

**SUNSET CITY CORPORATION  
PLANNING COMMISSION MINUTES  
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Minutes of a Work Planning Commission meeting held **February 20, 2014** at Sunset City Hall, 200 West 1300 North, Sunset, Utah; Chair Stevenson presiding:

**Planning Commission Members Present:**

Scott Stevenson	Chair
Jonathan Ellsworth	Commissioner
Jason Gabbert	Commissioner
Brian Parker	Commissioner

**Excused**

Brad Weller	Commissioner
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**Employees and Officials Present:**

Jake Peterson	Council Member
Linda Youngdell	Treasurer/Office Manager
Andrea Bruening	Planning Commission Secretary
Beverly Macfarlane	Mayor
Norm Noyes	Public Works Director
Chris Hadley	Council Member
Trystal Peay	Council Member
Kevin Snow	Council Member

Chair Stevenson opened the meeting at 6:30 p.m., welcoming everyone in attendance.

**Minutes:** Commissioner Ellsworth made a motion to approve the minutes of January 2, 2014 as amended. Commissioner Gabbert seconded the motion. The motion passed unanimously.

**Minutes:** Commissioner Ellsworth made a motion to approve the minutes of January 16, 2014 as amended. Commissioner Gabbert seconded the motion. The motion passed unanimously.

**REGULAR MEETING**

**Motion:** Commissioner Elsworth made a motion to enter a Work Meeting. Commissioner Gabbert seconded the motion. The motion passed unanimously.

**WORK MEETING**

**Joint meeting with the City Council to discuss the vision of Sunset City. Commissioner Ellsworth will make a presentation about the General Plan:**

Chair Stevenson introduced Commissioner Ellsworth and turned the time over to him to present the project he has been working on. Commissioner Ellsworth has been asked to get some examples of how to put the General Plan into a more user friendly format by providing

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more maps and a more graphical representation of Sunset City and the General Plan. Commissioner Ellsworth handed out and went over his presentation “Sunset Planning Priorities”. This handout included the following sections: Recent Planning Commission Work, Suggested Planning Work, Alternative Transportation Master Plan Map, Lindon City Trails and Parks Map, City Street Guide Map, Overlay Map, Planning Work, Suggested Planning Commission Work and Conclusion. Commissioner Ellsworth stated they have a general vision of what Sunset wants and then as the projects get broken down they will be able to get a more specific vision for that particular project. Mayor Macfarlane stated Sunset City is working with Clinton City to get a Planner to help with the 1800 North Project. Chair Stevenson stated this is a collaborative effort between the Planning Commission and the City Council. Even though there is a Planner coming on board to help with the 1800 North project we need to be prepared and know what we want associated with the 1800 North project. Mayor Macfarlane asked where to start with the planning of the City. Chair Stevenson replied the Planning Commission was starting to look at developing Sunset’s architectural guidelines, landscape guidelines, transportation and trails throughout the City. Mayor Macfarlane asked which one of those areas they should start with. Commissioner Ellsworth replied they need to start with what is happening right now and then prioritize those projects. Mayor Macfarlane agreed and stated they need to get some prep work done in getting things cleaned up and find pools of funding needed to get these projects done. That way when they bring people into the City they can show them what Sunset has to offer.

Commissioner Parker was excused at 6:52 p.m.

Chair Stevenson stated they were starting with the projects that were mentioned earlier, but if the Council would rather they look at economic development, the Planning Commission would be able to do that as well. Commissioner Ellsworth thought that the overlay maps for Falcon Hill and the 1800 North projects might be one of the best places to start. Mayor Macfarlane questioned how they move forward from here. Commissioner Ellsworth thinks it would be best if the Planning Commission meets and comes up with a plan and an idea of a project and then present it to the City Council. Chair Stevenson stated he would like to see the Council Members ask for the Planning Commission’s help in regards to their Council Assignments. He gave an example of Economic Development and how the Planning Commission can give recommendations to the City Council on things that may need to be updated in the City Code to help drive economic development. Mayor Macfarlane stated they have some contracts going out to help with economic development. Chair Stevenson stated once they have those contracts in place it would be ideal if those contractors came to the Planning Commission meetings. That way all of them can work together so that the City’s vision is fully recognized. Council Member Snow stated that he really liked the overlay maps/zones and thinks that the Planning Commission should start working on getting overlay maps prepared. Commissioner Ellsworth explained that an overlay zone isn’t a commercial or a residential zone. An overlay zone is new set of requirements for an area. Public Works Director Noyes asked the newly elected Officials to ride around the City with him so that when the Planning Commission and Council Members are in their meetings they know what the City deals with and what needs to be repaired, replaced, upgraded etc. The City Council

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then discussed going on a field trip with Public Works Director Noyes. Commissioner Ellsworth stated the City Council needs to have a discussion about what the top priorities are for the Planning Commission to work on and get that information back to the Planning Commission. Council Member Hadley would like the Planning Commission to work on lighting within the City. Treasurer/Office Manager Youngdell asked all members of the City Council to read section 10 of the City Zoning Code so that everyone is familiar with what is already in the City Code. Mayor Macfarlane asked the City Council to come up with ideas of what needs to be worked on and then get that list to the Planning Commission. Chair Stevenson stated he would like to have another work meeting with the City Council so that they could all come together and prioritize the list of things the City Council gives the Planning Commission to work on.

**Motion:** Commissioner Ellsworth made a motion to move out of a work meeting and into a Regular Meeting. Commissioner Gabbert seconded the motion. The motion passed unanimously.

**REGULAR MEETING**

**Motion:** Commissioner Ellsworth made a motion to adjourn. Commissioner Gabbert seconded the motion. The motion passed unanimously.

The meeting adjourned at 7:50 p.m.

These minutes have been read and approved at the Planning Commission meeting held April 17, 2014

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Scott Stevenson, Chair

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Andrea Bruening,  
Planning Commission Secretary