



PLANNING COMMISSION STAFF REPORT

MEETING DATE:	June 5, 2025
PROJECT NUMBER:	S24-00022
REQUEST:	Preliminary subdivision plat approval to consolidate 4 parcels into a 1-Lot subdivision
ADDRESS:	3271 S 500 E
PARCEL NUMBER:	16-30-432-006-0000, 16-30-432-011-0000, 16-30-432-012-0000, and 16-30-432-013-0000
PROPERTY OWNER:	City of South Salt Lake
APPLICANT:	Sharen Hauri, representing City of South Salt Lake
TYPE OF APPLICATION:	Administrative – Subdivision Plat Approval

SYNOPSIS:

On October 28, 2024, the City of South Salt Lake submitted a plat application to consolidate four (4) parcels—identified as parcel numbers 16-30-432-006-0000, 16-30-432-011-0000, 16-30-432-012-0000, and 16-30-432-013-0000—into one (1) lot. The site is home to the Historic Scott School Community Center Campus, which was granted a Historic Preservation Easement in 2021. This easement ensures the protection and restoration of the historic school and dedicates the site to arts, cultural, educational, and recreational uses.



The property is located in the Historical & Landmark zoning district, and the current use is conforming. Since acquiring the site, the City has completed several interior improvements, including the remodel of the Redwood Building to support Promise South Salt Lake programs with safe, functional space. The purpose of this plat application is to consolidate the parcels to facilitate future improvement projects on the site. Existing easements include a ten (10) foot Public Utility Easement (PUE) along the west, south, and east sides of the property, and a UDOT easement on the southwest corner.

The Planning Commission is the land use authority over all Plat Applications.

STAFF RECOMMENDATION:

Staff recommends approval for a preliminary subdivision plat to combine four parcels into one lot located at 3280 S State.

EXISTING ZONING	SURROUND ZONING	SIZE OF PROPERTY
Historical & Landmark	North – R1 South – Master Planned Mixed Use East – R1 West – Commercial Corridor	16304320130000 - .42 acres 16304320060000 – 1 acre 16304320120000 - .13 acres 16304320110000 - .13 acres



Location: 3271 S 500 E
Parcel Size: 1.68 acres total

Figure 1: Existing Parcel Lines



A wide-angle photograph of a large, two-story red brick building with a gabled roof, surrounded by lush green lawns and mature trees. A paved walkway leads from the foreground towards the building. The sky is blue with scattered clouds.

Figure 3: Existing Condition (South Side, 3300 S)



Figure 4: Existing Condition (East Side, 3255 S 540 E)



Figure 5: Proposed Preliminary Plat

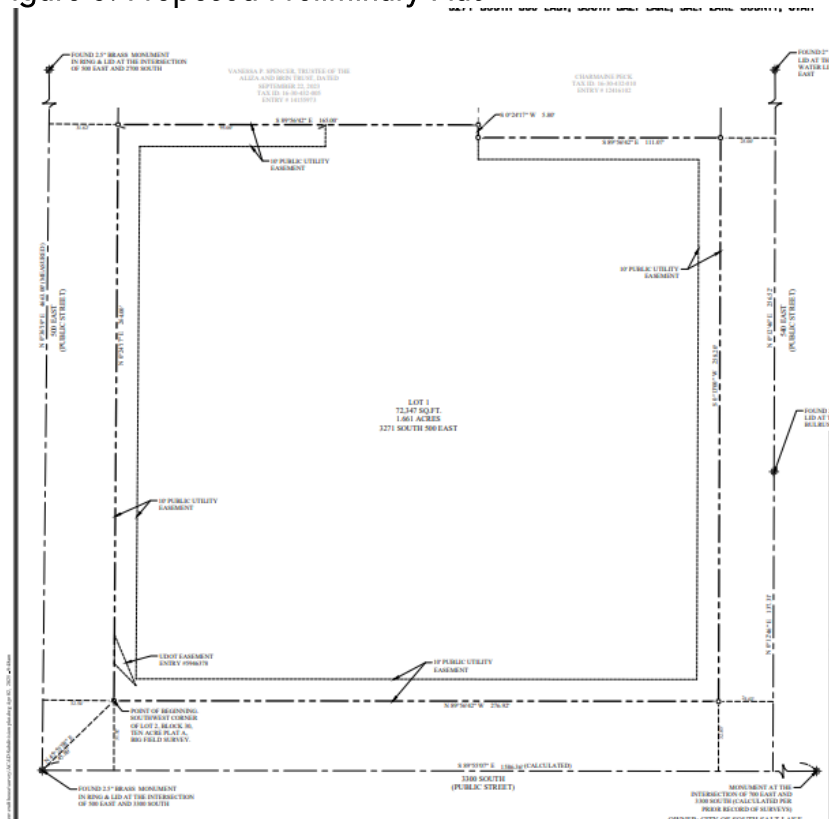


Figure 6: Site Plan

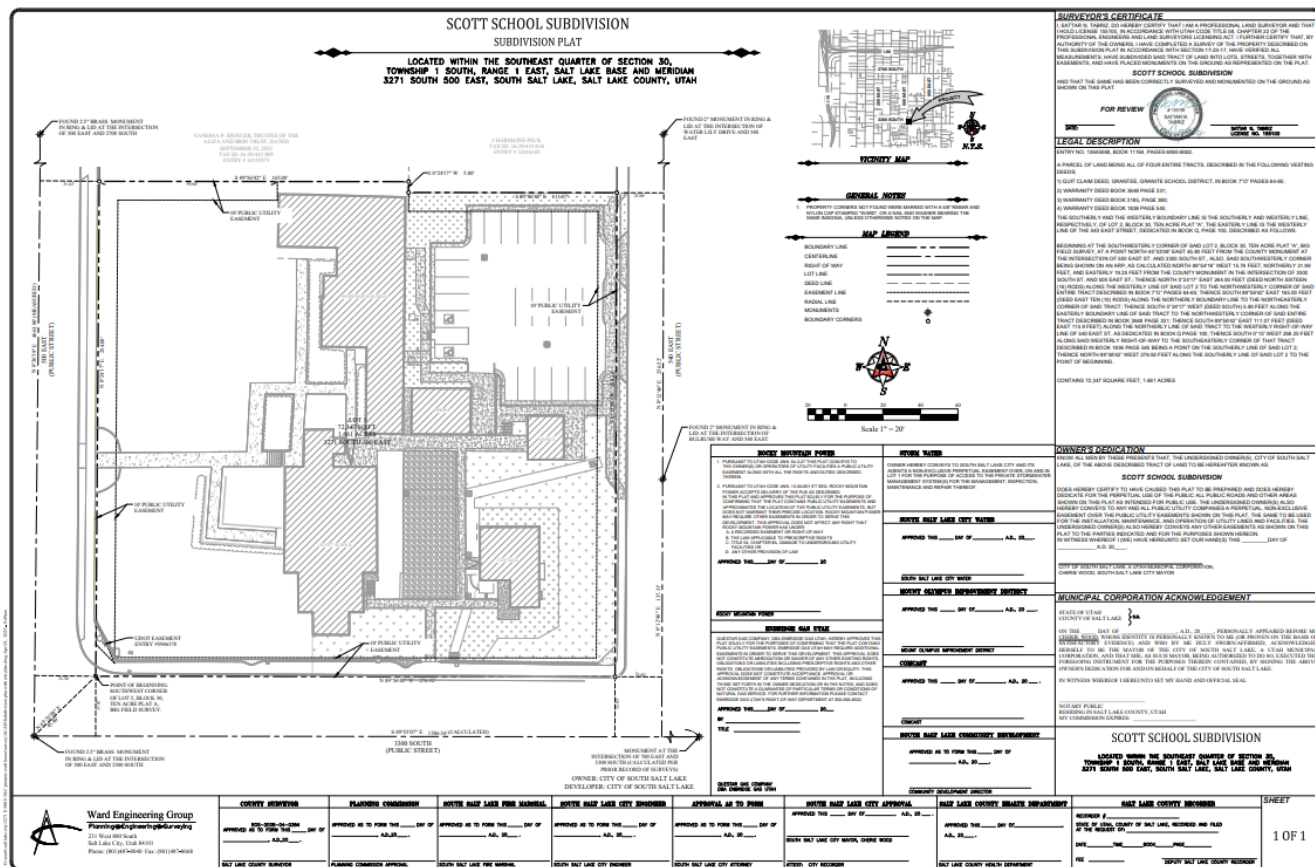
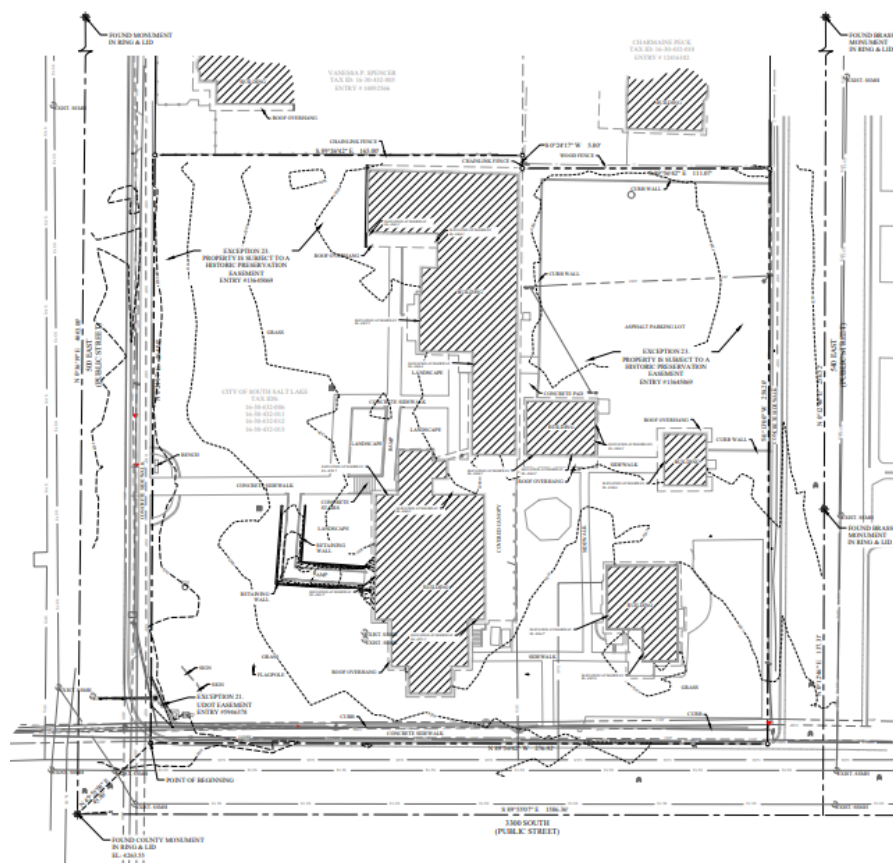


Figure 7: Alta Survey



PLANNING COMMISSION AUTHORITY:

17.11.030. Land use authority designations.

Pursuant to state law, the following administrative land use authority designations are made:

- A. **Planning Commission.** The planning commission is the land use authority on issues of: subdivision and subdivision plat approval, vacating, altering or amending a Subdivision Plat; Conditional Use Permit Applications; design review for Building Heights as established in this Title; design review for projects on Parcels where any portion of the Parcel abuts any residential district; and the issuance of a Building or demolition permit in a Historic and Landmark district.

GENERAL PLAN CONSIDERATIONS:

Community Values Goal 1: Enhance community pride and identity.

Analysis: The plat consolidation supports long-term investment in a cherished historic site, reinforcing its role as a cultural and civic landmark that fosters community pride.

Land Use & Neighborhoods Goal 4: Preserve the unique identity of South Salt Lake.

Analysis: Consolidating the parcels enables preservation and enhancement of the Historic Scott School, a distinctive and defining feature of the city's heritage.

Community Facilities Goal 1: Provide a full range of public facilities and services that reflect the needs of the community.

Analysis: The plat supports future improvements that will expand public facility offerings at the site, ensuring services remain aligned with community needs.

Community Facilities Goal 2: Provide community centers that promote health, education, and equity

Analysis: The Historic Scott School campus, through its programs and future development potential, directly advances access to equitable educational and recreational opportunities.

ORDINANCE ANALYSIS:

Ordinance	Finding	Notes / Insufficiency
South Salt Lake Municipal Code		
17.10.120 – Requirements for Improvements & Design		
A. Compliance with laws, rules and regulations	Petition complies.	
B. South Salt Lake construction specifications and standard drawings (Road profile dedications)	The applicant met with the Engineering Department to meet all Rights of Way requirements.	
C. Self-Imposed restrictions	The applicant has proposed no restriction.	
D. Restrictions due to character of the land	Not applicable	
17.10.140 – Subdivision Development Lot Standards		
A. All Final Plats shall result in the creation of compliant Lots and Building sites.	The new Lot will be 1.68 acres. The proposed new Lot complies with the standards in Title 17 of the SSL Municipal Code.	

B. Frontage on public street	The existing Lot has frontage on public street.	
C. Street right-of-way shall be separate and distinct from subdivided lots.	Not applicable	
D. Minimum area and dimensions shall conform.	There are no minimum lot size requirements in the Historic and Landmark District.	
E. Side boundary lines shall be at right angles to the street.	All newly created side boundary lines are at right angles to all adjacent streets.	
F. Side boundary lines of lots shall be radial to center of a Cul-de-Sac	Not Applicable	
G. Corner lots for residential uses shall be platted wider than interior lots	Not Applicable	
H. Lots shall not divide City boundary	All existing and proposed parcels are located within South Salt Lake City.	
I. Double frontage SF residential lots	Not Applicable	
J. Multiple building yard areas	Not Applicable	
K. Side lot lines shall be at right angles to street lines	The newly created side lot lines are at a right angle to street lines.	
L. Dimensions of Corner Lots shall be large enough to allow for erection of Buildings	The corner lot meets setback and sight distance requirements from both streets.	
M. Depth and width of properties shall be adequate to provide for off-street parking and loading facilities	The development site plan provides sufficient off-street parking.	
N. New Single-Family lots	Not Applicable	
O. If Access from an Arterial or Collector Street is necessary for new adjoining lots, such lots shall be served by separate local street	Not Applicable	
P. Driveways shall be designed and arranged to avoid vehicles backing onto Streets	The driveway is designed to prevent vehicles from backing onto the street.	
Q. Lots shall be laid out to provide positive drainage away from all buildings.	Per the Engineering review, there is positive drainage away from all buildings.	

17.10.150 - Subdivision and Condominium Plat Layout Requirements.

<p>A. General Layout Requirements</p> <p>1. Road Design Standards – Roads must meet city engineering standards and be approved before final plat.</p> <p>2. Non-Residential Traffic Planning – Streets and access must minimize traffic-pedestrian conflicts and support building layout.</p> <p>3. Street Connectivity – Streets should extend to tract boundaries unless physically constrained.</p>	Requires have been met.	
B. Frontage on and Arrangement to Improved Roads	Requirements have been met.	

1. Access from Approved Street – Plats must front an improved or approved public street per city and state standards.		
2. Improved Existing Frontage – Existing street frontage must meet required improvement standards.		
3. Integration with General Plan – Streets must align with city’s road classifications and standard profiles.		
4. Traffic-Responsive Design – Thoroughfares should respond to land uses, traffic generators, and population density		
C. Road Design Considering Blocks.	Requirements have been met.	
D. Access to/from Arterial or Collector Streets	Requirements have been met.	
E. Construction of Dead-End Roads.	Not Applicable	
F. Road Names. Distinct and Consistent Naming – Road names must be unique within Salt Lake County and match existing roads when extended.	Not Applicable	
G. Road Regulatory Signs.	Not Applicable	
H. Street Lights/Project Lighting.	Requirements have been met.	
I. Road Design Standards.	Not Applicable	
J. Fire Access. All Structures must meet the requirements of Appendix D of the International Fire Code in effect in the State of Utah.	Requirements have been met.	
K. Intersection Design Standards.	Not applicable	
L. Road Dedications and Reservations.	Requirements have been met.	
17.10.160(A) - Drainage and Storm Sewers General Requirements		
A. Each plat shall make adequate provision for storm or flood water runoff.	Per the Engineering review, there is adequate provision for storm or flood water runoff.	
17.10.160(B) – Nature of Stormwater Facilities		
A. Applicants may be required to carry away by pipe or open channel any spring or surface water that may exist either previously to or as a result of the subdivision.	Not applicable	
B. Adequate underground stormwater systems shall be constructed and maintained.	Per the Engineering review, there is an adequate underground stormwater system.	
C. Accommodation of Upstream Drainage Areas.	Not applicable	
D. Adequate storm / flood water drainage will be provided to an approved drainage watercourse or facility with capacity.	Per the Engineering review, there is adequate storm or flood water drainage.	
E. Areas of poor drainage shall be remediated as applicable.	Sufficient drainage is provided per Engineering review.	

F. Flood plain areas shall be preserved upon recommendation of City Engineer when necessary for the health, safety, or welfare of the population of the area.	No floodplain areas exist to be preserved upon recommendation of the South Salt Lake City Engineer.	
17.10.170 - Water Facilities		
A. Applicant shall extend public culinary water supply-system for the purpose of providing an adequate water-supply to the Plat	Adequate water supply provisions are proposed per South Salt Lake Engineering review.	
B. Applicant shall install adequate water facilities including fire hydrants.	All proposed water infrastructure has been reviewed by South Salt Lake Engineering and complies with city standards.	
C. Water extensions shall meet City's standards	Not applicable	
D. Fire flow shall be approved by the Fire Marshal.	The Fire Marshal has reviewed and approved the proposed development plan.	
E. Location of all fire hydrants, all water and storage supply improvements shall be shown on the approved site plan and the cost of installing shall be included on the performance guaranty.	The Fire Marshal has reviewed and approved the proposed development plan.	
F. A determination shall be made as to location or extent of facilities to be maintained by South Salt Lake City, if any.	Not applicable. The buildings and property are already owned and maintained by South Salt Lake.	
G. Fire hydrants required for all plats.	The Fire Marshal has reviewed and approved the proposed development plan.	
17.10.180 - Sewer Facilities		
A. The applicant shall install sanitary sewer facilities in a manner prescribed by the applicable sanitary sewer authority.	The South Salt Lake Engineering Department has reviewed and approved the proposed development plan.	
B. Sanitary sewer facilities shall connect with the public sanitary sewer at sizes required by the sanitary sewer authority	South Salt Lake Engineering has reviewed and approved the civil plans for the proposed development. All proposed infrastructure complies with South Salt Lake requirements.	
17.10.190 – Utilities		
A. Utility facilities shall be located underground in new subdivisions.	There are no existing utility facilities on the surface in this Lot.	
B. Easements centered on Rear Lot Lines shall be provided for private and municipal utilities; such easements shall be at least 10' wide.	There will be a 10 ft PUE easement around the South, West and East side of the property.	
17.10.200 - Sidewalks, Trails, and Bike Paths		
A. Subdivision shall comply with the applicable road profile – including sidewalks, landscaping, bike lanes, curb and gutter, etc.	The existing roadways comply with the current Public Right of Way standards.	

B. Trails, pedestrian paths, and bike paths shall relate appropriately to topography.	This application meets the requirement.	
C. Trails, pedestrian paths, and bike paths shall be provided in accordance with the Trails Master Plan.	The Trails Master Plan does not include any facilities adjacent to the subject property.	

STAFF RECOMMENDATION:

Based upon the information submitted in the application, supporting documentation, and analysis of the relevant code sections and general plan goals, Staff recommends the Planning Commission move to approve the preliminary subdivision plat to consolidate 4 parcels into a 1-lot subdivision, based on the findings of fact, conclusions of law and conditions of approval for the subdivision in the staff report.

Findings of Fact:

1. On October 28, 2024, the City of South Salt Lake, represented by Sharen Hauri submitted a plat application to consolidate four (4) parcels—identified as parcel numbers 16-30-432-006-0000, 16-30-432-011-0000, 16-30-432-012-0000, and 16-30-432-013-0000—into one (1) Lot located at 3271 S 500 E.
2. The purpose of this plat application is to consolidate the parcels to facilitate future improvement projects on the site.
3. The subject location 3271 S 500 E is in the Historic and Landmark District.
4. The lot size of the new Lot will be 1.68 acres total.
5. Existing easements include a ten (10) foot Public Utility Easement (PUE) along the west, south, and east sides of the property, and a UDOT easement on the southwest corner.
6. No impact is expected as part of the Historic Scoot School Campus on environmentally sensitive lands. There is no environmentally sensitive land on site.
7. No specific hazards or adverse impacts are expected due to the proposed use.
8. "Art Gallery" land use is a conforming use at the current location.
9. The proposed development will comply with all requirements of the South Salt Lake Municipal Code.
10. Staff has reviewed this subdivision application for compliance with South Salt Lake Municipal Code Sections 17.10.120, 17.10.130, 17.10.140, 17.10.150, 17.10.160, 17.10.170, 17.10.180, 17.10.190, and 17.10.200, and found that this subdivision application is compliant with this section, as outlined above.

Conclusions of Law:

1. The use, as specifically conditioned below, is consistent with the South Salt Lake City General Plan.

2. The use, as specifically conditioned below, is compatible in use, scale, and design with allowed uses in the Historic and Landmark District.
3. The use, as specifically conditioned below, does not compromise the health, safety, or welfare of: Persons employed within or using the proposed development; Those residing or working in the vicinity of the proposed use or development; or Property or improvements in the vicinity of the proposed use or development.
4. The use, as specifically conditioned below, does not impose disproportionate burdens on the citizens of the city.

Conditions of Approval:

1. The applicant will continue to work with City staff to make all technical corrections necessary prior to recording;
2. Prior to plat recordation and any additional development of the subsequent lot, the applicant must provide city staff the final plat mylar to include notarized signatures of owners' consent to dedication; obtain signatures of all entities indicated on the subdivision plat attached hereto;
3. The applicant shall complete (or post an adequate improvement completion assurance), warrant and post required warranty assurance for all required landscaping and public infrastructure improvements including street lights;
4. The applicant shall ensure that all site improvements are installed consistently with the requirements of the South Salt Lake City Municipal Code;
5. The applicant shall dedicate an easement to the City of South Salt Lake for purposes of storm water management practices and ensure the plat includes language of the dedication of such easement, in a form as approved by the City Attorney's Office;
6. The proposed development shall meet all requirements of the South Salt Lake Community Development Department, South Salt Lake Fire Marshal, the South Salt Lake Building Official, and the South Salt Lake Engineering department;
7. The applicant shall comply with all applicable International Building Codes and International Fire Codes and must obtain and complete a South Salt Lake building permit;
8. The applicant shall record the plat with the Salt Lake County Recorder's Office within 2 years of receiving final plat approval or the applicant elects to install Infrastructure Improvements prior to Plat recordation, the applicant shall have applied for the proper permits, deposited a 10% Warranty Assurance and be actively working on the issued permit;
9. The applicant shall submit all necessary will-serve letters before the approval of the final plat;
10. All items of the staff report.

PLANNING COMMISSION OPTIONS:

Option 1: Approval

Move to approve the application by City of South Salt Lake represented by Sharen Hauri to plat four (4) parcels located at 3271 S 500 E into one Lot, based on the findings and conclusions in the staff report, with the conditions enumerated in the staff report and on the record.

Option 2: Denial

Move to deny the application by City of South Salt Lake represented by Sharen Hauri to plat four (4) parcels located at 3271 S 500 E into one-Lot, based on the findings and conclusions in the staff report, with the conditions enumerated in the staff report and on the record.

Option 3: Continuance

Move to table the application by City of South Salt Lake represented by Sharen Hauri to plat four (4) parcels located at 3271 S 500 E into one Lot, based on the findings and conclusions in the staff report, with the conditions enumerated in the staff report and on the record to a date certain to allow the Applicants and Staff time to respond to specific inquiries or concerns raised by the Planning Commission, or to allow the Planning Commission more time to consider the proposal.

Attachments:

1. Plat
2. Site Plan
3. Alta Survey