

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

Tuesday, November 17, 2015

5:30 p.m.

**Holladay City Hall
4580 South 2300 East**

ATTENDANCE:

Planning Commission Members:

Matt Snow, Chair
Jan Bradshaw
Spence Bowthorpe
John Garver
Chris Jensen

City Staff:

Paul Allred, Community Development Director
Pat Hanson, City Planner

Special General Plan Meeting with Consultant, Tim Sullivan, Representing InterPlan – Introduction of Chapter 3 “Transportation Network”.

(17:43:00) The Commission reviewed and discussed Chapter 3 “Transportation Network”. A question was raised about the Transfer of Development Requirements Program. City Planner, Pat Hanson, explained that it is an implementation measure that was discussed. She explained that if a property owner wishes to postpone constructing a sidewalk and there is justification for it, a transfer right could be pursued. She noted that sidewalks are required but there are exceptions.

Commissioner Bowthorpe liked the idea of conducting a study. There was some question, however, about how to pay for it. Commissioner Garver felt that if a sidewalk is not constructed there should be some type of alternative ending of asphalt. Community Development Director, Paul Allred, stated that conducting a study would take a significant amount of time for staff to complete. He noted that other cities were contacted about participating in the study.

(18:05:20) The possibility of creating a local transit circulator was discussed. Mr. Allred explained that the route would go between certain City landmark destinations such as Millrock area, Cottonwood re-development site and the Holladay Village and be operated by UTA or the City or some kind of other partnership. It was noted that the circulator would be in addition to regular UTA routes.

Traffic impacts of residential subdivisions of various sizes were analyzed. A question was raised with regard to the point at which a traffic impact study would be required. It was suggested that a traffic study be required once a threshold is reached of 100 or more trips per hour during the peak hour. Traffic circulation issues were discussed. Mr. Allred reported that for a recent Wasatch Front Regional Council (WFRC) funded study a consultant team was hired to look at the Highland/Van Winkle intersection. The study was expected to be completed by June 2016 and will eventually be adopted as part of the General Plan. The possibility of increasing the width of Highland Drive to accommodate bike lanes was mentioned. It was noted that the intent of the document was to encourage vehicle safety and other types of transportation.

(18:29:35) Mr. Allred discussed changes made since the City incorporated 15 years ago. It was expected that at least as many changes will occur over the next 15 years particularly in terms of climate, water, and valley/regional population. He recommended the Commission look toward the long-term future rather than the short term. A comment was made that Van Winkle is a riparian area that at one time was a swamp. He hoped to see the natural aspect of the area enhanced and improved going forward.

PRE-MEETING/WORK SESSION

The agenda items were reviewed and discussed. With regard to the proposed Hampton Inn at Millrock Park proposal, Mr. Allred stated that one or two neighbors may lose their view as a result of the five-story building. He noted that the maximum height of the building will be 70 feet where there is a parapet wall, with an allowed maximum of 72 feet. Most of the building will be in the mid to upper 60-foot range; below the maximum allowed. Mr. Allred explained that Conceptual Site Plan approval does not require a significant amount of detail. What is proposed is a five-story structure with 12,000 square feet per floor for a total of 62,000 to 65,000 square feet. 104 guest rooms were proposed. The use is permitted, which means that if the applicants comply with the site plan and ORD requirements, it must be approved. The property is next to the Evangelical Free Church of Salt Lake City. Mr. Allred informed the Commission that the public can always make suggestions or bring issues to the Commission's attention that they might not be aware of. The public hearing also gives the developer an opportunity to hear concerns and perhaps voluntarily make changes.

(18:38:11) Mr. Allred explained that the applicants are not providing all of the parking on site and will provide more than half of it across the street. It was noted that the applicants already have a Shared Parking Agreement in place with Millrock. He reported that Steve Petersen manages Millrock. Mr. Allred explained that the City is actually affiliated with the developer because they own the back half of the lot. A contract is in place between the City and Millrock to sell the property if a development deal is in place and site plan approval is granted by September 2016. Originally the property was intended to house a fire station but the City is now looking more seriously at constructing one instead in the Knudsen Park area.

The maximum building height is 72 feet. Mr. Allred stated that the original natural grade is unknown so the existing grades will be used as a starting point for measuring building height. There is some slope from north to south and east to west and the building will stay away from the steep slope to the east. A history of the property was detailed. Mr. Allred stated that once the basics of the site are determined, the details can be addressed. Commissioner Garver hoped the parking would work with the majority being across the street. He liked the idea of the applicants utilizing shared parking. Mr. Allred considered that to be the best aspect of the project. He estimated that 60% of the parking is across the street and 40% is on the site. He commented that the setbacks work and the building will be within 50 feet of the street as required by the zone. As part of preliminary approval it was recommended that pedestrian circulation be addressed.

Marianne Ricks, a Baywood Circle resident, was introduced as a Planning Commission candidate. She was interviewed by City Manager, Randy Fitts, and Mr. Allred and was asked to sit in on tonight's meeting.

(18:54:49) Mr. Allred addressed the Wanderland Subdivision, which is a two-lot subdivision off of Wander Lane. The request was determined to comply with the preliminary plat. The applicants are proposing a smaller lot in the front and a larger lot in the back. The lot has been adjusted to increase the size of the rear lot to .50-acre. One home currently exists on the property that will be torn down and replaced with a new one. Once the one-half acre threshold is reached, a guesthouse or accessory building can be constructed and occupied. The slope of the property in the front is steep but meets the Fire Code and will accommodate fire truck access. It will be necessary for the applicants to dedicate the half width of Wander Lane and there will be a retaining wall on the south edge of the driveway to flatten it out for fire access. The new rules for retaining walls were described.

(18:58:14) *Commissioner Jensen moved to adjourn the Work Meeting and convene the Regular Meeting. Commissioner Garver seconded the motion. The motion passed with the unanimous consent of the Commission.*

CONVENE REGULAR MEETING

Chair Matt Snow called the Regular Meeting to order at 7:00 p.m.

1. Welcome & Chair Opening Statement.

Chair Snow welcomed those present and described the role of the Planning Commission.

PUBLIC HEARINGS

2. Hampton Inn at Millrock Park – 3210 East Millrock Drive – Conceptual Site Plan Review for a Hotel in the ORD Zone where Hotels are a Permitted Land Use. Applicant, Tyler Miles - Staff, Paul Allred.

The staff report was presented and the applicant answered several questions with respect to architecture, slope, parking, the crosswalk, safety, lighting, and other basic issues outlined in the staff report.

Chair Snow opened the public hearing. There were no members of the public wishing to speak. The public hearing was closed. The Commission discussed the safety of the proposed crosswalk including enhanced lighting. Commissioner Jensen suggested raising the crosswalk to slow traffic. Mr. Miles felt those were good ideas overall but that Millrock would need to be consulted on the raised crosswalk idea which could be problematic. Commissioner Jensen said that people drive very fast in this location and that there is a sharp curve also. Commissioner Bradshaw asked about the ordinance requirement for a fence or wall on the site. Both staff and the developers felt that it was not needed as there is fence already to the west and steep sloped on the east and south property lines. Commissioner Jensen expressed concern about site lighting as it pertains to the residential property owners to the south. Dan Van Zeben, architect stated that they would use parking lot light poles no taller than 20 feet with full cut off fixtures. Hilton, parent company to Hampton Inn does not allow, “up lighting” on their buildings although there will be a few LED lights on the corners of the building to provide adequate lighting.

(19:28:45) Architectural renderings of the building elevations were shown to the commission by Dan Van Zeben, architect, reported that a five-story hotel is shorter than a five-story office building because of the space required in office buildings that is not required in hotels. There would be approximately a 10-foot reduction in height with a hotel as opposed to an office building. The elevation was shown from Millrock to the first home adjacent to the southwest corner of the site. The views from the home are around the second and third floors. From the proposed building location, the views to the valley for all three of the homes along the sloping ridge are to the northwest, the opposite direction from where the building will be located. Mr. Van Zeben stated that as the building is brought into its grade from the toe of the slope to the top is approximately 60 feet. The proposed building is 58'6" to the primary parapet with the towers being 67'4". He stated that from the standpoint of architectural treatment on the building, the proposal is to bring in a rich looking granite tile to go around the base. At the entrance the tile has been raised to give it a similar scale as the office buildings and an improved appearance at the front door. The balance would include colors in the stucco.

Mr. Miles reported that a meeting was held with staff where they reviewed the pre-conceptual site plan and made the adjustments enumerated in the commission members' packets.

The development team complimented staff for their cooperation and is happy with the working relationship to this point.

(19:35:02) *Commissioner Bradshaw moved to approve the Conceptual Site Plan for the Millrock Hampton Inn in the ORD Zone based on the following:*

Findings:

- A. The proposed project meets the requirements Conceptual Site Plan for this use in the ORD Zone. This application is consistent with land use patterns in the general vicinity.*
- B. The UFA has approved conceptually the emergency access as proposed. Fire hydrant capacity and placement will be addressed in the Preliminary Site Plan.*
- C. The proposed project has been reviewed by the TRC and meets City requirements for Conceptual Site Plan.*
- D. Utility providers can serve the property and have (or are expected to) provide appropriate service availability letters.*
- E. The applicant has held a neighborhood meeting as required.*

Requirements:

- 1. A Preliminary Site Plan and any other documents/requirements shall be submitted to the Technical Review Committee (TRC) for review and recommendation to the Planning Commission.*

2. *A drainage and water retention plan shall be submitted to the City Engineer for review and approval with the Preliminary Site Plan.*
3. *A corrected conceptual drawing needs to be submitted showing any remaining items requested by staff on the redlines already processed by staff, and items that may come out of the conceptual hearing/meeting with the Commission.*
4. *An addition shall be made to the plan to show the parking structure and a crosswalk and indicate how they will deal with that in terms of lighting.*

Commissioner Bowthorpe seconded the motion.

Gary Griffith clarified that the fourth requirement should show the outline of the parking structure and the interface between it and the hotel.

Vote on motion: John Garver-Aye, Jan Bradshaw-Aye, Chris Jensen-Aye, Spence Bowthorpe-Aye, Chair Matt Snow-Aye. The motion passed unanimously.

OTHER ACTION ITEMS

3. **Wanderland Subdivision – 4825 South Wander Lane – Preliminary Subdivision Plan Review – R-1-10 Zone – Two-Lot Subdivision of .77 Acres of Ground. Applicant, Austin Smylie – Staff – Jonathan Teerlink, City Planner.**

(19:37:16) Mr. Allred presented the staff report and stated that the proposed preliminary plan varies slightly from the conceptual plan in that a modification was made to the lot layout to give the front lot a bit less land and increase the size of the rear lot slightly. The applicant, Austin Smylie, was present with his father, Steven Smylie. Staff found that with the proposed change, the request still complies and there is now adequate space in the rear lot for a guesthouse if they so choose. In terms of public safety, staff found that the proposal is in compliance with the UFA requirements. He noted that the driveway will have to be retained. The front lot is a bit steeper than the back lot. One home is proposed on the front and one on the back. Each lot has the minimum area required.

With regard to slope, the site is under the maximums allowed. A retaining wall will be constructed no higher than four feet on the front driveway and the applicants will dedicate Wander Lane to the 25-foot half width. There will also be off-site improvements with curb, gutter, and sidewalk and street trees will need to be planted. Staff found the subdivision to be substantially complete and in compliance with City ordinances and recommended approval.

(19:42:13) The property owner, Steven Smylie, reported that they would like the opportunity to construct two single-family homes. He and his wife will build a home in the front and their son, Austin, will build one in the back. The homes will be similar to others that exist on the street currently. In response to a question raised, Mr. Smylie stated that they will make every effort to preserve the trees on the site. There are, however, several large trees in the road on the south side of the property that will be removed. The trees that are removed will be replaced with at least two good trees with the goal being to beautifully landscape the property.

(19:45:31) *Commissioner Bradshaw moved to approve the Wanderland two-lot subdivision located at 4825 South Wander Lane subject to the following:*

1. *Submission of utility service letters with the Final Subdivision Plat.*
2. *Delegate final approval to the TRC.*

Commissioner Jensen seconded the motion. Vote on motion: John Garver-Aye, Jan Bradshaw-Aye, Chris Jensen-Aye, Spence Bowthorpe-Aye, Chair Matt Snow-Aye. The motion passed unanimously.

4. Minutes – October 6 and October 20, 2015.

Due to problems with the recording, the minutes of October 6 were not ready for approval and would need to be reconstructed by staff.

(19:48:22) *Commissioner Jensen moved to defer approval of the meeting minutes of October 20, 2015, to the next meeting. The motion passed with the unanimous consent of the Commission.*

CONTINUED PUBLIC HEARING

5. General Plan Amendment Public Hearing – (continued) and Work Session on Draft Chapters – Review and Discussion of Proposed Major Re-Write of the City’s Current General Plan Originally Adopted in 2000.

(19:52:29) The Commissioners began their review of Chapter 3 on page 33. All instances of “Cottonwood site” were changed to “Cottonwood redevelopment site”. Bike issues were discussed. Mr. Allred reported that the City recently received an additional \$25,000 for bike route planning. The need for a bike route map was discussed. Mr. Allred reported that he provided the County with the City’s proposed Bike and Trails Map that will be adopted as part of the Plan. He explained that the City has a very good working relationship with Salt Lake County and will plan the Murray Holladay bike routes next year and build them in 2017 all the way to 900 East.

The goal dealing with preservation of unique neighborhood character was discussed. Ms. Hanson explained that in the activity centers vehicular traffic should be off of major streets and not neighborhood accesses. Road connectivity issues were discussed.

With regard to street trees, Mr. Allred stated that the law prohibits trees from being removed from the City’s right-of-way unless permission is granted by the City. The Commission completed their review of Chapter 3. The Commissioners were asked to provide Ms. Hanson with additional edits to the document prior to December 1 to give her time to incorporate the changes.

The next Regular Meeting was scheduled for Tuesday, December 1 with a Work Meeting commencing at 5:30 p.m. A Christmas get together was scheduled for Wednesday, December 16.

DISCUSSION ITEMS

6. Text Amendment – Allowing Cat Breeding (Cattery) as Conditional Uses in the Residential Zones.

OTHER BUSINESS

- **Report from Staff on Upcoming Applications.**
- **Discussion of Possible Future Amendments to Code.**
- **Calendar for Future Meeting on General Plan Update.**

ADJOURN

(20:32:28) Commissioner Jensen moved to adjourn. Commissioner Bradshaw seconded the motion. The motion passed with the unanimous consent of the Commission.

The Planning Commission Meeting adjourned at 8:30 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, November 17, 2015.



Teri Forbes
T Forbes Group
Minutes Secretary

Minutes approved: 12/8/15