



AGENDA

HIGHLAND CITY PLANNING COMMISSION Tuesday, July 12, 2011 – Regular Meeting 7:00 p.m.

Highland City Council Chambers, 5400 West Civic Center Drive, Highland Utah

CALL TO ORDER: Tim Irwin, Chair

- Attendance – Tim Irwin, Chair
- Invocation – Commissioner Trixie Williams
- Pledge of Allegiance – Commissioner Abe Day
- Opening Statement – Tim Irwin, Chair

APPEARANCES:

Time has been set aside for the public to express their ideas, concerns, and comments on non-agenda items. Speakers will be limited to two (2) minutes.

WITHDRAWALS AND CONTINUANCES:

PUBLIC HEARING ITEMS:

1. CU-11-03 Michael Raymond is requesting a Conditional Use Permit for a Church of Jesus Christ of Latter-Day Saints Stake Center located at 5850 West 10400 North. *Administrative.*

OTHER BUSINESS:

2. Public Participation: The Planning Commission will discuss the public participation requirements for the development review process.
3. General Plan Land Use Element: The Planning Commission will discuss the current General Plan Land Use Map and Land Use Categories.

APPROVAL OF MINUTES:

- June 28, 2011 – Regular Meeting

PLANNING STAFF REPORT:

- August 9, 2011 6:30 pm Work Session with Economic Development Committee

COMMISSION COMMENTS AND SUGGESTIONS:

ADJOURNMENT:

NEXT MEETING: August 9, 2011 at 6:30 pm City Council Chambers

Legislative: An action of a legislative body to adopt laws or polices.

Administrative: An action reviewing an application for compliance with adopted laws and polices.

FOR SPECIAL ACCOMMODATIONS

Any individual with a qualified disability may request a reasonable accommodation by contacting the City Recorder at (801) 772-4506 at least 48 hours prior to the Commission meeting.

CERTIFICATE OF POSTING

The undersigned does hereby certify that the above agenda notice was posted in three public places within Highland City limits on this 7th day of July, 2011. These public places being bulletin boards located inside the City offices and located in the Highland Justice Center, 5400 W. Civic Center Drive, Highland, UT; and the bulletin board located inside Lone Peak Fire Station, Highland, UT. On this 2nd day of May, 2011 the above agenda notice was sent by email to local newspapers located in Utah County and posted on the Highland City website at www.highlandcity.org.

Gina Peterson, City Recorder

<p style="text-align: center;">HIGHLAND CITY PLANNING COMMISSION MEETING JULY 12, 2011</p>			
REQUEST:	MOTION – A conditional use permit for church (CU-11-03).		
APPLICANT:	Mr. Michael Raymond		
FISCAL IMPACT:	None		
GENERAL PLAN DESIGNATION	CURRENT ZONE	ACREAGE	LOCATION
Low Density Residential	R-1-40	46 Acres	5890 West 10400 North

BACKGROUND:

A conditional use permit is an administrative action. Consideration is limited to compliance with existing development standards and regulations and three required findings.

SUMMARY OF REQUEST:

1. The applicant is requesting a conditional use permit for a new 21,023 square foot single story church. The site includes a 168 square foot shed and a 1,800 square foot pavilion. The church will be used as a stake center for the Church of Jesus Christ of Latter-day Saints.
2. Use of the building will include worship services from 8:00 am to 5:00 pm on Sundays. Additional activities will be held on weeknights and weekends. The building is designed to accommodate three wards.

REQUIRED FINDINGS:

The City Council must determine that the proposed use meets three findings prior to granting a Conditional Use Permit. The burden of proof rests with the applicant. Each finding is presented below along with staff’s analysis.

- 1. The use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity.**

The subject property is designated as Low Density Residential on the Land Use Map of the General Plan and the property is zoned R-1-40 Residential. The existing R-1-40 zoning is consistent with the land use designation on the General Plan. Churches are permitted in the R-1-40 District subject to a conditional use permit.

The surrounding property is zoned R-1-40 and is either vacant or has large lot single family homes.

The proposed use will not adversely affect the desired character of the surrounding area or be detrimental to the health, safety, or general welfare of persons residing in the vicinity.

2. The use complies with all applicable regulations in the Development Code.

Primary access to the site is provided from two driveways onto 10400 North. Each driveway will allow full turning movements. A future access is planned to connect to a future street (Buhler Drive) on the west side of the property. The west side of the property has been planned to accommodate this street including street landscaping and setbacks. Once this street is completed the western driveway will be closed. In-lieu-of construction of Buhler Drive, the property owner has agreed to pay for the east half street improvements when it is constructed. Staff is recommending a stipulation that the property owner enter into a development agreement with Highland City regarding the future construction of Buhler Drive and the relocation of the western driveway.

The site includes 248 parking spaces. The Development Code requires sufficient parking as determined by the Planning Commission. In order to analyze whether or not there are enough parking spaces, staff reviewed similar sites in Highland. For a stake center, the average number of parking spaces is 232 parking spaces for a 23,504 square foot building. This results in one space per 100 square feet of building area. The applicant is proposing one space per 84 square feet of floor area. While the proposed parking may not accommodate conferences and other special events, staff believes there is enough parking on site to accommodate the majority of activities.

The Americans with Disabilities Act requires a minimum of seven handicap accessible parking spaces. The proposed site plan shows six accessible spaces. Staff is recommending a stipulation that one additional accessible space is provided.

The building architecture is similar to other churches constructed. Materials include brick with an EFIS soffit. The brick color is brown and called "English Tudor". The roof is a "Weathered Wood" colored asphalt shingle roof. The building is 31'-4" which is below the maximum height of 35'. The steeple is 70' in height. Steeples are excluded from building height requirements.

The landscaping along 10400 North will meet the requirements of the parkway detail. The site will provide a minimum 41% landscaping. This exceeds the minimum requirement of 35% in the Development Code.

The applicant is proposing eleven 15' tall parking lot lights and architectural lighting around the building. All lights will be shielded and directed downward and light levels will not exceed one foot candle at the property line.

A 6' concrete wall will be installed along the east and a south property lines. In addition, an 8' landscape buffer will be installed along the east and south property lines.

Due to durability concerns, staff is recommending a stipulation that a solid non-chain link gate be used for the trash enclosure.

With the proposed stipulations, the use meets all development standards set forth in the Development Code, including setbacks and landscaping.

3. Conditions are imposed to mitigate any detrimental effects.

Nine stipulations have been included to ensure compliance with the Development Code and compatibility between land uses.

CONCLUSION:

The proposed conditional use appears to meet the required findings for approval.

CITIZEN PARTICIPATION:

A notice of the Planning Commission hearing was published in the Daily Herald on May 8, 2011. Notification letters were mailed out to 4 property owners on May 9, 2011. No comments have been received.

RECOMMENDATION:

The Planning Commission should conduct a public hearing and recommend **APPROVAL** of the proposed conditional use permit subject to the following stipulations:

- 1) The proposed use shall conform to the project narrative, site plan, landscape plan, and elevations date stamped July 6, 2011 except as modified by these stipulations.
- 2) Upon completion of the planned Buhler Drive, the western driveway on 10400 North shall be closed and relocated as shown on the site plan.
- 3) Prior to issuance of a building permit, the property owner shall enter into an agreement with the city regarding the relocation of the driveway and future funding of Buhler Drive.
- 4) The gate on the trash enclosure shall be solid. Chain link shall not be permitted.
- 5) All signage shall require a separate permit.
- 6) All lighting shall be shielded and directed down. Light levels shall not exceed one foot candle at the property line. Light poles shall not exceed fifteen feet in height.
- 7) A total of seven accessible parking spaces shall be provided.
- 8) A final plat shall be recorded prior to issuance of a building permit.
- 9) The civil construction plans shall meet all requirements as determined by the City Engineer.

PROPOSED MOTION:

I move that the Planning Commission accept the findings and recommend **APPROVAL** of case CU-11-03, a request for a conditional use permit for a church, subject to the nine stipulations recommended by staff.

ALTERNATIVE MOTION:

I move that the Planning Commission recommend **DENIAL** of case CU-11-03, a request for a conditional use permit for a church based on the following findings: (The Commission should draft appropriate findings).

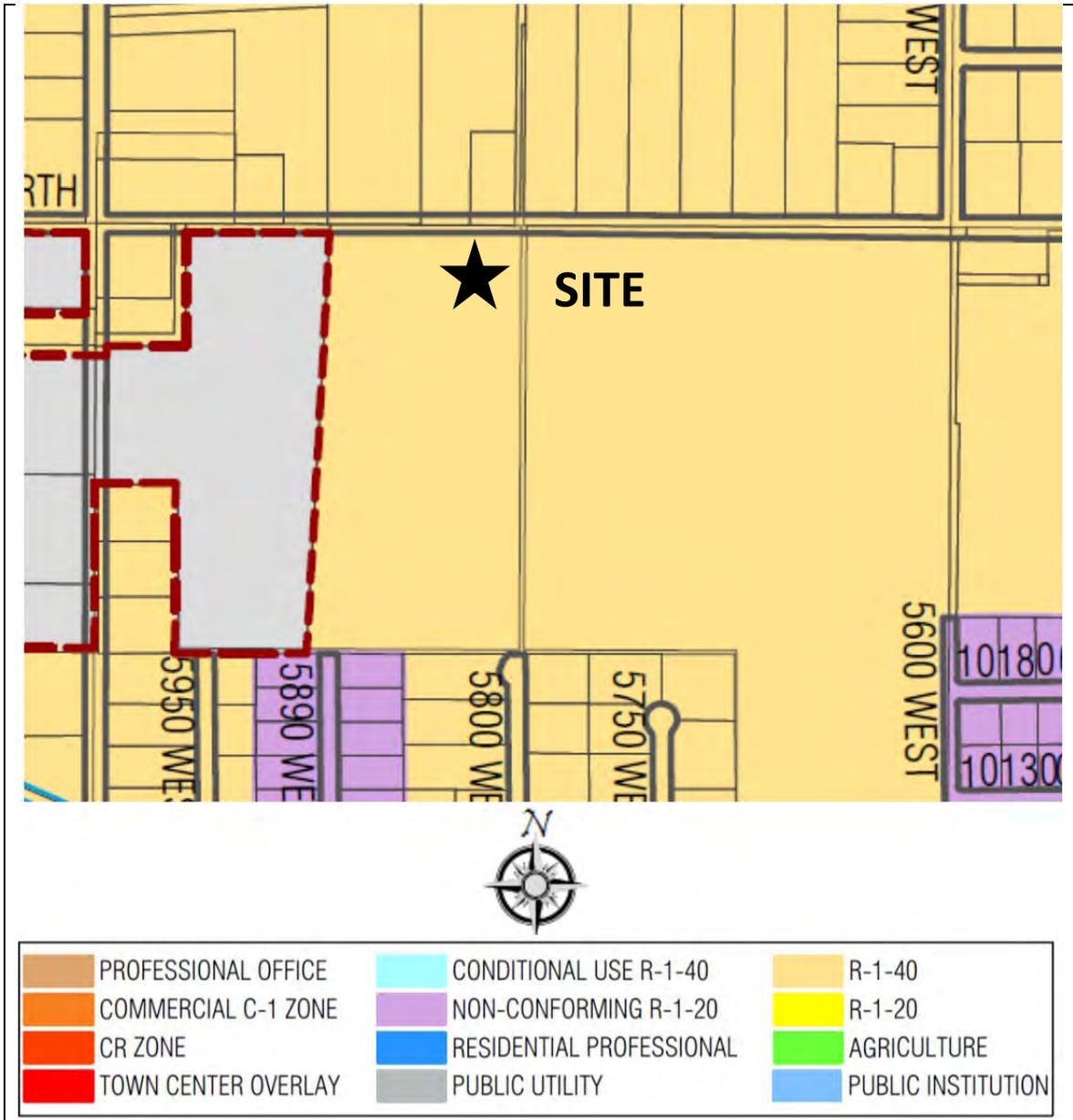
ATTACHMENTS:

- Attachment A – Zoning Map
- Attachment B – Aerial Photo
- Attachment C – Project Narrative date stamped July 6, 2011
- Attachment D – Site Plan date stamped July 6, 2011
- Attachment E – Landscape Plan date stamped July 6, 2011
- Attachment F – Lighting Plan date stamped July 6, 2011
- Attachment G – Elevations date stamped July 6, 2011
- Attachment H – Color and Material Palette date stamped July 6, 2011
- Attachment I – Floor Plan date stamped July 6, 2011

FULL SIZE (11' X 17") ATTACHMENTS: Planning Commission Only

- Site Plan
- Building Elevations
- Landscape Plan
- Lighting Plan

HIGHLAND CITY ZONING MAP





Project Narrative

April 8, 2011
Highland Buhler Heritage 09T-SC
RAYMOND, VAN NOSDOL & ASSOC., INC.

The Highland Buhler Heritage 09T-SC project is a new LDS Stake Center proposed for construction on 10400 North at approximately 5890 West in Highland. The facility is 21,023 sq. ft., and includes 254 parking stalls and a pavilion on 4.6 acres of land. The land is currently vacant, as are the lots to the south and west. The site is currently zoned R-1-40 and churches are approved as a conditional use in this zone. This facility is consistent with the General Plan of the area to promote low-density residential, and provides access for the residents in the area to religious activities. The facility complies with all city codes and regulations.

Traffic to this facility consists of local residents traveling a short distance to 10400 North, with vehicular access and egress on 10400 North, a collector street. Internal circulation includes access to all parking lots from two directions, with two-way driveways on 10400 N. located to the east and west sides of the building. Alternate transportation is encouraged with a bicycle rack. No off-site parking is planned. Sidewalks are provided for pedestrian access along 10400 North, and around the full perimeter of the building.

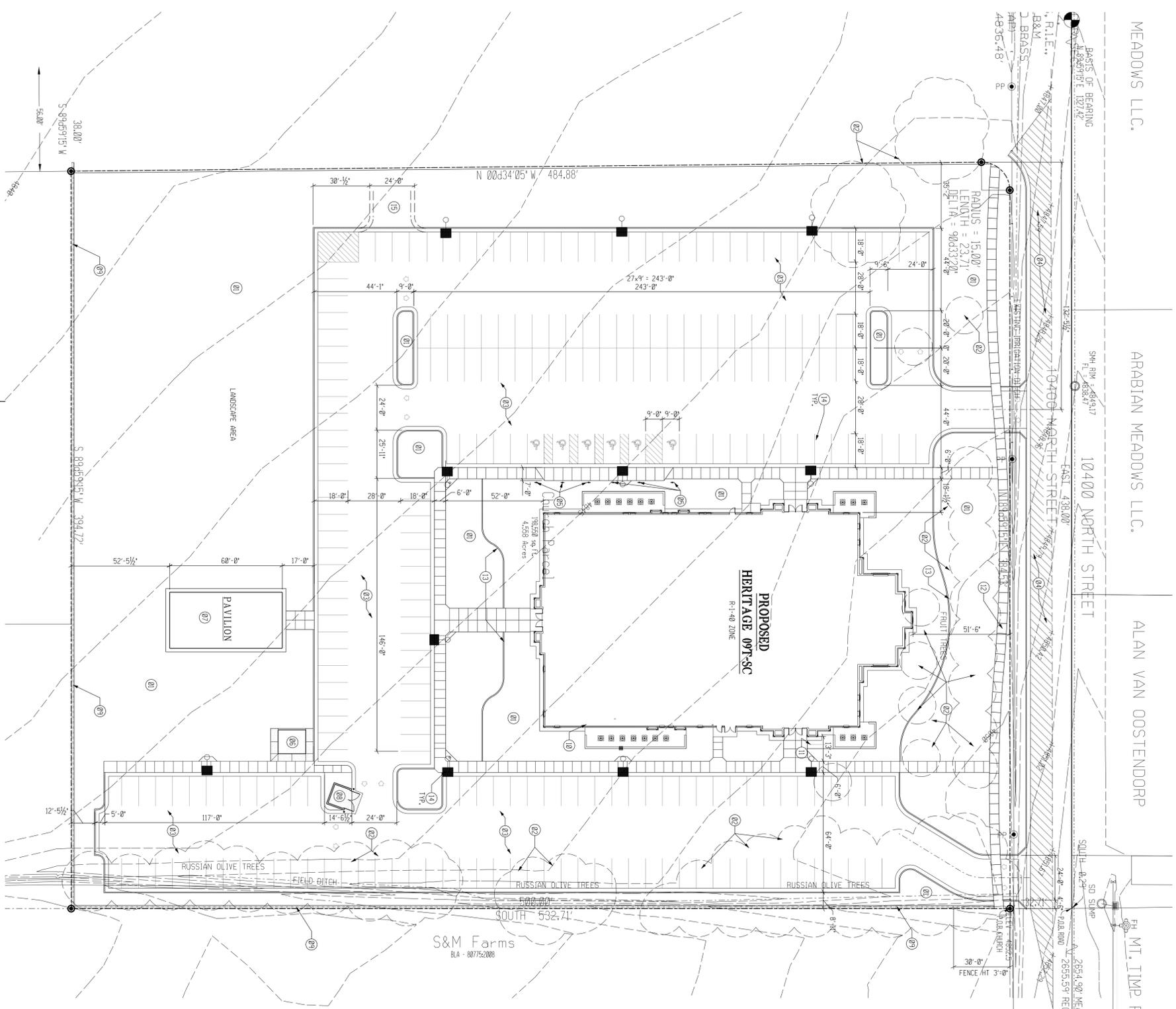
Activities include a full schedule for Sunday services, with evening youth activities on two or three week days. Traffic volume is greatest during Sunday, when other normal business traffic is lighter.

Screening is provided by a six foot solid fence on the east and south property lines, for the full length, and a six foot solid fence around the garbage dumpster.

Outdoor activities are limited to family recreation at the pavilion (dining, picnics, and youth programs), and evening summer activities on the grass areas (group discussions, games etc.). Odors may be created if barbeques are held in the pavilion (good odors). Dust and vibration will occur only during construction, and then stop after completion.

The site is intended to be fully landscaped, with regular, meticulous care of the facilities by a professional maintenance staff on a weekly basis.





SITE PLAN

TOTAL PARKING = 248 STALLS

- KEYED SITE NOTES:
- 01 LANDSCAPE AREA SEE SH1 "L-11L"
 - 02 REMOVE EXISTING TREES
 - 03 ASPHALT PAVING TO BE 3" OVER 6" BASE (TYP.) IN PARKING AREAS
 - 04 ASPHALT PAVING AT 10400 N. TO BE 3" ASPHALT OVER 8" BASE
 - 05 HANDICAP PARKING SIGN SEE A/C702
 - 06 STORAGE BUILDING SEE SH1 CAB1
 - 07 PAVILION SEE SH1 PW-11L
 - 08 GARAGE DUMPSTER ENCLOSURE SEE F/703 PROVIDE BOLLARD ON SIDE
 - 09 6 FT. SOLID FENCE
 - 10 VINYL SCREEN WALLS (TYP.) SEE J/C703
 - 11 BIKE RACK SEE DETAIL S/C701
 - 12 5' WIDE MEANDERING SIDEWALK
 - 13 6" CONC. LANDSCAPE CURB SEE M/C701
 - 14 SITE LIGHT SEE SH1 "E-11L"
 - 15 FUTURE DRIVEWAY

PROJECT DATA

SITE INFORMATION	SO. FOOT.	ACRE	%
AREA OF BUILDING	21,023	.48	10.5
AREA OF PAVILION/SHED	2,200	.05	1.1
AREA OF IMPROVED LANDSCAPE	87,107	2.00	44.0
IMPERVIOUS AREA	88,220	2.03	44.4
TOTAL AREA	198,550	4.56	100.0
ZONE: R-1-40			



SCALE: 1" = 30'-0"

Sheet Title:
ARCHITECTURAL
SITE PLAN

Project Number:
08-007
Plan Sponsor:
HER-NEW/09T
Property Number:
500-3135
Date:
06/23/11

Mark	Date (D-M-Y)	Description

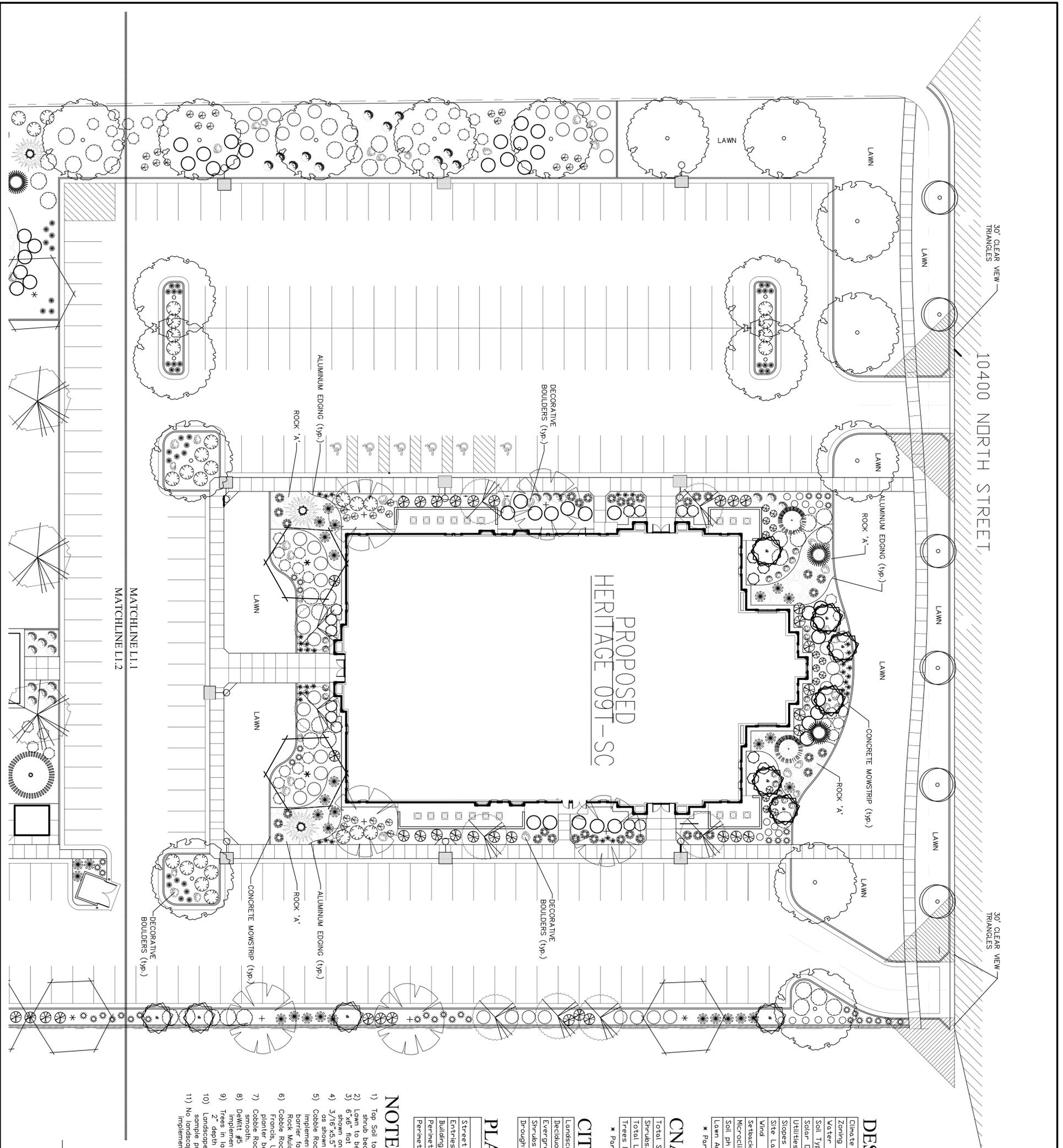
PROJECT FOR
THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

NEW HERITAGE 09T-SC BUILDING FOR
HIGHLAND BUHLER WARDS
5850 WEST 10400 NORTH
HIGHLAND, UTAH



Architects
Raymond • Van Nossdol & Assoc. Inc
ARCHITECTS • PLANNERS • (801) 374-2100

Sheet:
SD-1.1



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NEW HERITAGE 09T-SC BUILDING FOR
HIGHLAND BUHLER WARDS
5850 WEST 10400 NORTH
HIGHLAND, UTAH

PROJECT FOR
THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

DESIGN CRITERIA

Climate	U.S. Hardiness Zone 5
Zoning Ordinance	Per local ordinance
Water Availability	NA
Soil Type	See Soils Report
Solar Orientation	See North arrow
Utilities	See Utility Plan
Slopes	See Grading Plan
Site Layout	Corner Lot
Wind	South Prevailing
Setbacks/Easements	NA
Microclimates	NA
Soil ph	See Soils Report
Lawn Area	35% of Total Landscape (428,123 sq. ft.)*
* Park Strip grass of 2,963 sq. ft. NOT included in this total	

CNA INFORMATION

Total Site Area	4.55 acres*
Shrubs/Groundcover	52,439 sq. ft.
Total Landscape Area	80,562 sq. ft. (412)*
Trees On Site	89
* Park Strip grass of 2,963 sq. ft. NOT included in this total	

CITY REQUIREMENTS

Landscape Element	Required	Per Plan
Deciduous Trees	--	68
Evergreen Trees	--	21
Shrubs (incl. Grasses & Perennials)	--	713
Drought Tolerant	Recommended	698 Total Plants(872)

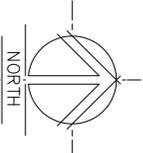
PLANT COVERAGE TABLE

Street Frontage	Shrub-Mature Coverage	Tree-Mature Coverage
Entries	60%	Frame Building
Building Perimeter	70%	Frame Entry
Perimeter Sides	50%	70%
Perimeter Rear	10%	50%

NOTES:

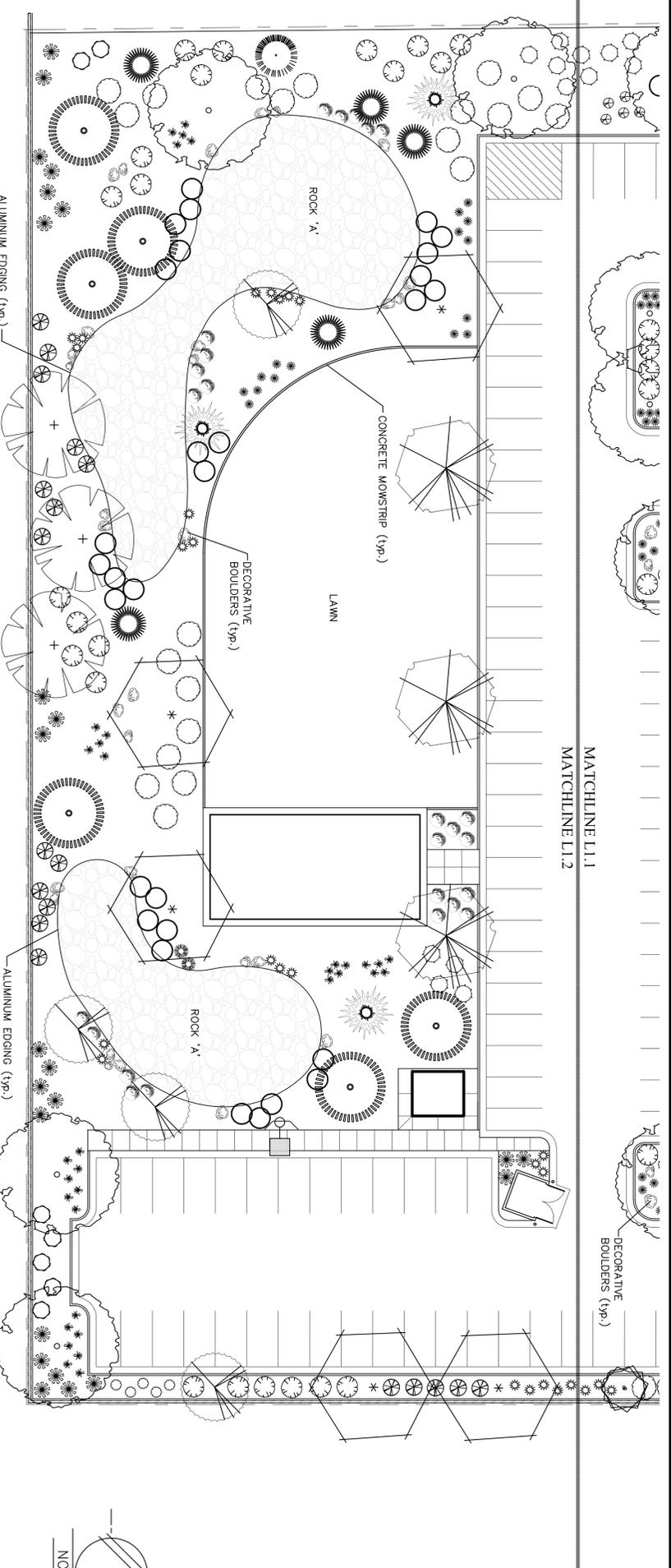
- 1) Top Soil to be implemented in all new planting areas at the following depths: 12" in all shrub beds, 5" in all lawn areas. All top soil to be screened thru a 1/2" screen.
- 2) Lawns to be Kentucky Bluegrass Blend (Rln. 3 varieties) and be implemented as sod.
- 3) 6"x6" Red concrete curbing to be implemented between all shrub bed and lawn areas as shown on plan.
- 4) 3/16"x5.5" Bronze colored aluminum edging to be implemented between rock mulch types as shown on plan.
- 5) Cobble Rock Mulch 'A' to be 2-6" size "Southtown" from Nephi Sandstone - Nephi, Utah. Implement cobble rock in planter beds as indicated on plans at a 6" depth over weed barrier fabric. All cobble areas not indicated as Rock 'A' are assumed to be Cobble Rock Mulch 'B'.
- 6) Cobble Rock Mulch 'B' to be 1-1/2" size "Francis Cobble" from CMC Rock Products - Francis, Utah. (Contact Lane Stephenson: 801-819-9089). Implement cobble rock in planter beds at a 3" depth over weed barrier fabric.
- 7) Cobble Rock Mulches to be clean and free of debris, placed at uniform depth, and raked smooth.
- 8) D Witt #9 Landscape Fabric to be implemented in all shrub beds prior to cobble rock implementation. Follow manufacturer's installation instructions.
- 9) Trees in lawn areas to have a 36" diameter grass free ring around the trunk and have a 2" depth of shredded bark mulch implemented over landscape fabric.
- 10) Landscape Boulders to be 3-4' boulders of similar color to Cobble Rock Mulch, submit sample prior to construction. Bury boulders minimum 6" in ground. (70' total)
- 11) No landscaping or other obstruction in excess of 3 feet above finished grade shall be implemented in clear view triangles.

LANDSCAPE PLAN



SCALE: 1" = 20'-0"

Project Number:	08-007
Plan Series:	500-5135
Property Number:	500-5135
Date:	08/23/11
Sheet Title:	LANDSCAPE PLAN
Sheet:	L-1.1



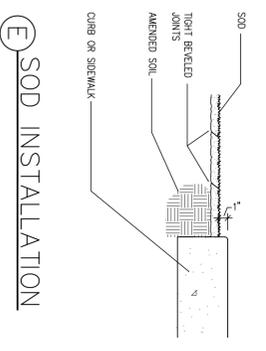
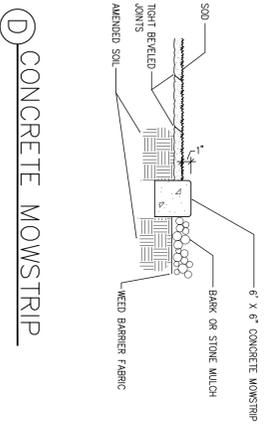
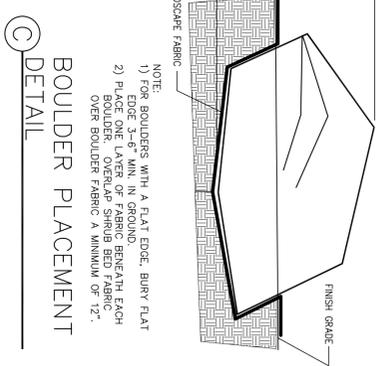
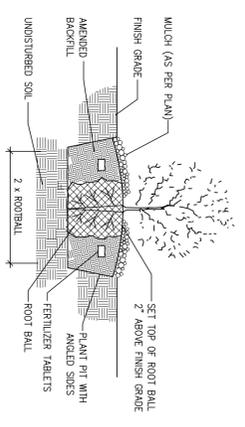
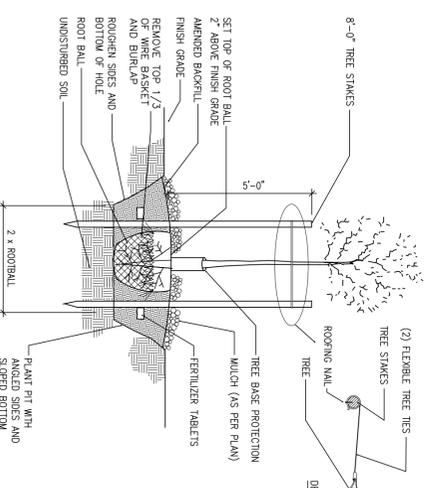
LANDSCAPE PLAN



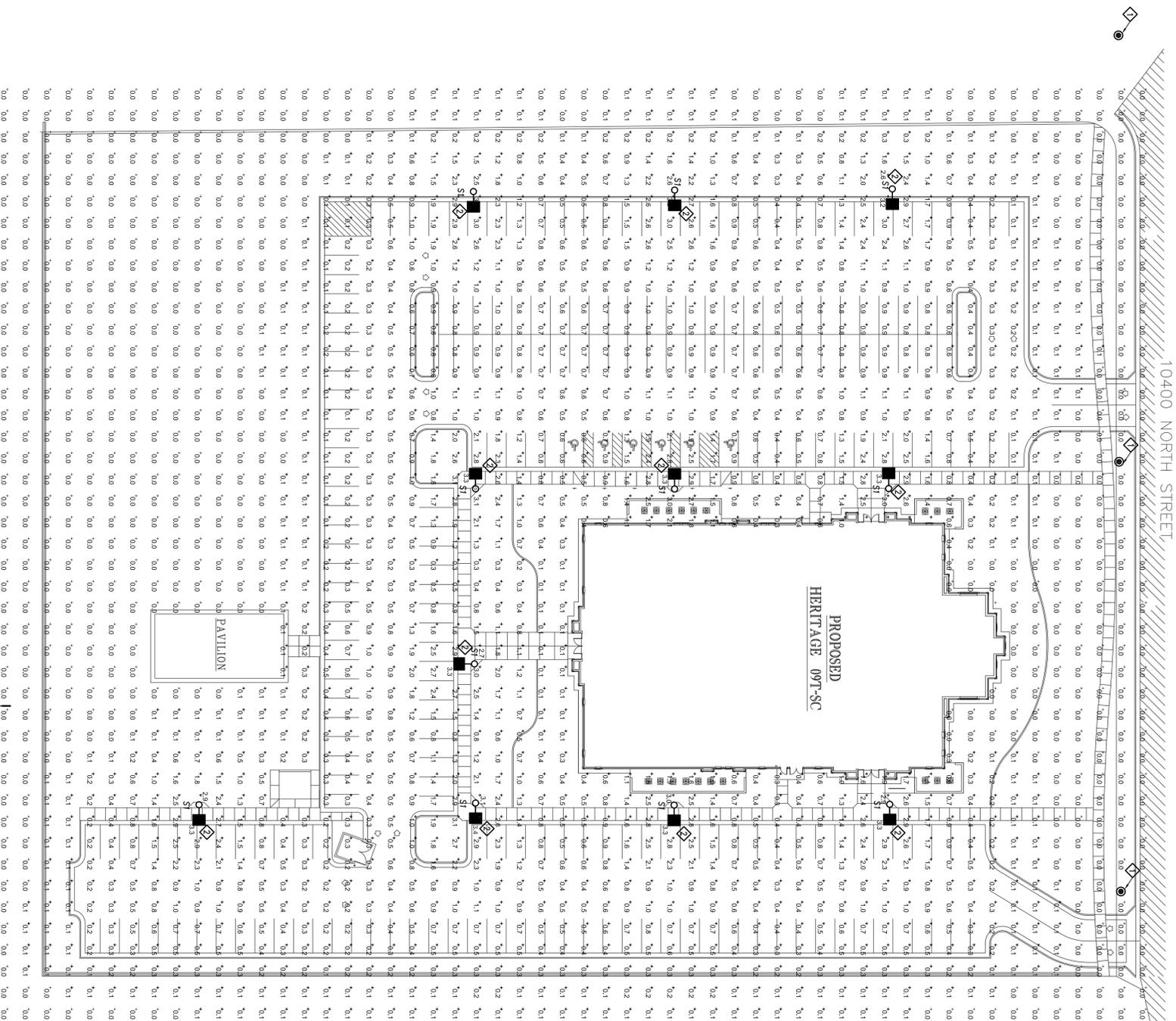
SCALE: 1" = 20'-0"
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PLANTING SCHEDULE

Symbol	Code Name	Scientific Name	Common Name	Planting Size	Quantity
Broadleaf/ Deciduous					
⊙	Acqf	Acer ginnada 'Flame' [multi-stem]	Flame Amur Maple [clump]	6-8' Ht.	10
⊙	Acke	Acer x truncatum 'Keithsterm'	Norwegian Sunset Maple	2'-Gal	8
⊙	FCCI	Fraxinus pennsylvanica 'Ginnarora'	Ginnarora Ash	2'-Gal	9
⊙	GMA	Ginkgo biloba 'Mogyr'	Mogyr Ginkgo	2'-Gal	3
⊙	GSh	Gleditsia triacanthos 'Inermis 'Snodemaster'	Snodemaster Honeylocust	2'-Gal	19
⊙	Moam	Moackia amurensis	Amur Moackia	1 1/2'-Gal	13
⊙	PycGc	Pyrus calleryana 'Chanticleer'	Chanticleer Pear	2'-Gal	6
Conifer/ Evergreen					
⊙	Caet	Cedrus atlantica 'Glaucol'	Atlas cedar	7'-8' Ht.	5
⊙	PfFA	Picea pungens 'Fat Albert'	Fat Albert Spruce	6'-7' Ht.	7
⊙	Phe	Pinus heldreichii 'leucodermis'	Boasian Redcone Pine	6-7' Ht.	3
⊙	Pni	Pinus nigra	Austrlian Pine	7'-8' Ht.	6
Perennial					
⊙	Code Name	Scientific Name	Common Name	Planting Size	Quantity
HARR	HARR	Hemerocallis 'Rosy Returns'	Rosy Returns Daylily	1-Gal	66
HST	HST	Hemerocallis 'Stella d'Oro'	Stella d'Oro Daylily	1-Gal	49
Grass					
⊙	Code Name	Scientific Name	Common Name	Planting Size	Quantity
Hese	Hese	Helictotrichon sempervirens	Blue Oat Grass	1-Gal	57
Shrub					
⊙	Code Name	Scientific Name	Common Name	Planting Size	Quantity
BLAD	BLAD	Buddleia davidii 'Adonis Blue'	Adonis Blue Butterfly Bush	5-Gal	50
⊙	Coal	Caryopteris clandonensis 'Longwood Blue'	Bluenist Spirea	5-Gal	32
⊙	COAC	Cornus sericea 'Alicorn's Compact'	Alicorn's Compact Dogwood	5-Gal	51
⊙	JLSc	Juniperus sabina 'Scandid'	Scandia Juniper	5-Gal	43
⊙	PhoPn	Physocarpus opulifolius 'Nanus'	Dwarf Nirabark	5-Gal	25
⊙	PmPp	Pinus mugo 'Pumillo'	Dwarf Mugo Pine	5-Gal	36
⊙	PokD	Potentilla fruticosa 'Kathryn Dykes'	Kathryn Dykes Potentilla	5-Gal	22
⊙	PRPB	Prunus besseyi 'Pamree Buttes'	Pamree Buttes Sand Cherry	5-Gal	48
⊙	RIGL	Rhus aromatica 'Green Meand'	Green Low Sumac	5-Gal	51
⊙	RohR	Rosa 'Meilandand Red'	Meilandand Red Rose	5-Gal	18
⊙	RohW	Rosa 'Meilandand White'	Meilandand White Rose	5-Gal	44
⊙	SyChH	Symphoricarpos x chenaultii 'Hancock'	Hancock Coralberry	5-Gal	62
⊙	Voon	Viburnum opulus naumum	Dwf. European Cranberry	5-Gal	15



ELECTRICAL KEYED NOTES:
 ◆ EXISTING POWER POLES
 ◆ NEW LIGHT POLE FEATURE



SITE PHOTOMETRIC PLAN
 SCALE: 1"=30'

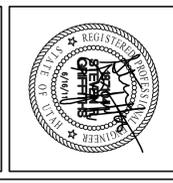
SITE LIGHTING FIXTURE SCHEDULE

FIX #	MANUFACTURER	CATALOG #	FIXTURE			THE LIGHT CENTER	MANUFACTURER	CATALOG #	REMARKS		
			VEHS	#PCE	WATS					WORKING	
SI	UTLHONA	KHO-16S-14-12-SO-VA-SP-PM	120	1	200	POLE	HPS	1	UTLHONA	18	

Mark	Date (D-M-Y)	Description

PROJECT FOR
THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

NEW HERITAGE 09T-SC BUILDING FOR
HIGHLAND BUHLER WARDS
 5850 WEST 10400 NORTH
 HIGHLAND, UTAH



Architects
 Raymond • Van Nosdol & Assoc. Inc
 ARCHITECTS • PLANNERS • (801) 374-2100

ROYAL ENGINEERING
 ELECTRICAL MECHANICAL
 2886 SOUTH 8725 WEST PROVO, UTAH 84066
 PHONE 801.972.2228 FAX 801.972.2876
 COPYRIGHT © JOB# 111077 DATE PLOTTED: 06/27/2011

Sheet Title:
SITE PHOTOMETRIC PLAN
 Sheet:
E11

Project Number:
 08-007
 Plan Series:
 Property Number:
 500-3135
 Date:
 06/11



Heritage 09T

US-C Standard Plans



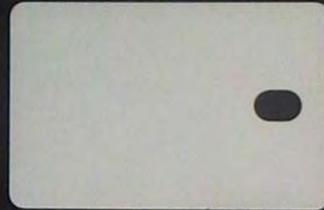
EIFS SOFFIT/PRE-CAST CONC.
"CRESCENT GREY"



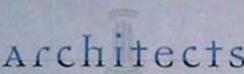
ROOFING
"WEATHERED WOOD"



EXTERIOR BRICK
"ENGLISH TUDOR"

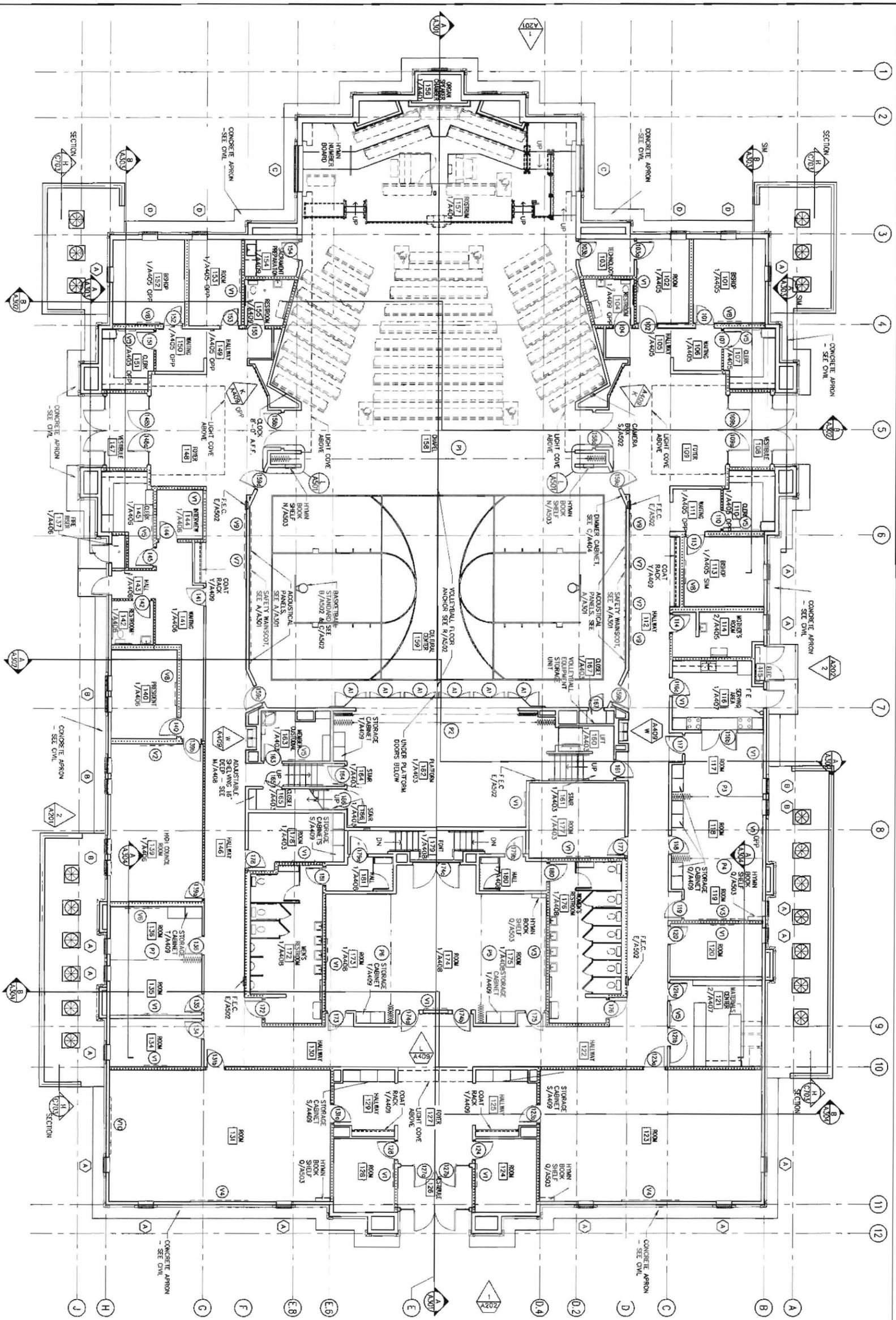


WINDOWS/FASCIA
"WHITE"


Architects
Raymond • Van Nisdol & Assoc. Inc
ARCHITECTS • PLANNERS

HIGHLAND CENTRAL HERITAGE 09T-SC

1 MAIN FLOOR PLAN
1/8" = 1'-0"



- GENERAL NOTES:**
1. SEE SHEET A102 FOR DIMENSIONS.
 2. SEE SHEETS A103 & A104 FOR WALL TYPES.
 3. INSULATE INTERIOR WALL AND CEILING AROUND VESTIBULE 108, 120, AND 121.
 4. PROVIDE SOLID BLOCKING IN THE WALLS AT ALL DOOR THRESHOLS, VISUAL DISPLAY TERMINALS, LAVATORY SUPPORTS AND ALL OTHER EQUIPMENT AND ACCESSORY LOCATIONS - A/4401 (TYPICAL).
 5. FOR ELEVATIONS OF VISUAL DISPLAY BOARDS SEE SHEET A801.
 6. INSULATE CEILING ABOVE ROOMS 101, 104, 107, 110, 113, 114, 123, 131, 139, 140, 142, 144, 145, 151, 152, 155, 172, 173, 174, 175 AND 178 FOR SOUND CONTROL.
 7. VAPOR RETARDER UNDER CONCRETE SLAB. SEE F/A502.
 8. FOR LOCATION OF RETURN AIR DUCTS IN STUD WALLS SEE MECHANICAL DRAWINGS.
 9. FIRE BLOCKING AT SHUT WALLS. SEE DETAILS C/A502 AND H/A502.
 10. PROVIDE 2" FIRE BLOCKING IN FLOOR LEVELS.
 11. ALL WALLS EXCEEDING 10 FEET IN HEIGHT PROVIDE 2" FIRE BLOCKING AT CEILING. ALSO INCLUDE 2" FIRE BLOCKING AT FLOOR AND CEILING LEVELS.
 12. FOR DOOR SCHEDULES SEE SHEET A802.
 13. FOR WINDOW SCHEDULES SEE SHEET A803.
 14. FOR DIMENSIONS TO FACE OF FOUNDATION AND MECHANICAL STRUCTURAL - SEE ENCLOSURES - SEE SHEET A801.
 15. SEE CIVIL SHEETS FOR CONCRETE SITEMARK AT DRIVEBYS AND ALL OTHER SITE CONCRETE

WALL TYPES LEGEND:

ACQUISITION BAIT INSULATION IN WALL

Sheet Title MAIN FLOOR PLAN	Project Name THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS	Project Address _____	Architect/Engineer _____	Stamp _____	Project Number _____	Plot Number _____	Property Number _____	Mark Date @ v. Description _____
A101								



DATE: July 7, 2011
TO: Planning Commission
FROM: Nathan Crane, Community Development Director
SUBJECT: Agenda Item #2
Public Input Requirements Discussion

MEMO:

Please find attached a brief overview of the public input requirements for the development process.

Noticing Requirements Process/Procedure

Subdivisions:

- Concept Plan: (Page 209)
 - o Requires radius notification prior to DRC (Adjacent property owners have 2 weeks after receiving notice to submit comments)
 - o DRC reviews and makes recommendations to applicant
- Preliminary Plat: (Page 212)
 - o Requires radius notification prior to Planning Commission (12 days)
 - o Public Hearing at Planning Commission
 - o Planning Commission reviews Preliminary Plat and makes recommendation to Council
 - o Council reviews plat and then approves, amends, or disapproves
- Final Plat: (Page 214)
 - o Council reviews Final Plat
 - o Council approves, amends, or disapproves
- Minor Subdivision: (Page 210) (Not more than 3 lots)
 - o Requires radius notification prior to Planning Commission
 - o Public Hearing at Planning Commission
 - o Planning Commission reviews and makes recommendation to Council
 - o Council reviews plat and then approves, amends, or disapproves
- Concurrent Review: (Prelim & Final) (Page 210)
 - o Requires radius notification prior to Planning Commission
 - o Public Hearing at Planning Commission
 - o Planning Commission reviews and makes recommendation to Council
 - o Council reviews plat and then approves, amends, or disapproves
- Site Plan: C-1, CR, R-P, P.O., PU Zones
 - o Planning Commission reviews & makes recommendation to Council
 - o Council approves, amends, or disapproves
- Site Plan: Town Center Overlay (Page 110)
 - o Planning Commission shall approve the site plan & architectural building elevations if they comply with requirements of this ordinance after receiving a recommendation from DRC.
- Site Plan: PI Zone (Page 159)
 - o Planning Commission shall either approve or disapprove the site plan
- Architectural:
 - o C-1 Zone (Page 52): Planning Commission shall review the proposed development plans to assure compliance with the guidelines. Appeals of actions on architectural compliance may be heard by the Council
 - o CR Zone (Page 64): Planning Commission and Council shall review the proposed development plans to assure compliance

- R-P Zone (Page 80): Planning Commission shall review development plans to assure compliance
- Town Center Overlay (Page 98): Requires radius notification prior to DRC (12 days), Applicant then meets with DRC who shall make recommendations to Planning Commission. Appeals of actions on architectural compliance may be heard by the Council
- Town Center Overlay Urban Subdivision (Page 118): Requires radius notification prior to DRC (12 days), Applicant then meets with DRC who shall make recommendations to Planning Commission. Appeals of actions on architectural compliance may be heard by the Council.
- Town Center Transitional Housing Overlay (Page 125): Requires radius notification prior to DRC (12 days), Applicant then meets with DRC who shall make recommendations to Planning Commission. Appeals of actions on architectural compliance may be heard by the Council
- P.O. Zone (Page 148): Planning Commission shall review the proposed development plans to assure compliance with the guidelines. Appeals of actions on architectural compliance may be heard by the Council
- PI Zone (Page 158): Planning Commission shall review the proposed development plans to assure compliance with the guidelines.
- PU Zone (Page 168): Planning Commission shall review the proposed development plans to assure compliance with the guidelines.

Conditional Use: (Page 200)

- Requires radius & newspaper notification prior to Planning Commission (Code contradicts and states 12 & 14 days in same paragraph)
- Public Hearing at Planning Commission
- Planning Commission makes recommendation to Council
- Council approves, amends, or disapproves

General Plan: (Page 6)

- Requires radius, newspaper, & 3 public places notification prior to Planning Commission (14 days)
- Public Hearing at Planning Commission
- Planning Commission makes recommendation to Council
- Requires radius, newspaper, & 3 public places notification prior to Council (14 days)
- Public Hearing at Council
- Council approves, amends, or disapproves

Code Amendment: (Page 176, 243)

- Planning Commission review & recommendation (The PC may call a hearing prior to submitting the matter to deliberation by the Council)
- Requires newspaper, & 3 public places notification prior to Council (14 days)
- Public Hearing at Council
- Council approves, amends, or disapproves

Zone Change: (Page 176, 243)

- Planning Commission review & recommendation (The PC may call a hearing prior to submitting the matter to deliberation by the Council)
- Requires radius, newspaper, & 3 public places notification prior to Council (14 days)
- Public Hearing at Council
- Council approves, amends, or disapproves