Retention and Classification Report

Agency: Brigham City (Utah). Planning Commission (3165)

20 n main st #A
Brigham City, UT 84302
(435)734-6612

Records Officer: _____

29254	General Plan
23380	Minutes

AGENCY: Brigham City (Utah). Planning Commission

SERIES: 29254 1
TITLE: General Plan
DATES: 2016-
ARRANGEMENT: none
DESCRIPTION:

These are comprehensive plans for municipal development adopted by the city commission. "Each municipality shall prepare and adopt a comprehensive, long-range general plan for present and future needs of the municipality; and growth and development of all or any part of the land within the municipality" (Utah Code 10-9a-401(1) (2005)). "The planning commission shall make and recommend to the [city commission] a proposed general plan for the area within the municipality" (Utah Code 10-9a-403(1)(b) (2012)). The plans serve as a guide for decision-making on rezoning and other planning proposals and as the goals and policies of municipalities attempting to guide land use in local jurisdictions. The plans include "planning commission's recommendations for the development of the territory covered by the plan, and may include, among other things: (a) a land use element; (b) a transportation and circulation element; (c) an environmental element; (d) a public service and facilities element; (e) a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality c a rehabilitation, redevelopment, and conservation element; (f) an economic element; (g) recommendations for implementing the plan, including the use of zoning ordinances, subdivision ordinances, capital improvement plans, and other appropriate actions; and any other elements that the municipality considers appropriate" (Utah Code 10-91-403 (3) (2012)). The plan may also include maps, plats, and charts.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

AGENCY: Brigham City (Utah). Planning Commission

SERIES: 29254
TITLE: General Plan

(continued)

FORMAT MANAGEMENT:

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

AGENCY: Brigham City (Utah). Planning Commission

SERIES: 23380 4
TITLE: Minutes
DATES: 1956-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

Utah law provides for the creation of municipal planning commissions to develop master plans for the physical development of the municipalities, create official maps, and approve all subdivisions and public construction (Laws of Utah, 1945, chapter 23). The Brigham City planning commission meets twice monthly. Planning commission meeting minutes provide the names of those present, date and time of meeting, and then present agenda of items to be discussed. The minutes summarize the planning commission's discussion. At each meeting the planning commission addresses public requests first and then addresses issues relating to general planning as time permits. While early minutes contain information about developing a master plan, the bulk of information in more recent minutes is about specific development and subdivision requests. The planning commission has considered numerous conditional use permit requests or the requests of individuals to use their residences for business or commercial purposes. Minutes for the 1990s include the city engineer's comments and meeting minutes for staff review as well as planning commission minutes. Staff review provides the approval of the building inspector and other concerned city officials before a matter is considered by the planning commission.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

AGENCY: Brigham City (Utah). Planning Commission

SERIES: 23380
TITLE: Minutes

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

Brigham City planning commission minutes provide information about city planning as well as details subdivision development and many specific building projects.

PRIMARY DESIGNATION:

Public