



CITY OF NORTH SALT LAKE COMMUNITY & ECONOMIC DEVELOPMENT

10 East Center Street, North Salt Lake, Utah 84054
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****AMENDED****

NORTH SALT LAKE PLANNING COMMISSION NOTICE & AGENDA October 22, 2019 6:30 p.m.

Notice is given of a public meeting of the North Salt Lake Planning Commission to be held on the above noted date and time in the North Salt Lake City Council chambers located at 10 East Center Street. The agenda will be as follows:

Welcome, Pledge, and Introduction

- 1) Public comments
- 2) Work Session-Form Based Code Draft Review
- 3) Discussion of meeting schedule for code revisions
- 4) Report on City Council actions on items recommended by Planning Commission
- 5) Approval of minutes:
 - a. September 24, 2019
 - b. October 8, 2019

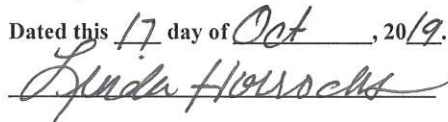
Adjourn

The public is invited to attend all Planning Commission meetings. If you need special accommodations to participate in the Planning Commission meeting, please call the City offices at (801) 335-8700. Please provide at least 24 hours notice for adequate arrangements to be made. Times noted on the agenda are estimates only – the Commission may proceed faster or slower than these estimates indicate.

Notice of Posting:

I, the duly appointed recorder for the City of North Salt Lake, hereby certify that the foregoing agenda was posted on the Utah Public Notice website, at city hall, and sent to the required newspapers this 17 day of Oct, 2019.

Dated this 17 day of Oct, 2019.





1 CITY OF NORTH SALT LAKE
2 PLANNING COMMISSION MEETING
3 SEPTEMBER 24, 2019
4

5 **DRAFT**
6

7 Commission Chair Ted Knowlton called the meeting to order at 6:31 p.m. and William Ward led
8 those present in the Pledge of Allegiance.
9

10 PRESENT: Commission Chair Ted Knowlton
11 Commissioner Stephen Garn
12 Commissioner Kent Kirkham
13 Commissioner William Ward
14 Commissioner Brandon Tucker
15 Commissioner BreAnna Larson
16 Commissioner Natalie Gordon
17

18 STAFF PRESENT: Kate Werrett, Planner; Andrea Bradford, Minutes Secretary.
19

20 OTHERS PRESENT: Dee Lalliss, Stan Porter, resident; Wilford Cannon, Shandell Smoot,
21 Eaglewood Development; Kyle Davis, Ryan Davis, Mike Alvord, TAG SLC; Paul Poteet,
22 Summa Terra Ventures; Christopher Robinson, Foxboro Marketplace LLC.
23

24 1. PUBLIC COMMENTS
25

26 There were no public comments.
27

28 2. CONSIDERATION OF A REQUEST FOR AN ADDITIONAL TWELVE MONTH
29 EXTENSION OF APPROVAL FOR EAGLEWOOD COVE PH. 13-15, WILFORD
30 CANNON, APPLICANT
31

32 Kate Werrett reported that the concept plan for Eaglewood Cove phases 13 through 15 was
33 previously recommended for approval by the Planning Commission on July 12, 2016 and was
34 approved by the City Council on August 2, 2016. Concept plan approvals are valid for one year
35 and the City Code provides for an extension to be granted by the Planning Commission in twelve
36 (12) month intervals, for up to three years, provided the applicant request the extension prior to
37 expiration. The applicant received the first extension on August 8, 2017 and the second extension
38 was granted on September 25, 2018.
39

40 The developer has hired a new geotechnical consultant and required additional time to complete
41 their evaluation of the property. The progress on the project has been delayed due to conflicting
42 opinions on the geotechnical investigation between the city consultant and the developer

43 consultant. An independent third party is wrapping up a review and the final reports and
44 conclusions should be available within the next few weeks.

45
46 Kate Werrett said no changes to layout, design, or number of proposed lots have been made to
47 the project. She showed the concept plan and location of the development with the explanation
48 that the geotechnical study was important due to slope of area.

49
50 Commissioner Kirkham asked who would be paying for the independent third party review.
51 Wilford Cannon, Eaglewood Development, replied that they would be paying for the review.

52
53 Commissioner Knowlton and Ward agreed that this request was fairly straightforward and the
54 extension was necessary to properly resolve any concerns with the geotechnical investigation.

55
56 **Commissioner Garn moved that the Planning Commission approve a third twelve (12)**
57 **month extension for the concept plan approval of Eaglewood Cove, ph. 13-15, subject to all**
58 **previous conditions of approval. Commissioner Ward seconded the motion.**

59
60 Commissioner Gordon clarified that the memorandum was incorrect as this would be the third,
61 and not the second, twelve month extension for the concept plan approval of Eaglewood Cove
62 phases 13-15. Commissioner Garn corrected this in his motion.

63
64 **The motion was approved by Commissioners Knowlton, Garn, Kirkham, Ward, Tucker,**
65 **Larson and Gordon.**

66
67 3. CONSIDERATION OF AN AMENDED APPLICATION FOR A CONCEPT PLAN
68 FOR ARROWHEAD TWINHOMES (PREVIOUSLY A GENERAL DEVELOPMENT
69 PLAN APPLICATION) AT 150 EAST 350 NORTH, PAUL POTEET, APPLICANT

70
71 Kate Werrett reported that in July of 2018 the developer had requested to rezone the property to
72 a Planned (P) District to construct 27 multifamily residential units in one building. The Planning
73 Commission recommended disapproval to the City Council of the original plans, and ultimately,
74 the request was withdrawn from the City Council agenda. Liberation Development revised their
75 concept plan for the Arrowhead project based on the feedback they received from members of
76 the Planning Commission and City Council on their original July 2018 plans.

77
78 Per the advice of the City Attorney, as the developer submitted an application prior to the
79 moratorium, which was under review and not completed, and as he had approached the Planning
80 Commission and City Council members informally for input on a revised concept plan, they
81 have a vested right to have associated applications reviewed under the existing City Code and are
82 not required to wait until the moratorium expires to undergo development review.

83
84 The proposed concept plan consists of ten units (five twin homes/duplexes) on a 1.03 acre
85 project area located at approximately 150 East 350 North. The twin homes will be platted for

86 individual sale with common areas for landscaping and driveways. The zoning on the property is
87 R1-7, which allows for duplex/twin home planned unit development subdivisions as a
88 conditional use.

89

90 Kate Werrett spoke on the two applicable sections of the City Code, 10-7-7: Subdivisions and
91 10-7-4: Planned Unit Developments; Special Requirements. She explained that no conditional
92 use permit for planned unit development shall be granted unless such development will meet the
93 use limitations of the zoning district in which it is to be located including planned unit
94 developments in planned districts, and meet the density and other limitations of such districts,
95 except as such requirements may be lawfully modified as provided by this chapter or by district
96 regulations. This would also require that the conditions of the zone such as area, arrangement of
97 structures, open space, height, building intensity, etc. be met.

98

99 Subdivisions under city code and state statute are administrative actions. State code and case law
100 require that if the proposed subdivision meets the minimum standards required by code, the
101 application must be approved. Subdivisions in general and PUD's more specifically are
102 conditional uses in the City Code. State code and case law state that conditional uses are
103 permitted uses with conditions. Therefore, if the development meets the minimum standards and
104 reasonable conditions can be used to mitigate impacts of the development on the community, it
105 also must be approved. The steps for approving a PUD development are recommendation to the
106 City Council in three steps, which include Concept Plan, Preliminary Plan, and Final Plat.

107

108 Kate Werrett said the Planning Commission would need to address several factors for a
109 conditional use development including density, layout for the ten "for sale" units in a PUD with
110 a shared private road and common area, setbacks of 25 feet in the front, 8 feet on the sides for
111 total of 20 feet, and 25 feet for the rear, height and stories with a maximum of 35 feet, lot size,
112 coverage with a maximum of 35% coverage by buildings, landscaping with a proposal of 47.42%
113 of the site, parking, amenities which are not required, and infrastructure. She provided more
114 detail on the parking and said the required parking would be two parking spaces, with one
115 covered stall, for each unit. Each of the proposed twin homes would have two car wide garages
116 providing 20 parking spaces. Additionally each unit has one guest parking space adjacent to the
117 unit. Units 5 through 8 have driveways capable of parking two cars each for another eight
118 parking spaces and units 9 and 10 have driveways that allow for one additional car. The total
119 parking spaces in the development are 30 stalls, which exceeds the minimum parking
120 requirement. The proximity of the guest parking to the units has been moderately dispersed
121 throughout the site.

122

123 Ms. Werrett also spoke on the infrastructure and said the installation of underground
124 infrastructure into 350 North Street was subject to the expiration of the three year road cut
125 moratorium. Reconstructed roads were not permitted to be cut for three years after construction
126 with an estimated expiration for this area in summer of 2020.

127

128 Chair Knowlton asked for clarification on the setbacks and if a variation would need to be
129 granted. Kate Werrett explained that under a PUD subdivision that the Planning Commission
130 would determine the required setback, which may be varied from the standard. The proposed
131 layout has a front setback from 350 North of 25 feet from the property line with a four foot
132 sidewalk that exists outside of the property line. The proposed side yard setback would be 10.3
133 feet at its smallest distance. She said the layout meets the minimum setbacks.

134
135 Kate Werrett reported that the buildings would be two stories and most likely under the 35 foot
136 height maximum. She then said an environmental notice was sent out to asking for information
137 or concerns related to erosion, dust, grades, slope stability, geologic hazards, groundwater, flood
138 hazards, vegetative types, wildlife/habitat, essential urban services, fire potential, accumulation
139 of solid/liquid waste, and potential economic impact of the development. Staff did not receive
140 any comments as of September 19th and a public hearing was not required for concept plan
141 approval.

142
143 Commissioner Gordon commented on the additional parking stalls shown next to units 1-4 on the
144 site plan and asked if there would be additional parking spots placed near units 5-10.

145
146 Paul Poteet, Summa Terra Ventures, addressed the setback question and said they were in
147 compliance with City code.

148
149 The Commission asked about the 10 foot setback shown between units 6 and 7, which were in
150 separate buildings. Kate Werrett replied that the setbacks were related to properties outside of the
151 parcel and not within the project itself.

152
153 Paul Poteet then commented on the parking and said there would not be any additional guest
154 parking stalls for units 5-10 due to the additional driveway space for those units that would
155 accommodate guests.

156
157 Commissioner Tucker asked about the moratorium on road cuts for 350 North and how this may
158 affect construction of the project. Paul Poteet replied that they did not have a construction
159 schedule as blueprints had not been drawn yet. He said they could begin construction at that
160 point and leave the street connection until the end.

161
162 Commissioner Gordon spoke on the previous plan for this parcel and concerns about the height
163 of any proposed building and the existing homes. Kate Werrett replied that the original plan was
164 for a three story building and said the applicant was now proposing two story buildings.

165
166 Commissioner Gordon asked what the estimated height of the buildings would be. Paul Poteet
167 replied that they would be 25 to 30 feet at the highest.

168
169 Chair Knowlton commented that as future development occurred around this site it may be
170 useful to look at pedestrian connections. He suggested easements, which would enable future

171 connections, at the two stubs off Tidwell Drive. Paul Poteet responded that they were not
172 opposed to creating a future cross access easement as long as they were able to address several
173 issues such as how it would be used and the maintenance.

174
175 **Commissioner Gordon moved that the Planning Commission recommends to the City**
176 **Council approval of the concept plan for Arrowhead Twin Homes, located at**
177 **approximately 150 East 350 North with the following findings:**

- 178
179 **Findings:**
180
181 **1) The proposed development meets the minimum standards for a PUD Subdivision in**
182 **the R1-7 Zone, including lot size, density, landscaping, parking, and building**
183 **coverage;**
184 **2) The Planning Commission has the authority to authorize standards and**
185 **requirements for**
186 **PUD Subdivisions, which may include lot area, width, yard, height and coverage**
187 **3) Underground infrastructure will not be allowed to be installed in 350 North Street**
188 **until the 3 year moratorium on new road construction period has expired.**

- 189
190 **Condition:**
191
192 **1) An pedestrian and vehicular easement would be required at the end of the stub**
193 **streets along Tidwell Drive for vehicular and pedestrian traffic.**

194
195 **Commissioner Larson seconded the motion. The motion was approved by Commissioners**
196 **Knowlton, Garn, Kirkham, Ward, Tucker, Larson and Gordon.**

197
198 **4. CONSIDERATION OF A SITE PLAN APPROVAL FOR MIRELLA AT FOXBORO**
199 **APARTMENTS AT 760 NORTH CUTLER DRIVE, BRYCE THURGOOD,**
200 **APPLICANT**
201

202 Kate Werrett reported that the proposed site plan would be the residential component of the
203 Foxboro Marketplace General Development Plan located at approximately 790 North Cutler
204 Drive. The residential lot is a total of 5.124 acres with a proposed six multi-family structures
205 with a total of 120 apartments per the amended development agreement. The three story
206 apartment buildings have been reconfigured around the clubhouse and pool area with the main
207 entrance on the north of Cutler Drive. A secondary entrance will be provided from within
208 the Foxboro Marketplace shopping center.

209
210 The proposed architecture is a traditional walk-up apartment style with high quality materials
211 including brick, hardie board, and stucco. The architecture is consistent with the existing
212 apartments in the vicinity and the approved development plan. The buildings have tuck under
213 garages and carport structures will cover spaces on the east property line adjacent to Redwood

214 Road, along the north property line and a portion of the spaces abutting the commercial center to
215 the south. The height of the three story buildings are 45 feet. The club house and garages match
216 the architectural design of the main apartment buildings.

217

218 The amended development agreement required 270 parking stalls, which is equivalent to 2.25
219 parking stalls per unit. There is a minimum of one covered stall per unit provided with 71 garage
220 spaces and 60 carport stalls. The required seven ADA spaces have been provided. The
221 landscaping on site, including the park strips, meets the required 30% of the site or 67, 081
222 square feet. The landscaping along Redwood Road will be improved to a minimum distance of
223 24 feet behind the curb with an 8 foot asphalt trail, landscaping, berm, and street trees. A park
224 strip and street trees will be added to Cutler Drive. There is a landscape buffer on the north and
225 south property lines with additional trees. The site will be fenced along Redwood Road with a
226 six foot ornamental metal fence. Fencing along the property line between the shopping center
227 and along Cutler Drive will be split rail vinyl fencing. Pedestrian access will be added along
228 Cutler Drive. The site currently does not show a pedestrian access to the Redwood Road trail as
229 required in the development agreement. A lighting plan has been submitted; however, additional
230 information is required related to the parking lot lights to ensure the fixture style meets the
231 standard within the development agreement.

232

233 The proposed site plan has been evaluated based upon compliance with the amended
234 development agreement as well as approval of the site and landscape plans per the General
235 Development Plan. The site plan complies with requirements for parking, circulation, & traffic,
236 as well as health, safety & noise. Landscaping and lighting submitted reflect the approved
237 general development landscape plan. Due to the size of the project the site plan will need final
238 approval from the City Council and the Planning Commission will be making a recommendation
239 to the City Council on the application.

240

241 Chris Robinson, Foxboro Marketplace LLC, said the previous Planning Commission approval
242 was for 124 units with “king-let” or four story penthouse units. He said that the City Council
243 recommended holding public open houses and several changes were made due to the public
244 feedback including the removal of the penthouse units and moving the front entrance to better
245 accommodate traffic from the charter school.

246

247 Commissioner Garn asked if the proposed one car garages were for one car or actually tandem
248 parking. Chris Robinson replied that the tuck under garages were one car deep with one car
249 parking in the driveway as well.

250

251 Commissioner Kirkham commented that he appreciated the changes especially the relocation of
252 the main entrance. Chris Robinson said the open houses provided good feedback including a nice
253 courtyard area with southern exposure for the clubhouse.

254

255 Commissioner Gordon asked if there was a sidewalk along Cutler Drive. Chris Robinson replied
256 that there would be a sidewalk.

257 Commissioner Gordon asked what the required open space/landscaping percentage would be.
258 Kate Werrett replied that it was around 30% and that they had met or exceed the requirement.

259
260 Chris Robinson also commented that they were also able to add a few more parking stalls due to
261 the re-design.

262
263 Chair Knowlton asked for clarification if there was pedestrian access to Redwood Road on the
264 northeast and southeast corners. Kate Werrett replied that this was a condition for approval.

265
266 Chris Robinson commented that this would be required redline correction to add a connection to
267 the trail along Redwood.

268
269 The Commission determined that there would need to be two pedestrian connections added to the
270 north and south property along Redwood Road.

271
272 **Commissioner Gordon moved that the Planning Commission recommends to the City**
273 **Council the approval of the requested site plan for Mirella at Foxboro, Lot 7 of Foxboro**
274 **Marketplace, at 790 North Cutler Drive with the following conditions:**

- 275
276 **1) The trail along Redwood Road be no closer than 8 feet from the curb at any point;**
277 **2) Two pedestrian accesses to the trail along Redwood Road are provided from the**
278 **property one from the north and one from the south;**
279 **3) Verification of parking lot light poles in conformance to development agreement of**
280 **themed lighting;**
281 **4) Submittal of irrigation plan for landscaping, including the sizes and locations of all**
282 **secondary water connections;**
283 **5) Correction of minor redlines (engineering).**

284
285 **Commissioner Garn seconded the motion. The motion was approved by Commissioners**
286 **Knowlton, Garn, Kirkham, Ward, Tucker, Larson and Gordon.**

287
288 **5. CONSIDERATION OF A PRELIMINARY PLAN AND FINAL PLAT FOR**
289 **ORCHARD TOWNHOMES AT 142 SOUTH ORCHARD DRIVE, TAG SLC,**
290 **APPLICANT**

291
292 Kate Werrett reported that this development was previously known as Tag Orchard. The
293 Development Review Committee (DRC) recommends approval with the findings that the
294 development meets the minimum standards of a PUD and that the Planning Commission has the
295 authority to authorize standards and requirements including lot area, width, height, etc. as well as
296 one condition that minor engineering redlines, including the address table, are made.

297
298 The proposed preliminary plan and final plat consists of 26 townhome lots; the initial application
299 was for 27 units but due to land dedication to the City the number was reduced. These units will

300 be platted for individual sale with common areas for landscaping and driveways. The zoning on
301 the property is RM-20, which allows multi-family dwellings as a conditional use. The previously
302 approved concept plan approved a reduced front setback of 15 feet and a reduced side yard
303 setback of 6 feet. The density of 26 units is based upon the RM-20 zone, which allows multi-
304 family dwellings with a minimum acreage of 7,000 square feet for the first unit and 1,900 square
305 feet for each additional unit.

306
307 Subdivisions are an administrative action under the City Code and State statutes, which requires
308 that if the proposed subdivision meets the minimum standards required by code then the
309 application must be approved. Preliminary plan and final plat are being reviewed concurrently,
310 as the plans are complete. The final plat and construction drawings have been reviewed for
311 compliance with the City Code and are in compliance. A minor correction needed is for the plat
312 to be amended is to the addressing table as the lot numbers have changed and street names have
313 not been chosen. No changes to layout, design, density, landscaping, parking, or any other
314 feature of the plan from the concept plan approval.

315
316 Commissioner Gordon asked if additional visitor parking could be added as one unit had been
317 removed. Kate Werrett replied that they did make some changes to the site including the addition
318 of several parking stalls on the eastern portion of the project.

319
320 Commissioner Larson asked about a potential pedestrian easement on the rear of the property to
321 access Highway 89 and the bus stop. She suggested it could go through the parking lot of the
322 Utah Local Governments Trust property and connect to Highway 89. Kyle Davis, TAG SLC,
323 said that the change in elevation from the parking lot and the proposed lots would be
324 approximately 15 feet. He said that the majority of the stairs could be installed on the Utah Local
325 Governments Trust property if they were in agreeance.

326
327 Chair Knowlton said that while he loved the idea it may not be a short term utilization as the
328 improvement would have to be agreed upon by the Utah Local Governments Trust.

329
330 **Commissioner Garn moved that the Planning Commission recommends to the City Council**
331 **approval of the preliminary plan and final plat for Orchard Drive Townhomes PUD,**
332 **located at approximately 142 South Orchard Drive with the following findings and**
333 **conditions:**

- 334
335 **Findings:**
- 336 **1) The proposed development meets the minimum standards for a PUD Subdivision in**
337 **the RM20 Zone, including lot size, density, landscaping, parking, and building**
338 **coverage;**
 - 339 **2) The Planning Commission has the authority to authorize standards and**
340 **requirements for**
341 **PUD Subdivisions, which may include lot area, width, yard, height and coverage**
342

343 **Conditions:**

- 344 **1) Completion of minor engineering redlines, namely correction to the address table.**
345 **2) Pedestrian access easement along the southern portion of Point Drive to the Utah**
346 **Local Governments Trust property.**

347

348 **Commissioner Kirkham seconded the motion. The motion was approved by**
349 **Commissioners Knowlton, Garn, Kirkham, Ward, Tucker, Larson and Gordon.**

350

351 **6. REPORT ON CITY COUNCIL ACTIONS ON ITEMS RECOMMENDED BY**
352 **PLANNING COMMISSION**

353

354 Kate Werrett said that the joint meeting with the City Council would be held October 8th and
355 would include a presentation from WFRC on the form based code.

356

357 **7. APPROVAL OF MINUTES**

358

359 The Planning Commission meeting minutes of August 27, 2019 were reviewed and approved.
360 **Commissioner Tucker moved to approve the meeting minutes as written for the Planning**
361 **Commission meeting on August 27, 2019. Commissioner Garn seconded the motion. The**
362 **motion was approved by Commissioners Knowlton, Garn, Kirkham, Ward, Tucker,**
363 **Larson and Gordon.**

364

365 **8. ADJOURN**

366

367 Chair Knowlton adjourned the meeting at 7:38 p.m.

368

369

370

371

372 _____
Chair

373

374

375

376

377 _____
Secretary

Recorder

1 CITY OF NORTH SALT LAKE
2 PLANNING COMMISSION & CITY COUNCIL-JOINT SESSION
3 OCTOBER 8, 2019
4

5 **DRAFT**
6

7 Mayor Arave called the meeting to order at 6:21 p.m.
8

9 PRESENT: Mayor Len Arave
10 Council Member Brian Horrocks
11 Council Member Stan Porter
12 Council Member James Hood
13 Council Member Lisa Watts Baskin
14
15 Commission Chair Ted Knowlton
16 Commissioner Stephen Garn
17 Commissioner Kent Kirkham
18 Commissioner William Ward
19 Commissioner Brandon Tucker
20 Commissioner BreAnna Larson
21 Commissioner Natalie Gordon
22

23 EXCUSED: Council Member Ryan Mumford
24

25 STAFF PRESENT: Ken Leetham, City Manager; Sherrie Llewelyn, Community Development
26 Director; Linda Horrocks, City Recorder; Ali Avery, Long Range Planner; Kate Werrett,
27 Planner; Andrea Bradford, Minutes Secretary.
28

29 OTHERS PRESENT: Megan Townsend, Alex Roy, Lauren Victor, Wasatch Front Regional
30 Council.
31

32 1. APPROVE MINUTES OF SEPTEMBER 10, 2019 JOINT PLANNING COMMISSION
33 AND CITY COUNCIL MEETING
34

35 The Joint City Council/Planning Commission minutes of September 10, 2019 were reviewed and
36 amended. **Council Member Baskin moved to approve the minutes of the joint Planning**
37 **Commission and City Council minutes of September 10, 2019 as amended. Council**
38 **Member Horrocks seconded the motion. The motion was approved by Council Members**
39 **Horrocks, Porter, Hood and Baskin. The motion was approved by Commissioners**
40 **Knowlton, Garn, Kirkham, Ward, Tucker, Larson and Gordon. Council Member**
41 **Mumford was excused.**
42
43

44 2. DISCUSSION OF POSSIBLE CODE AND GENERAL PLAN AMENDMENTS
45 RELATED TO THE MORATORIUM AND DEVELOPMENT OF WORK PLAN
46

47 Sherrie Llewelyn introduced the consultants from Wasatch Front Regional Council (WFRC) who
48 had worked with staff on the form based code. She said it was a template or a starting point to be
49 applied to the town center area. WFRC analyzed the town center master plan, Main Street
50 neighborhood survey, and the City's general plan to understand which direction to go in regards
51 to what the town center area would look like.
52

53 Megan Townsend, WFRC, said that they had worked with City staff on this form based code for
54 over a year. She said the form based code was a direct recommendation from the town center
55 master plan which would be implemented through this code. It would regulate form of the place
56 first and then use and density. Ms. Townsend explained that the form based code was a tool to
57 implement the right design for a town center, regulate how buildings address and shape the
58 public realm, provides the developer with certainty and understanding, allows for a variety of
59 housing types, promotes different transportation options, regulates lands use, and ensures quality
60 design. The form based code draft consisted of eight sections including an introduction and
61 definitions, street types, subdistricts, uses, building types, parks, landscaping and amenities,
62 parking, and sign types.
63

64 **Commissioner Larson arrived at 6:30 p.m.**
65

66 Megan Townsend showed a map that divided the area into six subdistricts. These subdistricts
67 included Core, Arts and Parks, Center and Orchard, Boulevard, North 89, and Edge. She then
68 spoke on the five building types: storefront, stacked flats, row with pitched or flat roofs, limited
69 bay, and yard buildings. Ms. Townsend said there would be design standards for each building
70 type. She then showed a use chart for which building types were permitted or not permitted in
71 every subdistrict.
72

73 Megan Townsend focused on the Edge subdistrict which would have a maximum height of three
74 stories, allowed building types included row, yard and civic. This subdistrict would complete the
75 transition into the surrounding neighborhoods with lower building heights and neighborhood
76 centered services. The uses for this subdistrict included residential and supporting uses such as
77 neighborhood retail at less than 12,000 square feet. Drive-through uses would only be allowed in
78 this district. She said there was specific transition language to require additional setback
79 requirements for single family homes of 20 feet from the property line of a single family for a
80 two story building or 40 feet for a three story building. The permitted uses in the Edge subdistrict
81 included residential/care, civic assembly, transit station, library/museum/post office, police and
82 fire, neighborhood retail and service (under 12,000 square feet), utility and infrastructure, open
83 space, home occupation, parking lot, and drive through retail.
84

85 Ms. Townsend then spoke on the North 89 subdistrict, which would have a bus rapid transit
86 (BRT) station with a focus on enhancing the station and supporting riders. The maximum
87 building height for the US 89 subdistrict would be three and a half stories. All building types
88 would be permitted with the exception of the yard building on US 89 and Center Street. The uses
89 would be similar to the Edge subdistrict along with general retail (over 12,000 square feet),
90 craftsman industrial, and office. The Arts and Parks subdistrict would surround Hatch Park with
91 a maximum height of 3.5 stories, all building types would be allowed except the yard building
92 type. All uses would be permitted minus an outdoor sales lot, parking lot/structure, or outdoor
93 display of goods.

94
95 The Center and Orchard subdistrict would serve as a walkable transitional area that was a
96 pedestrian friendly realm with residential, office, main street retail and sidewalk cafes. The
97 maximum height allowed would be three and a half stories. All building types would be allowed
98 except the yard building type. Residential would only be allowed in the upper stories on the
99 buildings fronting Center Street.

100
101 The Core subdistrict would be the center of life and activity for the City. As BRT would become
102 a part of the City's transportation network, transit oriented development located within the core
103 would support ridership as well as providing services and activities. The maximum height would
104 be five and a half stories, all building types except the yard building would be allowed, and most
105 uses would be permitted with residential fronting US-89 and Center Street to be in the upper
106 stories.

107
108 The Boulevard District would be the southern entrance to the town center and provided the City
109 the opportunity to house growth and expand the commercial tax base. The maximum height
110 would be five and a half stories, all building types except the yard building would be allowed,
111 and most uses would be allowed including accessory outdoor sales lots.

112
113 Council Member Baskin asked if the proposed names of the subdistrict would be the actual titles.
114 Megan Townsend responded that they had spent some time on these titles but were open to
115 changing them if necessary.

116
117 Ken Leetham asked about the Boulevard subdistrict and if the Eaglewood Village frontage
118 parcels should be included in that district. He suggested that Boulevard subdistrict be amended to
119 include these parcels. Sherrie Llewelyn replied that staff had tried to incorporate these design
120 guidelines into the development agreement for the Eaglewood Village parcels.

121
122 Commissioner Gordon commented that if the drive-through was allowed in the Edge subdistrict
123 that an existing home on Odell Lane could be turned into a drive-through building in the future.
124 Sherrie Llewelyn clarified that drive-through facilities were only permitted in the North 89
125 Subdistrict and that the use table needed to be corrected to reflect this.

126

127 Council Member Hood asked if a six story civic building with a maximum height of 20 feet per
128 story would be allowed in the Core district. Sherrie Llewelyn responded that the first story could
129 be up to 20 feet and the additional stories would generally be less.

130
131 Mayor Arave said that the City Council and Planning Commission should not focus on the
132 minutiae today as the Planning Commission would review the form based code and then the City
133 Council could review and make any revisions at that time.

134
135 **Council Member Porter arrived at 6:51 p.m.**

136
137 Alex Roy reported that the parking standards were slightly less than the rest of the City to
138 increase the walkability and vibrancy of the neighborhood. He said the goal was to identify the
139 right sized parking and when it was needed which would result in benefits such as a vibrant
140 streetscape, accessibility, and creating a destination. Mr. Roy said parking usage was obtained
141 from existing uses at peak times as well as comparisons gathered from similar city codes such as
142 South Salt Lake, Salt Lake City, and Fort Collins as well as existing City Code. Parking
143 recommendations were then created for subdistricts based on use.

144
145 Sherrie Llewelyn asked Alex Roy to further elaborate on how they obtained current parking
146 usage from existing uses. Alex Roy said they identified peak parking times for different land
147 uses and then reviewed several land use types including several apartment buildings within
148 North Salt Lake, the Woodside office building, Sunshine Café, and the Marmalade library and
149 then assessed the number of stalls per each use type, day of the week, and time of day. He said
150 that this informed the parking recommendations.

151
152 Ken Leetham asked about shared parking and if it followed the City's existing plan. Sherrie
153 Llewelyn said that they determined the actual uses and planned a parking strategy based on peak
154 times.

155
156 Council Member Porter spoke on the definition of parking spaces and how it could be difficult to
157 determine parking requirements with tandem parking or when residents used their garages for
158 storage and not parking. Alex Roy said that the parking requirements were more for multi-family
159 and office type developments.

160
161 Alex Roy reported on the street section of the code and said this chapter focused on the feel and
162 nature of the streets. He showed streetscape plans for Center Street with bike lanes and US 89
163 with BRT as well as a street map showing US 89, Center Street, connector streets, and
164 neighborhood streets in the proposed area.

165
166 Council Member Horrocks asked about the proposed back in parking as he felt it would block
167 traffic. Alex Roy replied that there would be back in parking on Center Street. He said that

168 parking would cause a pause in vehicle flow regardless and the benefits of back in parking was
169 visibility and that it was safer for bike riders.

170

171 Sherrie Llewelyn said that back in parking was easier than parallel parking. Council Member
172 Baskin commented that back up parking had a learning curve and drivers would slow down the
173 flow of traffic when backing in.

174

175 Alex Roy said all of the US 89 cross sections were designed in coordination with UTA to ensure
176 appropriate right of ways for the BRT system.

177

178 Commission Chair Ted Knowlton asked if the street types had other significance for the form
179 based code and if other things tied to the streets rather than the subdistrict. Megan Townsend
180 replied that there were more details for each street type including furnishings, landscaping,
181 etc. and that most of the way the buildings addressed the street were classified by building type
182 and subdistrict.

183

184 Ali Avery commented that there were footnotes in the use table which would address the street
185 types.

186

187 Sherrie Llewelyn said this form base code would become a chapter in the current land use
188 section of the City Code and the town center zone would become a new zone on the map. She
189 said this form based code would not replace the land use code and that any code amendments to
190 the land use code would still need to be made. Mrs. Llewelyn asked if this was the right direction
191 the Commission and Council wanted to take during the moratorium.

192

193 Ken Leetham said these would be land development regulations to be added to the zoning
194 requirements and not just suggestions like the general plan. Sherrie Llewelyn replied that it
195 would replace the existing Commercial Highway (CH) zoning and Planned (P) District. She said
196 these regulations were only for the town center area at this time.

197

198 Council Member Hood asked for clarification on the section related to changing subdistricts and
199 zoning. He asked if the Planning Commission could change the subdistrict boundaries.

200

201 Sherrie Llewelyn commented that an individual could request to change their subdistrict, similar
202 to a zone change, through a process with evaluation by the City Council.

203

204 Council Member Hood commented that the current language stated that the Planning
205 Commission could approve the subdistrict change. Sherrie Llewelyn clarified that it should state
206 the Planning Commission would make a recommendation to the City Council.

207

208 Ken Leetham asked if the subdistrict had the same impact as a zoning district. Sherrie Llewelyn
209 replied that in practical effect the subdistrict would be similar to the zoning district; however,
210 there would be a town center zone with the subdistricts.

211
212 Ken Leetham commented that this would incentivize design more than uses. Sherrie Llewelyn
213 said this code clarified what the City wanted and would help the developer meet good design
214 standards.

215
216 Mayor Arave asked about the exact process to rezone when a property owner had not asked for
217 the zone change. He said that the current processes worked and asked why this was better.
218 Sherrie Llewelyn replied that this was a better way as it implemented the goals in the general
219 plan and the town center master plan. She said this would give the developer the requirements up
220 front for setbacks, landscaping, architectural requirements, etc. without having to negotiate. The
221 process would start with public outreach through public notice, open houses, and hearings.

222
223 Mayor Arave spoke on the transitional areas and asked about the other benefits of the form based
224 code. Ali Avery replied that the form based code communicated the vision of the town center
225 master plan with visuals and graphics. She said it would demonstrate what the City wanted to
226 accomplish to property owners and developers.

227
228 Commission Chair Knowlton said that there needed to be a clear articulation of the form based
229 code with graphics for the public open house.

230
231 Ken Leetham said from a staff perspective that they had worked hard to complete this project
232 that would be beneficial to the City and the form based code was another set of tools to obtain
233 the projects the City wanted.

234
235 Commissioner Larson said that the form based code would provide transparency for everyone
236 including residents, staff, the Planning Commission, the City Council, and developers.

237
238 Council Member Baskin said that the Development Review Committee (DRC), which was
239 comprised of City staff, troubled her as they had always started the process of a project and too
240 many things were decided by the DRC instead of the Commission or Council. She said there was
241 too much leeway up front and at the end of the process with the Commission and Council
242 determining the law in the middle of the process with the P District exception which felt unfair to
243 applicants.

244
245 Commissioner Kirkham said the form based code would save developers time and money as they
246 would know what was required up front.

247
248 Council Member Horrocks said that if the process worked perfectly with the DRC and Planning
249 Commission doing their part that the City Council would only need to provide rubber stamp

250 approval of a project. He commented that the elephant in the room was apartment buildings and
251 when enough was enough. He said the question needed to be asked how many more apartments
252 the City wanted.

253
254 Sherrie Llewelyn said the BRT was a major influencer of the town center and if the City wanted
255 the BRT to be successful there needed to be densification. Commission Chair Knowlton said that
256 when he thought of the town center and the objective to make it the heart of the City. He said
257 apartments could aid in vitality if they were used to obtain retail, etc.

258
259 Megan Townsend said the form based code required that there be commercial uses along
260 Highway 89. She said the code would not define a balance or cap on density.

261
262 Ken Leetham said the two projects adjacent to City Hall were approved through the P District
263 with office and retail space. He said they would not have been approved without the commercial
264 square footage.

265
266 The Commission and Council discussed multifamily housing, the potential for a developer to
267 build mixed use and leave the commercial portion empty, finding the right balance, what the
268 market would support regarding density or retail, potential quid pro quo with developers,
269 conditions to guarantee retail, the CDA, the need for service industry type businesses, and
270 potentially handpicking tenants.

271
272 Megan Townsend said that the form based code was structured to help create a vibrant and
273 walkable place. She then focused on open space and said there were three types including private
274 open space amenities (provided to tenants), privately owned public space (BRT station, etc.), and
275 landscaping adjacent to public right of ways. Ms. Townsend spoke on trails and said there would
276 be different treatments for the Bamberger Trail opposed to the rest of the trails in the City. This
277 included branding and wayfinding, paved or pervious surfaces, etc. She then talked about corner
278 plazas at BRT stations with requirements for a minimum depth and width as well as architectural
279 and furnishing requirements. The town center was meant to be walkable so active transportation
280 corridors/connections would be required on blocks longer than 500 feet.

281
282 Megan Townsend spoke on transitions to single family home areas and said there would be
283 greater setbacks and maximum height limitations. There was also a section related to dealing
284 with slope and massing with a graphic to help determine the average slope of a lot and the
285 maximum width for a portion of the building that may be measured from a single point. She then
286 reviewed the design standards related to walkability including a maximum building length of 400
287 feet, the required number of entrances which was one per 75 to 100 feet depending on building
288 type and subdistrict, transparency requirements ranging from 15% to 65% depending on building
289 type and subdistrict, horizontal façade divisions every 30 to 50 feet of façade width, vertical
290 façade divisions every other floor above the ground floor, materials and color addressing primary
291 and secondary materials and accent colors, awnings, balconies, signs, lighting, and imageability.

292 Megan Townsend talked about public outreach regarding the form based code proposal and said
293 there would be two to three neighborhood meetings this fall with a presentation and open house
294 format.

295
296 Council Member Porter suggested that residents who attended the public meetings be allowed to
297 vote anonymously as this would allow them to express their opinions without being influenced
298 by those who may be more outspoken.

299
300 Ken Leetham asked if there was form based code that required a contribution to public art. He
301 said that the town center master plan anticipated public art but there was no method to achieve
302 this. Sherrie Llewelyn said that staff could review this request.

303
304 Megan Townsend said that some city codes encouraged murals or art at the corner plazas. She
305 said the City could identify where the art should go such as the corner plazas or along the trails.

306
307 The Council and Commission discussed historical artifacts, public art, using incentives such as
308 density or open space credits to obtain art or amenities, and how public art can revive a city.

309
310 Council Member Hood asked for clarification on the wording related to multifamily in the Edge
311 district. Megan Townsend replied that it was intended to say that each building shall have at least
312 three units except in the Edge district where duplexes were allowed. She also said the
313 multifamily stacked flats needed to be a minimum of five units, which needed to be clarified in
314 the code as well.

315
316 Ken Leetham commented that there should be examples of how the code could work. He said
317 there needed to be a realistic way to show this code implemented. Sherrie Llewelyn replied that
318 staff could work with developers to prepare case studies.

319
320 The Council and Commission asked if the form based code would address the historic area from
321 the general plan, affordable housing, density, the potential to include Orchard Drive and Main
322 Street into the form based code.

323
324 Ken Leetham asked the Council and Commission if this was the right concept and direction for
325 the town center.

326
327 Commissioner Larson said she felt the form based code and the subdistricts were heading in a
328 direction that she could support. She said the code brought transparency to developers, the City,
329 and residents.

330
331 Commissioner Kirkham said he was in agreeance with Commissioner Larson. He asked about
332 the process to make changes after the code had been implemented. Mayor Arave said there

333 would need to be a public hearing and then review and approval by the Planning Commission
334 and City Council.

335
336 Commissioner Garn said he felt the form based code was headed in the right direction. He felt
337 this would eliminate a lot of existing concerns from residents.

338
339 Commissioner Tucker commented that he liked the transition elements of the subdistricts. He
340 expressed some concerns with providing too much detail in the form based code as this would
341 restrict flexibility.

342
343 Commissioner Ward said that he was more concerned with the results and not as much about the
344 process. He said the City needed the ability to dictate favorable outcomes and felt the form based
345 code allowed for incentivizing urbanization. He said the market was already achieving this and
346 felt that this was not the direction he wanted to see the City go.

347
348 Commissioner Gordon said that the Planning Commission had received a lot of pushback from
349 residents. She said that the Planning Commission was tasked with applying the ordinances so the
350 clearer the ordinances the better. She felt the form based code would allow for clarity and
351 transparency.

352
353 Commission Chair Knowlton commented that without the form based code it put the developers
354 in a tough position because they had to guess what the City's vision was. The City was also in a
355 bad position as they had to negotiate and had inadequate tools to refine a project. He felt clear
356 articulation of the City's goal was a win/win for the City, developer, and the community.

357
358 Council Member Porter said he liked the idea of having detail in the code as it would help to
359 prevent developers from finding loopholes and it would set architectural standards to deter
360 cheaper projects.

361
362 Council Member Baskin commented that she was in favor of the form based code as it was
363 developing high standards which would be uniformly applied in a context with open
364 communication. She said the end product would be an image or brand of North Salt Lake.

365
366 Council Member Hood said that the City was on the right path with the form based code and the
367 devil would be in the details. He had some concerns and asked that the Safety Review
368 Committee review the setbacks on all the proposed projects.

369
370 Council Member Horrocks said he was comfortable that the City was on the right track and
371 supported the process.

372
373 Mayor Arave said he was encouraged that the community would provide feedback on what they
374 wanted. He asked if some of the boundaries for the subdistricts should be extended.

375 Sherrie Llewelyn said that the Planning Commission would review the form based code as well
376 as City Codes for concerns outside of the town center. Several open houses would then be held to
377 obtain input from residents followed by a review by the City Council.

378
379 Ken Leetham said if the goal was to adopt the form based code before the end of the moratorium
380 that a process to implement the code would need to be determined and maintained. He said the
381 concepts needed to go before the public for feedback as soon as possible.

382
383 Megan Townsend commented that WFRC would be available to make changes but needed time
384 to make edits to the code.

385
386 Ken Leetham said that the focus should be obtaining public input and adopting the right town
387 center code and not necessarily by the end of the moratorium.

388
389 3. ADJOURN

390
391 Mayor Arave adjourned the meeting at 8:45 p.m.

392
393
394 _____
395 Mayor Recorder

396
397
398
399
400 _____
401 Commission Chair