Lehi Planning Commission Meeting
Lehi City Planning Commission Meeting Agenda
January 25, 2024

7:00 PM - Lehi City Council Chambers, (153 N. 100 E., Lehi, UT 84043)

1. Call to Order

2. Consent Agenda

   2.1. Approval of minutes from the December 14, 2023 meeting.
   pz12.14.2023.docx

3. Regular Agenda

   3.1. Public hearing and recommendation of Uncommon Architecture's request for review of the Willow Park Church zone change, 10.92-acres located at approximately 1500 North 2600 West, changing the zoning from TH-5 (transitional holding) to R-1-22 (residential).
   Willow Park Church ZC 1.pdf
   Willow Park Church ZC 2.pdf

   3.2. Public hearing and consideration of Uncommon Architecture's request for review of the Willow Park Church concept, 10.92-acres located at approximately 1500 North 2600 West, requesting exceptions to the architectural and site orientation requirements of Chapter 37, Nonresidential Design Standards.
   Willow Park Church 1.pdf
   Willow Park Church 2.pdf

4. City Business

   4.1. Approval of minor amendments to the Lehi City Planning Commission Bylaws.
   BY-LAWS2024 Draft.docx

   4.2. Utah Open and Public Meetings Act training.

5. Adjournment

- Public is invited to attend all Planning Commission Meetings
- In compliance with the Americans with Disabilities Act, persons in need of special accommodations should contact

the City Recorder at 385-201-2269

- This agenda has been properly posted and a copy provided to the local news media.

Agenda Item No: 2.1

Planning Commission Agenda Item Report

Meeting Date: January 25, 2024
Submitted By: Noreen Edwards
Submitting Department: Planning Division
Item Type: Action Item
Agenda Section: Consent Agenda

Subject:
Approval of minutes from the December 14, 2023 meeting.

Suggested Action:

Attachments:

pz12.14.2023.docx

153 North 100 East
Lehi, UT 84043
(801) 768-7100

Minutes of the **Regular Session** of the **Planning Commission Meeting** held Thursday, **December 14, 2023**, in the **Lehi City Hall** located at **153 North 100 East**.

Members Present: Heather Newall, Commissioner Chair
Gregory Jackson, Commission Vice Chair
Brent Everett, Commissioner
Scott Bunker, Commissioner
Tyson Eyre, Commissioner

Excused: Emily Britton, Commissioner Alternate
Scott Carlson, Commissioner Alternate

Others Present: Kim Struthers, Planning Director; Jacob Curtis, Planner; Brad Kenison, Engineer; Craig Chambers, Legal; Sherrie Benson, Deputy City Recorder.

The video recording of this meeting can be accessed by clicking HERE. The links to each agenda item will be indexed below the video.

Regular Session, 7:00 p.m.

1. Call to Order

Commission Chair Newall welcomed everyone to the meeting.

2. Consent Agenda

2.1) Approval of the following minutes:
May 4, 2023 meeting, July 27, 2023 meeting, August 24, 2023 meeting, September 7, 2023 meeting, September 14, 2023 meeting, October 5, 2023 meeting, October 12, 2023 meeting, October 26, 2023 meeting, November 2, 2023 meeting.

Motion: Commissioner Everett moved to approve the Consent Agenda with the minutes from the Planning Commission meetings from the May 4, 2023 meeting, July 27, 2023 meeting, August 24, 2023 meeting, September 7, 2023 meeting, September 14, 2023 meeting, October 5, 2023 meeting, October 12, 2023 meeting, October 26, 2023 meeting, and the November 2, 2023 meeting. Commissioner Jackson seconded.

DRAFT

Vote: Commissioner Newall, yes; Commissioner Jackson, yes; Commissioner Everett, yes; Commissioner Bunker, yes; Commissioner Eyre, yes. The motion passed unanimously.

3. Regular Agenda

3.1) Public hearing and consideration of Joe Moschetti's request for conditional use approval of Freedom Trucking Driving School with Vehicle Storage located at approximately 4300 North Digital Drive.

Jacob Curtis presented information on the agenda item.

The applicant, Joe Moschetti, was present. He stated the actual truck driving school was in Sandy. He clarified the usage and the hours for the lot.

Commissioner Newall opened and closed the public hearing.

Motion: Commissioner Bunker moved to approve **Joe Moschetti's request for conditional use approval of Freedom Trucking Driving School with Vehicle Storage located at approximately 4300 North Digital Drive**; including all DRC comments and the findings stated in the report. Commissioner Eyre seconded.

Vote: Commissioner Everett, yes; Commissioner Bunker, yes; Commissioner Eyre, yes; Commissioner Newall, yes; Commissioner Jackson, yes. The motion passed unanimously.

3.2) Public hearing and recommendation of Daron Johnson's request for review of the Larson Zone Change for two parcels totaling 3.6 acres located at approximately 1700 North Boston Street changing from Transitional Holding to Light Industrial.

Jacob Curtis presented information on the agenda item.

The applicant was present.

Commissioner Newall opened the public comment.

Anna Dorilevich was in favor of the request. She would like to see this changed to light industrial.

Commissioner Newall closed the public comment.

Motion: Commissioner Eyre moved to recommend approval of **Daron Johnson's request for review of the Larson Zone Change for two parcels totaling 3.6 acres located at approximately 1700 North Boston Street changing from Transitional Holding to Light Industrial**; including all DRC comments and findings stated in the report. Commissioner Everett seconded.

Vote: Commissioner Everett, yes; Commissioner Bunker, yes; Commissioner Eyre, yes; Commissioner Newall, yes; Commissioner Jackson, yes. The motion passed unanimously.

3.3) Consideration of Morgan Michaelis' request for approval of Grandview Estates Plat A, a 2-lot subdivision with an existing home located at 214 South 300 East.
Jacob Curtis presented information on the item.

The applicant, Morgan Michaelis, was present.

Not a public hearing item.

> **Motion**: Commissioner Everett moved to approve **Morgan Michaelis' request for approval of Grandview Estates Plat A, a 2-lot subdivision with an existing home located at 214 South 300 East**; including all DRC comments and findings stated in the report. Commissioner Jackson seconded.
>
> **Vote:** Commissioner Everett, yes; Commissioner Bunker, yes; Commissioner Eyre, yes; Commissioner Newall, yes; Commissioner Jackson, yes. The motion passed unanimously.

3.4) Consideration of Tayler Sant's request for approval of Willes Plat B, a 2-lot subdivision with an existing home located at 350 East 300 South.
Jacob Curtis presented information on the item.

The applicant was not present.

Not a public hearing item.

> **Motion:** Commissioner Everett moved to approve **Tayler Sant's request for approval of Willes Plat B, a 2-lot subdivision with an existing home located at 350 East 300 South;** including all DRC comments and findings stated in the report. Commissioner Eyre seconded.
>
> **Vote:** Commissioner Everett, yes; Commissioner Bunker, yes; Commissioner Eyre, yes; Commissioner Newall, yes; Commissioner Jackson, yes. The motion passed unanimously.

3.5) Consideration of Hawthorn Homes request for approval of the Barber 2-lot subdivision with an existing home located at 1454 West 900 North.
Jacob Curtis presented information on the agenda item.

The applicant was not present.

Not a public hearing item.

> **Motion:** Commissioner Eyre moved to approve **Hawthorn Homes request for approval of the Barber 2-lot subdivision with an existing home located at 1454 West 900 North**; including all DRC comments and findings stated in the report. Commissioner Everett seconded.

Vote: Commissioner Everett, yes; Commissioner Bunker, yes; Commissioner Eyre, yes; Commissioner Newall, yes; Commissioner Jackson, yes. The motion passed unanimously.

3.6) Public hearing and consideration of Howland Partners request for conditional use approval of Kura Sushi and Flower Child site plan with a drive-thru located at 2001 West Ridge Road.

Jacob Curtis presented information on the item.

The applicant, Dana Howland, was present. The franchise is new to Utah. The food is still handed through a window, but orders are not placed at the window.

Commissioner Newall opened and closed the public hearing .

Motion: Commissioner Bunker moved to approve **Howland Partners request for conditional use approval of Kura Sushi and Flower Child site plan with a drive-thru located at 2001 West Ridge Road;** including all DRC comments and findings stated in the report. Commissioner Eyre seconded.

Vote: Commissioner Everett, yes; Commissioner Bunker, yes; Commissioner Eyre, yes; Commissioner Newall, yes; Commissioner Jackson, yes. The motion passed unanimously.

3.7) Public hearing and consideration of Jeff Southard's request for conditional use approval of the Bellaview Commercial site plan with drive-thru's located at 1200 West 3600 North.

Jacob Curtis presented information on the agenda item.

Commissioner Everett asked for clarification on the drive aisle and the exceptions. Commissioner Newall asked about the exceptions. Craig Chambers stated an exception will always have to be granted. Kim Struthers recommended the phases of the fencing should be brought up when they needed to be installed.

The applicant, Jeff Southard, was present. He stated the three drive thru's are part of phase one. All the drive thru's are conditional uses and the code states they "shall" be approved. He stated this type of layout has been approved numerous times and the applicant has worked with staff to ensure they have met safety standards and walkability. Commissioner Everett asked if there were alternative layouts. Mr. Southard stated the drive aisles were critical to the plan. He stated they will do the fencing in phase one. They will install a 6-foot opaque fence. He does not know the hours of operation.

Commissioner Newall opened the public hearing.

Scott Williams – He wanted to recognize development is inevitable. The speed is out of control, and he has concerns about this and other developments in the area. Hours of operation is a concern, kids crossing the street to attend school is a concern. He hasn't seen an effort to mitigate congestion. He doesn't recognize this is an area to develop but would like to see if something can be done.

Heather Hill - Her concern is safety. Her son was leaving Belleview parking lot and was almost hit by a car. She was almost hit by a car because of the sun being bright and almost got hit by a car. She is concerned about the traffic because of the request being an abnormal commercial proposal. The development is on a slope, creating a visual obstacle.

Ryan Hill - When this property was annexed it was brought in as commercial. He understands this is a conditional use, but it is surrounded by houses. The constant traffic that will be coming in and out from 1200 West will create a lot of congestion. He would like to see a substantial fence put in to help with noise. He would like to see phase one, including the fence being installed near the residential area. He would like to see that the applicant and developer be held to the standard if approved. But he is opposed to the request.

Tyler Anderson - He is supportive of development, but he feels like this is a better fit for neighborhood commercial. He would recommend that the drive thru not be allowed. He read some previous comments from commissioners that were brought from prior requests. He would like to see conditional uses that better protect the residents. (Handed out a document to include in record). He feels like a fence that is included in phase one is important as a barrier and making it a condition. He is concerned about light and noise pollution. He researched hours of operation and recommended 7:00 am to 9:00 pm. He would like to make sure garbage is located at least 30 feet from residential areas.

Zane Carter - He was concerned with the drive aisle and safety. There are going to be about 40 new homes built near Fox Hollow, adding more traffic. The traffic is terrible on 1200 West, He feels that drive-thrus will add a lot of congestion, especially with pullouts. His main concern is safety for kids.

Derek Owens - Walkable space was mentioned earlier, he feels like providing walkable amenities doesn't make sense while providing drive-thru. He is concerned about the traffic and school children being so close. He would like the commissioners to take precautions and think about everyone involved.

Mike Shriner - He was concerned, and he feels like this is potentially the worst use for this property. There are no locations with three drive-thrus in Lehi, on this small property. Every exit out of the lot is a left hand turn. It is a safety concern. He would like to see the city to conduct a traffic study. He is concerned about traffic congestion, safety for auto-pedestrian accidents, and does not feel this is justified as an exception. He is opposed to the item being approved.

Jacob Curtis acknowledged and comments that were submitted online.

Commissioner Newall closed the public hearing.

Kyle Spencer, engineering representing the applicant, wanted to emphasize the traffic engineer who conducted the study was very professional. The traffic engineer factored all the numbers into the report. There are some excessive speeds on 1200 West. He felt the drive thru will act as a traffic calming measure.

Brad Kenison stated he has had a chance to review the traffic study. he did not see a reference to

the drive aisle. The traffic study seemed to address the access points. The access point to 1200 West is being realigned. The traffic study did not recommend dedicated left-hand turns.

The Commissioners discussed the conditional use and the permitted use, and whether it had reasonable conditions to be denied.

> **Motion:** Commissioner Bunker moved to approve **of Jeff Southard's request for conditional use approval of the Bellaview Commercial site plan with drive-thru's located at 1200 West 3600 North;** including all DRC comments and findings stated in the report. Noting the reasonable conditions based on the impacts of the adjoining properties where the schools exist, which constitute building a fence during phase one, being 8 feet tall and constructed of concrete, precast, or solid another solid material with the reason it will diminish light pollution and noise as it is adjacent to residential property. If the light pollution and noise standards meet city code standards, the hours of operation be limited to 7:00 a.m. to 9:00 p.m., which include garbage pickup times and the location at least 30 feet from any residential zone. That the speaker boxes will meet the proper decibel level, excluding the retention pond. Commissioner Eyre seconded.
>
> **Vote:** Commissioner Everett, no; Commissioner Bunker, yes; Commissioner Eyre, yes; Commissioner Newall, no; Commissioner Jackson, yes. The motion passed 3 – 2.

3.8) Public hearing and recommendation of Parker Johnson's request for review of the Beacon Point zone change, 0.80 acres located at 1054 West Main Street changing the zoning from Commercial to Mixed-Use.

Jacob Curtis presented information on the item.

The applicant, Parker Johnson, and Larry Lindstrom, were present.

Commissioner Newall opened the public hearing.

Brett Blood - He stated right now the area isn't zoned mixed use, but his biggest concern is traffic. Often Main Street is congested. He feels mixed use would help minimize the traffic congestion.

Jeff Carter - He stated mixed use is a good thing but feels precedence has been set with a two story. It could stick out like a sore thumb if not constructed correctly. If the plans are to expand Main Street, a large building could work.

Scott Alstrom - His biggest concern is that the road between Vets Park taking 300 West and taking the off-road to shortcut through are causing traffic issues. He agrees that the property needs to be minimal, so it won't cause privacy issues.

Jacob Curtis wanted to acknowledge the comments that were submitted online.

Commissioner Newall closed the public hearing.

Parker Johnson wanted to alleviate some concerns. With this project, Main Street will be widened. The intent is to move the building forward toward Main Street. Larry Lindstrom stated

mixed use has done very well and has brought a lot of benefits to the city. They want to bring something beautiful to the city and blend with the surroundings. Mr. Johnson feels like the property can lend itself to future growth.

The General Plan has designated this as mixed use.

> **Motion:** Commissioner Eyre moved to recommend approval of **Parker Johnson's request for review of the Beacon Point zone change, 0.80 acres located at 1054 West Main Street changing the zoning from Commercial to Mixed-Use;** including all DRC comments and findings stated in the report. Commissioner Bunker seconded.
>
> **Vote:** Commissioner Everett, yes; Commissioner Bunker, yes; Commissioner Eyre, yes; Commissioner Newall, yes; Commissioner Jackson, yes. The motion passed unanimously.

3.9) Public hearing and recommendation of Parker Johnson's request for review of the Beacon Point Concept, a 17-unit mixed-use residential development located at 1054 West Main Street.

Jacob Curtis presented information on the item.

The applicant, Parker Johnson, and Larry Lindstrom, were present. The plan is to move the building as far south as possible. They will be providing adequate parking, exceeding the requirements. They will be installing access on 1100 West, eventually having an ingress and an egress. The applicants plan on installing a six foot privacy fence to the north. The landscaping requirements will be met. Mr. Johnson stated they will also be exceeding the green space requirement. Kim Struthers stated they will need to install some covered parking per city code and because of the concern with limited open space, there may need to be a reduction of density for open space.

Commissioner Newall opened the public hearing.

Brett Blood - Asked if there was a measurement for the garbage can to the back of the homes. He is concerned about how they will be contained with animals. He also asked about a tree that is on the historical registry. There are 17 conceptual units, and he is concerned about the adequate parking.

Scott Alstrom - He understands the concept is conceptual. He is concerned about privacy with a three story building so close. He has concerns with water drainage. He is concerned about traffic in an area that does not have a sidewalk when trying to avoid Main Street.

Jeff Carter - He had concerns about the garbage placement. Light pollution is concerning so the recommendation for a different parking layout would be preferable.

Dave - One of the reasons he lives in the cul-de-sac is for privacy. The second multi-use is built, people are going to get creative to not have to use Main Street. He is concerned about traffic using the back roads to get around it.

Commissioner Newall closed the public hearing.

Parker Johnson stated the parking will include the shared parking calculation. Larry Lindstrom stated the garbage will be enclosed to prevent access to animals.

The Commissioners discussed the concept plan and recommendations for the development. There were concerns with the infrastructure.

> **Motion:** Commissioner Jackson moved to forward a negative recommendation of **Parker Johnson's request for review of the Beacon Point Concept, a 17-unit mixed-use residential development located at 1054 West Main Street;** with the findings that the present information of sewage and other factors are inadequate for the Planning Commission to see that this functions with the current limitations but urged the City Council to take any further action to make the decision. Commissioner Everett seconded.
>
> **Vote:** Commissioner Everett, yes; Commissioner Bunker, yes; Commissioner Eyre, yes; Commissioner Newall, yes; Commissioner Jackson, yes. The motion passed unanimously.
>
> Motion to take a 10 minute recess by Commissioner Eyre. Seconded by Commissioner Jackson.

3.10) Public hearing and recommendation of Britani Bateman's request for review of the Marwood Group Concept, a 31-unit residential development on 0.84 acres located at 301 East State Street.

Jacob Curtis presented information on the agenda item.

The applicant, Curtis Miner, was present. He stated this is concept 5 or 6. This is one of the three zones for TOD's. This is one of the areas for the historical district. They are proposing a five story building to minimize travel distance and promote a walkable community. He recognizes there is work to do on the perimeter of the development. Jared Osmond was present to present on the retail portion. He stated he would like to rent the condos but have the option for ownership in the future.

Commissioner Newall opened and closed the public hearing.

> **Motion:** Commissioner Bunker moved to recommend approval **Britani Batemans request for review of the Marwood Group Concept, a 31-unit residential development on 0.84 acres located at 301 East State Street;** including all DRC comments and findings stated in the report. Commissioner Eyre seconded.
>
> **Vote:** Commissioner Everett, no; Commissioner Bunker, yes; Commissioner Eyre, yes; Commissioner Newall, yes; Commissioner Jackson, yes. The motion passed 4 – 1.

3.11) Public hearing and recommendation of Lehi City's request for review of a Development Code Amendment to Table 37.080, Off-Street Parking requirements, removing a proximity requirement for townhomes adjacent to on-street parking.

Jacob Curtis presented information on the item.

Commissioner Newall opened and closed the public hearing.

Commissioner Everett had questions regarding the code and issues with adequate parking.

> **Motion:** Commissioner Jackson moved to table **Lehi City's request for review of a Development Code Amendment to Table 37.080, Off-Street Parking requirements, removing a proximity requirement for townhomes adjacent to on-street parking.** Commissioner Eyre seconded.
>
> **Vote:** Commissioner Everett, yes; Commissioner Bunker, yes; Commissioner Eyre, yes; Commissioner Newall, yes; Commissioner Jackson, yes. The motion passed unanimously.

4. City Business

Kim Struthers - SB 174 Process for Subdivision and Approval.

Kim Struthers thanked Commissioner Scott Bunker and Commissioner Scott Carlson for their service and time on the Planning Commission. The City Council, City Administration and Staff are very grateful for the dedication and efforts.

5. Adjournment

With no further business to come before the Planning Commission at this time, Commissioner Newall moved to adjourn the meeting. Commissioner Bunker seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 10:28 p.m.

Approved: January 25, 2024 Attest:

_____ _____

Heather Newall, Commission Chair Sherrie Benson, Deputy City Recorder

DRAFT

Agenda Item No: 3.1

Planning Commission Agenda Item Report

Meeting Date: January 25, 2024
Submitted By: Noreen Edwards
Submitting Department: Planning Division
Item Type: Public Hearing
Agenda Section: Regular Agenda

Subject:
Public hearing and recommendation of Uncommon Architecture's request for review of the Willow Park Church zone change, 10.92-acres located at approximately 1500 North 2600 West, changing the zoning from TH-5 (transitional holding) to R-1-22 (residential).

Suggested Action:

Attachments:

Willow Park Church ZC 1.pdf

Willow Park Church ZC 2.pdf

WILLOW PARK CHURCH ZONE CHANGE
PLANNING COMMISSION REPORT

Applicant	Uncommon Architects		
Meeting Date	January 25, 2024		
Requested Action/Purpose	Public hearing, review, and recommendation of a proposed zone change		
Decision Type	Legislative		
Location	Approximately 1500 North 2600 West		
Acreage	10.92 acres		
Existing Zoning	TH-5		
Existing General Plan Land Use Designation	R-1-22		
Proposed Zoning Designation	R-1-22		
Existing Land Use	Agrarian		
Adjacent Zoning and Land Use	*North*	R-1-12	Single-family residential
	South	R-1-22	Single-family residential
	East	R-1-22	Single-family residential
	West	TH-5	Agriculture
Date of DRC Review	January 10, 2024		
Assigned Planner	Katie Bussell		

REQUIRED ACTION

Planning Commission	Public hearing, review, and recommendation
City Council	Final approval

APPLICABLE DEVELOPMENT CODE REGULATIONS

From Section 04.060 Criteria for Approval, of the Lehi City Development Code, the Planning Commission should consider the following factors, among others, when reviewing a zone amendment:

1. The effect of the proposed amendment on the character of the surrounding area;
2. Consistency with the goals and policies of the General Plan;
3. Consistency and compatibility of the proposed zone with the General Plan land uses of nearby and adjoining properties;
4. The suitability of the properties for the uses requested and their suitability for the existing uses identified by the General Plan;
5. Whether a change in the uses allowed for the affected properties will unduly affect the uses, or proposed uses for nearby and adjoining properties;
6. The gain to the public health, safety, and welfare from the existing classification to the proposed amendment; and
7. The overall community benefit of the proposed amendment.

APPLICABLE GENERAL PLAN GOALS AND POLICIES

VERY LOW DENSITY RESIDENTIAL AGRICULTURAL (VLDRA)

The purpose of the Very Low Density Residential/Agricultural (VLDRA) classification is to provide for single-family residential areas within a rural setting, with an overall neighborhood density not to exceed 1.75 units per acre. Much of the area designated as VLDRA is located where small-scale farming, hobby farming, or other agricultural uses are present. Where new development is allowed adjacent to existing agricultural areas, the new development must be sensitive to the existing uses. Larger lot sizes and lower density zones that allow for animal rights will be encouraged where adjacent to such agricultural areas. In particular, provision should be made for hobby farms, ranchettes, or equestrian-related developments where the development is to be located adjacent to similar existing uses.

The VLDRA designation is also intended to encourage creativity and flexibility of planning and design through the use of Planned Residential Design projects and Planned Unit Developments, where clustering and open space, with a variety of lot sizes and a range of housing choices can be accomplished while still maintaining a base density of 1.75 units per acre. Although new development in VLDRA areas is allowed, the existing agricultural uses will be encouraged to remain. Growth should be directed in an orderly manner, growing outward from existing developed areas where public facilities are available.

PROPERTY HISTORY

February 21, 2018 Property transferred to the LDS Church.

REPORT ANALYSIS

The applicant is seeking review and recommendation of a proposed zone change from TH-5 to R-1-22 on 10.92 acres of property located at approximately 1500 North 2600 Wets. The General Plan designation of VLDRA is consistent with the zone change request.

This zone change application is to facilitate the construction of an LDS Stake Center. Churches are a permitted use within the R-1-22 zone, and would therefore match the proposed zoning.

The DRC reviewed the proposed Zone Change and had one redline comment pertaining to water dedication:

1. Water dedication will be required as a condition of recording the zone change ordinance. The rate would be 0.79 acre/feet per acre of culinary water and 2.9 acre/feet per acre of irrigation water.

Please consider the DRC comment in the motion.

SCOPE OF APPROVAL

Zone changes that follow the General Plan must be approved unless there is significant evidence that doing so will have a negative impact on the health, safety, or welfare of residents.

This is a public hearing item, meaning the public can speak on this item. Comments should focus on negative impacts that could take place with the zone change.

POSSIBLE MOTIONS AND FINDINGS

The Planning Commission may move to recommend approval or denial of the proposed zone change. Any motion should include findings. Possible findings include:

1. The effect of the proposed amendment on the character of the surrounding area;
2. Consistency with the goals and policies of the General Plan;
3. Consistency and compatibility of the proposed zone with the General Plan land uses of nearby and adjoining properties;
4. The suitability of the properties for the uses requested and their suitability for the existing uses identified by the General Plan;
5. Whether a change in the uses allowed for the affected properties will unduly affect the uses, or proposed uses for nearby and adjoining properties;
6. The overall community benefit of the proposed amendment.

Willow Park Church Residential Zone Change
DRC Redline Comments

Uncommon Architects- requests review of the Willow Park Church zone change, 10.92-acres located at approximately 2600 West 1500 North changing the zoning from TH-5 to R-1-22. Need envelopes

DRC Members Present: Glade Kirkham, Garion Rowett, Ryan Allred, Shelbey Brewer, Kim Struthers, Gary Smith, Brad Kenison, James Farnsworth
Assigned Planner: Katie
Representatives of the Applicant Present: Darin Mano, Jae Hyun
Date of Plans Reviewed: 01/02/2024
Time Start: 3:46 PM
Time End:

DRC REDLINE COMMENTS:
Glade – Power: No comments.
Garion – Fire: No comments.
Ryan – Water/Sewer: No comments.
James – Parks: No comments.
Gary – Building/Inspections: No comments.
Shelbey– Public Works: No comments.
Brad – Engineering: No comments.
Kim – Planning:
1. Water dedication will be required as a condition of recording the zone change ordinance. The rate would be 0.79 acre/feet per acre of culinary water and 2.9 acre/feet per acre of irrigation water.

Consistency with the elements of the Lehi City General Plan.

This area has a proposed VLDRA designation on the General Plan that has been filed concurrently.

Effect of the proposed amendment on the existing goals, objectives, and policies of the Lehi City General Plan.

From the Lehi City General Plan Land Use Element the following goals and policies related to development should be considered:

1. Maximize opportunities to create an overall pattern of planned and orderly development with a system of land uses, adequately and efficiently served by a balanced and energy-efficient system of transportation, and community services that are sensitive to the natural physical qualities of the area.

2. Provide diverse economic and employment opportunities and encourage multiple scales of commercial development to serve the needs of the region, the community, and individual neighborhoods.

3. Promote variety in commercial spaces, densities, and locations.

THIS ITEM BE SCHEUDLED FOR PLANNING COMMISSION ON JANUARY 25TH.

Note: This list of corrections and deficiencies should not be considered as an all-inclusive or final list. The items listed need to be corrected and resolved and a new set of information submitted for review by the DRC. Further corrections and deficiencies may still be noted as the DRC further reviews the resubmitted information.

uncommon architects

LEHI WILLOW PARK HER 23-2
CONCEPT REVIEW NARRATIVE

DEVELOPMENT OVERVIEW

The proposed development sits on a 10.92 acre site within the TH-5 (Transitional Holding) zone. This project proposes a 2-phase site development. The first phase is a Stake Center that hosts religious worship, recreation, and administrative functions for The Church of Jesus Christ of Latter-Day Saints. The second phase of the project will be the construction of an additional Meeting house on an adjacent lot. Phase 1 of the proposed development is being submitted for review. Phase 2 is preliminary and subject to change. Though we are happy to receive early feedback on the Phase 2, we are currently only applying for review and approval of Phase 1.

PROPOSED BUILDING

The proposed building is roughly 24,000 SF and adheres to the typical vernacular of an LDS church meeting house. The exterior is composed primarily of brick and features a variety of coursings. Additionally, the exterior features minimal accents of EIFS. Capping the building is a roof that is to receive asphalt shingles and a steeple that reaches roughly 70' in height.

PROPOSED CC&R'S

The site currently causes two streets - 1400 North and 2550 West - to dead end at the bounds of the site. The proposed development aims to connect those roads so that they meet and provide connection back to 1500 North. The addition of these street extensions would improve the connectivity and growth opportunity of the neighborhood. The landowner would like to discuss the construction and ownership of the new roadway. Please provide feedback on the preferred scenario for Lehi City (public right of way, private road, etc.)

In the merging of 1400 North and 2550 West, the east side of the site becomes segmented and creates areas of land that would be most suitable for residential development. The development proposes subdividing that land into 6 plots that would be sold for future homes to be built. These proposed residential plots would connect to the residential development directly east of the site and provide an appropriate transition to the church.

SITE AMENITIES

Phase 1 of the proposed development features 360 parking spaces with 8 of those being ADA parking. There is a sidewalk proposed along 1500 North that connects to the site walkways and building entries. Large landscape buffers outline the site and building as well as break up the parking lot. The site also features a pavilion on the west side of the site for added outdoor amenity. Lastly, there is a small utility shed and trash enclosure proposed on the south side of the phase 1 development.

The intent is to connect phase 1 and phase 2 so that they are consistent with one another. In addition to similar landscaping and utility features, phase 2 is to be provided with the necessary driving aisles and street connections as needed. Review of the proposed connection and street access to phase 2 are desired.


SPEED
LIMIT
25
PUBLIC
HEARING
ZONE DISTRICT
MAP AMENDMENT
NOTICE is hereby given that a Public Hearing before the Lehi City Planning Commission will be held at the Lehi City Council Chambers, 153 N 100 E on January 25, 2024 at 7:00 p.m. for the purpose of receiving comment on Uncommon Architecture's request for a Zone District & Zone District Map amendment on 10.92-acres of property located at approximately 1500 North 2600 West changing the zoning from TH-5 (transitional holding) to R-1-22 (residential/agriculture).
You can view the meeting live and submit comments online at https://www.lehi-ut.gov/government/public-meetings/.
All documentation is available for review at the Lehi City Planning Division, 153 N 100 E. Telephone 385-201-1000.
Or by scanning the QR Code below.
Scan for Engage Lehi
Scan for Public Meetings & Notices
PUBLIC
HEARING
CONCEPT
NOTICE is hereby given that a Public Hearing before the Lehi City Planning Commission will be held on January 25, 2024 at 7:00 p.m. in the Council Chambers, Municipal Building, 153 North 100 East, Lehi, Utah for the purpose of receiving comment on Uncommon Architecture's request for review of Willow Park Church located at approximately 1500 North 2600 West, requesting exceptions to the architecture and site orientation requirements.
You can view the meeting live and submit comments online at https://www.lehi-ut.gov/government/public-meetings/.
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PUBLIC HEARING

ZONE DISTRICT MAP AMENDMENT

PUBLIC HEARING


PUBLIC
HEARING
CONCEPT
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PUBLIC
HEARING
ZONE DISTRICT
MAP AMENDMENT
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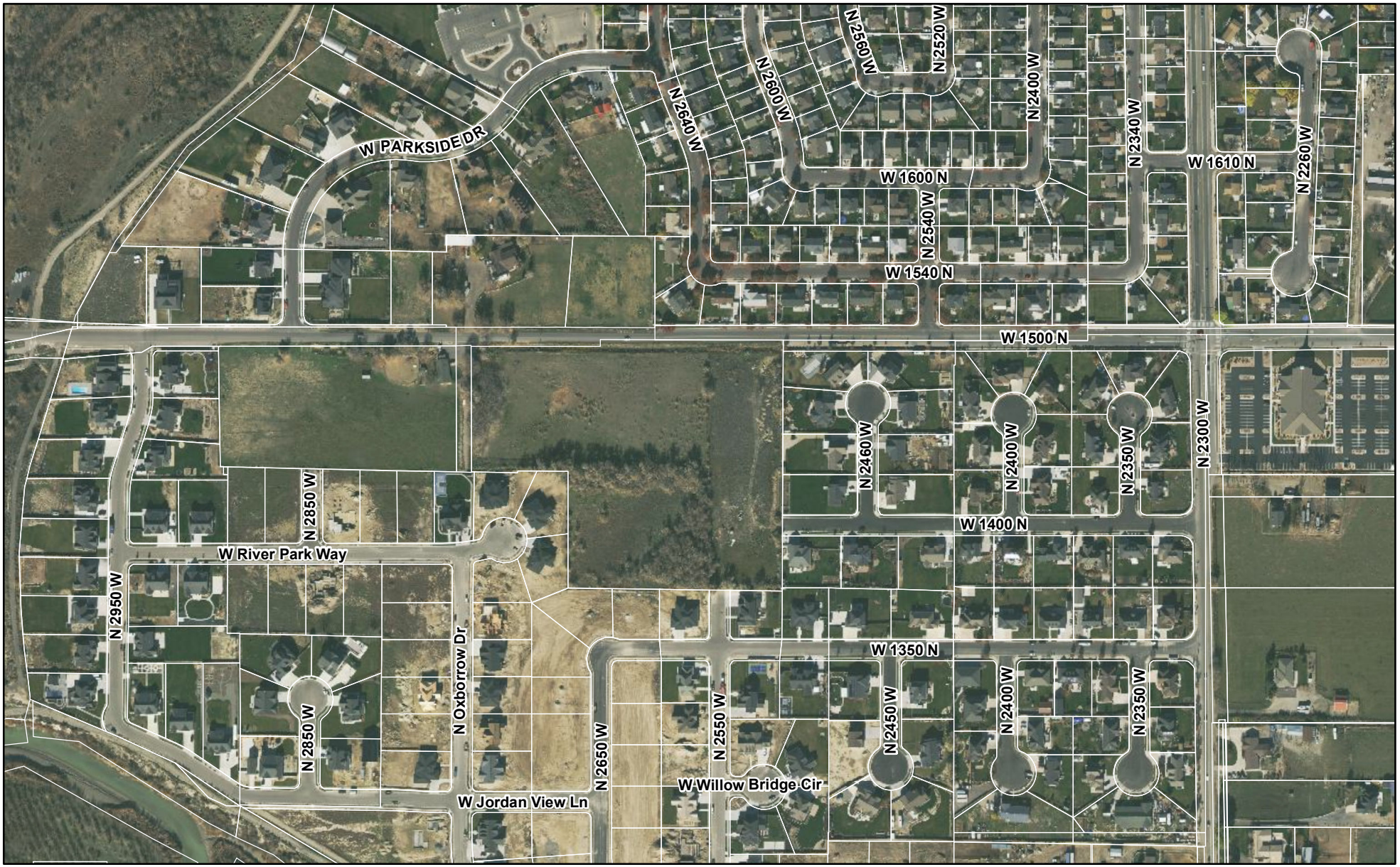
Willow Park Church

Aerial Map



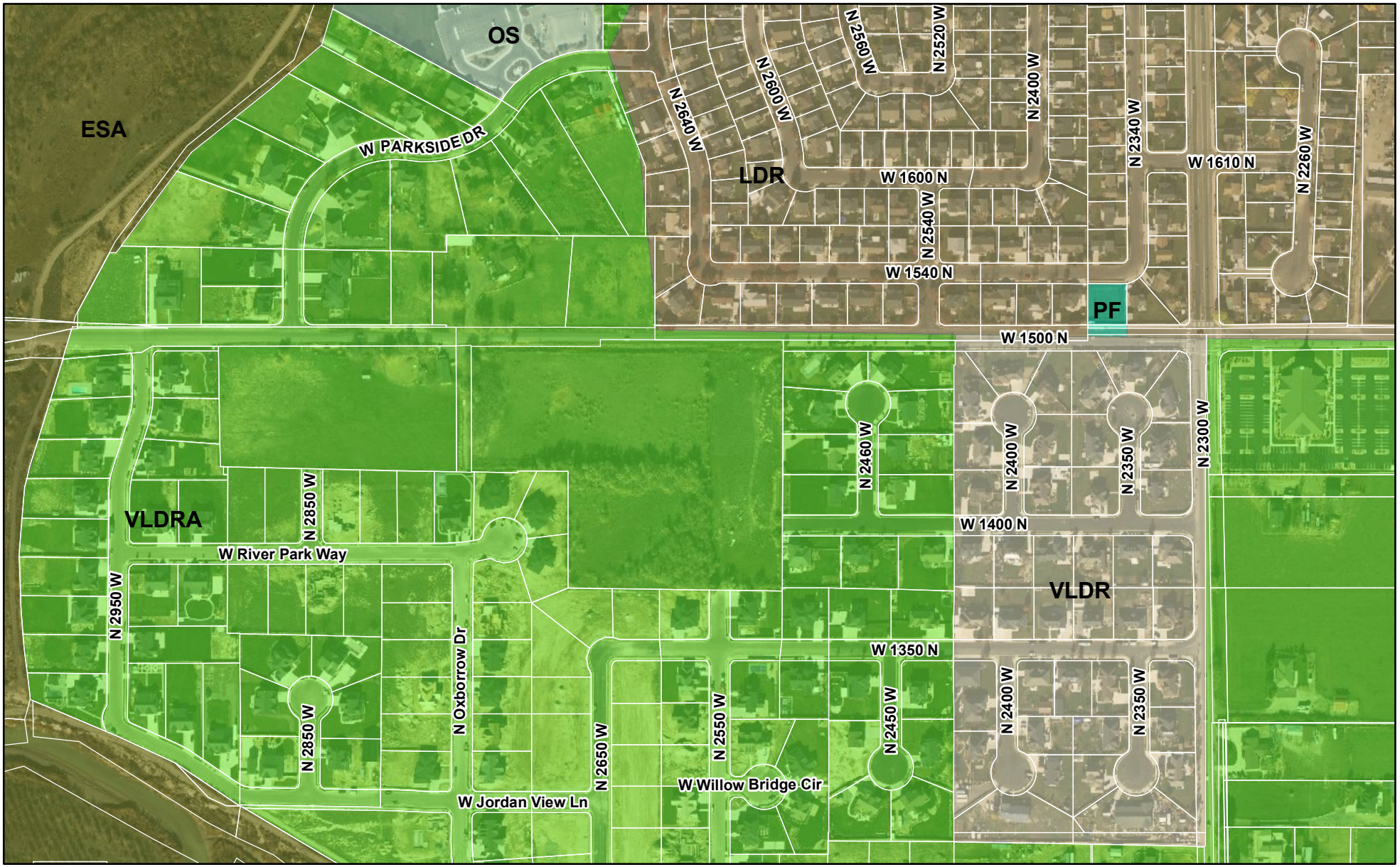
Feet

0 440 880

LEHI CITY

Willow Park Church

General Plan

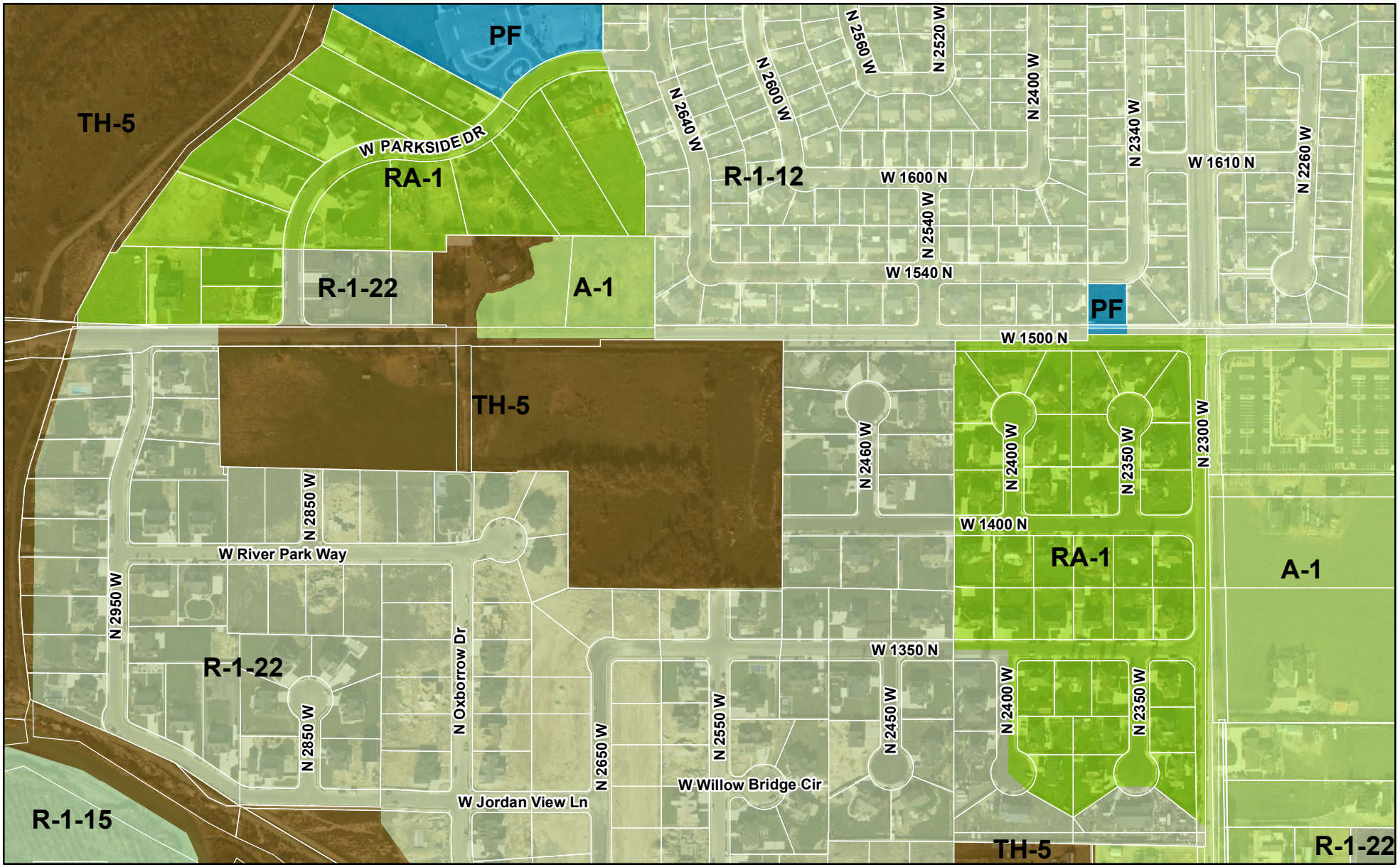


0 440 880 Feet

LEHI CITY

Willow Park Church

Zoning Map



0 440 880 Feet

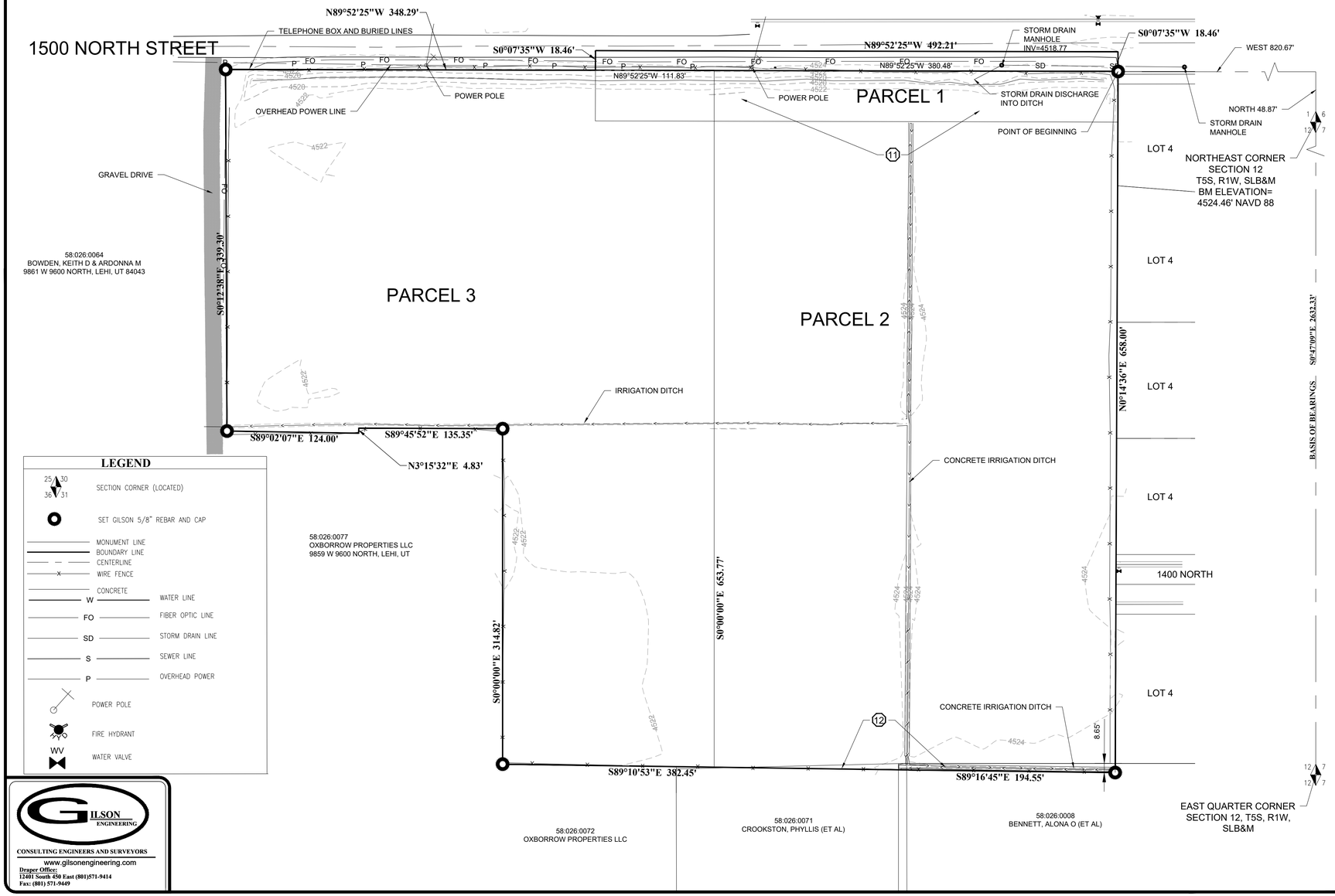
LEHI CITY

CORPORATION FOR THE PRESIDING BISHOP
ALTA/NSPS LAND TITLE SURVEY
1500 NORTH 2500 WEST LEHI, UTAH

LOCATED IN THE NORTHEAST 1/4 SECTION 12, AND THE SOUTHEAST QUARTER OF SECTION 1 TOWNSHIP 5 SOUTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN.

50 0 50 100
SCALE IN FEET

Legal Description: COM S 89 DEG 54' 6" E 317 FT & N 45.33 FT FR N 1/4 COR. SEC. 12, T5S, R1W, SLB&M.; N 89 DEG 48' 53" E 3.11 FT; N 0 DEG 10' 59" W .76 FT; N 89 DEG 48' 53" E 637.09 FT; S 0 DEG 11' 0" E 340.1 FT; N 88 DEG 42' 0" W 615.84 FT; S 0 DEG 15' 45" W .59 FT; N 88 DEG 48' 12" W 11.31 FT; N 0 DEG 2' 31" E .62 FT; N 88 DEG 42' 0" W 9.4 FT; N 0 DEG 52' 4" W 323 FT TO BEG. AREA 4.862 AC. ALSO COM S 292.48 FT & E 958.28 FT FR N 1/4 COR. SEC. 12, T5S, R1W, SLB&M.; N 0 DEG 11' 0" W 340.1 FT; N 89 DEG 48' 53" E 41 FT; S 0 DEG 12' 38" E 341.17 FT; N 88 DEG 42' 0" W 41.18 FT TO BEG. AREA 0.321 AC. TOTAL AREA 5.183 AC.



LEGEND

- SECTION CORNER (LOCATED)
- SET GILSON 5/8" REBAR AND CAP
- MONUMENT LINE
- BOUNDARY LINE
- CENTERLINE
- WIRE FENCE
- CONCRETE
- W — WATER LINE
- FO — FIBER OPTIC LINE
- SD — STORM DRAIN LINE
- S — SEWER LINE
- P — OVERHEAD POWER
- POWER POLE
- FIRE HYDRANT
- WV — WATER VALVE

GILSON ENGINEERING
CONSULTING ENGINEERS AND SURVEYORS
www.gilsonengineering.com
Draper Office:
12401 South 450 East (801)571-9414
Fax: (801) 571-9449

SURVEYOR'S CERTIFICATE:

TO:
CORPORATION OF THE PRESIDING BISHOP OF
THE CHURCH OF JESUS CHRIST OF LATTER-DAY
SAINTS, A UTAH CORPORATION SOLE
BARTLETT TITLE INSURANCE AGENCY, INC.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1-5,7A,B1,C, and 8-11 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED IN SEPTEMBER 2017.

11-2-17

JOSH F. MADSEN
LICENSE NO. 5152657

NARRATIVE

THIS SURVEY WAS REQUESTED AND PERFORMED IN OCTOBER 2017 FOR THE PURPOSE OF PREPARING AN ALTA NSPS SURVEY OF SUBJECT PARCELS. THE RECORD DESCRIPTIONS FOR THIS SURVEY ARE FROM THE COMMITMENT FOR TITLE INSURANCE # BT-15750

EFFECTIVE DATE 10-2-17
THE BASIS OF BEARINGS USED ON THIS SURVEY IS NORTH 0°47'09" WEST BETWEEN THE EAST QUARTER CORNER SECTION 12 AND THE NORTHEAST CORNER OF SECTION 12. UTAH COUNTY SURVEYORS MONUMENT REFERENCE SHEETS AND PRIVATE RECORD OF SURVEYS ALONG WITH THE ABOVE REFERENCED COMMITMENT FOR TITLE INSURANCE WERE USED IN THE PREPARATION OF THIS SURVEY..

BOUNDARY DESCRIPTION (RECORD)

PARCEL 1

COMMENCING 827.79 FEET WEST OF THE SOUTHEAST CORNER OF SECTION 1, TOWNSHIP 5 SOUTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN; THENCE WEST 492.21 FEET; THENCE NORTH 1 CHAIN; THENCE EAST 492.21 FEET; THENCE SOUTH 1 CHAIN TO THE POINT OF BEGINNING.

PARCEL 2

COMMENCING NORTH 49.43 FEET AND WEST 820.76 FEET FROM THE NORTHEAST CORNER OF SECTION 12, TOWNSHIP 5 SOUTH, RANGE 1 WEST SALT LAKE BASE AND MERIDIAN; THENCE SOUTH 0°14'36" WEST 658.56 FEET; THENCE NORTH 89°16'45" WEST 194.55 FEET; THENCE NORTH 89°10'53" WEST 183.17 FEET; THENCE NORTH 653.77 FEET; THENCE SOUTH 89°52'25" EAST 380.47 FEET TO THE POINT OF BEGINNING.

PARCEL 3

COMMENCING NORTH 51.29 FEET AND WEST 1661.34 FEET FROM THE NORTHEAST CORNER OF SECTION 12, TOWNSHIP 5 SOUTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN; THENCE SOUTH 89°52'25" EAST 460.12 FEET; THENCE SOUTH 653.77 FEET; THENCE NORTH 89°10'53" WEST 199.28 FEET; THENCE NORTH 314.82 FEET; THENCE NORTH 89°45'52" WEST 135.35 FEET; THENCE SOUTH 3°15'32" WEST 4.83 FEET; THENCE NORTH 89°02'07" WEST 124.00 FEET; THENCE NORTH 0°12'38" WEST 339.30 FEET TO THE POINT OF BEGINNING.

BOUNDARY DESCRIPTION (AS SURVEYED)

BEGINNING AT A POINT LOCATED NORTH 48.87 FEET, AND WEST 820.67 FEET FROM THE NORTHEAST CORNER OF SECTION 12, TOWNSHIP 5 SOUTH, RANGE 1 WEST SALT LAKE BASE AND MERIDIAN; AND RUNNING THENCE NORTH 0°07'35 EAST 18.46 FEET; THENCE NORTH 89°52'25" WEST 492.21 FEET; THENCE SOUTH 0°07'35" WEST 18.46 FEET; NORTH 89°52'25" WEST 348.29 FEET TO A BOUNDARY LINE AGREEMENT ENTRY # 73772004; THENCE SOUTH 0°12'38" EAST ALONG SAID LINE 339.30 FEET; THENCE SOUTH 89°02'07" EAST 124.00 FEET; THENCE NORTH 3°15'32" EAST 4.83 FEET; SOUTH 89°45'52" EAST 135.35 FEET; THENCE SOUTH 314.82 FEET; THENCE SOUTH 89°10'53" EAST 382.45 FEET; SOUTH 89°16'45" EAST 194.55 FEET TO THE WEST LINE OF SPRING RANCH PLAT A SUBDIVISION; THENCE ALONG SAID LINE NORTH 0°14'36" EAST 658.00 FEET.

CONTAINS APPROX 10.92 ACRES

NOTES

PROPERTY IS LOCATED IN FLOOD ZONE X PER FEMA MAP PANEL 4955170105B REVISED JULY 17TH 2002
NO BUILDINGS OR STRUCTURES WERE LOCATED ON THE SUBJECT PROPERTY.

SCHEDULE B SECTION II EXCEPTIONS

*EXCEPTIONS 1-10, AND 13 ARE NOT ADDRESSED ON THIS MAP.

(11) ATTENTION IS DIRECTED TO THE FACT THAT PARCEL 1 DESCRIBED HEREIN DOES OVERLAP INTO PARCEL #2 HEREIN DESCRIBED.

(12) THE CONFLICTING INTEREST OF ALONA O. BENNETT AND PHYLLIS CROOKSTON OVER AND ACROSS A PORTION OF THE SOUTH LINE OF PARCELS 2 AND 3.

uncommon architects
4040 W DAYBREAK PKWY
SOUTH JORDAN, UT 84009
uncommonarch.com
(801) 417-9951

LEHI WILLOW PARK HER 23-2,
PROPERTY #501-2085
1500 NORTH 2700 WEST LEHI, UTAH
SURVEY

JOB NUMBER:	501-2085
OWNER:	Owner
DATE:	Issue Date

REV	DATE	DESCRIPTION

ALTA/NSPS SURVEY

AS001

12/27/2023 11:15:17 AM

Agenda Item No: 3.2

Planning Commission Agenda Item Report

Meeting Date: January 25, 2024
Submitted By: Noreen Edwards
Submitting Department: Planning Division
Item Type: Public Hearing
Agenda Section: Regular Agenda

Subject:
Public hearing and consideration of Uncommon Architecture's request for review of the Willow Park Church concept, 10.92-acres located at approximately 1500 North 2600 West, requesting exceptions to the architectural and site orientation requirements of Chapter 37, Nonresidential Design Standards.

Suggested Action:

Attachments:

Willow Park Church 1.pdf

Willow Park Church 2.pdf

WILLOW PARK CHURCH CONCEPT PLAN
PLANNING COMMISSION REPORT

Applicant	Uncommon Architecture		
Meeting Date	January 25, 2024		
Requested Action/Purpose	Public hearing, review, and consideration of proposed concept plan		
Decision Type	Administrative		
Location	Approximately 1500 North 2600 West		
Project Area	10.92 acres		
Existing Zoning	TH-5		
General Plan Land Use Designation	R-1-22		
Adjacent Zoning and Land Use	*North*	R-1-12	Single-family residential
	South	R-1-22	Single-family residential
	East	R-1-22	Single-family residential
	West	TH-5	Agriculture
Date of DRC Review	January 10, 2024		
Assigned Planner	Katie Bussell		

REQUIRED ACTION

Planning Commission	Review and recommendation
City Council	Final Approval

APPLICABLE DEVELOPMENT CODE REGULATIONS

Section 11.010. Concept Plan – Applicability:
The Concept Plan gives the applicant, staff, Planning Commission and City Council an opportunity to discuss the project in the conceptual stage. The applicant can use the Concept Plan meeting to receive direction on project layout as well as discuss the procedure for approval, the specifications and requirements that may be required for layout of streets, drainage, water, sewerage, fire protection, and similar matters prior to the preparation of a more detailed preliminary subdivision plat.

Section 37.010. Chapter 37 Design Standards – Nonresidential

a. Architectural standards:

i. Street facades:

1. The facade facing the street frontage shall include large clear glass windows on the street level and smaller windows may be allowed on the upper floors. Opaque, heavily tinted, or reflective glass is inappropriate at the street level, and shall not be used on the first floor of a building facing the street (see Figure 117). When glass is tinted, it shall allow for a minimum 60 percent light to pass through the window into the building.
2. A minimum of 20 percent of the facade area on the first floor facing the street shall consist of glass. Where a building is located on a corner lot of two local streets, a minimum of 20 percent of each facade on the first floor shall consist of glass.

ii. Building materials:

1. Brick, stone, split face CMU, tilt-up concrete, architectural grade metal (see Figures 126 and 127), fiber cement, and wood may be used for exterior materials.
2. Stucco and EIFS may be used up to 40 percent of each wall area excluding windows and doors as a secondary material only. Stucco and EIFS shall not be used on hierarchal architectural

features, pop-outs in a facade, or for wainscots, but shall be allowed on recessed wall areas, walls between entrances, and between hierarchal architectural features (see Figure 128).

b. Site design standards:
   i. Building orientation
      1. Buildings shall be oriented toward the adjacent public or private street with no off-street parking or drive aisles located between the building and street sidewalk (see Figure 131).
      2. Buildings located on corner lots shall be oriented to both streets with no parking located between the building and the sidewalk of either street.
      3. Buildings on properties with more than two street frontages shall be placed on the corner most conducive to pedestrian travel. An area with a higher expected rate of pedestrian traffic could be toward a transit stop or across the street from a complimentary use such as an office building across the street from a restaurant.

2. Exceptions:

Exceptions to Section 37.010 may be approved by the Planning Commission provided the following:

i. The applicant shall provide evidence that the exception to the design standards improves the design quality, walkability/bike-ability, or ability conduct the proposed use on the subject property, as determined by the Planning Commission.

ii. The applicant shall provide justification on how the proposed project fits in with the purpose and vision of the design standards district in which it is located.

iii. Exceptions may be granted to allow parking between the building and street, however in the Historic, Roller Mills, Urban Village, Mill Pond and Urban Tech Mixed Use Districts, any exception shall be limited to a maximum of one module of parking. In all cases where an exception is granted to allow parking between the building and the street, an ADA compliant pedestrian access shall be accommodated from the building entrance to the street sidewalk.

iv. Buildings located on corner lots shall only be allowed an exception to the building orientation on one side of the building with the other side of the building maintaining no parking between the building and the street within the Historic, Roller Mills, Urban Village, Mill Pond, and Urban Tech Mixed Use Districts.

REPORT ANALYSIS

The applicant requests approval of the Willow Park Church Concept Plan located at approximately 1500 North 2600 West. The proposed use is an LDS Stake Center and future meeting house. Currently, the applicant is only proposing the Stake Center, and the meeting house will be completed in a future phase. The Stake Center will be 24,000 square feet. The applicant is requesting exceptions to the Chapter 37 Nonresidential Design Standards for the 20% glass requirement and the building orientation. The Planning Commission should consider the site layout, the elevations, and the DRC comments.

Site Layout
The proposed layout shows two accesses off of 1500 North and one future access of 2550 West when it will be constructed. It was determined there can only be one access off 1500 North to meet the 350' spacing requirements for a major collector. It is highly recommended by staff the applicant construct 2550 West to create another access.

Furthermore, the building is oriented toward the middle of the parcel along 1500 North rather than on the corner of 1500 North and 2550 West. The Chapter 37 Nonresidential Design Standards requires a building to be oriented to both streets with no parking located between the building and the sidewalk if located on a corner lot. The applicant is requesting an exception to this standard because of concerns over the parking lot layout. If the building were to be

oriented to the corner, the applicant feels there would be an overwhelming amount of parking placed on both 1500 North and 2550 West, and would not be aesthetically pleasing. The Planning Commission will need to determine if an exception is warranted in this case.

Elevations
The applicant has provided architectural elevations of the proposed Stake Center. The north elevation facing the street does not have 20% glass as required by Chapter 37. An exception is being requested for this by the applicant as well. The layout of the building has the chapel facing the street, so it would be difficult to add additional glass to the chapel. The Planning Commission will need to determine if there is enough justification to provide exceptions to the design standards for the elevations.

Many of the architectural features comprise of EIFS finish. EIFS is allowed on recessed wall areas as shown on the side and north elevations of the Stake Center. It is recommended by staff, however, that a different material be used for the architectural feature on the northern elevation due to its visual prominence from the street. This would not require an exception because the features are recessed, which meets code.

DRC Comments
The DRC had 22 redline comments, many of which were informational to the applicant. Some of note include:

1. Minimum access spacing on a major collector is 350' measured centerline to centerline. The proposed 2550 W road connection to the east will only leave space for a single access onto 1500 N.
2. Noting the access challenges along 1500 North, it appears the best scenario would be to construct 2550 West (or at least the western portion of the roadway).
3. 20% of the facade area of the first floor facing the street shall consist of glass.
4. Provide sidewalk connectivity between the two buildings and within the parking lots.
5. The building needs to be oriented to both public streets, so it would need to be shifted to the corner of 1500 N and 2550 W. Unless an exception is granted.

Please consider all DRC comments in your motion.

SCOPE OF APPROVAL

As a concept for a site plan or subdivision, this is an administrative item. If it meets the Code it must be approved. The applicant asks for exceptions to the Chapter 37 Nonresidential Design Standards, including an exception to the 20% glass requirement and an exception to the building orientation. The Planning Commission has some level of discretion to grant these exceptions.

This is a public hearing item. Comments focused on specific concerns and ways to mitigate them are the most beneficial. The public should also be aware that the Planning Commission can only require those items listed in the Development Code.

POSSIBLE MOTIONS AND FINDINGS

The Planning Commission may provide a positive or positive with modifications recommendation to the City Council on the proposed concept plan. Any motion should include findings. Possible findings include:

1. The proposed concept is/is not consistent with the Lehi City Development Code.
2. The proposed concept does/ does not conform to the goals and policies of the General Plan.
3. Other findings based upon information presented at the public hearing.

Willow Park Church Concept Plan
DRC Redline Comments

Uncommon Architects- requests review of the Willow Park Church concept plan on 10.92-acres located at approximately 2600 West 1500 North.

DRC Members Present: Glade Kirkham, Garion Rowett, Ryan Allred, Shelbey Brewer, Kim Struthers, Gary Smith, Brad Kenison, James Farnsworth, Luke Seegmiller
Assigned Planner: Katie
Representatives of the Applicant Present: Darin Mano, Jae Hyun
Date of Plans Reviewed: 01/02/2024
Time Start: 3:50 PM
Time End: 4: 20 PM

DRC REDLINE COMMENTS:

Glade – Power:
1. Line extension required.

Garion – Fire: No comments.

Ryan – Water/Sewer:
2. 14" PI main and 12" culinary main must be extended down 1500 north.
3. 6" culinary main 8" PI main 8" sewer main 12" storm drain on 1400 north.
4. 8" PI main, 6" culinary main, 8" sewer main, 15" storm drain.
5. Piping of the existing ditch will need Lehi Irrigation Approval. Existing pipe is 30" RCP
6. Extension of utilities in 1400 North and 2550 West will be required to service future development and establish a looped water/PI system.
7. A fire hydrant loop line will be required around the State Center, design of loop line should make provisions for connection to future development.
8. Water, PI, sewer, and storm drain utilities must be extended in 1500 North to service this property. Water main will be a 12", PI main will be a 14", Storm drain appears to be a 30" (size to be verified) Sewer main is an 8".

James – Parks:
9. **Suggestion:** Consider moving the pavilion and recreation space to a more centralized area between the two buildings to contribute to a larger usable area, better visibility from both buildings, and fewer pedestrians crossing through the parking lots for activities.

Gary – Building/Inspections:
10. Soil report required if this moves past concept.

Shelbey – Public Works:
11. LTSWMP and Agreement will be required if this goes to site plan.
12. SWPPP will be required prior to precon at site plan.
13. Must meet 80th percentile retention requirement.

Brad – Engineering:
14. Noting the access challenges along 1500 North, it appears the best scenario would be to construct 2550 West (or at least the western portion of that roadway).

Luke- Traffic:
15. Minimum access spacing on a major collector is 350' measured centerline to centerline. The proposed 2550 W road connection to the east will only leave space for a single access onto 1500 N.

Kim – Planning:
16. One parking stall for every 4 seats in the assembly area. How many seats in the assembly area?
17. Stucco and EIFS shall not be used on hierarchal features, pop-outs in a facade, or for wainscots, but shall be allowed on recessed wall areas, walls between entrances, and between hierarchal architectural features.
18. 20% of the facade area of the first floor facing the street shall consist of glass.
19. Provide sidewalk connectivity between the two buildings and within the parking lots.
20. Recommend that access points to a public street utilize a flared approach.
21. Short-term bike parking will be required at one space per 8 seats in the assembly area. Include in parking tabulation.

Note: This list of corrections and deficiencies should not be considered as an all-inclusive or final list. The items listed need to be corrected and resolved and a new set of information submitted for review by the DRC. Further corrections and deficiencies may still be noted as the DRC further reviews the resubmitted information.

22. The building needs to be oriented to both public streets, so it would need to be shifted to the corner of 1500 N and 2550 W. Unless an exception is granted.

DRC GENERAL COMMENTS:

1. The concept plan shall not constitute a development permit. (Does not vest).

THIS ITEM WILL BE SCHEDULED FOR PLANNING COMMISSION ON JANUARY 25TH.

Note: This list of corrections and deficiencies should not be considered as an all-inclusive or final list. The items listed need to be corrected and resolved and a new set of information submitted for review by the DRC. Further corrections and deficiencies may still be noted as the DRC further reviews the resubmitted information.

uncommon architects

LEHI WILLOW PARK HER 23-2
CONCEPT REVIEW NARRATIVE

DEVELOPMENT OVERVIEW

The proposed development sits on a 10.92 acre site within the TH-5 (Transitional Holding) zone. This project proposes a 2-phase site development. The first phase is a Stake Center that hosts religious worship, recreation, and administrative functions for The Church of Jesus Christ of Latter-Day Saints. The second phase of the project will be the construction of an additional Meeting house on an adjacent lot. Phase 1 of the proposed development is being submitted for review. Phase 2 is preliminary and subject to change. Though we are happy to receive early feedback on the Phase 2, we are currently only applying for review and approval of Phase 1.

PROPOSED BUILDING

The proposed building is roughly 24,000 SF and adheres to the typical vernacular of an LDS church meeting house. The exterior is composed primarily of brick and features a variety of coursings. Additionally, the exterior features minimal accents of EIFS. Capping the building is a roof that is to receive asphalt shingles and a steeple that reaches roughly 70' in height.

PROPOSED CC&R'S

The site currently causes two streets - 1400 North and 2550 West - to dead end at the bounds of the site. The proposed development aims to connect those roads so that they meet and provide connection back to 1500 North. The addition of these street extensions would improve the connectivity and growth opportunity of the neighborhood. The landowner would like to discuss the construction and ownership of the new roadway. Please provide feedback on the preferred scenario for Lehi City (public right of way, private road, etc.)

In the merging of 1400 North and 2550 West, the east side of the site becomes segmented and creates areas of land that would be most suitable for residential development. The development proposes subdividing that land into 6 plots that would be sold for future homes to be built. These proposed residential plots would connect to the residential development directly east of the site and provide an appropriate transition to the church.

SITE AMENITIES

Phase 1 of the proposed development features 360 parking spaces with 8 of those being ADA parking. There is a sidewalk proposed along 1500 North that connects to the site walkways and building entries. Large landscape buffers outline the site and building as well as break up the parking lot. The site also features a pavilion on the west side of the site for added outdoor amenity. Lastly, there is a small utility shed and trash enclosure proposed on the south side of the phase 1 development.

The intent is to connect phase 1 and phase 2 so that they are consistent with one another. In addition to similar landscaping and utility features, phase 2 is to be provided with the necessary driving aisles and street connections as needed. Review of the proposed connection and street access to phase 2 are desired.

SPEED LIMIT 25

PUBLIC HEARING

ZONE DISTRICT MAP AMENDMENT

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You can view the meeting live and submit comments online at https://www.lehi-ut.gov/government/public-meetings/.

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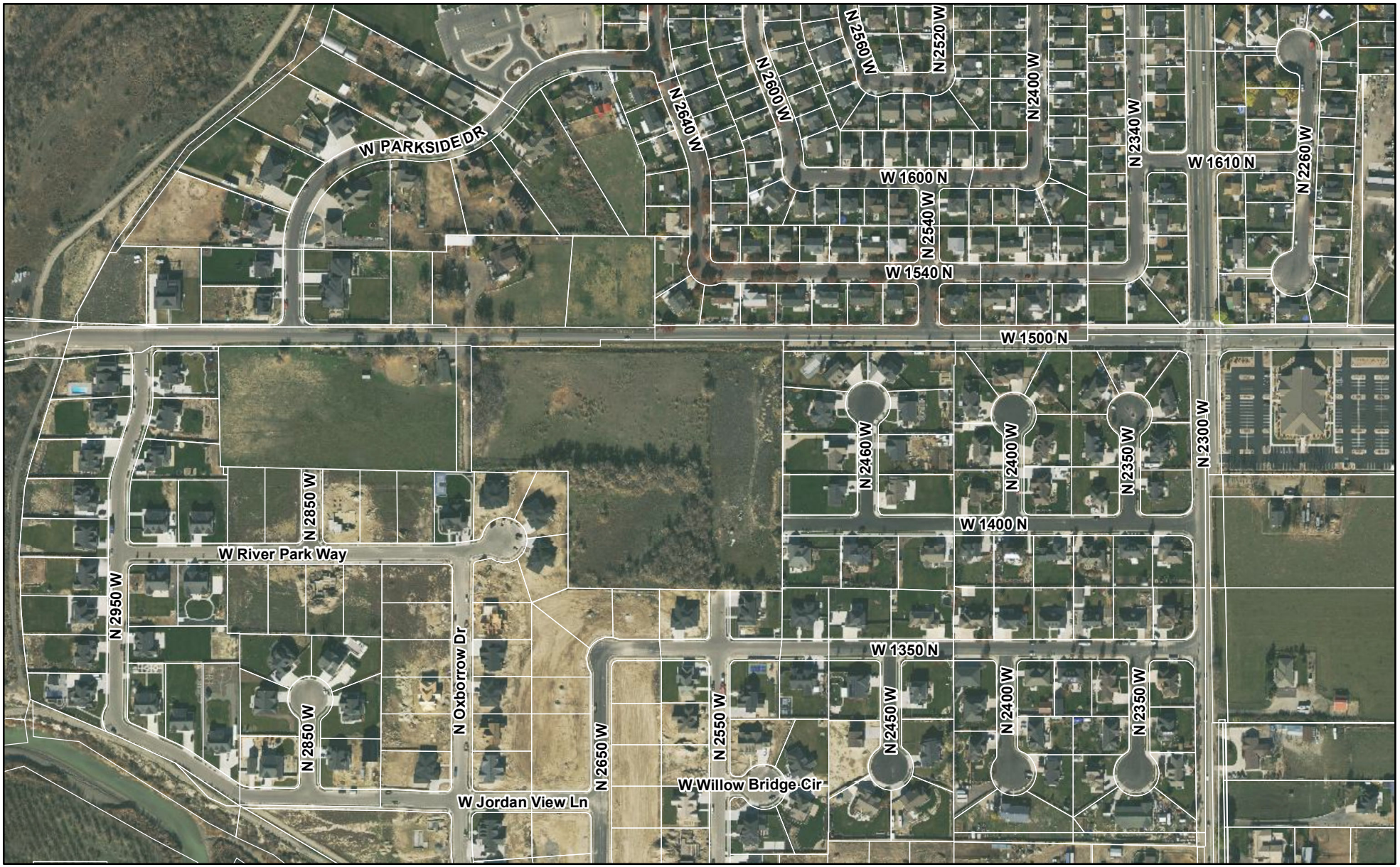
Willow Park Church

Aerial Map



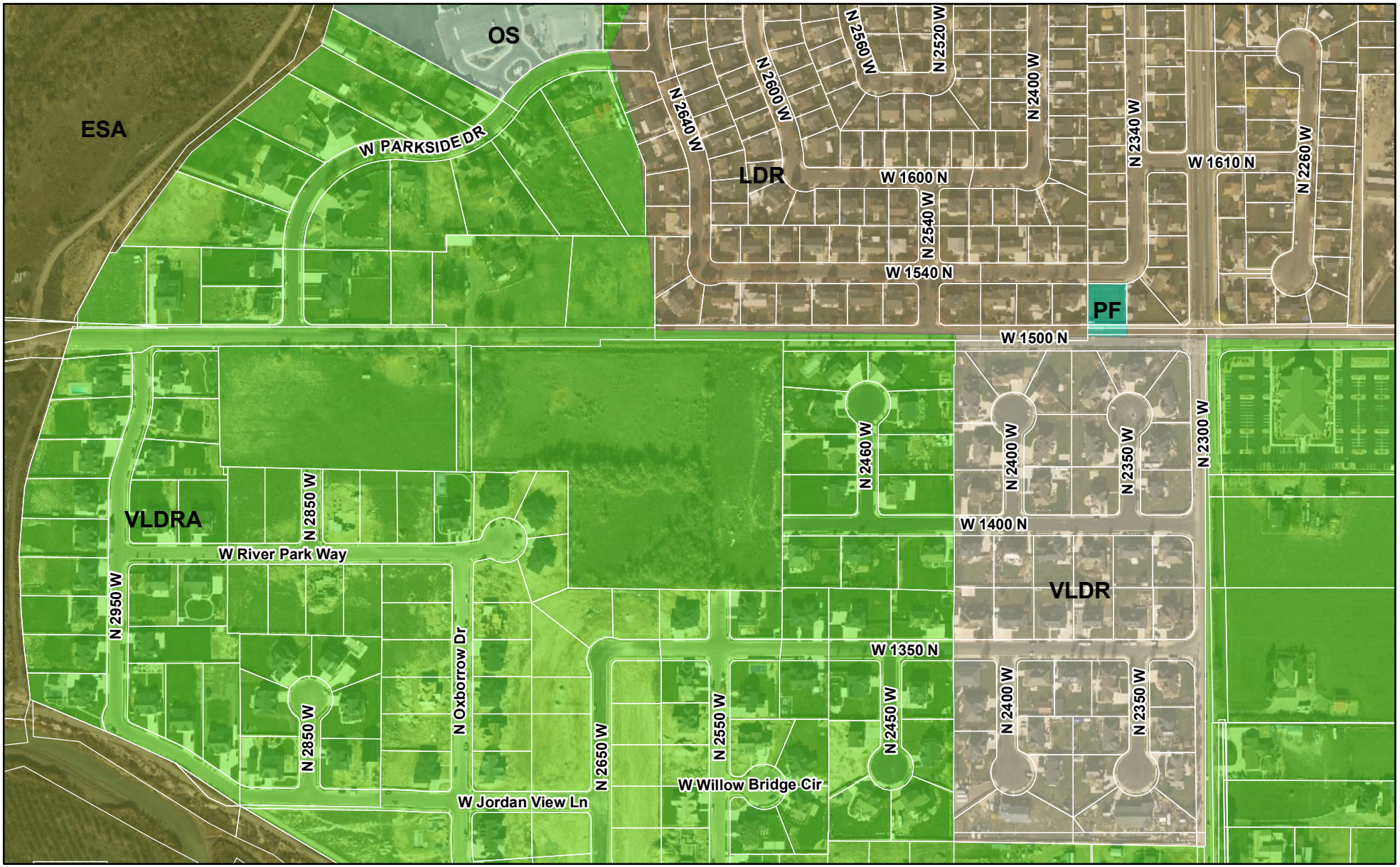
Feet

0 440 880

LEHI CITY

Willow Park Church

General Plan



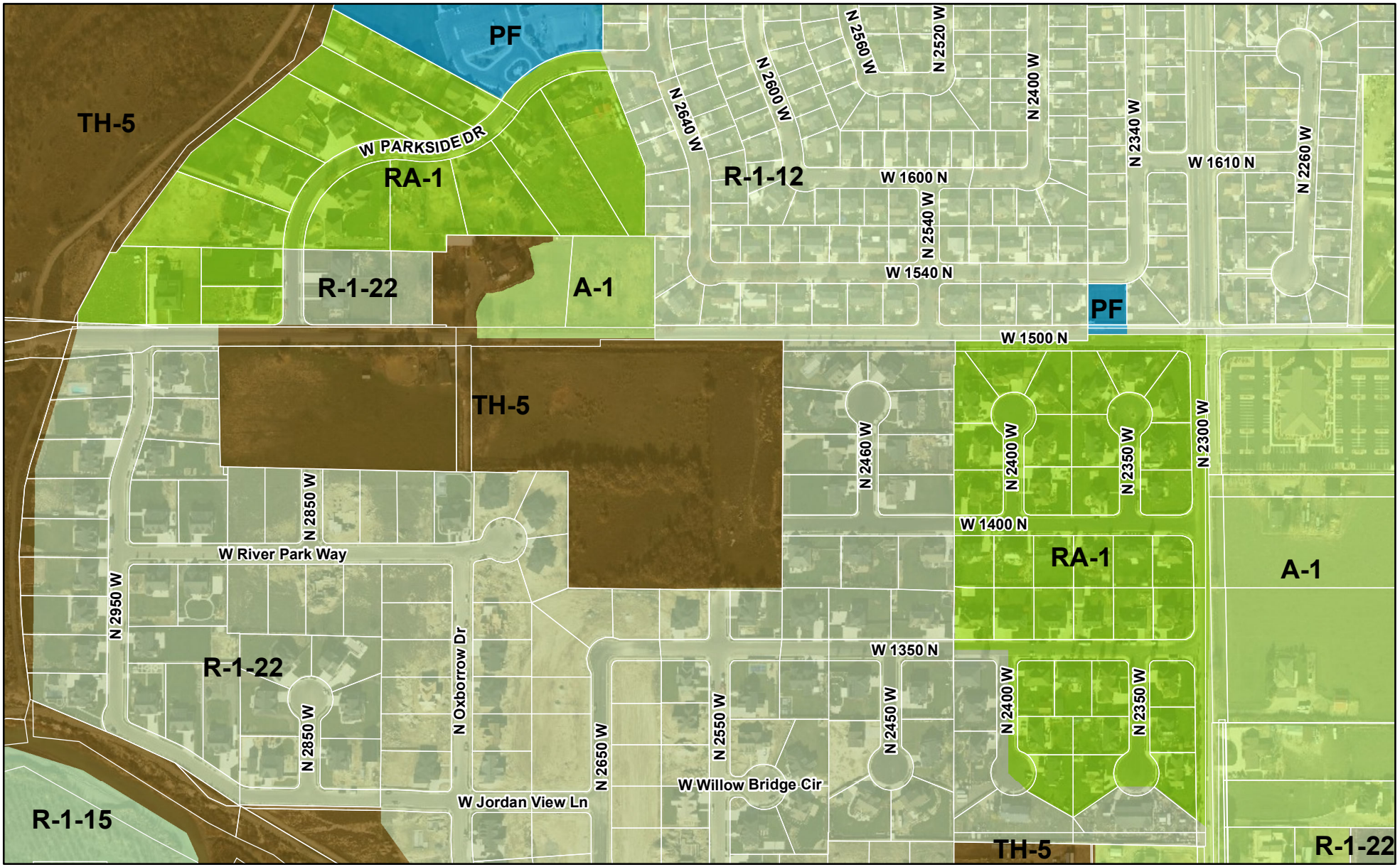
Feet

0 440 880

LEHI CITY

Willow Park Church

Zoning Map

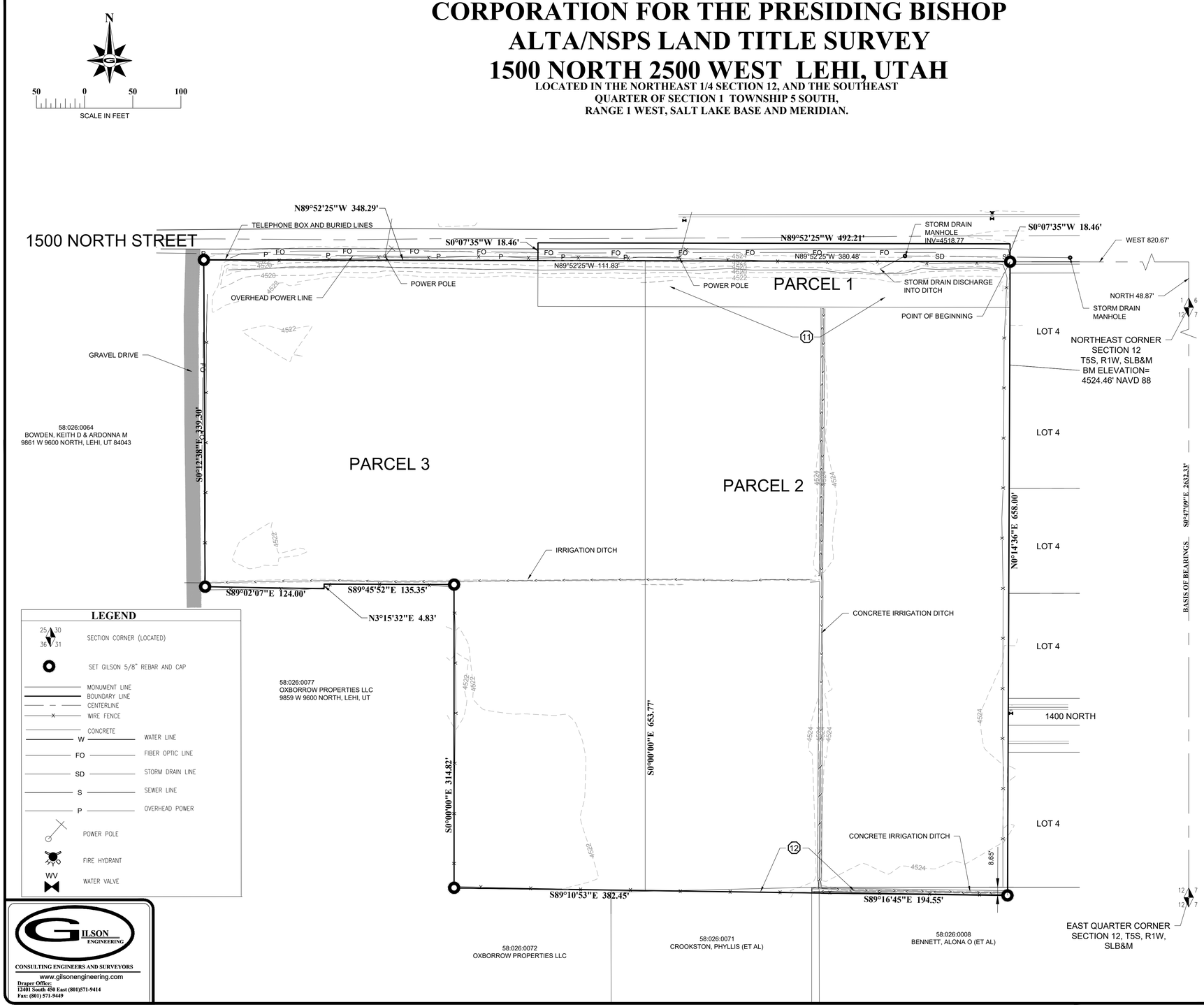


0 440 880 Feet

LEHI CITY

CORPORATION FOR THE PRESIDING BISHOP
ALTA/NSPS LAND TITLE SURVEY
1500 NORTH 2500 WEST LEHI, UTAH

LOCATED IN THE NORTHEAST 1/4 SECTION 12, AND THE SOUTHEAST QUARTER OF SECTION 1 TOWNSHIP 5 SOUTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN.



LEGEND

- SECTION CORNER (LOCATED)
- SET GILSON 5/8" REBAR AND CAP
- MONUMENT LINE
- BOUNDARY LINE
- CENTERLINE
- WIRE FENCE
- CONCRETE
- W — WATER LINE
- FO — FIBER OPTIC LINE
- SD — STORM DRAIN LINE
- S — SEWER LINE
- P — OVERHEAD POWER
- POWER POLE
- FIRE HYDRANT
- WV — WATER VALVE

GILSON ENGINEERING
CONSULTING ENGINEERS AND SURVEYORS
www.gilsonengineering.com
Draper Office:
12401 South 450 East (801)571-9414
Fax: (801) 571-9449

SURVEYOR'S CERTIFICATE:

TO:
CORPORATION OF THE PRESIDING BISHOP OF
THE CHURCH OF JESUS CHRIST OF LATTER-DAY
SAINTS, A UTAH CORPORATION SOLE
BARTLETT TITLE INSURANCE AGENCY, INC.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1-5,7A,B1,C, and 8-11 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED IN SEPTEMBER 2017.

11-2-17

JOSH F. MADSEN
LICENSE NO. 5152657

NARRATIVE

THIS SURVEY WAS REQUESTED AND PERFORMED IN OCTOBER 2017 FOR THE PURPOSE OF PREPARING AN ALTA NSPS SURVEY OF SUBJECT PARCELS. THE RECORD DESCRIPTIONS FOR THIS SURVEY ARE FROM THE COMMITMENT FOR TITLE INSURANCE # BT-15750

EFFECTIVE DATE 10-2-17
THE BASIS OF BEARINGS USED ON THIS SURVEY IS NORTH 0°47'09" WEST BETWEEN THE EAST QUARTER CORNER SECTION 12 AND THE NORTHEAST CORNER OF SECTION 12. UTAH COUNTY SURVEYORS MONUMENT REFERENCE SHEETS AND PRIVATE RECORD OF SURVEYS ALONG WITH THE ABOVE REFERENCED COMMITMENT FOR TITLE INSURANCE WERE USED IN THE PREPARATION OF THIS SURVEY..

BOUNDARY DESCRIPTION (RECORD)

PARCEL 1

COMMENCING 827.79 FEET WEST OF THE SOUTHEAST CORNER OF SECTION 1, TOWNSHIP 5 SOUTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN; THENCE WEST 492.21 FEET; THENCE NORTH 1 CHAIN; THENCE EAST 492.21 FEET; THENCE SOUTH 1 CHAIN TO THE POINT OF BEGINNING.

PARCEL 2

COMMENCING NORTH 49.43 FEET AND WEST 820.76 FEET FROM THE NORTHEAST CORNER OF SECTION 12, TOWNSHIP 5 SOUTH, RANGE 1 WEST SALT LAKE BASE AND MERIDIAN; THENCE SOUTH 0°14'36" WEST 658.56 FEET; THENCE NORTH 89°16'45" WEST 194.55 FEET; THENCE NORTH 89°10'53" WEST 183.17 FEET; THENCE NORTH 653.77 FEET; THENCE SOUTH 89°52'25" EAST 380.47 FEET TO THE POINT OF BEGINNING.

PARCEL 3

COMMENCING NORTH 51.29 FEET AND WEST 1661.34 FEET FROM THE NORTHEAST CORNER OF SECTION 12, TOWNSHIP 5 SOUTH, RANGE 1 WEST, SALT LAKE BASE AND MERIDIAN; THENCE SOUTH 89°52'25" EAST 460.12 FEET; THENCE SOUTH 653.77 FEET; THENCE NORTH 89°10'53" WEST 199.28 FEET; THENCE NORTH 314.82 FEET; THENCE NORTH 89°45'52" WEST 135.35 FEET; THENCE SOUTH 3°15'32" WEST 4.83 FEET; THENCE NORTH 89°02'07" WEST 124.00 FEET; THENCE NORTH 0°12'38" WEST 339.30 FEET TO THE POINT OF BEGINNING.

BOUNDARY DESCRIPTION (AS SURVEYED)

BEGINNING AT A POINT LOCATED NORTH 48.87 FEET, AND WEST 820.67 FEET FROM THE NORTHEAST CORNER OF SECTION 12, TOWNSHIP 5 SOUTH, RANGE 1 WEST SALT LAKE BASE AND MERIDIAN; AND RUNNING THENCE NORTH 0°07'35 EAST 18.46 FEET; THENCE NORTH 89°52'25" WEST 492.21 FEET; THENCE SOUTH 0°07'35" WEST 18.46 FEET; NORTH 89°52'25" WEST 348.29 FEET TO A BOUNDARY LINE AGREEMENT ENTRY # 73772004; THENCE SOUTH 0°12'38" EAST ALONG SAID LINE 339.30 FEET; THENCE SOUTH 89°02'07" EAST 124.00 FEET; THENCE NORTH 3°15'32" EAST 4.83 FEET; SOUTH 89°45'52" EAST 135.35 FEET; THENCE SOUTH 314.82 FEET; THENCE SOUTH 89°10'53" EAST 382.45 FEET; SOUTH 89°16'45" EAST 194.55 FEET TO THE WEST LINE OF SPRING RANCH PLAT A SUBDIVISION; THENCE ALONG SAID LINE NORTH 0°14'36" EAST 658.00 FEET.

CONTAINS APPROX 10.92 ACRES

NOTES

PROPERTY IS LOCATED IN FLOOD ZONE X PER FEMA MAP PANEL 4955170105B REVISED JULY 17TH 2002
NO BUILDINGS OR STRUCTURES WERE LOCATED ON THE SUBJECT PROPERTY.

SCHEDULE B SECTION II EXCEPTIONS

*EXCEPTIONS 1-10, AND 13 ARE NOT ADDRESSED ON THIS MAP.

(11) ATTENTION IS DIRECTED TO THE FACT THAT PARCEL 1 DESCRIBED HEREIN DOES OVERLAP INTO PARCEL #2 HEREIN DESCRIBED.

(12) THE CONFLICTING INTEREST OF ALONA O. BENNETT AND PHYLLIS CROOKSTON OVER AND ACROSS A PORTION OF THE SOUTH LINE OF PARCELS 2 AND 3.

uncommon architects
4040 W DAYBREAK PKWY
SOUTH JORDAN, UT 84009
uncommonarch.com
(801) 417-9951

LEHI WILLOW PARK HER 23-2,
PROPERTY #501-2085
1500 NORTH 2700 WEST LEHI, UTAH
SURVEY

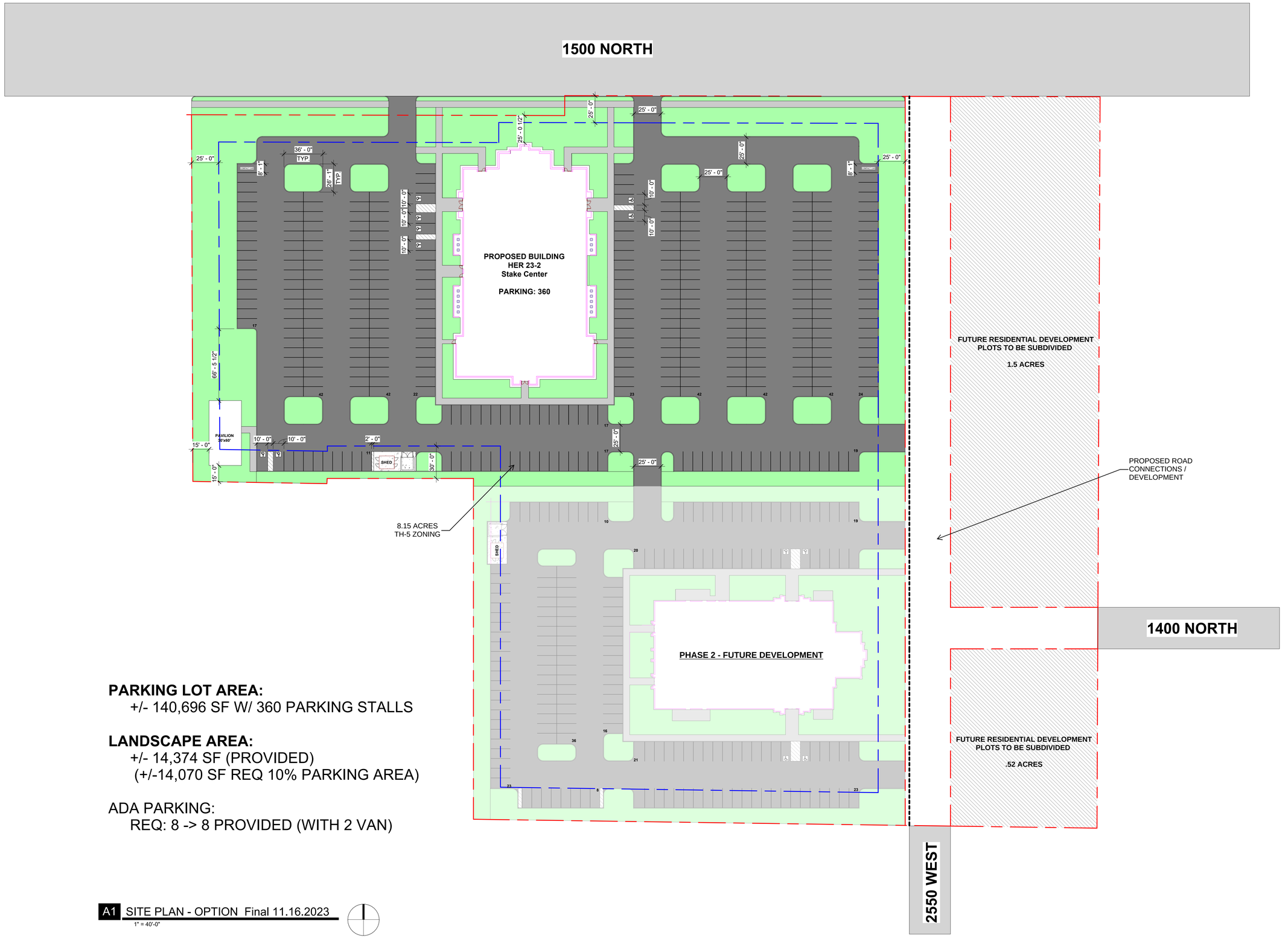
JOB NUMBER:	501-2085
OWNER:	Owner
DATE:	Issue Date

REV	DATE	DESCRIPTION

ALTA/NSPS SURVEY

AS001

12/27/2023 11:15:17 AM



PARKING LOT AREA:
+/- 140,696 SF W/ 360 PARKING STALLS

LANDSCAPE AREA:
+/- 14,374 SF (PROVIDED)
(+/-14,070 SF REQ 10% PARKING AREA)

ADA PARKING:
REQ: 8 -> 8 PROVIDED (WITH 2 VAN)

A1 SITE PLAN - OPTION Final 11.16.2023
1" = 40'-0"

12/27/2023 10:05:58 AM

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(801) 417-9951

LEHI WILLOW PARK HER 23-2,
PROPERTY #501-2085
1500 NORTH 2700 WEST LEHI, UTAH

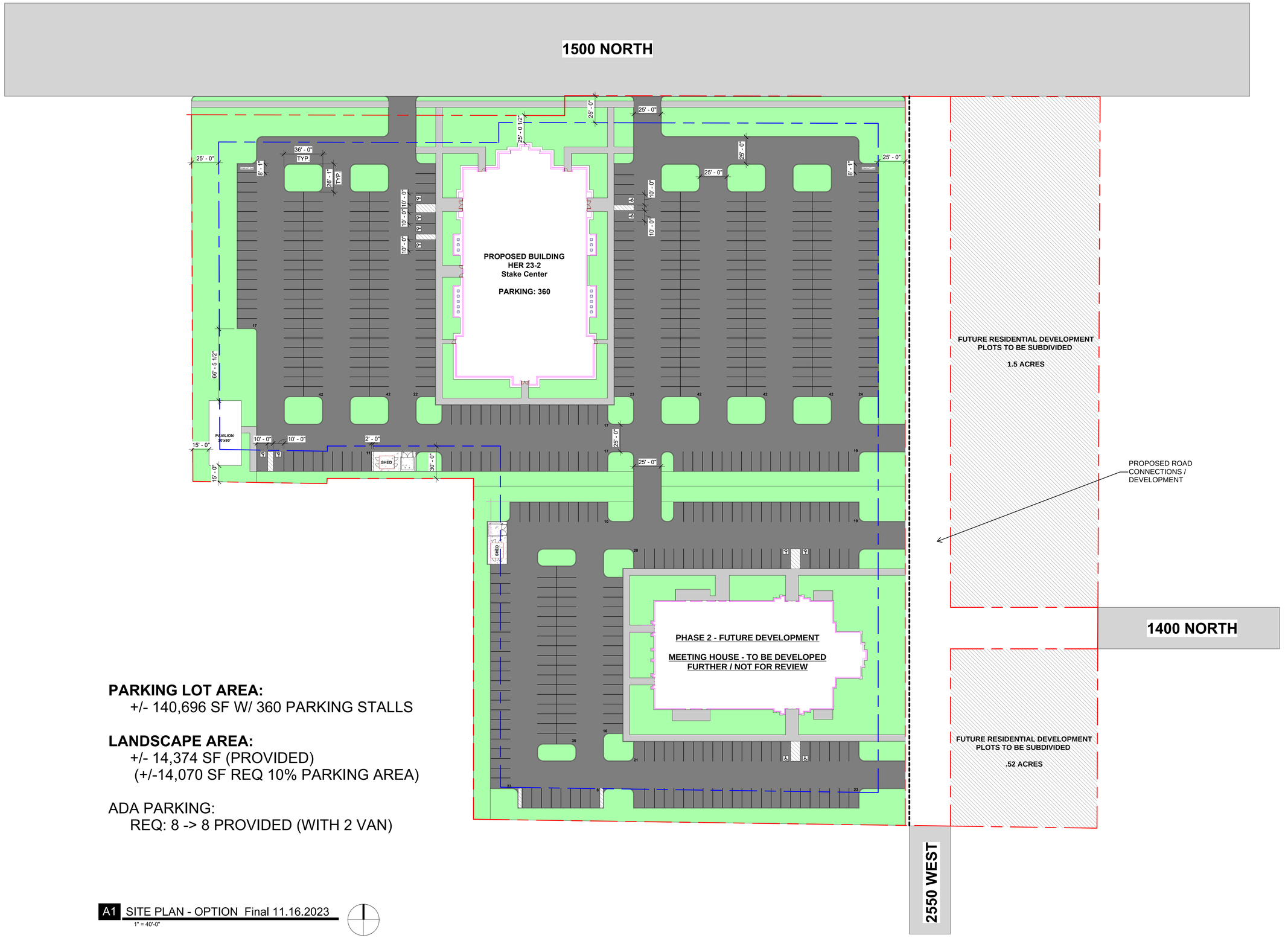
SITE PLAN

JOB NUMBER: 501-2085
OWNER: Owner
DATE: Issue Date

REV	DATE	DESCRIPTION

SITE PLAN

AS101



PARKING LOT AREA:
+/- 140,696 SF W/ 360 PARKING STALLS

LANDSCAPE AREA:
+/- 14,374 SF (PROVIDED)
(+/-14,070 SF REQ 10% PARKING AREA)

ADA PARKING:
REQ: 8 -> 8 PROVIDED (WITH 2 VAN)

A1 SITE PLAN - OPTION Final 11.16.2023
1" = 40'-0"

12/27/2023 10:23:40 AM

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SOUTH JORDAN, UT 84009
uncommonarch.com
(801) 417-9951

LEHI WILLOW PARK HER 23-2,
PROPERTY #501-2085
1500 NORTH 2700 WEST LEHI, UTAH

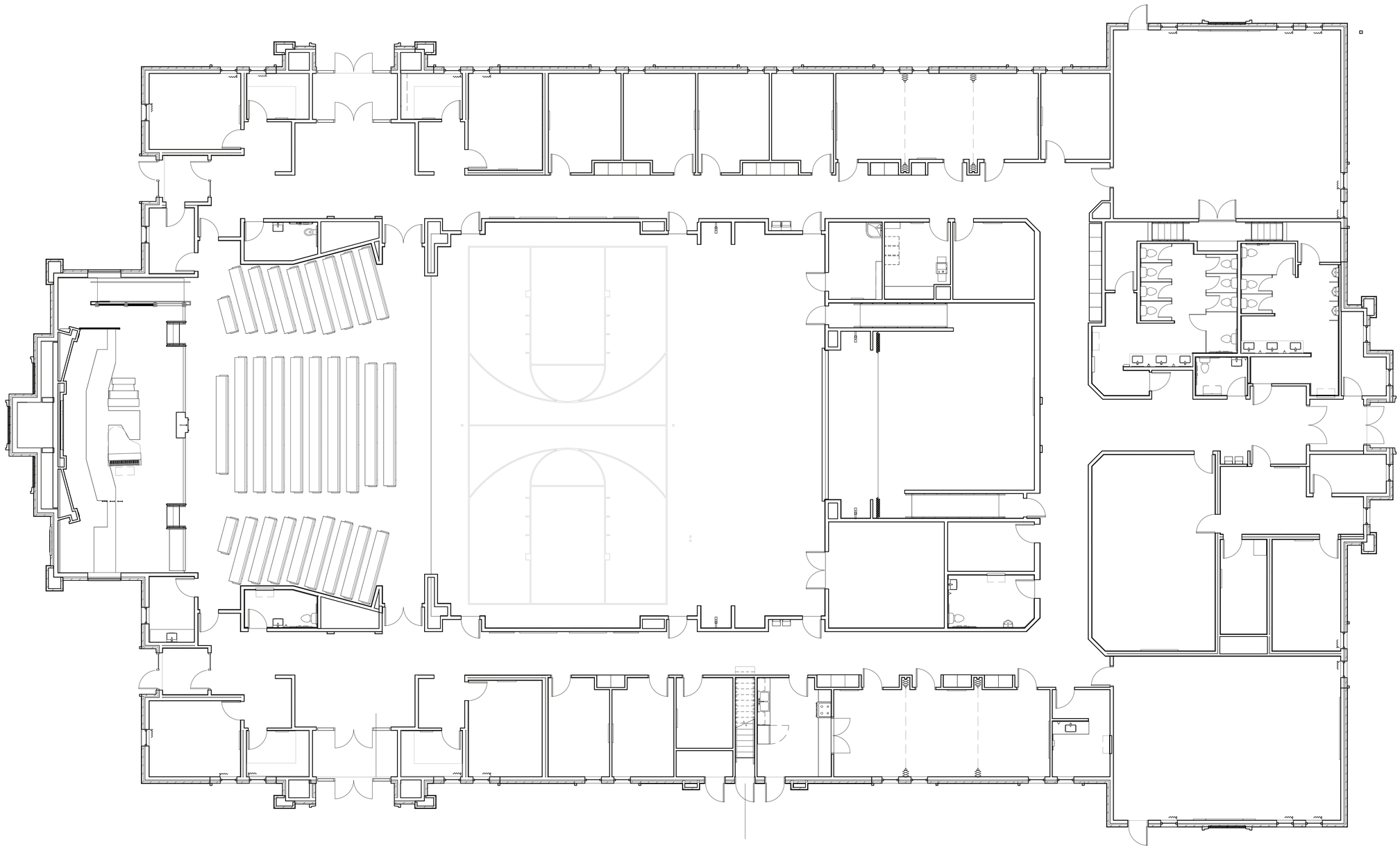
SITE PLAN

JOB NUMBER:	501-2085
OWNER:	Owner
DATE:	Issue Date

REV	DATE	DESCRIPTION

SITE PLAN

AS102



A1 PLAN - LEVEL 01

1/8" = 1'-0"

NN

10/30/2023 1:20:39 PM

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SOUTH JORDAN, UT 84009

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LEHI WILLOW PARK HER 23-2, PROPERTY #501-2085

1500 NORTH 2700 WEST LEHI, UTAH

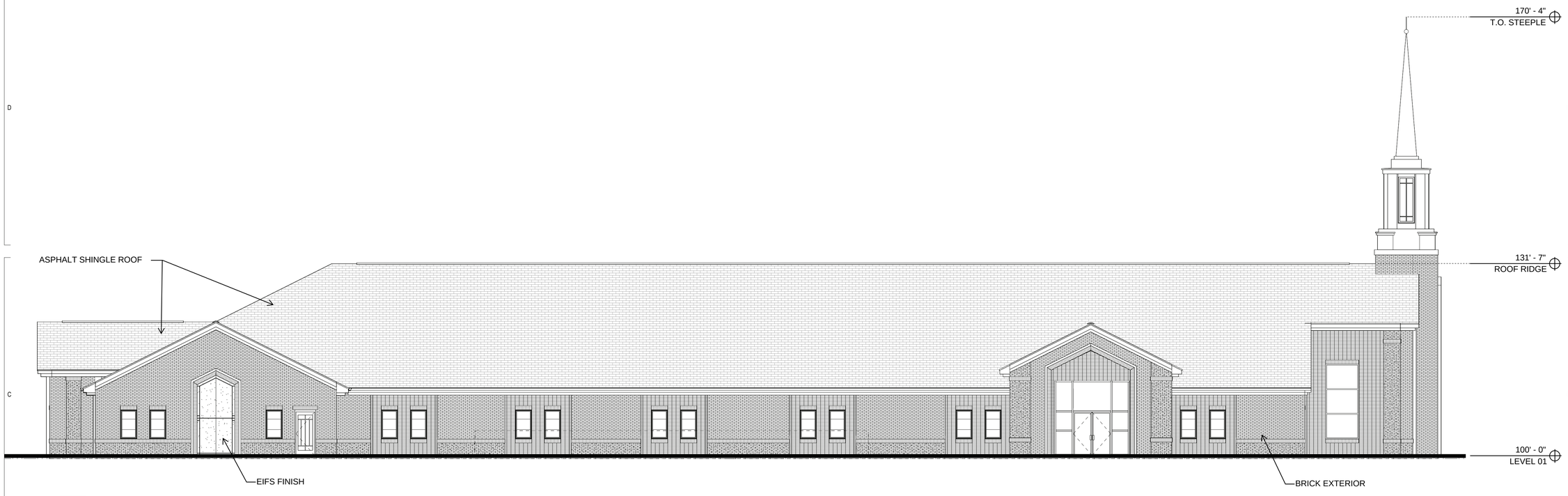
PLAN

JOB NUMBER:	501-2085
OWNER:	Owner
DATE:	Issue Date

REV	DATE	DESCRIPTION

PLAN - LEVEL 01

A110.1



B1 WEST ELEVATION

1/8" = 1'-0"



A1 SOUTH ELEVATION

1/8" = 1'-0"

10/30/2023 1:20:53 PM

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LEHI WILLOW PARK HER
PROPERTY #501-2085

1500 NORTH 2700 WEST LEHI, UTAH

ELEVATIONS

JOB NUMBER:	501-2085
OWNER:	Owner
DATE:	Issue Date

REV	DATE	DESCRIPTION

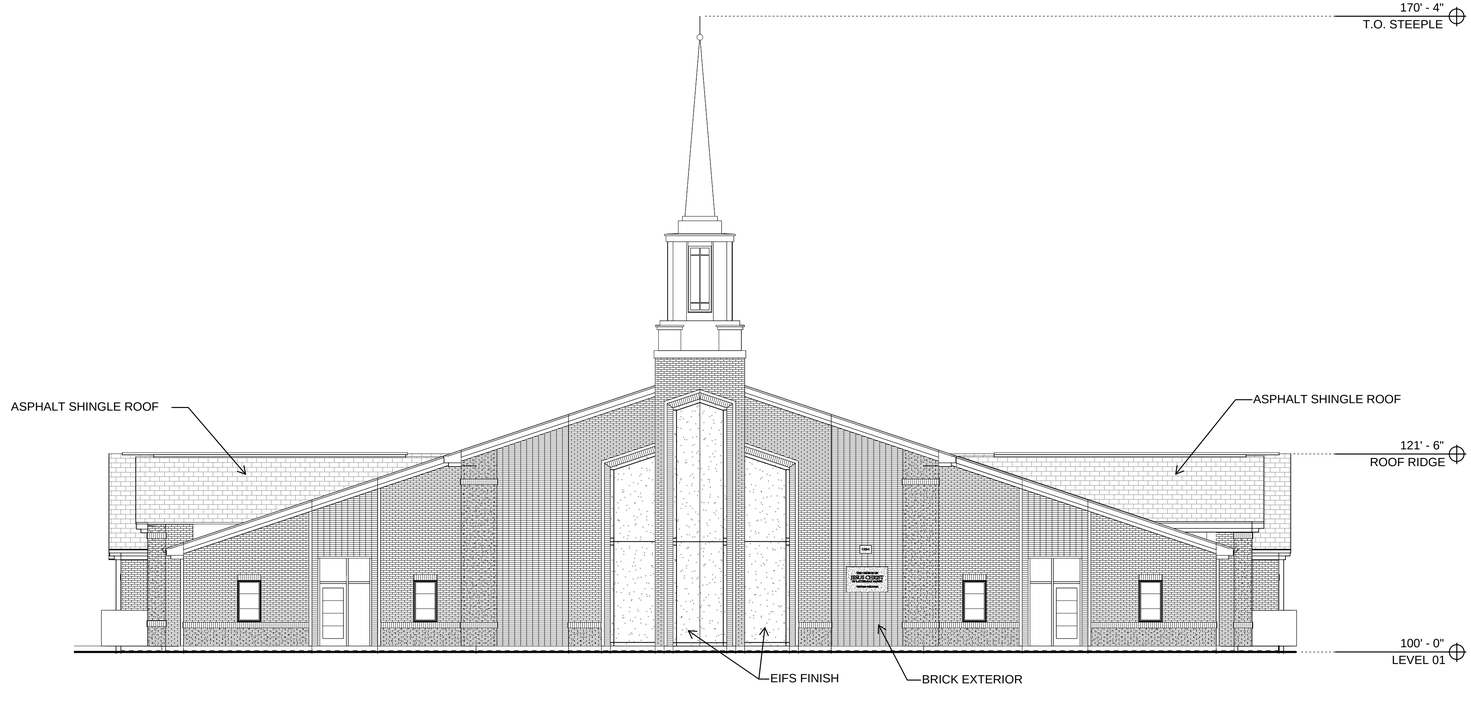
EXTERIOR ELEVATION

A201



C1 EAST ELEVATION

1/8" = 1'-0"



A2 NORTH ELEVATION

1/8" = 1'-0"

10/30/2023 1:20:56 PM

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SOUTH JORDAN, UT 84009

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(801) 417-9951

LEHI WILLOW PARK HER PROPERTY #501-2085

1500 NORTH 2700 WEST LEHI, UTAH

ELEVATIONS

JOB NUMBER:	501-2085
OWNER:	Owner
DATE:	Issue Date

REV	DATE	DESCRIPTION

EXTERIOR ELEVATION

A202

Agenda Item No: 4.1

Planning Commission Agenda Item Report

Meeting Date: January 25, 2024
Submitted By: Noreen Edwards
Submitting Department: Planning Division
Item Type: Action Item
Agenda Section: City Business

Subject:
Approval of minor amendments to the Lehi City Planning Commission Bylaws.

Suggested Action:

Attachments:

BY-LAWS2024 Draft.docx

LEHI CITY PLANNING COMMISSION

BY-LAWS FOR CONDUCTING THE BUSINESS OF THE PLANNING COMMISSION RE-ADOPTED BY THE LEHI CITY PLANNING COMMISSION JANUARY ?, 2024

PURPOSE

These policies and procedures, as amended are designed and adopted for the purpose of providing guidance and direction to the members of the Lehi City Planning Commission in the performance of their duties.

ARTICLE 1 – GENERAL PROVISIONS

The Lehi City Planning Commission, hereinafter referred to as "the Commission", shall be governed by the following statutes, ordinances and rules:

1.1 Applicable State Statutes and Local Ordinances and Rules.
To the extent that they remain in force and in effect, as they are amended, or as they are added to, the Lehi City Planning Commission and its members shall be governed by state statutes and local ordinances and policies including the following:

a. State statutes applying to public boards, members and officials.
b. State statutes governing the activities of City Planning Commissions.
c. The Development Code of Lehi City as approved by the City Council.
d. The rules and policies of the Lehi City Planning Commission as set forth herein.

1.2 Requirements of Familiarity with State Statutes and Local Ordinances and Rules Affecting the Commission.
Upon taking office, all members of the Commission shall familiarize themselves with the foregoing and, while in office, shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of Commission affairs.

1.3 Basic Principles.
a. Equality of Members. As the Commission conducts its affairs in accordance with these rules, each member has the same rights, privileges and duties as any other member.
b. Freedom of Discussion. Members have the right to be heard and to hear what others have to say about a motion before voting.
c. One Main Motion. Only one main motion may be considered at any given time.
d. Members Right to Know. Members have a right at all times to know the immediate pending motion, and have it restated prior to any vote.
e. Meeting Properly Called. The Commission may take official action only in meetings properly called and with a quorum of members present.
f. Actions must be Lawful. Actions taken by the Commission must be in accord with Lehi City, State and Federal Law.

1.4 Rules of the Commission to be Available at Lehi City.
A current copy of the rules of the Commission shall be available as a public record in the Lehi City Planning Division Office. A copy of the rules of the Commission shall be

provided to new Commission members upon appointment. Additional copies shall be provided to the Commissioners and made available to the public upon request.

1.5 Location of the Office of the Commission.
The office of the Commission shall be located in the Lehi City Planning Division Office.

ARTICLE II – MEMBERS

2.1 Appointment and Resignations.
The membership and appointment of the Commission shall be governed by the provisions of the Utah Code Section 10-9a-301and applicable ordinances of Lehi City.

Members proposing to resign shall give reasonable written notice of such intent to the City Council, Planning Commission and the Mayor of Lehi City, and make the date of resignation effective in such a manner as to allow time for appointment of replacements.

2.2 Meeting Attendance.
Each member of the Commission shall attend the sessions of the Commission unless unable to attend because of extenuating circumstances. Any member desiring to be excused shall notify the secretary. The secretary shall inform the Chair of the excused absences. Failure of any regular member of the Commission to attend three consecutive regular meetings, or three of any seven consecutive meetings, without the recorded consent of the Chair, shall be construed by the Chair as grounds for resignation from the Commission by absence. The Chair would then recommend removal of the Commissioner to the City Council.

2.3 Vacation of Office
When a member dies, resigns or fills their maximum number of terms as per Section 03.030 in the Lehi City Development Code, the Lehi Mayor will immediately notify the City Council that a vacancy exists. The Mayor, with the advice and consent of the City Council, shall then select a replacement.

ARTICLE III – CONDUCT OF COMMISSION MEMBERS

3.1 Representation of Applicants or petitioners.
No member of the Commission shall represent applicants or petitioners on matters on which the Commission is to make determinations or recommendations.

3.2 Conflict of Interest.
No member of the Commission shall participate in or discuss any case in which they have financial or personal interest (other than being a Lehi resident) in the property or action concerned, or will be directly affected by the decision of the Commission, or has or believes they have any other conflict of interest. A member who has a question as to whether a conflict of interest exists should raise the matter with the Commission members and the City Attorney in order that a determination may be made. Additionally, members of the Commission must comply with the provisions of the Municipal Officers and Employees Ethics Act – Utah Code 10-3-1301 et. seq.

3.3 Expression of Bias, Prejudice or Individual Opinion Prior to Hearing.
Commission members may seek information from other members or Lehi City Staff, but no member shall discuss any case with any other parties thereto prior to the public hearing unless a member has been assigned by the Chair to obtain specific information about the

case. No member shall express any bias, prejudice or personal opinion on judgment of the case prior to its public hearing.

ARTICLE IV – OFFICERS, COMMITTEES, STAFF, DUTIES

4.1 Regular Election of Chair, Vice Chair.

Annually, as the first item of business at the first meeting of the Commission in the month of January, the Commission shall elect a Chair and Vice Chair. If a quorum is lacking, the Commission will hold an election at the next regularly scheduled meeting at which a quorum is available. The Chair shall serve a term of one (1) year. No member shall serve as Chair for more than two (2) consecutive terms.

4.2 Succession of Vice Chair to Office of Chair.

If the Chair becomes no longer a member of the Commission, the Vice Chair shall succeed to the office for the remainder of the term. If the Vice Chair becomes no longer a member of the Commission or succeeds to the office of Chair, a special election shall be held to fill the vacancy of the Vice Chair. Said election shall occur at the next regularly scheduled meeting of the Commission at which a quorum is available.

4.3 Duties of the Chair and Vice Chair; Appointment of Temporary Chair to Preside at Meetings.

If present and able, the Chair shall preside at all meetings and hearings. If the Chair is absent or unable to preside, the Vice Chair shall preside. If both are absent or unable to preside, the members present shall elect a Temporary Chair to preside. The Temporary Chair shall abide by all rules and policies set forth herein.

The Chair shall conduct all meetings of the Commission, interface with Mayor in the conduct and affairs of the Commission, and exercise management of the affairs of the Commission consistent with these rules, Lehi City and State law. In the course of discharge of duty, the Chair shall have the right to call upon legal counsel for advice. General duties of the Chair include the following:

a. To call the Commission to order on the day and the hour scheduled and proceed with the order of business.
b. To announce the business before the Commission in the order in which it is to be acted upon.
c. To receive and submit all motions and propositions presented by the members of the Commission.
d. To put to vote all questions which are properly moved in the course of proceedings and to announce the results of motions.
e. To inform the Commission, when necessary, on any point of order or practice. Whenever the Chair rules a motion out of order, the Chair shall explain why it is so and advise the mover of corrections needed to make the motion in order.
f. To maintain order at the meetings of the Commission.
g. Recognize speakers and Commissioners prior to receiving comments and presentations.
h. To move the agenda along, hold down redundancy by limiting time allowed for comments if necessary, and set guidelines for public input. The Chair should, to the extent practical, remain impartial in permitting each party involved in an issue full opportunity to present their position. The Chair is however, a voting member.

4.4 Other Responsibilities of Chair; Delegation to Vice Chair.
The Chair may delegate duties generally to the Vice Chair, or may authorize the Vice Chair to perform specific duties during his absence or in the case of his disability to perform necessary Commission functions in a timely manner.

4.5 Assignment of Commission Members to Inspect Duties: Appointment of Committees.
The Chair may designate members of the Commission to make personal inspections when necessary for proper consideration of agenda items. The Chair may appoint standing or ad hoc committees as may be found necessary to successfully and efficiently carry out the functions of the Commission.

4.6 Appointment of Secretary: Duties.
The secretary of the Commission shall be appointed by the Mayor of Lehi City. The Secretary under the direction of the Chair shall attend to all correspondence of the Commission, send out and cause to be published all notices required, attend all meetings of the Commission and all public hearings (except when excused by the Chair with a temporary replacement arranged), compile and maintain all required records, schedules, minutes, files and indexes; and generally perform all clerical work of the Commission.

ARTICLE V – APPLICATION REQUIRED

5.1 Completed Application Required.
Where required by City Ordinance, an item may not be heard by the Commission unless a complete application is filed with the City. Determination of a complete application will be made by the Lehi City Planning Division in conformance with the Development Code of Lehi City.

ARTICLE VI – MEETINGS, HEARINGS

6.1 Regular Meetings.
Regular meetings of the Commission will be held at 7:00 p.m. on the second and fourth Thursday of each month unless otherwise determined by a majority vote of the Planning Commission and appropriate public notice is provided.

6.2 Work Sessions and Special Meetings.
Work Session meetings of the Commission will be held at 5:30 p.m. on the first Thursday of each month unless otherwise determined by a majority vote of the Planning Commission and appropriate public notice is provided. Notice of the Work Session shall be in accordance with City and State law.

Special Meetings for any purpose may be held at the call of the Chair. Notice of such meetings shall be in accordance with City and State law.

6.3 Open to Public.
All meetings of the Commission are open to the public.

6.4 Conduct During Hearings.
During all meetings and hearings, persons providing testimony shall proceed without interruption. All comments, arguments and pleadings shall be addressed to the Chair. There shall be no debate or argument between individuals. The Chair shall maintain order and

decorum, and to that end, may order removal of disorderly or disruptive persons. The Chair may determine a time limit of speakers at the beginning of any public hearing.

6.5 Rules of Order.
In accordance with these rules, the Chair shall decide all points of procedure and order, unless otherwise directed by the majority vote of the members in attendance. Where necessary in deciding points of order, the Chair may use as a reference the Robert's Rules of Order, newly revised.

6.6 Field Trips.
Field trips to view application sites shall be scheduled by the Chair during Regular Meetings or through the secretary. Commission members should establish an optimal time for site inspection through group consensus. Field trips shall be noticed in accordance with City and State law.

6.7 Recess or Adjournment.
Each regularly scheduled meeting or special meeting of the Commission shall be scheduled to end not later than 10:30 p.m. unless extended for a specific amount of time by a majority vote of the Commission pursuant to a motion for such extension. All unfinished agenda items shall be continued to the next regularly scheduled meeting of the Commission and shall be placed first on the agenda prior to adding new items. The continuation of agenda items and/or public hearings to the next regularly scheduled meeting shall not require additional public notice.

Any Regular or Special Meeting may be recessed or adjourned from day to day, or to the time of any previously announced Regular or Special Meeting, and such recess or adjournment to a certain time and place does not require additional public notice.

6.8 Cancellation.
If no business is scheduled before the Commission, or if it is apparent that a quorum of the Commission will not be available, any meeting may be canceled by the Chair by giving notice to all available members.

6.9 Quorum
A quorum of the Commission shall consist of three voting members. An affirmative vote of at least three members of the Commission shall decide all matters. The Chair shall be considered a voting member.

6.10 Tie Votes.
If a motion before the Commission receives an equal number of votes, and a subsequent motion on the matter is either not made or cannot achieve a majority vote, the matter before the Commission shall be recommended for denial on an item that receives its final decision at the City Council, and on an item that receives its final decision at the Planning Commission, the applicant may request the item be continued until a future meeting, otherwise it will also be deemed denied.

6.11 Agenda, Order of Business.
The Secretary, under the direction of the Chair, shall prepare an agenda for each Commission meeting. Order of business shall be as specified by the Commission Chair.

DRAFT

No business will be considered that is not shown on the official agenda of the meeting as legally noticed.

ARTICLE VII – HEARING PROCEDURES

7.1 Representation at Hearing.

At the hearing, the applicant should appear or be represented by authorized agents. If there is no representation, the Commission may choose to either take action or not take action on the agenda item.

7.2 Hearing Procedures.

a. The Chair shall introduce the item.
b. Staff shall give a brief presentation and explanation of relevant details related to the item.
c. The applicant or petitioner outlines the nature of the request and presents supporting evidence.
d. The Chair, or acting Chair, shall open the public hearing. The Chair, without objection by members of the Commission, may impose time limits for comment to facilitate the business of the Commission.
e. The Chair, or acting Chair, shall close the public hearing.
f. The Chair, or acting Chair, may allow the applicant or petitioner to address issues raised by the public comment.
g. The public hearing may be reopened at the discretion of the Chair.
h. The Chair, or acting Chair, shall allow members of the Commission to discuss the matter and ask questions of the applicant or petitioner.
i. The Chair may call for a motion and vote by the Commission on the application or petition. If a substantial amount of public comment was received, the Chair may consider a motion to table the item to allow Commissioners to review the public comment.

ARTICLE VIII – FINDINGS AND DECISIONS

8.1 Timing of Decisions.

With due consideration to the length of the Agenda, the nature of the case, the complexity of the evidence, and the findings required, the Commission may elect, subject to approval by the Commissioners, one of the following alternatives:

a. To proceed immediately to determination and decision upon conclusion of the hearing of the case; or
b. To defer determination and decision until a Regular or Special Meeting of the Commission as specified by the Chair.

8.2 Form and Procedure of Decisions.

All such decisions shall be made at a public meeting by motion, made and seconded, and by a voice vote.

Decisions of the Commission shall be final when the minutes of the meeting at which the decision was made are approved.

8.3 Notification.
Notice of action taken by the Commission shall be given by the Commission and/or Planning Staff to the applicant, petitioner or any party making a written request for such within ten days following the decision.

ARTICLE IX – REQUEST TO WITHDRAW, CONTINUE, OR RE-HEAR APPLICATIONS

9.1 Withdrawal.
Upon request from the applicant or authorized agent, an application or petition may be withdrawn at any time before the Commission makes a decision in the case. A request to withdraw must be made by the applicant/authorized agent before a motion for final action is presented to the Chair.

9.2 Continuance.
The Commission may defer the hearing of cases or provide for later continuance of cases on which hearings have begun. Continuances will show cause for such stated in the motion, and, unless time and place is stated in said motion, will require public re-notice.

9.3 Re-hearing.
The Commission may re-hear an application that was previously denied within three months of the decision upon written request by the applicant and a showing in the application that there is substantial new evidence that was unavailable at the time of the original hearing. The Commission shall, by vote, make a determination of whether or not to re-hear the matter. In the event a re-hearing is approved, the matter shall only be re-heard after proper notice has been given. The applicant shall pay all costs incurred in re-advertising.

ARTICLE X – AMENDING OR WAIVING BY-LAWS

10.1 Amending By-Laws.
These by-laws may be amended by a majority vote of the Commission except where such amendment would be contrary to the requirements or limitations set forth by State Law or City Ordinance. An amendment may be proposed at any meeting of the Commission. Members shall receive a copy of the proposed or amended by-laws not less than one week prior to the meeting at which said proposed changes shall be heard. Any amendments to these by-laws shall also be approved by the City Council before taking effect.

10.2 Waiving or Suspending Rules.
A rule of procedure may be suspended or waived at any meeting by a majority vote of Commission members present, unless such rule is set by State Law or City Ordinance.

10.3 Temporary Rule.
A temporary rule of procedure, in conformity with State Law and City Ordinance, may be adopted by the Commission for a meeting or agenda item following a unanimous vote of the Commission members present.

DRAFT

Agenda Item No: 4.2

Planning Commission Agenda Item Report

Meeting Date: January 25, 2024
Submitted By: Noreen Edwards
Submitting Department: Planning Division
Item Type: Discussion
Agenda Section: City Business

Subject:
Utah Open and Public Meetings Act training.

Suggested Action:

Attachments: