

CITY OF NORTH SALT LAKE
PLANNING COMMISSION MEETING
APRIL 13, 2021

FINAL

This meeting was held electronically via Zoom.

Commission Chair Ted Knowlton called the meeting to order at 6:30 p.m. and BreAnna Larson led those present in the Pledge of Allegiance.

PRESENT: Commission Chair Ted Knowlton
Commissioner Ron Jorgensen
Commissioner BreAnna Larson
Commissioner Katherine Maus
Commissioner Brandon Tucker
Commissioner Alisa Van Langeveld
Commissioner William Ward

STAFF PRESENT: Sherrie Pace, Community Development Director; Mackenzie Bennett, Planner; Andrea Bradford, Minutes Secretary.

OTHERS PRESENT: Dee Lalliss, resident; Austin; Gary Tyler, Hughes General Contractors/Wasatch Container; Greg Love, Love Carpet Cleaning; Buddy Bennett, Michelle MacDonnell, Cyprus Credit Union; Derek Vockel, R&R Machine Service.

1. PROCLAMATION BY PLANNING COMMISSION CHAIR REGARDING
ELECTRONIC MEETING

Chair Knowlton read the following proclamation “Whereas, the Planning Commission Chair has determined that conducting public meetings of the Planning Commission with an anchor location where the public could attend in person, presents a substantial risk to the health and safety of those who may be present at that location based upon the current Covid-19 pandemic and the limited staff support to properly ensure physical distancing and sufficient disinfection for attendees and staff. Now, therefore, be it resolved, that the Planning Commission shall hold meetings for the month of April 2021 by electronic means only, and will not include an anchor location where the public could attend in person.”

2. PUBLIC COMMENTS

There were no public comments.

3. CONSIDERATION OF A SITE PLAN APPROVAL FOR WASATCH CONTAINER ADDITION AT 645 NORTH 400 WEST, TRAVIS DAVIS, APPLICANT

Mackenzie Bennett reported that Wasatch Container was currently located at 645 North 400 West and would be expanding their operations to the lot south of their existing property. The southern property, 625 North 400 West, contains four existing buildings slated to be demolished. The property owner would then construct an addition to the existing building on the northern lot. The lots would be combined prior to any permits being issued. The combined lots would be 5.09 acres or 221,583 square feet located in the Manufacturing Distribution (MD) zone.

The existing Wasatch Container building is approximately 32,691 square feet with the proposed addition of 75,994 square feet for a total building footprint of 108,685 square feet. The applicant plans to use 19,484 square feet as office space and 88,250 for warehouse uses. The applicant has provided 90 parking stalls including five ADA spaces and eight bicycle spaces. The provided quantity of parking stalls does not meet City code as 78 stalls are needed for office and 60 stalls for warehouse use for a total of 138 required stalls. The current plan would be short 48 parking stalls. Section 10-6-5(J) of the code provides that the Planning Commission, upon the advice of the Community Development Director, shall determine the minimum required off street parking. The Development Review Committee (DRC) determined that the 90 stalls provided would be sufficient and recommended approval.

The proposed site plan provides 23,351 square feet of landscaping or 10.54%, which meets the minimum landscaping percentage of 10% in the MD zone. The proposed building addition will meet the architectural design guidelines related to massing and materials. The DRC recommended approval of the site plan with the conditions to relocate the southernmost driveway a minimum of eight feet from the property line per code and to provide a letter of approval or flood control permit from Davis County Public Works regarding the culvert design.

Sherrie Pace explained that the Davis County drainage ditch to be culverted was along the rear west property line and was for storm water. The applicant would be required to obtain a permit from Davis County Public Works prior to beginning work.

Gary Tyler, Hughes General Contractors, was present representing Wasatch Container. He said they did not have any concerns with moving the southernmost driveway approach. Mr. Tyler explained that they were working on obtaining official approval from Davis County regarding the ditch.

Commissioner Larson asked if the color scheme shown on the presented rendering was accurate. Gary Tyler replied that the addition would be very similar to the existing building as it was their desire to match the front façade.

Commissioner Van Langeveld asked if the expansion would increase traffic to/from the location. Gary Tyler responded that there might be a few more trucks as they were hoping to grow the business but overall the employee count would remain the same.

Sherrie Pace commented that the business was installing automated machinery, which would actually increase efficiency and would not require additional employees.

Commissioner Larson asked if there was a concern about the reduced parking. Chair Knowlton commented that the parking demands might be lower due to the automation.

Mackenzie Bennett said that the applicant provided a letter showing the number of employees and the increased automation, which led the DRC to recommend approval of the proposed parking.

Chair Knowlton clarified that there were 37 employees and asked how many would work in the office versus the warehouse. Gary Tyler replied that a majority of the employees were either working from home or out of town as salespeople. He said there were 15 employees in the warehouse and 7 in the office so the proposed 90 stalls would likely be more than they would ever utilize.

Commissioner Ward commented that one of the challenges was permitting a building and not a use when regulating the building. He said the building could be sold to a company that may utilize the entire square footage as office space. He commented that one stall per every 250 square feet was a little high so he was ok with the proposed 90 space but to avoid a future use that may need more parking. Sherrie Pace responded that the formulations for manufacturing uses were determined so long ago that they no longer made sense with advanced automation. She said parking should be evaluate by a traffic engineer to determine what was necessary for these uses.

Commissioner Van Langeveld moved that the Planning Commission approve the site plan for the Wasatch Container addition located at 645 North 400 West with the following conditions:

- 1) Relocate the southernmost driveway a minimum of 8 feet from the property line, per NSL Code 10-6-2;**
- 2) Provide the City a letter of approval or Flood Control Permit from Davis County Public Works regarding the culvert design.**

Commissioner Jorgensen seconded the motion. The motion was approved by Commissioners Knowlton, Jorgensen, Larson, Maus, Tucker, Van Langeveld and Ward.

4. CONSIDERATION OF SITE PLAN APPROVAL FOR CYPRUS CREDIT UNION
NSL AT 450 EAST 1100 NORTH, MICHELLE MACDONNELL, APPLICANT

Mackenzie Bennett reported that the Cyprus Credit Union purchased the property containing the existing Village Inn building at 450 East 1100 North. The existing building would be demolished to construct a new building located in the Commercial Shopping (CS) zone where banks and credit unions are a permitted use. The proposed building would be approximately 4,113 square feet in size. In addition to demolishing and reconstructing the building, the applicant would also make site improvements concerning ADA access, parking lot ease of movement, and landscaping. The applicant has proposed to create an ADA compliant concrete ramp to allow for walkable access from 1100 North to the building. The DRC recommends obtaining approval from UDOT to construct the sidewalk and retaining wall within their right of way. The parking lot ease of movement would be improved by adding parking islands. Landscaping across the site would include the addition of trees, shrubs and other vegetation.

The property shares driveway access with surrounding businesses. The applicant has proactively approached the neighboring businesses to ensure that they are not negatively impacted by the development of the credit union. The property may be accessed from 500 East or 400 East.

City code requires banks or financial institutions to provide one parking stall per 250 square feet of floor area and four stacking spaces per drive-up window. With approximately 4,113 square feet this business would require a minimum of 17 parking stalls. They have provided 35 stalls with two that are ADA compliant. All drive-up windows or ATMs are required to have enough space to stack a minimum of four vehicles each. The proposed plan would be complaint with parking code.

Ms. Bennett reported that the minimum landscaping percentage required would be 10% in the CS zone. The proposed plan provides 8,103 square feet of landscaping or approximately 16.63%. She then showed the architectural rendering and said that the proposed plan met the architectural design guidelines including massing and materials. The DRC recommended approval with the conditions that the applicant obtain approval from UDOT to construct a sidewalk and retaining wall within their right of way, provide a letter from a licensed surveyor certifying that the storm drain system has been constructed to the design elevations and the overall system will operate as designed, and any engineering redlines.

Buddy Bennett, Cyprus Credit Union, commented that they were excited to be in the community and had been in the State since 1928.

Commissioner Jorgensen asked if there would be changes in the circulation pattern or if it would remain two way. Buddy Bennett replied that the site circulation would remain as it currently was.

Commissioner Jorgensen asked about the current configuration of the parking lot and if the peninsula access from 500 East would remain. Michelle MacDonnell, who was the architect for the project, replied that there would not be any changes made to that portion of the parking lot.

Sherrie Pace commented that there was a shared parking agreement and cross easement recorded shared with this parcel, Taco Time, and the hotel.

Commissioner Jorgensen clarified that there would not be any fundamental changes to the parking lot or issues with the location of the dumpster. Sherrie Pace said this plan should improve the access to the dumpster and should not interfere with the drive thru.

Commissioner Van Langeveld moved that the Planning Commission approve the site plan for Cyprus Credit Union located at 450 East 1100 North with the following conditions:

- 1) Obtain approval from UDOT to construct a sidewalk and retaining wall within their right-of-way;**
- 2) Provide a letter, prior to final occupancy, from a licensed surveyor certifying that the storm drain system has been constructed to the design elevations and that the overall system will operate as designed;**
- 3) Engineering redlines, if any.**

Commissioner Ward seconded the motion. The motion was approved by Commissioners Knowlton, Jorgensen, Larson, Maus, Tucker, Van Langeveld and Ward.

5. CONSIDERATION OF A CONDITIONAL USE PERMIT FOR R&R MACHINE SERVICE AT 450 WEST 100 NORTH, DEREK VOCKEL, APPLICANT

Mackenzie Bennett reported that R&R Machine Service was an industrial machine and mechanical repair shop for the oil and gas industry. They were previously located at 625 North 400 West and has operated in the City for over a decade. The new address is located in the Manufacturing Distribution (MD) zone where “commercial and industrial machinery and equipment (except auto/electric) repair” is a conditional use.

The building is approximately 29,000 square feet, all of which would be dedicated to the single business with 2,500 square feet for general office and 26,500 square feet for machine repair. As there is not a specific parking code for industrial machinery repair, the most relatable use was “manufacturing, processing, or assembly”. The business would then be required to have 65 parking stalls and the applicant has provided 50. The business employs 32 people and would have a maximum of 20 onsite during the highest shift. The DRC does not foresee any parking issues with the proposed amount of parking and recommended approval. City code provided that the Planning Commission, upon advice of the Community Development Director, shall

determine the minimum required off street parking. The DRC recommended approval with no conditions.

Derek Vockel, R&R Machine, commented on the site plan provided by staff, which highlighted the property lines. He said he thought there were two physical addresses and parcels. Mackenzie Bennett replied that the parcel to the west was also theirs so it was essentially two parcels.

Derek Vockel spoke on parking spaces and that they had upgraded the asphalt. He asked how having the two parcels would affect parking requirements. Sherrie Pace replied that parking was related to the use of the building and the size of the building itself. She said the only concern with the lot size would be the ability to fit all the required parking stalls. Ms. Pace said both properties were under one tax parcel and was combined under taxing and zoning purposes as one parcel.

Chair Knowlton asked how many employees would work in the office versus the machining area. Derek Vockel replied that there would be eight employees in the lower office, two salespeople, with the remainder as field service, mechanics, machinists, welders, etc.

Commissioner Jorgensen moved that the Planning Commission approve the conditional use permit for R&R Machine Service located at 450 West 100 North with no condition(s). Commissioner Larson seconded the motion. The motion was approved by Commissioners Knowlton, Jorgensen, Larson, Maus, Tucker, Van Langeveld and Ward.

6. CONSIDERATION OF A SITE PLAN AMENDMENT APPROVAL FOR LOVE CARPET CLEANING AT 580 NORTH MAIN STREET, GREG LOVE, APPLICANT

Sherrie Pace reported that Love's Carpet Cleaning was granted site plan approval on November 24, 2020 for the construction of the business at 580 North Main. She showed the proposed elevation that was submitted at that time. The applicant has requested a site plan amendment to change the exterior design of the building, specifically lowering the height of the center section of the building. She explained that the proposed design did not meet the minimum standards for the design regulations. Alternate options for the design would be to add a clerestory to the structure that would extend over the middle section so that no other section of roofline was longer than 60 feet. Other designs could include using cupolas with one roof height and cupolas to break up the 60 foot sections.

Mackenzie Bennett commented that the applicant pulled the building permit for the approved building from November and has now asked if he could do the proposed building due to building material cost increases.

Greg Love, Love Carpet Cleaning, said the idea of adding multiple cupolas to bring the proposed structure into compliance with code was acceptable to him. He commented that he liked the clerestory but said it would add \$10,000 to the cost.

Chair Knowlton clarified that per the building design standards the proposed design did not meet the parapet variation every 60 linear feet but that the cupolas would provide that variation. Sherrie Pace said that there would need to be some feature that varied the roof height whether it was cupolas, clerestory, etc.

Chair Knowlton said that the 150 foot expanse of the building without a break in the roofline would be monotonous. He asked if the code specified that cupolas would provide that variation. Sherrie Pace replied that the code stated, "any façade visible from a public right of way, including pedestrian, transit, and bicycle corridors, shall include a parapet or other roof variations such as clerestories, dormers, gables, cupolas or other architectural roof projections that vary in height by at least two feet for each sixty linear feet of façade length."

Commissioner Van Langeveld commented she was not interested in the specific detail but was inclined to maintain the standard. Commissioner Jorgensen was in agreement.

Sherrie Pace said there were other solutions to bring the proposed building into compliance, including changing the roofline. Greg Love replied that he liked the idea of doing a flat roof with cupolas. He thought the color variations would also add visual interest.

Chair Knowlton asked for clarification on the secondary item that did not meet the standard, which was the proposed primary building entrance. Sherrie Pace explained that any primary entrance needed to have a roof structure over the doorway for shelter from the elements.

Chair Knowlton asked about the final item that did not meet the materials standard, which was the proposed metal siding or materials, which appear to be metal siding. Sherrie Pace replied that the metal siding was not visible from Main Street and the rear of the building was only visible from the freeway. She explained that metal buildings were now allowed.

Greg Love explained that the metal siding would be red, white, and gray. He said different colors would be used which would break up the façade and provide variation.

Commissioner Jorgensen said that the three conditions proposed by staff would allow the building to meet the building design standards.

Commissioner Ward moved that the Planning Commission approve the site plan for Love Carpet Cleaning at 580 North Main Street with the following conditions:

- 1) All previous conditions of approval are in affect;**

- 2) **Two cupolas be added to the building roof sufficient to meet the variation requirements of the standards adopted in the code;**
- 3) **An awning is added to the east door similar to the center door.**

Commissioner Van Langeveld seconded the motion.

Commissioner Maus asked if the addition of two cupolas would meet the minimum requirements for the 150 foot building and suggested that three cupolas would be needed to meet the requirement. Sherrie Pace confirmed that three cupolas were needed to meet the code requirements and would be more aesthetically pleasing.

Commissioner Ward amended his motion so that condition two would read “Three cupolas be added to the building roof “. Commissioner Van Langeveld seconded the amended motion.

Chair Knowlton asked how the proposed building would be oriented on the site. Sherrie Pace replied that the shortest part of the building was adjacent to the freeway.

Chair Knowlton asked how the existing building would sit relative to the proposed building. Sherrie Pace replied that the proposed building would be behind the existing building. She said that the code might need to be revised to provide guidance on the size of cupolas and how many related to proportion.

Commissioner Jorgensen asked if the applicant would be willing to add three cupolas to the building. Greg Love asked if he could have the option to choose between adding the clerestory versus the three cupolas.

Sherrie Pace replied that the clerestory would need to extend over the middle section so that no other section of roofline was longer than 60 feet. Greg Love commented that the cupolas were \$1,200 each.

Commissioner Ward amended his motion so that condition number two would read “Three cupolas be added to the building sufficient to meet the variation requirement or the center section of the building include a roof element such as a clerestory that extends to a length to ensure that no portion of any roofline is greater than 60 feet without height variation.” Commissioner Van Langeveld seconded the amended motion. The motion was approved by Commissioners Knowlton, Jorgensen, Larson, Maus, Tucker, Van Langeveld and Ward.

7. REPORT ON CITY COUNCIL ACTIONS ON ITEMS RECOMMENDED BY
PLANNING COMMISSION

Sherrie Pace reported that the City Council approved the Eaglepointe Estates lot 1020R and 1021R plat amendment to combine the two lots. The Council also approved the final plats for Rupp PUD, Silver Sky Lofts, and Eaglewood Cove Phase 13. The Williamsburg general development plan was tabled as the Council was concerned about the reduction in the parking ratio from 1.94 to 1.8 parking spaces per unit. The developer offered to provide a parking study for the project. This study would include a review of Eaglewood Lofts, North Point Apartments, Ridgeview Apartments, Hampton Place and other similar multi-family projects in surrounding cities. She said this study would also help staff when revising the City's parking ordinances.

Chair Knowlton suggested that it be taken into consideration whether the multi-family project was adjacent to frequent transit or not. He suggested adding projects in Salt Lake City as well as the transit dynamic was mimicked in the northern part of Salt Lake City. Sherrie Pace replied that she had suggested they include projects in Salt Lake City as well as Davis County.

Sherrie Pace then reported on applicable 2021 legislative updates including HB409, which required four hours of annual training for Planning Commissioners. She said one of those hours was required to be about land use, one hour was earned by attending twelve planning commission meetings, staff training and/or the APA conference sessions. She said this requirement was effective starting in May and staff would track these hours.

Chair Knowlton commented that the APA provided a variety of training including online. Sherrie Pace suggested providing a training to show the Commissioners where they could find online training and resources.

Chair Knowlton asked that a link to the APA and LUA resources be sent to the Commissioners. He also said that he and Commissioner Larson were a resource as they were serving on the board for the Utah Chapter of the APA.

Sherrie Pace then reported another section of HB409 was related to development agreements, which would require staff to make some updates. Specifically that developments would have to go through a public hearing if there was a development agreement. Other items included that conditional use standards must be "objective", new definitions for subdivision and lot line adjustments, that land use laws are not subject to the appeal authority, and infrastructure improvements related to roadways. She explained that when the City Council approved a zone change that this was not a land use decision but a legislative decision and was not appealable to the hearing officer.

Ms. Pace spoke on 2021 priorities including amendments to the City code that would come into effect due by May 5th. This included updating the subdivision code and definitions, updating the conditional use standards, and development agreement requirements. She explained that this meant subjective conditions could not be placed on a conditional use permit. Other priorities

included the form based code, the sign ordinance, parking ordinance, the subdivision ordinance, and the annexation policy plan update.

Mackenzie Bennett asked if there were any requests related to parking requirements that may help the Commission on future agenda items. Chair Knowlton suggested that if a business was divided into two parking categories or uses that the applicant provide the breakdown of how many employees fit into each category, i.e. office, warehouse/industrial. He also suggested enquiring how many employees were anticipated to work from home the majority of the time.

Chair Knowlton asked if it was the Planning Commission's decision when to begin meeting in person. Sherrie Pace replied that it was up to the Commission members. She suggested that the Commission could wait until everyone was vaccinated, they could meet in person with social distancing measures, or continue to meet electronically.

Sherrie Pace commented that there was the ability to stream the meetings and allow individuals to attend virtually if the Commission met in person. The Commissioners determined to meet in person on May 11th.

8. APPROVAL OF MINUTES

The Planning Commission meeting minutes of March 23, 2021 were reviewed and approved.

Commissioner Ward moved that the Planning Commission approve the minutes for the March 23, 2021 meeting. Commissioner Van Langeveld seconded the motion. The motion was approved by Commissioners Knowlton, Jorgensen, Larson, Maus, Tucker, Van Langeveld and Ward.

9. ADJOURN

Chair Knowlton adjourned the meeting at 8:11 p.m.

The foregoing was approved by the Planning Commission of the City of North Salt Lake on Tuesday May 25, 2021 by unanimous vote of all members present.



Linda Horrocks, City Recorder