

***Planning Commission Work Meeting Minutes***  
*Thursday, September 5, 2013*  
*City Council Chambers*  
*220 East Morris Avenue*  
*Time 6:00 p.m.*

**Commission Members Present:**                    **Rachael Lauritzen - Conducting**  
John Anderson  
Lynda Brown  
Jeremy Carter  
Holly Carson  
Steven Cornell  
Brandon Dalton

**Commission Members Excused:**            Conrad Campos  
Portia Mila

**Staff Members Present:**                    Mike Florence  
Frank Lilly

**Work Meeting**

**Item 1:            C-13-026 – Conditional use permit to develop a commercial parking lot at 36 East 3750 South**

Francis Lilly presented this item. The applicant wishes to construct a commercial parking lot to serve employees at a mortgage service company at 3900 South West Temple. This is the first parking lot subject to a conditional use since the new landscape and parking standards were approved. The lot is intended to serve approximately 160 vehicles. Pedestrians access the lot from two pedestrian crossings at Main Street. Staff recommends that the applicant work with public works to ensure pedestrian safety, and provide enhanced landscaping along Main Street at 3750 South to screen the undersides of cars. The landscaping proposed exceeds the requirements. More detail is needed on the parking lot lighting. Staff added a condition requiring that the applicant complete the landscaping or obtain a bond to secure the completion of the landscaping by November 1, 2013.

Commissioner Anderson stated that we should not require a burdensome safety requirement for the property owners. Mr. Lilly replied that staff recommends that a solution be worked out between the applicant and Public Works.

**Item 2:            C-13-027 - Conditional use permit for a distillery and packaging agency at 3100 South Washington Street.**

Mr. Lilly presented this application. The building is in a TOD, and the Planning Commission acts as land use authority. The application includes a packaging agency for the sale of liquor on premise for off-premise consumption. The application is substantial compliance with City standards. Mr. Lilly stated that staff discussed options with the applicant to move the building closer to the street. The applicant was concerned that moving the building forward would adversely impact the required footprint for the building. Staff discussed the design of the building and the overhead doors.

Commissioner Cornell asked why the footprint was required. Mr. Lilly replied that the applicant stated they needed the space for their production line and that requiring turnarounds to the rear of the building would cut into the space they needed.

**Item 3: GP-13-003 – A recommendation to the City Council to amend the South Salt Lake City General Plan to include a Strategic Housing and Neighborhoods Plan**

Mr. Lilly presented this application. Staff is looking to have the Housing Plan adopted as an element of the General Plan. Staff recommends that the Planning Commission continue this item until the next meeting, to allow for additional time to complete the plan.

**Item 4: T-13-007 - A recommendation to the City Council to establish Chapter 17.17, Special Uses and Requirements, and further establishing regulations for seasonal and temporary sales.**

Mr. Florence presented this application. Temporary and seasonal sales will cover horticulture, produce, plants, Christmas tree lots, fireworks stands, shave ice stands. The current ordinance includes timeframes that make it impossible for horticulture stands to effectively operate in South Salt Lake. South Salt Lake City is sponsoring a food stand in a few weeks at 3900 South and 400 East. The proposed ordinances establishes types of uses, time limitations that are unique to each use type, but most uses can operate for 6-month periods. Hours of operation are limited from 10 am to 10 pm. Permanent signs would not be allowed. The ordinance refers to other requirements as established by law. Additional standards apply if the temporary use is proposed for an unimproved parcel. The ordinance requires that sites be restored to original state after the use ends.

Commissioner Anderson asked if food carts were included in this ordinance. Mr. Florence replied that an ordinance already exists for food carts. He stated he could clarify a difference between refreshment stands and cooked food in the definitions ordinance. Mr. Florence stated that he wants to update the food cart ordinance to allow for food trucks.

**Item 5: A recommendation to the City Council to establish Chapter 17.21, Residential Design Standards, and further establishing regulations for general design standards and standards for the detached house building form.**

Mr. Lilly presented the application. Enough changes were made to the design standards to warrant a second review by the Planning Commission. The yard area exclusions and requirements currently found in title 17.06 were moved into this proposed ordinance. Another change included a modification of the build-to-zone in mixed use areas. Staff also discussed the garage requirements, verifying that the Planning Commission approved the garage requirements as written in the ordinance in their first approval in April.

Mr. Florence stated the Starbucks facility at 3300 South made the newspaper.

Mr. Florence invited the Planning Commission to attend the 75<sup>th</sup> Anniversary Celebration at Ballroom Utah.

*Planning Commission Public Meeting Minutes*  
*Thursday, September 5, 2013*  
*City Council Chambers*  
*220 East Morris Avenue*  
*Time: 7:00 p.m.*

**Commission Members Present:**                      **Rachael Lauritzen - Conducting**  
John Anderson  
Lynda Brown  
Jeremy Carter  
Holly Carson  
Steven Cornell  
Brandon Dalton

**Commission Members Excused:**                      Conrad Campos  
Portia Mila

**Staff Members Present:**                                      Mike Florence  
Frank Lilly

**Moment of Reflection:**

**Pledge of Allegiance:**                                      Rachael Lauritzen

**Approve Agenda:**

Commissioner Carson                                      Move to approve the agenda

Commissioner Carter                                      Second the motion

Vote:    Unanimous

**Item 1.                      C-13-026                      Conditional Use Permit to Develop a Commercial Parking Lot  
at 36 East 3750 South**

Mr. Lilly presented the application. Commercial parking lots are conditional uses, and the planning commission is the land use authority because this use is adjacent to a TOD land use district. The parking lot will serve employees of a mortgage servicing company on the corner of West Temple and 3900 South. The parking lot is in substantial compliance with city ordinances for parking and landscaping.

Staff is concerned for pedestrian safety, and believes that concerns can be worked out in discussions with the Police and Public Works departments department prior to obtaining a permit.

There is an easement on the property, that will remain intact as the parking lot is developed.

The applicant's landscaping meets or exceeds the requirements in the ordinance. Staff recommends that enhanced landscaping be added along Main Street and 3750 South to shield the underside of cars from view.

The applicant will be required to submit a lighting plan that includes dark sky-compliant lighting.

1. Staff recommends approval of the parking lot, with the following conditions:
2. The applicant will work with the Public Works department to enhance pedestrian safety at the Main Street crossing.
3. The applicant will participate in a CPTED review of the site plan prior to being issued a building permit.
4. The applicant will work with staff on the provision of appropriate landscaping to screen cars visible from 3750 South and Main Street up to 3 feet from the ground plane.
5. The applicant will comply with Public Works requirements for storm water management on the site.
6. The applicant will comply with the requirements of the Mount Olympus Improvement District for landscape irrigation.
7. The applicant will submit a parking lot plan in accordance with the parking ordinance, including a lighting plan that provides dark-sky compliant lighting for the lot.
8. Signs are not approved with the Conditional Use Permit. Any signage will require a separate sign permit to be issued by the Community Development Department.
9. The applicant will obtain a building permit and submit to reviews by the South Salt Lake Building Official, the South Salt Lake Fire Marshal, and the South Salt Lake Public Works Inspector.
10. The applicant will complete all required landscaping or will obtain a bond for required landscaping by November 1, 2013.
11. All items of the staff report.

Commissioner Carter mentioned that the orientation of the proposed parking is perpendicular to the existing parking lot to the east, and that it potentially will interfere with the parking to the east. Mr. Florence stated that staff will have to work that out with the property owners to ensure that parking requirements are met.

Commissioner Lauritzen suggested adding a condition that ensures that the parking will be worked out between the owners such that the minimum number of parking stalls as required is met on both properties.

Commissioner Cornell asked if the parking lot conforms to the general plan for the area. He stated that a parking lot may not be the best use for the area.

Mr. Lilly replied that the general plan designation is general commercial. Mr. Florence added that the general plan supports job creation, and this drives a need for parking.

Mr. Florence stated that the current parking requirements are based off square footage, but that the current occupant employ more people than the square footage suggests.

Mr. Alan Cohen stated that SPS has 800 employees and is looking to expand to 1,000 employees within a short period of time. SPS is looking to lease additional parking to accommodate the growth.

Commissioner Lauritzen invited Jason Irvine from SPS to state their need for the project.

Mr. Irvine replied that they have bought the buildings they occupy. As their business grows, they need additional parking. They are a high-density user. They are projecting they are 200 stalls short, and they are looking to build 166 stalls to meet the need.

Commissioner Lauritzen asked if SPS provides a transit incentive. Mr. Irvine replied that they offer a discount pass program, but that it is not as successful as they hoped. Most of the users will be employed at the facility on 3900 South and State Street, which is not a pedestrian-friendly environment.

Commissioner Carter asked when the lot would be full. Mr. Irvine replied that the hours range from 5 am to 9 pm. The office is open Saturdays until noon. They anticipate the parking lot will be used only during the weekdays.

#### **Public Comment Open 7:19**

#### **Public Comment Closed 7:20**

Commissioner Lauritzen suggested adding a condition to work out the parking issues between the owners.

Commissioner Anderson commented that while this is not the highest and best use, a parking lot is easily redeveloped. Commissioner Lauritzen added that the landscaping will be beneficial.

#### **Motion to approve a commercial parking lot at 36 East 3750 South with the following conditions:**

- 1. The applicant will work with the Public Works department to enhance pedestrian safety at the Main Street crossing.**
- 2. The applicant will participate in a CPTED review of the site plan prior to being issued a building permit.**
- 3. The applicant will work with staff on the provision of appropriate landscaping to screen cars visible from 3750 South and Main Street up to 3 feet from the ground plane.**

4. **The applicant will comply with Public Works requirements for storm water management on the site.**
5. **The applicant will comply with the requirements of the Mount Olympus Improvement District for landscape irrigation.**
6. **The applicant will submit a parking lot plan in accordance with the parking ordinance, including a lighting plan that provides dark-sky compliant lighting for the lot.**
7. **Signs are not approved with the Conditional Use Permit. Any signage will require a separate sign permit to be issued by the Community Development Department.**
8. **The applicant will obtain a building permit and submit to reviews by the South Salt Lake Building Official, the South Salt Lake Fire Marshal, and the South Salt Lake Public Works Inspector.**
9. **The applicant will complete all required landscaping or will obtain a bond for required landscaping by November 1, 2013.**
10. **The applicant will work with the adjacent property owner to ensure that outstanding parking issues between properties are resolved.**
11. **All items of the staff report.**

**Commissioner Anderson**

**Second**

**Commissioner Carson**

**Vote: Unanimous**

**Item 2. C-13-027 Conditional Use Permit for a conditional use permit for a distillery and packaging agency at 3100 South Washington Street**

Mr. Lilly presented this application. A packaging agency is an agency licensed to sell their product for off-premise consumption. Manufacturing uses are conditional in the TOD land use district. The use is classified as a type V packaging agency. It is not within 200 feet of a park, playground, school, or church. The application is in substantial compliance with the city's design, parking, and landscape standards. The neighborhood currently features a mix of residential and industrial uses. Access is to be off Washington Street.

Mr. Lilly discussed the parking need, which is based on employees. The applicant proposes 6 parking spaces to meet the standards for manufacturing uses, as well as for the small retail areas.

The applicant meets the landscape standards, with the exception of the perimeter requirement. Staff recommends that landscaping on the south side of the property will need to be expanded to seven feet in width.

The waste container enclosure is proposed to be inside the building.

The design of the building is a modern design featuring high quality materials, including weathered steel cladding and a storefront entrance. The overhead doors will be clad in wood. North and south facades will feature gradient CMU, a mixture of honed and smooth blocks, to add texture to the side walls. The applicant proposes a small return of the steel cladding.

Staff and the applicant discussed a building arrangement that pushed the building closer to the street, but the applicant determined that they needed to maximize the footprint, and that defined where the building could go. Staff is also concerned about the truck turnarounds that would be required if the building were moved forward.

The Planning Commission reviews overhead doors on front facades. The applicant proposes a wood-clad overhead door.

The height of the building is to be 30' tall.

Staff recommends approval of the conditional use permit for the Salt Lake City Distillery, located at 3100 South Washington Street, with the following conditions:

1. The applicant will continually meet all State of Utah and South Salt Lake City alcohol ordinances for the manufacturing, selling, distribution, and packaging of alcohol products.
2. The applicant will obtain all required federal and state permits necessary for the distilling and packaging of alcohol products.
3. The applicant will continually meet all Salt Lake County Health Department regulations.
4. The applicant will install a seven-foot landscaped buffer between the parking lot and the south property line and will install street trees in accordance with the South Salt Lake City landscape ordinance.
5. The applicant will participate in a CPTED review of the site and building plans prior to being issued a building permit.
6. Signs are not approved with the Conditional Use Permit. Any signage will require a separate sign permit to be issued by the Community Development Department.
7. The applicant will comply with the requirements of the Public Works Department pertaining to culinary water safety and storm water drainage.
8. The applicant will obtain a building permit and submit to reviews by the South Salt Lake Building Official, the South Salt Lake Fire Marshal, and the South Salt Lake Public Works Inspector.
9. All items of the staff report.



Commissioner Lauritzen asked if the increased landscape perimeter would impact their parking. Mr. Lilly stated that the ordinance only requires 5 stalls, and that the expanded perimeter may or may not require the elimination of the stall.

Commissioner Cornell asked about the landscaping requirement. Mr. Lilly replied that the requirement is 15 percent.

Commissioner Carter asked about the type of business license, and whether it exceeds the cap in place. Mr. Florence replied that the cap only applies to bars and taverns and that a packaging agency is a different category of license.

Marc Christensen, 10 West Broadway, Salt Lake City; and Nathan Webster, 703 East 1700 South, Salt Lake City presented their application. Mr. Christensen described his application as that of a craft distillery with a small volume. The alcohol sold is intended for off-premise consumption. They intend to distill whiskey, rum, vodka, and gin.

Mr. Webster stated that they tried to maximize square footage on the property and that alternative arrangements were difficult. Large truck deliveries will be very rare, but they want to allow for that.

Commissioner Cornell asked where the firewalls will be required. Mr. Webster stated that they are 2-hour firewalls and those are closest to the property lines.

Commissioner Cornell asked how the applicant's proposed plan is essential for their operations? Mr. Christensen replied that they looked at a plan that would have included driveways around the entire building. Mr. Christensen described the interior operations, stating that once the footprint is constrained it became difficult to operate within the building. Mr. Webster added that changing the footprint would limit parking.

Commissioner Cornell stated that the setback appears to be 90 feet. Commissioner Cornell asked if the applicant could push the retail area out, closer to the street, and pushing the warehouse area back. He stated that it would be more desirable to push the building out toward the street, even at the expense of some landscaping.

Mr. Lilly stated that setbacks along Washington Street vary from zero to over 100 feet. Commissioner Cornell stated that because the building has a retail component, it is important that the face of the building be closer to the street.

### **Public Comment Open 7:43**

### **Public Comment Closed 7:43**

Commissioner Lauritzen stated that she is not sure about losing landscaping to parking if the building is moved closer to the street.

Commissioner Anderson stated that the building would be the best looking building on the street and that he would rather see more landscaping on the site, than less.

Commissioner Cornell stated that the landscaping in front of the building would be lost if the building moves forward but the building will be more prominent if it is moved forward.

Commissioner Carter stated that he believed the building should be moved forward.

Mr. Lilly clarified that they are at the 15 percent site requirement, but that the ordinance allows the requirement to be modified if an alternative proposal is suggested.

Commissioner Anderson stated that if the property owner supports a move toward the street, he would support a modification.

Commissioner Cornell stated that buildings on the street offer significant value to the city.

Commissioner Carson asked about the traffic they anticipate.

Mr. Christensen replied that the building will be empty most of the time. There are no tastings scheduled and they do not anticipate considerable foot traffic. Mr. Christensen stated he supported moving the building forward.

Mr. Florence stated that there appears to be 26 feet from the back of curb to the building. He added that some landscaping should remain in front of the building even if the building is projected.

Mr. Florence stated he would like to keep the 6 stalls in place, rather than add landscaping. Mr. Wester replied that he does not think they will lose a stall if they add the landscaping.

Mr. Christensen stated that, if the project is successful, they would like to expand the use to the south.

**Motion to approve a conditional use permit for the Salt Lake City Distillery, located at 3100 South Washington Street, with the following conditions:**

- 1. The applicant will continually meet all State of Utah and South Salt Lake City alcohol ordinances for the manufacturing, selling, distribution, and packaging of alcohol products.**
- 2. The applicant will obtain all required federal and state permits necessary for the distilling and packaging of alcohol products.**
- 3. The applicant will continually meet all Salt Lake County Health Department regulations.**

4. The applicant will install a seven-foot landscaped buffer between the parking lot and the south property line and will install street trees in accordance with the South Salt Lake City landscape ordinance.
5. The applicant will participate in a CPTED review of the site and building plans prior to being issued a building permit.
6. Signs are not approved with the Conditional Use Permit. Any signage will require a separate sign permit to be issued by the Community Development Department.
7. The applicant will comply with the requirements of the Public Works Department pertaining to culinary water safety and storm water drainage.
8. The applicant will obtain a building permit and submit to reviews by the South Salt Lake Building Official, the South Salt Lake Fire Marshal, and the South Salt Lake Public Works Inspector.
9. The applicant will alter the footprint of the building to reduce the 90 foot setback for the retail and office component.
10. All items of the staff report.

**Commissioner Cornell**

**Second**

**Commissioner Anderson**

**Vote: Unanimous**

**Item 3. GP-13-003 A recommendation to the City Council to Amend the South Salt Lake City General Plan to include a Strategic Housing and Neighborhoods Plan**

Mr. Lilly stated that he is preparing a demographic profile to accompany the housing plan, and that it will be ready for the next meeting. He stated that the City is making some progress on encouraging homeownership. In the last 7 years, over 600 housing units were approved, slightly more than half of which are for owner-occupied housing. 2012 was a record year, with an approval of 57 single-family homes. Mr. Lilly briefly reviewed the housing plan with the Planning Commission.

**Public Hearing Open 8:00**

**Public Hearing Closed 8:00**

**Motion to continue this item to the next Planning Commission Meeting**

**Commissioner Carson**

**Second**

**Commissioner Carter**

**Vote: Unanimous**

**Item 4. T-13-007 A recommendation to the City Council to establish Chapter 17.17, Special Uses and Requirements, and further establishing regulations for seasonal and temporary sales.**

Mr. Florence discussed this item. The existing ordinance prohibits temporary sales for consecutive months. The City wants to support more food and vegetable stands in the City. The proposed ordinance covers . Flower/plant sales, Christmas tree lots, refreshment stands/shaved ice, fireworks sales; and horticulture/produce sales. Staff will prepare a definition for refreshment stands.

These operations will require a conditional use hearing and a business license. The ordinance establishes time limits: fireworks to be limited according to state law, Christmas tree lots during November and December, and all other uses will be for six months.

The ordinance requires the uses to have liability insurance and to comply with federal, state, county, and city laws.

The ordinance sets provisions for uses on unimproved parcels, and provisions for parking. Uses on unimproved parcels must be restored to the original condition once the use ends. Any structures must be secured.

Mr. Florence stated that the ordinance will assist staff and business owners in promoting seasonal uses in South Salt Lake.

Commissioner Lauritzen asked who will be the Land Use Authority. Mr. Florence replied that the Community Development Director will be the land use authority.

Commissioner Carter asked if staff has a definition for a temporary structure. He cited a local fireworks stand that was constructed out of shipping containers. Mr. Florence replied that the city does not have a definition for temporary structures. Mr. Lilly stated that temporary structures will be required to be secured. Mr. Florence stated that staff can define appropriate temporary structures. Commissioner Lauritzen stated that might not be necessary.

**Public Hearing Open 8:09**

**Public Hearing Closed 8:09**

**Motion to recommend that the City Council amend and replace Title 17.06.120, Horticulture Products Sales and create a temporary and seasonal uses ordinance.**

**Commissioner Cornell**

**Second**

**Commissioner Anderson**

**Vote: Unanimous**

**Item 5. T-13-004 A recommendation to the City Council to establish Chapter 17.21, Residential Design Standards, and further establishing regulations for general design standards and standards for the detached house building form.**

Mr. Anderson requested permission to leave the Planning Commission meeting.

Mr. Lilly presented this application. As part of the general land use code update, the Community Development Department is proposing a new residential design standards ordinance to replace §17.24 Article II of the existing ordinance. The planning commission recommended approval of the design standards on 4 April 2013. In the intervening months, staff added illustrations, made some minor adjustments, and incorporated and modified yard area requirements currently found in §17.06.020 of the existing ordinance. The changes were substantial enough that staff determined that it is appropriate to seek a new recommendation from the Planning Commission.

Mr. Lilly reviewed the most significant change, addressing projection of architectural elements into yard areas. The list in the new ordinance is similar to what is currently required. Allowed projections for eaves, cornices, and overhangs has been expanded to match other requirements in the ordinance. Bay windows, awnings, and cantilevered rooms can project into setbacks.

Commissioner Lauritzen asked if the ordinance allows projections into setbacks. Mr. Lilly replied that the ordinance does allow it, and that the title can be clarified to reflect the requirements.

Mr. Lilly stated that the minimum build-to-zone was set to 5 feet per the commission's recommendation.

Mr. Lilly reviewed garage standards for detached house buildings. The commission agreed to establish limits on the garage door itself, not the entire garage. The maximum area was reduced to 50% of the garage door. Additional architectural elements for side-loaded garages were added to the ordinance.

**Public Hearing Open 8:19**

**Public Hearing Closed 8:19**

**Motion to recommend that the City Council establish residential design standards establishing general design standards and standards for the detached house building form.**

**Commissioner Carson**

**Second**

**Commissioner Brown**

**Vote: Unanimous**

**Commission Business**

**Motion to approve the July 18, 2013 Planning Commission Meeting Minutes**

**Commissioner Carson**

**Second**

**Commissioner Cornell**

**Vote: Brown – Aye  
Carson – Aye  
Carter – Aye  
Cornell – Aye  
Dalton – Aye  
Lauritzen – Abstain**

**Motion to approve the August 15, 2013 Planning Commission Meeting Minutes**

**Commissioner Carter**

**Second**

**Commissioner Carson**

**Vote: Brown – Aye  
Carson – Aye  
Carter – Aye  
Cornell – Aye  
Dalton – Aye  
Lauritzen – Abstain**

**Staff Business**

Mr. Florence reminded the Commission about the fall conference and the gala.

Salt Lake's garage standards are more restrictive than those of Salt Lake City.

**Motion to Adjourn**

**Commissioner Carson**

**Second**

**Commissioner Brown**

**Vote: Unanimous**

**Meeting adjourned, 8:20 PM**

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**For Planning Commission**

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**Michael Florence  
Community Development Director**