VINEYARD
STAY CONNECTED

MINUTES OF THE VINEYARD PLANNING COMMISSION MEETING

Vineyard Council Chambers, 125 S Main Street, Vineyard, Utah
Wednesday, November 7, 2018 at 6:02 p.m.

Present	Absent
Madam Chair Cristy Welsh	Commissioner Anthony Jenkins
Commissioner Shan Sullivan	Commissioner Jeff Knighton
Commissioner Bryce Brady	
Commissioner Tim Blackburn	
Commissioner Nate Carter	
Others Present	
Commissioner Stan Jenne	

Staff Present: Community Development Director Morgan Brim, Public Works Director/City Engineer Don Overson, City Recorder Pamela Spencer, Councilmember Tyce Flake

Others Speaking: Scott Mansfield with Starbucks

6:02 PM REGULAR SESSION

Chair Welsh called the meeting to order at 6:02 PM and led the Pledge of Allegiance.

OPEN SESSION
Chair Welsh called for public comments. Hearing none, she closed the session.

MINUTES REVIEW AND APPROVAL
There were no minutes presented for approval.

BUSINESS ITEMS:
4.1 Sign Standard Waiver Application – Starbucks
The applicant, Scott Mansfield with Starbucks, is requesting approval for a sign standard waiver. The applicant is proposing a total of three (3) wall signs on the Starbucks building located at 748 E. Mill Road within the Regional Mixed Use (RMU) district. A sign standard waiver may be approved by the Planning Commission as an alternative to the standards set forth in Chapter 15.48 Signs of the Vineyard Zoning Ordinance.

Chair Welsh turned the time over to Community Development Director Morgan Brim.

Mr. Brim introduced Scott Mansfield with Starbucks and then explained the sign waiver process and the sign code. The applicant was asking for approval to exceed the maximum allowed number of wall signs, as well as the total maximum sign area. The applicant was proposing a 3rd sign on the North (front) elevation of the building and a total sign area of 133 SF. Mr. Brim explained that the current code allowed for one sign per elevation with a maximum of two signs. It also allowed for one square foot of sign per every one linear foot of building frontage not to exceed 60 square feet or a total of 120 square feet. He said that the drive-thru and logo was being counted as one sign. He reviewed the signs listed in the application. He stated that staff was recommending approval of the waiver.

Commissioner Sullivan asked about the lighting of the signs. Mr. Brim replied that it would meet the code.

Chair Welsh stated for the record that she had met Mr. Mansfield several years ago.

Chair Welsh asked why the front of the building had to have a drive-thru sign. Mr. Mansfield stated that it was so people would know which way to go. Chair Welsh felt that they did not need that sign. She said that the people coming into the parking lot would be coming from the east and west and would already have seen the signs. Mr. Brim stated that both sides had drive-thru signs. There was a discussion about the drive-thru signs. Mr. Brim stated that this was a request to go above and beyond the signage. The consensus was that they did not need the extra drive-thru sign at the front of the building. Mr. Mansfield also felt that there was no need to have the extra drive-thru sign. Mr. Brim recommended that the commission be specific in their motion if they wanted to remove that drive-thru sign.

Commissioner Brady asked if the menu board would have a logo on it. Mr. Brim explained that the menu board and monument sign were not under consideration at this time.

Chair Welsh asked if it would be better to put the Starbucks sign on the south side of the building. There was a discussion about sign placements. Mr. Brim mentioned that the only access would be from Mill Road and the sign could be relocated in the future if necessary.

Commissioner Carter asked if the sign design was coming from Starbucks. Mr. Mansfield stated that Starbucks knew this was a conditional use and would be happy to just have their logo included. He added that there was no logo on the menu board.

Chair Welsh called for further questions. Mr. Brim recommended they open the discussion up for public comment.

Chair Welsh called for public comments. Hearing none, she closed the public comments and called for a motion.

Motion: COMMISSIONER BLACKBURN MOVED TO APPROVE THE SIGN STANDARD WAIVER FOR ONE ADDITIONAL WALL SIGN FOR THE STARBUCKS PROJECT WITH AN AMENDMENT TO DELETE THE DRIVE THRU SIGN ON THE NORTH ELEVATION. COMMISSIONER SULLIVAN SECONDED THE MOTION. CHAIR WELSH, COMMISSIONERS BLACKBURN, BRADY, CARTER, AND SULLIVAN VOTED AYE. THE MOTION CARRIED UNANIMOUSLY.

4.2 Public Hearing and Consideration of Ordinance 2018-16 - Zoning Text Amendments

The City of Vineyard is proposing text amendments to the Vineyard Zoning Ordinance including:

- **Section 15.12.050 District Use Table –** to allow home occupations within the RMU, to allow environmental remediation activities as a permitted use and clarifying occupancy of dwelling units.
- **Section 15.32.120 Exception to Maximum Height Limitations –** to remove flagpoles.
- **Section 15.34.060 Accessory Dwelling Units –** to clarify where the exterior and interior entrances must be located.
- **Section 15.38.030 Parking Requirements –** to add a maximum driveway slope, removing drive-thru standards and changing parking standards for medical offices and clinics.
- **Section 15.40.080 Design Standards and Requirements –** to refer planting installation and materials to the approved Vineyard Tree Manual and to change street tree requirements.
- **Section 15.60.020 Definitions –** clarifying one family occupancy per dwelling unit.
- **Section 2.08.5 Development Standard – Building Height –** to refer to the District Use Table for the RMU district.
- **Chapter 15.44 –** to delete in its entirety and reference Title 11 in the Municipal Code.

Chair Welsh turned the time over to Community Development Director Morgan Brim.

Mr. Brim reminded the commission that they had discussed these items in a previous meeting. He reviewed the amendments.

Section 15.12.050 District Use Table –
Residential[8] – added a clarification that: **8. A dwelling unit shall be occupied by one (1) family, as defined herein.**

Mr. Brim explained that this would limit dwelling units to one family and help with the occupancy part of code enforcement. Commissioner Carter asked if there was anything in the code that stated what a family was. Mr. Brim replied yes and read the definition of a family.

Commissioner Blackburn asked if someone renting out a portion of their home was in violation of the code. Mr. Brim replied that they had recently added Accessory Dwelling Units (ADU) to the code and explained the reason behind it. There was a discussion about ADUs. Commissioner

Blackburn asked for clarification that those who were renting out their basement should have a permit to do so. Mr. Brim replied yes.

Chair Welsh asked for clarification that four students could live together. Mr. Brim explained that they were not changing the definition of family, but stating that they were only allowing one family, according to the definition of family, per dwelling unit. There was further discussion about the family unit. There was a discussion about parking requirements for an ADU and parking enforcement.

Chair Welsh asked if the ADU had to have a kitchen to qualify and an ADU. Mr. Brim replied that they would have to meet the definition of dwelling.

Chair Welsh asked about the support staff, domestic help, etc., portion in the definition of a family. Mr. Brim replied that it was what the state qualified them as. The was further discussion about the definition.

There was a discussion about other changes that were being made because of errors made when the code was migrated to the new online software program. These items did not need approval as they were already part of the code.

Environmental remediation – permitted in the BP, RC, FOI, M, PF Zoning Districts. Mr. Brim explained that it would be a longer process for the company doing the remediation if they had to meet the state and federal code and then go through the conditional use process as well. He mentioned that US Steel would be doing a presentation next month.

Home Occupations – Mr. Brim explained that the current code did not allow for home occupations in the RMU district and they needed to change it.

Section 15.32.120 Exception to Maximum Height Limitations – flag poles.
They needed to remove the exemption for flag poles to meet the sign code.

Section 15.34.060 Accessory Dwelling Units – clarifying regulations.
Mr. Brim explained that they were changing the requirement from "must" to "shall" provide an entrance from the outside of the building for emergency services. He added that ADUs had to have an interior entrance as well. Commissioner Blackburn clarified that ADUs had to have two entrances. Mr. Brim replied yes.

Section 15.38.030 Parking Requirements –
Grade/Slope – adding an 8% maximum driveway grade/slope requirement to residential lots.

Drive-thru Standards – There were drive-thru standards in two locations so they were removing them from the parking standards.

Medical Office and Clinics – parking requirement change.
Mr. Brim explained that the city had a high requirement at one space per 150 square feet. He said that they were proposing a change to one space per 250 square feet. There was a discussion about parking spaces for business.

Commissioner Carter asked about the change on the restaurant use, in the District Use Table, from N to P^3 in the Flex Office Industry District (FOI). Mr. Brim explained that this change would allow for businesses to offer a campus café or cafeteria for their employees.

Section 15.40.080 Design Standards and Requirements
Landscaping – changes made to refer to the city's tree manual. Mr. Brim explained the process for the use of the tree manual.

Commissioner Blackburn asked if the trees would be planted in the public space or on private property. Mr. Brim replied that it was only a recommendation for the types of trees on private property and a requirement for the public rights-of-way.

Commissioner Brady asked what would happen if someone had already installed a tree that was not on the approved list. Councilmember Flake replied that they could require them to pull it out if it was in the public right-of-way. Councilmember Flake explained what was stated in the manual.

Commissioner Brady asked how long someone had to plant the required trees in the park strips. Mr. Overson replied that the standard said that they had one growing season to plant them and if they could not, then they had to bond for it. Commissioner Brady mentioned that there were no trees planted by the developer in most of The Homesteads development. There was a discussion about landscaping in the Homesteads development.

Street Frontages – Mr. Brim explained that the spacing of trees was set at 20 feet, which was too close. The recommended spacing was 40 feet, which they felt was appropriate. Chair Welsh expressed concern about the spacing of the trees in the promenade. Mr. Brim explained that the Town Center had its own tree standards. Councilmember Flake explained the landscaping in the Town Center. He felt that they would not fall within the standards of the parking strip and they could adapt the code standards. Mr. Overson felt that they should address that Town Center code now because they were getting ready to design and build Main Street and would need to address the infrastructure and decide where to plant trees. He added that the train station was also in the design phase. Chair Welsh asked if the code they were discussing tonight would affect the Town Center. Mr. Overson replied that it would have its own requirements. Mr. Brim mentioned that The Forge development had its own landscaping requirements as well.

Chair Welsh expressed concern about a limited number of trees being planted in commercial areas. There was a discussion about the spacing of trees. Chair Welsh felt that it should be more specific about the type of trees.

Mr. Brim suggested that they could approve the recommendation of the ordinance with the exception of the tree spacing and have further discussion about it at another meeting.

Chapter 15.44 Building Codes – Building Codes were now included in the Municipal Code and needed to be removed from the Zoning Code.

Section 15.60.020 Definitions –Dwelling Unit – **occupied by no more than one (1) family as defined herein**…

Section 2.08.5 Development Standard – Building Height in the Special Service Districts – RMU Special Use District – conflicting regulations. Removed height and referenced the Dimensional Standards Table.

Mr. Brim explained that the city's development code had never been repealed. (This will be included in a future code amendment.)

Mr. Brim stated that staff was recommending approval of the Zoning Code amendments.

Chair Welsh called for a motion to open the public hearing.

Motion: COMMISSIONER BLACKBURN MOVED TO OPEN THE PUBLIC HEARING AT 7:05 PM. COMMISSIONER CARTER SECONDED THE MOTION. CHAIR WELSH, COMMISSIONERS BLACKBURN, BRADY, CARTER, AND SULLIVAN VOTED AYE. THE MOTION CARRIED UNANIMOUSLY.

Chair Welsh called for public comments.

Motion: COMMISSIONER BLACKBURN MOVED TO CLOSE THE PUBLIC HEARING AT 7:06 PM. COMMISSIONER BRADY SECONDED THE MOTION. CHAIR WELSH, COMMISSIONERS BLACKBURN, BRADY, CARTER, AND SULLIVAN VOTED AYE. THE MOTION CARRIED UNANIMOUSLY.

Chair Welsh called for a motion.

Motion: COMMISSIONER SULLIVAN MOVED TO MOVE FORWARD WITH THE RECOMMENDATION ORDINANCE 2018-16 WITH THE EXCEPTION OF THE TREE SPACING, WHICH WE WILL REVISIT AT A LATER DATE. COMMISSIONER CARTER SECONDED THE MOTION. CHAIR WELSH, COMMISSIONERS BLACKBURN, BRADY, CARTER, AND SULLIVAN VOTED AYE. THE MOTION CARRIED UNANIMOUSLY.

4.3 Planning Commission Special Meeting
The Planning Commission will consider a request to schedule a Special Meeting.

Mr. Brim explained what a special meeting was. He said that they had a request by an applicant for a special meeting. He was proposing they hold it on November 12. He explained that it was for the next phase of the Mill Town development, which was 23 acres south of the Megaplex. There was a discussion about the date and time.

Chair Welsh called for a motion.

Motion: COMMISSIONER BRADY MOVED TO HOLD A SPECIAL PLANNING COMMISSION MEETING ON WEDNESDAY NOVEMBER 14, 2018 AT 5:00 IN THE COUNCIL CHAMBERS. COMMISSIONER BLACKBURN SECONDED THE MOTION. CHAIR WELSH, COMMISSIONERS BLACKBURN, BRADY, CARTER, AND SULLIVAN VOTED AYE. THE MOTION CARRIED UNANIMOUSLY.

4.4 Chair and Vice Chair Appointment
The Planning Commission will appoint a chair and vice chair.

Chair Welsh suggested that this item be postponed to another meeting. The Commissioners present agreed. There was a discussion about the process.

COMMISSION MEMBERS' REPORTS AND EX PARTE DISCUSSION DISCLOSURE

There were no reports given.

STAFF REPORTS

Community Development Director Morgan Brim – Mr. Brim reported that Maverik had submitted an application for a conditional use permit for the southern portion of their property to accommodate trucks and campers. He reported that The Vineyard Shores site plan would be presented in December or January. There was a discussion about the name of The Shores. Mr. Brim reported that the Mill Town development would have nine buildings included with their site plan and conditional use permit. He mentioned that they had changed the name from "Mill Town" to "The Yard."

Public Works Director/City Engineer Mr. Overson – Mr. Overson reported that there was a delay with the bidding of the Center Street overpass. He explained that Union Pacific had laid off several employees and the project manager working on the overpass permit was one that was let go. He said that staff was hopeful that they would be assigned a new project manager soon. Chair Welsh asked about the timeline on the overpass. Mr. Overson explained that he wanted the bid process reinstated by December so they could do the winter work and stay on the original timeline. Mr. Overson reported that they had the third stakeholder meeting for the Town Center train station and that they were moving forward with options for the site plan. There was a discussion about landscaping on Main Street. Mr. Overson hoped that the train station design would be approved by April to start construction on the platform and parking. He reported that they were hoping to bid the extension of Main Street at the same time. He said that they hoped to have the construction of the overpass, the train station and Main Street all done a year from April 2019.

Commissioner Blackburn asked if there would be a problem with the restaurants in front of the Megaplex staying open during construction of the new buildings. Mr. Overson replied that most of the construction would be done from the back and hoped to have the road widened when they did the reconstruction. There was a discussion about the traffic pattern near the Megaplex and other developments.

Commissioner Brady asked about the budget to delineate the wetlands near the City offices and the timeline for that project. Mr. Overson replied that they would have the bid in in February and delineation would be done in April. They would then verify plant life in the fall. The discussion about wetlands continued.

There was a discussion about the 3- and 6-acre parks in the Waters Edge development. Mr. Overson thought that they would prep the land now for planting in the spring. The discussion continued.

Commissioner Blackburn asked about the installation of the sign by the Maverik introducing people to Vineyard. Mr. Brim replied that the Maverik had agreed to include it with their conditional use permit.

ADJOURNMENT

Chair Welsh called for a motion to adjourn the meeting.

Motion: COMMISSIONER BRADY MOVED TO ADJOURN THE MEETING AT 7:29 PM. COMMISSIONER CARTER SECONDED THE MOTION. CHAIR WELSH, COMMISSIONERS BLACKBURN, BRADY, CARTER, AND SULLIVAN VOTED AYE. THE MOTION CARRIED UNANIMOUSLY.

The next regularly scheduled meeting is December 5, 2018. A special meeting may be scheduled at a non-regularly scheduled time and date.

MINUTES APPROVED ON: February 6, 2019

CERTIFIED CORRECT BY: /s/ Pamela Spencer
PAMELA SPENCER, CITY RECORDER