



# Planning Commission Meeting

April 10, 2025

6:00pm

125 West 400 North  
Mapleton, UT 84664



## **PLANNING COMMISSION AGENDA**

Thursday, April 10, 2025, at 6:00pm  
125 West Community Center Way (400 North), Mapleton, Utah 84664

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**The order of agenda items is subject to change at the discretion of the Planning Commission Chair.**

6:00 p.m. Call to order: Pledge, Invocation, and Introductions/Announcements.

### **Consent Items**

*Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Commission may ask that any items be considered individually for purposes of Commission discussion and/or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.*

1. Planning Commission Meeting Minutes – March 27, 2025.
2. Consideration of a Home Occupation Permit to operate a small dance studio within the existing dwelling on the property located at 549 West 1400 North. The applicant is Amy Markgraf.
3. Consideration of a Home Occupation Permit to operate a small math tutoring service within the existing dwelling on the property located at 345 North 210 East. The applicant is Melissa Griffin.

### **Public Hearing**

4. Consideration of a request to rezone approximately 2 acres from A2 to A2 (TDR-R) with the intent of creating one new 1-acre lot. The applicants are Mel and Drucilla Huffaker.

### **Action Item**

5. Consideration of an ordinance amending Mapleton City Code (MCC) Title 18 regarding standards for residential accessory buildings.

### **PUBLIC COMMENT MAY BE ACCEPTED AT THE DISCRETION OF THE CHAIR**

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during the meeting/hearing should notify April Houser at the Community Development Office, at Mapleton City, 125 West 400 North, Mapleton UT 84664, or by phone, 801-489-6138, giving at least 24 hours notice. Signature on this document certifies that it was posted in the City Office on 4/3/25.

THIS AGENDA SUBJECT TO CHANGE WITH A MINIMUM OF 24 HOURS NOTICE  
(Last Modified April 3, 2025)

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**April Houser**, Executive Secretary



# Planning Commission Staff Report

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**Item:**

2

**Date:**

04/10/2025

**Applicant:**

Amy Markgraf

**Location:**

549 W 1400 N

**Prepared By:**

Jeni Crookston, Planner

**Public Hearing:**

No

**Zone:**

RA-2

**Attachments**

1. Application information

**REQUEST**

Consideration of a request for a home occupation permit to provide a small dance studio within the existing dwelling on the property.

**BACKGROUND & DESCRIPTION**

The subject property is approximately ½ acre in size and located in the Murray Acres subdivision. The site is developed with a single-family dwelling that was completed in 2024.

The applicant is requesting approval of a home occupation to operate a preschool within the dwelling that would include:

- Provide classes for six (6) students or less;
- Class days would be Monday through Friday from 4:00 pm to 8:00 pm; and
- The area dedicated to the business will be less than 1,600 square feet located in a converted four-car garage.

**EVALUATION**

**Administrative Review:** A home occupation permit is considered administrative in nature. If the applicant complies with adopted standards, they are entitled to an approval. The Planning Commission may require conditions if necessary to mitigate reasonably anticipated detrimental effects.

**Home Occupations:** Mapleton City Code (MCC) section 18.84.380 outlines the requirements for home occupations within the City. Some of the primary requirements that apply to all home occupations include that the home occupation must be operated by the occupants of the home, that it may utilize more than 500 square feet for indoor lessons, that no more than six (6) vehicles be parked on the property at one time and that the use does not produce noise, smoke, fumes, etc. that could impact neighboring properties. Dance studios are included in the ordinance stating the following:

*"Athletic, swimming, equestrian, or other similar lessons may be conducted either indoors or outdoors on a court or arena, in a pool, or on a similar facility that is purpose built for the activity with a maximum of six (6) students per session. Indoor lessons may exceed the maximum five hundred (500) square foot size limitation outlined in subsection 3."*

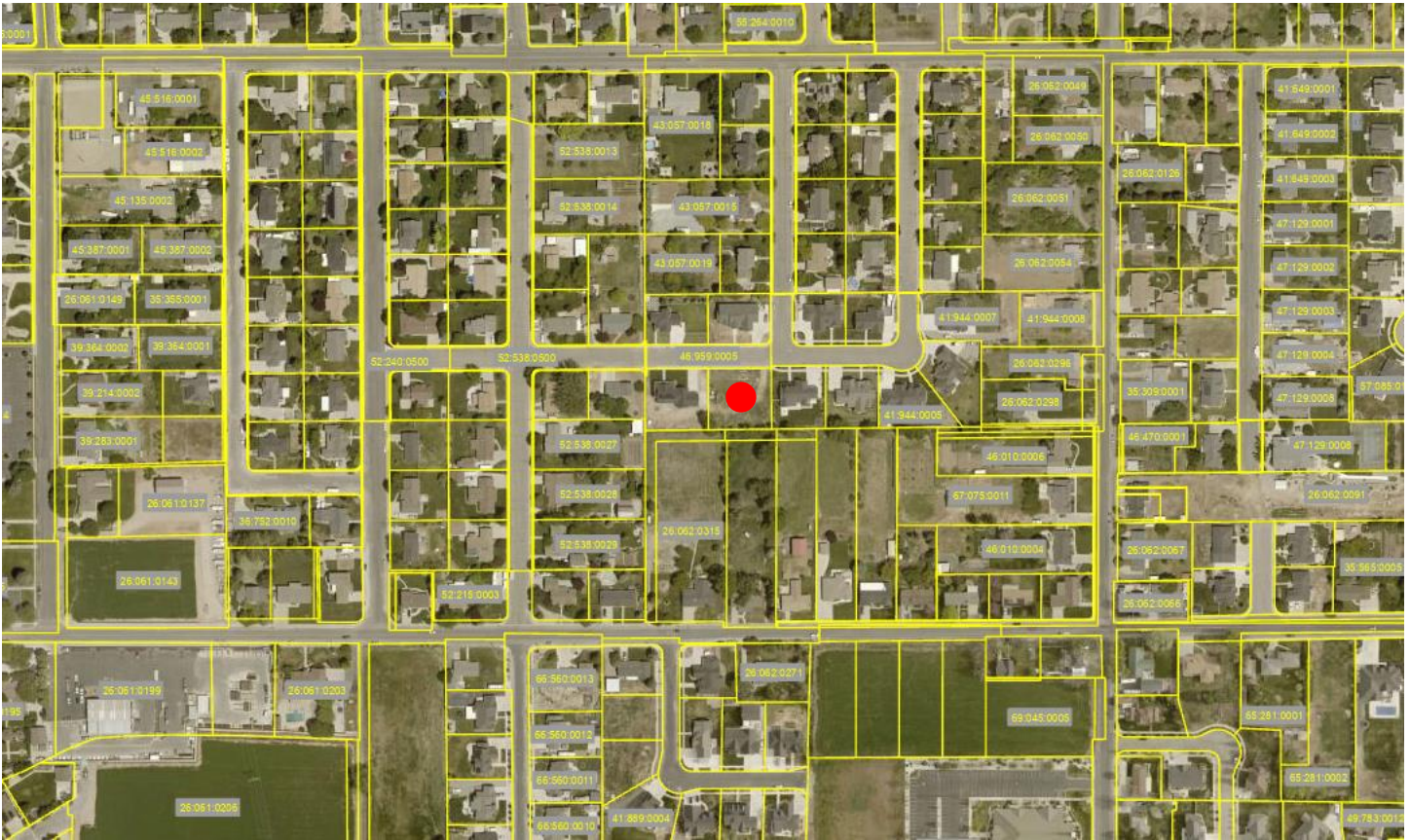
The proposed use will have 6 or fewer students per class, will occupy approximately 1,600 square feet of the home and complies with the other requirements of the ordinance. Children will be dropped off and picked up according to class schedules, keeping traffic disturbances minimal.

## **RECOMMENDATION**

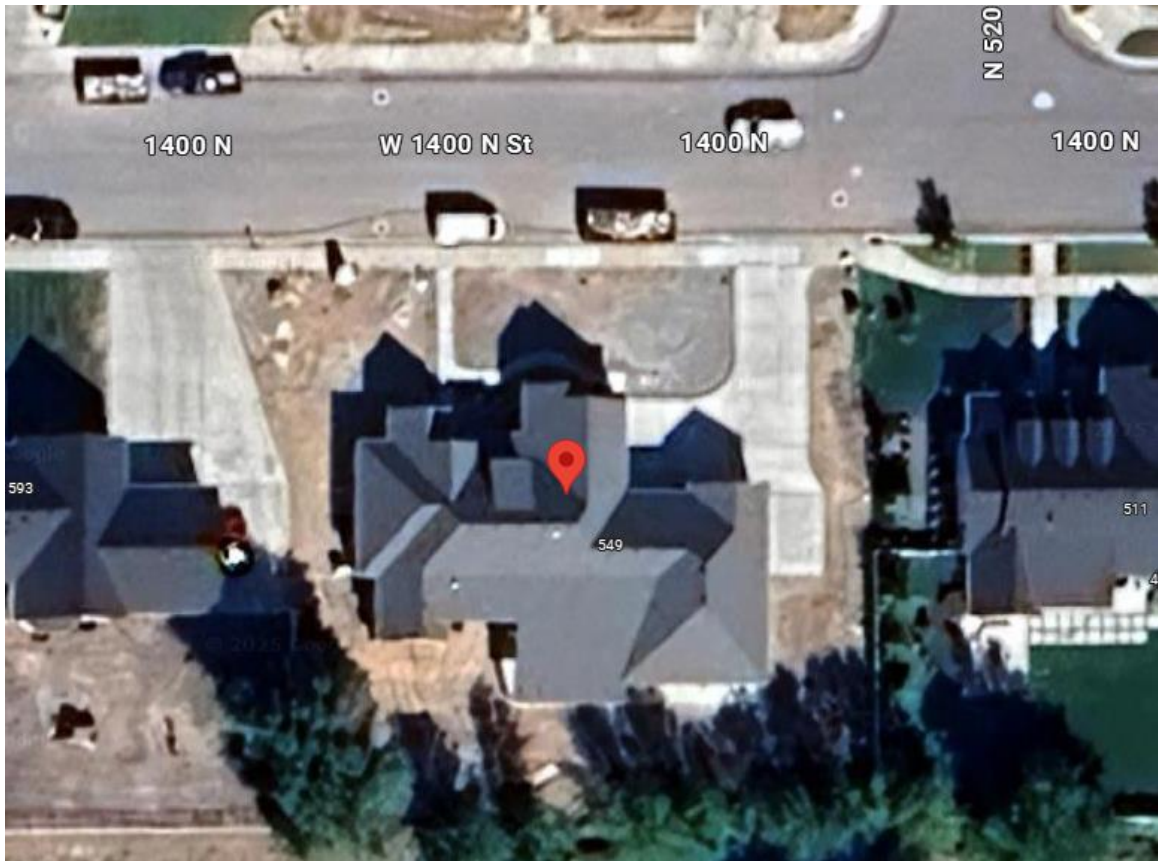
Approve the conditional use permit with the following conditions:

1. A fire inspection will be required prior to operation.
2. The use must be in compliance with MCC Section 18.84.380.
3. Limit classes to six (6) students.
4. No more than six (6) vehicles, not including pick up or drop off, shall be parked onsite.

## Attachment 1 – Neighborhood Map







Attachment 2 – Dance Studio Operation Area



**Item:**

3

**REQUEST**

Consideration of a request for a home occupation permit to provide a small math tutoring service within the existing dwelling on the property.

**Date:**

04/10/2025

**BACKGROUND & DESCRIPTION**

The subject property is approximately 1/3 of an acre in size and located in the Sierra Bonita Estates subdivision. The site is developed with a single-family dwelling.

**Applicant:**

Melissa Griffin

The applicant is requesting approval of a home occupation to operate a tutoring service within the dwelling that would include:

**Location:**

345 N 210 E

- Provide classes for 10 students or less;
- Class days would be Monday through Friday from 3:00 am to 5:30 pm; and
- The area dedicated to the business will be less than 500 square feet.

**Prepared By:**

Jeni Crookston, Planner

**EVALUATION****Public Hearing:**

No

**Administrative Review:** A home occupation permit is considered administrative in nature. If the applicant complies with adopted standards, they are entitled to an approval. The Planning Commission may require conditions if necessary to mitigate reasonably anticipated detrimental effects.

**Zone:**

R-1-B

**Attachments**

1. Application information

**Home Occupations:** Mapleton City Code (MCC) section 18.84.380 outlines the requirements for home occupations within the City. Some of the primary requirements that apply to all home occupations include that the home occupation must be operated by the occupants of the home, that it may not utilize more than 500 square feet, that no more than six (6) vehicles be parked on the property at one time and that the use does not produce noise, smoke, fumes, etc. that could impact neighboring properties. While tutoring is not necessarily classified as a preschool, the conditions for preschools should apply:

*"Child oriented businesses such as day cares and preschools shall be limited to a maximum of ten (10) clients or students including children living in the home if participating in the preschool or daycare activities. It is recognized that during pick up and drop off times that more than six (6) vehicles may be visiting the site, however, not more than six (6) vehicles, as described in subsection 7, may remain during business hours with the exception of one event per year (such as a class graduation), which may exceed six (6) vehicles. The Planning Commission may limit the number of clients or students to less than ten (10) if it is determined that a property and/or road cannot safely handle the proposed increase in traffic."*



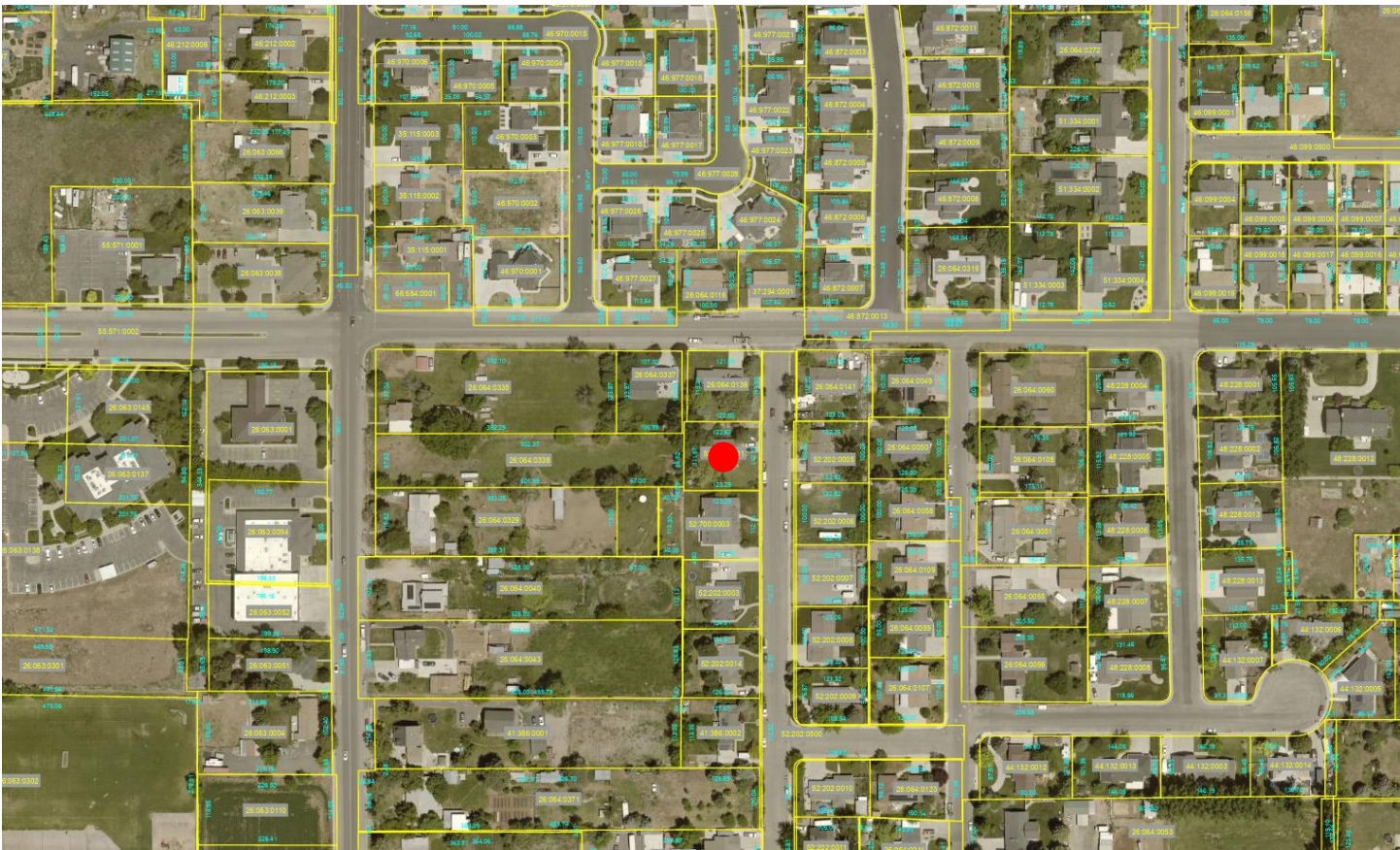
The proposed use will have 10 or fewer students, will occupy less than 500 square feet of the home and complies with the other requirements of the ordinance. Children will be dropped off and picked up according to the tutoring schedule, keeping traffic disturbances minimal.

## **RECOMMENDATION**

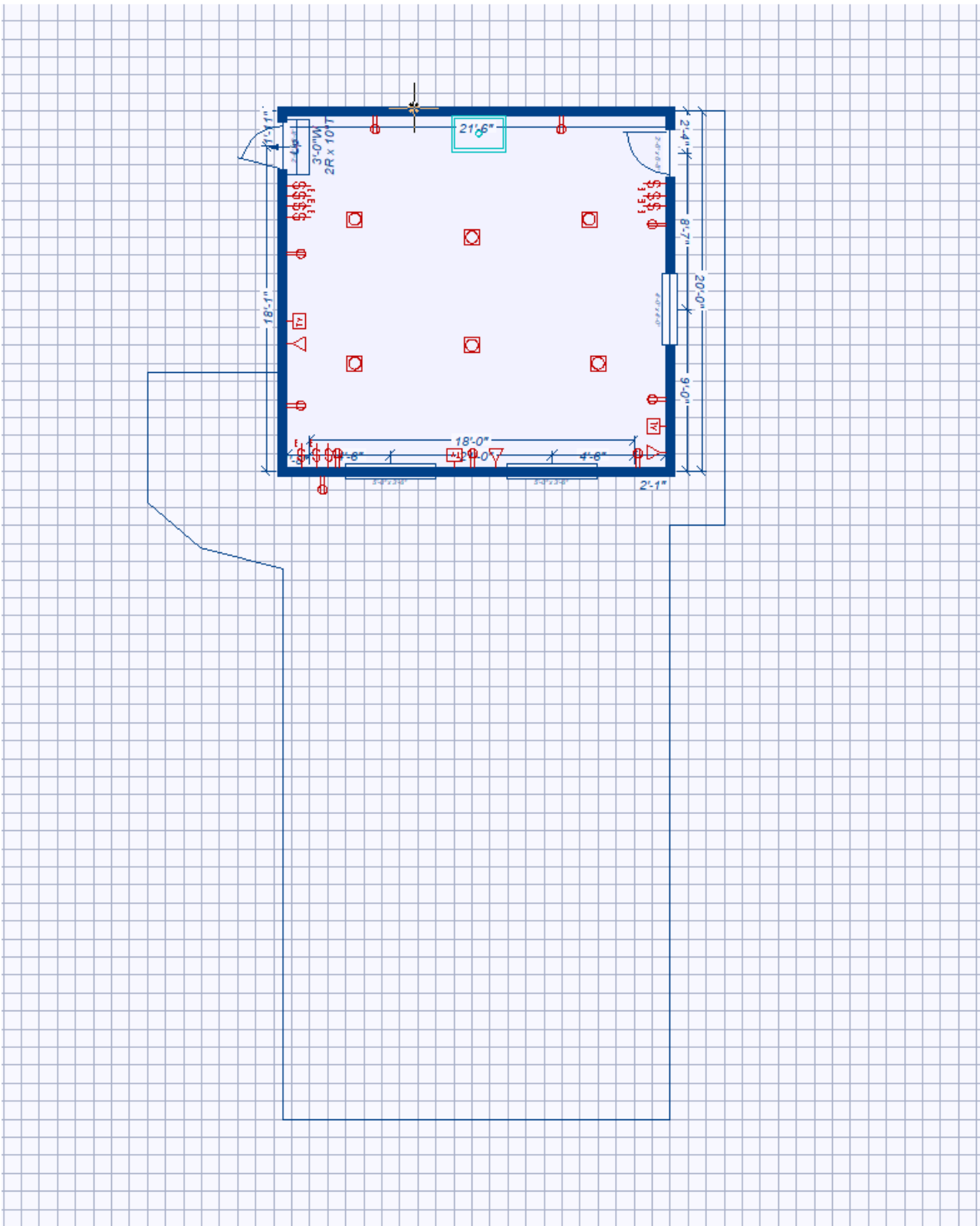
Approve the conditional use permit with the following conditions:

1. A fire inspection will be required prior to operation.
2. The use must be in compliance with MCC Section 18.84.380.
3. No more than six (6) vehicles, not including pick up or drop off, shall be parked onsite.
4. No more than 10 students at a time.

# Attachment 1 – Neighborhood Map



Attachment 2 – Tutoring Operation Area







**NOTE:** Total combined tutoring area is approximately 420 square feet.

**Item:**

4

**Date:**

04/10/2025

**Applicant:**

Mel and Dru Huffaker

**Location:**

1575 S 1000 E

**Prepared By:**

Jeni Crookston, Planner

**Public Hearing:**

Yes

**Zone:**

A-2 Zone

**Attachments**

1. Application information.

**REQUEST**

Consideration of a request to apply a Transferable Development Right Receiving Site Overlay (TDR-R) to an existing 2-acre lot.

**BACKGROUND & DESCRIPTION**

The subject property is roughly 2 acres in size and located on the corner of Petersen Lane (1000 E) and 1600 South and is zoned A-2. There are 13 parcels along Petersen Lane ranging in size from 1.25 to 10 acres. Of the 13 parcels, four are part of platted subdivisions. The subject property is not part of a platted subdivision.

The applicant is requesting to apply a TDR-R Overlay to this site. The applicant is proposing a concept plan with the following:

- Leave the existing home on a one-acre lot; and
- Create a new one-acre lot located on the north side of the existing home.

**EVALUATION**

Rezone requests are considered legislative actions. The Planning Commission and City Council generally have broad discretion when acting on legislative matters, provided it can be reasonably debated that the action taken (to approve or deny) will promote or protect the general welfare of the community and is supported by city ordinances and policies.

Mapleton City Code Section 18.12.010.B provides the following list of guidelines to be used in reviewing rezone requests:

1. *Public purpose for the amendment in question.*
2. *Confirmation that the public purpose is best served by the amendment in question.*
3. *Compatibility of the proposed amendment with general plan policies, goals, and objectives.*
4. *Potential adverse effects to the city by creating "leapfrog" development or areas away from the existing "core" or center of the city.*
5. *Potential of the proposed amendment to hinder or obstruct attainment of the general plan's articulated policies.*
6. *Adverse impacts on adjacent landowners.*
7. *Verification of correctness in the original zoning or general plan.*
8. *In cases where a conflict arises between the general plan map and general plan policies, precedence shall be given to the plan policies.*

**General Plan:** The Future Land Use Map designates the site as "Rural Residential". This designation corresponds to the A-2 zone and allows for two acre lots, or one acre lots with TDRs. All of the abutting properties have the same Rural Residential designation. The application is consistent with the Future Land Use Map.

Some of the goals and policies of the Land Use Element of the General Plan that the Commission should also consider include the following:

- **Policy 2.1:** *Maintain and protect established residential districts and neighborhoods.*
- **Goal 3:** *Ensure land uses are compatible and/or utilize adequate buffers to enhance compatibility.*
- **Goal 9:** *Continue implementing the Transferable Development Rights (TDR) program by ensuring that there are sufficient areas that can qualify as TDR-Receiving sites.*

**TDR Ordinance and Concept Plan:** MCC section 18.76.070 indicates that properties in the A-2 zone are eligible to apply for a TDR-R, but states that *“in no case shall a receiving site rezone be approved in any previously platted subdivision”*. As mentioned previously, Petersen Lane includes 13 parcels, four of which are part of platted subdivisions. The subject parcel is not part of a platted subdivision and is therefore eligible to apply for a TDR-R.

MCC section 18.76.080 also states the following regarding the review of TDR-R requests:

*“The City Council, after receiving a recommendation from the Planning Commission, shall approve a request to utilize development rights on a receiving site if the request:*

- 1. Does not exceed the density limitations permitted by subsection [18.76.070B](#) of this chapter;*
- 2. Is in accordance with the provisions of this chapter;*
- 3. Is in accordance with the subdivision and site plan regulations contained in title 17 of this Code and this title;*
- 4. Is consistent with other recommendations of the Mapleton City General Plan; and*
- 5. Achieves a desirable development compatible with both site conditions and surrounding existing and proposed future development.”*

The proposal to subdivide the existing two-acre lot into two one-acre lots is consistent with standards 1-3 above. The Commission should discuss if the proposal is consistent with the recommendations of the General Plan, particularly Policy 2.1 to maintain and protect existing neighborhoods, and standard 5 to ensure that the development is compatible with existing and future development.

Of the eight parcels that are not in a platted subdivision (not including the subject parcel), at least four parcels would be eligible to apply for a TDR-R in the future. Since it is possible for other parcels to apply for a TDR-R in the future, and since the subject parcel is not part of a platted subdivision, staff can support the requested overlay.

**Subdivision:** The concept plan is provided to help the Planning Commission understand the intent of the applicant if the rezone application is approved. The Commission is not approving the subdivision at this time. If the rezone application is approved, the applicant would then submit a preliminary subdivision application. However, if the Commission has concerns with the concept plan, it can discuss them as part of the review of this rezone request.

## **RECOMMENDATION**

Recommend approval of the requested TDR-R Overlay to the City Council.



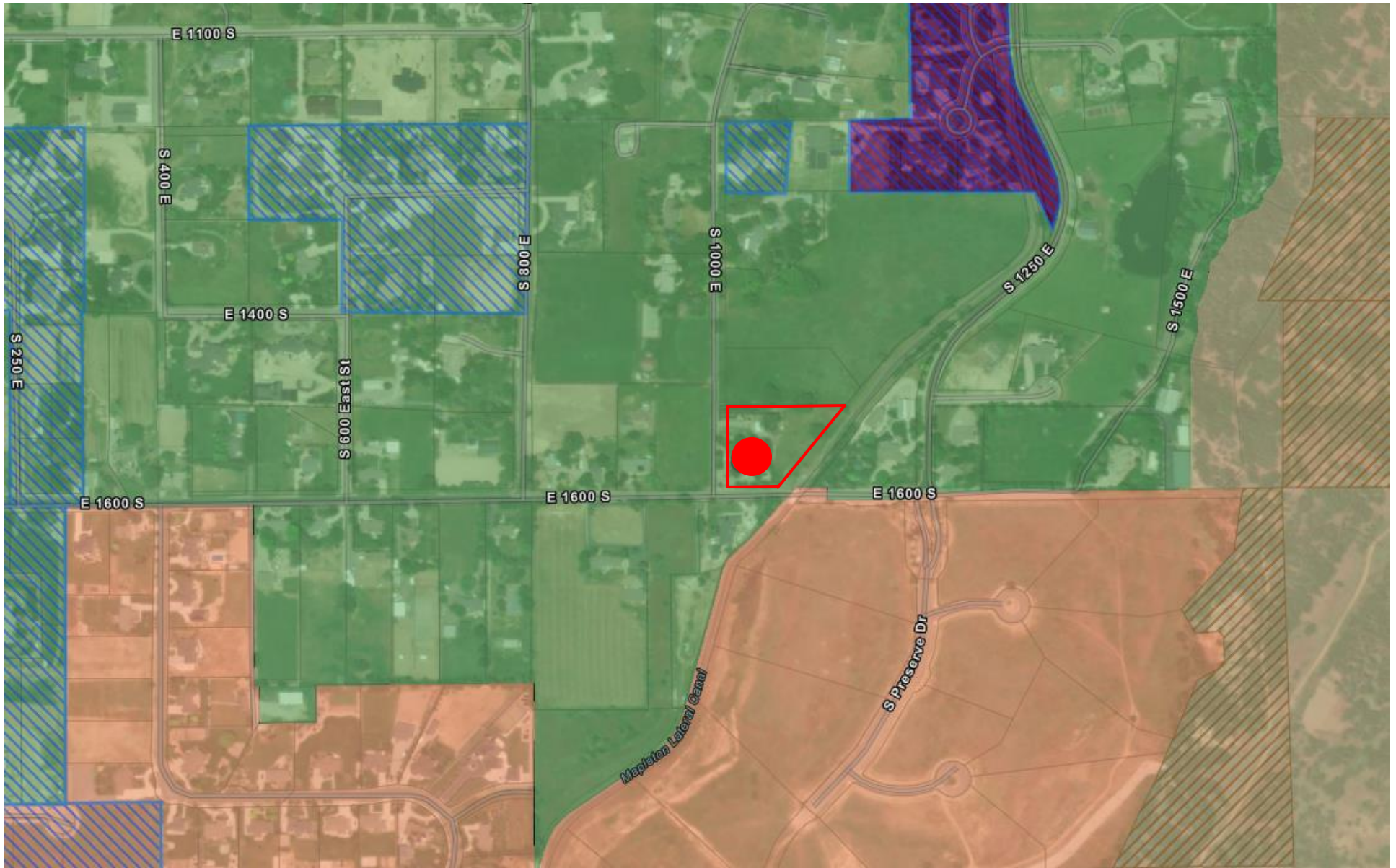
## **ATTACHMENT 1 – APPLICATION INFORMATION**

### **Reason for zone/general plan change:**

Redevelopment of parcels owned by Mel and Dru Huffaker. Parcel 26:073:0115 is zoned A-2 and they are requesting approval to apply a Transferable Development Right Receiving Site Overlay (TDR-R) to an existing 2-acre lot. The Huffakers intend to create one new 1-acre building lot. The proposal is consistent with the general plan and the parcel is eligible to apply for the TDR-R designation.

# EXISTING ZONING

Green = A-2      Orange = PRC-4      Purple = RA-1      Blue Cross Hatch = TDR-R Sites



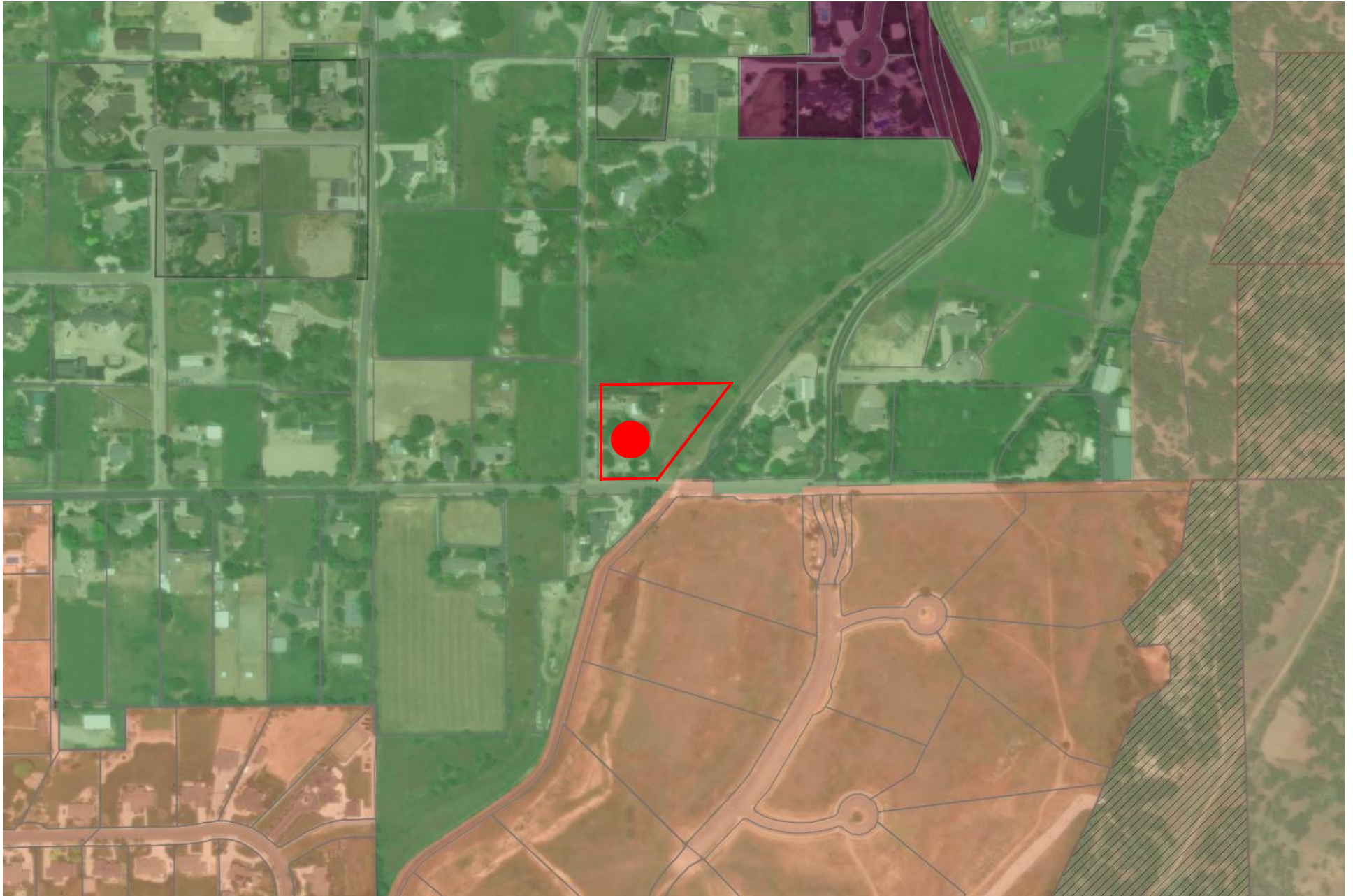


# GENERAL PLAN

Green = Rural Residential

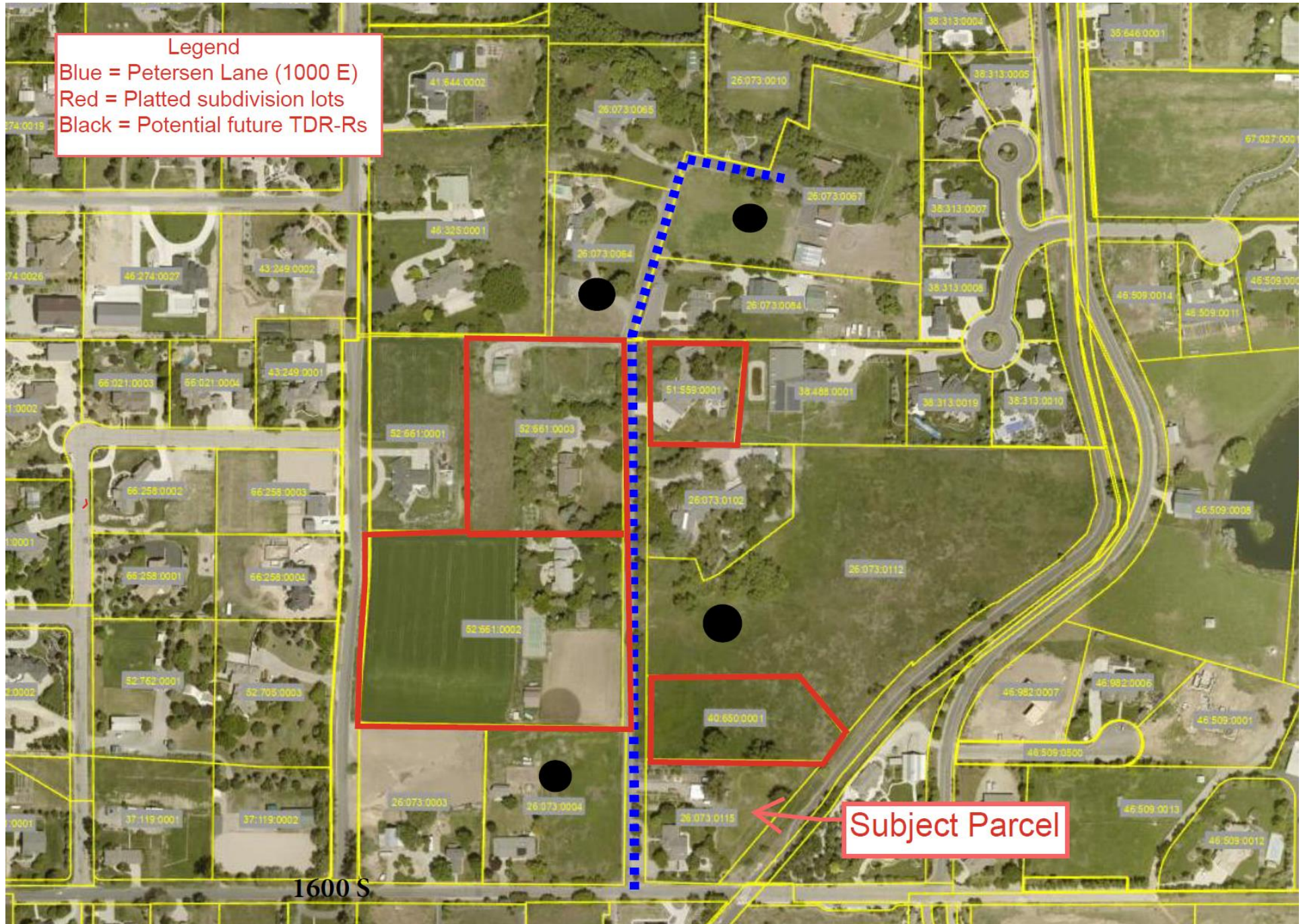
Orange = Planned Residential Community

Purple = Low Density Residential





## LOTS ELIGIBLE FOR FUTURE TDR-R DESIGNATION





## PROPOSED CONCEPT



**Item:**

5

**REQUEST**

Consideration of an ordinance amending Mapleton City Code (MCC) Title 18 regarding standards for residential accessory buildings.

**Date:**

4/10/25

**BACKGROUND & DESCRIPTION**

The City has seen significant growth in building permits for accessory buildings including large accessory buildings for uses such as barns, shops, indoor swimming pools, sports courts, apartments, etc. Currently there are a variety of sections in the zoning ordinance that regulate the size and placement of accessory buildings in residential zones. In most zones the main requirements include:

**Applicant:**

Mapleton City

**Location:**

N/A

**Prepared By:**

Sean Conroy, Community  
Development Director

- Accessory buildings cannot cover more than 30% of the rear yard;
- Accessory buildings that are less than 15' in height may be as close as 3' to a side and/or rear property line; and
- Accessory buildings 15' in height or taller must be setback at least 10 feet from the side and rear property lines.

**Public Hearing:**

No

Some property owners have recently complained about the size of an accessory building that was built in their neighborhood. While the building does comply with current standards, it has caused staff to reevaluate the regulations to help ensure that there is a balance between property rights and impacts to adjacent landowners.

**Zone:**

Residential

**Attachments:**

1. Draft ordinance.

On March 27, 2025 the Planning Commission held a public hearing to review proposed amendments that included:

- Reduce the allowable rear yard coverage of accessory buildings from 30% to 20%; and
- For accessory buildings that are 25' in height or taller, require that they comply with the standard rear yard setback of the zone in which they are located (typically 25').

The Planning Commission continued the item with a request that staff look at making further amendments that would include more of a sliding scale for building heights and setbacks. Staff is now proposing the following:

- Accessory buildings that are less than 15' in height shall have a side and rear setback of at least 3' (no change from current ordinance).



- Accessory buildings that are at least 15' in height shall comply with the side yard setback of the zone in which the building is located.
- An accessory building that is at least 15' feet in height but does not exceed 18' in height shall have a rear yard setback of at least 10'.
- For every 1' of additional height above 18', the building shall be setback at least 2 additional feet from the rear setback, or comply with the standard rear yard setback of the zone (typically 25'), whichever is less restrictive.

Staff believes that reducing the allowable rear yard coverage and requiring an increased setback for taller buildings will still allow ample opportunities for property owners to build accessory buildings while also being more considerate of adjacent property owners.

**RECOMMENDATION**

Recommend approval of the proposed amendments to the City Council.

**Attachment “1”**  
**changes shown in strikeout and underline**

**18.84.230: AREA OF ACCESSORY BUILDINGS:**

~~No accessory buildings or group of accessory buildings in a residential zone shall cover more than thirty percent (30%) of the rear yard.~~

Accessory buildings in a residential zone shall comply with the following requirements:

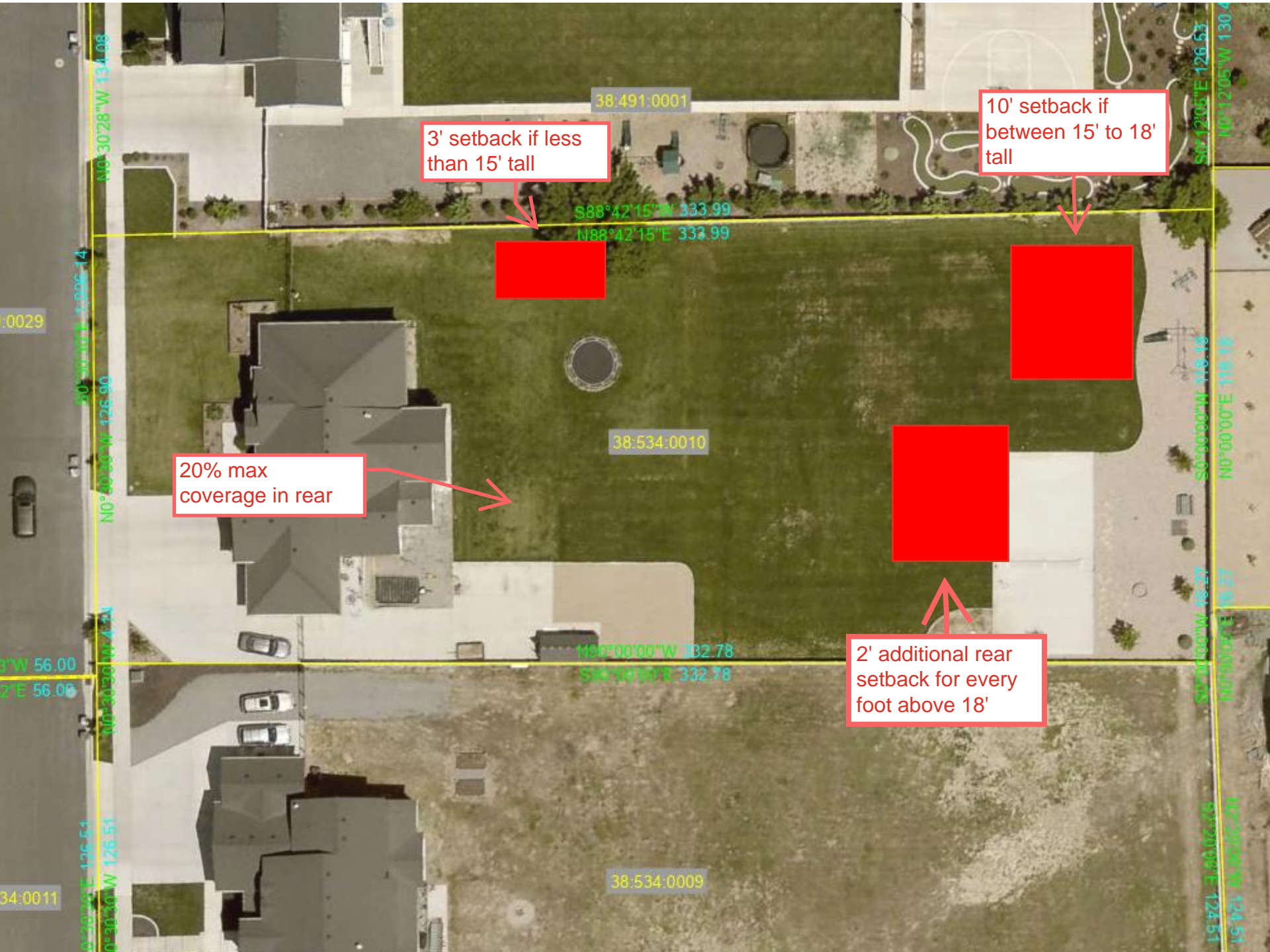
- A. Coverage: No accessory building or group of accessory buildings shall cover more than twenty percent (20%) of the rear yard of the lot and shall not exceed the total allowed coverage allowed within the zone in which the lot is located.
- B. Height and setbacks:
  - 1. Height shall be measured as identified in the zone in which the building is located.
  - 2. All accessory buildings shall comply with the front yard and side yard, corner lot setback requirements of the zone in which the building is located.
  - 3. An accessory building that is less than fifteen feet in height shall have a side and rear yard setback of at least three feet (3').
  - 4. An accessory building that is at least fifteen feet (15') in height shall comply with the side yard setback of the zone in which the building is located.
  - 5. An accessory building that is fifteen feet (15') in height but does not exceed eighteen feet (18') in height shall have a rear yard setback of at least ten feet (10').
  - 6. For every one foot (1') of additional height above eighteen feet (18'), the accessory building shall be setback at least two (2) additional feet from the rear property line or comply with the standard rear yard setback of the zone in which the building is located, whichever is least restrictive. For example, an accessory building that is twenty feet tall would have a minimum rear setback of fourteen feet (14').
  - 7. In no case shall an accessory building be taller than the maximum allowed height of the zone in which the building is located.
- C. Public Utility Easement (PUE): If any accessory structure must be removed, relocated, or otherwise modified in any manner in order to access public utilities within a PUE, the property owner shall bear the full expense of such removal, relocation or modification, together with all costs of restoration.
- D. Drainage: All roof drainage shall be retained on site and not directed at adjacent parcels.

**~~18.26.020: EXCEPTION TO SIDE AND REAR SETBACK REQUIREMENTS FOR ACCESSORY STRUCTURES IN RESIDENTIAL ZONES:~~**

~~Accessory buildings on residential lots shall comply with the front yard and side yard; corner lot setback requirements, and the building height requirements for the zone in which the building is located. Accessory buildings shall be set back at least ten feet (10') from the side and rear property lines, unless the rear yard faces a public street, in which case the setback shall be the same as the required front yard setback. An accessory building may be located no closer than three feet (3') from the side and/or rear property lines if the following conditions are met:~~

- ~~—A. The building shall be less than fifteen feet (15') tall;~~
- ~~—B. All roof drainage shall be directed away from any adjacent property lines and shall be drained to the property wherein the building is located;~~
- ~~—C. The side and/or rear property line is not facing a public street; and~~
- ~~—D. The building will not be placed over any land designated as a utility easement upon which any underground utility line or system shall have been constructed.~~

Conforming changes to sections 18.30.020, 18.32.050, 18.36.040, 18.36.060, 18.48.050, 18.50.060, 18.56A.030, 18.56B.020, 18.78A.030, 18.78B.040, 18.78C.080.020, 18.78D.050, 18.78D.050, 18.82A.070, 18.82C.050, 18.82C.070, 18.82D.050, 18.82D.060, 18.82D.070, 18.82F.070, 18.82G.060, 18.82H.070, 18.82I.070, and 18.82J.070 will be made to reference the new requirements in 18.84.230.



3' setback if less than 15' tall

10' setback if between 15' to 18' tall

20% max coverage in rear

2' additional rear setback for every foot above 18'