



**Planning Commission Agenda
August 6, 2008**

**Planning
Commissioners**

6:30 P.M. Agenda Meeting

Del Robins
Chairman

7:00 P.M. 1. Preliminary Activities

Sherman Huff
Vice Chairman

- a. Pledge of Allegiance
- b. Approval of Minutes: July 2, 2008

David Lewis

2. Staff Reports

David Stroud

a. **Old Mill Estates**

Shane Marshall

Applicant: CW Management
General Plan: Residential 1.5 to 2.5 Units Per Acre
Zoning: R-1-15
Location: 1500 South Mill Road

Michael Christianson

3. Public Hearings

a. **Ordinance Amendment, Title 15**

Applicant: Spanish Fork City
General Plan: Not Applicable
Zoning: Not Applicable
Location: City Wide

4. Other Discussion

a. **Discussion on Planning Commission work program**

Planning Commissioners, if you are unable to attend a meeting please let us know ASAP. Thanks.

The public is invited to participate in all Planning Commission Meetings. If you need special accommodations to participate in the meeting, please contact the City Manager's Office at (801) 798-5000.

1 Draft Minutes
2 Spanish Fork City Planning Commission Meeting
3 July 2, 2008
4
5

6 **Commission Members Present:** Chairman Del Robins, Shane Marshall, Dave
7 Lewis, David Stroud, Michael Christianson, Sherman Huff.
8
9

10 **Staff Present:** Dave Anderson, Planning Director; Chris Thompson, City Engineer;
11 Shelley Hendrickson, Planning Secretary.
12

13 **Citizens Present:** Matthew Esplin, Garry Ferre, Shirley Ferre, Shelley Lefevre,
14 Farron Lefevre, Chip Farnsworth, David Isaac, Gilbert M. Jensen, Jessie White,
15 Janine Sandbakken, Tucker Sandbakken, Lindsey Wolsey, Brenden Clements,
16 Jennifer Fulton.
17
18

19 **CALL TO ORDER**
20

21 Chairman Robins called the meeting to order at 7:00 p.m.
22
23

24 **PRELIMINARY ACTIVITIES**
25

26 **Pledge**
27

28 Chairman Robins led the pledge of allegiance.
29

30 **Adoption of Minutes: June 4, 2008**
31

32 Commissioner Huff **moved** to **approve** the minutes of May 7, 2008. Commissioner
33 Christianson **seconded** and the motion **passed** all in favor.
34
35

36 **PRESENTATION**
37

38 **Transportation Master Plan – Horrocks Engineering**
39

40 Mr. Anderson introduced Horrocks Engineering and said they would be giving an
41 update on a Transportation Master Plan for Spanish Fork City.

42

43 Mr. Kelly Ash presented regarding typical cross sections (major arterials, minor
44 arterials, collector, commercial local roads, residential local roads - discussion was
45 held regarding residential sub-local street lengths, monolithic sidewalk curb and
46 gutter and PUD's), existing conditions, travel demand forecasts with and without
47 improvements, future public transit and railroad realignment.

48

49 Mr. Ron Mortimer gave an update on the current I-15 reconstruction project
50 regarding Spanish Fork City and Highway 6.

51

52 Commissioner Christianson **moved** to **open** into public hearing. Commissioner
53 Marshall **seconded** and the motion **passed** all in favor at 7:42 p.m.

54

55

56 PUBLIC HEARINGS

57

58 **Farnsworth Zone Change**

59 Applicant: Chip Farnsworth

60 General Plan: Residential 2.5 to 3.5 Units Per Acre

61 Zoning: Rural Residential existing, R-1-9 requested

62 Location: 1355 East Canyon Road

63

64 Mr. Anderson explained the proposal. He said that the number of residential
65 dwellings Mr. Farnsworth could have would be three, but that he would need to work
66 out the ingress and egress with the Department of Transportation.

67

68 Chairman Robins welcomed public comment.

69

70 Mr. Garry Ferry asked if the Zone Change was for residential, because he would be
71 opposed to commercial.

72

73 Mr. Anderson explained the Zone Change was for residential and not commercial
74 uses.

75

76 Commissioner Marshall **moved** to recommend to the City Council that the
77 Farnsworth Zone Change be **approved** based on the following findings:

78

79 **Findings**

80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119

1. That the proposed change is consistent with the General Plan.
2. That R-1-9 zoning is consistent with the surrounding zoning, particularly of the properties to the north.

Commissioner Stroud **seconded** and the motion **passed** all in favor by a roll call vote.

ALA Zone Change

Applicant: American Leadership Academy
General Plan: Residential 1.5 to 2.5 Units Per Acre
Zoning: Rural Residential existing, R-1-15 proposed
Location: 1050 South Mill Road

Mr. Anderson gave background information, explained the proposal and said that there were a couple of items left unfinished from the original construction of the school; the lack of completion of street improvements on Del Monte Road and the park strip on Mill Road. He said that staff would be recommending that the City Council require the items to be finished before the Zone Change ordinance is edited.

(illegible) explained that the football team does not have anywhere to go at half time during games and feel it is a hazard. He said that they are planning to build a locker room and classroom. He said they were recently made aware of the unfinished street improvements and park strip and were working with the developer to get them finished. He would not like for the improvements to hold up his proposal.

Chairman Robins welcomed public comment.

Mr. David Isaac said he was completely unaware of the changes and feels that a neighborhood meeting should have been held. He does not feel it was fair to the neighbors that a building was built that did not conform to the City's standards and does not feel that the zone should be changed just to fix the developer's mistake.

Commissioner Huff asked about the DRC minutes and the building of classrooms above the bleachers. The applicant explained what they planned to build and said it would not be taller than the press box that is currently there. Mr. Huff expressed that the facility was built without getting approval and now the developer is requesting to fix something that someone did wrong.

Discussion was held regarding setbacks and maximum building height.

120

121 Commissioner Huff feels that this request further complicates the situation and feels
122 that it is unfair to the neighbors.

123

124 Discussion was held regarding the setbacks and how the developer was able to build
125 a structure that did not meet the City's setback standards. Mr. Anderson gave
126 background information on the building (the building was built without a permit) and
127 said he feels that the City and the tenants are trying to make the situation better.

128

129 Commissioner Marshall said he feels the damage is done and that approving the
130 proposal will not negatively impact adjacent property owners. He feels this proposal
131 makes the property better.

132

133 Commissioner Huff said he feels that there is a concern if a structure is being built on
134 top of a non-conforming structure.

135

136 Chairman Robins said he feels okay with granting the proposal.

137

138 Commissioner Marshall **moved** to recommend to the City Council that the ALA Zone
139 Change be **approved** based on the following findings and subject to the following
140 conditions:

141

142 Findings

143

- 144 1. That the proposed change is consistent with the General Plan.
- 145 2. That R-1-12 zoning is consistent with the surrounding zoning of the property
146 to the north.

147

148 Conditions

149

- 150 1. That the public street improvements on Del Monte be completed.
- 151 2. Park strip on Mill Road be landscaped and completed.

152

153 Commissioner Christianson **seconded** and the motion **passed** all in favor by a roll
154 call vote.

155

156 Chairman Robins strongly recommends that the ALA board have a neighborhood
157 meeting.

158

159 **White General Plan Amendment**

160 Applicant: Dan and Claire White
161 General Plan: Residential 5.5 to 8 Units Per Acre existing, General Commercial
162 requested
163 Zoning: R-1-6, C-2 requested
164 Location: 900 North 200 East
165
166 Mr. Anderson explained the proposal.
167
168 Discussion was held regarding the General Plan and whether or not the homes could
169 be adapted to some type of commercial use.
170
171 Chairman Robins welcomed public comment.
172
173 Mr. Barry Carlson expressed he wanted the option to change his property from
174 residential to commercial so that if a big box store were to come in behind him his
175 property value would not be affected and he could move.
176
177 Ms. Glenda Collins said she was unaware of the changes and felt more neighbors
178 should have been notified. Mr. Anderson explained to her that a 300 foot radius from
179 the property was the standard for which neighbors receive public notices. She then
180 asked for clarification on the General Plan designations. Mr. Anderson explained
181 them. Ms. Collins said she feels that there should be more input on this and does
182 not feel that the North Park was well received and green space issues were violated.
183 She expressed her concern that there is a conflict of interest because Mayor Joe
184 Thomas owns the property. She said she was completely opposed to the proposal.
185
186 Gilbert Jensen
187 Mr. Jensen is concerned with an impediment of view and aesthetics. He feels that
188 the neighbors should be involved in what is going to be done on the proposal.
189
190 Joe Thomas
191 Mr. Thomas does not see any conflict of interest. He expressed that he feels the
192 North Park development will benefit the City and would like his name to go down in
193 history regarding North Park because it will be one of the best things to happen to
194 the City. He expressed his delight that the neighbors on the corner would like to be
195 included in the Zone Change because businesses have shown an interest and have
196 asked about the corner properties.
197
198 Ms. Claire White said she feels they are already across from the busy post office on
199 a busy road and would like the option to move.

200

201 Mr. Jensen feels there should be a buffer zone between commercial and residential.
202 He feels the proposal should be tabled so that other property owners can be
203 contacted to see if they would be amiable to changing to commercial.

204

205 Mr. Anderson explained that the applicant's approached the City to have their
206 properties changed. The City did not approach them and that the Planning
207 department would be more than happy to go through a formal process to get some
208 feedback on what adjacent property owners would support. He does not feel that the
209 proposal should be held up by expanding the scope to include additional properties.

210

211 Commissioner Stroud feels the Professional Office zone would be an appropriate
212 buffer along the north side of 900 North.

213

214 Commission discussion was held regarding treating this proposal as a bigger picture.

215

216 Commissioner Marshall **moved** to recommend to the City Council that the White
217 General Plan Amendment be **approved** based on the following finding:

218

219 **Finding**

220

221 1. That the proposed change is consistent with the proposed Zone Change to
222 the north.

223

224 Commissioner Christianson **seconded** and the motion **passed** all in favor by a roll
225 call vote.

226

227 **Thomas Zone Change**

228 Applicant: Joe Thomas

229 General Plan: General Commercial and Residential 9 to 12 Units Per Acre

230 Zoning: R-1-6 and R-3 existing, Commercial 2 requested

231 Location: 950 North 200 East

232

233 Mr. Anderson explained the proposal.

234

235 Mr. Don Thomas explained that they were faced with a dilemma regarding the
236 property and felt it would be a benefit to the City to change the zoning. He feels the
237 businesses that have considered the property are clean and would be unobtrusive to
238 the neighbors. They are trying to be fair and feel it would clean up something that
239 has been an eyesore.

240

241 Chairman Robins asked what size the stores would be.

242

243 Mr. Anderson said that there had not been any type of commitments, but six 7,000
244 square foot buildings are most likely.

245

246 Chairman Robins welcomed public comment.

247

248 Mr. Jensen is concerned with the density and objects to a building that is tall. He said
249 he would like to see the entire block change as a unit.

250

251 Ms. Collins is opposed to the development and said the City should look at other
252 property across I-15 and stop encroaching on residential.

253

254 Commission discussion was held regarding supporting the proposal and it being in
255 the City's best interest.

256

257 Commissioner Christianson **moved** to recommend to the City Council that the
258 Thomas Zone Change be **approved** based on the following finding:

259

260 **Finding**

261

262 1. That the proposed change is consistent with the General Plan.

263

264 Commissioner Marshall **seconded** and the motion **passed** all in favor.

265

266 *Five minute break at 9:00 p.m. Reconvened at 9:07 p.m.*

267

268 **Esplin Industrial Park**

269 Applicant: Reed Esplin

270 General Plan: Light Industrial

271 Zoning: Industrial 1

272 Location: 900 East 1950 North

273

274 Mr. Anderson explained the proposal. He said that the wetlands would need to be
275 mitigated. Mr. Thompson explained the mitigation options. Mr. Anderson said that
276 1100 East would be significant and it is planned as a 104-foot right-of-way and will
277 be a larger facility than what the proposal would use.

278

279 Commissioner Christianson asked for the City's standard on cul-de-sac length.

280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319

The applicant explained their plans.

Discussion was held regarding retention basins, roads, access and 1100 East.

Chairman Robins welcomed public comment. There was none.

Commissioner Stroud recommended a temporary access to the basin from the cul-de-sac.

Commissioner Huff **moved** to recommend to the City Council that the proposed Preliminary Plat for the Esplin Industrial Park be **approved** subject to the following conditions:

Conditions

1. That the applicant meets all of the conditions of the previous approval.
2. That the wetland issue be resolved before phase two of the development is approved.
3. That a development agreement be executed to provide for the dedication and construction requirements of 1100 East.

Commissioner Stroud **seconded** and the motion **passed** all in favor by a roll call vote.

Commissioner Huff **moved** to **close** public hearings. Commissioner Marshall **seconded** and the motion **passed** all in favor at 9:24 p.m.

STAFF REPORTS

Old Mill Estates

Applicant: CW Management
General Plan: Residential 1.5 to 2.5 Units Per Acre
Zoning: R-1-15
Location: 1500 South Mill Road

Mr. Anderson gave background information and explained that the reason for the proposal was access. He explained that a traffic study done by Horrocks Engineering regarding Mill Road, said that it revealed that traffic would be split in a

320 70/30 fashion onto Mill Road, and pointed out that some improvements were needed
321 to raise Mill Road to handle the traffic.

322

323 Commissioner Christianson asked for an update on sewer issues. Mr. Anderson
324 said that the City Council had approved a joint use of a lift station with Salem City.
325 Commissioner Christianson feels that drainage will be a problem. Mr. Thompson
326 said that drainage was not addressed at the Preliminary Plat stage.

327

328 Mr. Wayne Niederhauser explained that they had applied to the Utah Department of
329 Transportation 18 months ago regarding access onto Arrowhead Trail. He said that
330 they were given the okay, then there was a change in staff, and the new employee
331 was not in favor of the access. He explained the appeal process and his options.
332 He then explained the sewer agreement with Salem and where the sewer line would
333 run.

334

335 Discussion was held regarding the subdivision and ingress and egress.

336

337 Duane Kirkham

338 Mr. Kirkham feels that most of the people on Mill Road do not even know what is
339 going on. He feels that the proposal is back to square one. He does not feel that
340 Mill Road will be able to handle any increase in traffic.

341

342 Discussion was held regarding the improvement of roads and special improvement
343 districts.

344

345 Mr. Kirkham would like a resolution on Mill Road before traffic is increased.

346

347 Commissioner Marshall feels that the new proposal is a much safer way for traffic.
348 He does not feel that this proposal will create significant traffic onto Mill Road and
349 does not see the need to stop the proposal.

350

351 Commissioner Huff feels that the access through Academy Park is vital.

352

353 Chairman Robins said he was concerned that there were not more residents present
354 that live along Mill Road

355

356 Discussion was held regarding the layout of the plat and Mr. Kirkham's desire to
357 have a public hearing.

358

359 Mr. Anderson explained that the City would have no legal basis to require the
360 applicant to hold a public hearing.
361
362 Chairman Robins explained that he felt the only way to get Mill Road upgraded
363 would be to allow development.
364
365 Ms. Kirkham feels that the access onto Del Monte Road is absolutely necessary, and
366 Mill Road will be okay if the Del Monte Road access is constructed.
367
368 Discussion was held regarding the Del Monte Road access and Mr. Anderson said
369 he felt there was a way to address the access to Del Monte Road.
370
371 Mr. Niederhauser explained where the features would be moved to, the masonry
372 wall, the sewer lift station, and being amiable to waiting a month if the Commission
373 chose to continue the proposal.
374
375 Discussion was held regarding what changes could be made if the Utah Department
376 of Transportation denied the access to Arrowhead Trail, the developer's timeframe,
377 access to Del Monte Road, and options for a motion.
378
379 Mr. Thompson explained what Horrocks Engineering reported regarding the access
380 to Arrowhead trail.
381
382 Chairman Robins is not concerned with Mill Road. He said he is concerned with the
383 plat only has a single access.
384
385 Commissioner Huff **moved** to **table** the Amended Preliminary Plat for Old Mill
386 Estates. Commissioner Robins **seconded** and the motion **passed** all in favor by a
387 roll call vote.
388
389 **700 West Annexation**
390 Applicant: Spanish Fork City
391 General Plan: Light Industrial
392 Zoning: Industrial 1
393 Location: approximately 1500 North 700 West
394
395 Discussion was held regarding the property being a benefit to the City, readying
396 properties for development, and who would pay for the improvements.
397

398 Commissioner Marshall **moved** to recommend to the City Council that the proposed
399 700 West Annexation be **approved** based on the following findings:

400

401 **Findings**

402

- 403 1. That the annexation area is located within the City's Growth Management
404 Area.
- 405 2. That the annexation area is planned for industrial development.
- 406 3. That the City can provide the necessary services to the annexation area.

407

408 Commissioner Stroud **seconded** and the motion **passed** all in favor.

409

410

411 **Other Discussion**

412

413 **Discussion on Planning Commission work program**

414

415 Mr. Anderson explained to the Commission that by their next meeting information
416 would be made available regarding the multi-family housing moratorium. Mr.
417 Anderson is concerned with Site Plan requirements and the lack thereof. He asked
418 the Commissioners for their input. He also said that staff is getting to a point where
419 they feel there is a negative impact from some of the industrial zones in town.

420

421 Discussion was held regarding Mill Road and a special service district.

422

423

424 **Adjournment**

425

426 Chairman Christianson moved to **adjourn**. Commissioner Robins **seconded** and
427 the motion **passed** all in favor at 10:38 p.m.

428

429 **Adopted:**

430

431

432

Shelley Hendrickson, Planning Secretary



REPORT TO THE PLANNING COMMISSION OLD MILL ESTATES PRELIMINARY PLAT AMENDMENT

Agenda Date: August 6, 2008 (continued from July 2, 2008)

Staff Contacts: Dave Anderson, Planning Director

Reviewed By: Development Review Committee

Request: The applicant, CW Management Corp, is requesting approval for an Amended Preliminary Plat for a residential subdivision.

Zoning: R-1-15

General Plan: Residential 1.5 to 2.5 Units Per Acre

Project Size: 29.51 acres

Number of lots: 57

Location: Approximately 1503 South Mill Road

Background Discussion

This proposal was continued from the Commission's July 2, 2008 meeting. Staff understands that the main purpose for the continuance was to allow the applicant and staff additional time to address concerns with street improvements.

In short, the applicant is proposing to improve Mill Road from their access to Arrowhead Trail. The proposed improvements would result in the road being some 30 feet wide when complete. The applicant is proposing to make these improvements with no participation from the City or anticipation for reimbursement. However, the applicant is requesting that they not be required to make improvements to Arrowhead Trail. As the applicant will not be directly accessing Arrowhead Trail, their proposal to not improve that right-of-way seems reasonable to staff.

Also, the applicant has apparently secured the ability to construct an access through the development to the north to Del Monte Road. In staff's view, this is a very significant item given that it will dramatically reduce the project's impact on Mill Road.

The applicant, CW Management, is requesting Preliminary Plat approval for a 57-lot residential subdivision that would be primarily accessed from Mill Road.

The original approval for this development was granted in 2007 with one significant difference between that approved plat and the proposed amendment.

The Utah Department of Transportation has denied the applicant access for the subdivision onto Arrowhead Trail. Therefore, the applicant is requesting that the plat be amended so as to allow the development to be accessed from Mill Road. The plat has been redesigned so as to replace the access onto Arrowhead Trail with a cul-de-sac. All other aspects of the development such as amenities and building standards are proposed to remain the same.



Staff understands the level of concern that's involved relative to additional traffic on Mill Road. With that in mind, staff and the applicant have requested Horrocks Engineering to provide a detailed traffic impact study for the development. That study was recently completed and is currently being reviewed. Staff anticipates providing a detailed analysis of the study to the Planning Commission in your meeting.

Development Review Committee

The Development Review Committee reviewed this request in their June 25 meeting and recommended that it be approved. Draft minutes from that meeting read as follows:

Old Mill Estates

Applicant: CW Management
General Plan: Residential 1.5 to 2.5 Units Per Acre
Zoning: R-1-15
Location: 1500 South Mill Road

Mr. Anderson asked Mr. Nielson if Horrocks Engineering had sent us any traffic reports relative to Mill Road. Mr. Nielson said they had and the report indicated a 15 percent increase of traffic onto Mill road.

Discussion was held regarding Horrocks Engineering and the traffic study on the north portion of Mill Road increasing 30 trips per day and when the entire site is finished it would generate 600 trips per day.

Mr. Niederhauser explained the UDOT appeal process. Mr. Nielson explained that UDOT has four or five points they are denying the access on and that UDOT feels that even if they were to approve the access it would have to go to Federal highways for approval and they feel confident that Federal highways would not approve the access to Arrowhead Trail. Mr. Niederhauser feels that the denial of access is a local issue with UDOT Region 3 and is arbitrary. He said he has three deeds of access.

Mr. Baker **moved** to recommend **approval** of the Amended Preliminary Plat for Old Mill Estates located at 1500 South Mill Road subject to:

Conditions

1. That this plat be considered an option along with the current approval depending

on how the Utah Department of Transportation rules on the access to Arrowhead Trail.

2. That the applicant meet all conditions of the original approvals.

Mr. Nielson **seconded** and the motion **passed** all in favor.

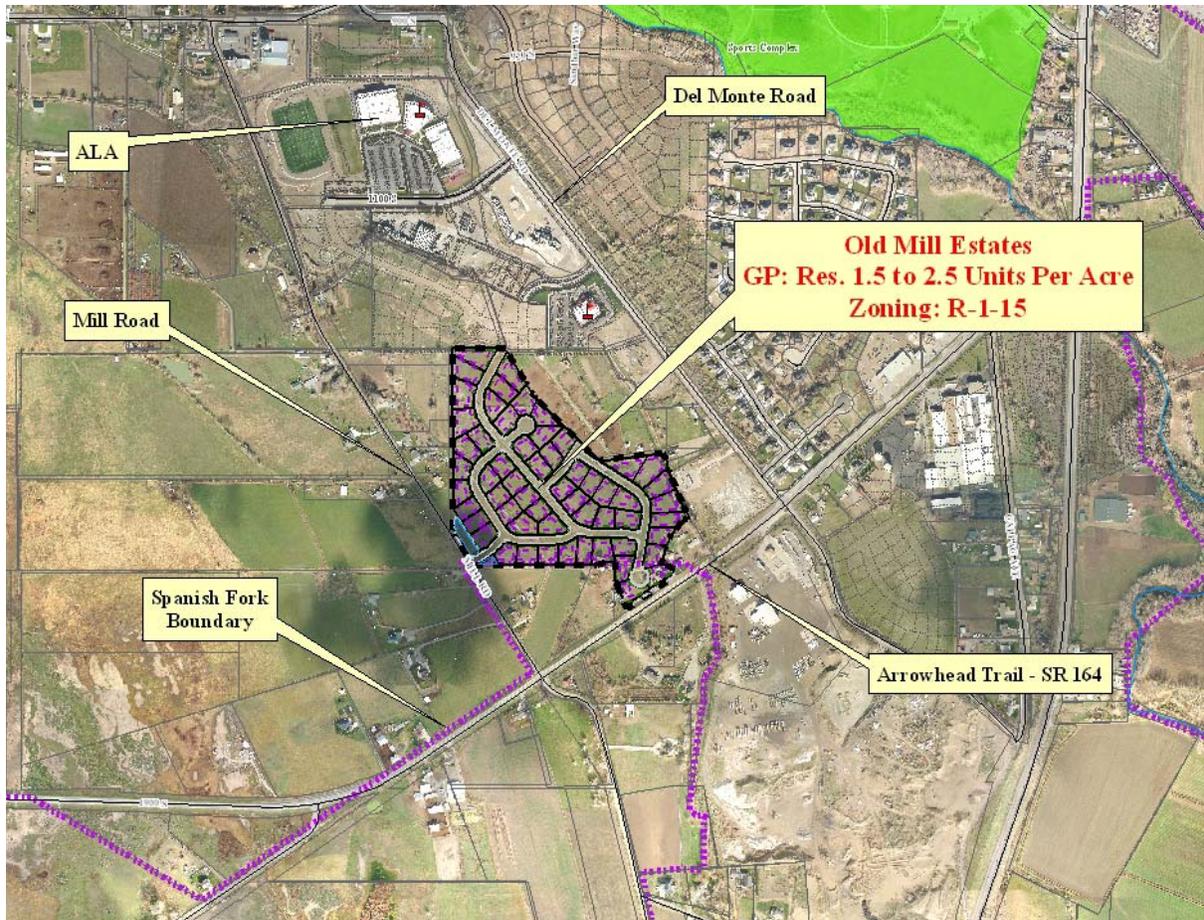
Budgetary Impact

Residential development typically generates more long term costs for the City than revenue to cover those costs. In the case of this development, it's conceivable that the development will generate some need to improve infrastructure in the area that could result in expenses for the City.

Recommendation

Staff recommends that the Amended Preliminary Plat for Old Mill Estates be approved subject to the following conditions:

1. That the applicant construct improvements on Mill Road, from the development's entrance to Arrowhead Trail, that would provide for 30 feet of asphalt.
2. That the applicant construct an access through Academy Park to Del Monte Road.
3. That the Plat be modified to remove the proposed curb, gutter and additional asphalt on Arrowhead Trail.





REPORT TO THE PLANNING COMMISSION TITLE 15 AMENDMENTS

Agenda Date: August 6, 2008

Staff Contacts: Dave Anderson, Planning Director

Reviewed By: Development Review Committee

Request: The proposal involves amending Title 15 of the Municipal Code. The proposed changes involve modifying the City's requirements for Site Plan approval.

Zoning: not applicable

General Plan: not applicable

Project Size: not applicable

Number of lots: not applicable

Location: City wide

Background Discussion

Staff and the Planning Commission have had some light discussion in recent months about potential changes to the City's requirements for Site Plan approvals. The changes that are presented at this time represent a formal proposal to make some of the previously discussed changes.

All in all, the proposed changes would not have a significant impact relative to the substance of the existing standards. One of the more specific changes has to do with the format of the requirements. The current ordinance organizes different requirements according to zoning district. The proposed organization groups the development requirements according to land use.

Other proposed changes would modify the requirements for landscaping in terms of area and materials required. Additionally, some of the proposed changes would bring the ordinance into conformity with the City's current practices relative to Site Plan reviews.

The following excerpt identifies the proposed changes:

PART 4 DEVELOPMENT CHAPTER 08 Site Plans

- 15.4.08.010. Purpose**
- 15.4.08.020. Site Plan Required.**
- 15.4.08.030. Application and Review Process.**
- 15.4.08.040. Action on Site Plan.**
- 15.4.08.050. Approval or Disapproval - Procedure.**
- 15.4.08.060. Duration of Approval**
- 15.4.08.070. Amendments to Site Plan.**
- 15.4.08.080. Appeals.**
- 15.4.08.010 Purpose**

The Site Plan review process is established in order to assure that new development proposed for Spanish Fork City will comply with all zoning and development standards. The general appearance of **developments** buildings and

~~structures and the improvement of land shall~~ contribute to an orderly and harmonious appearance and a safe and efficient development. It is not the purpose of this Chapter that design should be so rigidly controlled so as to stifle creativity or individual expression, or that substantial additional expense be incurred; rather, it is the intent of this Chapter that any control exercised be the minimum necessary to achieve the objectives as stated above.

15.4.08.020 Site Plan Required.

1. Requirement. Site Plan ~~or Design~~ review shall be required for the following:

- a) All proposed new commercial or industrial developments
- b) All additions to commercial or industrial ~~buildings or structures~~
- c) Any change of use of an existing commercial or industrial site or structure**
- d) All multi-family developments with more than 3 units
- e) All Conditional Use Permits or Uses Subject to Conditions. Some projects such as minor additions to non-residential structures may not need a complete review.

The Planning Director ~~City Planner~~ may waive full Site Plan ~~Design~~ review, including fees, if it is determined that such review will not further the purpose of the Design Review section.

15.4.080.030 Application and Review Process.

A Site Plan shall go through the following process. Preapplication conference with the City Planner and City Engineer, staff review, and then to the DRC.

A. Pre-application conference for Site Plan Review. Persons intending to undertake development need to arrange with the City Planner for a pre-application meeting. The purpose of this meeting is to acquaint the applicant with the requirements of the code; to provide for an exchange of information regarding to applicable elements of the General Plan and development requirements, to arrange such technical and design assistance as will aid the applicant, and to otherwise identify policies and regulations that create opportunities or pose significant constraints for the proposed development.

B. Staff Review.

A. An application provided by the City shall be filled out in completeness with all supporting documentation submitted to the

City **Planning** ~~engineering~~ Department.

B. Each Site Plan shall be accompanied by a filing fee in the amount established by the City Council in the annual budget.

C. Information required for Staff Review including the following:

- A. Proposed name of Site Plan at lower right hand corner
- B. Name and address of developer on the lower right hand corner
- C. Name and address of engineer/architect/surveyor at the lower right hand corner
- D. Licensed Land Surveyor Stamp and Signature
- E. Title block with name and location
- F. Vicinity map and north arrow
- G. Standard engineered scale – 1" = 100' or less
- H. Description of boundary of development
- I. Section tie/bearing of section line based on NAD27 State Plane Coordinates
- J. Adjacent property owners names and buildings within 200 feet of proposed development
- K. Existing and proposed fences
- L. Existing and proposed streets, with names and widths within 200 feet of site
- M. Existing and proposed water courses, culverts, and irrigation ditches
- N. Flood zones or wetlands as per NWI wetland map
- O. Existing and proposed power lines (labeled), gas lines, water mains, fire hydrants and valves with pipe size
- P. Existing and proposed sewer mains and manholes with pipe sizes
- Q. Existing and proposed storm drains
- R. Existing and proposed public utility easements
- S. Minimum of 2-foot contours of existing elevations, with note that all vertical data is based on NAVD29
- T. Typical street cross section
- U. Building setbacks dimensioned on the Site Plan
- V. Parking stalls (9'40"x18') and calculations **identifying the number of handicapped and non-handicapped parking spaces in the development.**
- W. **Photovoltaic lighting plan**
- X. Dumpster location, height and materials used

- Y. Location and screening plan for mechanical equipment
- Z. Note on Site Plan if building is to be sprinkled
- AA. Project phasing (if applicable)
- BB. Surface drainage plan
 - A. based on 25-year storm calculations
 - B. on-site retainage of 25-year storm
 - C. design of .2 cfs/acre outlet to City storm drain system
 - D. spot elevations of proposed grade, FL and TBC
- CC. Signage Plan
- DD. **Landscape Plan prepared by a licensed landscape architect** ~~Colored landscaping plan~~
 - A. **Planting schedule showing plant material and sizes** ~~Tree types and sizes~~
 - B. **Planting Plan** ~~Shrub type and sizes~~
 - C. **Irrigation Plan** ~~Sprinkler design~~
- EE. Off-street parking plan show circulation and number and size of spaces
- FF. Vehicular and pedestrian circulation—ingress, egress, and internal movement
- GG. Location and function of any loading and servicing facilities
- HH. Scale drawings of exterior building elevations and an indication of building materials to be used. Architectural drawings shall be drawn to a scale of no smaller than 1/8" = 1-foot
- II. Elevations and/or architectural renderings of building facades facing public right-of-way. Said elevations or renderings must be sufficiently complete to show building heights and roof lines, the location and height of any walls, signs, light standards, openings in the facade, and the general architectural character of the building.
- JJ. All existing and proposed signs for the development.
- KK. A CAD file of Site Plan in .dwg, .dgn, or .dxf tied to NAD27 State Plan Coordinates
- LL. Soils report
- MM. Public Utility Easement documents for all utilities or public facilities**
- NN. Table with the following:
 - A. Total acreage of area proposed for development
 - B. Total area and percent of site in landscaping (open space)
 - C. Total building area - separate

- areas for different uses (office, warehouse, shop, etc...)
- D. Total number of parking spaces required and proposed (including ADA parking stalls).
- E. Total impervious area
- OO. Other data or plans or reports deemed necessary by the Planning, Public Works, or Fire and Police Departments. **In the event that a traffic study, geotechnical study, environmental study or other technical study is required, the applicant may be required to pay additional review fees. The additional review fees will be utilized to prepare studies deemed necessary by the City Engineering Department or to perform a peer review of work submitted on behalf of the applicant.**

15.4.08.040. Approval or Disapproval - Procedure.

Each Site Plan submitted to the City shall be referred to the DRC, for review to insure conformity to the present ordinances and standards and for adequacy and availability of public facilities. The DRC may table the matter to further study the issues presented. The DRC may approve, reject, or grant approval upon the conditions stated. If approved, the DRC shall express its approval with whatever conditions are attached. If any conditions are attached, the Site Plan shall be amended to reflect such changes and an accurate Site Plan shall be submitted to the City. Receipt of this accurate copy shall be authorization for the developer to proceed with the preparation of plans and specifications for the minimum improvements hereinafter required by this title. Original Site Plans are subject to the standards, policies, and regulations that are in effect at the time of approval.

15.4.08.050. Duration of Approval

A Site Plan expires if it is not approved by the DRC within twelve months from the time its application is submitted and accepted. Approval of the Site Plan by the DRC shall be valid for a period of twelve months after approval unless, upon application by the developer, the DRC grants an extension. An extension may not exceed six months.

15.4.08.070. Amendments to Site Plan.

The City Planner or engineer may approve minor amendments to approved Site Plan, if he/she finds that the proposed amendments do not jeopardize the interest of the City or adjoining property owners. The types of minor amendments contemplated by this section may include, but not be limited to, legal description mistakes, minor boundary changes, and items that should have been included on the original Site Plan. Major amendments to the final Site Plan shall go back through the approval process.

15.4.08.080. Appeals.

Any decision of the DRC approving a Site Plan may be appealed to the Appeal Authority. Any appeal must be taken within fifteen (15) days of the final decision of the DRC. Appeals must follow the procedures set forth in §15.1.04.050. Any decision by the Appeal Authority concerning a Site Plan shall be final and non-appealable.

15.4.16.120. Off-Street Parking.

A. Purpose:

To provide adequate, but not excessive, parking to meet the needs of residents, employees, and business patrons, in a manner which is functional, safe, and aesthetically pleasing.

B. General Requirements:

1. Off-street parking is not required for permitted uses in the Downtown Commercial (C-D) district.
2. Each parking space shall be at least ten (10) feet wide and eighteen (18) feet deep (See parking design standards in the Construction and Development Standards for details on aisle widths, maneuvering areas, and fire lanes).
3. Tandem parking (front to rear) shall not be permitted.
4. All parking spaces and driveway areas serving such parking spaces shall be surfaced with concrete, asphalt, or paving blocks except that portions of driveway areas located farther than 200 feet from a public road and which service a single residence dwelling in the R-R or A-E zoning districts may be constructed and surfaced to an all weather standard as approved by the City engineer. Such surfacing may include gravel, slag, or similar materials.
5. Required parking shall be provided on-site or on contiguous lots.
6. Backing and maneuvering areas shall be provided on-site for all uses other than single family, twin homes, and duplexes.

7. Square feet shall mean the gross floor area of the

Spanish Fork City LAND USE Title 15
15-51

building.

8. No part of any vehicle may overhang onto a public sidewalk or within five (5) feet of a street curb where no sidewalk exists.

9. All parked vehicles must comply with the City's clear vision area requirements.

10. Parking of commercial vehicles in residential districts is limited to one (1) commercial vehicle with a one ton chassis, having a capacity of not more than 10,000 pounds gross vehicle weight rating (GVWR).

11. Landscaping and screening of parking lots shall be in accordance with the requirements of §15.4.16.130, Landscaping, Buffering, Walls, and Fences.

C. Parking Requirements by Use:

USE MINIMUM # OF SPACES

Auditorium, Stadium, Public Assembly,
Private Clubs, Health Clubs, Theaters

1:100 sq. ft. or 1:5 seats

Auto Repair, Major

Auto Repair, Minor

1:100 sq. ft.

1:300 sq. ft.

Automobile Service Station 1:200 sq. ft.

Banks, Financial Institutions 1:250 sq. ft.

Barber Shop or Beauty Shop 1:100 sq. ft.

Churches 1:5 seats or 90 lineal inches per pew

Cocktail Lounge 1:100 sq. ft.

Child Care Center 1:employee, plus 1:10 children

Home Furnishings, Major Appliances 1:500 sq. ft.

Hospitals 1:bed

Manufacturing/Assembly

Wholesale/Warehouse

1:employee on the highest shift

Mixed Uses or Unlisted Uses To be determined by
City Planner

Motels/Hotels

Restaurants/Cocktail Lounge

Banquet/Meeting Rooms

1:room

1:200 sq. ft.

1:200 sq. ft.

Office: General/Professional

Medical/Dental

1:300 sq. ft.

1:150 sq. ft.

Indoor Recreation Facility:

Amusement Center/Arcades

Bowling Alley

1:100 sq. ft.

4:lane
 Outdoor Recreation Facility:
 Golf Course
 Miniature Golf Course
 Batting Cages
 Water Park, Theme Parks
 6:hole
 2:hole
 1:cage
 To be determined by City Planner
 Residential:
 Single Family
 Duplex or Twin Home
 Multi-Family: Studio or 1 Bedroom
 2 or more Bedrooms
 Guest Parking
 2:unit - 1 covered, 2nd space not in
 side or front setback
 2:unit - 1 covered, 2nd space not
 in front setback
 1:unit
 2:unit; one covered, 2nd uncovered
 1:3 units
 Restaurant - freestanding 1:100 sq. ft.
 Retail/Shopping Center (including up to 10%
 restaurant, health club, beauty shops; additional
 percentages calculated at rate for each use)
 1:250 sq. ft.
 Retirement/Senior Housing/Nursing Home
 1:employee on highest shift plus
 0.4:unit
 Schools: Elementary
 Middle or Junior High
 High School
 College
 Vocational/Technical
 2:classroom
 3:classroom
 7:classroom
 10:classroom
 1:2 students
 Storage Building/Space 0.5 per 1,000 sq. ft. of
 storage space

15.4.16.130 Landscaping, Buffering, Walls and Fences.

A. Purpose:
 The purpose of these requirements is to enhance, conserve, and stabilize property values by encouraging pleasant and attractive surroundings and to provide proper separations between uses. Landscaping also contributes to the reduction of heat and glare through the proper placement of plants and trees.

Multi-family residential uses:

1. Minimum of thirty-five (35%) on-site landscaping as a percentage of total site area.
2. Minimum of fifteen (15) foot wide planter area adjacent to all public streets, which shall include trees with a **maximum** spacing of thirty (30) feet. The planter area may be partially or completely within the street right-of-way area.
3. Minimum of ten (10) foot wide planter area and six (6) foot high decorative block wall, where any multi-family use abuts a single-family residential use or district. The planter area shall include trees with a maximum spacing of thirty **(30) feet**.
 - a. The DRC may waive or modify this requirement, ~~subject to obtaining the written approval of the abutting property owner(s)~~, if it is determined that this requirement does not further the intent of this ordinance.
4. All other landscaped areas shall include at least **three (3) non-ornamental trees and twenty (20) shrubs** for each 1,000 square feet of landscaped area.

Professional Office uses:

1. Minimum of **thirty (30%)** on-site landscaping as a percentage of total site area.
2. Minimum of fifteen (15) foot wide planter area adjacent to all public streets, which shall include trees with a **maximum** spacing of thirty (30) feet. The planter area may be partially or completely within the street right-of-way area.
3. Minimum of ten (10) foot wide planter area and six (6) foot high decorative block wall, where site abuts a residential use or district. The planter area shall include trees with a maximum spacing of **thirty (30) feet**.
 - a. The DRC may waive or modify this requirement, ~~subject to obtaining the written approval of the abutting property owner(s)~~, if it is determined that this requirement does not further the intent of this ordinance.
4. All other landscaped areas shall include at least **three (3) non-ornamental trees and twenty (20) shrubs** for each 1,000 square feet of landscaped area.

Commercial uses:

1. Minimum of **fifteen percent (15%)** on-site landscaping as a percentage of total site area.
2. Parking lots ~~containing more than forty (40) spaces~~ shall include planter areas within the parking lot, with a minimum of 100 square feet

- of planter area for every ten (10) parking spaces.
3. Minimum of fifteen (15) foot wide planter area adjacent to all public streets, which shall include trees with a **maximum** spacing of thirty (30) feet. The planter area may be partially or completely within the street right-of-way area.
 4. Minimum of ten (10) foot wide planter area and six (6) foot high decorative block wall, where the site abuts a residential use or district. The planter area shall include trees with a maximum spacing of **thirty (30)** feet.
- a. The Development Review Committee may waive or modify this requirement, ~~subject to obtaining the written approval of the abutting property owner(s),~~ if it is determined that this requirement does not further the intent of this ordinance.
5. All other landscaped areas shall include at least **three (3) non-ornamental trees and twenty (20) shrubs** for each 1,000 square feet of landscaped area.

Industrial uses:

1. Minimum of **ten percent (10%)** on-site landscaping as a percentage of total site area.
2. Minimum of fifteen (15) foot wide planter area adjacent to all public streets, which shall include trees with a **maximum** spacing of thirty (30) feet. The planter area may be partially or completely within the street right-of-way area.
3. Minimum of ten (10) foot wide planter area and six (6) foot high decorative block wall, ~~solid vinyl fence, or three (3) foot high solid wood fence on a three (3) foot high decorative block wall~~ where the site abuts a residential use or district. The planter area shall include trees with a maximum spacing of **thirty (30) feet**.

*Spanish Fork City LAND USE Title 15
15-52*

- a. The DRC may waive or modify this requirement, ~~subject to obtaining the written approval of the abutting property owner(s),~~ if it is determined that this requirement does not further the intent of this ordinance.
4. All other landscaped areas shall include at least **three (3) non-ornamental trees and twenty (20) shrubs** for each 1,000 square feet of landscaped area. Natural vegetation may be included if materials are appropriate for the setting and location.
- E. Standards and Maintenance:
1. All deciduous trees shall have a minimum of two (2) inch caliper trunk. All evergreen trees shall be a minimum of **five (5)** & feet in height.

2. All shrubs shall be a minimum of **one (1)** ~~five (5)~~ gallon size.
 3. Planting areas shall be separated from parking areas and driveways by a six (6) inch concrete curb.
 4. Landscaped areas shall be maintained with an automatic sprinkler system.
 5. Landscaped areas shall be maintained in a neat, clean, and orderly condition. This is meant to include proper pruning, lawn mowing, weeding, removing of litter, fertilizing, replacing of dead plants, and regular watering of all landscaped areas.
- F. General Fencing Requirements:
1. The maximum height of a fence is six (6) feet in all zoning districts; pillars are not to exceed 6 ½ feet. The Council may waive the height requirement at their sole discretion.
 2. The maximum height of a solid fence within the front yard setback area is three (3) feet. Substantially open fences such as chain link, or wrought iron may be four (4) feet high.
 3. Barbed wire fencing is allowed in A-E, R-R, I-1, and I-2 districts.
 4. Razor wire, and other similar type fencing is allowed in C-2, I-1, and I-2 districts when located above a height of six (6) feet, subject to Design Review approval. Additional screening of any such fence with plant materials may be required.
 5. Corner lots must maintain a second clear vision area as set forth in paragraph H.

15.4.16.140. Solid Waste Receptacle Areas

Multi-family dwellings, and non-residential uses shall provide solid waste receptacle areas screened on three (3) sides with a masonry wall having a height at least one (1) foot above any receptacle or container. A **steel site-obscuring** gate at least six (6) feet in height is required. This requirement may be waived or modified by the Development Review Committee when it is determined that a “roll-out” residential style container is sufficient for the type of operation proposed, or, the screen wall requirement may be waived when solid waste receptacle areas are sufficiently screened or otherwise located within the project to not be visible by or adversely impact adjoining properties.

15.4.16.150 Clear Vision Area

The clear vision area is that triangular area of a corner lot or parcel formed by the street property lines and the line connecting them at points thirty

(30) feet from the intersecting right of way lines of the two streets. Fencing and planting is restricted within this area as follows:

1. No fence shall exceed a height of three (3) feet.
2. Shrubs shall be pruned to a height not to exceed three (3) feet.
3. Trees shall be pruned to maintain a clear area below eight (8) feet.

A second clear vision area with twenty (20) foot sides is also required where the rear of a corner lot adjoins an interior lot. The same restrictions for landscaping and fencing apply in this area unless the interior lot is already developed and has no existing driveway within ten (10) feet of the property line adjoining the corner lot.

(Ord. No. 05-05, Enacted Title 15, 06\07\2005)

Development Review Committee

The Development Review Committee reviewed this proposal on July 30, 2008 and recommended that it be approved.

Budgetary Impact

It is anticipated that there will be little or no budgetary impact with the proposed changes.

Alternatives

The Council has considerable discretion relative to proposed ordinance amendments. In this case, they may approve, deny or approve the proposed amendments with modifications.

Staff Recommendation

Staff recommends that the Planning Commission recommend that the proposed changes to Title 15 be approved by the City Council.