

**MINUTES OF THE CITY OF HOLLADAY
PLANNING COMMISSION MEETING**

**Tuesday, February 17, 2015
6:30 p.m.
Holladay Municipal Center
4580 South 2300 East**

ATTENDANCE:

Planning Commission Members:

Chris Jensen, Chair
Spence Bowthorpe, Vice Chair
John Garver
Matt Snow
Les Chatelain
Jim Carter

City Staff:

Paul Allred, Community Development Director
Jonathan Teerlink, City Planner
Pat Hanson, City Planner
Clarence Kemp, City Engineer
Tosh Kano, Public Works Director

CONVENE REGULAR MEETING

Chair Jensen called the Regular Meeting to order at 7:08 p.m.

2. Welcome & Chair Opening Statement.

Chair Jensen read the following statement:

'The City of Holladay Planning Commission is a volunteer citizen board whose function is to review land use plans and other special studies, make recommendations to the City Council on proposed changes to zoning maps and ordinances and approve subdivisions and conditional uses. The Planning Commission generally does not initiate land use applications; rather it acts on applications that are submitted. Commissioners do not meet with applicants except for at public meetings. Commissioners attempt to visit each property on the agenda where the location, the nature of the neighborhood, existing structure and uses related to the proposed applications are noted. Decisions are based on Commissioners observations, recommendations from the professional planning staff, the city zoning ordinance and general plan along with written and verbal comments by the public as well as any evidence submitted, all of which are of public record.'

Chair Jensen invited those interested to attend the Wednesday, February 25 Meeting Workshop with Planners assisting the City with the General Plan.

ACTION ITEMS

3. Wanderland Subdivision – 4825 South Wander Lane. – Conceptual Plan – R-1-10 Zone – Staff Planner: Rick Whiting.

(19:12:06) Community Development Director, Paul Allred, presented the staff report for the Wanderland Subdivision Conceptual Plan and stated that the applicant wishes to divide his .77-acre parcel into two lots. It is the applicant's intention to demolish the existing structure and

construct two new homes. The Conceptual Plan complies with all City ordinances and there are no significant concerns. Staff recommended approval.

Bill Struss, the applicant's father-in-law, confirmed that a neighborhood meeting was held. Approximately 10 to 12 residents were in attendance.

(19:18:12) Chair Jensen opened the public hearing.

Matt Weed gave his address as 2744 Blackburn Circle and stated that his concerns had been alleviated. He voiced his support for the proposal as it presently exists.

There were no further public comments. The public hearing was closed.

(19:20:20) *Commissioner Chatelain moved to approve the Conceptual Plan to create the proposed Wanderland Two-Lot Subdivision at 4825 South Wander Lane in the R-1-10 Zone, based subject to the following:*

Findings:

- A. The proposed project meets the requirements for a residential subdivision in an R-1-10 zone, i.e. area, density, access, slope, public safety, etc.*
- B. This application is consistent with the land use patterns in the general vicinity.*
- C. The UFA has initially approved emergency access as proposed. Fire hydrant capacity and placement will be address in the Preliminary Plat review and approval process.*
- D. The proposed project has been reviewed by the TRC and meets City requirements for Conceptual Plan.*
- E. This project is in compliance with the provisions of the General Plan.*
- F. Evidence of a "Neighborhood Meeting" in the form of testimony from a citizen who attended the meeting is accepted for purposes of approval.*

Requirements:

- 1. A Preliminary Plat and any other requirements for the subdivision shall be submitted to the Technical Review Committee (TRC) for review and recommendation to the Planning Commission.*
- 2. Documentation must be provided detailing the neighborhood meeting and should include topics discussed, overall tone of the meeting and a list of those in attendance.*

Commissioner Garver seconded the motion. Vote on the motion: Jim Carter-Aye, John Garver-Aye, Les Chatelain-Aye, Matt Snow-Aye, Spence Bowthorpe-Aye, Chair Jensen-Aye. The motion passed with unanimous consent of the Commission.

4. Highland Court – Twin Home Subdivision – 5610 South Highland Dr. – Preliminary Plat - R-M / R-2-10 Zones – Staff Planner: Rick Whiting.

(19:22:15) Chair Jensen noted that the above item is not up for public hearing and comment will not be taken at tonight's meeting.

Mr. Allred presented the staff report for the Highland Court Twin Home Subdivision and stated that the Highland Drive Master Plan speaks specifically to the idea of having a healthy dialogue between neighbors, the City, and developers. Several significant changes were made to the project since the Conceptual Plan was approved. The Tateoka issue was addressed and the developer rotated the home in question so that it is a rear yard rather than a side yard and was modified to be a single-story unit rather than two-story. With regard to public access, the original plan had only a single access and there is now an egress onto 5600 South. It is not a full turn movement due to the proximity of the driveway to the intersection. It was noted that the Highland Drive access was widened. Concerns were expressed with the left hand turn movement coming in off Highland Drive. Allowing the left hand turn eliminates the need for U-turns at the intersection. The City was looking for funding to widen four intersections along Highland Drive in order to create better turn movements.

Mr. Allred reported that the project was proposed to be gated. The developer agreed to recess the gate to allow stacking off of Highland Drive. Other items needing to be addressed were identified as landscaping and fencing. A six-foot fence will also have to be recessed at least four feet from the back of the sidewalk. Street trees will be planted with each home. Staff recommended approval subject to these issues being addressed.

Chair Jensen stated that a letter from Public Works Director, Tosh Kano, was included with the staff report and was available for public review.

The applicant, Lee Conan, stated that all of the items identified by Mr. Allred they agreed to and have been made conditions of approval. The tree location issue was on hold as they were in the process of ensuring that proper site lines are maintained. Commissioner Chatelain commended Mr. Conan on his willingness to work with the community and the City to create a successful project.

Commissioner Carter remarked that he had had several conversations with Tom Nelson who expressed concern that the Highland Drive Master Plan objectives were not reflected in the public meeting for the Conceptual Plan. Mr. Nelson's other concern was with traffic. He suggested the City utilize the land the developer is proposing to dedicate to the City to extend the middle lane to the south from 5600 South rather than utilizing a deceleration lane. Commissioner Carter appreciated staff reviewing the Master Plan point by point with regard to how the application conforms to the master plan objectives.

City Engineer, Clarence Kemp, stated that Commissioner Carter brought up good points and stated that in going through the public process, the applicant had clearly come up with better project. It is a priority for staff as well as City officials to improve the corridor by acquiring right-of-way and acquire planning and funding in order to do so. The improvements of four intersections as mentioned by Mr. Allred are a priority. The problem he saw with the left turn lane was that it comes from the south rather than the north and although not a condition of approval, it is an important part of the City's plan for Highland Drive. The proposed entrance to the project was

widened to three lanes to allow for stacking. It hopefully will also address perhaps some of the impatience that may occur as a result.

(19:50:05) Public Works Director, Tosh Kano, stated that the left turn is one of the most crucial issues with Highland Drive. As staff, they will further review what the developer can do to create a left turn in the center lane. The original proposal included 53 total feet of paving, which provided five lanes within Highland Drive. Further investigation was necessary to determine how much more is needed to widen the east side to accommodate the left turn movement from 5600 South to Vine Street. Mr. Kano supported a five-foot sidewalk rather than the recommended six feet and stated that it will give another foot to the center lane along the street.

Commissioner Garver confirmed that from the curb to fence will measure nine feet in width. He stated that the Master Plan seeks to create policies that create balance between the constant pressure for development and the protection of characteristics that make the area and the City of Holladay a unique and special place. He believed the six-foot masonry fence being pushed out to the street will not make this subdivision any different from any other in the Valley.

(19:59:54) *Commissioner Carter moved to approve the application for Preliminary Plat of the proposed Highland Court Subdivision located at 5610 South Highland Drive in the R-M & R-2-10 zones subject to the following:*

Findings:

- A. *The proposed project does not exceed the allowances for a residential subdivision in the RM & R-2-10 zones, i.e. area, density, access, slope, public safety, etc.*
- B. *The proposed project has been reviewed by the TRC and meets City requirements for Preliminary Plat.*
- C. *This application is consistent with the land use patterns in the general vicinity.*
- D. *This project complies with the provisions of the General Plan - Appendix K – Highland Drive Master Plan as outlined in the attached supplemental report by Staff.*
- E. *The health, welfare and safety of the community will not be compromised by the Development, as noted in the letters from the Chief of Police and the Public Works Director/City Traffic Engineer.*
- F. *The UFA has approved emergency access as proposed. Fire hydrant capacity and placement appears to be adequate but will be reviewed and, potentially, regulated further in the Building Permit approval process.*
- G. *It is believed by Staff that utility providers can reasonably serve the property and have, or are expected to, provide appropriate service availability letters.*

Requirements:

- I. *Any remaining unresolved Preliminary Plat details, or compliance with city codes and ordinances, must be completed prior to Final Plat approval.*

2. *A Final Plat and any other requirements for the subdivision shall be submitted to the Technical Review Committee (TRC) for review and approval or for recommendation to the Planning Commission for review and approval subject to Requirement No. 10, below.*
3. *A storm water drainage and protection plan (SWPP) will be required with Final Plat submission.*
4. *The applicant shall install landscaping and street trees along with an anticipated six foot high wall along the rear of lots backing Highland Drive and 5600 South. The wall must be set back at least four feet from the edge of the sidewalk (property line) and the trees will be planted at intervals per code to provide an aesthetically pleasing streetscape as envisioned in the Highland Drive Master Plan and as required by other City ordinances.*
5. *The City Engineer will determine appropriate financial requirements for improvements and/or bonding in conjunction with Final Plat approval.*
6. *The City Engineer will require dedication of that portion of Highland Dr. that lies in the Public Right-of-Way as a function of the Final Plat process.*
7. *Service availability letters must be received from all pertinent utility providers prior to final plat approval.*
8. *A current title report showing clear title of the property with no significant encumbrances must be received prior to final plat approval.*
9. *Appropriate Covenants, Conditions and Restrictions (CC&Rs) must be prepared and recorded in conjunction with the Final Plat. These must include a right-of-way easement and road maintenance agreement for the proposed lots. They must also detail provisions and responsibility for access, maintenance, snow removal, etc.*
10. *The Final Plat approval return to the Planning Commission rather than deferring to the TRC for final approval.*
11. *Show the road dedication and landscaping for street trees on Lot 20.*
12. *HOA provide landscape requirements and maintenance for the four foot buffer along Highland Drive as a part of their requirements.*

Commissioner Chatelain seconded the motion. Vote on the motion: Jim Carter-Aye, John Garver-Nay, Les Chatelain-Aye, Matt Snow-Aye, Spence Bowthorpe-Aye, Chair Jensen-Nay. The motion passed 4-to-2.

The Commission took a five-minute break.

(20:10:50) Chair Jensen stated that personally speaking, there are major points in the City and as a Planning Commission and City, increasing the Design Review Board's (DRB) role to oversee or act as an advisory council to provide input in terms of architecture would be extremely helpful. He explained that there are important corridors that the City needs to be more possessive of and having a higher standard of care, design, and appearance should be enforced.

5. Holladay Condominiums – Mixed Use Project with Fifteen Residential Dwelling Units and One Commercial/Retail Office – 2350 East Murray-Holladay Road - Preliminary Site Plan – HV Zone.

The above item was tabled.

Mr. Allred stated that the developers were very gracious and will likely be on the March 3 agenda. Property lines and other red line items were discussed.

6. Election of Planning Commission Leadership for the year 2015.

(20:16:35) Chair Jensen suggested reviewing the Planning Commission by-laws and changing the vote date from July 1 to June 30 rather than January 1 to December 31 of each year.

Commissioner Jensen nominated Les Chatelain to serve as Chairman for his remaining term on the Commission with Matt Snow as Vice Chair and Jim Carter as Assistant Vice Chair. When Les Chatelain's term expires, Matt Snow would serve as Chair with Jim Carter as Vice Chair. Commissioner Bowthorpe seconded the nomination. The nomination passed 5-to-1. Commissioner Chatelain abstained from the vote. The change would become effective at the March 3, 2015, Meeting.

Commissioner Chatelain moved to change the by-laws for the Planning Commission's election of officers to July 1 rather than of January 1 beginning July 1, 2016. Commissioner Bowthorpe seconded the motion. The motion passed with unanimous consent of the Commission.

7. Approve Minutes of the December 9, 2014, Meeting.

The minutes of December 9, 2014, were reviewed and modified.

(20:40:49) *Commissioner Snow moved to approve the minutes of December 9, 2014 with the changes noted. Commissioner Carter seconded the motion. The motion passed with unanimous consent of the Commission.*

Mr. Allred was excused from the remainder of the meeting.

8. Text Amendment - Exposed Wall (Continued) – Staff Planner – Jonathan Teerlink.

(20:41:42) City Planner, Jonathan Teerlink, stated that the above item was a continued discussion regarding exposed wall surfaces for residential construction in the R-1 Zones. Item D, which was proposed to be where the new exposed wall code was to be placed in the Residential Construction Ordinance, is under the mass and scale section. What staff essentially came up with was a 2:1 ratio in terms of height of exposed wall in the back allowed for the type of slope being discussed. What it doesn't take into account is the rate of slope that they are concerned with.

Wall height issues were discussed. It was noted that the exposed wall can be no more than 30 feet high without a horizontal break. Chair Jensen recommended language regarding wall height specify that measurements should be taken from finished or natural grade, whichever is lower. It was the consensus of the Commission that the maximum wall height should not exceed 25 feet.

OTHER BUSINESS

- 9. Updates or follow-up on items currently in the development review process.**
- 10. Report from Staff on Upcoming Applications.**
- 11. Discussion of Possible Future Amendments to Code.**

ADJOURN

(21:13:45) Commissioner Snow moved to adjourn. Commissioner Carter seconded the motion. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at 9:13 p.m.

I hereby certify that the foregoing represents a true, accurate and complete record of the City of Holladay Planning Commission Meeting held Tuesday, February 17, 2015.



Teri Forbes
T Forbes Group
Minutes Secretary

Minutes approved: March 17, 2015