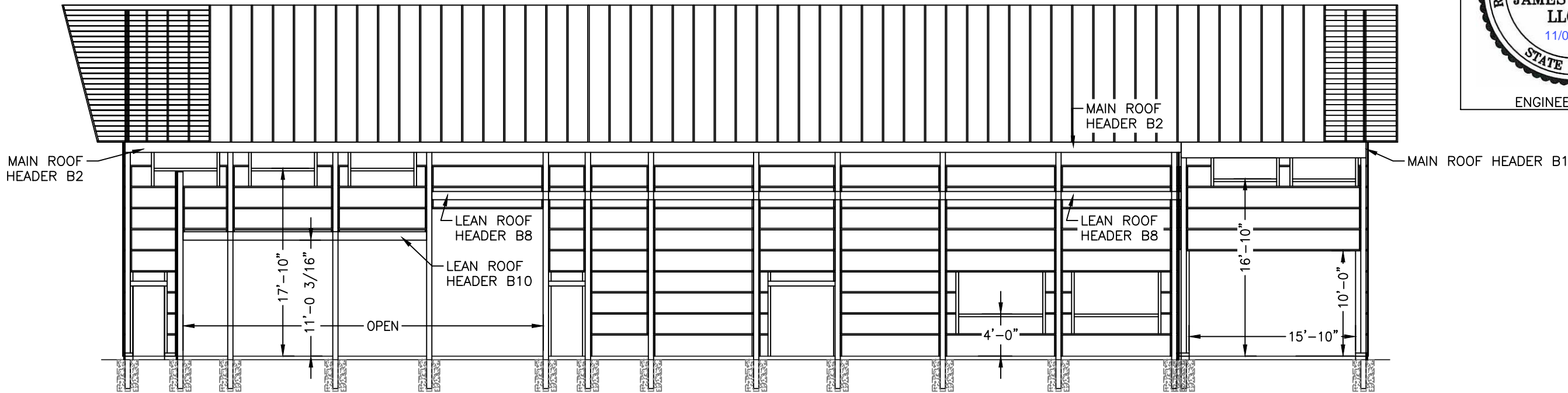
BOB KIRKMAN BUILDING
LIBERTY, UTAH

PROJECT
B174

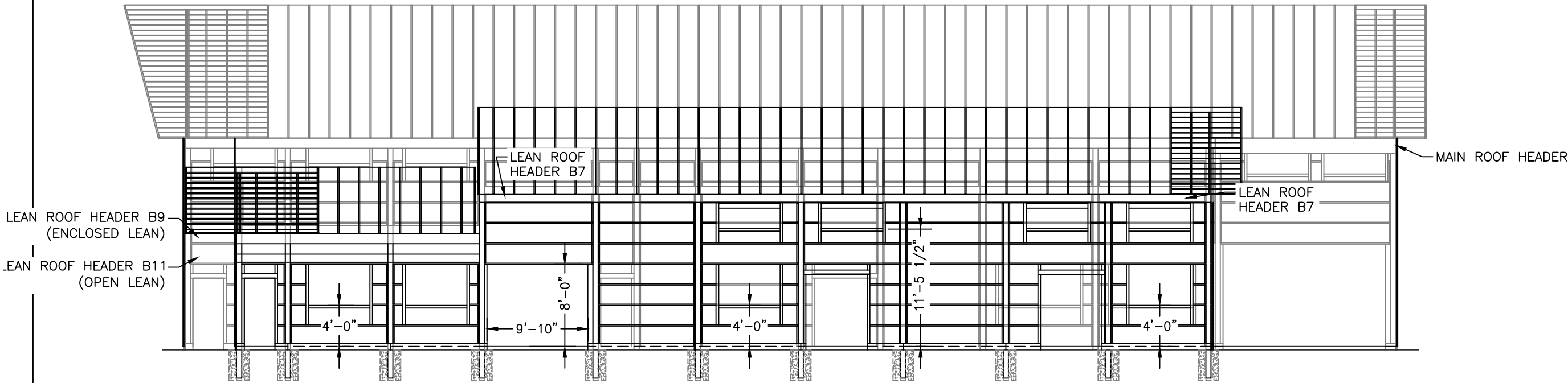
SCALE
3/32" = 1'-0"

DATE
11/07/2020

SHEET
08

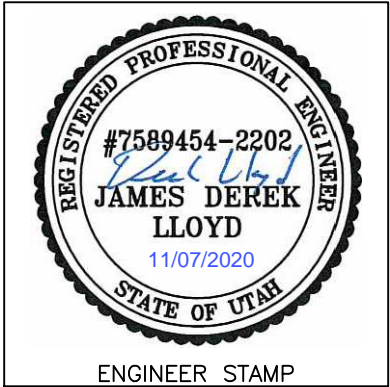


GABLE END GIRT WALL - NORTH - WALL LINE C



GABLE END GIRT WALL - NORTH - WALL LINE D, E

Exhibit B



MOUNTAIN POINT
ENGINEERING

ELEVATIONS

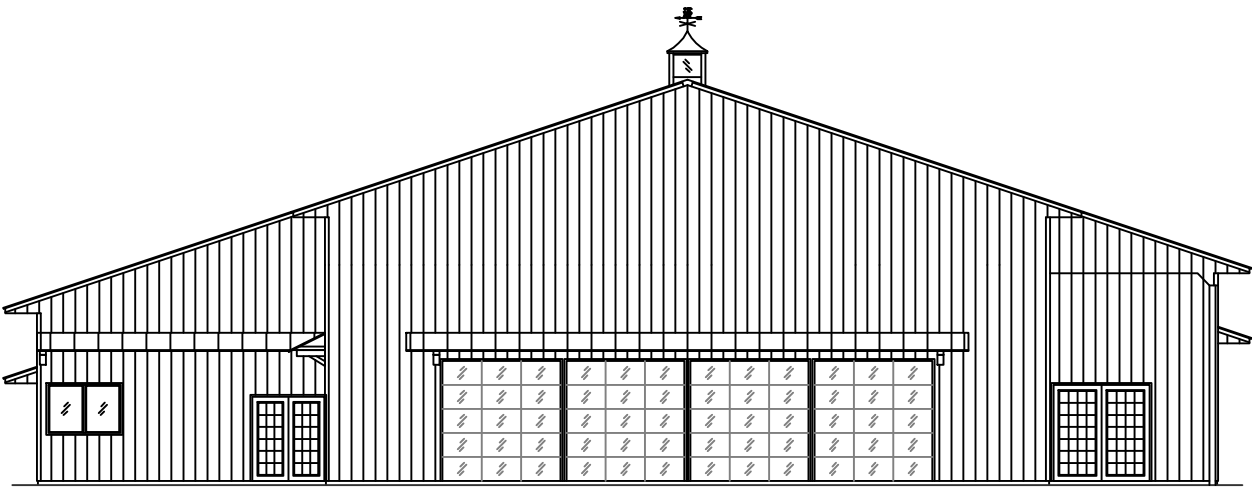
BOB KIRKMAN BUILDING
LIBERTY, UTAH

PROJECT
B174

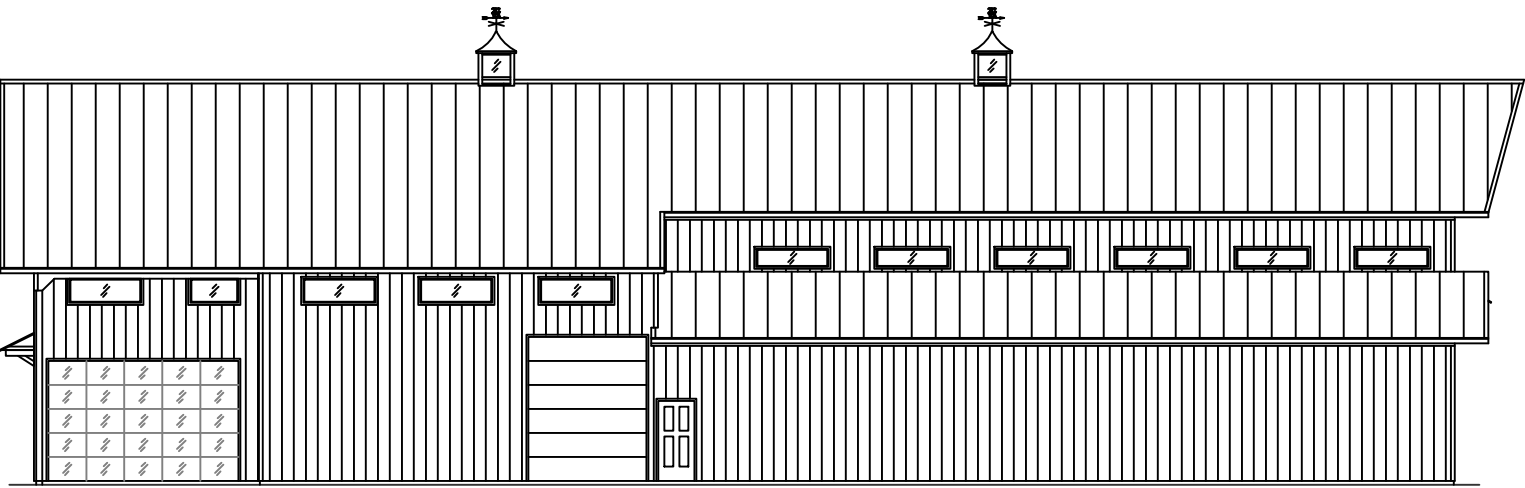
SCALE
1/16" = 1'-0"

DATE
11/07/2020

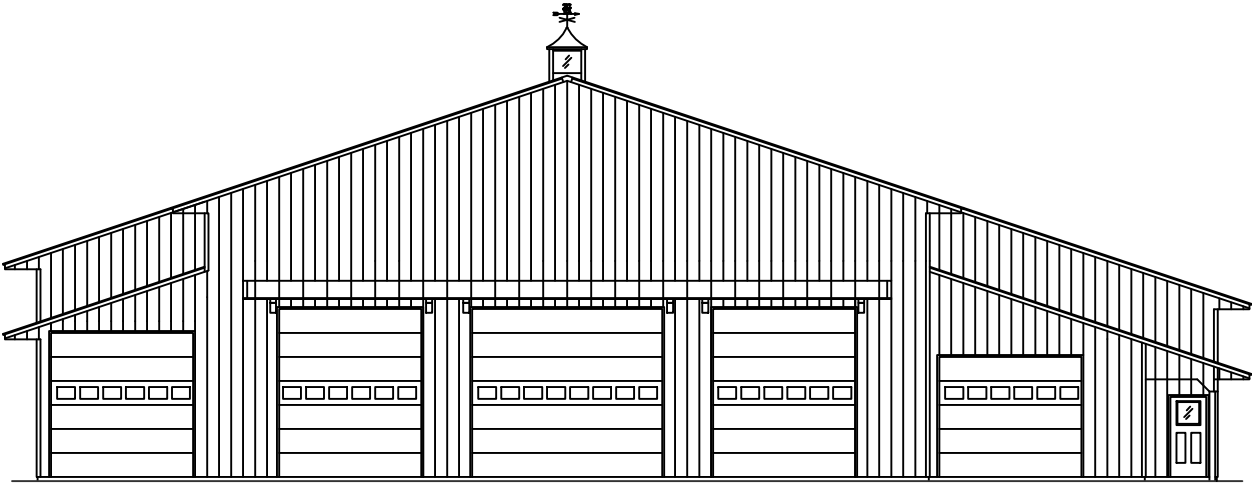
SHEET
09



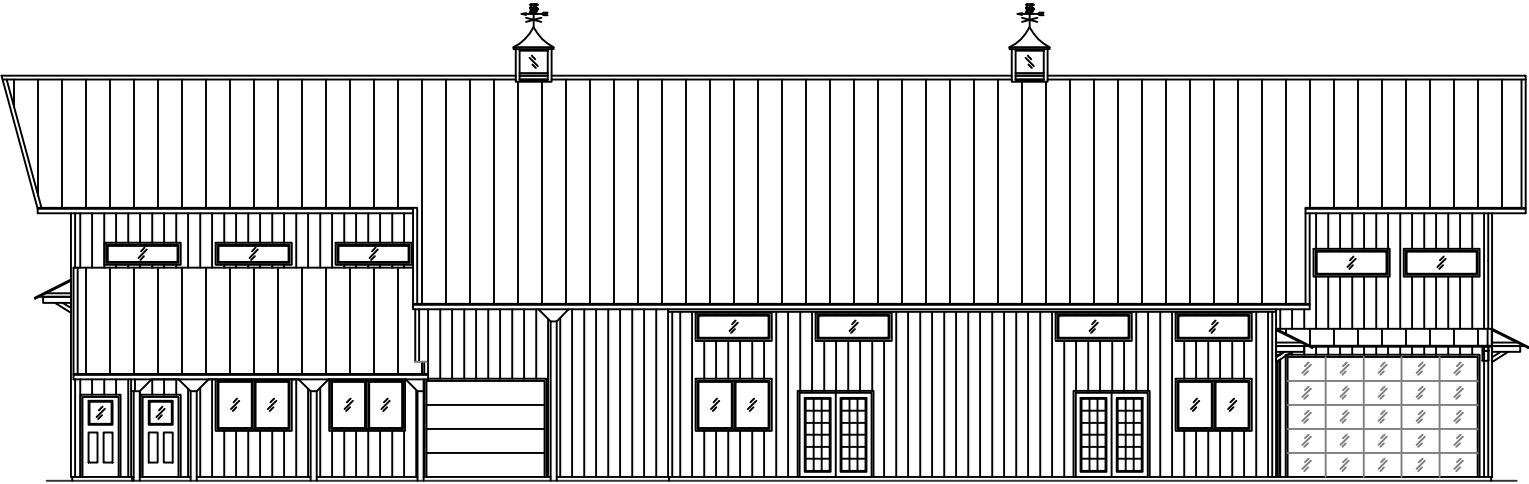
GABLE END ELEVATION - WEST



SIDE ELEVATION - SOUTH

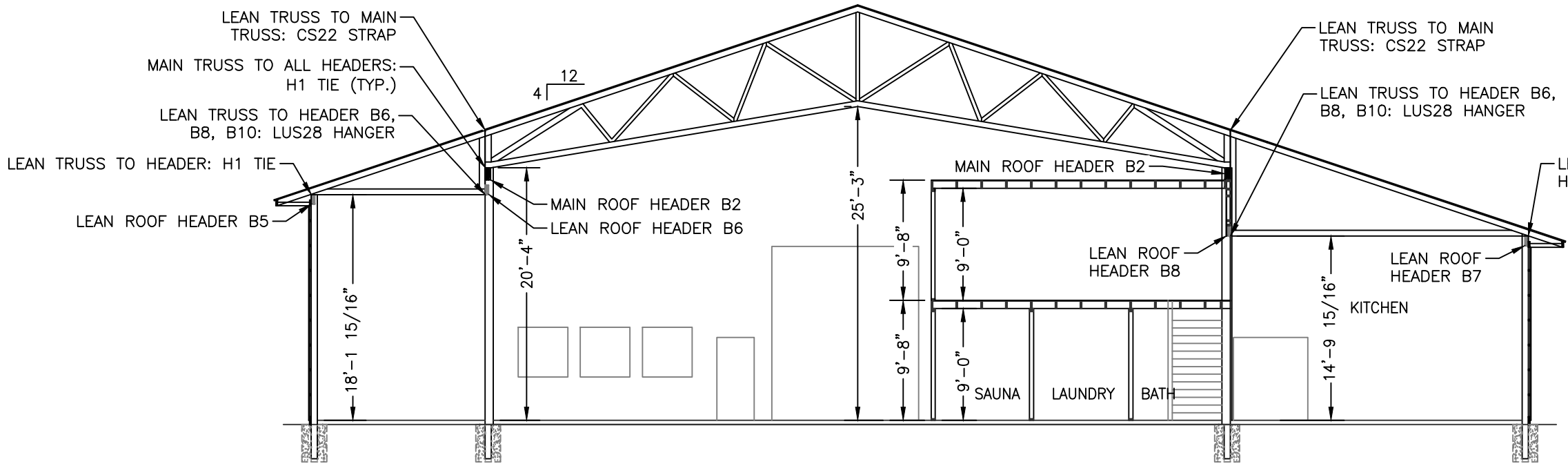
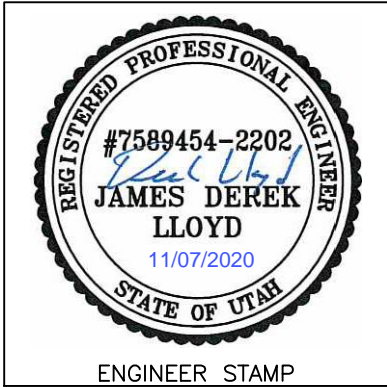


GABLE END ELEVATION - EAST

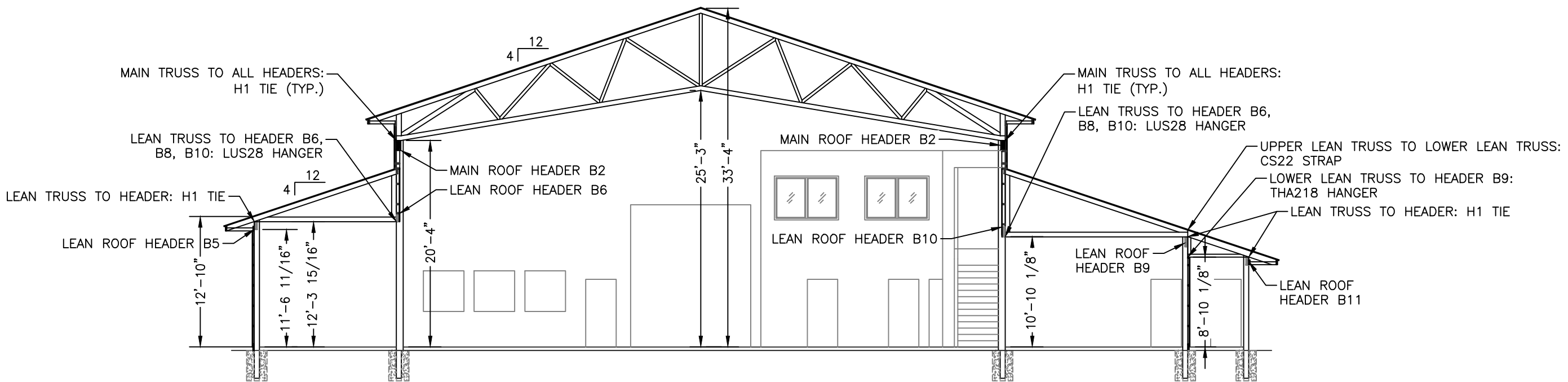
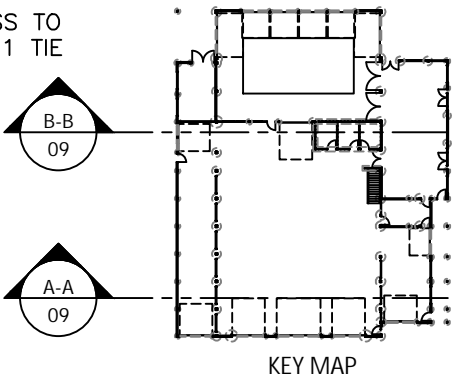


SIDE ELEVATION - NORTH

Exhibit B



SECTION B-B



SECTION A-A

SECTIONS

BOB KIRKMAN BUILDING
LIBERTY, UTAH

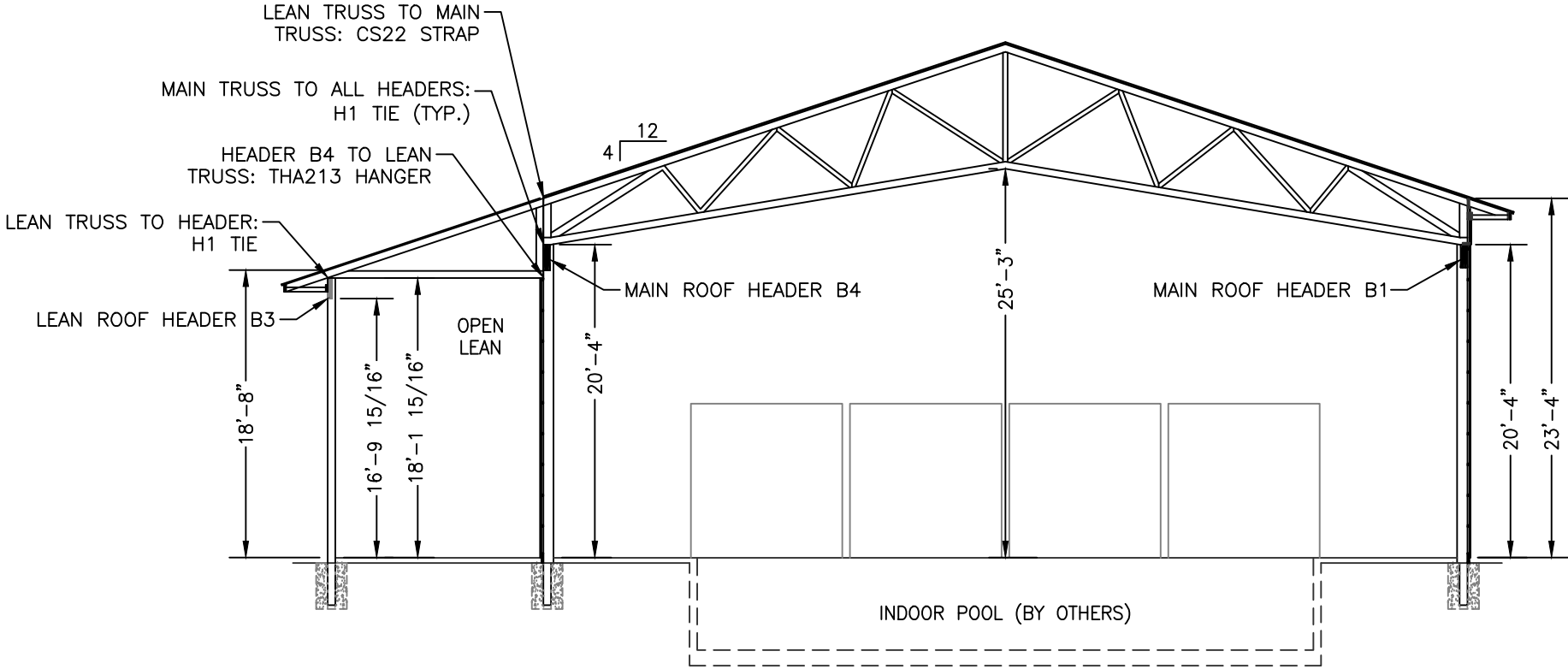
PROJECT
B174

SCALE
3/32" = 1'-0"

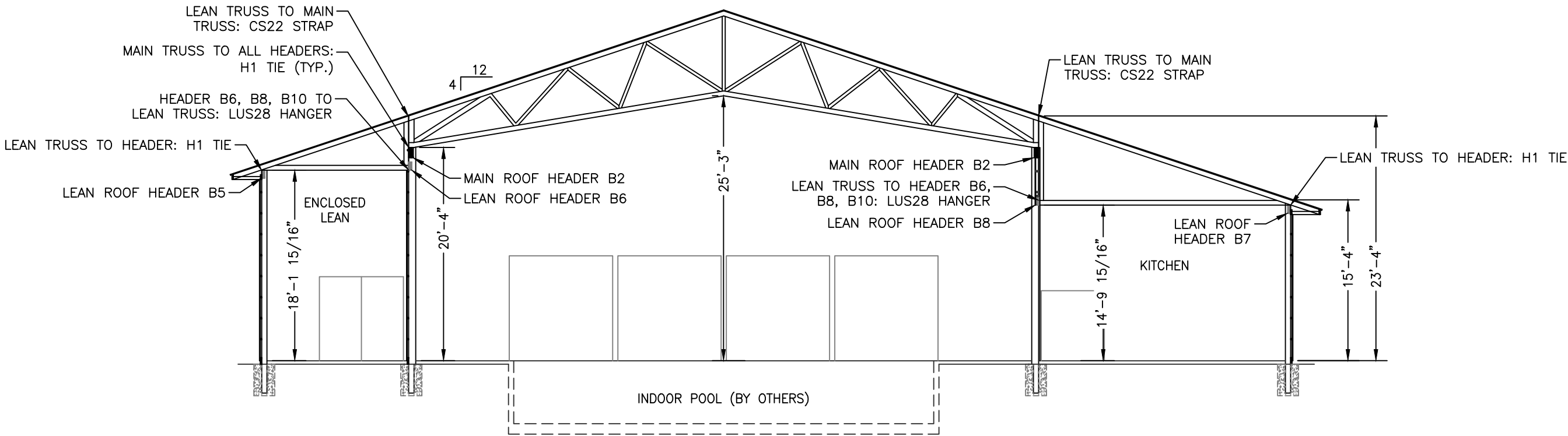
DATE
11/07/2020

SHEET
10

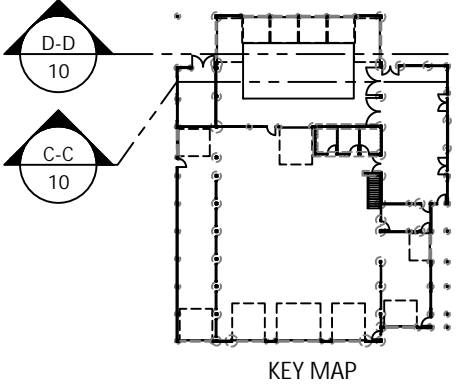
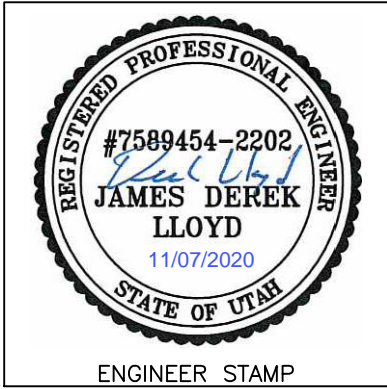
Exhibit B



SECTION D-D



SECTION C-C

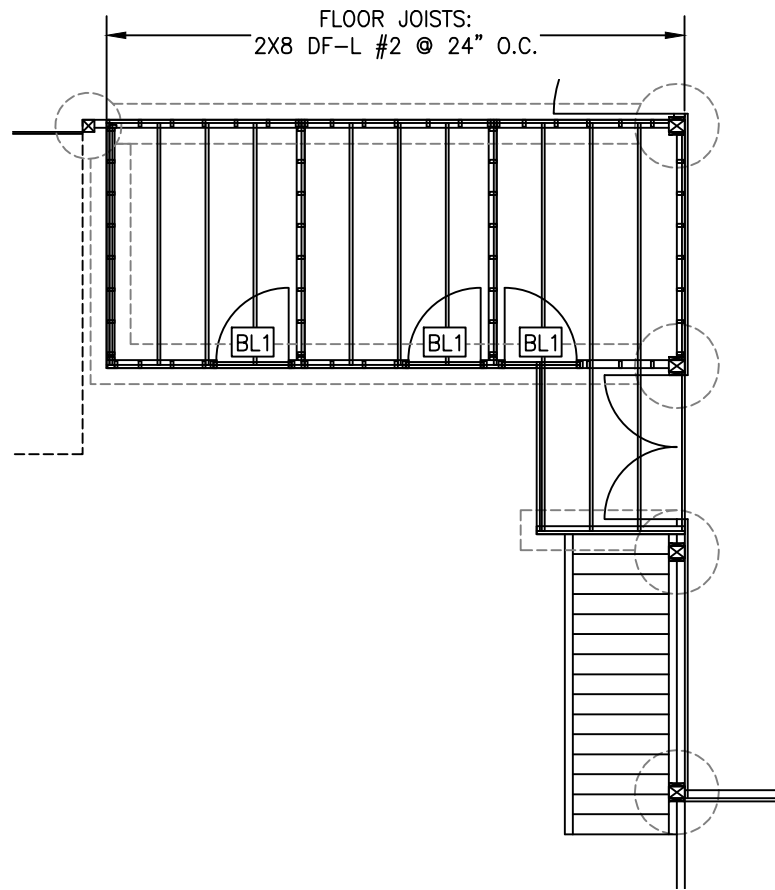


SECTIONS

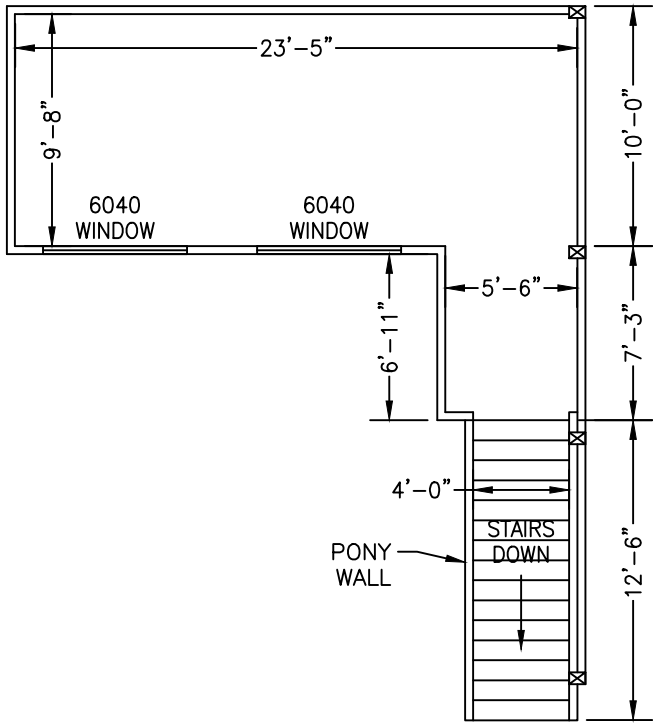
BOB KIRKMAN BUILDING
LIBERTY, UTAH

PROJECT	B174
SCALE	3/32" = 1'-0"
DATE	11/07/2020
SHEET	11

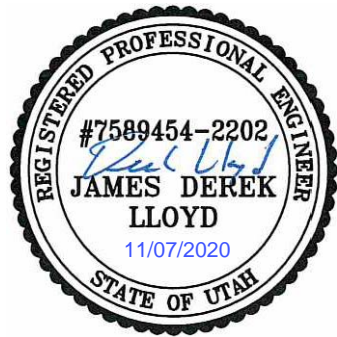
Exhibit B



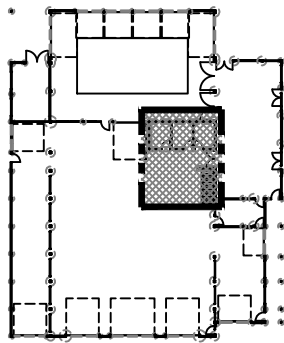
LOFT FLOOR FRAMING PLAN



LOFT FLOOR PLAN



ENGINEER STAMP



KEY MAP

LOFT PLAN

BOB KIRKMAN BUILDING
LIBERTY, UTAH

PROJECT
B174

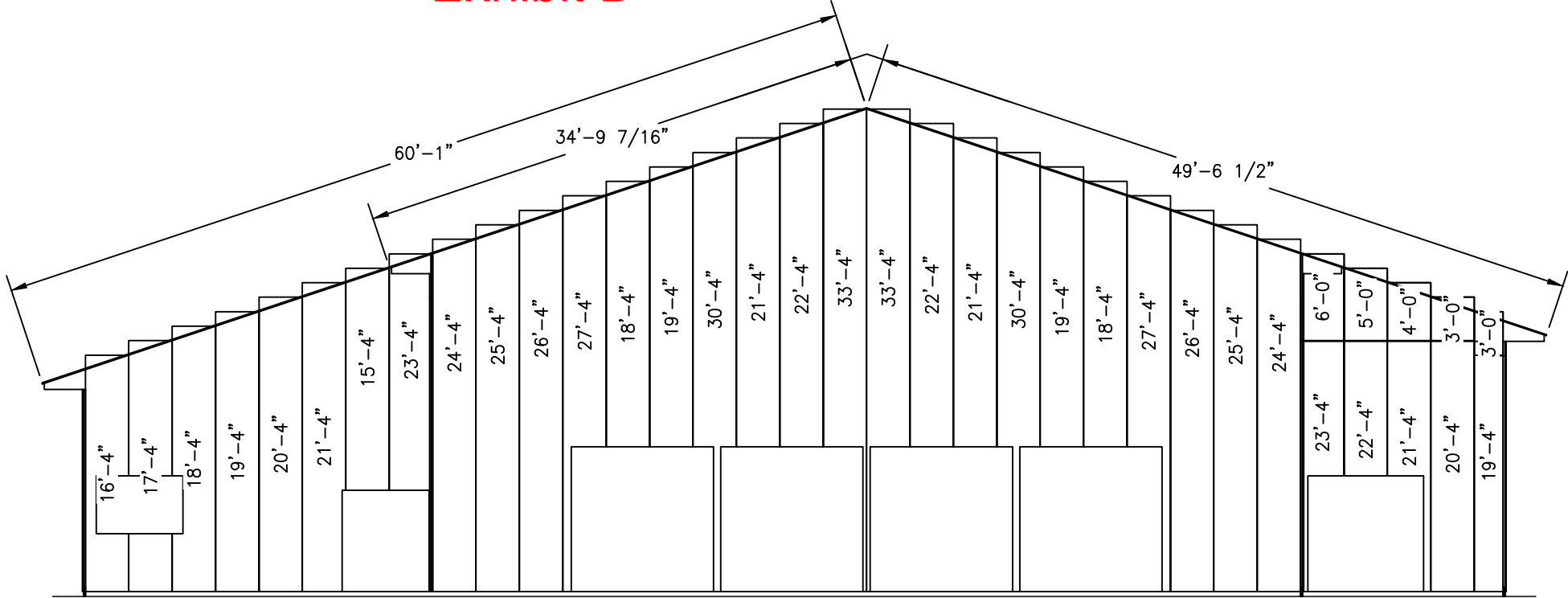
SCALE
1/8" = 1'-0"

DATE
11/07/2020

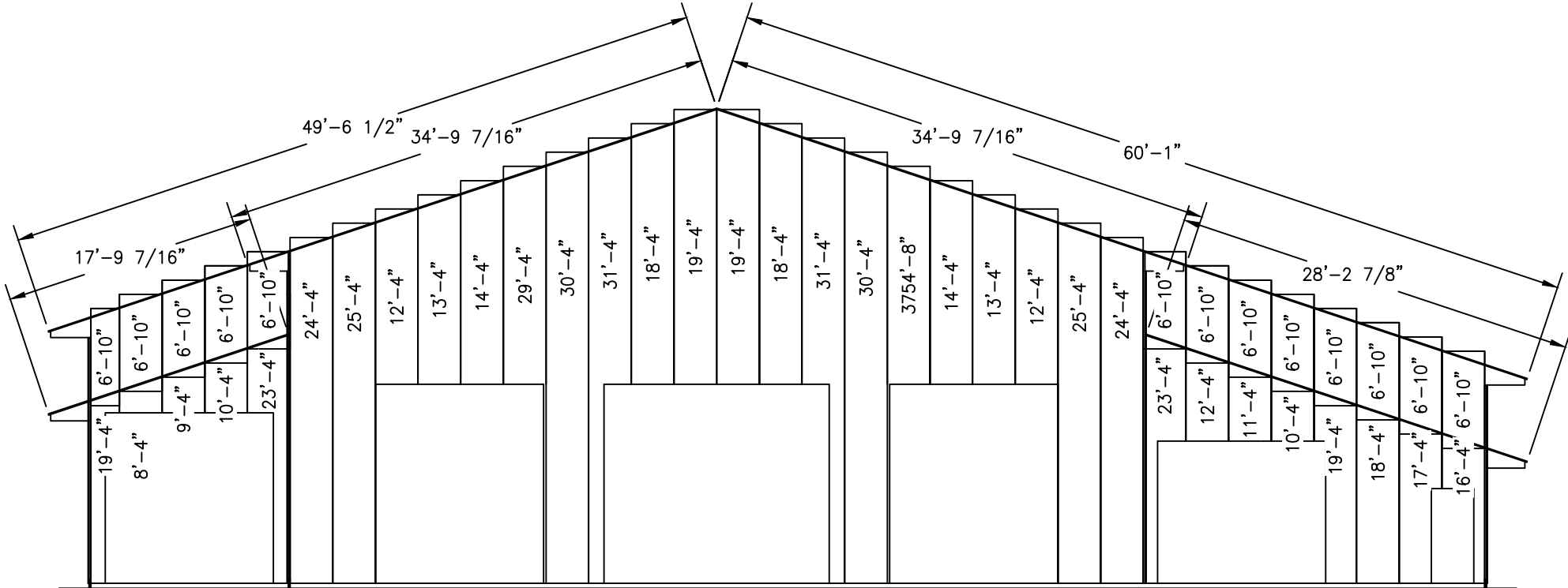
SHEET
12

- NOTES:
1. BL1: (2) 2X4 DF-L #2; (1) 2x TRIMMER
 2. 6040 WINDOW HEADER: (2) 2X6 DF-L #2; (1) 2X TRIMMER
 3. FLOOR SHEATHING: 3/4" OSB.
 4. STAIRS:
 - 4.1. RISE: 7.25"
 - 4.2. RUN: 10"
 - 4.3. TOTAL RISE: 9'-8"
 - 4.4. TOTAL RUN: 12'-6"
 5. LOFT WALLS: 2X4 @ 16" O.C.; OSB ON OUTSIDE, 1/2" GYPSUM BOARD INTERIOR. R-19 INSULATION.
 6. LOFT ROOF FRAMING SIMILAR TO LOFT FLOOR FRAMING.

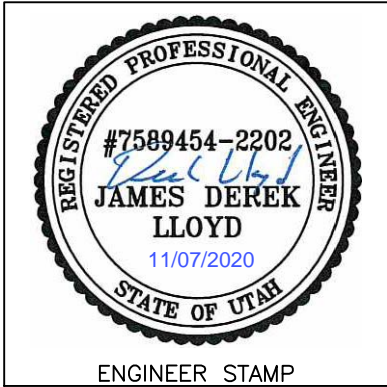
Exhibit B



GABLE END GIRT WALL - WEST - WALL LINE 1, 2



GABLE END GIRT WALL - EAST - WALL LINE 6, 7



PANEL LAYOUT

BOB KIRKMAN BUILDING
LIBERTY, UTAH

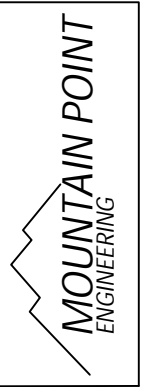
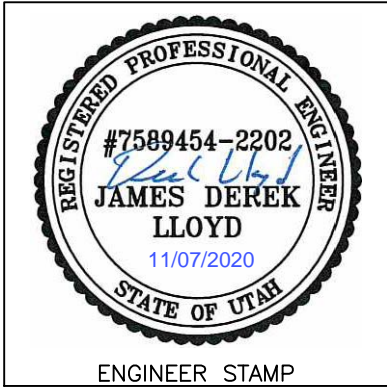
PROJECT
B174

SCALE
1/8" = 1'-0"

DATE
11/07/2020

SHEET
13

Exhibit B



PANEL LAYOUT

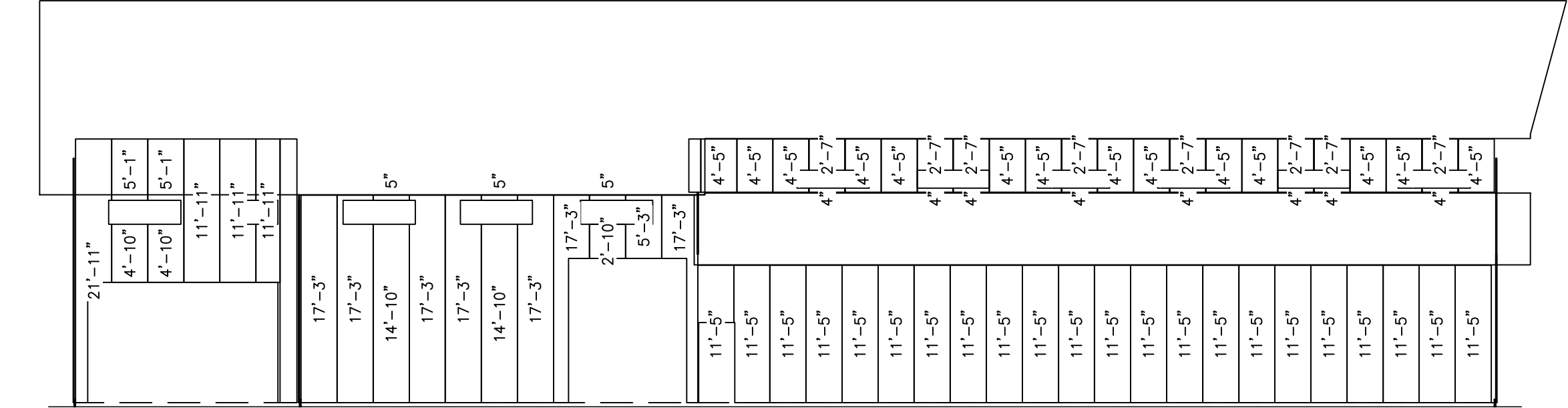
BOB KIRKMAN BUILDING
LIBERTY, UTAH

PROJECT
B174

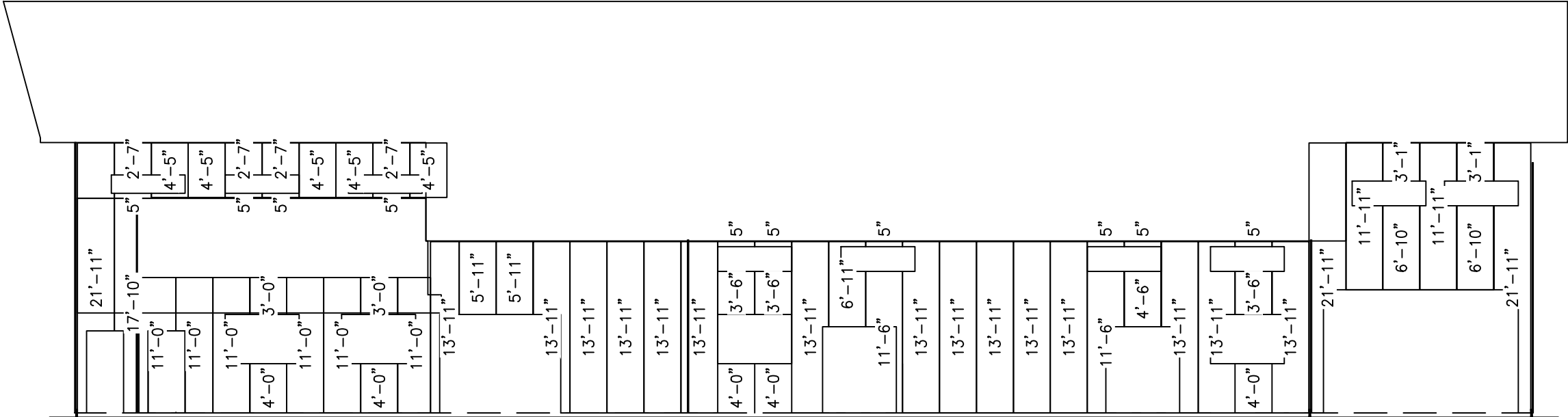
SCALE
1/8" = 1'-0"

DATE
11/07/2020

SHEET
14

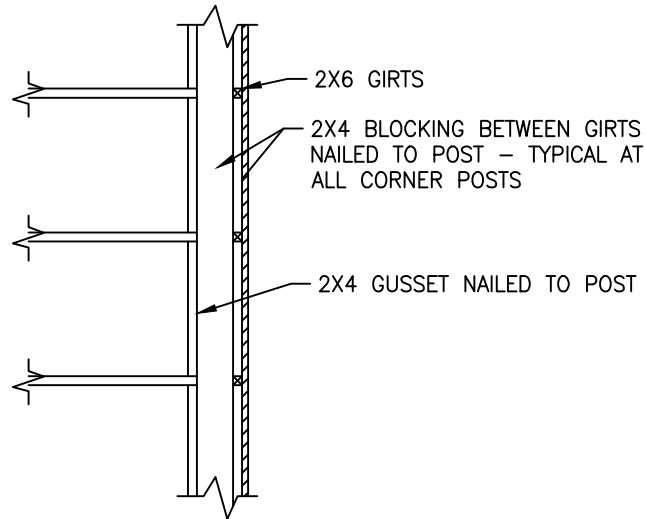


GABLE END GIRT WALL - SOUTH

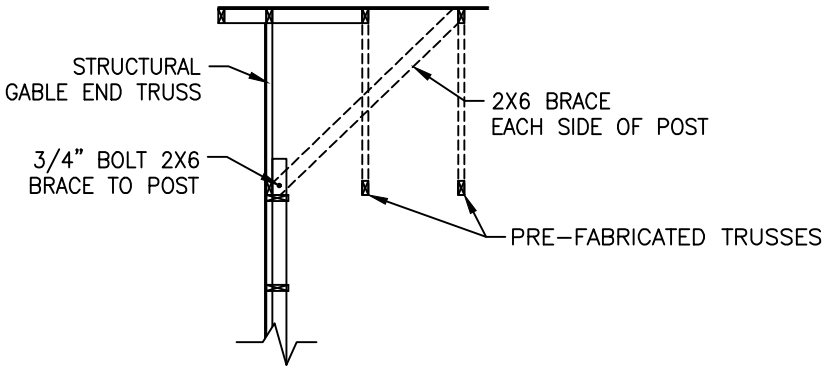


GABLE END GIRT WALL - NORTH

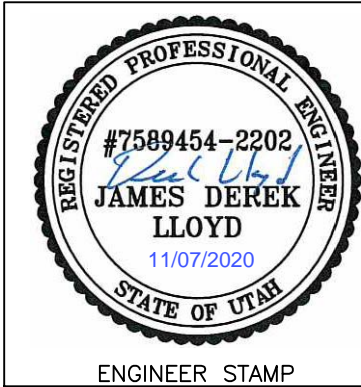
Exhibit B



CORNER BLOCKING
NOT TO SCALE



GABLE END BRACING DETAIL
NOT TO SCALE



DETAIL SHEET

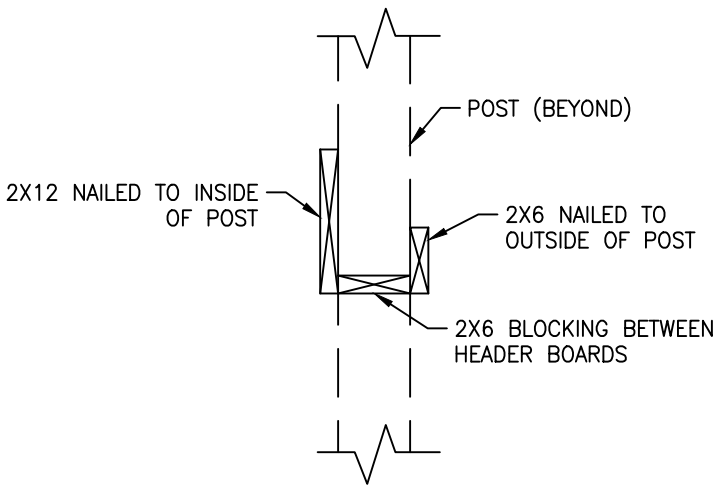
BOB KIRKMAN BUILDING
LIBERTY, UTAH

PROJECT
B174

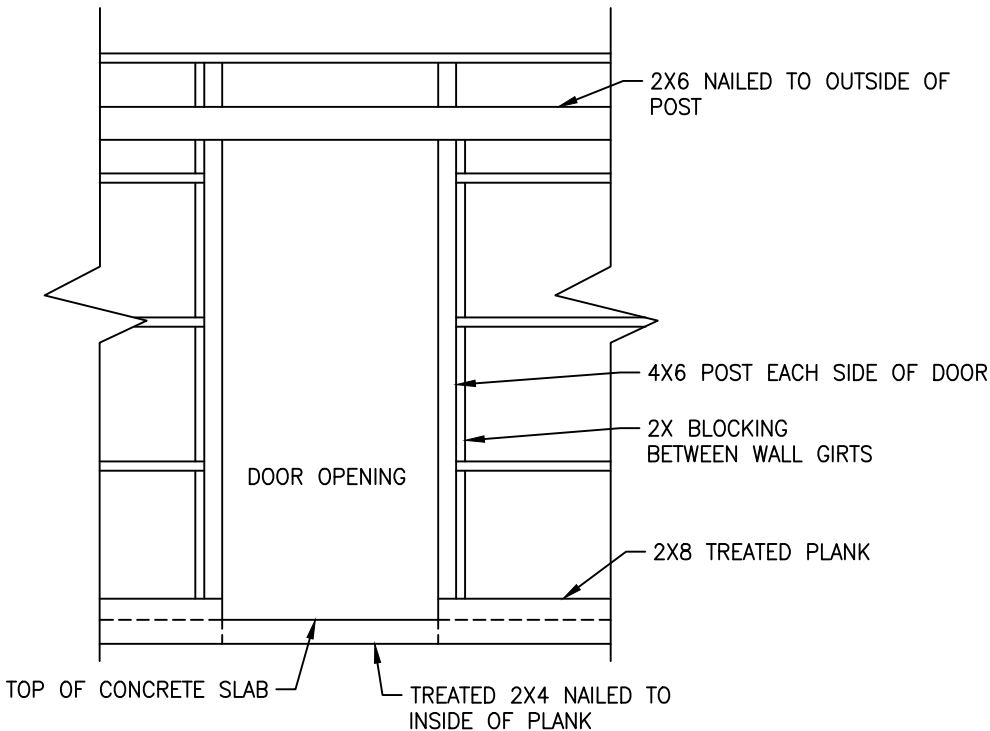
SCALE
AS NOTED

DATE
11/07/2020

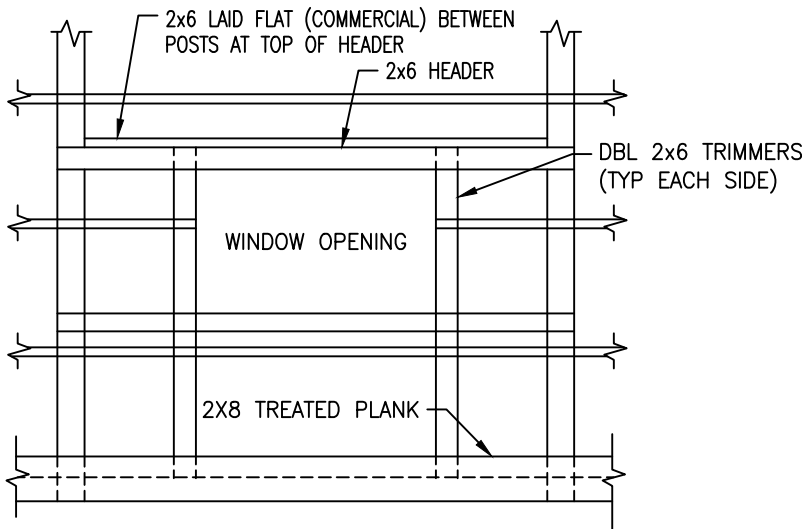
SHEET
15



OVERHEAD DOOR HEADER
NOT TO SCALE

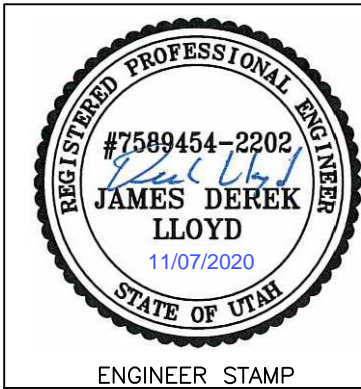


MAN DOOR OPENING
NOT TO SCALE



WINDOW OPENING
NOT TO SCALE

Exhibit B



DETAIL SHEET

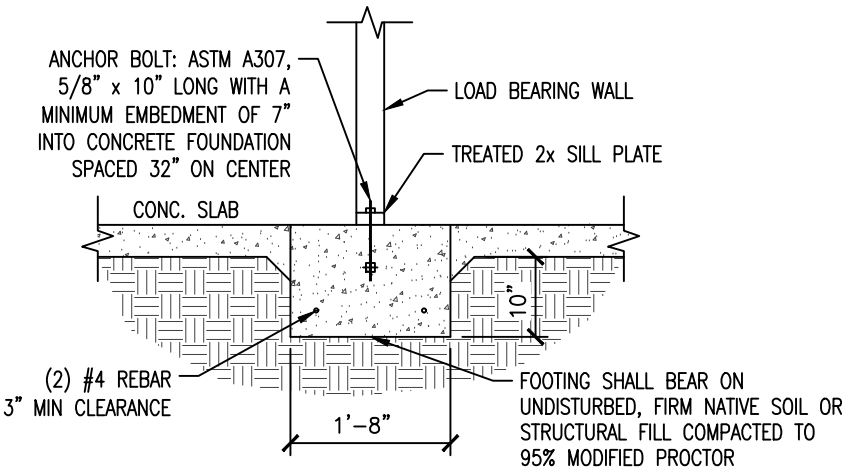
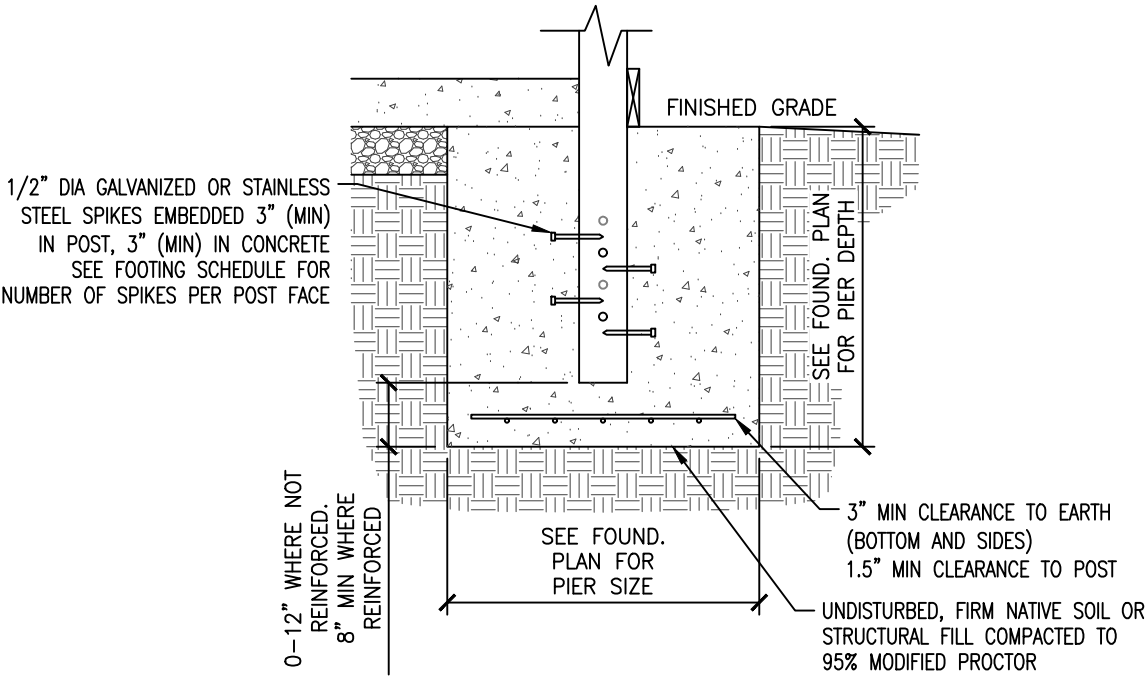
BOB KIRKMAN BUILDING
LIBERTY, UTAH

PROJECT
B174

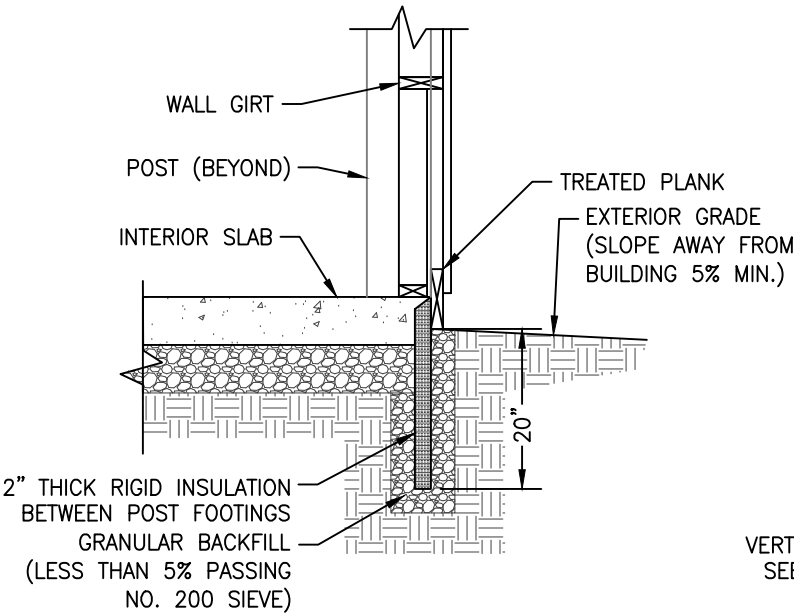
SCALE
AS NOTED

DATE
11/07/2020

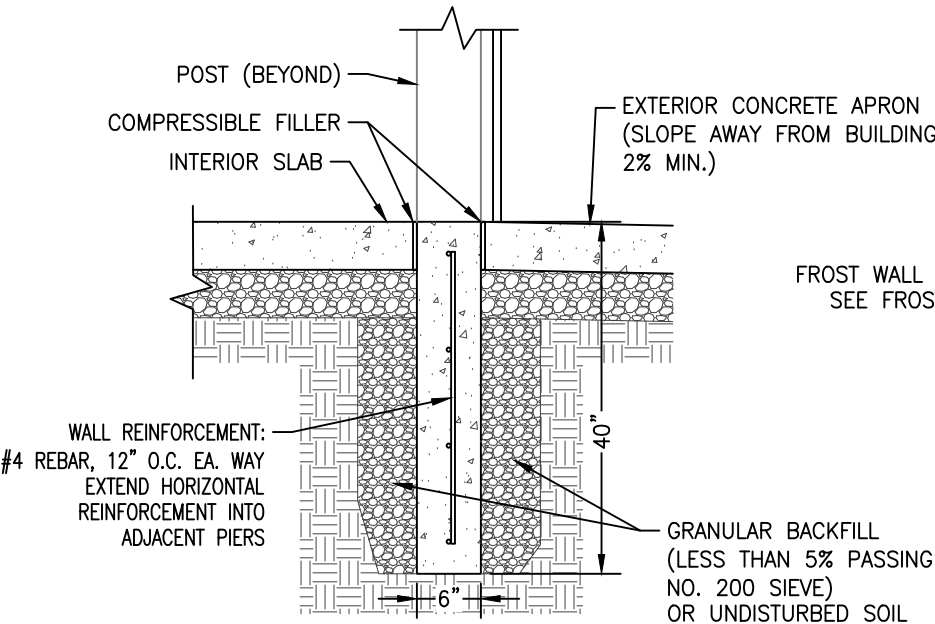
SHEET
16



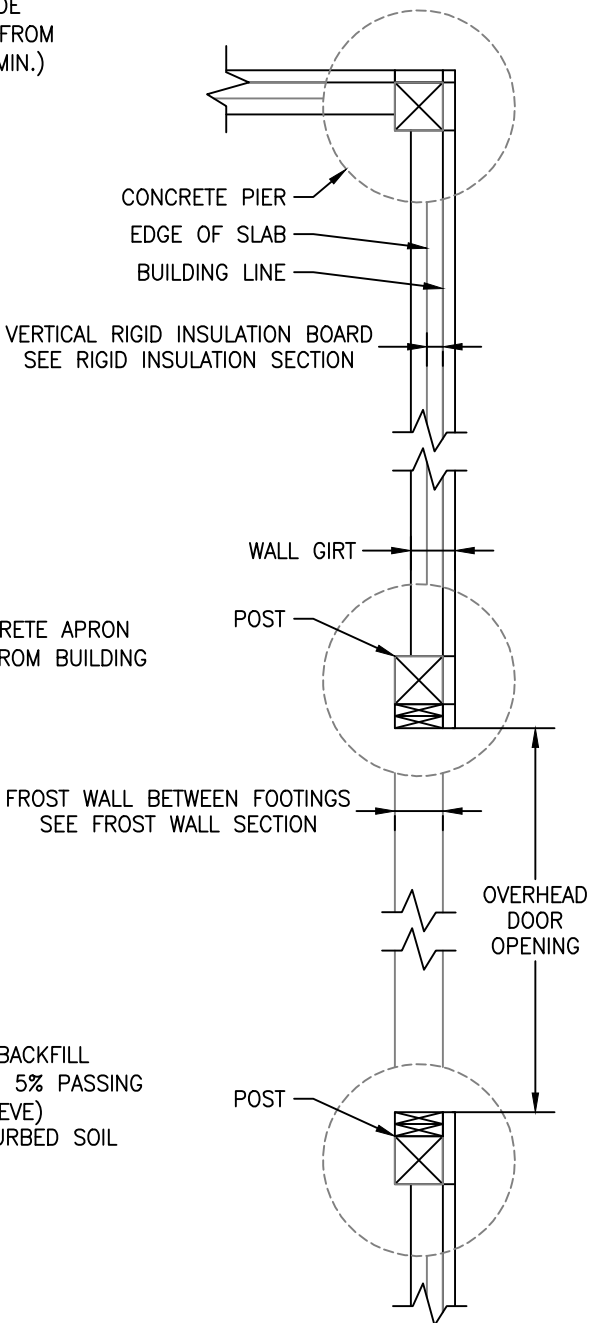
STRIP FOOTING DETAIL
1/2" = 1'-0"



RIGID INSULATION SECTION
NOT TO SCALE

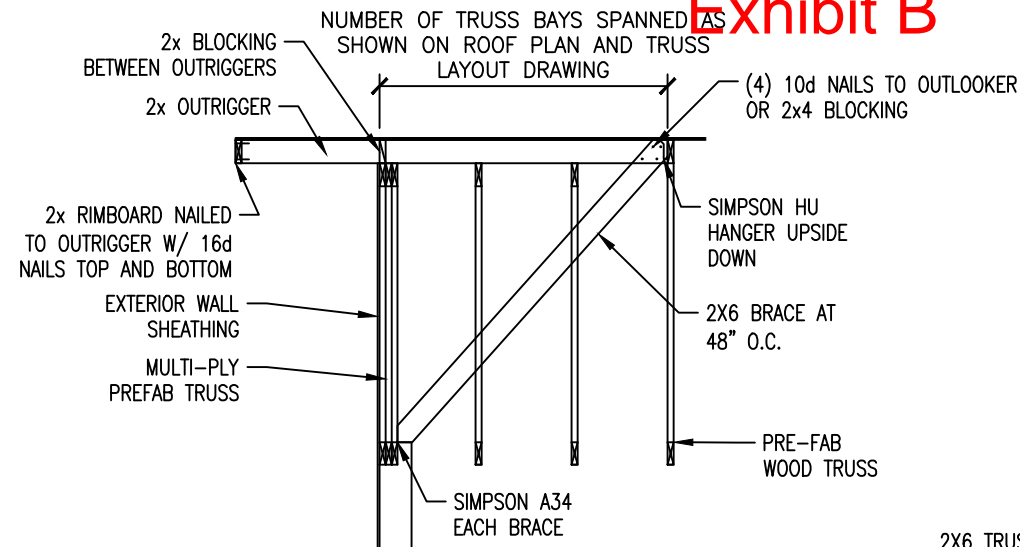


FROST WALL SECTION AT OPENINGS
NOT TO SCALE

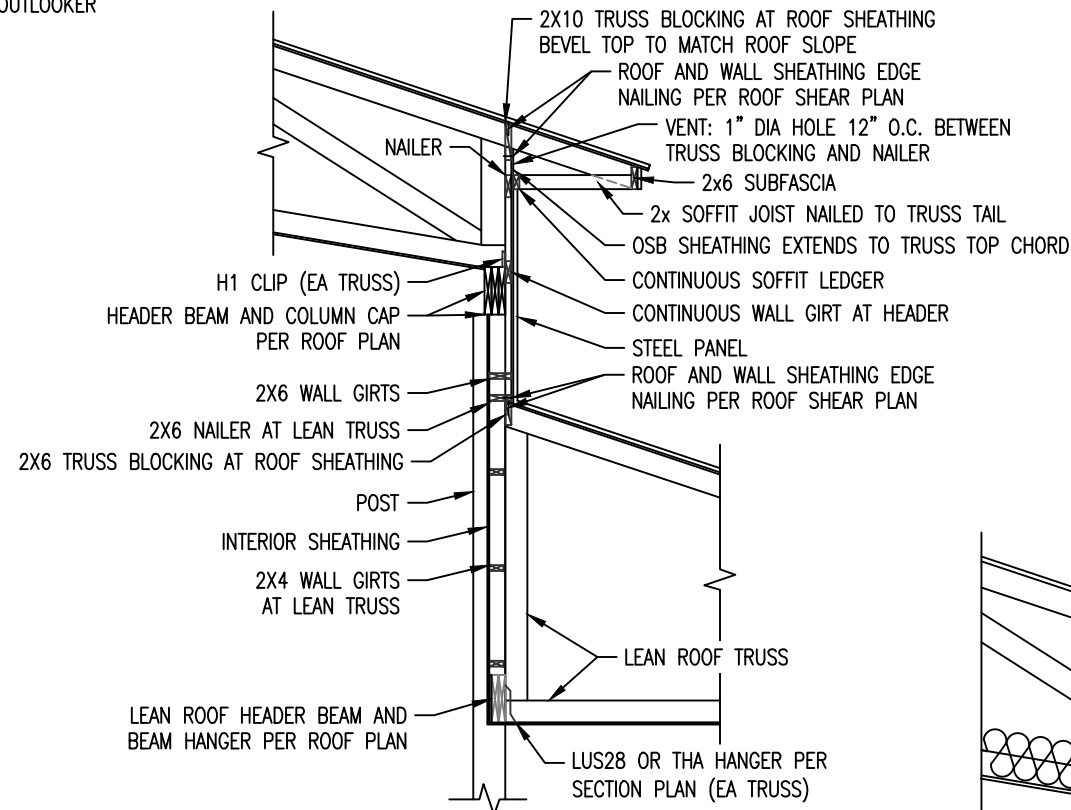


FROST PROTECTION DETAIL
PLAN VIEW
NOT TO SCALE

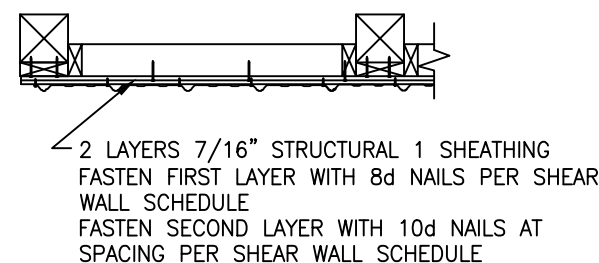
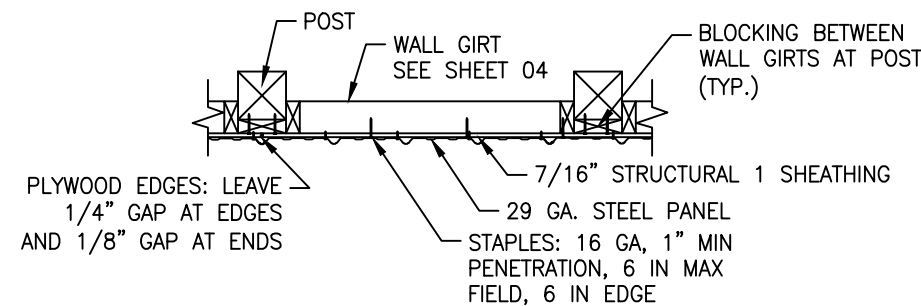
Exhibit B



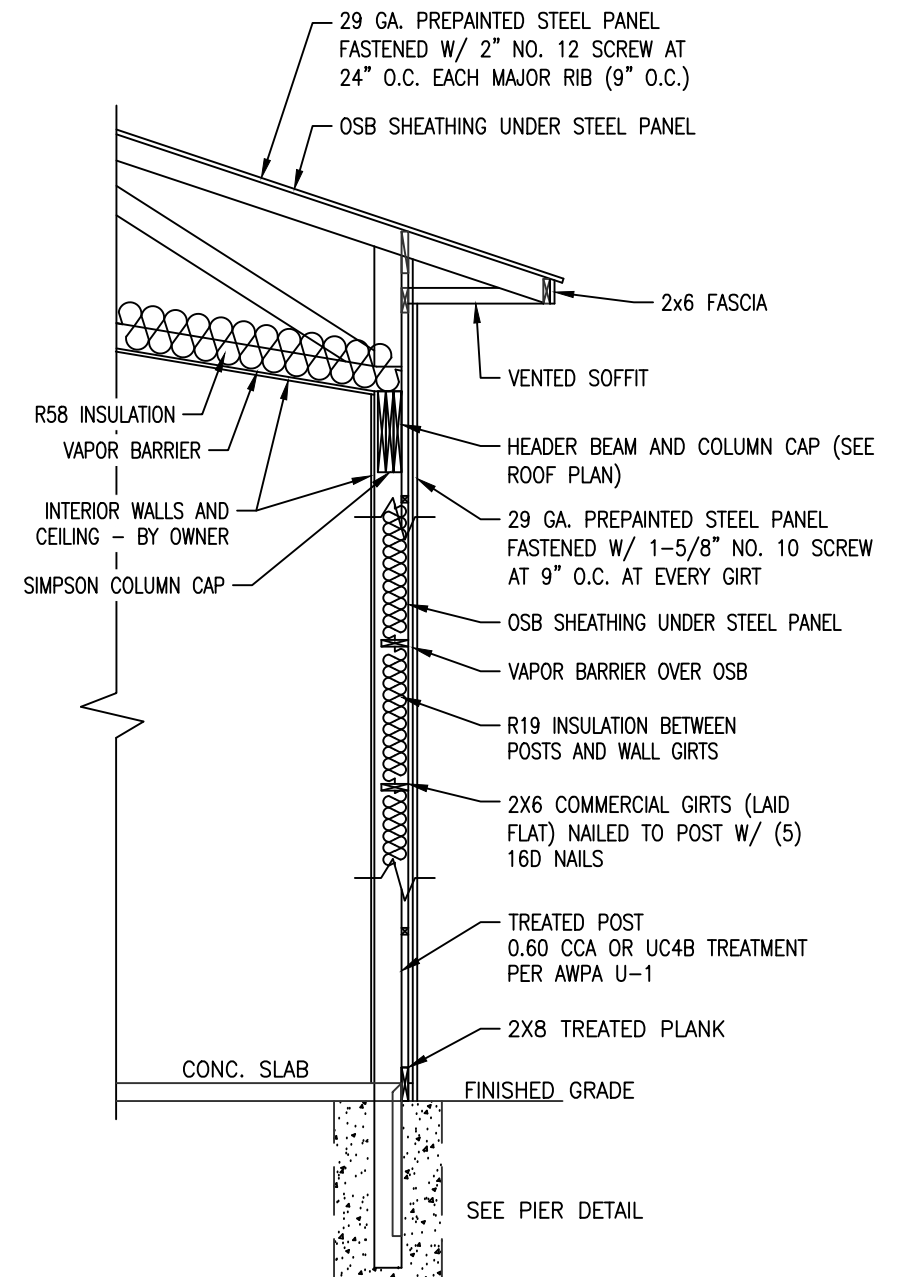
BRACE AND OVERHANG DETAIL
NOT TO SCALE



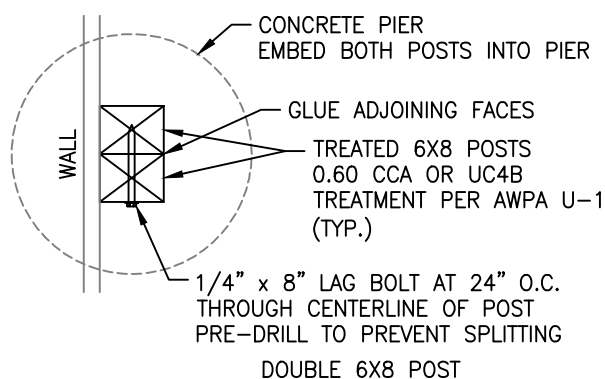
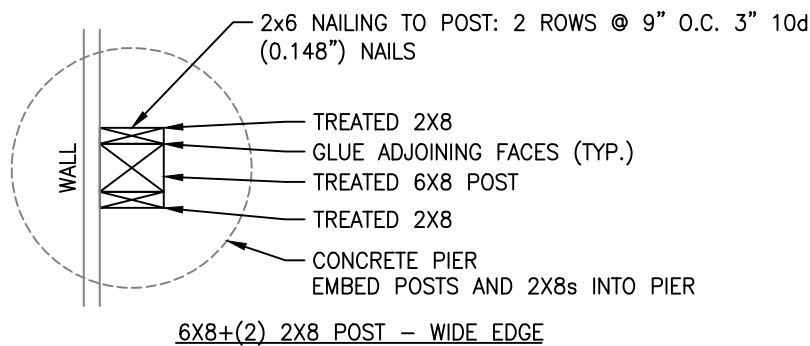
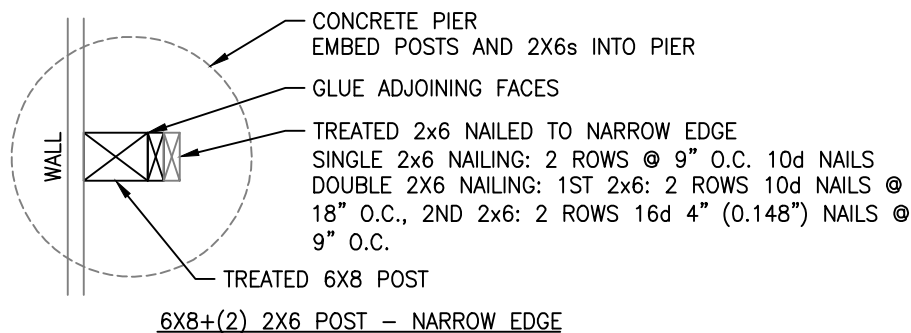
TRUSS TO POST DETAIL
NOT TO SCALE



SHEAR WALL DETAIL
NOT TO SCALE

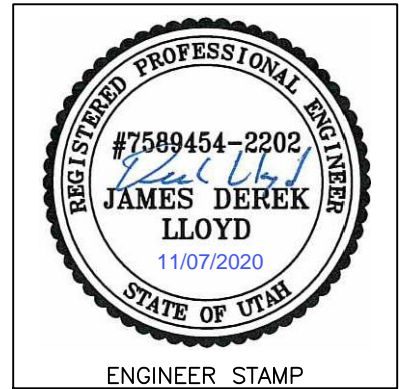


TYPICAL WALL SECTION
NOT TO SCALE



POST DETAIL
NOT TO SCALE

- POST DETAIL NOTES:
1. POST CROSS-SECTIONS SHOWN TO BE CONTINUOUS FROM BOTTOM OF EMBEDDED POST TO BOTTOM OF LOWEST BEAM/TRUSS BOTTOM CHORD.
 2. SPLICES NOT PERMITTED IN 6X8 POSTS.
 3. 2x6s AND 2x8s MAY BE SPLICED 6 FEET ABOVE TOP OF SLAB. SPLICE NAILING: 2 ROWS AT 4.5" 15 INCHES EITHER SIDE OF SPLICE. UNTREATED WOOD OK ABOVE SPLICE.
 4. EDGE NAILING: 1.5" MIN, 3" MAX
 5. END NAILING: 2.25" MIN, 3" MAX



MOUNTAIN POINT
ENGINEERING

DETAIL SHEET

BOB KIRKMAN BUILDING
LIBERTY, UTAH

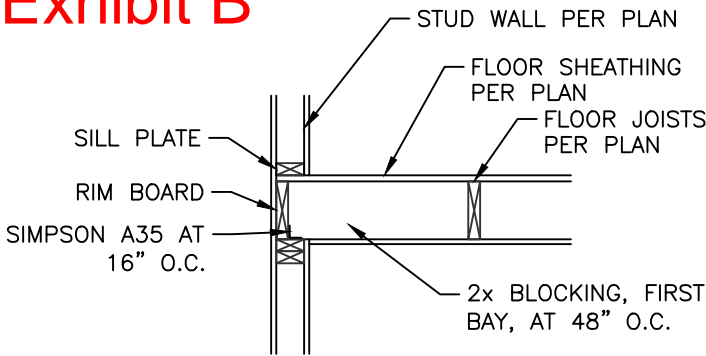
PROJECT
B174

SCALE
AS NOTED

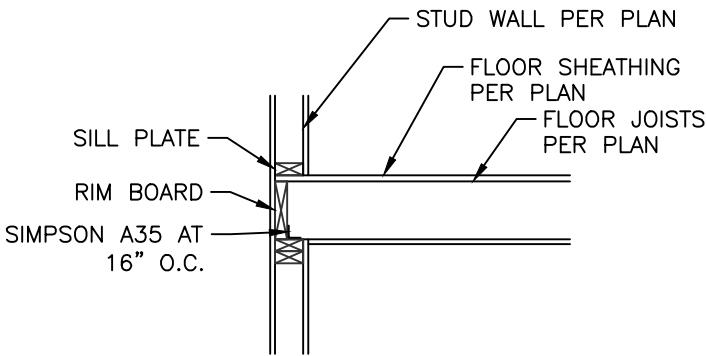
DATE
11/07/2020

SHEET
17

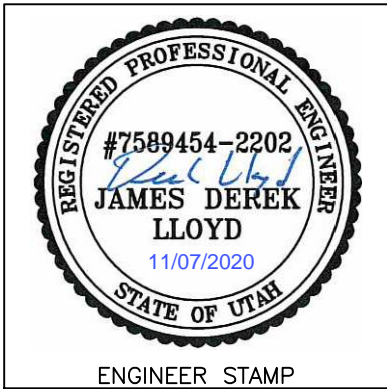
Exhibit B



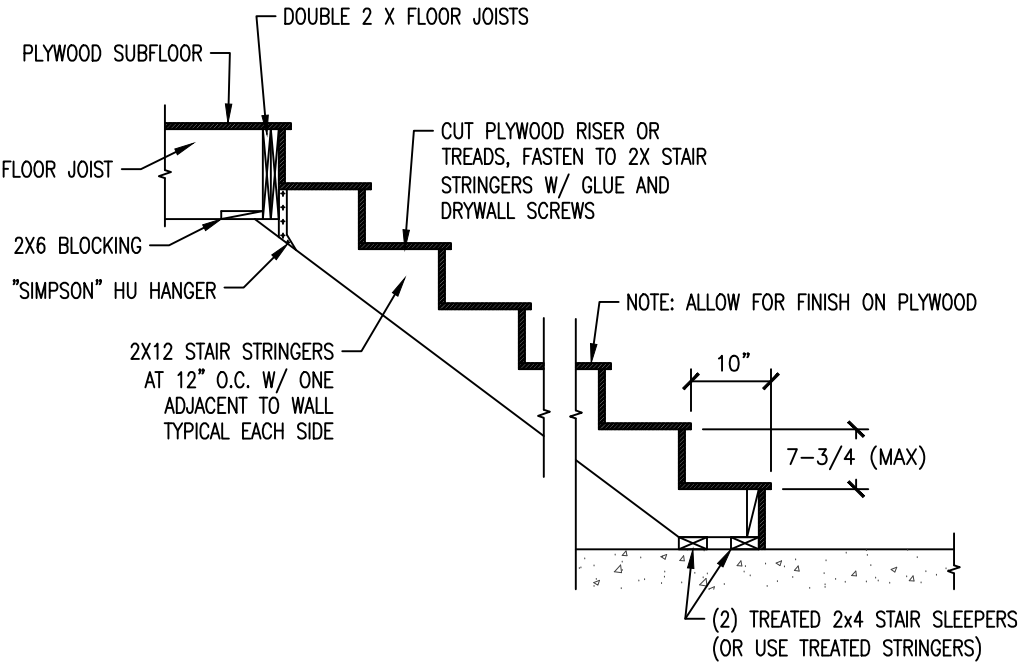
FLOOR PARALLEL TO WALL
NOT TO SCALE



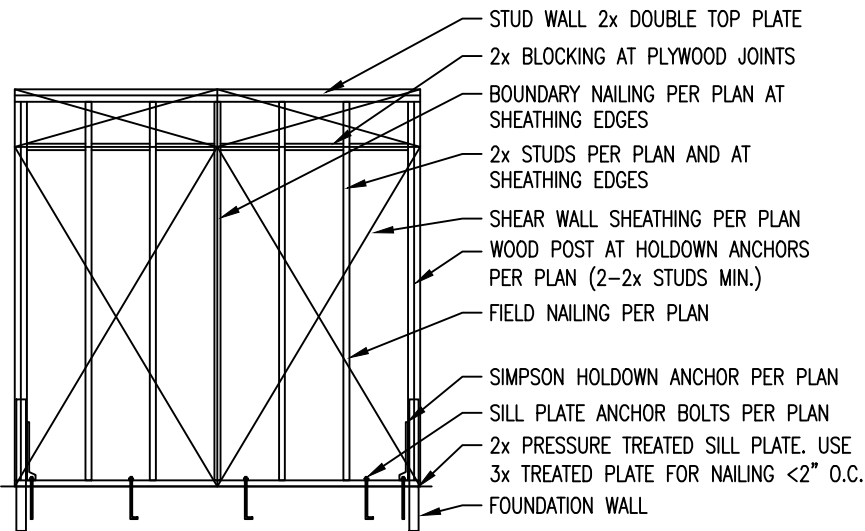
FLOOR PERPENDICULAR TO WALL
NOT TO SCALE



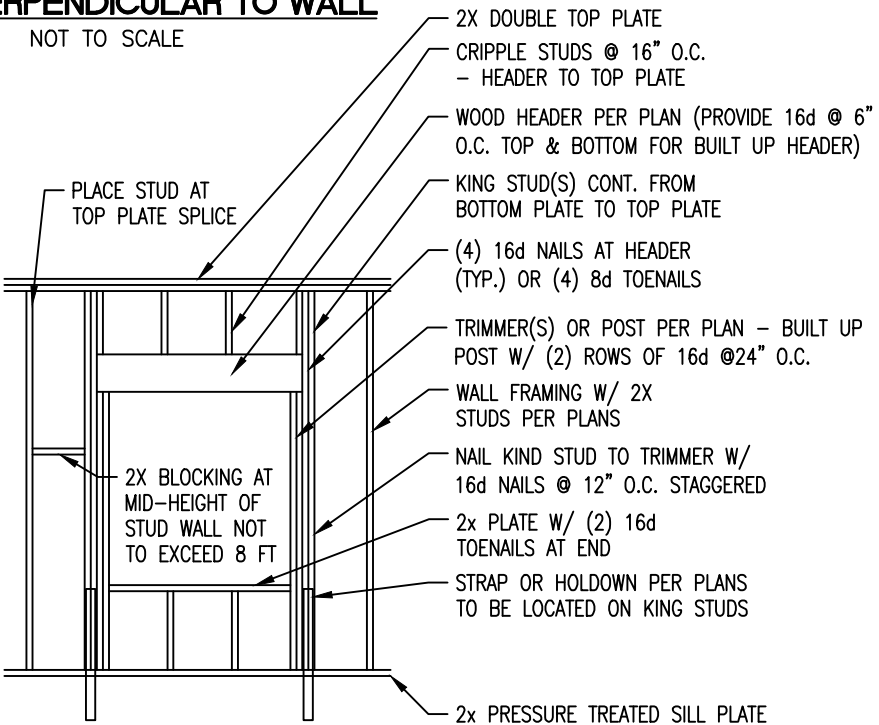
MOUNTAIN POINT
ENGINEERING



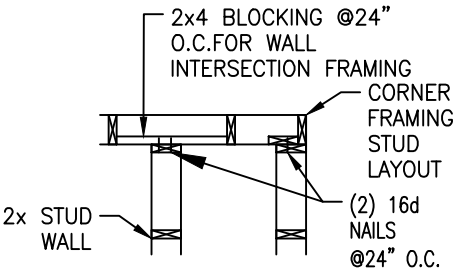
STAIR DETAIL
1/2" = 1'-0"



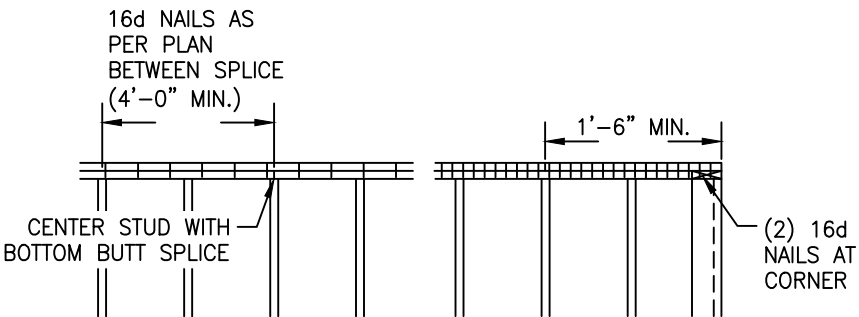
SHEAR WALL DETAIL - WALL LINE 3
NOT TO SCALE



WALL FRAMING DETAIL - LOFT WALLS
NOT TO SCALE



CORNER & INTERSECTION



ELEVATION VIEW

CORNER ELEVATION VIEW

- NOTE:
1. ATTACH TOP & BOTTOM PLATE TO WALL STUD W/ (2) 16d NAILS
2. ATTACH DOUBLE TOP PLATES W/ MIN. OF 16d NAILS @ 16" O.C.

TOP PLATE SPLICE DETAIL
NOT TO SCALE

- NOTES:
1. HANDRAILS:
1.1. PROVIDE HANDRAILS - MINIMUM ONE SIDE.
1.2. HEIGHT OF RAILING ABOVE TREADS - 32" (30" MIN - 34" MAX).
1.3. EXTEND HANDRAILS 12" NOSING OF TOP TREAD AND 12" PLUS TREAD WITH BEYOND THE BOTTOM NOSING.
1.4. RETURN AND TERMINATE ENDS OF HANDRAILS TO WALL OR POST.
1.5. PROVIDE 1-1/2" CLEAR BETWEEN HANDRAIL AND WALL.
1.6. CROSS-SECTIONAL DIMENSION HAND GRIP PORTION OF HANDRAILS 1-1/4" MINIMUM.
2. TREADS:
2.1. ALL TREADS SURFACES ARE TO BE SLIP RESISTANT.
2.2. ALL EXPOSED EDGES OF TREADS ARE TO BE SMOOTH, ROUNDED OR CHAMFERED. NO ABRUPT EDGES AT LOWER FRONT EDGE OF NOSING.
3. NOSING:
3.1. NOSING PROJECTION PAST FACE OR RISER BELOW TO BE 1-1/2" MAXIMUM.
4. RISERS:
4.1. SUFFICIENTLY SOLID TO PREVENT PASSAGE OF OBJECTS LARGER THAN 1/4".
5. DIMENSIONS (UNLESS NOTED OTHERWISE):
5.1. RISERS: 7-3/4" MAX VERT 4" MIN.
5.2. TREADS: 10" MINIMUM HORZ.
6. MAXIMUM VARIATION IN HEIGHT OF RISERS OR WIDTH OF TREADS IN ANY GIVEN FLIGHT: 1/4".
7. MINIMUM HEADROOM CLEARANCE MEASURED VERTICALLY FROM THE PLANE OF THE CEILING FINISH TANGENT TO THE TREAD NOSING AT THE STAIRWELL: 6'-8" MINIMUM CLEARANCE.
8. INTERIOR FINISH BY OWNER.

DETAIL SHEET

BOB KIRKMAN BUILDING
LIBERTY, UTAH

PROJECT
B174

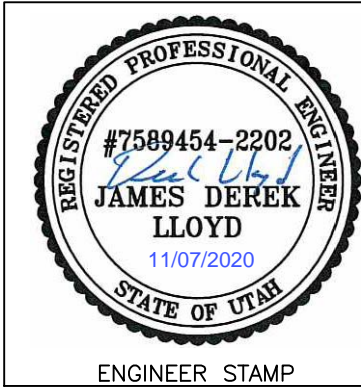
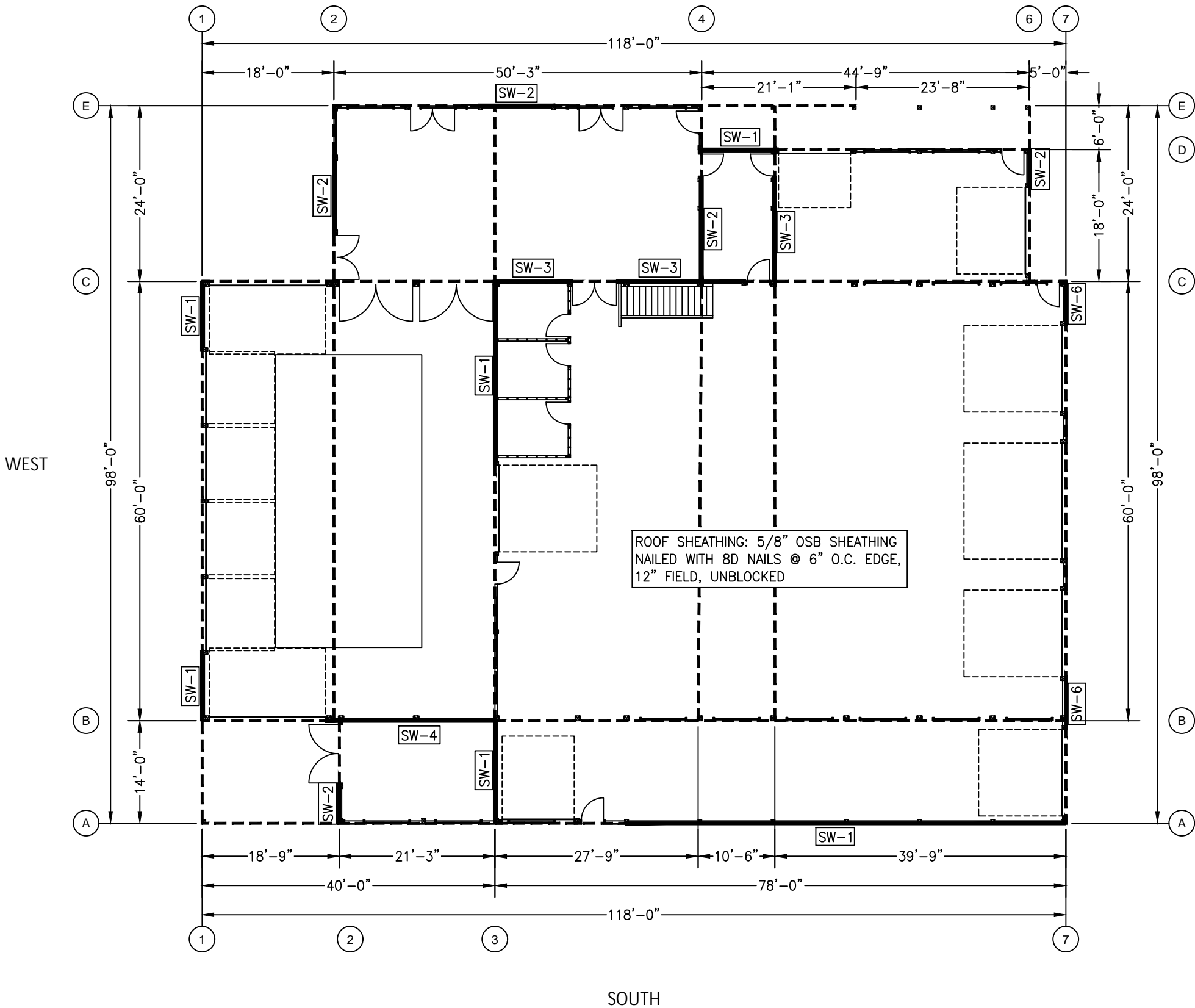
SCALE
AS NOTED

DATE
11/07/2020

SHEET
18

Exhibit B

NORTH



SHEAR WALL SCHEDULE			
MARK	NAILING		NOTES
	EDGE	FIELD	
SW-1	6" O.C.	6" O.C.	1,2
SW-2	4" O.C.	6" O.C.	1,2,3,4
SW-3	3" O.C.	6" O.C.	1,2,3,4
SW-4	2" O.C.	6" O.C.	1,2,3,4
SW-5	6" O.C.	6" O.C.	1,2,3,4,5
SW-6	4" O.C.	6" O.C.	1,2,3,4,5

- SCHEDULE NOTES:
- 7/16" APA RATED OSB PANEL
 - 8d COMMON OR GALVANIZED BOX NAILING. PROVIDE HOT-DIPPED ZINC COATED GALVANIZED STEEL, STAINLESS STEEL, SILICON BRONZE OR COPPER NAILS AT PRESERVATIVE TREATED AND FIRE-RETARDANT-TREATED WOOD LOCATIONS
 - BLOCK ALL PANEL EDGES
 - 3" NOMINAL FRAMING AT ABUTTING PANEL EDGES
 - DOUBLE-SHEATHED SHEAR WALL: TWO LAYERS OF SHEATHING ON EXTERIOR SIDE.
 - PANEL JOINTS SHALL BE OFFSET TO FALL ON DIFFERENT FRAMING MEMBERS
 - FRAMING MEMBERS WHERE TWO PANELS ABUT SHALL BE 3" (NOMINAL) WIDE AND NAILS ON EACH SIDE SHALL BE STAGGERED.
 - EACH SHEATHING LAYER SEPARATELY TO FRAMING. BASE LAYER SHALL HAVE 1-INCH EDGE DISTANCE AND FACE LAYER SHALL HAVE A 3/8-INCH EDGE DISTANCE.
 - FASTEN FIRST LAYER W/ 8d NAILS AT 4 INCHES O.C. ALONG PANEL EDGES AND 6 INCHES O.C. ALONG INTERMEDIATE FRAMING.
 - FASTEN SECOND LAYER W/ 10d NAILS AT 4 INCHES O.C. ALONG PANEL EDGES AND 6 INCHES O.C. ALONG INTERMEDIATE FRAMING.

- NOTES:
- ALL EXTERIOR WALLS TO BE SHEATHED AS TYPE "SW-1", U.N.O
 - ALL WOOD SHEATHING SHALL BE APA RATED EXPOSURE 1 PLYWOOD OR OSB WITH MINIMUM 24" SPAN RATING.
 - ROOF AND FLOOR SHEATHING TO BE LAID UP WITH FACE GRAIN PERPENDICULAR TO SUPPORTS AND END JOINTS STAGGERED 4'-0" O.C. INSTALL ROOF SHEATHING WITH 1/8" SPACE AT ALL PANEL EDGES.

ROOF FRAMING PLAN

BOB KIRKMAN BUILDING
LIBERTY, UTAH

PROJECT
B174

SCALE
1/16" = 1'-0"

DATE
11/07/2020

SHEET
19

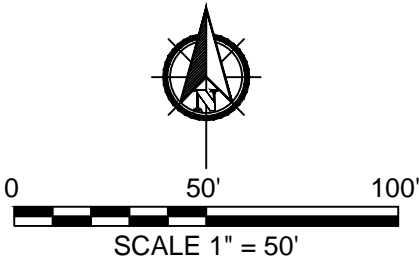
Exhibit B



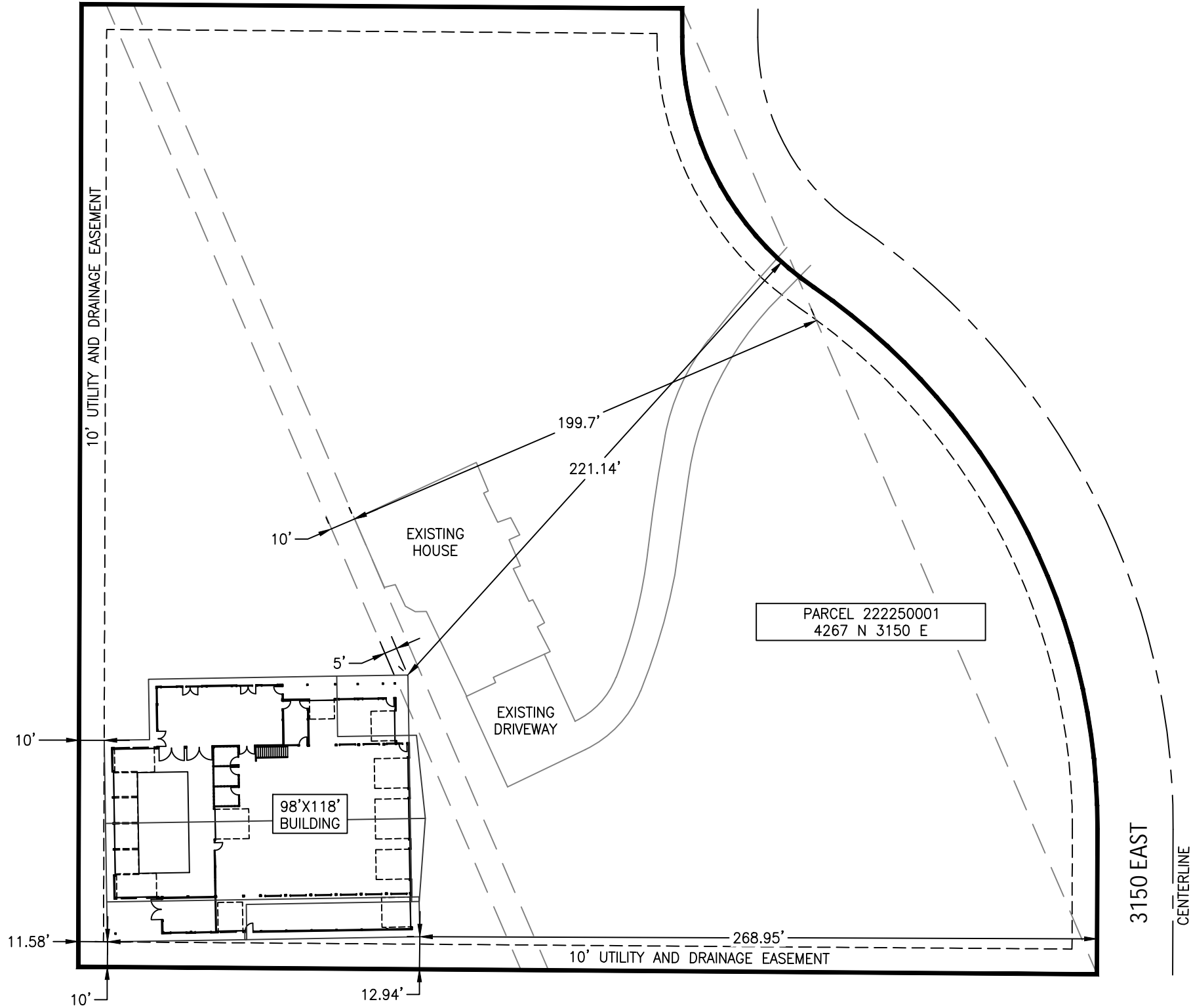
Exhibit B



Exhibit C



LOCATIONS OF EXISTING HOUSE AND DRIVEWAY ARE APPROXIMATE AND ARE SHOWN FOR REFERENCE ONLY. CONTRACTOR TO VERIFY SETBACKS AND CLEARANCES BETWEEN EXISTING HOUSE AND NEW BUILDING ARE MET.



 MOUNTAIN POINT ENGINEERING	
SITE PLAN	
BOB KIRKMAN BUILDING LIBERTY, UTAH	
PROJECT B174	
SCALE AS NOTED	
DATE 01/27/2021	
SHEET 20	

RULES OF ORDER
WEBER COUNTY PLANNING COMMISSIONS
April 2020

A. ORGANIZATION

1. Appointment of Chair and Vice Chair

The Commission, at its first regular meeting in January of each year, shall select a Chair and Vice Chair who may be elected to succeed themselves for one additional term only.

2. Chair - Duties

(a) The Chair shall preside at all meetings of the Commission providing general direction for the meetings, assuring proper order of the Commission and public in all proceedings. Such duties shall include:

- i. Announcing the business before the Commission in the order in which it is to be acted upon;
- ii. Receiving and submitting in the proper manner all motions and propositions presented by the members of the Commission;
- iii. Putting to a vote all questions, which are properly moved, or necessarily arise in the course of proceedings and to announce the result thereof;
- iv. Informing the Commission, when necessary, or when referred to for that purpose, on any point of order or practice. In the course of discharge of this duty, the Chair shall have the right to call upon Legal Counsel for advice;
- v. Maintaining order at the meetings of the Commission;
- vi. Moving the agenda along, holding down redundancy, referencing handouts and procedures in a sensitive way during meetings;
- vii. Recognizing speakers and Commissioners prior to receiving comments and presentations of physical evidence, i.e., plans and pictures; and
- viii. Receiving documents or other physical evidence as part of the record.

(b) It shall be the duty of the Chair to authenticate by signature when necessary, or when directed by the Commission, all of the acts, orders and proceedings of the Commission.

(c) The Chair may rule out of order any comment which is irrelevant, personal, or not pertinent to the matter being heard.

3. Duties of the Vice Chair

The Vice Chair, during the absence of the Chair, shall have and perform all the duties and functions of the Chair.

4. Temporary Chair

In the event of the absence of, or disability of both the Chair and Vice Chair, the Commission shall elect a temporary Chair to serve until the Chair or Vice Chair so absent or disabled shall return, or the disability shall be removed, as the case may be. In such event, the temporary Chair shall have all the powers and perform the functions and duties herein assigned to the Chair of the Commission.

5. Secretary - Duties

The Planning Director or his designee shall serve as secretary of the Commission. The secretary shall have the following duties:

- (a) Give notice of all Commission meetings as hereinafter provided; attend every meeting of the Commission, to record for the record all members in attendance, to read communications, resolutions and other papers which are ordered to be read by the Chair of the meeting, and to receive and bring to the attention of the Commission messages and other communications from other sources;
- (b) Keep the minutes of the proceedings of the Commission and to record the same;
- (c) Keep and maintain a permanent record file of all documents and papers pertaining to the work of the Commission; and
- (d) Perform such other duties as may be required by these rules.

B. CONDUCT OF MEMBERS OF THE COMMISSION

1. Addressing Members

Commission members shall be addressed as "Commissioner" or Mr. or Ms. and their last name.

2. Preparation

Members of the Commission shall take such time as necessary to prepare themselves for hearings and meetings. If members visit a site or have familiarity with a site, they shall disclose any observations.

3. Members Shall Attend Meetings

Every member of the Commission shall attend the meetings of the Commission unless duly excused or unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the secretary. The secretary shall call the same to the attention of the Chair. If a member of the Planning Commission is absent from three consecutive regular or work session meetings or four regular or work session meetings within a calendar year without being excused by the Chair, the Chair may recommend to the County Commission that the member be removed from the Commission for cause. A member may be removed from office for misconduct or failure to comply with attendance requirements by an affirmative vote of the majority of the County Commission.

Planning Commission members shall attend required training.

4. Conflict of Interest

A Planning Commission member with a conflict of interest in a matter before the Commission shall state that such a conflict of interest exists and withdraw from participation in the public hearing, work session or regular meeting on such matter. A member of the Planning Commission who feels he/she, or any other member of the Commission, may have a conflict of interest on any matter that is on the Commission agenda shall explain the possible conflict to the Commission. The Commission shall then vote to decide whether an actual, apparent, or reasonably foreseeable conflict of interest does exist, and whether the Commissioner should withdraw from participation and voting. If a Commissioner has a conflict of interest, that person shall not participate in the discussion and voting on that matter, nor attempt to use his/her influence with other Commissioners before, during or after the meeting. A Commissioner who has a conflict of interest shall leave the Commission Chamber during the time in which the matter in question is being discussed and voted upon.

(a) Disqualification

No member of the Planning Commission shall participate in the discussion of an application or vote on an application for any action when any of the following conditions exist:

- i. Any of the following have a direct or substantial financial interest in the proposal: members of the Planning Commission or the member's spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which the member is then serving or has served within the past two (2) years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.
- ii. For any other reason, the member has determined that participation in the decision cannot be in an impartial manner.

(b) Disclosure of Potential Conflict of Interest

Whether or not he/she is disqualified, a public official shall disclose any potential conflict of interest as required by state law.

(c) Ex Parte Contacts

An ex parte contact is any communication with a party or person outside of a planning commission meeting regarding administrative applications. Commissioners are not to engage in these communications. Anyone speaking to Commissioners on administrative matters should do so at a regular meeting so their comments, concerns, and evidence are on the public record. Communications regarding legislative matters are generally permitted.

Planning Commission members shall reveal any pre-meeting or ex parte contacts with regard to administrative matters at the commencement of the public meeting on the matter. Prearranged private meetings between a Planning Commissioner and applicants, their agents, or other interested parties are prohibited. Partisan information on an application received by a Planning Commissioner whether by mail, telephone or other communication should be made part of the public record. If such contacts have impaired the member's impartiality or ability to vote on the matter, the member shall so state and shall abstain.

(d) Planning Commission Members Wishing to Give Comment

A member who desires to make comments at a meeting may do so only after declaring intent to comment, abstaining from voting on the proposal, and vacating the seat and physically joining the audience. Before commenting, the Commission member shall make full disclosure of his/her status and position at the time of addressing the Planning Commission and disclose that the person is commenting as an interested member of the public and not in his/her capacity as a member of the Commission; upon commenting the member shall leave the Commission Chamber during the time in which the matter in question is being discussed and voted upon. If a member is an applicant, he / she can fully participate in the matter.

(e) Gifts and Favors. Gifts and favors standards are found in UCA 67 16 5. No public officer or employee shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift, compensation or loan for themselves or another if it tends to influence them in the discharge of duties. Exceptions to this are: an occasional non-pecuniary gift, having a value less than \$50 or an award publicly presented in recognition of public service.

(f) Treatment of Information. Reports and official records of a public planning agency must be open on an equal basis to all inquiries. Planning advice should not be furnished to some unless it is available to all. All reports in an official meeting agenda are public information. Communication with planning staff members is not an ex parte contact and is allowed.

(g) Political Activity. Membership in a political party and contributions to its finances or activities are matters of individual decision that should neither be required of nor prohibited to Planning Commissioners. The extent of participation in political activities should be governed by professional judgment as well as limited by any applicable civil service law or regulation. The special position of a Planning Commissioner should not be used to obtain contributions or support for a political party and should not be used to obtain partisan favors.

C. MEETINGS

1. Place

Meetings of the Commission shall be held in the Weber County Commission Chambers on the first floor of the Weber Center Building, Ogden, Utah, 2380 Washington Blvd., Ogden. If the Chambers is not available on those dates, then the meeting may be held in another room of the Weber Center Building or at such other place in Weber County as the Commission may designate. A meeting having been convened at the place designated, may be adjourned by the Commission to any other place within Weber County for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place.

2. Regular Meetings

Regular meetings of the Western Weber Planning Commission shall be held on the second Tuesday of each month at 5:00 p.m. Field trips may be held on the second Tuesday of each month at the hour of 3:00 p.m. or at such other appropriate times. In the event that a field trip is not held then a pre-meeting will be held at 4:30 p.m.

Regular meetings of the Ogden Valley Planning Commission shall be held on the fourth Tuesday of each month at 5:00 p.m. Field trips may be held on the fourth Tuesday of each month at the hour of 3:00 p.m. or at such other appropriate times. In the event that a field trip is not held then a pre-meeting will be held at 4:30 p.m.

The date of the regular meeting may be changed by the majority of the total membership of the Planning Commission provided at least one week notice is given each member of the new date of a regular meeting.

3. Special Meetings

A special meeting may be called at any time by the Chair or by a majority vote of the Commission at any regular meeting of the Commission. Notice shall be given to each Commission member of the time and purpose of every special meeting of the Commission at least twenty four (24) hours prior to such meeting. Such notice shall be delivered to each member of the Commission personally, or may be given by telephone to the member of the Commission. Such notice may also be given by United States Mail, directed to the member of the Commission so to be notified at the member's residence and mailed not less than three (3) days prior to the time fixed for such special meeting. It is specifically provided, however, that any member may, in writing, waive prior notice of the time, place and purpose of such meeting; and such waiver, if made, shall be deemed a waiver of prior notice of the time and purpose thereof.

4. Meetings - Matters Considered

Any matter pertaining to the affairs of the Planning Commission and falling within the authority and jurisdiction of the Commission may be considered and acted upon at any regular meeting of the Commission.

5. Quorum

Four members of the Commission shall constitute a quorum thereof for the transaction of all business except where unanimous consent of all members is required. An abstaining or disqualified member of the Planning Commission shall not be counted as if present for purposes of forming a quorum. Except as otherwise specifically provided in these Rules, a majority vote of the Commission members present at a meeting shall be required and shall be sufficient to transact any business before the Commission. If a quorum is not present, the Chair shall call the meeting to order, announce the lack of a quorum, and adjourn the meeting.

6. Work Sessions

A regular work session of the Western Weber Planning Commission shall be held on the second Tuesday of each month at the hour of 5:00 p.m.

A regular work session of the Ogden Valley Planning Commission shall be held on the first Tuesday of each month at the hour of 5:00 p.m.

Work sessions may be held as part of a regular Commission meeting or called in the same manner as a special meeting in order for the Commission to discuss matters at greater length or to obtain additional background information. The Commission shall take no vote during such work session, except to give directions to Staff regarding the presentation of options for future consideration.

7. Open Meetings Law

All meetings of the Planning Commission shall be open to the public. All meetings of the Planning Commission shall be noticed in conformance with the requirements of the Open and Public Meetings Law of the State of Utah.

8. Length of Meetings

At 8:30 p.m. the Planning Commission will finish the item presently being considered. All items remaining to be heard will be forwarded to the next agenda for consideration.

9. Electronic Meetings

The Utah Open and Public Meetings Act allows public bodies to hold electronic meetings, subject to certain requirements. The Planning Commission hereby adopts the following rules to allow electronic meetings and govern their use. If future changes in state law conflict with these rules, the conflicting provisions of the new state law shall be automatically incorporated into these rules by reference, superseding the conflicting provisions of these rules, until the rules can be amended to conform to the new state law.

(a) The Planning Commission will only hold an electronic meeting in the following circumstances:

1. The Planning Director or the Chair determines that holding an in-person meeting would not be allowed or would not be advisable, due to health concerns or other circumstances; or

2. All of the following are true:

1-a. A matter coming before the Commission requires prompt attention;

2-b. The Planning Director or designee determines that there will not be a quorum present for the next meeting unless the Commission allows one

Formatted

or more members to attend electronically; and

~~3-c.~~ The Chair, or the Vice Chair in the absence of the Chair, determines that all items on the proposed agenda are appropriate for discussion and action in an electronic meeting.

- (b) Electronic meetings will originate from an "anchor location," ~~as required by~~ unless state law ~~allows the meeting to be held without an anchor location~~. The anchor location will be the regular meeting location in the Weber Center, 2380 Washington Blvd., Ogden, Utah. ~~As with regular meetings~~ When there is an anchor location, interested persons and members of the public may attend and monitor the open portions of the meetings at that location.
- (c) In accordance with state law, public notice shall be given as required for a regular meeting, including posting written notice in the Weber Center. This public notice shall be given no less than 24 hours before the meeting. Notice of the electronic meeting shall also be given to members of the Commission at least 24 hours before the meeting and shall include a description of how the members will be connected to the electronic meeting.

D. PROCEDURE - ORDER OF BUSINESS

1. Order of Business

The order of business in the Commission shall be as follows:

- (b) Chair opens the meeting and welcomes those in attendance
- (c) Pledge of Allegiance
- (d) Roll call. At all meetings before proceeding to business, the roll of the Commission members shall be taken and the names of those present and those absent shall be entered on the record.
- (e) Approval of minutes of prior meetings
- (f) Planning Director reads opening meeting statement
- (g) Chair asks commissioners if there are any ex parte communications or conflicts of interest to disclose
- (h) Consent Agenda
- (i) Petitions, Applications and Public Hearings
 - 1. Administrative Items
 - a. Old Business
 - b. New Business
 - 2. Legislative Items
 - a. Old Business
 - b. New Business
- (j) Public Comment for Items not on the Agenda
- (k) Planning Commission Remarks
- (l) Planning Director Report
- (m) Legal Counsel Remarks
- (n) Chair Adjourns Meeting

2. Agenda for Meetings

The secretary shall prepare a written agenda for each meeting as far in advance thereof as possible. The secretary shall make every effort to deliver the agenda, along with Staff Reports and related documents, to the members of the Commission at least seven (7) days in advance of a regular meeting.

3. Approval of Minutes from Prior Meetings

The Chair shall ask the Commissioners if they have had the opportunity to read the minutes and if there are any additions or corrections. Upon hearing from the Commission, the Chair shall declare the minutes approved either as presented or amended. If the Commission has not had an opportunity to review the minutes, approval shall be postponed to the next meeting.

As an alternative procedure, the Commission may approve minutes through email communication, when requested by staff or by any member of the Commission. When such a request is made, the secretary shall send the draft minutes to all Commission members. After all members who were present at the meeting have responded, and after a majority of those members have given their approval, the Chair may declare the minutes approved. Otherwise, the minutes shall be placed on the next meeting agenda for approval. If minutes get approved through email communication, the approval shall be stated on the record at the next meeting.

4. Deadline for Agenda

Requests to be on a Planning Commission agenda shall be filed thirty (30) days prior to consideration by the Planning Commission. The Planning Staff shall certify completeness of requests. Certified requests which have been filed in a timely manner shall be placed on the agenda. The deadline may be waived by the Planning Director if he/she determines that good cause exists for waiving the deadline, the application is complete, and determined that Staff has sufficient time to analyze the request, adequately prepare a Staff Report and give proper notice.

5. Special Order of Business

The Commission may suspend the rules as to the order of business, or return to an order already passed, on a motion supported by a majority of the members present.

E. ORDER AND DECORUM

1. Order of Consideration of Items

The following procedure will normally be observed in a public hearing or other matter before the Commission; however, it may be rearranged by the Chair for individual items, if necessary, for the expeditious conduct of business:

- (a) Chair introduces item;
- (b) Abstentions, conflicts of interest and challenges are entertained and any declaration of conflicts of interest and ex parte contacts;
- (c) Staff makes a presentation on the criteria, standards, and recommendations;
- (d) Applicant or applicant's agent presents evidence for the proposal;
- (e) Any opponents and/or proponents may comment;
- (f) Planning Commission members may question staff, applicant, or opponents on all the above;
- (g) Applicant's rebuttal if requested;
- (h) Closing of the public hearing, if applicable;
- (i) Concluding comments of Staff or Staff summary and recommendations;
- (j) Motion is made and seconded; the Planning Commission discusses the item and votes. Members are allowed to openly discuss the proposal and may further question any party appearing for or against the proposal as necessary, but generally questions should be asked while the public hearing is open. The Chair outlines possible actions: approval, disapproval, continue, or approval with conditions.

2. Consideration of Items

All parties shall have an opportunity to be heard, to present and rebut evidence before an impartial tribunal, to have the proceedings recorded, and to have a decision rendered in accordance with the facts on record and the law.

The Chair of the Planning Commission shall have authority to:

- (a) Regulate the course and decorum of the meeting.
- (b) Dispose of procedural requests and similar matters.
- (c) Set reasonable time limits for individual public input, oral presentations, questions, and rebuttal information.
- (d) Question any person appearing, and allow other members to question any such person.
- (e) Waive, at his/her discretion, the application of any rule herein where the circumstances of the hearing indicate that it would be expedient and proper to do so, provided that such waiver does not act to prejudice or deny any party his/her substantial rights as provided herein or otherwise by law.
- (f) Take such other action as authorized by the Planning Commission to appropriately conduct the hearing.

A ruling of the Chair may be challenged by any member of the Planning Commission present at the hearing. The challenge must be seconded. A ruling may be reversed by a majority of the members present and voting. A tie vote upholds the Chair's decision.

3. Time Limits

The Chair may impose equitable time limits, if deemed necessary for the expeditious conduct of the public hearing.

4. Conduct of Persons before the Commission

Proceedings shall at all times be orderly and respectful. The Chair may refuse to recognize or exclude from the hearing anyone who:

- (a) Is disorderly, abusive, or disruptive.
- (b) Takes part in or encourages audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive to the hearing.
- (c) Comments without first receiving recognition from the Chair and stating his/her full name and residence.
- (d) Presents irrelevant, immaterial, or repetitious evidence.

Persons making presentations or providing comments to the Planning Commission shall address the Commission from the podium or microphone and not from the audience; shall address all comments to the Planning Commission; and may not directly question or interrogate other persons in the audience.

F. PROCEDURE - MOTIONS

1. Making of Motions

Upon review of the full public record on a request and due deliberation among the members of the Planning Commission, any Planning Commissioner, except for the Chair, may make a motion; however, any Planning Commissioner may second a motion. The motion shall include not only the direction of the motion, but shall also include the recitation of specific findings of fact supporting such motion. A second shall be required for each motion citing compatible findings. Other members of the Commission may support the motion adding compatible findings. A motion shall die in the absence of a second. Discussion of the motion should not take place until it has been seconded and the Chair has stated the motion and called for discussion.

2. Withdrawing or Modifying a Motion

- (a) When a motion has been made but not yet stated by the Chair, whether or not it has been seconded, it can be withdrawn or modified by the mover if the member simply says, "Chair, I withdraw the motion."
- (b) If the mover wishes to modify his/her motion, he/she should specify the modification. Any member may suggest that the mover withdraw or modify his/her motion, but only the mover may do so.
- (c) If a motion is modified before being stated by the Chair, the second may withdraw his/her second.
- (d) After the Chair states a motion, it is the property of the Commission. It can be withdrawn or modified at any time before voting by a majority vote to withdraw or modify.

3. Motions in Order During Debate

When a question is under debate, no motion shall be received except:

- (a) To fix the time to adjourn;
- (b) To adjourn;
- (c) To continue, table, or postpone indefinitely to a specified time;
- (d) To amend; to substitute;
- (e) Refer to committee;
- (f) Previous question (immediately close debate);
- (g) Limit or extend limits of debate;
- (h) Take a recess;
- (i) Call for orders of the day;
- (j) Suspension of the rules;
- (k) Appeal rulings by the Chair;
- (l) Reconsider an undebatable motion.

4. Motion must be Germane

No motion or proposition on a subject different from that under consideration is in order and no such motion or proposition shall be admitted under color of amendment.

5. Motions to Deny

Where a motion to deny a request has been defeated, a member of the Commission shall make another motion to dispose of the issue.

6. Substitute Motions

A motion to amend by striking out an entire section or paragraph of a main motion and inserting a different section or paragraph is called a motion to substitute. Substitute motions shall supersede the main motion upon receiving the approval of a majority vote.

7. Amendments

All amendments must relate to the same subject as the original motion, resolution, proposition or ordinance. All amendments to the main motion require a second. If any amendment is offered, the question shall be first upon the amendment. An amendment may be tabled without prejudice to the main motion or question. When an amendment is proposed to any pending measure shall be laid on the table, such action shall not carry with it or prejudice such measure. If any amendment be offered, the question shall be first upon the amendment.

8. Friendly Amendments

A Commissioner may make a friendly amendment without a formal motion with unanimous consent of the members present. Typically, such motions are appropriate for clean-up items or an issue discussed but inadvertently neglected by the maker of the motion.

G. PROCEDURE - RECONSIDERATION

1. Motion to Reconsider

A motion to reconsider must be made in the same meeting as the motion that was voted on. It can only be made by a member who voted on the prevailing side and must be seconded. Any Commission member, regardless of vote on the main motion, may second the motion. It is a debatable motion. It can be made to a vote that was either affirmative or negative. This type of motion proposes no specific change in a decision but simply proposes that the original question be reopened. It requires a majority vote and cannot be reconsidered.

H. PROCEDURE - DEBATE

1. Interruptions and Questions

No member of the Commission shall interrupt or question another Commissioner without obtaining the Commissioner's consent. To obtain such consent, the Chair shall be addressed requesting to interrupt or ask a question; e.g., "Chair (name) I would like to ask Commissioner (name) a question or make a comment." The Commissioner speaking has the discretion to allow an interruption.

I. PROCEDURE - VOTING

1. Roll Call on Final Passage

The vote upon the final passage of all business shall be by aye (yeses) and nay (no's) given by members of the Commission by voice vote. In recording votes on roll call, the secretary shall record and report those absent or not voting. The Chair shall announce the result.

2. Minute Approval

The Chair shall ask the Commission if they have had the opportunity to read the minutes and if there are any additions or corrections. Upon hearing from the Commission the Chair shall declare the minutes approved either as presented or amended. If the Commission has not had an opportunity to review the minutes, approval shall be postponed to the next regular meeting.

3. Voting or Changing Vote Before Decision Announced

On any such vote any member may change his/her vote before the decision of the question has been announced by the Chair unless the member has the permission of the Planning Commission by general consent or motion if a member objects.

4. Voting or Changing Vote After Decision Announced

When a vote is taken on roll call on any question, no member shall be permitted to vote or to change his/her vote after the decision is announced by the Chair.

5. Commission Members Required to Vote - Late Voting

No member may abstain from voting unless there is a conflict of interest except as noted below. A member entering the Chamber after the question is put and before it is decided, may have the question stated, record his/her vote and be counted. A member who has not been present during the discussion of any matter and feels he/she has insufficient information on which to act may abstain.

6. Tie Votes

If a motion regarding any matter before the Commission receives an equal number of votes in the affirmative and in the negative, the motion fails. The Commission shall continue to make motions until a majority vote is obtained. The option of continuing an item with the possibility that an odd number of members of the Commission would be at a subsequent meeting may be considered.

7. Explaining Vote

After the vote is taken, any member of the Commission desiring to explain his/her vote shall be allowed an opportunity to do so.

8. Not to Vote Unless Present

No member of the Commission shall vote on any question unless the member shall be present when the vote is taken and when the result is announced. No member shall give his/her proxy to any persons whomsoever.

J. DOCUMENTS OF THE COMMISSION

1. Any and all materials submitted to the Planning Commission regarding a request shall be entered into the public record by the Chair by indicating that the material is "accepted for the record;" provided, however, that the Staff Report submitted to the Planning Commission as part of the agenda shall automatically become part of the public record.
2. All notices, agendas, requests, agency or consultant letters or reports, Staff Reports, minutes of meetings, and resolutions of record shall constitute the documents of the Planning Commission and shall be indexed as public record.

K. AMENDMENT

These Rules of Order may be amended at any meeting of the Commission held after not less than fourteen days written notice of the proposal to amend the Rules, upon a majority vote of all the members of the Commission.

Adopted Rules of Order may be amended at any regular meeting by a vote of the majority of the entire membership; or if the amendment was submitted in writing at the previous meeting, then they may be amended by a two-thirds vote of those voting, a quorum being present.

L. RECORDING OF RULES - COPIES TO BE FURNISHED

These Rules, and all subsequent amendments thereto, shall be recorded by the secretary in the book kept for the recording of such business and shall be furnished to each member of the Commission.

Effective Date:

Effective Date:

John Lewis, Chair
Ogden Valley Planning Commission

Bren Edwards, Chair
Western Weber Planning Commission