

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

**Tuesday, March 5, 2013  
7:00 p.m.  
Holladay Municipal Center  
4580 South 2300 East**

**ATTENDANCE**

**Planning Commission Members:**

Lori Khodadad- Chair  
Brad Wright  
Les Chatelain  
John Garver  
Chris Jensen  
Matt Snow  
Spence Bowthorpe

**City Staff:**

Rick Whiting, City Planner  
Pat Hansen, City Planner

**CONVENE REGULAR MEETING**

Chair Khodadad called the regular meeting to order at 7:03 pm.

**ACTION ITEMS**

**1. Cottonwood Place Assisted Living Center – Northwest Corner of 5600 South and Highland Drive - Conditional Use Permit –R-M Zone – City Planner Pat Hanson**

(19:04:09) City Planner, Pat Hanson, presented the staff report and reported that the request is for a large Type 2 assisted living facility. The residential facility will be licensed by the State of Utah and provide coordinated support personnel and health care services 24 hours a day to 17 or more residents. Facility residents must be semi-independent and able to direct his or her own care. They may be cognitively impaired or physically disabled but able to evacuate the facility to a zone or area with the physical assistance of one person. The proposed facility will accommodate 138 patrons in 120 rooms. Services provided will include meal and laundry services. Other physical support services will be provided by specialized personnel. Staff recommended approval with the conditions set forth in the staff report.

(19:15:20) Chair Khodadad opened the public hearing. There were no public comments. The public hearing was closed.

(19:16:15) *Commissioner Wright moved that the conditional use permit for a 138-bed, Type I and Type II Assisted Living Facility, known as Cottonwood Place, to be located on the northwest corner of 5600 South and Highland Drive in the RM Zone be approved subject to the following:*

**Findings:**

- A. *This request, if approved by the Planning Commission, is allowed by the provisions of the City's R-M zone for Assisted Living I & II facilities as a conditional use;***

*B. Approval of this Conditional Use Permit will not be detrimental in any reasonable way to neighboring properties.*

- 1. The scale, scope and hours of operation will not negatively impact neighboring properties;*
- 2. The basic land use is allowed under Conditional Use for this (R-M) zone;*
- 3. The assisted living I & II facility will have minimal negative impact on the neighborhood;*
- 4. Traffic movement of ingress and egress is acceptable to the City Engineer and Public Works Director and;*
- 5. Overall value and benefit of the site to the community will be increased.*

*C. This project will allow for ongoing maintenance of health, safety and welfare of residents in the facility and in the general vicinity.*

**Recommended Conditions:**

- 1. The applicant shall agree to operational factors such as hours of operation, traffic movement, pedestrian and public safety, etc. that minimize impact on the community;*
- 2. Noise impacting neighboring properties must be mitigated;*
- 3. Parking must be very carefully controlled so as not create off-site overflow;*
- 4. Site lighting must be managed to ensure that this facility does not impose light intrusion on neighboring properties;*
- 5. Management of schedules for deliveries of food and supplies, trash pick-up, and etc. must avoid any negative impact on neighbors; and*
- 6. All those involved in managing this project must respect the needs of the facility residents, visitors and neighbors as well as pedestrians and the public.*

*Commissioner Jensen seconded the motion. Vote on motion: Les Chatelain-Aye, Brad Wright-Aye, John Garver-Aye, Chris Jensen-Aye, Spence Bowthorpe-Aye, Matt Snow-Aye, Lori Khodadad-Aye. The motion passed unanimously.*

**2. Cottonwood Place Assisted Living Center – Conceptual Site Plan – City Planner, Rick Whiting.**

(19:22:04) City Planner, Rick Whiting, presented the staff report and reported that Type II Assisted Living Facilities were recently added to the allowed uses in the RM Zone by the City Council as a conditional use. The proposal is for a 138-resident Type I and II Assisted Living Facility to be located at 5600 South Highland Drive. Mr. Whiting described the property details as contained in the staff report. Staff recommended approval of the conceptual site plan.

(19:31:00) Ryan Griffiths, the applicants' representative, gave his address as 3115 East Lion Lane. In response to parking concerns, Mr. Griffiths stated they have enlarged the underground parking. He reported that approximately 75% of residents will be away during peak days, therefore, alleviating any issues regarding parking. He reported that typically in a facility this size, approximately 10 residents will own a car. There will be between 40 and 50 employees with three shifts per day.

(19:37:21) Mandy Hampton, from Interval Senior Living, reported that peak hours between shifts last approximately 15 minutes. Employees are encouraged to use mass transportation or carpool.

Mr. Griffiths provided floor plan details along with a description of the landscaping. He also discussed how the 138-tenant space was determined. Concerning the memory care portion of the building, he stated that there will be additional staff as well as a separate entrance along with specialized additional amenities catering to those residents.

With regard to parking, Mr. Griffiths confirmed that parking equates to .54 stalls per unit.

(19:57:35) Chair Khodadad opened the public hearing. There were no public comments. The public hearing was closed.

(20:07:30 ) *Commissioner Chatelain moved that the Conceptual Site Plan for a 138-resident Type I & II Assisted Living facility, Cottonwood Place Assisted Living, located at the northwest corner of 5600 S Highland Drive in the RM zone, be approved based on the following:*

**Findings:**

- A. This use, if approved by the Planning Condition, is allowed by the provisions of the City's R-M zone for Assisted Living I-II as a conditional use;*
- B. This project complies with the provisions of the City's General Plan for respecting aging in place and providing a variety of housing options, etc;*
- C. Emergency access and water supply appears to be adequate for emergency service per the UFA but will need to be verified in detail during Preliminary and/or Final Site Plan approval;*
- D. The proposed project has been reviewed by the TRC and meets City requirements for Conceptual - Site Plan approval;*
- E. The site plan provides an attractive replacement for existing buildings on site now and a significant investment on the property;*
- F. Staff is confident that the developer will continue to respect the concerns expressed by residents, Planning Commission and staff on remaining details to be worked out during the preliminary and final site plan review and approvals; and*
- G. Overall, it appears that there is a fundamental willingness and ability of the developer to comply with City ordinance and requirements.*

**Recommendations:**

- 1. Further study of parking issues is appropriate. The City and the developer must be very careful to not under, or over, park this site. It needs to be just right;*
- 2. Cottonwood Place Assisted Living - Conceptual Site Plan Review – PC – 3-5-13 –Page 5*
- 3. Site lighting is very important to ensure that this facility is a good neighbor. Detailed plans and solid analysis is needed;*
- 4. Detailed plans for deliveries, trash handling, utilities, etc, is critical to avoid negative impact on neighbors;*

5. *A very carefully developed landscaping plan is important for this site. Proper retention of mature trees along with planting new appropriate species can immediately enhance the site.*
6. *Landscaping must not be an afterthought. Rather, landscaping must be an integral part of the overall project design;*
7. *All those involved in planning and approving this project must respect the needs of the facility residents, visitors and abutting neighbors as well as pedestrians and the travelling public; and*
8. *Complete compliance with technical requirements for Preliminary Site plan is anticipated.*

*Commissioner Wright seconded the motion. Vote on motion: Chris Jensen-Aye, Spence Bowthorpe-Aye, Matt Snow-Aye, Les Chatelain-Aye, Brad Wright-Aye, John Garver-Aye, Lori Khodadad-Aye. The motion passed unanimously.*

**3. Ludlow Dental Office Rezone – 2000 East 3900 South -City Planner, Rick Whiting.**

(20:11:43) Mr. Whiting reported that the applicant, Dr. Val Ludlow, has requested a zone change from RM to NC for his property in order to construct a 4,500 square-foot dental office building. Currently the RM Zone allows the proposed land use; however, the required setbacks require the building be placed on the site in such a way that parking is restricted. Staff's opinion was that the most appropriate zoning for the project is Neighborhood Commercial (NC) to allow a site design that is conducive to the desired medical/dental use. Staff recommended approval of the rezone.

(20:17:13) Nathaniel Rather, from Rather Architecture, was present on behalf of Dr. Val Ludlow and described the proposed site plan and setbacks. He explained that their objective is to propose a plan that works well for both Dr. Ludlow and the neighbors. Mr. Rather reported that the required community meeting was to be held prior to the site plan returning to the Commission.

(20:25:30) Chair Khodadad opened the public hearing.

Tatyana Golub gave her address as 3921 South 2000 East and asked about the process to be followed, which was described by Chair Khodadad. Ms. Golub also expressed concern about traffic accidents, which take place frequently in front of her home.

(20:35:00) Commissioner Chatelain remarked that comments were made by a Council Member with respect to the General Plan. He explained that when an individual property is looked at it was suggested that consideration be given to changing the zoning in a larger area, if appropriate. He recommended that only this property be addressed tonight.

Commissioner Garver asked for clarification that the NC Zone pushes the building close to the street, allows for more parking, and provides sufficient buffering.

(20:41:21) *Commissioner Snow moved that the Commission recommend to the City Council adoption of the proposed rezone of the .45-acre property at 2000 East 3900 South from RM to NC subject to the following:*

**Finding:**

1. *The Commission feels that the flexibility of the NC zone is in the best interest of the surrounding properties.*

*Commissioner Wright seconded the motion. Vote on motion: Chris Jensen-Aye, Spence Bowthorpe-Aye, Matt Snow-Aye, Les Chatelain-Aye, Brad Wright-Aye, John Garver-Aye, Lori Khodadad-Aye. The motion passed unanimously.*

**4. Hanks Subdivision at 2724 East Casto Lane – Conceptual Two-Lot Subdivision in an R-1-10 Zone– City Planner, Rick Whiting**

(20:43:40) Mr. Whiting presented the staff report and stated that the applicant proposed that the parcel be divided into two lots. The Technical Review Committee (TRC) reviewed the proposal and feels that it complies with all City ordinances. Mr. Whiting acknowledged that one item needs to be addressed that pertains to the irrigation storm drainage lateral that enters, and apparently terminates, on the property. As a function of the development, the City will require the developer provide for storm water irrigation management. Mr. Whiting described the property and recommended approval.

(20:46:15) Norm Dahle gave his address as 2675 Melony Drive and was present on behalf of the applicant, David and Korby Hanks. Mr. Dahle discussed the property survey and conceptual plan detailed in the staff report.

Chair Khodadad opened the public hearing. There were no public comments. The public hearing was closed.

Commissioner Chatelain remarked that the surrounding lots are twin homes. His opinion was that creating two homes on the Hanks property will be compatible with the neighborhood.

*(20:57:30) Commissioner Bowthorpe moved to approve the proposed conceptual plan for the Hanks two-lot subdivision to be located at 2724 East Casto Lane in a R-1-10 Zone based on the following:*

**Findings:**

1. *The proposed project meets the requirements for a residential subdivision in an R-1-10 Zone.*
2. *This project complies with the provisions of the City's General Plan for this area.*
3. *This application is consistent with land use patterns in the general vicinity.*
4. *The UFA has reviewed emergency access as proposed. Fire hydrant capacity and placement will be addressed in the Preliminary Plat review and approval process.*
5. *The proposed project has been reviewed by the TRC and meets City requirements for Conceptual Plan.*
6. *Utility providers can serve the property and are expected to provide appropriate service availability letters.*

**Requirements:**

- 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. *Prior to approval of Preliminary and Final Plat - all outstanding TRC issues must be resolved.*
3. *The City Engineer must designate and approve any alterations to the irrigation/storm water system associated with this project.*
4. *Utility providers must provide appropriate service availability letters prior to Final Plat approval.*
5. *A Right-of-Way Easement and Road Maintenance Agreement for the two proposed lots must be recorded with the final plat. It must detail provisions and responsibility for maintenance, snow removal, etc.*
6. *A street dedication may be required on Casto Lane.*

*Commissioner Garver seconded the motion. Vote on motion: Les Chatelain-Aye, Brad Wright-Aye, John Garver-Aye, Chris Jensen-Aye, Spence Bowthorpe-Aye, Matt Snow-Aye, Lori Khodadad-Aye. The motion passed unanimously.*

The Commission took a five-minute recess.

**5. Sandpiper Apartments Leasing Office and Clubhouse at 1492 East Spring Lane – Conceptual Site Plan in the RM Zone - City Planner, Rick Whiting**

(21:05:30) Mr. Whiting presented the staff report and stated that the applicant wishes to construct a new building on a vacant lot. The proposed building will be constructed on Sandpiper Way and Spring Lane as part of the Sandpiper Apartment Complex, and will be composed of one single-story building consisting of 2,765 square feet of floor space. It will house leasing offices and clubhouse amenities for tenants of the complex. Mr. Whiting remarked that the Technical Review Committee reviewed the proposal and determined that it meets City ordinances. After legal review, staff found that a previously granted conditional use permit continues to be valid. Staff recommended approval.

The applicant's architect, Guillaume Belgique, gave his address as 7583 South Main Street. Mr. Belgique emphasized that the proposed building has been designed as a small leasing office with a club room. Because of the location, it will not generate additional traffic flow. With regard to parking, adequate space has been allotted to meet City requirements with one additional stall.

Lindsey Daniels, from the Management of the Sandpiper Apartments, reported that the results of a two-month traffic study showed a total of 49 visits, with an average of five visits per week. She noted that they maintain a 97% occupancy rate.

(21:15:30) Phillip Kennedy gave his address as 1500 Spring Lane and shared concerns about security and privacy. Buffering issues were also discussed. Mr. Kennedy wasn't opposed to the use but would like the security and privacy issues to be addressed.

(21:23:37) Rebecca McConnell gave her address as 1500 Spring Lane and asked that the privacy barrier and trees be restored.

There were no further public comments. Chair Khodadad closed the public hearing.

(21:26:40) In response to a question raised regarding the conditions of the previous conditional use permit, Mr. Whiting stated that they have not been able to establish the original conditions. He suggested the Commission reiterate appropriate conditions from the conditional use permit to be enforced on the property.

(21:30:30) *Commissioner Bowthorpe moved that the Sandpiper Conceptual Site Plan located at 1492 East Spring Lane be approved based on the following:*

**Findings:**

1. *The proposed project meets the requirements for a conditional use site plan in the RM zone.*
2. *This application is consistent with land use patterns in the general vicinity. Specifically, it is an extension and continuation of the clubhouse and leasing office currently in use directly across the private lane.*
3. *The UFA has approved the emergency access as proposed.*
4. *The proposed project has been reviewed by the TRC and meets City requirements for Conceptual Site Plan.*
5. *Utility providers can serve the property and are expected to provide appropriate service availability letters.*
6. *Approval of this office and clubhouse will not be detrimental to neighboring properties.*

**Requirements:**

1. *A Preliminary Site Plan and any other requirements for the project shall be submitted to the Technical Review Committee (TRC) for review and recommendation to the Planning Commission.*
2. *Prior to approval of Preliminary and Final Site Plan - all outstanding TRC issues must be resolved.*
3. *Utility availability letters must be received before Final Site Plan approval.*
4. *Staff and applicant search out the actual conditions of the original conditional use permit and those conditions be complied with on the site plan.*

Commissioner Bowthorpe added that in the meeting, there was an indication by the applicant that he intends to install a vinyl fence along the east side of the property to provide security and protection to the neighboring homeowners.

*Commissioner Jensen seconded the motion. Vote on motion: Les Chatelain-Aye, Brad Wright-Aye, John Garver-Aye, Chris Jensen-Aye, Spence Bowthorpe-Aye, Matt Snow-Aye, Lori Khodadad-Aye. The motion passed unanimously.*

**OTHER BUSINESS**

**1. Updates or Follow-Up on Items Currently in the Development Review Process.**

Mr. Whiting proposed that the RM zone be placed on the agenda for discussion at an upcoming meeting with the anticipation of a public hearing being conducted on April 2, 2013.

**2. Report from Staff on Upcoming Applications.**

**3. Discussion of Possible Future Amendments to Code.**

**ADJOURN**

(21:39:45) *Commissioner Wright moved to adjourn. Commissioner Garver seconded the motion. Vote on motion: Les Chatelain-Aye, Brad Wright-Aye, John Garver-Aye, Chris Jensen-Aye, Spence Bowthorpe-Aye, Matt Snow-Aye, Lori Khodadad-Aye. The motion passed unanimously.*

The Planning Commission Meeting adjourned at 9:40 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, March 5, 2013.*



Teri Forbes  
T Forbes Group  
Minutes Secretary

Minutes approved: 4-16-13