

Weber County Planning Division

2011 Annual Report

December 2011

Planning Director Remarks

Commissioners,

2011 was a productive year, e.g., applications were processed, General Plans were being addressed, both planning commissions were transitioning with the addition of new members, customer service being improved, and the Planning Division received two awards from the Utah Chapter of the American Planning Association.

Weber County's planning efforts were recognized by the Utah Chapter of the American Planning Association who awarded the Weber County Planning Division the Award of Merit for two projects. The award criteria were based upon innovation, comprehensiveness, transferability, quality, and implementation.

The first award of merit was for ordinance development in creating the Ogden Valley Destination and Recreation Resort Zone. This is the ordinance that was used by Snow Basin Resort to create their master plan for Snow Basin.

The second award of merit was for master plan development. The Planning Division received this award for the collaborated effort in creating the County Wide Trails Master Plan.

This report should bring a sense of achievement. The 2012 work program contains another set of ambitious projects. The Planning Division Staff looks forward to working together in completing them.

Robert O. Scott, AICP
Planning Director

YEAR IN REVIEW / PLANNING ACTIVITIES

Customer Service

In 2011 *Miradi*, the in-house project tracking program, evolved and was made available to all reviewing agencies, the public, and to all applicants and consultants that submit projects for review. *Miradi* organizes and tracks these projects. Staff reports, dates (submittal, expiration, etc), files, comments, parcels, violations, etc., can be tracked.

Every user can follow any number of projects and receive notifications of new project activity. The dashboard (home screen) shows new activity and keeps track of a user's projects.

Reviewing agencies received training on how the system functions. Each agency electronically adds reviews and comments to each project; thus, helping the project manager gather expert information and present findings to decision makers all in a timely and environmentally friendly manner.

The Planning Division continued its effort to educate the public and to further implement its customer service strategies by developing handouts to help our customers understand the planning process and the planning commission meeting procedure. These handouts are available in the Planning Division office as well as on line and include the following:

- Frequently Asked Questions
- Meeting Procedures
- Commenting at Public Meetings and Public Hearings
- Submitting Information to a Planning Commission

General Plans

Annual Reports

The second annual report on General Plan implementation was reviewed by both Planning Commissions. In addition to the two General Plan projects discussed below significant ordinance work is also reported that contributed to Plan implementation in 2011.

Moderate Income Housing Plan

Nine cities are participating in a county moderate income housing plan update. Our consultant, Lotus Community Development, has received a grant to offset some of the costs of the project. State law requires an update to each city and county's moderate income housing plan every two years. The community representatives have held four meetings since August. Housing data has been reviewed including information from the Weber County Assessor's office, a regulatory barriers questionnaire has been filled out, and housing goals have begun to be formulated to help define the future housing needs for each entity.

Trails Plans

The Planning Division is incorporating the 2009 Weber County Cooperative Pathways Master Plan into the Weber County General Plans. There will be two phases to this project. The first phase is updating the existing Ogden Valley Pathways Master Plan and the second phase will develop a trails plan for western Weber County and the Uintah Highlands. The Ogden Valley Plan project has three parts: updating the existing text, updating maps, and reviewing the existing trails ordinance for modifications. An ad hoc committee was appointed by the Weber County Commission to make recommendations to the Ogden Valley Planning Commission. The ad hoc committee has reviewed the existing text and ordinance. Their recommendations will be forthcoming.

The West Central Weber County General Plan has very little in the way of trails and pathway policy so this will be a more in-depth process.

Ordinance Work

The 2011 Planning Division Work Program saw the completion of the following review and revision to a number of chapters within the Zoning Ordinance. The list includes:

- Commercial, Valley Zones CV-1 and CV-2 (Chapter 18B) and Ogden Valley Architectural, Landscape and Screening Standards (Chapter 18 C)
Complete Streets standards were defined for these zones. The Eden Blacksmith shop site plan was the impetus for this zone change.
- General Provisions (Chapter 1), Forest Zone F-40 (Chapter 8), Commercial Valley Zones CV-1 and CV-2 (Chapter 18B), and Ogden Valley Destination and Recreation Resort Zone DRR-1 (Chapter 44)
This ordinance removed heliport as a conditional use from the Commercial Valley Zones. New standards were established that

allow heliports in the Forest Zones and the Ogden Valley Destination and Recreation Resort Zone

- Nonconforming Buildings, Uses, and Parcels (Chapter 28)
This amendment allows boundaries within an approved subdivision not meeting current zoning to be able to realign the boundary lines within the subdivision.
- Home Occupation (Chapter 34)
This amendment updated the standards for home occupations.
- Residential Estates Zones RE-15, RE-20 (Chapter 3)
This amendment added private dog kennel with no more than 10 dogs older than 10 weeks, and on a minimum of 5 acres as a conditional use.
- Parking and Loading Space, Vehicle Traffic and Access Regulations (Chapter 24)
An exception was established for temporary uses to not require hard surface parking.
- Ogden Valley Manufacturing Zone MV-1 (Chapter 21B)
This ordinance allows day care as a conditional use with specific standards.

Significant other work has been done developing new or modifying existing ordinances:

- Board of Adjustment (Chapter 29)
Significant work has been done refining this chapter including work sessions with the Board of Adjustment and both Planning Commissions. The Board of Adjustment has requested that the section on notice of decisions be clarified. Once completed, the draft ordinance will come back before both Planning Commissions for a recommendation to the County Commission.
- Cluster Subdivision Ordinance (Chapter 22B)
This project has been before both Planning Commissions in various work sessions.
- Subdivision Ordinance (Chapters 1, 2, and 4)
The project to review the entire subdivision ordinance is progressing. Updating the ordinance and insuring its consistency with the State Code are the purposes of this project.

The subdivision plat review agencies (Fire, Health, Engineering, Surveyors, and Planning) have held eleven meetings dubbed the "Subdivision Summit" to review and update Chapter 1 of the subdivision ordinance. Chapters 1 and 4 of the subdivision ordinance have been reviewed by both Planning Commissions and are recommended for adoption by the County Commission.

- Agricultural Tourism
The new Agricultural Tourism ordinance is in draft form. Both Planning Commissions held several work sessions and joint field trips to identify key components of the ordinance and get feedback from current Agri-tourism operators. The next step in this code process is reviewing the existing ordinances for conflicts before bringing the draft to the Planning Commissions for consideration and recommendation.
- Therapeutic Schools
This ordinance is a reaction to a citizen initiated petition to establish standards for future therapeutic schools. Several discussions have been held with the Ogden Valley Planning Commission in work sessions including a field trip to the Oakley facility. Legal Counsel is recommending that outside counsel be consulted with to draft a defensible ordinance.
- Junk and Debris Ordinance
The investigation of the junk and debris ordinance has begun.

APPLICATIONS

Applications for 2011

For 2011, the following applications were reviewed:

- Subdivisions in the Ogden Valley
 - 5 applications to vacate
 - 3 amended plats
 - 6 new subdivisions (9 lots)
 - 2 new phases of a larger subdivision (11 lots)
- Subdivisions in western Weber County include:
 - 4 amended plats
 - 2 new subdivisions (3 lots)
- 1 Zoning Petition to Rezone Property, 1 application for a time extension of development agreement, and 4 applications for text amendment (1 was by staff)
- 7 new Conditional Use Permits applications / 25 CUPs issued
- 16 Design Review Cases (7 approved administratively)
- 1 Hillside Review
- 155 Land Use Permits for Dwelling Units (6 new homes in western Weber County and 27 new homes in Ogden Valley) and Other Structures
- 10 Board of Adjustment Cases
- 1 Lot Combination (approved administratively)
- 18 Rebuild Letters issued with 2 Non-Rebuild Letters

Zoning Compliance

The Code Enforcement workload is principally complaint generated. Junk and too many animals made up the majority of the complaints. The Code Enforcement Officer received 142 complaints for the year. Of the 142, only 11 have not corrected their violation. The Code Enforcement Officer reviewed and inspected seventy-nine new applications for business licenses.

Training Work Sessions

Work sessions provide an opportunity for the Planning Commissions to discuss key policy issues regarding the General Plan, ordinances, Planning Commission procedures and receive training. Ordinance text amendments generally first appear on the work session agenda for proposal discussion prior to the ordinance being on the regular agenda for action. An example of a work session topic is the recently adopted heliport ordinance, updates on issues such as the flooding in western Weber County and on the progress of the sewer study that was conducted in the Ogden Valley.

In work sessions, the Planning Commissions receive training on such things as the Role of Citizens in the Planning Process, Planning Commission Expectations, Planning Commission Rules of Order, Opening Meeting Statement, and Planning Law.

Work sessions also provide an opportunity for field trips. The Ogden Valley Planning Commission along with the Western Weber County Planning Commission took a field trip to Barkers Trout Farm and to Sand Hills Farm as part of the Agri-tourism ordinance. The Ogden Valley Planning Commission also took a field trip to Oakley School as part of the discussions on Therapeutic Schools.

The Western Weber County Planning Commission held 10 work sessions where 5 ordinances were discussed along with one field trip.

The Ogden Valley Planning Commission held 12 work sessions where eight ordinances were discussed. The Planning Commission had two field trips.

Formal Training

Staff training has many benefits; not only to Staff, but also to the customers we serve, such as enhanced creativity, ability to solve problems in new ways, and to generate ideas. Some of the training

sessions attended were hosted in person and as webinars, e.g., Mastering Meeting Management, Mitigating Hazards through Planning, Exactions, Complete Streets, and New Census and the Dynamics of Utah Demographics.

This past year, three staff members and two planning commissioners had an opportunity to attend the American Planning Association National Planning Conference in Boston. The conference sessions, keynote addresses, and facilitated discussions offered new perspectives, insights into managing in a down economy, and proven solutions on a broad range of planning issues. The conference allows staff and planning commissioners to stay on top of trends and new research in the planning field. At APA's National Planning Conference, attendees choose from hundreds of sessions, lectures, mobile workshops, and networking events. Conference sessions include tracks for planners, planning commissioners, students, and elected officials. Attendees shared information from the conference to the Planning Commissions in work sessions.

In September, a staff member attended the Western Planner/APA Conference in historic Santa Fe, New Mexico. The Western Planner is an organization comprised of planners from several western states that focuses on common planning issues. The conference was well attended and sessions were offered on a wide array of topics. One session was called "Code Conquistadors" and it focused on drafting clear and accurate zoning ordinances. The presenters provided 27 guidelines that will be helpful as we continue to amend and update our own zoning ordinance. Highlights of these guidelines include making sure that the ordinance language and existing policy are consistent, structuring the ordinance to read like a book rather than a collection of standards, and using plain language and simple sentence structure.

In December a consultant did a Myers Briggs assessment for the Planning Division Staff. This was followed up with a customer service training discussion on how to apply the personality types in day to day circumstances.

Weber County Planning Division Mission Statement

The Mission of the Planning Division is to fully support Planning Commission activities in implementing the General Plan in a manner that will preserve Weber County's unique characteristics and enhance the quality of life for the County's present and future residents. Staff is guided by a desire to serve the public with the highest professional and ethical standards through superior customer service.