

CENTERVILLE CITY PLANNING COMMISSION AGENDA

NOTICE IS HEREBY GIVEN THAT THE CENTERVILLE CITY PLANNING COMMISSION WILL HOLD ITS REGULAR PUBLIC MEETING AT 7:00 PM ON JUNE 27, 2018 AT THE CENTERVILLE CITY COMMUNITY CENTER AND CITY HALL COUNCIL CHAMBERS, 250 NORTH MAIN STREET, CENTERVILLE, UTAH. THE AGENDA IS SHOWN BELOW.

Meetings of the City Council of Centerville City may be conducted via electronic means pursuant to Utah Code Ann. 52-4-207, as amended. In such circumstances, contact will be established and maintained via electronic means and the meeting will be conducted pursuant to the Electronic Meetings Policy established by the City Council for electronic meetings.

Centerville City, in compliance with the Americans With Disabilities Act, provides accommodations and auxiliary communicative aids and services for all those citizens in need of assistance, including hearing devices. Persons requesting these accommodations for City-sponsored public meetings, services, programs, or events should call Jacob Smith, Centerville Management Services Director, at 801-295-3477, giving at least 24 hours notice prior to the meeting.

A notebook containing supporting materials for the business agenda items is available for public inspection and review at City Hall and will be available for review at the meeting. The full packet can also be viewed on the City's website: <http://centerville.novusagenda.com/agendapublic>.

Tentative - The times shown below are tentative and are subject to change during the meeting.

Time:

7:00 PM **A. WELCOME AND ROLL CALL**

B. PLEDGE OF ALLEGIANCE

C. PRAYER OR THOUGHT

Cheylynn Hayman, Chair

D. COMMISSION BUSINESS

1. Public Hearing - Conceptual Site Plan - Dave Roberts Office/Storage Building at 603 South 800 West

ADMINISTRATIVE DECISION

Consider the proposed Conceptual Site Plan for Dave Roberts Office and storage building at 603 South 800 West.

Jeff Cook, Applicant

- 7:30
2. Public Meeting - Parking Modification - Faktory Office Building - 704 W Porter Lane

ADMINISTRATIVE DECISION

Consider the proposed parking modification for Faktory Office Building at 704 W Porter Lane.

- 7:45
3. Public Hearing - Zoning Text Amendment - CZC 12.55.110- Fence and Wall Heights

LEGISLATIVE DECISION

Consider the propose zoning text amendment for CZC 12.55.110, regarding fence and wall height allowances in various zones.

8:10

4. Community Development Director's Report

Upcoming Projects:

- Renatus Final Site Plan
- Sheffield Downs - PDO Rezone & Concept Plan for Residential (old Dicks Market area)
- Main Use List - Outline of Process

5. City Council Report

- Nothing to Report

E. MINUTES REVIEW and ACCEPTANCE

June 13, 2018

F. ADJOURNMENT

**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
6/27/2018**

Item No. 1.

Short Title: Public Hearing - Conceptual Site Plan - Dave Roberts Office/Storage Building at 603 South 800 West

Initiated By:

Scheduled Time:

SUBJECT

ADMINISTRATIVE DECISION

Consider the proposed Conceptual Site Plan for Dave Roberts Office and storage building at 603 South 800 West.

Jeff Cook, Applicant

RECOMMENDATION

Refer to the Staff Report

BACKGROUND

Refer to Staff Report

ATTACHMENTS:

Description

- ▣ 06-27-2018 PC Staff Report Roberts Building Conceptual Plan
- ▣ Roberts Building Conceptual Plan Submittals

**CENTERVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT
655 North 1250 West, Centerville, Utah 84014
(801) 292-8232**

**STAFF REPORT
AGENDA: ITEM 1**

PROPERTY OWNER:	DAVE ROBERTS P O BOX 666 CENTERVILLE, UT 84014
APPLICANT:	JEFF COOK P O BOX 684 CENTERVILLE, UT 84014 (jeffcookbuilders@gmail.com)
PROPERTY:	603 SOUTH 800 WEST (<i>South Frontage Road</i>)
ACREAGE:	0.51 ACRES
ZONING:	COMMERCIAL – VERY-HIGH (C-VH)
APPLICATION:	CONCEPTUAL SITE PLAN ACCEPTANCE

BACKGROUND

In 2010, the applicant submitted and received a conceptual site plan acceptance for the subject property located at 603 South 800 West (*aka: South Frontage Road*). Due to various reasons, the proposed development was not pursued and the conceptual site plan acceptance expired a year later. The applicant is again seeking conceptual acceptance for the proposed project. According to the submitted plans, the applicant has depicted three (3) potential use options:

- A. Single Use = One-story; totaling a 4,663 square foot building,
- B. Multi Use = Partial two-story; with 50% main floor retail/office, 50% repair/service, upper floor office space.
- C. Multi-Use = Partial two-story; with 40% main floor retail/office, 60% repair/service, upper floor office space.

All of the proposed uses are hypothetically achievable, however, for the final site plan submittal and approval the desired option(s) ought to be confirmed. The Development Review Committee (DRC) has reviewed the plans and deemed the application sufficiently complete in order for the Commission to consider the conceptual acceptance.

CONCEPTUAL SITE PLAN 12-12-110(d)**Table of Uses Allowed CZC 12.36**

According to the Table of Uses, retail, office, repair are generally allowable uses within the C-VH Zone. However, it appears that some types of repair and service use are permitted uses, while others are conditional uses. The applicant will not need to necessarily apply for any conditional use permits, unless they have a specific business under contract that would require one. From staff's understanding, they are constructing the building and will lease out each unit to different tenants. Such future tenants desiring a conditional use will need to apply for a separate approval from the City, prior to occupying the building/suite.

General Plan

The Centerville City General Plan indicates this area is within Neighborhood 2, Southwest Centerville of the South Frontage Road Commercial Area [12-480-3(c)]. The General Plan gives several goals, which have the following points:

- Future commercial development in this area shall be limited to retail commercial type uses that will present a more attractive gateway image of the City.
- Future retail must be appropriately buffered from residential areas.
- Development should only be allowed in such a manner that will minimize impacts upon the Frontage Road, primarily by keeping the number of curb cuts as few as possible.
- Future development in this area should be carefully considered for its appearance from I-15, as this is an important entrance into the City.

The proposed building is being constructed for potential single use or tenant space; which could accommodate several types of retail development and would meet the goals of the General Plan. However, the applicant desires to build the structure and allow room for service and repair, which may or may not been envision by the goals of the General Plan. As an example, a bike shop would be considered retail, yet most bike shops conduct service and repair. However, since the service and repair are part of the main use of a bike shop, the repair qualifies as the accessory use to the approved primary use. This relationship could be an argument towards satisfying the goals of the General Plan.

The applicant will also need to be aware of this when designing the buildings as to ensure compliance to the goals of the General Plan. The building should not be designed wholly with an industrial appearance (*which is prominent in the area*) but be designed in a manner to satisfy the retail appearance expected by the General Plan. From staff's review of the conceptual building elevations, we make the following comments:

- Predominate material is decorative block with various face finishes – this type of material is used for both retail and industrial style buildings. Generally, staff is comfortable with the conceptual design. However, additional use of accents may be needed to attenuate the potential industrial look of the building.

- Secondary accent of Stucco, window canopies, and top wall molding – these accents are a design positive but are underutilized. Additional top wall molding, window canopies, along the top windows would help the design scheme. From staff's perspective, the under use of glazing (*windows*) gives the building an industrial look. Retail store fronts use much more glazing to attract patrons to a building.

Staff's Design Suggestions – Improve the top wall molding and vary the heights of the different suites, particularly at the building corners. Add drop-style metal canopies for the upper windows. Increase the front elevation glazing percentages. If suites are format of the building shell, add entry features for each doorway (*see photo for illustrating a retail building design*).

Although, this building is not located in the Parrish Lane area, as shown in the picture, there are some design elements could be added that would improve the proposed building design to meet the General Plan's retail design expectations for the South Frontage Road area.



Development Standards 12-34-1

The site location is .51 of an acre, with the plans indicating the proposed building being 4,633 square feet. In comparing the plans to the development standards, it appears that some of the information is missing or illegible. Although not considered a building, staff requests that information regarding the billboard that is located on the property be shown on the final site plan to account for all improvements developed on the property. The following chart indicates whether the proposed building meets the Development Standards found in 12-34-1 of the Zoning Ordinance.

Roberts Frontage Road Building Development Standards 12-34-1			
Development Standard	Required	Actual	Compliance
Building Standards			
Distance Between Buildings	6 Feet	N/A	N/A
Maximum Height	45 Feet	N/A	N/A
Setbacks			
Front	20 Feet	65 Feet	Yes
Rear	None	44 Feet	Yes

Side	8 Feet Minimum total width of both side yards: 18 feet	South: 40 Feet North: 8 Feet	Yes
Site Standards			
Buildable Area Minimum	No Requirement		
Floor Area per Building, Maximum	No Requirement		

Commercial Development Standards

Parking 12-52

A breakdown of each proposal (A-C) has been shown on the conceptual plans, showing one space per 250 square feet for retail/office and one space per 500 square feet for repair/service. This breakdown does NOT fully meet the standards found in Table 12-52-1 of the Zoning Ordinance, with respect to Office Use, which is 5 spaces per 1,000 square feet. Each stall is measured at 9 feet by 18 feet, also meeting the required standard. The drive-isles were measured at 25 feet; which is the required amount for a two-way drive-isle. They have also indicated one (1) handicap stall with striping, meeting the ADA accessible standards. It appears the parking lot has been configured in such a way as to make it safe for vehicles to move in and out of the parking lot.

Driveway Access

The minimum standard for a two-way driveway is 25 feet, with the maximum as being 35 feet. The site will have one driveway access off of Parrish Lane, approximately five feet from the south property line. This one access is found to be sufficient to meet the needs of the proposed use. It also meets the General Plan goal of limiting the amount of curb cuts on to the Frontage Road. Since the curb, gutter, sidewalk and driveways are not currently established, all new infrastructure will need to be constructed for the site. The applicant will need to work with the Public Works Director and the City Engineer to ensure compliance with City Standards for these improvements.

Landscaping 12-51

Although the plans indicate the general location of landscaping, no landscaping summary was indicated. The applicant will need to review Chapter 12-51 of the Zoning Ordinance to ensure compliance. Since the property is not a one-acre lot, it is not required that a landscape architect prepare the plans, however, the plans will still need to be professionally drawn and meet the required standards of Chapter 12-51. They will also need to maintain a clear view around all driveways, which requires that nothing over two feet high be placed within a triangular area of 12 feet along the street and driveway [12-55-230(a)].

Required Landscaping Summary 12-51			
Guidelines	Required	Actual	Comply
Total Area Landscaping	15%	15.7%	Yes

Total Required Trees	1 Tree per 500 square feet of landscaping	Not Indicated (7 required)	No
Trees for Street Frontage	1 per 25 linear feet	Not Indicated (6 required)	No
Building Frontage/Foundation	50%	Not Indicated	No
Total Interior Parking Lot Landscaping	7%	Not Indicated	No
Total Interior Parking Lot Trees and Shrubs	For every six required stalls: 1 tree	No Indicated (4 required)	No
	For every six required stalls: 2 shrubs	Not Indicated (8 required)	No

Screening 12-51-110

According to Section 12-51-110 of the Zoning Ordinance, a trash receptacle must be screened from view by a wall or fence that is at least six-feet in height. Not only should the wall provide complete visual screening, it should also be compatible with the color and material as the rest of the building. The submitted site plan indicates the location of the dumpster and how it will be completely screened from view, yet does not indicate the material being used, or the height. More detail, including material, color, and height of the walls and gate, will need to be indicated on the final site plan. In addition to the dumpster, any wall or roof-mounted equipment will need to be screened from view. No information has been given on the wall or roof-mounted equipment and will need to be verified with the final site plans.

Signage

All signage requires a separate permit and must be reviewed by staff for approval at the time a sign permit application has been submitted. However, in order for the Planning Commission to conduct a proper review of the site, the location of the signage will need to be indicated. The applicant will need to review the criteria found in Chapter 12-54 of the Zoning Ordinance. If the applicant desires to construct a pole sign, they will need to verify the distance the pole sign will be from the existing billboard signs.

ADDITIONAL INFORMATION

The lot formerly had 2 buildings, trees, a foundation, and an assortment of discarded and abandoned material scattered throughout. All of the existing buildings and foundations have been removed and the lot has been cleared and made ready for development. The City Engineer has stated that the lot is very low and will need to be filled with compactable soil. The final site plan must indicate how much fill is needed and the final proposed grade.

Another issue brought up by the Public Works Director, is that of water and fire protection. The Public Works Director has informed the applicant that new culinary and secondary water lines will need to be extended to the property; including a new fire hydrant. This water line will need to come from Pages Lane and run down the Frontage Road to the southern edge of the property

(about 650 linear feet). The applicant will need to coordinate the construction plans with the Public Works Director and the City Engineer in regard to the water lines and all other public infrastructure improvements.

PLANNING STAFF RECOMMENDATION

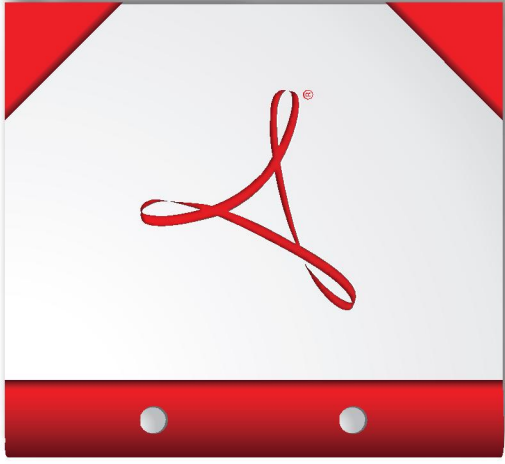
[PROPOSED ACTION] *I hereby make a motion for the Planning Commission to accept the conceptual site plan for the Roberts Frontage Road Building, located at 603 South 800 West, with the following conditions:*

- 1. All fees shall be paid.*
- 2. The applicant shall submit a final site plan application meeting the standards found in Section 12-21-110(e) of the Ordinance.*
- 3. The final site plan shall indicate the exact proposal for the building to be constructed with regards to:*
 - a. Final Building height*
 - b. Final Building uses, including percentage of individual uses such as office/retail and repair/service*
 - c. Provide Building Elevations for final exterior design; including color and material. The applicant shall address the goals of the General Plan in regard to desired retail use when designing the building and use of architectural materials.*
- 4. The site grading plan shall depict the final fill level and how it will be compacted in preparation for building and parking lot construction.*
- 5. New curb, gutter and sidewalk along the Frontage Road shall be shown on the final site plan to be constructed meeting all City standards.*
- 6. The applicant shall coordinate the construction plans with the City Engineer, Public Works Director, and secondary water provider with regards to bringing adequate culinary and secondary water lines to the property, including any fire hydrants required by the South Davis Fire Marshal.*
- 7. The final site plan shall depict all necessary public utility easements with 10 feet along the Frontage Road, and seven feet on the other two sides.*
- 8. A landscaping plan shall be prepared and submitted to City Staff as part of the final site plan submittal. This landscaping plan shall address the applicable requirements found in Chapter 12-51. The landscaping plans shall include the following:*
 - a. Percentage of parking lot landscaping*
 - b. Detail the plant types to be installed*
 - c. A listing of the total number of trees and shrubs to be found on site*
 - d. Maintain a clear view around driveways, meeting the criteria in CZC 12.55.230(a)*
 - e. 50% of the building foundation facing the Frontage Road shall be landscaped*
- 9. Additional dumpster screening detail shall be shown on the final site plan indicating height, material and color of the dumpster enclosure.*
- 10. All roof mounted and wall mounted equipment shall be properly screened from view from a public street and is to be shown on the final site plans.*
- 11. A lighting plan shall be provided with the final site plan*
- 12. Proposed signage type shall be depicted on the final site plan, meeting the criteria found in Chapter 12-54 of the Zoning Ordinance*

- 13. The final site plan shall depict detail regarding the onsite billboard including; height, size, distance from the property lines and building.*
- 14. All required Utility Provider sheets and a current title report shall be submitted as part of the final site plan application submittal.*

SUGGESTED REASONS FOR THE ACTION:

- (a) The Planning Commission finds that the applicant has clearly shown how the property may be developed [see CZC 12.21.110.d.2].*
- (b) The Planning Commission finds that with the acceptance directives, the applicant may proceed to prepare and submit a final site plan application (see CZC 12-21-110).*



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**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
6/27/2018**

Item No. 2.

Short Title: Public Meeting - Parking Modification - Faktory Office Building - 704 W Porter Lane

Initiated By: Bryant Marcum, applicant

Scheduled Time: 7:30

SUBJECT

ADMINISTRATIVE DECISION

Consider the proposed parking modification for Faktory Office Building at 704 W Porter Lane.

RECOMMENDATION

Refer to Staff Report

BACKGROUND

Refer to Staff Report

ATTACHMENTS:

Description

- ▣ 6-27-18 Staff Report Faktory Parking Modification
- ▣ 6-27-18 Faktory Parking Study & Site Plan

**CENTERVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT
655 North 1250 West, Centerville, Utah 84014
(801) 292-8232**

**STAFF REPORT
AGENDA: ITEM 2**

PROPERTY OWNER: MANDO INDUSTRIES LLC
704 W PORTER LANE

APPLICANT: BRYANT MARCUM
FAKTORY

PROPERTY LOCATION: 704 W PORTER LANE

PARCEL SIZE: .67

ZONING DISTRICT: COMMERCIAL VERY HIGH

APPLICATION: PARKING MODIFICATION

STAFF RECOMMENDATION: APPROVE WITH CONDITIONS

Background

Faktory, an advertising agency, and All Seasons Pool & Spa formerly shared the building at 704 W Porter Lane. All Seasons has relocated, leaving Faktory to expand its growing business. While the previous parking calculation included both office and retail, with Faktory's expansion, the entire building would be classified as office, leaving a deficit in the parking calculation. While they are planning an interior remodel, they do not have room or wish to add further parking stalls on the property.

Parking Modification Allowed by Planning Commission

12.52.110 (a) Modification Permitted. The number of parking spaces required under CZC 12.52.060 may be modified in accordance with the provisions in this Section. The purpose of such modifications is to avoid creating unnecessary parking areas that will be essentially unused. In considering a modification, the Planning Commission may require a parking study to be completed as provided in Subsection (e).

- 12. 52.110(e)(2) The Planning Commission shall determine the required number of parking spaces after:*
- A. Considering the recommendations of the parking study and any recommendations from City staff; and*
 - B. Making the findings required under Subsections (c) or (d) of this Section, as the case may be*

Current Parking Calculation according to CZC 12.55.300

With the proposed expansion, Faktory would occupy 9,250 square feet of the building, all qualified as office use. Our zoning code parking calculation for Office, general is 1 per 200 SF. [12.55.300]

9250 SF / 200	46 stalls
Stalls on site	33
Deficit	-13

According to our Zoning Code Parking Calculation, this site would be at a 13 stall deficit for the use.

Parking Study based on Use and Employees

12.52.110(e): Parking Space Study. When a parking space study is required for a particular use shown in Section 12.52.300, or when an applicant requests a modification in the number of parking spaces required under CZC 12.52.080, a parking study shall be provided by the applicant which recommends an adequate number of parking spaces and sets forth the basis of the recommendation.

Faktory has provided a parking study done by Hales Engineering. This firm calculated the parking demand based on the ITE (Institute of Transportation Engineers) recommendation, which calculates office use as .98 stalls per employee.

Currently, the number of employees at Faktory is 18. They expect to expand and hire additional employees in the next few years, with a projection of 37 employees total within 2-3 years.

Current Employees (18)	18 stalls needed
Future Employees (37)	36 stalls needed
Future deficit	- 3

Other considerations:

12.52.110 The Planning Commission may modify the number of parking spaces required or allowed for commercial, office, or mixed-use development after considering the following factors and finding that adequate parking will be provided:

- 1. Total number of spaces that would otherwise be required for each individual establishment in the development;*
- 2. Hours of operation for each business establishment located in the development, including peak business hours;*
- 3. Estimated trade-off between businesses which are open when others are closed;*
- 4. Availability of on-street or shared parking;*
- 5. Transportation alternatives, including proximity to transit stations; and*

6. *Car or van pooling programs available to users of the development.*

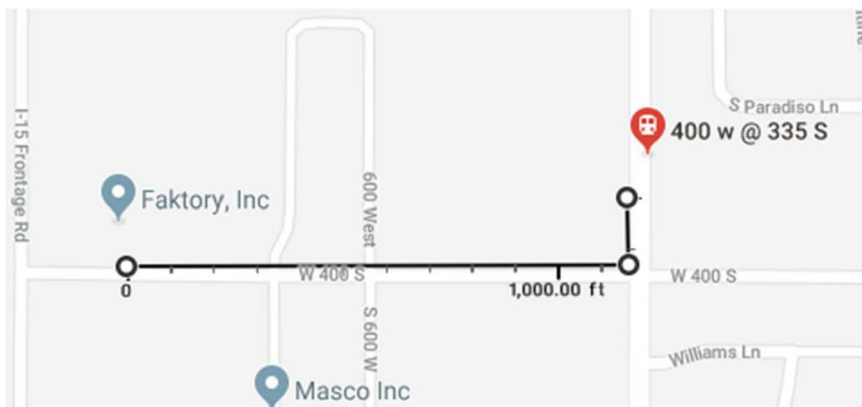
From the applicant's narrative:

About ¼ of Faktory employees are constantly in transit during office hours, meeting with clients on site throughout the region.

“ Faktory recommends a phased approach to meeting needs. Faktory is good for the next 2-3 years but once there are 31 employees, Faktory needs to make adjustments in incentives and employee structure to ensure parking remains sufficient. These will include:

- Incentivizing alternate modes of transportation by paying for bus passes or other modes of transportation, including bikes
 - Putting in place more flex schedules, allowing people to work at home on a rotation basis
 - If there are parking issues, leasing parking from Dave's auto next door.”
- *From the applicant's submitted narrative*

Staff Response: There are many simple ways to encourage alternative forms of transportation, including but not limit to: reserved parking spots for CarPool only, providing bike racks or bike room, showers and lockers within the facility for easy bike commuting, providing employees with bus passes, and, as stated by the applicant, allowing flexible schedules and working from home options.



Nearest Bus stop by Faktory

If the percentage stays consistent as they grow, and ¼ of the employees are in transit or working outside of the office building during work hours, then as many as 9 people could be out of the office during the day while working, reducing the demand to 29 stalls at full employment.

In the worst case scenario, there is only a 3 stall deficit at maximum projected employment, if everyone is in the office at the same time. Based on conversations with the applicant, these days in the future may be few, but if there are issues, Dave's Auto next door has agreed to share a few parking stalls if needed. Staff is not convinced these would be necessary IF Faktory chooses to incentive other transport options, flexible scheduling, and working from home days, as states in their narrative.

SUMMARY

Our Zoning Code requires 5 per 1000 SF for office space, which is aggressive compared to others city's calculations for parking requirements. Therefore, a parking study can be a more accurate representation of parking needs for a user.

Based on the standards from ITE, .98 stalls for employees will satisfy Faktory's needs for the next 2-3 years. When and if they expand to their maximum projection at 37 full time employees, they will be at a parking deficit of 3 stalls. Based on comments from the applicant, as many as one fourth of their employees are traveling and meeting with clients during work hours, and therefore not using the parking at the office. Faktory has stated they will also allow flexible scheduling and working from home options, along with bike, bus, and carpool incentives to their employees as they continue to grow.

It is staff's recommendation that the users of these sites know their employees, work culture, and habits better than a zoning calculation and can facilitate the use of the parking lot accordingly, especially with such a small deficit of future parking needs.

Staff believes that based on a combination of the user-demand parking calculation by ITE, and incentives provided by Faktory for alternative transportation options, 33 stalls for this site will be sufficient for this user.

STAFF RECOMMENDED MOTION

I hereby make a motion for the Planning Commission to APPROVE the Parking Modification for Faktory Office Building at 704 W Porter Lane with the following conditions:

1. This modification is only for Faktory, Inc, and is not transferable to another location or another user at this location.
2. This site shall maintain all 33 current parking stalls and not go below this number of parking stalls on site.
3. The employee count shall not exceed 37; If so, as based upon the Business License renewed annually, this Parking Modification must revert back to the Planning Commission.
4. Faktory leadership shall incentivize alternative forms of transportation such as bike, bus, walking, carpooling, and working from home in any way possible.

Reasons for action:

1. A parking modification is permitted with approval from the Planning Commission based on a parking study [12.52.110(e)(2)]
2. Parking study has been used to calculate parking demand based on the recommendations from the ITE [12.55.110]
3. Faktory has stated they will provide incentives for public transportation, biking, and working from home, in order to satisfy transportation alternative options, as allowed for Office uses, as stated in 12.52.110(c)(5)-(6)

MEMORANDUM

Date: May 31, 2018
To: Bryant Marcum
Faktory
From: Hales Engineering



Subject: Centerville – Faktory Parking Study

UT18-1238

This memorandum discusses the parking study completed for the proposed Faktory, Inc. expansion development in Centerville, Utah. This study identifies the Centerville City parking stall requirements and compares them with the parking demand rates identified by the Institute of Traffic Engineering (ITE) to determine the parking demand of the proposed development. Figure 1 shows a vicinity map of the proposed development.

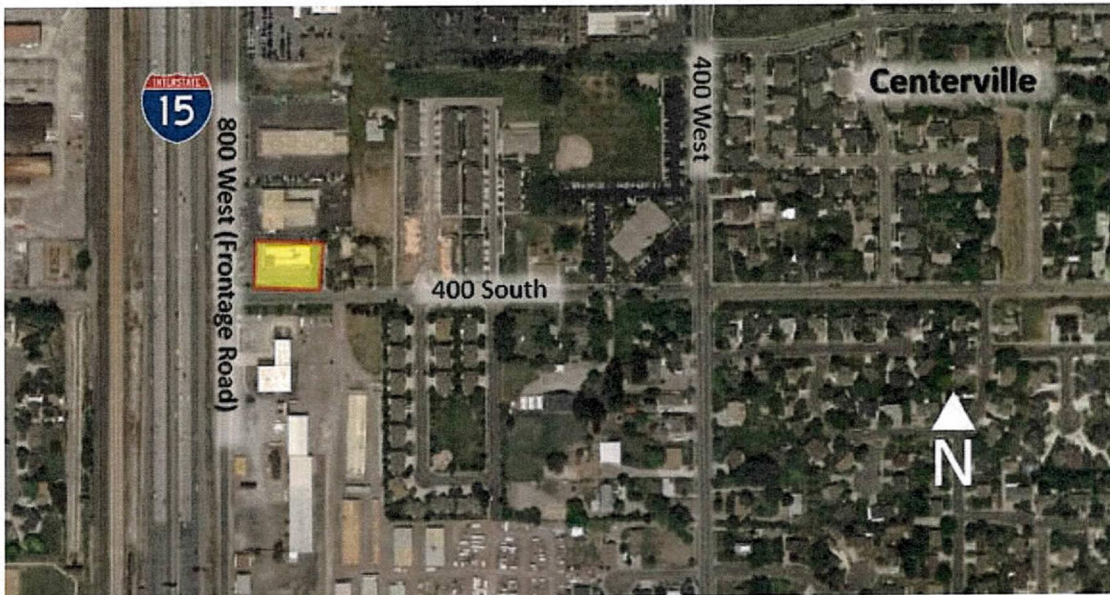


Figure 1: Site vicinity map of the project in Centerville, Utah

Project Description

The proposed Faktory expansion project is located on the northeast corner of the 400 South / 800 West intersection in Centerville, Utah. A site plan provided by the developer is included in Appendix A. According to the site plan this project includes the following planned land uses:

- Single-Tenant Office 9,250 sq. ft. GFA

Faktory currently has 18 employees and plans to have a total of 37 employees within the next several years.

The total parking provided by the development is as follows:

- Onsite Parking 33 stalls

Centerville City Parking Requirements

The Centerville City code specifies parking rates for various land use types. According to the off-street parking schedule in Title 12-52-300, the city parking requirement for general office is 1 parking stall per 200 sq. ft. of gross floor area (GFA) with a minimum of 8 spaces required. This equates to 5 stalls per 1,000 sq. ft. GFA.

Therefore, according to Centerville City code, the following parking stalls are required for the proposed development:

- 9250 sq. ft. GFA x 1 stall / 200sq. ft. = 47 stalls

ITE Parking Demand Rates

The characteristics and operations of an office building can vary greatly depending on the setting, the surrounding transportation network, as well as the building tenant(s), meaning that gross floor area may not be the best independent variable for determining parking demand for an office building. Another independent variable for determining parking demand is the number of employees in the building.

According to the Institute of Transportation Engineers (ITE), *Parking Generation* (4th Edition, 2010), the 85th percentile parking demand rate on a weekday for an office building (ITE land use 715) is 0.98 stalls per employee. This is based on 58 study sites across the United States.

Parking demand for the development was calculated using the parking demand rates published in the ITE, *Parking Generation*, 4th Edition, 2010 as discussed above. Parking

generation for the proposed project is included in Table 1. As shown in Table 1, based on the 85th percentile rate, an immediate parking demand of 18 stalls is anticipated with a future demand of 36 stalls.

Table 1: ITE Parking Generation

Centerville - Faktory Expansion ITE Weekday Peak Period Parking Demand				
Land Use (Code)	Number of Units	Unit Type	85th Percentile Rate ¹	Total Demand (Stalls)
Office (715)	18	Employees	0.98	18
Office (715)	37	Employees	0.98	36
1 ITE Parking Generation, 4th Edition, 2010 Source: Hales Engineering, May 2018				

As shown in Table 1, the number of parking stalls currently on site are sufficient to accommodate the parking demand in the near term. However, it is anticipated that when the number of employees grows to projected levels, there will be a shortage of off-street parking onsite.

Conclusions and Recommendations

Hales Engineering makes the following conclusions and recommendations in regard to parking at the expanded Faktory office project:

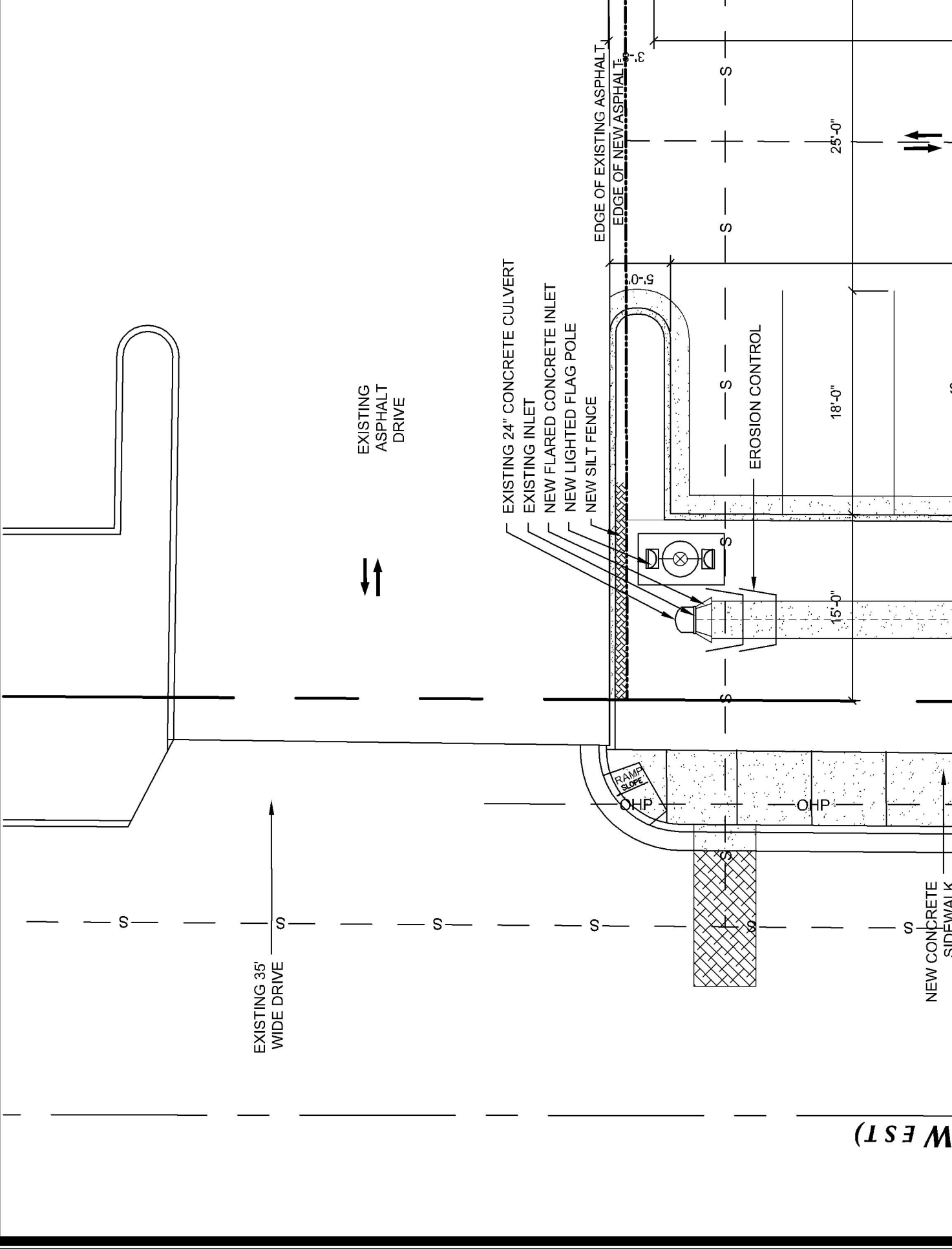
- Currently, the proposed development will consist of 18 employees, and the existing 33 stalls onsite meets the ITE 85th percentile demand of 18 stalls.
- When the staff grows as projected to 37 employees, the ITE 85th percentile demand will be 36 stalls. This projected demand exceeds the existing supply
- Centerville City code requires a total of 47 parking stalls based on the expanded GFA of the Faktory office building. According to ITE, the number of employees is a more consistent predictor of parking demand for an office building. Therefore, a requirement of 47 stalls is anticipated to overpredict future parking demand by approximately 25%.
- It is anticipated that until the onsite staff exceeds 31 employees, the existing onsite parking supply will be sufficient. When the staff grows larger than 31 employees parking supply will need to be increased, or parking demand decreased. Possible solutions include:
 - Leasing additional parking spaces from the adjacent auto shop along the north side of the Faktory, Inc. building
 - requiring and/or incentivizing carpooling
 - requiring and/or incentivizing alternate modes of commute including public transportation or biking
 - requiring and/or incentivizing employees to work from home/off-site

Please call us if you have any questions or need additional information.

APPENDIX A

SITE PLAN

WEST



**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
6/27/2018**

Item No. 3.

Short Title: Public Hearing - Zoning Text Amendment - CZC 12.55.110- Fence and Wall Heights

Initiated By: City Council

Scheduled Time: 7:45

SUBJECT

LEGISLATIVE DECISION

Consider the propose zoning text amendment for CZC 12.55.110, regarding fence and wall height allowances in various zones.

RECOMMENDATION

Refer to Staff Report

BACKGROUND

Refer to Staff Report

ATTACHMENTS:

Description

- ▣ 06-27-2018 PC Staff Report Fences and Walls

**CENTERVILLE CITY
COMMUNITY DEVELOPMENT DEPARTMENT
655 North 1250 West, Centerville, Utah 84014
(801) 292-8232**

**PLANNING STAFF REPORT
AGENDA ITEM 3**

APPLICANT: **CENTERVILLE CITY COUNCIL
c/o MAYOR CLARK WILKINSON
250 NORTH MAIN STREET
CENTERVILLE CITY, UT 84014**

APPLICATION: **ZONING ORDINANCE TEXT AMENDMENT**

APPLICANT REQUEST: **AMEND THE ZONING CODE TO ALLOW ADDITIONAL
FENCING HEIGHTS – CZC 12.55 SUPPLEMENTARY
DEVELOPMENT STANDARDS**

STAFF RECOMMENDATION: **CONSIDER A SECOND RECOMMENDATION
ALTERNATIVE FOR THE CITY COUNCIL**

BACKGROUND

The City Council recently received the Planning Commission's May 2018 recommendation regarding "fencing heights." At the Council Meeting, the Council remanded the matter back to the Planning Commission to reconsider the recommendation, as described below:

Councilman McEwan made a motion to remand the issue back to the Planning Commission, with direction to staff to add language to incorporate buffering between agricultural, residential, and commercial zones through physical barriers. Councilwoman Mecham seconded the motion, which passed by unanimous vote (5- 0).

SUMMARY OF PAST CONFLICTS BETWEEN LAND USES

The Planning Commission was informed of the Council's remand at the last Commission Meeting. As requested by the Planning Commission in that meeting, below is a summary of previous conflicts (*impromptu for this report*) between land use zoning districts:

- **Investment Auto Sales** – Formally known as Greg's Auto and later Best Buy Auto, This former auto sales use is located on Main Street. The conflicts seem to center around outside/inside repair (*noise*) and the off-loading of autos on the public streets (*traffic concerns*) next to the residential area located on the east side of the street.
- **Former Site of Dominos Pizza/Jade Hill** – These uses are located on Main Street (*former 7-11 Store*). The conflicts seemed to center around the rear building kitchen

exhaust port (*odors*), the HVAC unit (*noise*), and general use of the property that affect the residential property directly east.

- **Pitt Dental Building/Pineae Gardens** – These current and former uses are/were located along Main Street. The conflict seemed to be centered around inadequate parking for the dental use building (e.g. *using on-street parking into the neighborhood*). At a later date, a shared parking for the garden center use, to the south, was required when Pineae Gardens was approved. It is staff's understanding this situation likely precipitated the change to increase office parking to 5/1000 in 2003.
- **Riviera Townhomes** – This multi-family development is located on Main Street. The conflict seemed to center around the secondary access, specifically for fire service. The lane is private and is shared between the commercial user in the front and the residents of the development behind.
- **WalMart Center Development** – During the use approval process, Country Cottages raised concerns about the development being too close to the residential buildings (*lights and noise from the parking lot*). WalMart responded and deeded 10 additional feet to the HOA of Country Cottages and then still installed the required buffer between the two developments, nearly doubling the buffering separation.
- **Woods Park Subdivision** – During the approval process of this single-family development, the owners of agricultural uses were concerned about potential future complaints about the cows, goats, and pigs. The developer responded and placed a note of the subdivision plat that recognized the adjacent agricultural operations and all owners purchasing lots "accepted any annoyance or inconvenience due to such agricultural operations."
- **Reading Elementary Cell Tower** – Davis County School District entered into agreements with the District to lease school properties for installing Cell Tower Facilities. The concerns raised were mainly the height of the pole facility. However, the City requires the owners of cell towers having heights greater than the permitted 60 feet height (*w/ 100-foot CUP cap*) to co-locate other cell antennas to reduce the overall demand for cell tower coverage. Also, where feasible, cell companies are to use stealth designs, attached to buildings in a "service area" that is deficient in cell coverage.
- **Miscellaneous Use Enforcement Complaints** – Chicken/dog runs at property lines, Overhanging tree branches, Fowl other than chickens, Parking in front of other persons homes, Cars blocking sideways when parked, Overspray from neighbors sprinklers, Feral cats/catteries, Weeds/yard maintenance, Junk & debris including junk cars, Fencing too high (6' instead of 4' on front yards), Sight tri-angle violations, temporary sign violations, having too many or unapproved farm animals, and other similar use complaints.

STAFF RECOMMENDED PLANNING COMMISSION ACTION

Although typically, the more intense zone is required to provide a buffer next to a lower intensity zone district, there are cases where the buffer is missing (*likely a non-conforming situation*). Therefore, the Planning Staff believes that an adjacent owner of a lower intensity zone, should have the option to construct a substitute buffer to a higher intensity use zone, if the standard regulatory buffer is missing. Most archetypical buffers are between commercial & residential districts and have been extend, by ordinance, to buffering multi-family from single-family.

Nevertheless, to place a buffer between two (2) low intensity (*as defined by the City's General Plan*) residential districts (A-L to R-L) is somewhat unusual. On the other hand, the A-L does permit the keeping of farm animals, which can be intrusive to typical suburban single-family development.

If the Commission so desires, below are the suggested text amendments and finding that the Commission may use, if the Commission desires,

[Amendments in Red] 12.55.110 Fences and Walls

(a) Height of Fences and Walls. No fence, wall or other similar structure exceeding six feet in height shall be erected in any rear or side yard except for accessory buildings and structures permitted by this Title, except as provided below.

1. When a difference in grade exists on either side of a fence or wall, the height of the fence or wall shall be measured from:
 - (A) The average elevation of the finished grade of adjoining properties at the fence line; or
 - (B) If excavated or filled, the native elevation.
2. No fence need be less than 48 inches in height.
3. The Planning Commission may approve a fence, wall or similar structure not to exceed 10 feet in a rear area or side yard in the A-M, R-M, R-H, C-M, C-H, C-VH, I-H, I-VH, PF-L, PF-M, PF-H, or PF-VH zones as part of a site plan review, or amended site plan, with the findings by the Planning Commission that is to be a benefit to the surrounding properties and/or help to buffer the use, and is in the City's best interest.
4. The Zoning Administrator may approve a fence, wall or similar structure not to exceed a height of 8-feet, as a buffering element, where a differing zone district boundary is present. Such fence shall be subject to the following:
 - (A) A "permitted use" application shall be submitted to the City for any fence higher than 6 feet.
 - (B) The increased height placement shall be limited to placement or location along a zone district boundary between two differing zones, when and where the higher intensity zone is missing the buffering element of CZC 12.51.070 or between any A-L and R-L Zone Boundary.
 - (C) In no case shall the increased height be placed, located, or extended into any front yard or street side yard setback requirement of any zone.
 - (D) Where utility easements are present, the "permitted use" request shall comply with CZC 12.55.100 Easements.
 - (E) All fencing above 6-feet in height shall comply with any or all applicable building code regulations and/or shall meet the adopted applicable wind loading regulations.

5. South side of Porter Lane, from 400 West to Main Street. For all legally approved rear yard fronting lots along the creek channel, the fence height shall not exceed eight feet in height along the rear yard lot line.
- (b) Fences in Front Yard and Street Side Yard. No fence or wall or other similar structure exceeding 48 inches in height shall be erected within a front yard or a street side yard.

Suggested findings to recommend APPROVAL

- (a) The Planning Commission finds that the proposed amendment does not conflict with the policies of the City's General Plan.
- (b) The Planning Commission finds that the fence height buffering increases privacy for lower intensity zones, where the standard required buffer of the higher intensity is missing.
- (c) The Planning Commission finds that fence buffer between the A-L and R-L Zoning Districts improves buffering from adjacent potential intrusive A-L uses (*e.g. large farm animals, noise, visual esthetics, etc.*)
- (d) The Planning Commission finds that a higher fence is an optional screening element to the use of vegetation and plantings, which can be more intrusive (*e.g. tree limbs hanging over property lines*) in smaller side yard/rear yard setback areas of residential style development.

*** NOTE - 12.55.100 Easements**

1. *Acknowledgment Required. No dwelling, main building, or permanent accessory building shall be located within a recorded easement area unless the property owner either produces evidence satisfactory to the City Attorney that the easement has been abandoned, or executes a recordable document, in a form approved by the City Attorney, acknowledging that notwithstanding apparent abandonment of the easement, the structure may be subject to the superior interest of the easement holder and may be required to be relocated at the property owner's expense to accommodate such interest.*
2. *Location. Any structure in an easement area shall be located pursuant to the setback and other applicable requirements of this Title.*
3. *No Change in Legal Rights. Nothing in this Section is intended to expand or restrict the rights or obligations of any party to any recorded easement.*

**CENTERVILLE
PLANNING COMMISSION
Staff Backup Report
6/27/2018**

Item No.

Short Title: June 13, 2018

Initiated By:

Scheduled Time:

SUBJECT

RECOMMENDATION

BACKGROUND

ATTACHMENTS:

Description

- ▣ 06-13-18 PC Preliminary Draft

1 **PLANNING COMMISSION MINUTES OF MEETING**

2 **Wednesday, June 13, 2018**

3 **7:00 p.m.**

4
5 A quorum being present at Centerville City Hall, 250 North Main Street, Centerville,
6 Utah. The meeting of the Centerville City Planning Commission was called to order at 7:00 p.m.

7
8 **MEMBERS PRESENT**

9 Cheylynn Hayman, Chair

10 Kevin Daly, Vice Chair

11 Kathy Helgesen

12 Kai Hintze

13 Gina Hirst

14 Logan Johnson

15 Becki Wright

16
17 **MEMBERS ABSENT**

18
19 **STAFF PRESENT**

20 Cory Snyder, Community Development Director

21 Lisa Romney, City Attorney

22 Cassie Younger, Assistant Planner

23 Avalon Comly, Recording Secretary

24
25 **STAFF ABSENT**

26
27 **VISITORS**

28 Interested citizens (see attached sign-in sheet)

29
30 **PLEDGE OF ALLEGIANCE**

31
32 **OPENING COMMENT/LEGISLATIVE PRAYER** Commissioner Wright

33
34 **Public Meeting – Conceptual Site Plan & Parking Modification Acceptance:**
35 **Renatus Office Building Addition 1312 W 75 N**

36
37 Cassie Younger, Assistant Planner, reviewed the discussion from the May 23rd, 2018
38 Planning Commission meeting that led to the Conceptual Site Plan & Parking Modification
39 Acceptance to be tabled. Staff had a chance to review new information presented at the last
40 meeting, and believes that the Commission should accept the Conceptual Plan to amend the
41 original Renatus Final Site Plan, including parking modifications and a shared parking
42 agreement with the neighboring Bridge Community Church.

43
44 Chair Hayman asked how long a parking modification lasts. Cory Snyder, Community
45 Development Director, said that the type of parking modification that the applicant requested is
46 “user specific”, so that if the owner moved to a different building, the parking modification would
47 no longer be in effect and future owners would need to determine how to handle parking
48 requirements, or request their own “user specific” parking modification.

1 Commissioner Hintze asked Ms. Younger if there were any limitations of the study done
2 by the applicant, as compared to a parking study done by a professional traffic engineering firm.
3 Ms. Younger responded that she had compared the study that was presented by the applicant
4 to other parking studies done by traffic engineers, and the results were nearly identical to others
5 that had been submitted.

6
7 Commissioner Hirst asked if the Planning Commission is opening themselves up to
8 liabilities by not performing a professional study with a traffic engineer. Mr. Snyder explained
9 that the ordinance does not require a professional engineer to perform the study, but requires
10 that the person performing the study check the ITE manual, which the applicant did.

11
12 Commissioner Johnson clarified whether a parking study is required by ordinance to
13 approve a parking modification and Mr. Snyder confirmed that it is.

14
15 Commissioner Wright voiced that she does not feel by accepting the applicant's traffic
16 study, it means that every other non-professional parking study would need to be accepted.
17 What it does mean is that future studies will still be required to meet the requirements of the
18 ordinance, as the applicant did. Ms. Younger added that she feels the applicant's parking study
19 is actually more transparent than some professional traffic engineers' studies.

20
21 Dan Holbrook, representative of the contractor building the new addition at the Renatus
22 Office Building, commented that when he did the parking study he made sure that his study was
23 based on the current standard of the industry. He said he was being as fair and blunt as he
24 could and tried to take all potential parking remedies into account.

25
26 Commissioner Hirst made a **motion** that the Planning Commission accept the
27 Conceptual Plan to amend the original Renatus Final Site Plan dated September 12, 2014,
28 subject to conditions (1)-(4) below, with reasons for action (a)-(c). Commissioner Daly
29 seconded the motion, which passed by unanimous vote (7-0).

30
31 Conditions:

- 32
33 1. The applicant shall submit a Final Site plan meeting the standards of CZC
34 12.21.110(e).
35 2. The applicant shall submit architectural elevation and construction plans that comply
36 with the existing building and CZC 12.35.080, Exterior and Architectural Standards in
37 Industrial Zones.
38 3. A user-specific parking modification for this particular use from the required parking
39 in CZC shall be approved by the Planning Commission at Final Site Plan approval.
40 4. Screening or outdoor dumpster and trash receptacles meet the standards outlined in
41 CZC 12.51.110.

42
43 Reasons for Action:

- 44
45 a) A complete conceptual site plan application has been submitted [Section
46 12.21.110(d)(1)]
47 b) A conceptual site plan is not intended to permit actual development of property,
48 merely to represent how the property may be developed and does not create any
49 vested rights to develop [Section 12.21.110(d)(5)].
50 c) Based on the submittal by the applicant, the Site Amendments have potential to
51 meet the necessary zoning requirements, with modifications.
52
53

Public Hearing – Zoning Map Amendment – 698 W Porter Lane

Mr. Snyder presented the applicants petition to acquire the north portion of the subject property located at 698 West Porter Lane and add it to the west commercial property, known as Dave's Auto, for the purpose of expanding the business use and adding parking and another building/shop. The petitioner desired to have a portion of the residential property rezoned to Commercial High. Staff found that the proposed amendment is consistent with the goals, objectives and policies of the City's General Plan, is harmonious with the overall character of the existing development in the vicinity of the subject property, does not adversely affect adjacent properties, and has adequate facilities and services intended to serve the property. One consideration Mr. Snyder presented is that if the City is amenable to the rezone, the land has to be divided and the remnant parcel needs to be absorbed into the applicable business lot to the west, as is desired by the petitioner.

Commissioner Daly asked Mr. Snyder for the dimensions of the lots to be sure all lots would remain within the required minimum dimensions, and none would run the risk of not being able to be developed in future due to their nonconforming size. Mr. Snyder confirmed that all lots would remain within required minimum dimensions or be combined into another larger lot.

Chair Hayman asked where the property is going to be divided. David Bell, applicant, showed the Commissioners the line where the property will be divided on a Google Earth image displayed during the meeting.

Chair Hayman asked if the applicant has any concerns with the rezoning. The applicant said that he does not.

Chair Hayman opened a public hearing at 7:38 p.m. and closed the public hearing seeing that no one wished to comment.

Commissioner Helgesen made a **motion** for the Planning Commission to recommend approval of the Zone Map Amendment for a northerly portion of the Parcel 03-001-0005, located at 698 West Porter Lane, from Residential Medium (R-M) to Commercial High (C-H), subject to requirements (a) and (b) with reasons for the action (1)-(6) below. Commissioner Hirst seconded the motion.

Commissioner Daly requested an amendment to the motion that the Zone Map Amendment for a northerly portion of the Parcel 03-001-0005, located at 698 West Porter Lane, be rezoned from Residential Medium (R-M) to Commercial Very High (C-VH), instead of Commercial High (C-H). Commissioner Johnson seconded the motion. Chair Helgesen agreed to the amendment.

The Commissioners voted upon the amended motion, which passed by unanimous vote (7-0).

Requirements:

- (a) Any rezone of the partial area cannot become effective until a division of land is approved by the City.
- (b) A division of land cannot leave a remnant parcel, so such division of the subject tract, to be rezoned, would need to be absorbed into the applicable business lot to the west, as is desired by the petitioner.

Reasons for the Action:

1. The Planning Commission has sufficiently reviewed and considered the criteria found in Section CZC 12.21.080.e of the Zoning Ordinance.
2. The Planning Commission finds that the rezone is consistent with the goals of the General Plan, as described in the staff report and the Commission's findings.
3. The Planning Commission finds that the large parcel, zoned R-M, east of the commercial area and the subject parcel area, appears to be an appropriate defining north/south limit line for expected low to medium residential use buffering Porter area policy expectations.
4. The Planning Commission finds that the R-M development expectation is, by policy, to be the commercial buffer use for the neighborhood. Therefore, rezoning the property to commercial would not adversely affect the multi-family development directly to the east.
5. The Planning Commission finds that the requirements of rezone are directly related to ensure that the rezone action complies with applicable zoning and subdivision regulations adopted by the City.
6. Therefore, the Planning Commission finds that the request for C-VH Zoning designation is appropriate.

Discussion – West Centerville Plan Summary and Update

Chair Hayman asked Mr. Snyder how many people were on the Oversight Committee for the West Centerville Neighborhood Plan Update of 2014/15. Mr. Snyder said he thought there were 10 people on the committee. These 10 people were made up of Planning Commissioners, a City Council member, a citizen and a City Council member from the West Bountiful community. Chair Hayman asked whether the West Centerville Neighborhood Plan Update of 2014/15 was something that the City Council had requested. Mr. Snyder said that it was initiated by the City Council and explained that it was supported politically, and partially driven by the desire to add a UTA transit stop on the West side, to keep transit stops out of the east side of the City. But there was resistance from the West Bountiful neighborhood, the transit stop was pulled from the proposal, and a landowner in West Centerville revealed that he had been planning to sell his land to Mercedes, and as such, the Plan was not passed. At the time the Plan was rejected, City Council members commented that they hoped to continue discussion of the West Centerville Neighborhood Plan, but it was hard to "re-ignite the movement."

Commissioner Johnson said that he was on the Oversight Committee, and he felt that the West Centerville Neighborhood Plan was initially trending, but agreed with Mr. Snyder's summation of why the West Centerville Neighborhood Plan did not pass. He said that he feels the City Council does not see multi-family uses as the best use of the area at this point, and so these should not be included in future West Centerville Neighborhood Plans.

Chair Hayman reviewed the Parrish-Legacy Mixed Use Preferred Scenario that was included in the packet. She said that the thing that struck her looking at the map is that the area is very built out at this point, compared to how it was during the original discussions of the West Centerville Plan. Commissioner Wright agreed and added that if the Commissioners try to plan for the West Centerville Neighborhood at this point, the Plan would need to be completely different.

Commissioner Hirst commented that the type of development that is to continue in West Centerville needs to be decided upon as part of a plan, or there will continue to be development

1 in the area that is not quite what the Commissioners may be hoping to. Mr. Snyder reviewed
2 what is currently developed in the area.

3
4 Commissioner Hintze asked what the liabilities are of the multi-family housing that's
5 been built in the West Centerville Neighborhood in terms of consequences to future planning in
6 the area. Mr. Snyder said that isolating multi-family residential development creates lack of
7 synergy in the area, and lack of synergy creates deterioration in the area. That is why it was
8 important in the original West Centerville Neighborhood Plan to create a significant
9 neighborhood around the multi-family housing. Mr. Snyder explained that if the multi-family
10 housing had more than 100 units a professional property management company would manage
11 the community which would improve the neighborhood. Commissioner Johnson commented
12 that there was concern with increasing the density of the multi-family housing because the area
13 is a high-crime area and traffic would be increased getting on and off I-15 in the area. Mr.
14 Snyder clarified that studies had shown that the crime rate per unit was the same per unit in a
15 neighborhood of single-family homes, and that an added interchange could be approved by
16 UDOT if the density was higher in the area.

17
18 Commissioner Daly asked about the viability of an overpass at Porter Lane over the
19 freeway, as had been mentioned in the report. Mr. Snyder said that it would be unlikely that
20 UDOT would fund the project, but that it would fit if the money was there. He also mentioned
21 there would be consequences on the east side particularly at Frontage Rd. and said that the
22 single-point interchange with its tie-over to Frontage Lane would most likely be a higher priority
23 than the fly-over at Porter Lane.

24
25 Commissioner Johnson said he would like to look at how to complement the existing
26 uses in the area, and how to spur the redevelopment of the Trinity/Syro Steel site. He would
27 also like to look at what helps the City, in terms of tax revenue.

28
29 Commissioner Hintze asked what the occupancy is of the current housing on the West
30 side of Centerville. Mr. Snyder said the current multi-family housing is nearly 100% occupied.
31 Commissioner Johnson reported that the rental rates are going up quarterly in that area.
32 Commissioner Wright said it is important to keep in mind when thinking about this plan that
33 specific amounts of affordable housing need to be offered in the area.

34
35 Chair Hintze asked if there is a plan for development west of Legacy. Commissioner
36 Wright said that the area has wetlands and it is not a safe place to build. Mr. Snyder said that
37 2500 acres, many of which are west of Legacy, have been transferred to the Nature
38 Conservancy.

39
40 Chair Hayman said she feels there is still some opportunity in West Centerville, but that
41 it should not be the Commissioners' highest priority at this time. Commissioner Johnson
42 suggested staff be directed to look at the issues he mentioned above, with a completely open
43 timeline to report back to the Planning Commission. Commissioner Wright asked that staff also
44 consider the service needs of the area. Chair Hayman agreed with those directions, and
45 concurred with Commissioner Johnson that staff should be given a completely open timeline on
46 considering these questions.

47
48 **Discussion – Main Street Table of Uses Upcoming Amendment Process**

49
50 Ms. Younger discussed a process and timeline for amending the table of uses for Main
51 Street (Commercial Medium Zones). This process would include further noticing, including
52 mailer notices that would explain why the Council and Commission have decided to move
53 forward with these amendments and include specifics about which uses are possibly changing

1 and which are remaining the same. The mailers would also include a comprehensive definition
2 and explanation of "Conditional Use Permit" and how it differs from "Permitted" use, and state
3 the date of the first public hearing with a note that no decision will be made at the first meeting.
4 A possible public survey was suggested, but Mr. Snyder expressed concerns about conducting
5 a public survey if it was not well understood how survey results would be acted upon.
6

7 Commissioner Johnson agreed that no survey should be done, as this should be a
8 legislative decision. Chair Hayman commented that she feels the City Council wants a lot of
9 transparency with the public and that they do not want to do something that the public is not
10 comfortable with. She suggested a webpage where the public can comment on specific uses
11 that they do not want to see changed. Commissioner Daly suggested that a public forum should
12 also be held before the meeting. Commissioner Helgesen said that no matter what is done,
13 only a certain group of people will respond. She suggested putting out a paper copy of what is
14 on the website to reach more people who might not be online, perhaps in the newsletter.
15 Commissioner Wright agreed with Commissioner Helgesen that a paper copy of what will be
16 included on the webpage needs to be circulated for those who do not use electronic devices.
17 She also agrees with Commissioner Johnson that if there is nothing that will be done with
18 survey results, there is no purpose in doing a survey. Commissioner Hintze voiced that he does
19 think it is a good idea to do a survey. Chair Hayman said that the more channels to gather
20 public comment that the Planning Commission provides, the more likely the City Council is to
21 approve the Table of Uses.
22

23 Chair Hayman agrees with all of staff's suggestions on the process checklist included
24 with the staff report, and also wants information about the proposed changes to the Main Street
25 Table of Uses to be included in the newsletter. She also would like to see a separate meeting
26 held for property owners on Main Street. Ms. Younger asked if that would happen before the
27 open public forum, or after. Chair Hayman and Commissioner Hintze voiced that they feel the
28 property owner meeting should be done after the public open forum so that they could address
29 concerns the public had raised previously. Commissioner Wright and Commissioner Hirst
30 suggested doing the meeting for the property owners before the rest of the general public so
31 that they could feel consulted early in the process.
32

33 Commissioner Johnson asked, since this lengthy public process is going to be embarked
34 upon, if more could be tackled than the Main Street Table of Uses changes. Chair Hayman
35 says she does not feel the City Council is ready to do more than change the Table of Uses at
36 this time. Ms. Younger commented that at the property owners' forum some other ideas for Main
37 Street Changes on the horizon could be discussed to get preliminary feedback from the public
38 on that as well. Chair Hayman asked staff to remind her to do that.
39

40 Chair Hayman directed staff to move forward with the process checklist provided, adding
41 to that checklist that a paper version of the proposed Main Street Table of Use changes will be
42 included in the newsletter, and a meeting will be set up with property owners as well. She also
43 asked that staff develop and present to the Planning Commission a proposed webpage. Mr.
44 Snyder said that staff can also create a program of publications to show to the Planning
45 Commission, along with a preliminary schedule, and list of uses that will be included in the
46 program, and then send it to the City Council for comments before moving forward. He said that
47 staff will try to get that back to the Planning Commission by the next Planning Commission
48 meeting.
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MINUTES REVIEW AND ACCEPTANCE

The minutes of the May 23rd meeting were reviewed and amendments suggested. Commissioner made a **motion** to accept as amended. Commissioner Hirst seconded the motion which passed unanimously (7-0).

COMMUNITY DEVELOPMENT DIRECTOR'S REPORT

The next Planning Commission meeting is scheduled for June 27, 2018.

Mr. Snyder discussed recent decisions made in the City Council.

ADJOURNMENT

At 8:52 p.m. Chair Hayman made a **motion** to adjourn. Commissioner Helgesen seconded the motion which passed unanimously (7-0).

Cheylynn Hayman, Chair

Date Approved

Avalon Comly, Recording Secretary