

CITY OF NORTH SALT LAKE  
PLANNING COMMISSION MEETING  
ANCHOR LOCATION: CITY HALL  
10 EAST CENTER STREET, NORTH SALT LAKE  
NOVEMBER 14, 2023

**FINAL**

Commission Chair BreAnna Larson called the meeting to order at 6:30 p.m.

PRESENT: Commission Chair BreAnna Larson  
Commissioner Ryan Holbrook  
Commissioner Ron Jorgensen  
Commissioner Katherine Maus  
Commissioner Irene Stone  
Commissioner Brandon Tucker  
Commissioner William Ward

STAFF PRESENT: Sherrie Pace, Community Development Director; Mackenzie Johnson, Planner.

OTHERS PRESENT: Dee Lalliss, resident.

1. PUBLIC COMMENTS

There were no public comments.

2. WORK SESSION: DRAFT CODE AMENDMENTS  
a. TITLE 13, CHAPTER 9: ESSENTIAL IMPROVEMENTS

Sherrie Pace reported on the review schedule with a final review and table of contents on November 28<sup>th</sup>, Chapter 3 Amendments and Rezones and Chapter 7 Conditional Uses on December 12<sup>th</sup>, a public hearing and recommendation on January 9, 2024, and review and adoption by the City Council on January 16, 2024.

Ms. Pace reviewed Chapter 9: Essential Improvements. Section 13-9-010: This is new language and provides for the preparation and adoption of the design standards and specification manual as approved by the City Council. Section 13-9-020: Required Improvements is also new language and focuses on the requirement for the developer to install all infrastructure. Section 13-9-030: Curb, Gutter, Sidewalk, and Asphalt Paving is new language and states that the developer shall install all the street improvements. Section 13-9-040: Storm Drainage was existing language and had been updated to add regulations for 100 year storm events and added language about the predevelopment hydrology for storm retention.

Section 13-9-050: Underground Utilities and Sanitary Sewer this section is being updated to outline requirements for all utilities to be underground, clarified language regarding extension of sewer lines to the boundary of the development, and specifically stated that the plans have to be approved by the Sewer District. Section 13-9-060: Culinary Water is also updated to clarify language regarding extension of water lines to the boundary of the development and clarified how water mains, hydrants, and services were required to meet capacity requirements. Section 13-9-070: Fencing and Piping of Hazards is new language and requires fencing of canals, waterways, railroads, or other hazards. Section 13-9-080: Monuments is new and adds language regarding permanent monuments. Section 13-9-090: Completion is also new and required as built drawings in CAD version. Section 13-9-100: Payback Agreements is new and provides a mechanism for payback of off-site improvements requested by the City that are in excess size of the minimum needed for the development.

### 3. REPORT ON CITY COUNCIL ACTIONS ON ITEMS RECOMMENDED BY PLANNING COMMISSION

Sherrie Pace reported that at the last City Council meeting they reviewed active transportation, sidewalk standards, bike lanes, and scooters. She spoke on sidewalk standards and said the ADA requirement was five foot sidewalks or six foot when adjacent to a curb. Current City standards are four foot sidewalks with five foot park strips which meant new streets would have five foot sidewalk and four foot park strip within a 50 foot right of way unless the requirements were changed. Ms. Pace explained that three foot sidewalks were permitted with a passing zone every 200 feet. Staff recommended that the policy should be that when replacing sidewalk segments, it should match the existing sidewalk width for safety reasons and new sidewalks would meet the five foot minimum standard. Staff would develop a new cross sections for sidewalk, park strips, and mixed use paths/sidewalks for approval by the City Council in the future. She shared a map of the City showing sidewalk inventory with existing sidewalks and streets/areas without sidewalks.

Sherrie Pace commented on sidewalk width by zone such as in the town center and various cross sections along Highway 89. She shared the example of the town center cross section which could include a frontage/setback, pedestrian, bicycle lane, furnishing (lamp post, street trees, etc.), landscape/buffer zones and wider sidewalks.

Commissioner Holbrook asked if there was a method to implementing this on Redwood Road. Sherrie Pace replied that there was already a cross section on the west side for an eight foot trail to accommodate pedestrians and bicycles.

Commissioner Jorgensen mentioned Wasatch Choice and a UDOT owned network of family friendly bicycle routes. Sherrie Pace responded that Davis County was performing an Active Transportation Plan in which staff is participating in and said regional trail routes and active

transportation facilities had been identified. Staff specified priority locations for active transportation including those in the City for potential State funding.

Sherrie Pace reported that staff is working with UDOT on a corridor agreement for Highway 89 and establishing a cross section map from the freeway to 1100 North. This includes identifying right of way width, all transportation elements, Bus Rapid Transit (BRT), bike routes and/or lanes, and pedestrian access with the cross section to vary by location. Active transportation in that corridor for the north end would have a multiuse path from 350 North to 1000 North. For the town center area there would be mixed use and wider sidewalks with passing areas. In the south area (south of Eagleridge Drive) there would be a separate path on the east side to Salt Lake City.

Ms. Pace reported on proposed standards that city staff is drafting for trail crossings of streets/driveways. This included raised trails across the vehicle realm, paint, or surface material to signify to drivers that it was a pedestrian or bicycle lane. Other regulations being considered are bicycle parking and storage, multi-family provisions, and signage. She spoke on the proposed bike lane pilot program on Orchard Drive and the previous plan had been for a separated bike lane with orange candlesticks, a kickoff event with social media, tracking usage, and connection to an existing trail or destination. The estimated cost for the temporary bike lane pilot with candlestick barrier and signage was \$25,000. Staff was now suggesting a buffered bike lane with a clear designated lane with minimal green paint and proper signage, social media outreach, and then monitoring parking activity, public input, and bike lane usage. The proposed pilot will be considered by the City Council in the upcoming budget year.

Chair Larson asked about the avoidance of red paint. Sherrie Pace replied that the green paint had the affect of notifying drivers where they could not park their cars without being seen as a punishment or removal of parking spaces.

Sherrie Pace reported on the contract with Lime Scooters which was approved in February 2023 and began in April/May through October 31st with 3,000 total trips. She said the average trip was one mile, the average rental was ten minutes, and 22 scooters were deployed each day in the City. The scooters were geofenced and could travel from the City to Salt Lake City. Lime Scooters did not yet have an agreement with Bountiful or Woods Cross. Ms. Pace said that South Davis Metro Fire did not identify any scooter related incidents. The City's Police Chief reported one user accident with a scooter in Hatch Park, but that individual did not require transport to a hospital.

Sherrie Pace reported that the General Plan RFP was published on the State procurement website on November 7th. There was a pre-submittal meeting on November 14th with interested contractors. Proposals would be due December 15th with staff review on December 18th. Staff would then narrow it down to one consultants for City Council selection on January 16<sup>th</sup>, 2024.

Ms. Pace spoke on the Town Center urban design and the Form-Based Code. She said that staff had concluded the Form-Based Code template was not the right fit for the City due to the scale and scope of the Town Center area. Staff would work with a consultant to draft urban design guidelines on siting, blocks, massing recommendations, height, articulation, pedestrian spaces, materials, etc. Staff has submitted a letter of interest for the Transportation Land Connection (TLC) Grant through Wasatch Front Regional Council (WFRC) and would apply for funds for architectural guidelines and site specific demonstrations for redevelopment along Highway 89 and Town Center zone district regulations. These guidelines and regulations from the consultant would then be integrated into the General Plan update.

Sherrie Pace mentioned additional items that had been reported to the City Council including the Subdivision Ordinance update with street right of way widths, sidewalks and trails, as well as the development of a Capital Facilities Plan for active transportation, and the integration of profiles and standards into specification manuals and City ordinances.

Chair Larson asked for an update on The Lofts at North Salt Lake. Sherrie Pace replied that this development would be on the Commission agenda in two weeks. She said the number of units had been reduced to 79 and an outdoor patio area had been added for potential restaurant space.

Commissioner Jorgensen asked about the market study related to the demand for the small commercial units. Sherrie Pace responded that staff was making revisions to the draft with the consultant and said that the study indicates that there is a need for the smaller units that are activity or service related in nature.

Commissioner Stone mentioned how some of the units in The Lofts at North Salt Lake would be moderate income units and how this was determined. Sherrie Pace explained rent cost was based on building materials, land cost, operating costs, etc. and those numbers had to correlate with median income and household size to be classified as moderate or lower income housing. Generally, these units are smaller in square footage, lower quality finishes, or lower quality construction, etc. but still had to meet the threshold established by HUD for moderate income housing.

Commissioner Jorgensen asked if the approval of this development with moderate income housing units would count towards the requirement to provide these types of unit per the State. Sherrie Pace replied affirmatively.

Commissioner Stone asked for clarification on the Commission's role in the public hearing for the development. Sherrie Pace clarified that the Commission's role is to listen to public concerns and determine which were valid and could be addressed to mitigate development impacts such as requiring a fence for safety reasons.

The Commission had a general discussion regarding their role in the proposed amendment for The Lofts at North Salt Lake including parking requirements specifically for the micro units, changes from the original development agreement, zoning, and the difference between legislative and administrative action on this development. Ms. Pace explained that amendments to a P-District are legislative in nature, as the development agreement establishes the rule by which the development will be approved. Therefore legislative decisions have more discretion related to either approving or denying the amendment. She further explained that a regular subdivision which meets the ordinances adopted is an administrative decision with no discretion, because the legislative decision in adopting the ordinances had already taken place. An administrative decision is determining does the application meet the standards and regulations established in the ordinance. The Commission requested to have the designation of legislative or administrative for each item on the agenda.

Sherrie Pace reported that the Mayor intends to reappoint Commissioners Jorgensen and Holbrook to a second term at the December 6<sup>th</sup> City Council meeting.

#### 4. APPROVAL OF MINUTES

The Planning Commission meeting minutes of October 24, 2023 were reviewed and approved.

**Commissioner Jorgensen moved to approve the minutes as drafted for October 24, 2023 Planning Commission meeting. Commissioner Maus seconded the motion. The motion was approved by Commissioners Holbrook, Jorgensen, Larson, Maus, Stone, Tucker and Ward.**

#### 5. ADJOURN

Commission Chair Larson adjourned the meeting at 7:39 p.m.

*The foregoing was approved by the Planning Commission of the City of North Salt Lake on Tuesday, November 28, 2023 by unanimous vote of all members present.*

  
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Wendy Page, City Recorder

