



EAGLE MOUNTAIN CITY PLANNING COMMISSION MEETING MINUTES

January 14, 2020, 5:30 p.m.
Eagle Mountain City Council Chambers
1650 East Stagecoach Run, Eagle Mountain, Utah 84005

5:30 P.M. – Eagle Mountain City Planning Commission Work Session

COMMISSION MEMBERS PRESENT: Matthew Everett, Rich Wood, and Brett Wright.

ELECTED OFFICIALS PRESENT: City Councilmembers Donna Burnham and Melissa Clark.

CITY STAFF PRESENT: Steve Mumford, Community Development Director; Michael Hadley, Planning Manager; Jessa Porter, Planner; and Lianne Pengra, Deputy Recorder.

Commissioner Everett called the meeting to order at 5:46 p.m.

1. Discussion Items

1.A. Planning Commission Guidelines.

The Planning Commissioners discussed the proposed Planning Commission Guidelines and requested the following changes:

- The duties of the Secretary will be completed by City staff, not the Recorder's Office; the Secretary may complete other duties, as necessary.
- The language regarding the Temporary Chair position be changed to designate, versus appoint.
- Field trips be removed from the agenda template.
- Work sessions shall begin at 5:30 p.m. and policy sessions shall begin at 6:30 p.m.
- Item 8 Section B Number 1 be changed to: A motion has been made by a member of the Planning Commission, add number 2: The motion has been seconded, and add number 3: A majority vote of all Planning Commissioners is required for the motion to pass.

6:00 P.M. – Eagle Mountain City Planning Commission Policy Session

Commissioner Everett called the meeting to order at 6:17 p.m.

2. Pledge of Allegiance

Commissioner Everett led the Pledge of Allegiance.

3. Declaration of Conflicts of Interest

None.

4. Approval of Meeting Minutes

4.A. November 12, 2019 Minutes

MOTION: *Commissioner Wood moved to approve the November 12, 2019 Planning Commission meeting minutes. Commissioner Wright seconded the motion. Those voting aye: Matthew Everett, Brett Wright, and Rich Wood. The motion passed with a unanimous vote.*

4.B. December 10, 2019 Meeting Minutes

MOTION: *Commissioner Wood moved to approve the December 10, 2019 Planning Commission meeting minutes. Commissioner Wright seconded the motion. Those voting aye: Matthew Everett, Brett Wright, and Rich Wood. The motion passed with a unanimous vote.*

5. Status Report

Mr. Mumford explained the City Council will likely appoint two Planning Commission members at the January 21, 2020 meeting.

6. Action and Advisory Items

6.A. Election of a Planning Chairman and Vice Chairman for the Planning Commission.

MOTION: *Commissioner Everett moved to appoint Rich Wood as the Planning Commission Chairman for 2020. Commissioner Wright seconded the motion. Those voting aye: Matthew Everett, Brett Wright, and Rich Wood. The motion passed with a unanimous vote*

MOTION: *Commissioner Wood moved to appoint Brett Wright as the Planning Commission Vice Chairman for 2020. Commissioner Everett seconded the motion. Those voting aye: Matthew Everett, Brett Wright, and Rich Wood. The motion passed with a unanimous vote*

6.B. MOTION – Approval of Eagle Mountain City Planning Commission Rules of Order and Procedure.

Commissioner Everett explained the Commissioners have compiled this document to offer guidance to the Planning Commission regarding conducting meetings and functioning as a Commission. This draft is a good starting point and will be amended as necessary.

Commissioner Wood stated Eagle Mountain Municipal Code 17.15.030 Section D offers direction to the Commission regarding bylaws and procedures. He stated the Planning Commission did not have bylaws; therefore, Commissioners Everett, Wood and Wright drafted this document to align with Municipal Code.

Commissioner Wright said the document solidifies procedures of the Planning Commission and helps the Commission's efficiency.

MOTION: *Commissioner Wright moved to approve adopt the Eagle Mountain City Planning Commission Rules of Order and Procedure, with the changes discussed during the work session. Commissioner Everett seconded the motion. Those voting aye: Matthew Everett, Brett Wright, and Rich Wood. The motion passed with a unanimous vote.*

7. Discussion Items

Commissioners Everett and Wood thanked Councilmembers Donna Burnham and Melissa Clark for their guidance to the Planning Commission as liaisons.

8. Next scheduled meeting

The next scheduled meeting is January 28, 2020.

9. Adjournment

MOTION: *Commissioner Wright moved to adjourn the meeting at 6:34 p.m. Commissioner Everett seconded the motion. Those voting aye: Matthew Everett, Brett Wright, and Rich Wood. The motion passed with a unanimous vote*

The meeting was adjourned at 6:34 p.m.

Approved by the Planning Commission on January 28, 2020.



Steve Mumford
Community Development Director