

# Cache

## Planning News

December 2019



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# Compliance Column

## Annexation, and adoption of Annexation Policy Plans



**A**nnexation processes are regulated by **Title 10 Chapter 2 Part 4 of the Utah State Code Annotated**. As a highly regulated process it is important that for our communities to ensure our policy's and processes are up to date in order to ensure a smooth and timely process for annexations when they arise.

The first step in any annexation is to ensure it is within a community's Annexation Policy Plan. Annexation Policy Plans are required to include a map of future expansion areas, and address all criteria defined in **10-2-401.5** of the Utah Code. Failure to meet these criteria can block an annexation before it begins, causing a delay that can only be rectified by adopting a compliant annexation policy plan.

In addition to meeting the state statutory requirements, annexation policy plans to the extent possible should avoid overlapping or leaving gaps with the expansion areas of neighboring communities, should consider the need for residential, commercial, and industrial uses for the next 20 years, and consider the costs of infrastructure, services, and public facilities.

The Countywide Planning and Development Office can assist communities with the process of updating their annexation policy plans if they don't comply with state requirements; require an update

to fit the community's vision. CPDO is also available to review existing policies if a community has as question as to if they comply with state mandates.

Assuming a community has an approved annexation policy plan that complies with state statute, the following must also be true for an annexation to be approved: The annexation must be a contiguous area that is also contiguous to the municipality (doesn't leave unincorporated islands or peninsulas, unless the county and municipality have otherwise agreed). Applicants seeking annexation should also be made aware that the process takes a significant amount of time, due to required noticing and protest periods, a smooth and seamless annexation process takes more than 2 months to complete.

An annexation guide for communities and applicants can be found on the Countywide Planning and Development website at: <https://www.cachecounty.org/cpdo/education/info-faqs.html>

A link to Utah State code governing annexation policy plans, annexations, and disconnections can be found here: <https://le.utah.gov/xcode/Title10/Chapter2/10-2-P4.html>

## Goodbye Josh Runhaar



After more than 14 years with Cache County, Development Services Director Josh Runhaar's last day was November 14th 2019 Josh left the county to pursue an opportunity with the Logan based non-profit Neighborhood Housing Solutions. There is no doubt that he will help the organization achieve its goal of strengthening and enhancing communities and promoting self-sufficient households.

Josh has been instrumental in the organization and daily operation of the Development services department overseeing Planning & Zoning, County Trails, Countywide Planning, GIS, Building, Roads, and Vegetation Management. Josh's vision and energy will be missed at and throughout the County

Chris Harrild has been named as the Interim Director of the Development Services Department.

# 20 Ingredients of Outstanding Downtowns

A survey of 400 successful downtowns of all sizes throughout the US, Canada, and Europe, has found 20 common, key characteristics:

**S**ense of place cannot be artificially manufactured, that's why there is only one Paris and Rome, but according to Roger Brooks International, vibrant and successful downtowns of all sizes share a number of characteristics, 20 of the most common are discussed below:

- 1) They begin with a plan - stakeholders and partners come together and work toward a common goal.
- 2) They define a strong brand and retail focus - think of Park City as Mountain Resort, or Moab and the Red Rocks and National Parks. Whatever it is, it needs to be authentic.
- 3) Achievement of a critical mass, or clustering - 10 places that sell food, 10 retail shops, 10 places open after 6:00 PM.
- 4) They have "Anchor tenants" - A primary lure that makes your downtown worth a special trip.
- 5) Lease agreements that include defined operating hours and days - the majority of consumer spending happens after 6:00 PM, thus most of the shops MUST be open until at least 7:00 PM to encourage a successful downtown.
- 6) People living and/or staying downtown - Vibrant downtowns have people in them, apartments, condos and hotels downtown ensure activity.
- 7) Pioneers with "patient money" that are convinced to invest - Bringing life to downtown doesn't happen overnight. Successful downtowns find partners who are willing to make an investment and look toward the future.
- 8) They begin with just one or two blocks - aka a "demonstration project" - By focusing efforts on a small area communities are able to make changes more quickly, once the success is seen, the downtown area naturally grows.
- 9) Solve Parking Dilemma - RBI suggests providing 4 hour parking, the parking doesn't need to be free, but it does need to be affordable. It can be a short walk away from downtown with clear signage. Angle parking is preferable to parallel parking.
- 10) Public Restrooms - Once visitors get out of a vehicle

they are 4X more likely to spend, stopping for restrooms is the #1 reason passerby's will stop in a town. Public restrooms should be available and open 24 hours a day.

- 11) Development of gathering places - Plazas, with permanent structures for farmers markets, water features, stages, trees, raised planters, lighting, music, and public art.
- 12) Creation of a good first impression - Include Community gateways, create a sense of arrival.
- 13) Implement a high quality wayfinding system - should fit the brand of your downtown, include walking, biking, and automotive route finding options.
- 14) Provide a sense of place, downtown should feel different from the rest of the community.
- 15) 20/20 signage: Perpendicular or "blade signs" in core downtown districts. Signs should lure people in and be more than just a business name.
- 16) Sidewalk Cafes and intimate surroundings - Narrow streets, wider sidewalks, trees every 30' - 35', buffers between parking and walking paths, decorative lighting and crosswalks.
- 17) They invested heavily in retail beautification - extension of window displays to exterior spaces (NOT outdoor merchandising) Improving the "curb appeal".
- 18) They provide activities and entertainment - bring downtown to life. Open air markets 3 days a week, during at least 24 weeks of the year. Street musicians and artisans on weekends, bring outside events into plazas.
- 19) They gave downtown districts a name - Giving your downtown a name will help cement it as a destination.
- 20) Marketing is experiential, focus on activates, not buildings - developed and activates guide that promotes what there is to do in your community.

A detailed list is available:

[http://mainstreetmomece.com/Documents/20%20Ingredients%20of%20an%20Outstanding%20Downtown%20\(1\).pdf](http://mainstreetmomece.com/Documents/20%20Ingredients%20of%20an%20Outstanding%20Downtown%20(1).pdf)

## Mendon Visioning

**M**endon has been holding a number of "Community Visioning Meetings" designed to bring the community together to discuss their vision for the future.

Each of the 1 hour meetings have a topic, begin with a brief introduction of the issue and the current city vision, they are then

opened up to comments and questions from the attendees. The first two meetings (on what Type of Businesses Mendon should encourage, and How Mendon should grow) attracted well over 30 residents and lead to insightful, respectful conversation. Each meeting ends with the distribution of a short survey giving residents another chance to give comments.

The last of the scheduled

visioning meetings is set for January and will focus on infrastructure.

Community leaders have indicated that it is their plan to closely review all comments and use them as they being their general plan process. This is a great example of community engagement, and should create a plan that speaks of resident's desires for years to come.

# CPDO Planning Priorities

Having met with 17 of the County's 19 communities, priorities have begun to arise for the Countywide Planning and Development Office



**H**aving met with representatives of 17 of the valley's 19 communities (and with a meeting with the 18th scheduled for the first week of December). I have had the opportunity to discuss a wide range of planning issues and concerns with community leaders, and I've been able to hear firsthand from communities what role they believe the Countywide Planning and Development Office (CPDO) should occupy. The following issues have arisen from these meetings, and have been identified as priorities for the CPDO moving into 2020:

**LUDMA Updates:** (Land Use Development and Management Act) CPDO will closely follow the legislative session and after the legislative session ends, CPDO will letting communities know what changes (if any) the state requires our communities to make, and will provide guidance and support to the communities as they make necessary changes.

**Framework Development Code:** A number of communities have expressed interest in a unified development code; As a result, CPDO is working on a framework code that can be customized for each community. This framework code will allow each community to enact its own unique vision, while being modular and of a consistent structure and format, to allow for quick and easy amendments. Communities that adopt the framework code will have the advantage of LUDMA updates being drafted for them in a format that fits their development code. CPDO is also working on Framework applications and process sheets to administer the framework codes. Communities interested in beginning the process of adopting Framework codes should contact [Taylor.Jensen@cachecounty.org](mailto:Taylor.Jensen@cachecounty.org) or (435)755-1649 to see a demo of the Framework code and/or begin the process of adoption.

**Planning Charrettes and preparing for the future:** In visiting communities of the valley large and small one topic that kept coming up was growth. There is concern over growth pressures inside communities, on community boundaries, and in regards to how future growth should be managed. A number of communities expressed interest in addressing where and how to grow to guide future development, to this end CPDO can assist communities in the organization of a Planning Charrettes and visioning meetings, to begin the conversation with community members on what the long range vision for a community is, this step should then be followed up by preparing some long range plans.

**Cache County General Plan:** Working with Cache County Planning and Zoning and a Planning Consultant we will be working to update the Cache County General Plan. In addition to working on the Plan CPDO will be helping to arrange public open houses and commenting opportunities throughout the valley. It is our hope that we get participation from residents from every valley community, and that working together with municipal leaders on a valley-wide vision. Opportunities to participate will be advertised in this newsletter, as well as the Cache County Website.

**Trainings:** Another common request was to hold trainings on Planning Issues and how they relate to, and the duties/responsibilities of Clerks, Planning Commissioners, and Elected Officials (Town and City Councils/Mayors). CPDO will be hosting training sessions in February at the Cache County Office Building (more details regarding dates, topics, and times to come) Training/question sessions may also be arranged to be held in your community, please contact [Taylor.Jensen@CacheCounty.org](mailto:Taylor.Jensen@CacheCounty.org) to schedule a training.