

***Planning Commission Work Meeting Minutes***  
*Thursday, February 15, 2018*  
*City Council Chambers*  
*220 East Morris Avenue*  
*Time 6:30 p.m.*

**Commission Members Present:** Laura Vernon, Presiding  
Jeremy Carter  
David Veenstra  
Susan Dickstein  
Stacey Holscher  
George Pechmann

**Staff Members Present:** Michael Florence, Community Development and  
Economic Development Director  
Alexandra White, City Planner  
Lyn Creswell, City Attorney

**1. Planning Commission Training.**

Community Development Director, Michael Florence, reported that a New Conditional Use Permit Ordinance was adopted at the end of 2017. Staff felt it was important for the Planning Commission to receive training on the new language.

Jodi Hoffman stated that South Salt Lake City's New Conditional Use Permit Ordinance was the first city ordinance statewide, that completely complies with the legislative intent of conditional uses and with the state laws that have been in place for some time. She was honored to draft an ordinance that was beneficial to the City while remaining compliant with State law. Ms. Hoffman reviewed the Land Use Development and Management Act (LUDMA) and presented new definitions for "conditional use" and "compatibility" that comply with State Code.

Ms. Hoffman explained that the City needs to look at the maximum type of impact an applicants' potential use could have on the surrounding uses. It is common for an applicant to give a watered-down description of their intended use, which creates problems when the use goes beyond what the City approved. Of the permits issued by the City, the maximum intensity of the use needs to be described, as well as the conditions required to mitigate the intensity. The new process will be more staff-intensive, but will also give the City the best understanding of what is being approved.

Ms. Hoffman described the applicant's responsibilities as defined in the Code as follows:

Each conditional use applicant shall submit a complete application upon forms provided by the City, which, at a minimum, shall include:

1. A description of the proposed use;
2. A site plan and supporting materials;
3. A design schematic;

4. A description of mitigating design elements;
5. A description of mitigating management practices and plan; and
6. Any proposed conditions of approval.

Ms. Hoffman stressed that the applicant should come forward with their own conditions for mitigation.

Commissioner Carter commented that the applicant should have submitted all of the information to the City before coming to the Planning Commission. Ms. Hoffman answered in the affirmative and stated that that information should be included in the staff report. Staff also has the authority to suggest their own conditions if they feel that the applicant's proposed conditions do not adequately address the potential impacts.

Commissioner Carter asked if staff had been following that format previously since the Planning Commission had not seen a conditional use application that includes design schematics. He felt that the lack of design had been a point of contention because the Planning Commission wanted to see exactly what they are approving.

Mr. Florence explained that the ordinance was adopted by the City Council in December 2017. The ordinance was new to them and they had not yet had an opportunity to utilize the new ordinance. Mr. Florence had used the new process with a few conditional use permits that were approved at the staff level. He confirmed that the Conditional Use Permit Application had already been adjusted to fit the new ordinance.

Ms. Hoffman stated that the ordinance was broken into two parts: 1) General Conditional Use Permit Review Criteria; and 2) Specific Conditional Use Permit Review Criteria. She briefly reviewed the General criteria, which would apply to all conditional use applications. She noted that the City could add or remove the criteria if they deem necessary. To address Specific criteria, Ms. Hoffman reviewed the criteria for homeless shelters.

City Attorney, Lyn Creswell, asked if the Planning Commission had the ability to take their time approving Conditional Use Permits to ensure that the process is done correctly. Ms. Hoffman stated that the City has no specific timeframe for conditional use applications, except for the proposed homeless shelter.

The Planning Commission Work Meeting adjourned at approximately 7:04 p.m

***Planning Commission Regular Meeting Minutes***

*Thursday, February 15, 2018*

*City Council Chambers*

*220 East Morris Avenue*

*Time 7:05 p.m.*

**Commission Members Present:** Laura Vernon, Presiding  
Jeremy Carter  
David Veenstra  
Susan Dickstein  
Stacey Holscher  
George Pechmann

**Staff Members Present:** Michael Florence, Community Development and  
Economic Development Director  
Alexandra White, City Planner  
Lyn Creswell, City Attorney

**Moment of Reflection:** **Chair Vernon**

**Pledge of Allegiance:** **Commissioner Pechmann**

**Motion to Approve the Agenda:** **Commissioner Carter**

**Second to the Motion:** **Commissioner Veenstra**

**Vote:** **Unanimous**

**New Business**

- **T-18-001**
- 1. **Public Hearing for a Recommendation to the South Salt Lake City Council to Amend the East Streetcar Neighborhood Land Use District and/or the East Streetcar Neighborhood Form Based Code to Allow for Residential Signage and to Establish Standards for Signage.**

**Action Item**

**Address** 2255 South 300 East

**Applicant** Adam Siegman representing Zellerbach Property

Community Development Director, Michael Florence, presented the staff report for an amendment to the signage standards in the East Streetcar Zone, which includes the area from State Street to 500 East along the streetcar line. He explained that the applicant was a representative of the

Zellerbach development on 300 East and the streetcar line. Currently, the Code allows for projecting signs in the area, but limits the height to eight feet. Because of the height of the Zellerbach project, the applicant was proposing to increase the height restriction from eight feet to 12 feet. The current Code also allows for one sign per building. The applicant was requesting two projecting signs along the S-line Corridor. Mr. Florence noted that the proposed changes would only apply to developments along the S-line. He presented photographic examples of projecting signs and renderings of the proposed signs submitted by the applicant. Mr. Florence confirmed that the signs would not face any single-family homes on the project. Since the ordinance applies to the entire S-line Corridor, Mr. Florence addressed other potential developments that could utilize projecting signs.

Chair Vernon asked if the ordinance requires a certain building length to qualify for two projecting signs. Mr. Florence explained that the only requirement was that there be 25 feet between signs.

Commissioner Pechmann commented that a building that is only 30 feet long could potentially have two signs under that language. Commissioner Carter shared his concern and said that it would not be appropriate for a 30-foot building to have two signs. He stressed the scalability of the signs along the S-line.

Mark Isaac was present representing the owners of the Zellerbach site and gave a brief history of the project for the newer Planning Commission Members. He believed that the rail corridor was doing exactly what the City had hoped, which was to transform that area of South Salt Lake City. The owners of the Zellerbach project were investing \$60 million into this block of the City, and recently they had been working with the owner of the property across the street on designing a mural for that building. With regard to signs, Mr. Isaac stated that the purpose of the amendments was to cater to the visibility of the rail service rather than pedestrians. They need to capture the rail visibility ahead of the stop in both directions. Mr. Isaac added that they would be happy to take the Planning Commission on a tour of the development.

**Chair Vernon opened the public hearing at 7:24 p.m. There were no public comments. Chair Vernon closed the public hearing.**

Commissioner Pechmann suggested that they adjust the distance requirement between signs to something greater. Commissioner Carter felt it would be better to change the number of signs allowed based on the linear length of the frontage for a single tenant.

After some discussion, the suggestion was made to adjust the language to allow buildings with a façade of over 200 feet to have two signs. It was noted that the signs must be a minimum of 200 feet apart. City Planner, Alexandra White, reminded the Planning Commission that there was a difference between “per building” and “per tenant”. They agreed to have the language reflect the limitation “per tenant”.

The Planning Commission did not have any issues with the proposed height amendment.

**Motion to recommend that the City Council APPROVE the proposed amendment to the East Streetcar Form Based Code of the South Salt Lake City Municipal Code to amend the regulations for projecting signs based on the findings outlined in the staff report, with the addition of regulating two signs per tenant, and the signs must be 200 feet apart.**

**Motion:** Commissioner Veenstra

**Second the motion:** Commissioner Holscher

**Vote:** Unanimous

**Continuing Business**

There was no continuing business.

**Commission Business**

**Motion to APPROVE the January 18, 2018 Planning Commission Meeting Minutes.**

**Motion:** Commissioner Veenstra

**Second the motion:** Commissioner Dickstein

**Vote:** Unanimous

**Staff Business – Information Items**

Mr. Florence reported that City Attorney, Lyn Creswell, will be retiring and this would be his final Planning Commission Meeting. He thanked Mr. Creswell for his 48 years of service. Mr. Creswell praised the Planning Commission for their work.

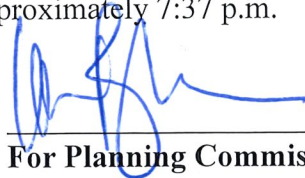
**Adjournment**

**Motion to Adjourn:** Commissioner Pechmann

**Second:** Commissioner Dickstein

**Vote:** Unanimous

The Planning Commission Meeting adjourned at approximately 7:37 p.m.



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**For Planning Commission**



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**Michael Florence**  
**Community Development Director**