

CITY OF OREM
PLANNING COMMISSION MEETING MINUTES
April 16th, 2025

The following items are discussed in these minutes:

- **WORK SESSION** – Discussion of General Plan Update: Land Use Element Draft
- **CONSENT AGENDA ITEMS** – All items approved:
 - **3.1 Minutes** – Review and Approve the Minutes from the March 19, 2025 Meeting – Approved
 - **3.2 Minutes** – Review and Approve the Minutes from the April 2, 2025 Meeting – Approved
 - **3.3 Apple Pointe – Preliminary Plat** – Located generally at 230 E 2000 South – Approved
 - **3.4 Bishop Estates – Preliminary Plat** – Located generally at 526 N 400 East – Approved
 - **3.5 Orem Center For Change – Preliminary Plat** – Located generally at 1748 N State St – Approved
 - **3.6 Shallenberger – Preliminary Plat** – Located generally at 1331 S 1000 East – Approved
 - **3.7 Sunflower Dunes – Preliminary Plat** – Located generally at 1450 S 360 West – Approved
- **ACTION ITEMS:**
 - **4.1 NEIGHBORHOOD MEETING TEXT AMENDMENT**, continued from March 19, 2025 – Ordinance amending Articles 22-14-20(1) and 22-1-5(G) modifying requirements for the conduct of neighborhood meetings in advance of applications to the Planning Commission.

A recording of this meeting can be accessed at <https://www.youtube.com/live/MccXqxjF0k?si=umpy9mbr-Q4DQ-NX>.

WORK SESSION

Place: Orem City Council Chambers

At **4:32 p.m.** Chair Komen called the Work Session to order.

Those present: Mike Carpenter, Gerald Crismon, Rod Erickson, James (Jim) Hawkes, and Madeline Komen, Planning Commission members; Gary McGinn, Development Services Director/Legal Counsel; Jared Hall, Planning Division Manager; Grace Bjarnson Associate Planner; Grant Allen, Matthew Taylor Senior Planners.

Those excused: Britton Runolfson and Haysam Sakar, Planning Commission members.

1. **General Plan Update:** Staff presented the Land Use Element Draft for Commissioner discussion. (see attached)

Commissioners emphasized the importance of moving beyond broad designations to include area-specific strategies. They discussed how principles like encouraging complementary land uses, stimulating corridor investment, and reducing reliance on PRDs could shape future zoning and development patterns. Several members suggested identifying key areas—such as Geneva Road, the tech park, and eastern parcels—for possible small area plans.

A significant portion of the meeting focused on the Geneva Road corridor, including insights from a recent coordination meeting with Vineyard’s planning staff. Vineyard’s long-term plans include medical development, a UVU satellite campus, and expanded trail systems, all of which could impact development on Orem’s side of the corridor. The commission discussed how best to position Orem to respond to these changes, including the possibility of adopting more flexible or mixed zoning categories.

Staff proposed that Geneva Road could serve as a model for identifying similar planning needs citywide. Commissioners supported this approach and expressed interest in reviewing revised language for the land use element at the next meeting. Additional meeting dates and document access were also briefly discussed as next steps.

The work session concluded around 5:25 PM in preparation for the regular meeting.

REGULAR MEETING

Place: Orem City Council Chambers

At 5:33 p.m. Chair Komen called the Planning Commission meeting to order. Gerald Crimson offered the invocation.

Those present: Mike Carpenter, Gerald Crismon, Rod Erickson, James (Jim) Hawkes, and Madeline Komen, Planning Commission members; Gary McGinn, Development Services Director/Legal Counsel; Jared Hall, Planning Division Manager; Grace Bjarnson Associate Planner; Grant Allen, Matthew Taylor Senior Planners.

Those excused: Britton Runolfson and Haysam Sakar, Planning Commission members.

Agenda Item 3, Consent Agenda: Chair Komen introduced the Consent Agenda items. Chair Komen asked if anyone had additional comments to make on the items, or if anyone would like to remove or continue any items. No questions, comments, or removals were posed. Chair Komen requested a motion on the Consent Agenda, which contains the following items:

- **3.1 Minutes** – Review and Approve the Minutes from the March 19, 2025 Meeting
- **3.2 Minutes** – Review and Approve the Minutes from the April 2, 2025 Meeting
- **3.3 Apple Pointe – Preliminary Plat** – Located generally at 230 E 2000 South
- **3.4 Bishop Estates – Preliminary Plat** – Located generally at 526 N 400 East
- **3.5 Orem Center For Change – Preliminary Plat** – Located generally at 1748 N State St
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- **3.7 Sunflower Dunes – Preliminary Plat** – Located generally at 1450 S 360 West

James Hawkes motioned to approve the Consent Agenda. Rod Erickson seconded the motion. The motion passed unanimously.

Agenda Item 4, Action Items and Public Hearings

4.1 NEIGHBORHOOD MEETING TEXT AMENDMENT, continued from March 19, 2025 – Ordinance amending Articles 22-14-20(I) and 22-1-5(G) modifying requirements for the conduct of neighborhood meetings in advance of applications to the Planning Commission.

Staff presented proposed text amendments to Articles 22-14-20(I) and 22-15(G) of the Orem City Code regarding neighborhood meeting requirements (see attached). The amendments included:

- Requiring neighborhood meetings to be held after 6:00 PM on weekdays or after 9:00 AM on Saturdays. Meetings may not be held on holidays, the day before or after a holiday, or on nights when City Council or Planning Commission meetings are scheduled.
- Expanding notice distances to 2,000 feet for rezone requests and 1,000 feet for commercial site plans, with notices to be mailed at least 21 calendar days prior to the meeting.
- Requiring applicants to use a city-provided notice template containing proposal details, a vicinity map, and contact information.
- Mandating use of city-provided forms for attendance rosters and meeting minutes, with options for written public comments.
- Requiring a clear presentation of the proposed project during the meeting.
- Stipulating that additional meetings will be required if no concept is presented or if the proposal changes significantly.
- Removing outdated references to notices for small lot adjustments, which are already exempt from neighborhood meeting requirements.

During discussion, the Commission added a clarification that neighborhood meetings may not be held on the Saturday before a Monday holiday.

PC Action: Rod Erickson moved to forward a positive recommendation to the City Council. James Hawkes seconded the

motion. The motion passed unanimously

Closing Comments: Gary McGinn provided a reminder that the next meeting would be in the new City Hall building, and an Open House would be held Tuesday, April 22 with operations in the new building beginning the following day.

Adjournment: Chair Komen called for a motion to adjourn. Vice Chair Carpenter motioned to adjourn; James Hawkes seconded the motion. The motion passed unanimously, and the Regular Session adjourned at 5:44 PM.

Reviewed and Approved: **May 7th 2025**

A complete video of the meeting can be found at www.orem.org/meetings

1. INTRODUCTION

Family City USA

The City of Orem was founded in 1919, named in honor of Walter C. Orem, a prominent figure in the Utah railroad industry who founded the 'Orem Line' of the first Utah electric railroad. Initially called the "Provo Bench", the City was known for its fertile orchards and farmlands. Orem has evolved from its agricultural roots into a vibrant and thriving city, and the commercial hub of Utah County. In recent years, Orem has earned accolades as one of the best places to live and raise a family. As Orem plans to manage future growth and development, the General Plan will provide a framework for evaluating and understanding proposed changes and will help Orem continue to be "Family City USA."

History Overview

The need for a reliable water system led to Orem's incorporation, with residents issuing bonds to address the area's water shortage. Unlike many Utah towns, Orem developed through homesteads along major roads rather than clustered city blocks. Cultural growth in Orem was significantly influenced by the Sharon Community Educational and Recreational Association (SCERA), established in 1933, which fostered a strong sense of community. SCERA and the City maintain strong ties which support the community's deep commitment to culture and the arts. The construction of the Geneva Steel plant in the 1940s spurred industrial growth on the west side, transforming Orem from an agricultural community to an employment hub. The plant operated until the early 2000s and is now part of a redevelopment project in Vineyard City. The school that would grow to become Utah Valley University was founded in 1941. Today, UVU has the largest student population in the State of Utah. In 1946, the city's zoning ordinance designated the entire State Street corridor for commercial use, attracting numerous businesses and setting the City on a path to become the commercial center of Utah County. As commercial and industrial growth continued, it expanded to include a significant technology sector, starting with the founding of the WordPerfect Corporation. Orem has been and continues to be a place where things come together. For more detailed history, please see Appendix A.

Structure of the Plan

The Orem General Plan serves as the City's official guide for growth, development, conservation, and land use. The General Plan helps to provide consistency to land use decision making: while it avoids designating specific locations for developments, it establishes overarching policies and procedures that ensure informed decision making over time. The plan includes the following elements:

1. **Introduction:** Details the plan's purpose and provides a brief historical overview of Orem.
2. **Land Use:** Strategies for balanced, orderly development.
3. **Redevelopment:** Plans and programs to address historic preservation, redevelopment of land including housing sites, business sites, industrial sites and public building sites.

4. **Economics:** Economic goals to strengthen the City's commercial base by attracting businesses, supporting local enterprises, creating employment opportunities, and fostering innovation and long-term prosperity.
5. **Transportation:** Plans for current and future transportation needs, including active transportation and public transit.
6. **Water Use and Conservation:** Assesses the impact of permitted development on water demand and infrastructure while identifying strategies to optimize water use.
7. **Housing:** Analysis of demographic trends and strategies to facilitate affordable housing options and promote owner-occupancy.
8. **Parks & Recreation:** Strategies and plans for Parks, Recreation, Trails, and Open Space.
9. **Public Services:** Overview of public infrastructure needs, community services, public safety, and impact fees.
10. **Urban Design:** Strategies for shaping the city's urban landscape and infrastructure.
11. **Appendix:** Expanded chapters of history, maps, documents, additional data and referenced plans.

Key Priorities and Strategies

The City's goals and priorities are centered around the preservation and furtherance of development that promotes Orem as *Family City USA*, while improving quality of life. The General Plan will promote these priorities with a focus on redevelopment, economic vitality, efficient transportation, water management, the promotion of owner-occupied housing, enhanced parks and recreation, robust and sustainable public services, and thoughtful consideration of architecture and streetscapes. Orem is committed to creating a thriving community while preserving the character of existing neighborhoods. Within the various elements of the Plan, the following areas of focus will be highlighted, and goals and objectives will aim to support them:

Safe and Livable Neighborhoods. As Family City USA, neighborhoods are at the heart of Orem City. To promote safe and livable neighborhoods, the City intends to:

- Regulate short term rentals (STRs) to assure the peaceful enjoyment and family-friendly atmosphere of residential neighborhoods.
- Promote targeted approaches to owner occupancy in 60% of all residential units and to create a balanced mix of housing options that promotes owner occupancy.
- Make timely updates to the General Plan and the Housing Element to assure strong connections and communication between the City Leadership, City Staff, and Orem citizens.

- Plan for the development of the HeArt of Downtown to create an arts and entertainment district between the SCERA and the City Center.

Thriving and Balanced Business Environment. Orem City has a strong economic foundation, and recognizes the importance of protecting and enhancing the environment that has allowed it to thrive. The City will seek opportunities to allow the business community to evolve and grow stronger by:

- Creating opportunities for local and smaller businesses to locate and grow in Orem, exploring incubator space opportunities, business development programs, and commercial development plans that complement the areas in which they are located.
- Fostering connections with Utah Valley University to create an environment of commercial innovation in Orem.

Dependable Infrastructure. Infrastructure is crucial to the planning of the City. Orem is committed to investments in infrastructure that support by:

- Supporting timely updates to the Master Transportation Plan and prioritizing traffic solutions for existing neighborhoods and business rather than for pass-through commuters.
- Including in-depth reviews of the impacts of proposed development to existing public infrastructure.
- Supporting efforts to improve the connection and availability of trails, public transit, and active transportation options in Orem.
- Defining and expanding Orem's trail system through the implementation of the Orem Parks, Recreation, Trails, and Open Space Master Plan.
- Adopting an Active Transportation Master Plan.
- Continuing efforts for responsible water use in new-build and redevelopment projects.
- Studying the feasibility of implementing requirements for Low Impact Development (LID) techniques and systems in site planning and development.



PLANNING COMMISSION

April 16, 2025

Item 4.1

PUBLIC HEARING

Text Amendment Neighborhood Meetings – (Continued from March 19, 2025)

Amending the text of Article 22-14-20(I) and Article 22-1-5(G) of Orem City Code related to required neighborhood meetings for land use applications

Prepared By:
Jared Hall

Applicant:
Planning Division

Notices

Posted in 2 public places

Posted on City Webpage and City hotline

Posted at Utah.gov/pmn

Action

The Commission may:

Recommend that the City Council approve the proposed text amendment.

Recommend that the City Council deny the proposed text amendment.

Continue the hearing to a future date to allow for further review, additional information, or public comment as may be needed to make a decision.

REQUEST:

The Planning Division proposes to amend the text of Section 22-14-20(I) and Section 22-1-5(G) of the City Code modifying the requirements for conducting neighborhood meetings in advance of applications to the Planning Commission.

BACKGROUND:

In cases of requests for rezones and for site plans in and adjacent to residential zoning, the City Code requires neighborhood meetings before an application can be made. The applicants are required to notice and conduct those meetings. During 2024, planning staff began consideration of some changes to Articles 22-1-5(G) and 22-14-20(I) which lay out the requirements for the neighborhood meetings. The Planning Commission reviewed these proposed changes at a public hearing on February 19, 2025, and then again on March 19, 2025. The latest draft changes based on those meetings are attached to this report for review. The changes are summarized in the review section below.

REVIEW:

An applicant for site plan approval (Section 22-14-20) or for a rezone of property (Section 22-1-5) is required to hold a neighborhood meeting before their request is reviewed by the Planning Commission. The proposed changes are essentially duplicated in both these sections.

1. Dates for the Meeting – Neighborhood meetings must be held on weeknights after 6:00 p.m., or Saturdays after 9:00 a.m., and they may not be held on a holiday or the day before or after a holiday. The draft language also would not allow meetings to be held on the same night as an Orem City Council or Planning Commission meeting. These restrictions are to make sure that most people who may be interested can easily attend without conflict.
2. Noticing Distance – After discussions with the Planning Commission, the draft language includes different requirements for the distance that Notices must be sent to all owners of real property located within a certain radius of the subject property or properties, based on the type of request:

- 1) Zoning Map amendments, 2,000-foot radius.
- 2) Commercial site plans, 1,000-foot radius.
3. Notice Timing – Draft language includes an increase in the length of lead-time for applicants to send the notices to neighboring property owners from one week to twenty-one (21) calendar days.
4. Notice Content – Draft language requires the notice to include date, time, place, and contact information, but also requires the applicant to use a template form provided by the city (attached, as reviewed).
5. Meeting Conduct – Draft language has been included that instructs an applicant to explain their proposal at the meeting and to keep a roster and meeting minutes using template forms provided by the city (attached).
6. Additional Meetings – Finally, the draft language includes a notice to the applicants that an additional meeting will be required if the first meeting was held to obtain input from neighbors or if the concept plans were not shown or will change after then meeting.

STATE REQUIRED PROCESS FOR LAND USE AMENDMENTS:

For land use amendments like the requested text amendments in this application, Utah State Code states that the “planning commission shall... review and recommend to the [Orem City Council (“Council”)] a proposed land use regulation that represents the planning commission's recommendation for regulating the use and development of land within all or any part of the area of the municipality. See Utah Code 10-9a-502(1)(d)(i).

The Council “may not make any amendment [to the land use ordinance or zoning map] unless the Council... first submits the amendment to the planning commission for the planning commission's recommendation.” See Utah Code 10-9a-503(2).

ALTERNATIVE ACTIONS

After review and consideration of the application, the Planning Commission may:

Recommend Approval of the proposed text amendments.

Recommend Denial of the proposed text amendments.

Continue the request to a future date for further review, additional information, or public comment as needed to make a recommendation.

ALTERNATIVE MOTIONS:

Motion to recommend approval or denial

"I move that the Planning Commission forward a recommendation of [**choose: approval or denial**] to the City Council for the proposed amendments to the text of Article 22-14-20(l) and Article 22-1-5(G) of the Orem City Code.

Motion to Continue the Request

"I move that the Planning Commission continue this request for further consideration to (choose another date as appropriate).

22-14-20(I)

- I. **Neighborhood Meeting.** The applicant for a site plan within or adjacent to a residential zone shall hold a neighborhood meeting prior to submitting an application for site plan approval. The neighborhood meeting shall be held on any weeknight after 6:00 p.m. or Saturday after 9:00 a.m. to provide the best opportunity for the neighbors to attend. The meeting shall not be held on a holiday or the day before or after a holiday. The meeting shall not be held on the same night as a meeting of the Orem City Council or Planning Commission. The applicant shall send written notice of the place, date, and time of the neighborhood meeting to all property owners, as listed in the records of the Utah County Recorder, located within one-thousand feet (1000') of the subject property. Notices shall be postmarked at least twenty-one (21) calendar days prior to the date of the meeting. ~~site if attached residential units are included in the site plan or within five hundred (500') feet if attached residential units are not included in the site plan.~~ The notice shall be ~~written on letterhead made using the template provided by Orem City and shall -which~~ includes the contact information of the applicant including ~~but not limited to~~ a name, address, phone number, and an e-mail address. ~~The notice must include the existing zoning classification of the subject property and the zoning classification that the applicant is requesting for the property.~~ The notice must also include the place, date, and time of the meeting, and the following language:

“Pursuant to Orem City Code Section 22-14-20(I), this meeting is being held to discuss the project with you. This is an opportunity for you to review the plans and provide input and recommendations regarding the project. This application has not yet been reviewed by the city and is subject to change during the review process.”

~~All required notices shall be provided at least one week prior to the date of the meeting.~~ The neighborhood meeting must be conducted at a location within the city boundaries. ~~The neighborhood meeting shall be held on any weeknight after 6:00 p.m. or Saturday after 9:00 a.m. to provide the best opportunity for the neighbors to attend. The meeting shall not be held on a holiday or the day before or after a holiday.~~ Phone calls or informal door-to-door contacts are not considered neighborhood meetings. The applicant must provide a brief explanation of the request or proposed project at the meeting. The applicant shall keep detailed minutes of the content of the neighborhood meeting and a roster of those attending using the templates provided by the City. The application for site plan approval shall include a list of all individuals who were notified, ~~a the~~ roster of attendees, and a copy of the minutes from the neighborhood meeting. A second neighborhood

meeting will be required if the first meeting is held as an information gathering meeting to obtain input from surrounding property owners and/or a proposed concept plan is not provided for review or the concept plan changes after the meeting is held. -This requirement shall not apply to minor amendments to existing sites as provided under Section 22-14-20 (C)(3) of this chapter.

22-1-5(G), Draft Date 4/11/25

- G. A neighborhood meeting must be held prior to the submission of an application to rezone any property. The neighborhood meeting shall be held on any weeknight after 6:00 p.m. or Saturday after 9:00 a.m. to provide the best opportunity for the neighbors to attend. The meeting shall not be held on a holiday or the day before or after a holiday. The meeting shall not be held on the same night as a meeting of the Orem City Council or Planning Commission. The applicant shall send a written notice of the neighborhood meeting to the owners of all property, as listed in the records of the Utah County Recorder, located within ~~one~~two thousand feet (~~1000'~~2000') of the ~~site~~subject property. Notices shall be postmarked at least twenty-one (21) calendar days prior to the date of the meeting. if attached residential units will be allowed under the proposed rezone and within five hundred feet (500') if attached residential units will not be allowed under the proposed rezone. The notice shall be made using the template provided by Orem City and shall written on letterhead which includes the contact information of the applicant, including ~~but not limited to~~ a name, address, phone number, and an e-mail address. The notice must include the place, date, and time of the neighborhood meeting, the existing zoning classification of the subject property and the zoning classification that the applicant is requesting for the property. The notice must also include the following language:

“Pursuant to Orem City Code Section 22-1-5(G), this meeting is being held to discuss the project with you. This is an opportunity for you to review the plans and provide input and recommendations regarding the project. This application has not yet been reviewed by the city and is subject to change during the review process.”

~~All required notices shall be provided at least one week prior to the date of the meeting.~~ The neighborhood meeting must be conducted at a location within the city boundaries. ~~The neighborhood meeting shall be held on any weeknight after 6:00 p.m. or Saturday after 9:00 a.m. to provide the best opportunity for the neighbors to attend. The meeting shall not be held on a holiday or the day before or after a holiday.~~ Phone calls or informal door-to-door contacts are not considered neighborhood meetings. The applicant must provide a brief explanation of the request at the meeting. The applicant shall keep detailed minutes of the content of the neighborhood meeting and a roster of those attending using the templates provided by the city. The application for rezone shall include a list of all individuals who were notified ~~of the meeting, a the~~ roster of attendees ~~at the meeting~~, and a

copy of the minutes from the neighborhood meeting. A second neighborhood meeting will be required if the first meeting is held as an information gathering meeting to obtain input from surrounding property owners and/or a proposed concept plan is not provided for review or the concept plan changes after the meeting is held.