



Sunset City Corporation

200 West 1300 North • Sunset City, Utah 84015 • 801-825-1628

PLANNING COMMISSION AGENDA

PUBLIC NOTICE IS HEREBY GIVEN that the Sunset City Planning Commission will hold a meeting on October 12, 2023 at Sunset City Hall, 200 W. 1300 N. Sunset, Utah. Said meeting will begin promptly at 6:30 p.m. If you have information or items for the Boards consideration, it is necessary that the information is furnished at least 10 days prior to the scheduled meeting to give the needed time to study your request. The agenda shall be as follows:

- A. CALL TO ORDER
- B. WELCOME.
- C. APPROVAL OF MINUTES: April 13, 2023
 July 20, 2023
 August 10, 2023
 August 24, 2023

REGULAR MEETING

- 1. Discuss Preliminary Proposed Plans for Strong Project *REVIEW ONLY*

WORK SESSION

- 1. Form Base Code

REGULAR MEETING

- 2. General Information

In compliance with the American with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Nicole at the Sunset City Office 801-614-9102 at least three days prior to the meeting.

Notice of time, place and agenda of this meeting was faxed to the newspaper, delivered to each Commission Member, and posted on the bulletin board at the City Offices.

Posted and faxed or e-mailed to local newspapers – October 6, 2023

Nicole Supp, City Recorder

SUNSET CITY CORPORATION
PLANNING COMMISSION MINUTES
Date April 13, 2023
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Minutes of a Planning Commission work meeting held April 13, 2023 at Sunset City Hall, 200 West 1300 North, Sunset, Utah. Chair Penman presiding.

Planning Commission Members Present:

Laura Penman
Scott Stevenson
Judy Justice
Mike Rigley

Employees and Officials Present:

Linda Youngdell
Nancy Smalling
Jana Danzer

Excused:

Jason Gabbert
Brian Parker
Chad Bangerter

Others:

Joseph Cook
Henry DaVerona
Mark Morris

WELCOME: Chair Penman called the meeting to order at 6:30 p.m. She made Commissioner Justice a voting member for the meeting.

APPROVAL OF MINUTES: Chair Penman informed the Commissioners she had a few minor typing errors she would like corrected, a missing motion and removing alternate on page two.

Commissioner Stevenson made a motion to approve the minutes of March 9, 2023, with the adjustments completed. Commissioner Rigley seconded the motion. The motion passed unanimously.

REGULAR MEETING

Chair Penman invited Joseph Cook to speak in regards to the Ascend Land Development project. He informed the Commissioners he received the review back from UDOT. They explained standard City roads are typically 600 feet apart, 1675 and 1600 North by his development are 350 feet apart so having a access off of Main Street wasn't possible. UDOT suggested having access off of 1675 North. Mr. Cook is proposing flipping the building and parking lot. The building would be flipped to the North side and having a gate for access for Fire response. R930-6 is the standard UDOT provided Mr. Cook where if he cannot meet the standard you have to use an alternate street instead. Chair Penman asked for clarification in regards to driving under both buildings. Mr. Cook replied yes and confirmed they are meeting the parking requirements with 4 shared parking spots with the commercial. Chair Penman was concerned the residents would need to go all the way around the

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block to get home because of the new proposed one way street. She will need clarification from Director Monroe. Chair Penman questioned the shared parking and it was discussed on why there are 4 shared spots. Commissioner Stevenson expressed the development is meeting the requirements, our expectations are met and as long as the City codes are followed we are good.

Commissioner Stevenson made a motion to recommend to City Council the Ascend Project with the changes. Commissioner Rigley seconded the motion. The motion passed unanimously.

Mark Morris from Voda introduced himself for the Form Based Code kickoff meeting. He does land planning through WFRM. He showed the Commission a slide show introducing Form Base Code, how it works, the intent of the project and how he will work towards helping the City create a code for what is required in our City. This code is targeted around certain zones and not meant for most residential areas. He explained the work he has done along the Wasatch Front for the past thirteen years. He is hoping this project will help eliminate grey areas in the Code. FBC it is more of form and style, the form is more important to help codify community goals.

General Information: Commissioner Stevenson asked Treasurer/Office Manager Youngdell to explain the required training hours for Planning Commission members. Treasurer/Office Manager Youngdell advised she reached out to the Utah Leagues of Cities and Towns and was told the Planning Commission is required to have four hours of training per year. If the online trainings give you certificates she asked you print them out so the City can maintain those records. Chair Penman suggested they do some training in their meetings together. All Commissioners agreed they liked the idea of doing training during meetings.

Chair Penman informed Commissioners the Planning Commission is still well within budget. Treasurer/Office Manager Youngdell stated if they need any changes to get with Recorder Supp since it is budget time.

Commissioner Justice asked if any of the other Commissioners were able to go to some of the meetings with Voda. She replied yes. Treasurer/Office Manager Youngdell reminded them only two Commissioners could be present because they cannot form a quorum.

Treasurer/Office Manager Youngdell suggested Chair Penman restructure the Commission to see if it would be a good idea if they restructure and make the current alternate a regular Commissioner and one of the regular Commissioners an alternate.

Treasurer/Office Manager Youngdell informed the Planning Commission Fun Days is right around the corner and she said she has notified the Council the Planning Commission is interested in helping with Fun Days. She said Council Member Rigley and Director Monroe would be the people to contact to volunteer.

Council Member Smalling thanked the Planning Commission for their willingness to serve.

Motion: Commissioner Stevenson made a motion to adjourn. Commissioner Justice seconded the motion. The motion passed unanimously. The meeting adjourned at 8:00pm.

Laura Penman, Chair

Jana Danzer, Planning Commission Secretary

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Date July 20, 2023
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Minutes of a Planning Commission work meeting held July 20, 2023 at Sunset City Hall, 200 West 1300 North, Sunset, Utah. Chair Penman presiding.

Planning Commission Members Present:

Laura Penman
Scott Stevenson
Judy Justice
Mike Rigley

Employees and Officials Present:

Nicole Supp
Nancy Smalling

Excused:

Jana Danzer
Chad Bangerter

Absent:

Jason Gabbart

WELCOME: Chair Penman called the meeting to order at 6:37 p.m.

Form Base Code Discussion

1. Business doing Business with others in motor vehicles

Planning commissioners discussed doing business with others selling goods on the side of the road they discussed what an itinerant merchant was and if those businesses would need a business license. Commissioner Stevenson stated the City shall not issue business licenses to Itinerant merchants. Commissioner Stevenson indicated as long as the merchants do not state the buyer has to stay in the car then it should be fine. Commissioner Justice asked some questions regarding the policy and about private property. She asked in regards to how it states: "It must be located on private property and only secondary use to primary use" Chair Penman confirmed they had to have an actual restaurant prior to the food truck and Recorder Supp stated or a primary address. Commissioner Stevenson said the City does not want a drive through food stand; as long as the merchant is not stating the buyer has to stay in the car that is how he would approach the situation. Commissioner Justice expressed the policy also says that it's not on public property and was curious about the farmer's market. Recorder Supp informed the Commission the Farmers' Market has a license/contract for the use of the park; the contract protects the City if anything is damaged. Commissioner Justice asked how Sunset was going to proceed with exceptions going forward. Commissioner Stevenson stated that would be taken care of by Administration and Council. Commissioner Stevenson stated in the form base code it is the vision and hope that we give the large scope idea and that individuals can plug in and work with it. Commissioner Justice asked if we had to include that in the form base code or if we should not address it, Commissioner Stevenson confirmed he didn't believe we needed to address it. Commissioner

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Justice recommended making a note regarding this and how we are going to address stuff like this going forward.

Chair Penman brought up taco carts/food carts and how they are located just off the sidewalk and if someone stopped transaction wise it could endanger others and they don't want that.

2. Automotive supply no service

Commissioner Justice asked if anything came from the automotive supply no service. Penman confirmed she had not heard anything back yet; however, she had a meeting with Voda on Monday and could ask for clarification. Commissioner Justice said there are two automotive shops right next to one another. Commissioner Stevenson said he had been thinking about it and was curious how to handle it when the sites sale. He thought as long as the use states automotive to automotive he doesn't see any issues with it. He said until they change the building form he thinks it needs to stay the way it is. He said it was questioned on "When does form base code kick in?" He questioned would it be "when the owner no longer wants that building or structure or is it when the ownership changes?" He stated even if form base code is in place and Charlie's sales tomorrow to someone who still wants to be an auto shop, he doesn't have an issue with it.

3. Home Based Occupation

Commissioner Justice was curious if everyone has a business license? Commissioner Stevenson answered no and then Chair Penman stated not everyone in the City needs to have one. She said that #E states "it shall not occupy more than 25% of main floor or any purchased portion of garage or outbuilding" She stated that anyone who has a home business has personal items in areas such as garage or shed and was curious if that was going to be a problem? Recorder Supp stated that if they are going to be generating traffic then yes, they will need to have one. Chair Penman stated that it specifically states "If people are coming to the house then you need to have a license. Recorder Supp confirmed that if you are doing a business online with no one coming to your home then you would not need a license. Recorder Supp stated that its hard for the City to track home occupations. Recorder Supp and Commissioner Stevenson stated that they need the people to do their due diligence and be honest about it. Commissioner Justice stated that is 25% of the main floor and questioned on what if they had the business in the basement? Recorder Supp stated she had a business license come in to build a shed to conduct business in the shed so it did not clutter their home. Commissioner Stevenson said the way he sees it, is that they cannot occupy 25% of the main floor but it would be okay in the basement and in the garage as long as it doesn't occupy 25% of the area. Commissioner Justice asked if we wanted to keep the 25% in there since she believes people are breaking the rules and if we tried to enforce it, it would cause issues. Commissioner Stevenson suggested it say "Cannot occupy more than 25% of the main floor or of the dwelling." They discussed the homes of Sunset and how many of them have basements or not. Commissioner Stevenson recommended we reach out and see if they change the verbiage to just remove the percentage.

4. Auto Related uses

Commissioner Justice questioned if we have auto related uses because we have auto sales and asked to confirm. Commissioner Stevenson stated that the question is if we see that viable in a form base code setting?

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Commissioner Justice asked if the past is the past and if anyone is doing anything outside of the new rules if they are going to get in trouble? Commissioner Stevenson stated he does not see it that way and he sees if we purchase plots x,y,z and they have this on them we want to make it form base code. Commissioner Stevenson said if we envisioned a shop where they need extra parking for those cars, would it fit on a first floor of multi-story building, Commissioners agreed they didn't believe it did. Commissioner Justice questioned if every structure going in now has to be multi use, Commissioner Stevenson confirmed it did. Commissioner Justice questioned how it would work going forward because Sunset is outlawing them. Commissioner Stevenson stated he would rather see open spaces rather than parking lot. Commissioners agreed. Commissioner Justice expressed a concern about us not getting business tax. Commissioner Stevenson stated that it would be more valuable to not have auto. Commissioner Rigley stated location drives up value. Commissioner Stevenson confirmed no commercial in the future plan and stated it might be something to come back to in the future that are not going to be allowed in form base code. Commissioner Stevenson said we are not planning for the next year we are planning for future years. Commissioner Justice stated concern for getting businesses in for tax base. Commissioner Stevenson said that with the multi buildings being both commercial and residential there is tax being generated on those first-floor buildings.

5. Street Types

Chair Penman asked if we are good with street types and if we are good with uses. Chair Penman stated that on Tuesday she was going to direct all questions, emails and special circumstances to Mark Morris with Voda.

Commissioner Justice stated that there was typo on #C and #B as it states "Man" and not "May".

Commissioner Rigley stated he missed the meeting, but wanted to contribute. He stated on neighborhood street requirements it states "No on street parking" He wanted to argue in favor of on street parking. He stated it slows cars down and it's a safety measure for pedestrians. He thinks its fine for neighborhood street requirements.

Commissioner Stevenson stated he wanted to talk about the map first. Commissioner Rigley stated it's the green ones and he would like to extend the green lines to 250 W on the north end and may include 250 W in the map for the neighborhood on street parking, he stated if we are looking for future development connecting it all that way would make sense in regards to connecting to 250 W and back up 2300 N into one loop on the zoning map. Considering changing and making the road from the Jr High on 75 W to 1800 N. Chair Penman thought of asking the School District their thoughts on circulation and put a possible exit through the park on 1800 N as well as connect to 1675 N, 1600 N, 1575 N down to 75 W which connects to 250 W as a neighborhood street. Commissioners went back and forth regarding roads, the school roads a lot of questions and concerns they have that they need answered. Commissioner Rigley said it would be nice to finish 1300 N to Railroad tracks & 2300 N to Railroad tracks. Commissioners discussed medians and cross walks for kids as they want more visual for the road ways. Chair Penman brought up the new median that was just put in Clinton and how that could be an option. Chair Penman stated that there is no coverage if something happens while teachers are crossing children, it's full liability to the teacher. Commissioner Stevenson stated that is why the crossing lights installed are a very crucial because they are helpful. Commissioner Rigley said there is no data that suggests trees are bad for traffic. Chair Penman stated there are corner lots that have trees and

bushes that are not taken care of and that can cause traffic issues, along with who is going to pay for upkeep? Is that going to be a requirement for Director Monroe who already has a lot on his plate? Commissioner Stevenson stated that it would fall on the City and when he worked with UDOT it is up to the City for maintenance. Commissioner Stevenson said when planted it would need to be restricted growth but they would still need to be maintained. Chair Penman asked for final thoughts. Commissioner Stevenson stated that he thinks they are at a good place and he would like a discussion with Mark about how he modified the report. He would like to know why he did what he did on the cross streets for good insight. Chair Penman stated her final thoughts on trees and Commissioner Rigley stated we needed to figure out how to get as many as we can. Commissioner Stevenson recommended to keep them to the shoulders as they cause more headache than they provide. Commissioner Rigley stated on the side they provide other benefits like storm water. Commissioner Rigley stated that with urban heat and future of increasing global temperatures it makes sense to have as many trees in the City as we can. Commissioner Stevenson Agreed. Chair Penman stated there were tons of trees planted near the freeway to help with standard and they died. Commissioner Rigley stated that it could have been because of poor research and the right tree in the wrong place. Trees ended up being removed. She still has the question on upkeep of the trees, caring for trees and replacement. Commissioner Justice agreed but stated she is in favor of trees. Commissioner Rigley stated he agreed he doesn't think Sunset couldn't afford to not accommodate them. Commissioner Stevenson stated how are we going to pay for it? Some people will want to pay for it and others will not and at what point would we be able to justify an tax increase. Commissioner Rigley recommended other options like direct grants. Commissioner Stevenson stated that would work but we have to think about long term and how that would work long term? Chair Penman stated maintenance of the trees would get passed on to the residents and are we willing to do that? Chair Penman stated that a tax increase is painful for residents. Commissioner Rigley stated he would like to do research to see how other cities who have that, how they are affording it. Council Member Smalling brought up Flip your Strip and how it might be an issue in regards to that. Recorder Supp asked if any one knows how much it costs to maintain street trees and then stated there is a beautification budget that might help. Commissioner Rigley stated that he would like to look at that because he has heard that our City is not the best-looking City and he would like to change that. Commissioner Stevenson stated we have to start somewhere and maybe say "We like to see a tree every thousand feet". Commissioner Stevenson let's not x it out but make sure it's a reasonable request for residents and property owners. It also needs to be on board with the City Council as it will need to be accounted for in the budget. ChairPenman asked who wants dibs on Building types- follow up- Open space landscape intro in the next form base code meeting. Commissioner Rigley agreed to go.

Council Member Smalling thanked the Planning Commission for their willingness to serve.

Motion: Commissioner Stevenson made a motion to adjourn. Commissioner Justice seconded the motion. The motion passed unanimously. The meeting adjourned at 8:23pm.

**Sunset City Corporation
Planning Commission Minutes
August 10, 2023
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Minutes of a Planning Commission regular meeting held August 10, 2023 at Sunset City Hall, 200 West 1300 North, Sunset, Utah. Chair Penman presiding.

Chair Penman called the meeting to order at 6:36 p.m. welcoming everyone in attendance.

Planning Commission Members Present:

Laura Penman	Chair
Judy Justice	Planning Commissioner
Mike Rigley	Planning Commissioner
Scott Stevenson	Planning Commissioner (Arrived at 6:54 pm)

Employees and Officials Present:

Linda Youngdell	Treasurer/Office Manager
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Excused:

Jason Gabbert	Planning Commissioner
Jana Danzer	Planning Commission Secretary
Chad Bangerter	Council Member

Others:

Mark Morris	Voda
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Approval of Minutes: Commissioner Justice made a motion to approve the minutes of May 18, 2023 and June 8, 2023 as amended. Commissioner Rigley seconded the motion. The motion passed unanimously.

MOTION: Commissioner Justice made a motion to go into a work meeting. Commissioner Rigley seconded the motion. The motion passed unanimously.

WORK MEETING

1. Discuss Form Base Code (Planning and Uses):

Planning

Mark Morris introduced himself and explained he is working on the Form Base Code. Mr. Morris addressed the Structure chapter, starting with the Table of Contents. They are split up by categories; form is about the location on the site - not the style. Millcreek City has Form Based Code and a checklist for staff that works very well. This check list has room for comments for developers and staff to address certain items. Developers like the predictability of the Form Base Code process. Millcreek has had 12 developments go through since the Form Base Code was introduced. Adjustments can be made if everything isn't working or if a couple of things are going to be a problem. The corner lot on 2300 and Main Street could be used as an example of prototype. Primary would be main for a corner property. Chair Penman questioned the prototype if the check list defined it. Mr. Morris showed map of the City with color coded areas showing the form districts.

Use

The Use table has been amended based on discussions during Planning Commission meetings, the U means upper floors only. Commissioner Justice questioned #17, craftsman industrial; examples were suggested by Commissioner Stevenson. Mr. Morris stated Sunset is in a transition point not pushing out lasting but new/different. Commissioner Stevenson asked if conditional use properties will be dealt with because the condition goes with the property. Mr. Morris explained trigger issues if you enlarge a business, it could not be done - every city will have different triggers. Parking requirements are very specific, and can be adjusted at a later time. Parking requirements will be discussed as the process proceeds. Drive-through's have been issues in some areas possibly not an issue in Sunset, they can be controlled by area. The Commission discussed fewer driveways in more pedestrian areas due to safety. They debated to change where Smiths is to Neighborhood District instead of Town Center zone because they could compete against each other and Sunset isn't big enough for two Town Center zones.

Street Types

Commissioner Stevenson doesn't feel that streets not going up to Main Street will have edge pieces but doesn't feel there is a need. Mr. Morris shared street guides need to be in place because of the requirements of sidewalks, etc. Commissioner Justice feels creates a hodge-podge, over time as streets get redone like 1300 N and 1800 N. Chair Penman had questions in regards to the landscape rules. She would like to see a defined list of trees and unacceptable trees and that they will be provided property owner maintenance. Commissioner Stevenson also feels the landscaping needs to be clarified; the City shouldn't need to be responsible for all trees. Chair Penman questioned Uses #E - Home Occupations, clarify the purpose of stating the percentage allowed for the main dwelling. The Planning Commission scheduled a work session for next week August 17, 2023 to go over Building Types, Landscaping and Open Space.

MOTION: Commissioner Stevenson made a motion to go into regular meeting for the remainder of the meeting. Commissioner Justice seconded the motion. The motion passed unanimously.

REGULAR MEETING

2. General Information

Commissioner Rigley informed the Commissioners the Mental Health Fair is August 26, 2023. Commissioner Stevenson agreed to attend the WFRC meeting on August 22, 2023 via Zoom Meeting. Chair Penman shared she would like to send Commissioner Parker a gift to show the Commissions appreciation for his time spent volunteering. Commissioner Stevenson was concerned for other past Commissioners not recognized with a card gift card. He requested it be put in the by-laws. Treasurer/Office Manager Linda Youngdell reminded Commissioners to do their yearly training.

Meeting adjourned at 8:40pm

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Minutes of a Planning Commission work meeting held August 24, 2023 at Sunset City Hall, 200 West 1300 North, Sunset, Utah; Chair Penman presiding.

Planning Commission Members Present:

Laura Penman	Chair
Judy Justice	Commissioner
Scott Stevenson	Commissioner

Employees and Officials Present:

Nicole Supp	City Recorder
Kimber Roth	Interim Treasurer

Excused:

Jason Gabbert	Commissioner
Mike Rigley	Commissioner
Jana Danzer	Secretary

Chair Penman called the work meeting to order at 6:30 p.m.

Motion: Commissioner Stevenson made a motion to go into a closed meeting. Commissioner Justice seconded the motion. The motion passed unanimously.

- 1. Form Base Code (Planning and uses):** Chair Penman informed the Commissioners she attended a meeting earlier this week where the parking section of the form base code was discussed. If they do not get to the parking section tonight, they will address it at another meeting. Mark Morris from VODA, would like the Planning Commission to address the building type, landscaping and open spaces tonight and Chair Penman will email Mark with updates after tonight's meeting.

Chair Penman began by discussing the open space section of the code. She asked if any of the Commissioners had any questions or concerns regarding the percentage, pocket park and pedestrian space zone within there is a TC zone which is a pedestrian space. Chair Penman explained that a café or something with outdoor seating wouldn't want that space to directly abut the street. Commissioner Stevenson stated that a pocket park is a narrow area not to be allowed in areas that are a complete block. Basically, it is a stop between the building and the sidewalk. Commissioner Stevenson stated that the large park in the residential transition does not make sense; these parks are to be able to be used all days of the week and times of the day and are a minimum dimension is 80-foot. These parks allow sports parks, pickle ball courts etc. Commissioner Stevenson feels it is too much space and what do they really want a pocket park to look like, it could be wording changed to size appropriate. Commissioner Justice agreed because no one wants a softball or basketball game going on when residents are trying to sleep due to noise and lights. Commissioner Stevenson also feels that if this zone expands further into the city that this be revised. Chair Penman questioned then why they would allow a larger park. It was decided to discuss this with Mark from VODA for his

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comments and move towards making it not permitted in the RT zone. Commissioner Justice asked about green space. Commissioner Stevenson not in the RT zone. If they were to take larger areas within the city, then yes it could be allowed. Commissioner Stevenson leans towards the future with possible development and possible expansion of the zone. There could be a gym or basketball court inside and possibly outside. A pocket park which is a very narrow park and would fit this zone best. Chair Penman made some notes for Mark and understands the comments that were made Commissioner Stevenson reviewed softball, basketball, and pickle ball and where they would be allowed. It was decided that with the smaller area they are working with this not be permitted, but if the zone is expanded, it would be a possibility.

Chair Penman moved onto Landscaping explaining that the numberings are off, but this will be fixed. Commissioner Penman stated that Commissioner Rigley would like the definition changed to drought tolerant Utah native plants. This would be used in water-wise terms or xeriscaping terms. Commissioner Stenson feels that using waterwise landscaping is appropriate. Possibly add drought tolerant Utah native plants should be considered instead so it doesn't box the city in as much. This chapter does not define shrubs, plants, only grass. The code does state which trees can be planted. Commissioner Justice questioned if this applies to the actual homeowners Commissioner Stevenson responded no it is only if they are within the zone being discussed. Commissioner Justice stated that there are ground cover plants that are not great to plant either. Commissioner Stevenson suggested maybe adding types of ground cover that could be planted and asked Chair Penman to take these concerns back to Mark and work with him on defining the plants to address different heights of plants to be planted. Possibly just add no one category of plant can be no more than 25% or one type of plant to include differentiating different textures, heights and coloring. Chair Penman stated that another thing that has been discussed are green walls. Green walls are vines that will climb up a fence or a structure to create privacy. Chair Penman stated that they have had a developer come in before that wanted to do that to get the landscaping minimum. Chair Penman reminded everyone that they also need to take into consideration the percentages of ground water and if the landscaping is going up instead of out, they are defeating the purpose. Mark was able to get a copy of Millcreek's check list that he is adapting to work for Sunset. When a developer comes into the administration office, they would only need to find out where the developer wants to develop, and they could be given a step list that would need to be completed before they could go before the Planning Commission. There was more discussion about the plants that would be approved. Commissioner Stevenson feels that the market will drive what people plant and the terminology of water-wise plants. Commissioner Stevenson said possibly it could read of the 50%, it can not be one single plant and then they would need to figure out how to corral succulents. The language could read planted vegetation would include a combination of more than one of the allowed types of any and to consider a combination of plant heights and color assortments in your selection.

Recorder Supp informed the Commissioners that after the first of September, Treasurer Youngdell will not be here any longer, but she had informed her that the Planning Commission wanted to have a work meeting every month in order to make sure this gets

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finished in time. The Commissioner informed her that they had set dates for work meetings but did not set one for October because they were waiting to see if they needed to hold a work meeting that month.

The Commissioners made the decision to not review the building types tonight since they have not had the time to review the building types because they just received them today. The Commissioners moved onto the parking section of the form-based code. Commissioner Stevenson feels that the numbers set for the parking, it is like what they currently have. Chair Penman informed Mark that if they are putting in the parking numbers as maximum numbers and Sunset already has these numbers as minimums and they are already fighting to get the minimums, she is not okay with those being the maximum numbers. Chair Stevenson agrees, but at what time do the parking lots get larger than the building space. If you look at Falcon Ridge, the parking lot is almost as large as the footprint of the building, and they have minimum parking under the building. Chair Penman stated she was told that lenders will put minimums in their requirements. Commissioner Stevenson feels that as the density increases, more people will use the bus system and not vehicles. Commissioner Justice was talking to a friend of hers in California and was informed that if a high-rise building is within a certain distance of the metro system, there is no minimum parking, and this has been an epic failure in Los Angeles and parking has become a more miserable situation because no one has a place to park where they live. Chair Penman understands that they would like people to rely more on public transportation but doesn't feel right trying to force people to do it. Commissioner Stevenson commented that in Los Angeles's situation they don't have space for parking so this is how they get around it. Commissioner Stevenson would be fine with removing the maximums and just say what it is. Mark did suggest that the city could have a minimum and a maximum and that he was going to review parking requirements of surrounding cities and bring that back to the Planning Commission. Commercial patrons can use the car park at the back of the building when the commercial spaces are located at the front of the building. She is opposed to the minimums being the maximums. Commissioner Stevenson stated that at what point does the city require a parking structure when the footprint for the parking is larger than the footprint for the structure. Chair Penman stated that in the uses chapter, they have permitted structures in the permitted zones. Commissioner Justice commented that the police don't like vehicles to park on the street due to safety concerns and that the city has an ordinance about on street parking. Chair Penman stated that the permutable surfaces were discussed and what would be allowed. Vehicles can leak oil and if not parked on hard surfaces, the oil will leak into the ground and go into the ground water. Commissioner Stevenson explained that the ground water has to go into a pond or retention area and not allowed to soak into the ground which causes contamination.

Motion: Commissioner Stevenson made a motion to go back to the regular meeting. Commissioner Justice seconded the motion. The motion passed unanimously.

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Motion: Commissioner Justice made a motion to adjourn the meeting. Commissioner Stevenson seconded the motion. The motion passed unanimously.

The meeting was adjourned at 7:40 p.m.

These minutes have been read and approved at the Planning Commission meeting held October 12, 2023.

Laura Penman, Chair

Nicole Supp, City Recorder



Nicole Supp <nsupp@sunset-ut.com>

Moratorium

Dustin Ericson <DEricson@dainesjenkins.com>

Thu, Sep 28, 2023 at 4:06 PM

To: Nicole Supp <nsupp@sunset-ut.com>

Our people can review everything. We simply cannot approve, so if a developer wants to submit plans for review, they can do so, but our engineer and public works cannot approve anything during the moratorium.

Hopefully, that answers your question, but if not, please feel free to let me know.

Thanks Nicole!

Dustin D. Ericson

Daines & Jenkins, LLP

108 North Main Street

Logan, Utah 84321

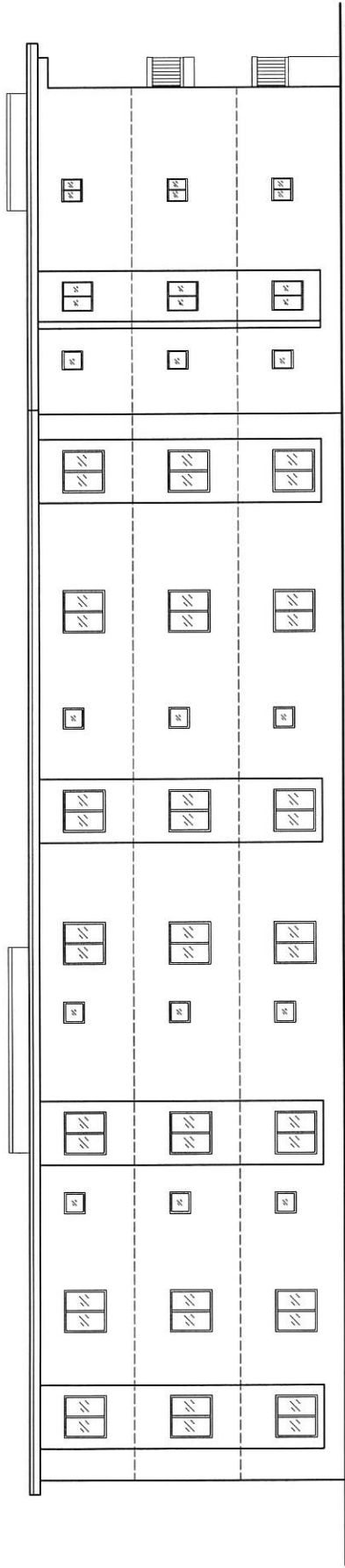
(435) 753-4000

(435) 753-4002 (Facsimile)

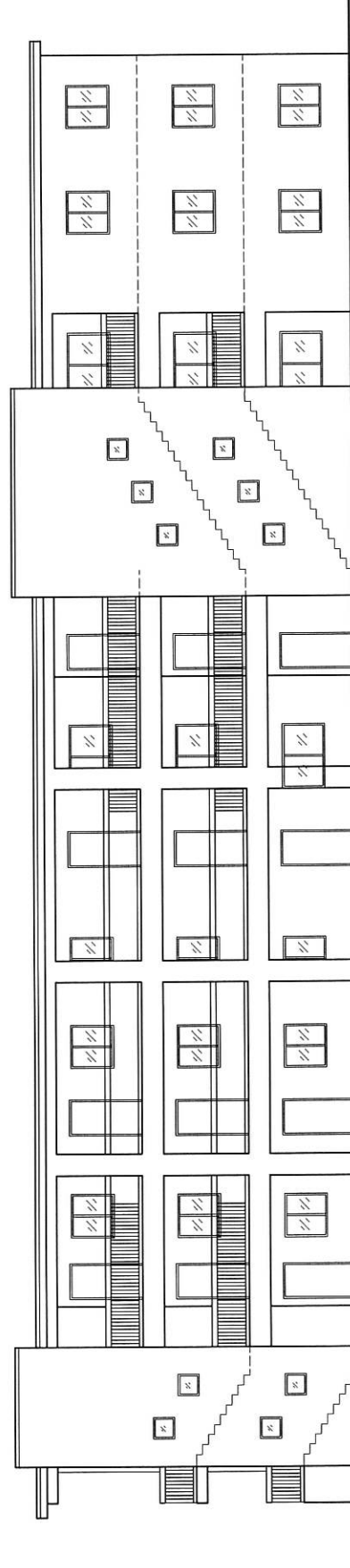
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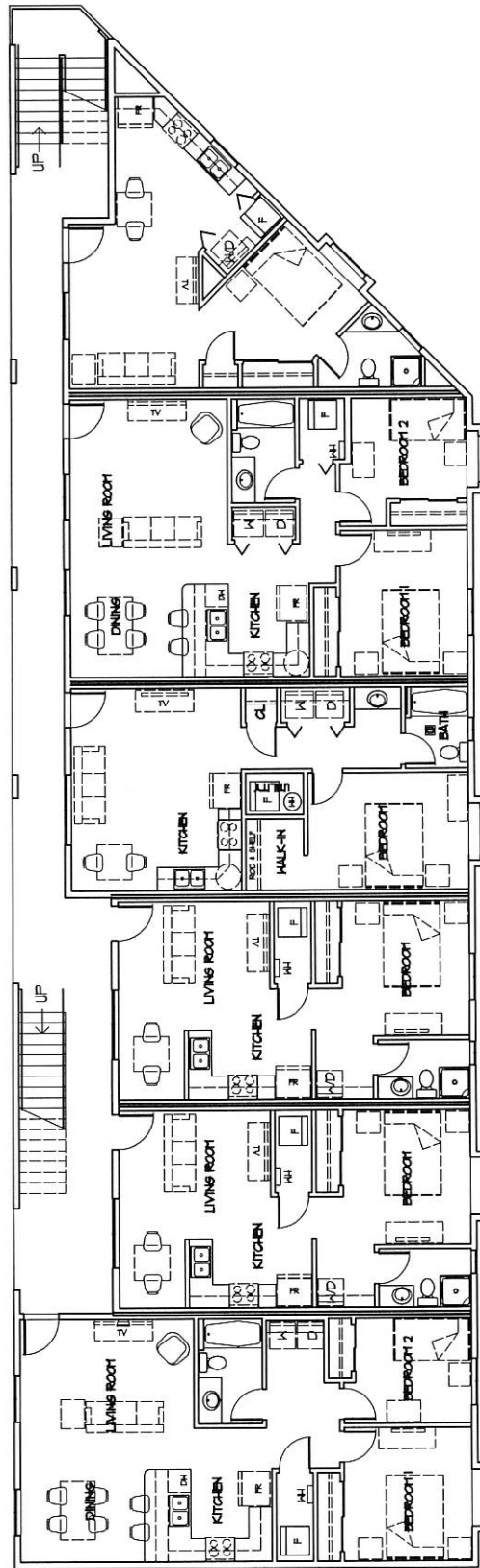
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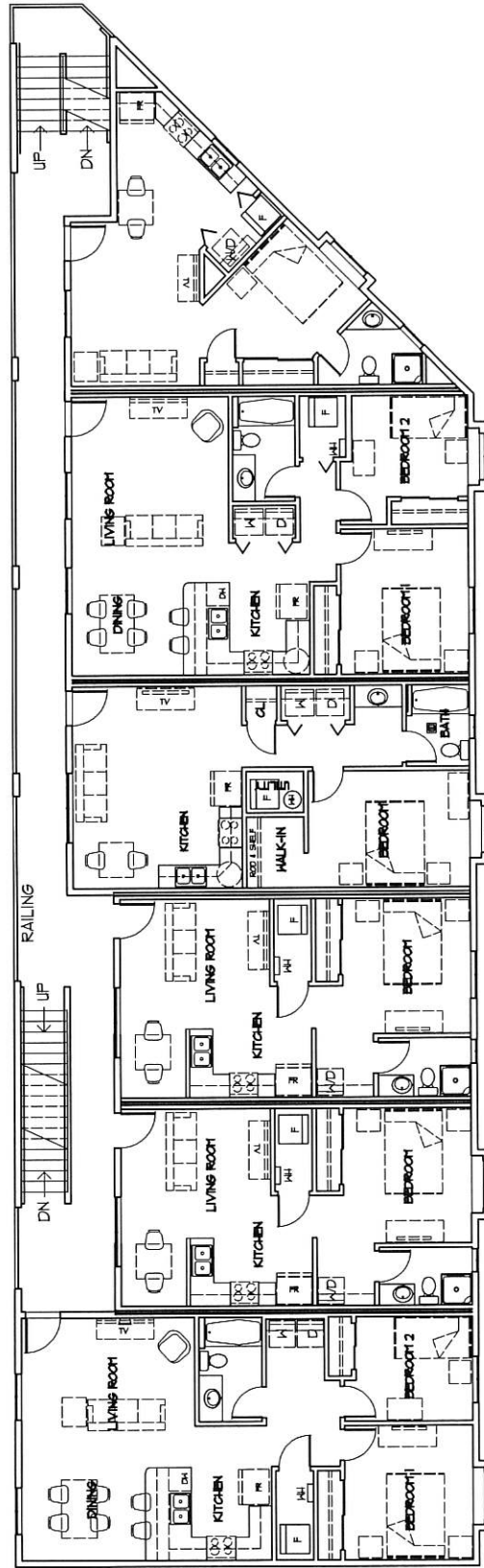
SOUTH ELEVATION



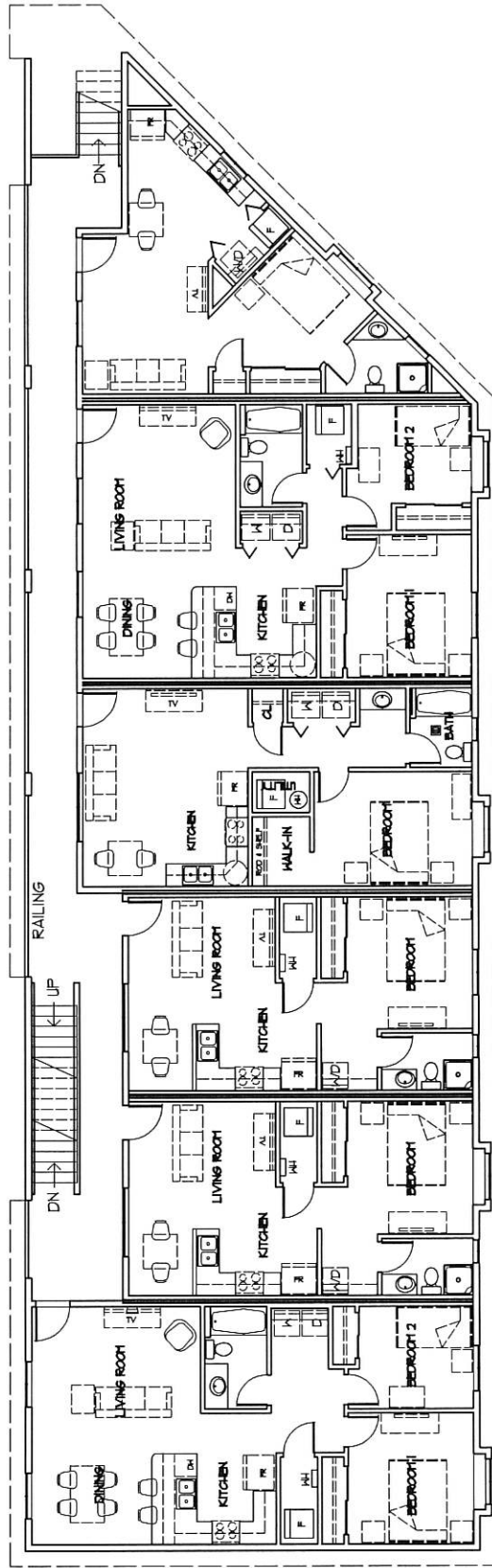
NORTH ELEVATION



MAIN FLOOR

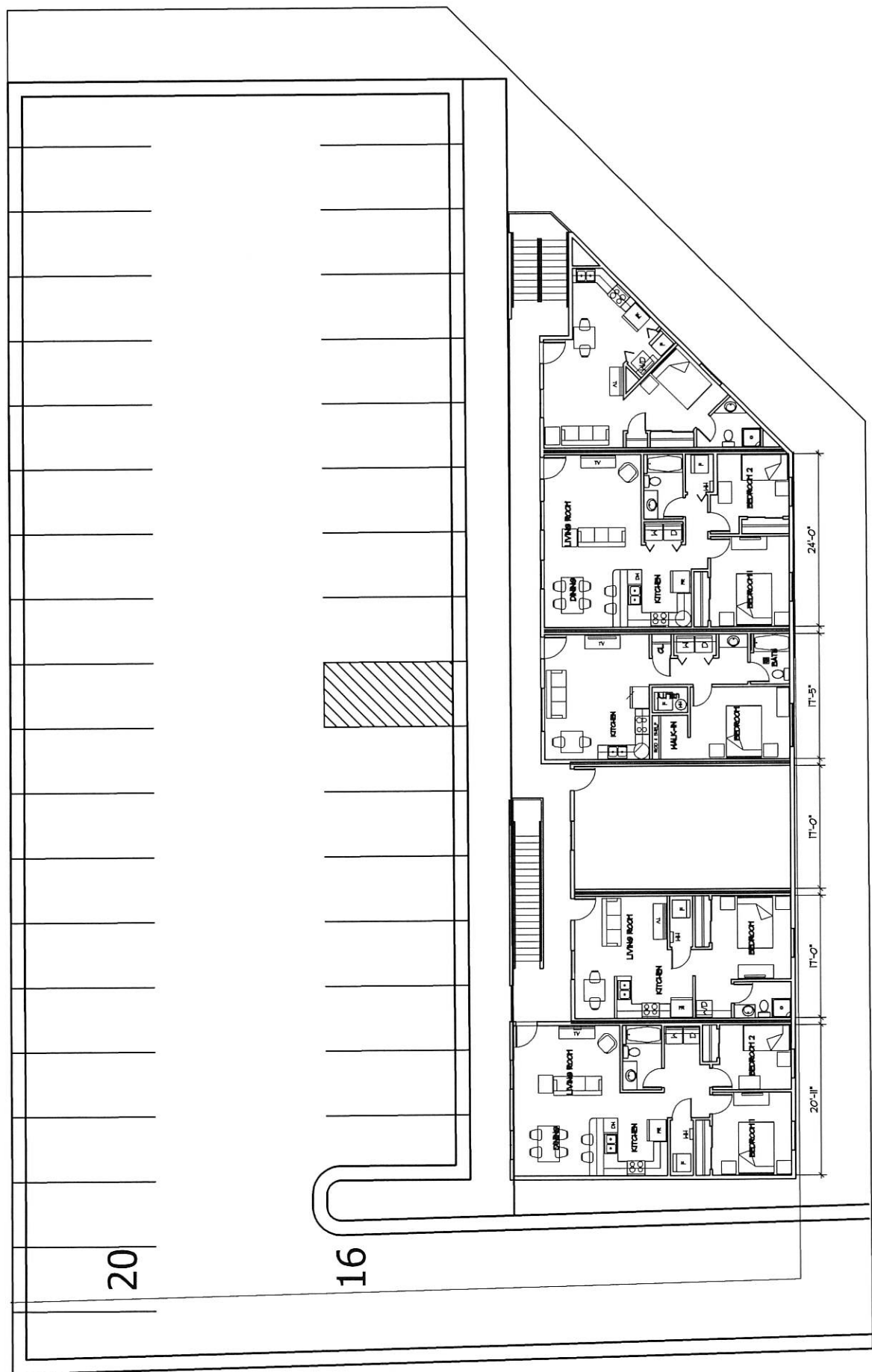


SECOND FLOOR



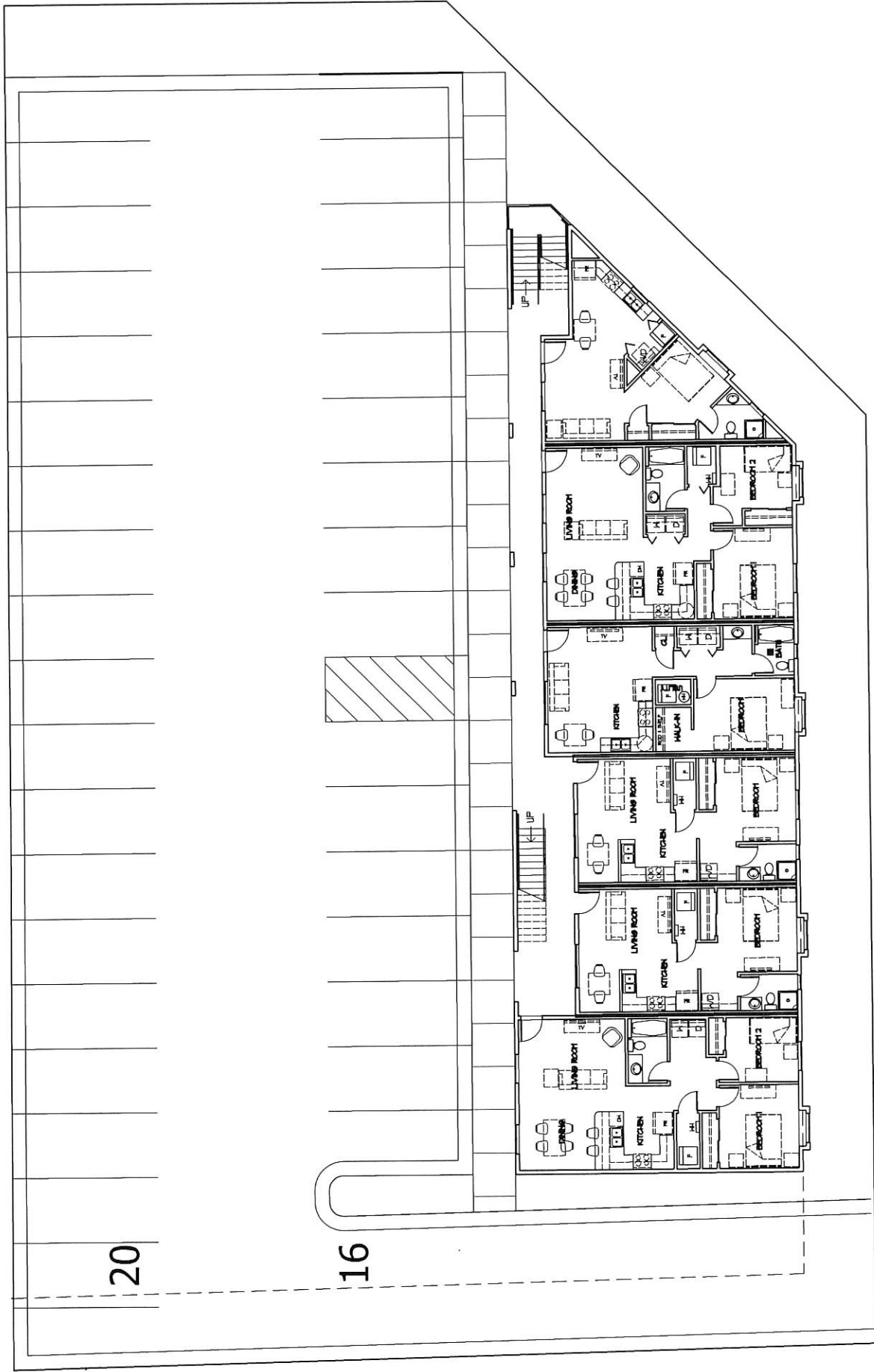
THIRD FLOOR

MAIN STREET



1600 NORTH

MAIN STREET

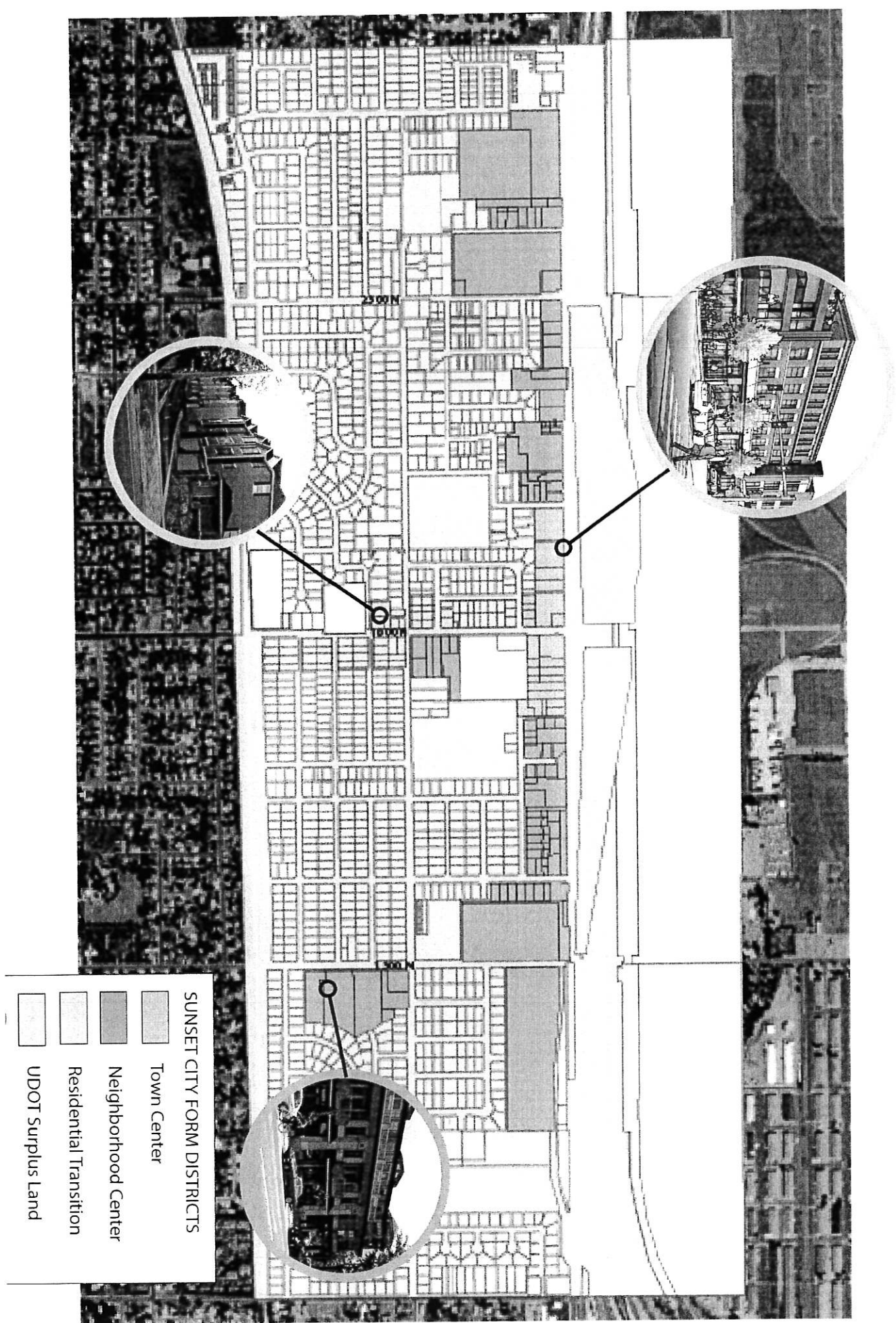


1600 NORTH

Sunset City Town Center Form Based Code

City Council Introduction, Oct 2023





1. SUNSET FORM DISTRICTS

A. TOWN CENTER

The Town Center Form District constitutes the center or the community. This center includes the majority of the shops and workplaces within the neighborhood, along with the public spaces such as churches, libraries, squares, and plazas.

Storefront buildings create much of the form of the Town Center Form District. The glass windows of storefronts define the "walls" along primary streets. Upper stories of the storefront building may be utilized for living and working.

Primary Characteristics:

- vertical mixed use
- walkable
- dense and concentrated

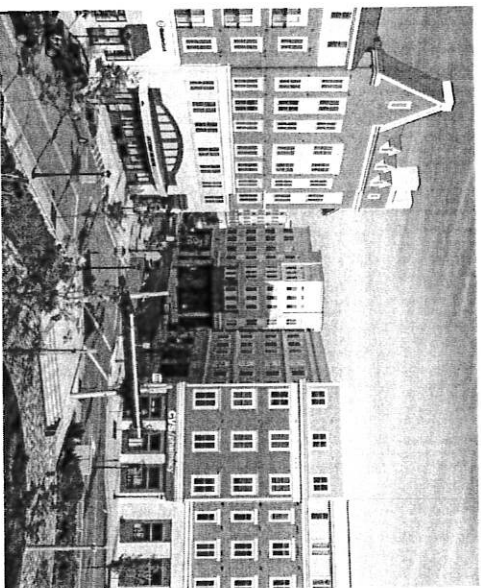


Figure 2. Town Center Form District Building Example

B. NEIGHBORHOOD CENTER

The Neighborhood Center Form District is the more neighborhood scale portion of the city. These areas are dominated by smaller scale development types.

Dedicated to office and residential use at a variety of scales, these buildings are oriented to the street and provide a consistent street "wall," but, unlike Town Center Form District buildings, these buildings have lower height requirements and smaller footprints.

Primary Characteristics:

- horizontal mixed use
- oriented to the street
- provides consistent street "wall"

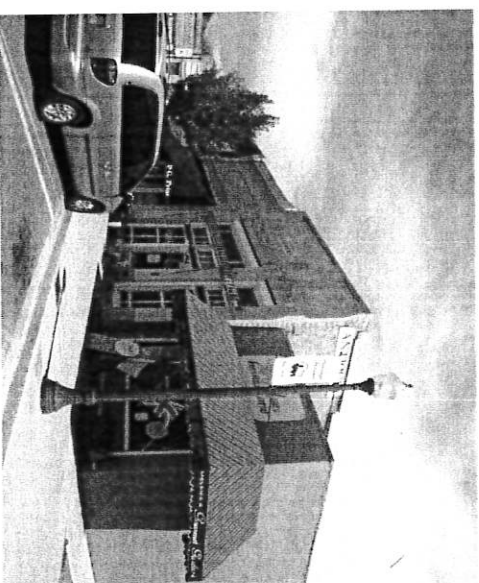


Figure 3. Neighborhood Center Form District Example

C. RESIDENTIAL TRANSITION

At the edges of mixed-use areas, the Residential Transition Form District introduces a another step down in density. These areas act as a buffer between single family neighborhoods and Neighborhood and Town Center Form District development. The level of building intensity should vary depending on the context of the surrounding districts.

Primary Characteristics:

- horizontal mixed densities
- residential concentration
- a step down in density

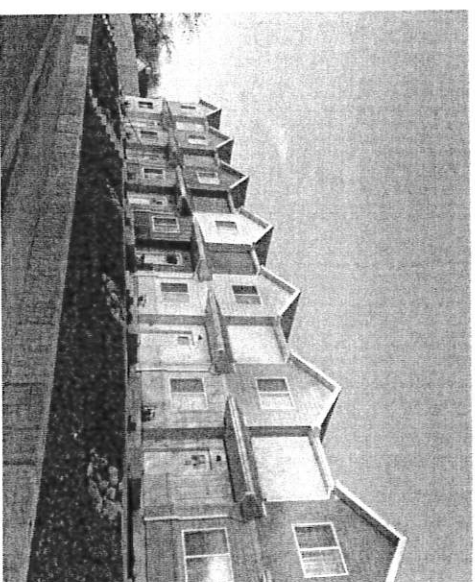


Figure 4. Residential Transition Form District Example

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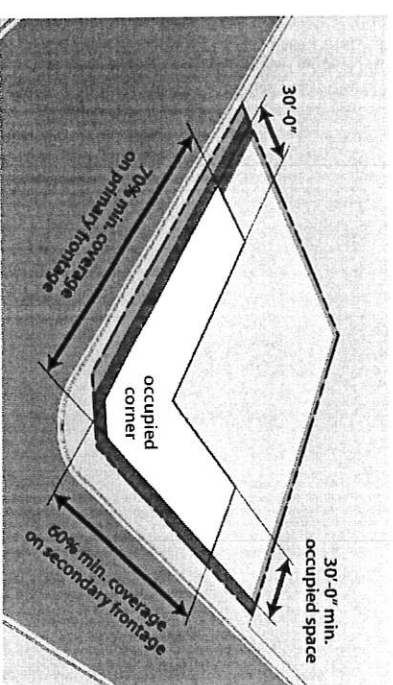
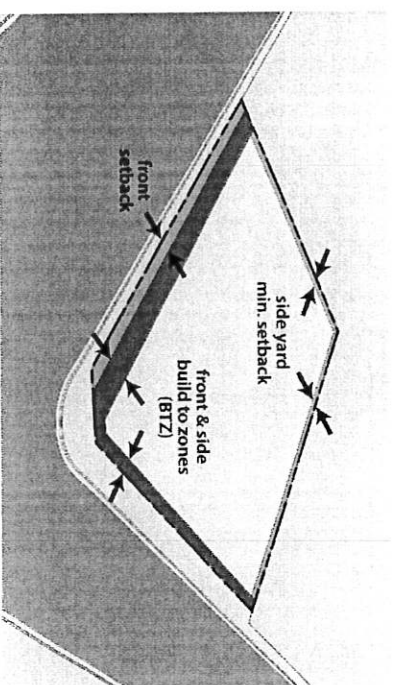
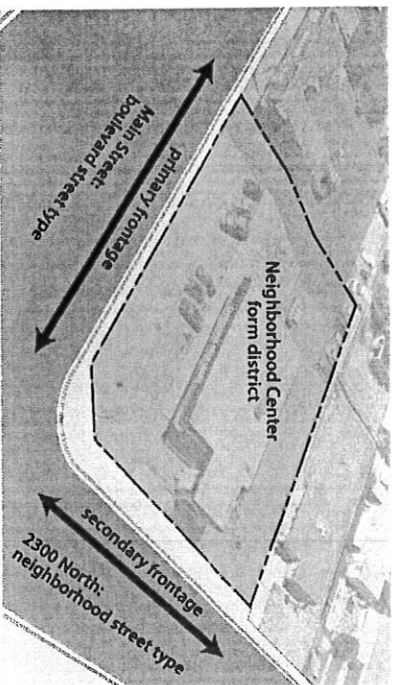
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Prepared by VODA Landscape + Planning
www.vodaplan.com

SUNSET CITY FORM-BASED CODE



SITE SPECIFIC PARAMETERS

These parameters are determined by the site's location and are used throughout the FBC process.

The FBC provides a neighborhood map for three of these parameters. Refer to the maps to find the value of each parameter for any given site.

Lot type is also a site specific parameter but does not have its own set of maps.

Prototype Site

Form District: Neighborhood Center

Street Types: boulevard/neighborhood

Frontage Types: primary/secondary

Lot Type: corner (two frontages, two side property lines)

BUILDING LOCATION

The buildable area within the site is determined by setback and build to zone (BTZ) parameters. These define the potential maximum size of a building footprint (e.g. a building with integrated parking structure).

Setbacks are used along front, side, and rear property lines. The setback value is the minimum distance that the building must be set back from these property lines. There is no maximum.

The BTZ, or build to zone, is used along street facing property lines. BTZ is expressed as a range of distances. The front of the building facade must be located somewhere within that range.

Prototype Site

Side Yard Setback: 5'-0" min.

Rear Yard Setback: 5'-0" min.

Primary Frontage Setback: 5'-0"

Primary Frontage BTZ (corner lot): 5'-0" to 15'-0"

Secondary Frontage BTZ (corner lot): 0'-0" to 5'-0"

INITIAL MINIMUM BUILDING FOOTPRINT

The minimum size of the building footprint is determined by two parameters. This initial footprint may need to be adjusted later.

The length of the building along each street frontage is determined by the frontage coverage parameter. It is expressed as a percentage of the length of the property line along the right of way.

The depth of the building is determined by the required occupied space parameter. It is expressed as a minimum distance, measured along a line perpendicular to the facade.

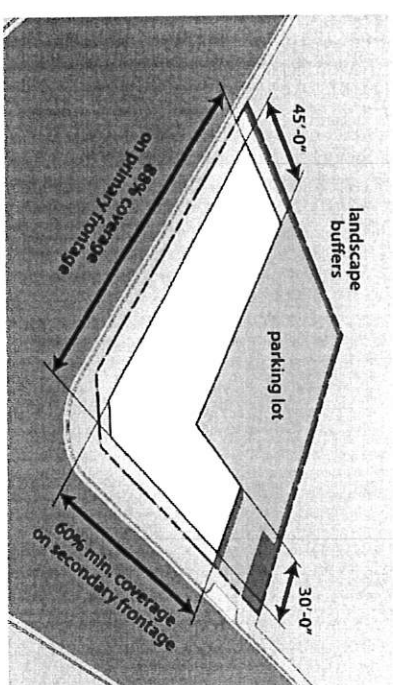
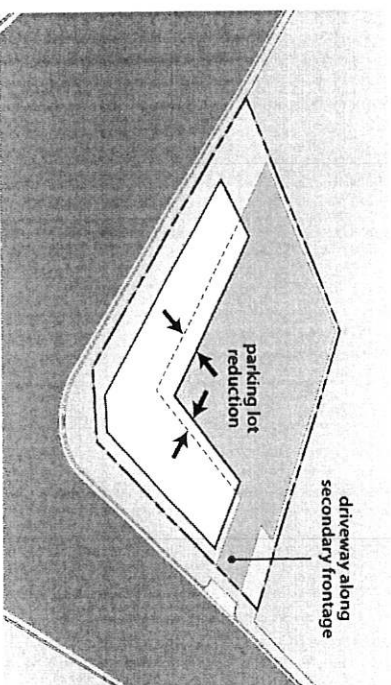
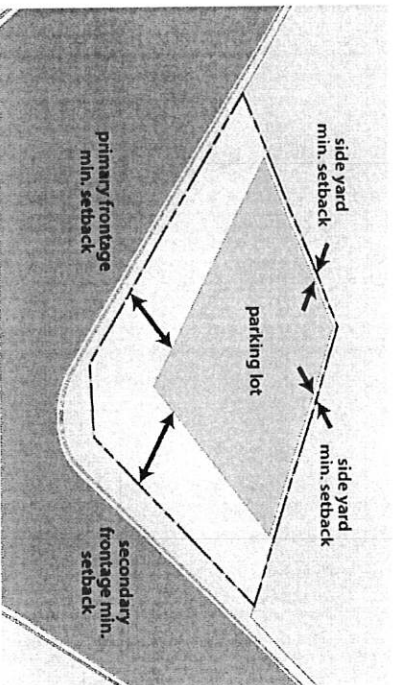
Buildings on a corner lot must occupy the corner.

Prototype Site

Primary Frontage Coverage: 70%

Secondary Frontage Coverage: 60%

Required Occupied Space: 30'-0" min.



PARKING LOT LOCATION

The parking lot location and size is determined by four parameters. These describe the potential maximum size of the parking lot, which may need to be adjusted later.

The four parameters are all setbacks, expressed as a distance from the property line. Lot type determines which of these parameters are applied to any given site.

Prototype Site

Primary Frontage Setback: 30'-0" min.

Secondary Frontage Setback: 30'-0" min.

Side Yard Setback: 5'-0" min.

BUILDING & PARKING LOT CONFLICTS

Adjustments need to be made when conflicts between different parameters and requirements occur. These can involve site specific parameters and/or requirements for building and parking lot size and location, driveway requirements, etc.

Any conflicts will be unique to each project so all adjustments are made on a per-project basis.

On a corner lot, the driveway is located along the secondary frontage.

Prototype Site

Conflict 1: parking lot primary frontage min. setback / required min. occupied space

Adjustment 1: parking lot reduction to allow for the minimum required occupied space of the building

Conflict 2: parking lot secondary frontage min. setback / required min. occupied space

Adjustment 2: parking lot reduction to allow for the minimum required occupied space of the building

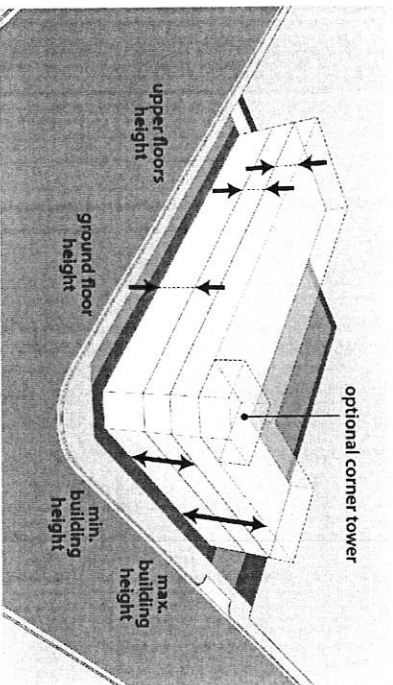
ADJUSTED BUILDING & PARKING LOT LAYOUT

Prototype Site

In the adjusted layout the building facade is located along the inner limit of the BTZ. Building depth is the 30'-0" required occupied space minimum.

The frontage coverage and occupied space along the primary frontage have been increased beyond the minimum values.

Parking lot landscape buffers are provided along both of the side property lines and the driveway.



BUILDING HEIGHT

Building height is determined by two parameters.

The number of floors is expressed as a range between a minimum and maximum.

Floor height is expressed as a range between a minimum and maximum distance as measured from finished floor to finished floor. One floor height range is used for the ground floor and a second height range is used for all floors above the ground floor.

Buildings on a corner lot have the option to include a tower.

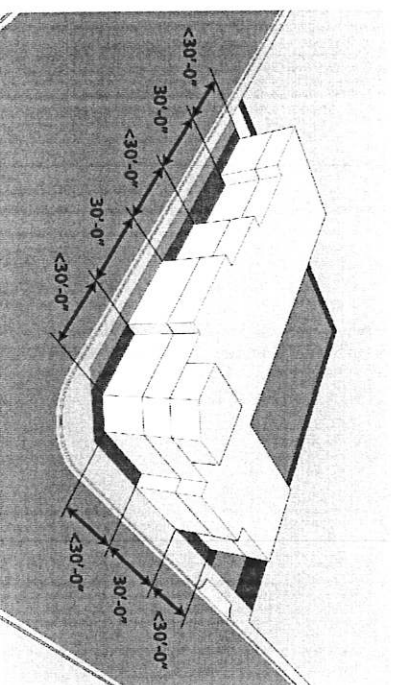
Prototype Site

Minimum Building Height: 2 stories

Maximum Building Height: 3 stories

Ground Floor Height: 12'-0" min. to 24'-0" max.

Upper Floor(s) Height: 9'-0" min. to 12'-0" max.



FACADE ARTICULATION

Facade articulations divide large facades into smaller sections so that large buildings are less visually imposing, mimicking a group of smaller buildings that are more compatible with the neighborhood character.

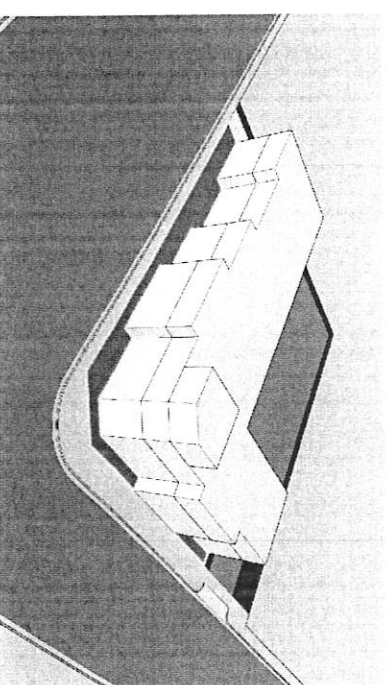
Vertical facade divisions break the facade up into sections that run the entire height of the building. Some building requirements are applied to each section of a vertical facade division.

Horizontal facade divisions break the facade up into sections that run the entire length of the building.

Prototype Site

Vertical Facade Divisions: 1 for every 30'-0" of facade

The divisions are made by extending or receding the facade in divisions that are a maximum of 30'-0" wide.



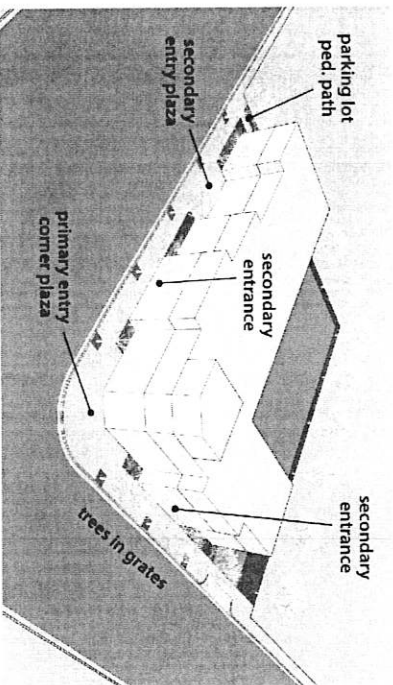
BTZ PEDESTRIAN SPACE

Areas within the BTZ (build to zone) that are not occupied by the building are pedestrian spaces. These spaces help the building facade interface with the streetscape.

BTZ pedestrian spaces increase the size of publicly accessible space along the streetscape. They can be used for entrance plazas, gathering spaces, outdoor dining, art installation, ornamental landscaping, etc.

Prototype Site

Two BTZ pedestrian spaces are created by the vertical facade articulations and front setback.



PEDESTRIAN AREA IMPROVEMENTS

Pedestrian area improvements include the ground level pedestrian spaces in both the project site and public right of way. These are the most visible areas of a development project and should enhance the character and usefulness of the building, street, and neighborhood.

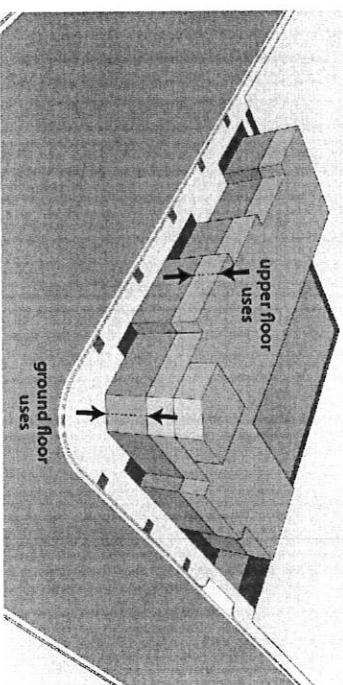
Prototype Site

Primary entrance at corner with paved BTZ for an enlarged sidewalk/entrance plaza and small ornamental planters.

Secondary entrances, one with an entry plaza.

Pedestrian pathway to connect parking lot and street, can also be used for bike parking, screened trash enclosure, etc.

Trees in grates along both Main St. and 2300 N.



USE

Permitted uses are separated into ground floor and upper floor categories. This allows for a diverse mix of uses that can change as needed over the lifespan of the building.

Prototype Site

Ground Floor Uses: retail, office, service

Upper Floor(s) Uses: residential, lodging, retail, office, service

