



**CITY OF NORTH SALT LAKE
PLANNING COMMISSION MEETING
NOTICE & AGENDA
August 11, 2026
6:30 PM**

Notice is given that the City of North Salt Lake Planning Commission will hold a regular meeting on the above noted date and time at City Hall, 10 East Center Street, North Salt Lake, Utah. Some Commissioners may participate electronically.

The following items of business will be discussed; the order of business may be changed as time permits:

AGENDA ITEMS

1. Welcome and Introduction
2. Public Comment
3. Consideration of a conditional use permit for a 35 foot wide drive approach at 661 East 50 North, John Ashby, MTB Construction LLC, applicant (Administrative)
4. Report on City Council actions on items recommended by the Planning Commission
5. Approval of Planning Commission Minutes of July 28, 2026
6. Adjourn

Planning Commission meetings are open to the public. If you need special accommodation to participate in the meeting, please call (801) 335-8709 with at least 24 hours' notice. This meeting will be broadcasted live through the City's YouTube channel:

<https://www.youtube.com/@nslutah4909/streams>

Notice of Posting:

I, the duly appointed City Recorder for the City of North Salt Lake, certify that copies of the foregoing agenda were posted on the Utah Public Notice Website: <https://www.utah.gov/pmn/>, City's Website: <https://nslcity.gov/>, and at City Hall: 10 East Center Street, North Salt Lake.

Date Posted: August 10, 2026


Wendy Page, City Recorder





MEMORANDUM

TO: Planning Commission

FROM: Mackenzie Johnson, Planner

DATE: August 11, 2026

SUBJECT: Conditional Use Permit for a 35 foot wide drive approach at 661 East 50 North

RECOMMENDATION

The Development Review Committee (DRC) recommends approval of the conditional use permit for a 35 foot wide drive approach at 661 East 50 North with no conditions.

BACKGROUND

The property of 661 East 50 North is zoned R1-10. There is an existing single-family home that is accessed by a 30 foot wide drive approach. The owner of the property would like to widen their existing approach to 35 feet wide. Per City Code 10-6-2, residential lots are permitted not more than one access driveway which shall be a maximum of 30 feet wide at the street lot line, or as established by a conditional use permit and not to exceed 40 feet. The Code also regulates that there shall be a minimum of 3 feet between a driveway and a side property line.

The proposed 35 foot drive approach will be approximately 14 feet from the nearest side property line. The licensed contractor, John Ashby (MTB Construction, LLC) has applied for an Excavation Permit and all work will be to City Standard and inspected by the Engineering or Public Works Department for compliance. The City Engineer has reviewed the plan and did not indicate any negative impacts to safety or traffic.

This conditional use permit is subject to the requirements of the City's Land Use Ordinance (10-7-2), requiring that every conditional use permit shall expire by limitation and become null and void if the work authorized by such permit has not commenced within one (1) year, or is not completed within two (2) years from date of issue.

PROPOSED MOTION

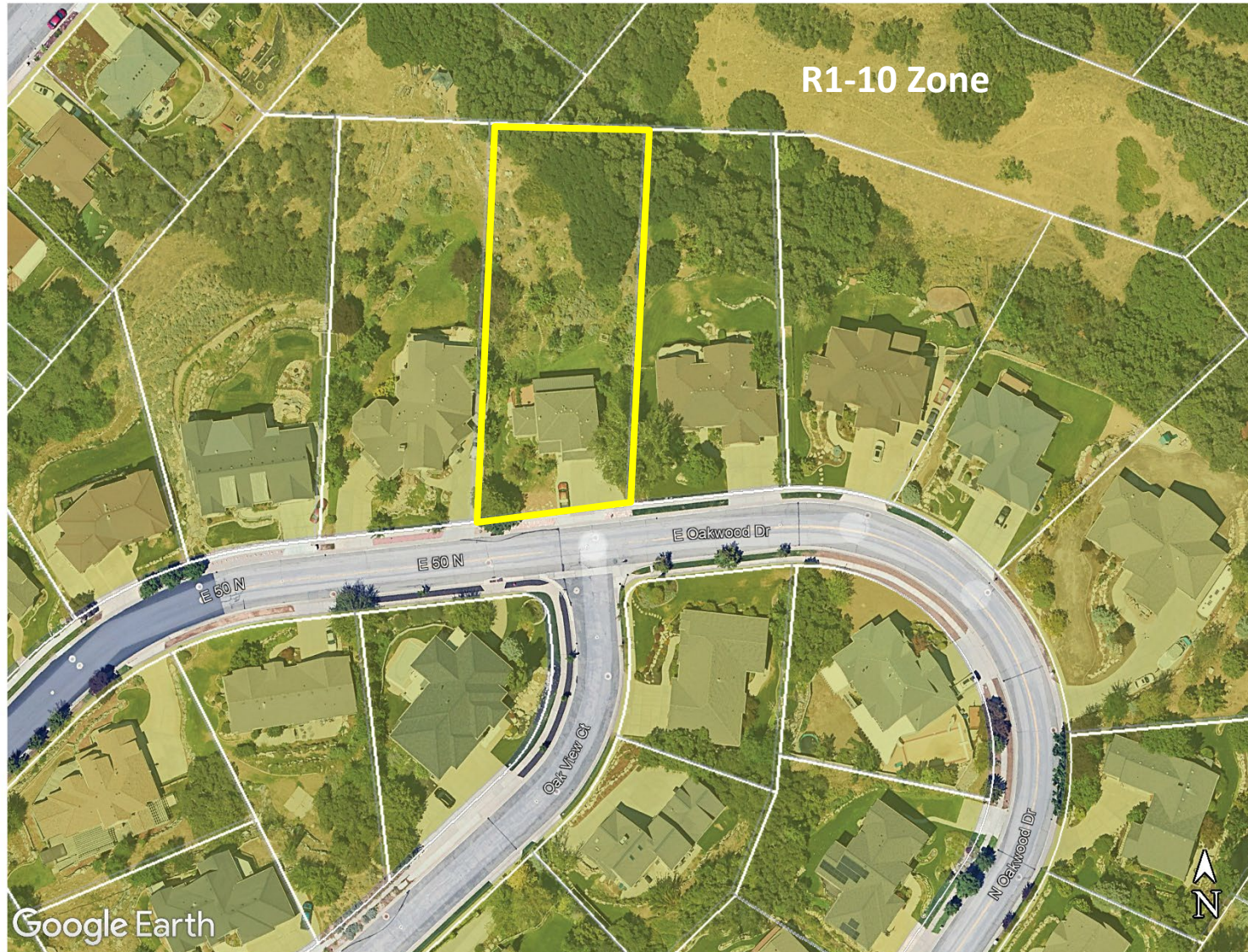
I move that the Planning Commission approve the conditional use permit for a 35 foot wide drive approach at 661 East 50 North with no conditions.

Attachments

- 1) Aerial/Zoning Map
- 2) Drive Approach Plan

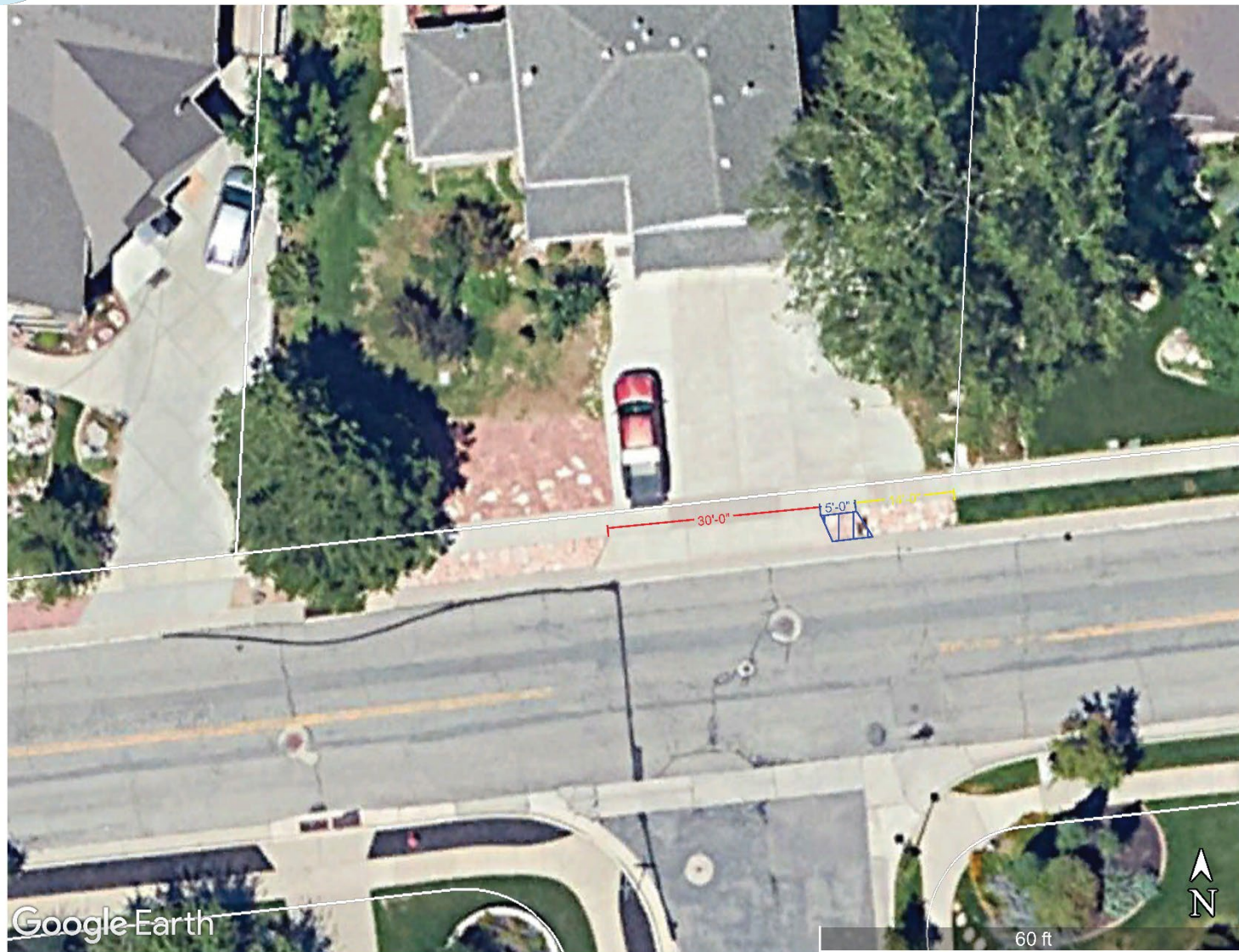


Conditional Use Permit – 35' Drive Approach 661 East 50 North Aerial/Zoning Map



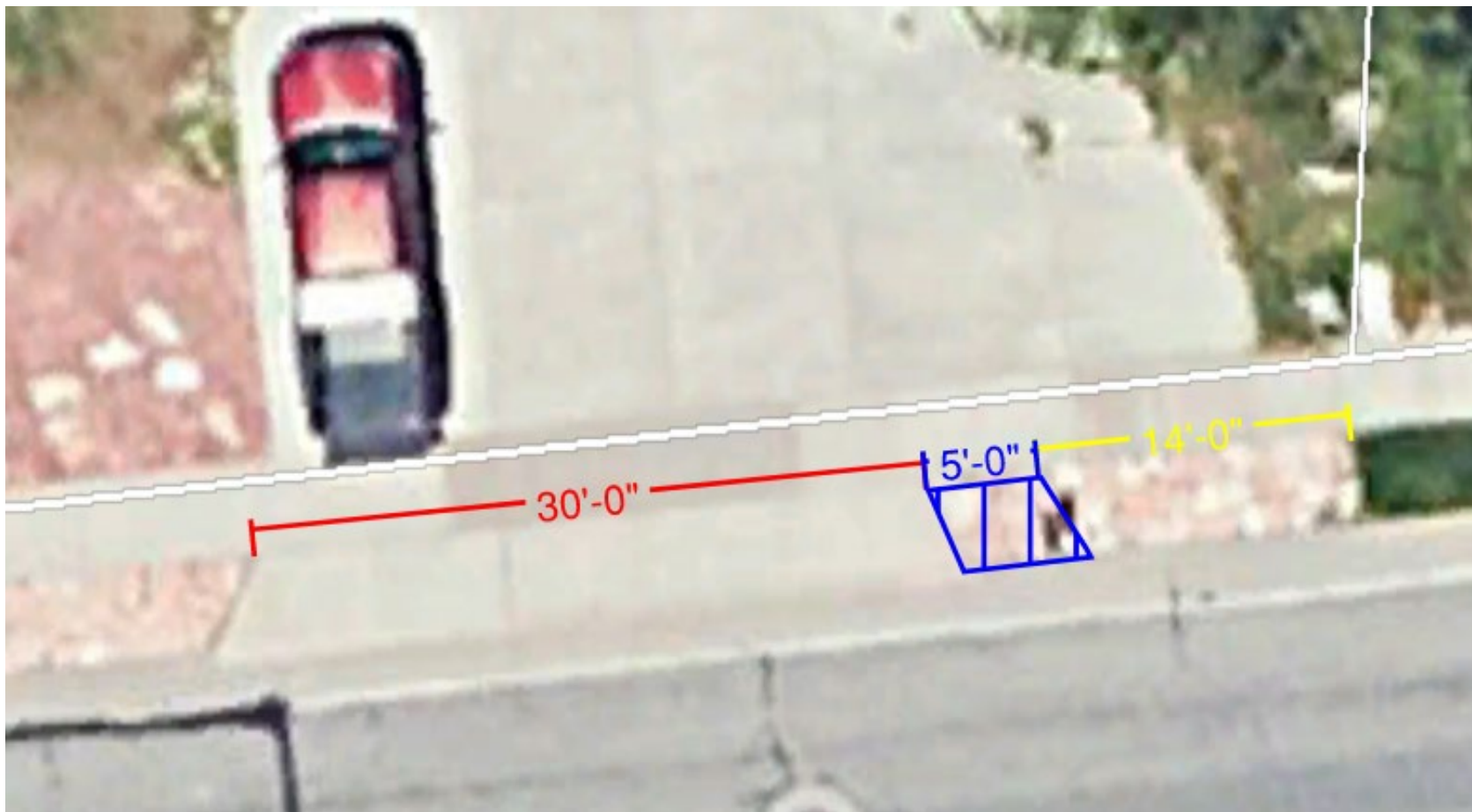


Conditional Use Permit – 35' Drive Approach 661 East 50 North Drive Approach Plan





Conditional Use Permit – 35' Drive Approach
661 East 50 North
Drive Approach Plan



1 CITY OF NORTH SALT LAKE
2 PLANNING COMMISSION MEETING
3 CITY HALL-10 EAST CENTER STREET, NORTH SALT LAKE
4 JULY 28, 2026
5

6 **DRAFT**
7

8 Commission Chair Larson called the meeting to order at 6:30 p.m.
9

10 PRESENT: Commission Chair BreAnna Larson
11 Commission Vice Chair Ryan Holbrook
12 Commissioner Ron Jorgensen
13 Commissioner Jacob Kapp
14 Commissioner Jonathan Marsh
15 Commissioner Irene Stone
16

17 EXCUSED: Commissioner Scott Jones
18

19 STAFF PRESENT: Sherrie Pace, Community Development Director; Mackenzie Johnson,
20 Planner; Ali Avery, Long Range Planner; Abbi Anderson, Planning Intern.
21

22 OTHERS PRESENT: Dee Lalliss, Barry Bryson, residents; Gary Tyler, Hughes General
23 Contractors; Eric Beard, Beard Construction, Kondrad Thiel, Greg Jax, Bunnell Incorporated;
24 Mark Morris, Voda Landscape + Planning.
25

26 1. PUBLIC COMMENT
27

28 There were no public comments.
29

30 2. CONSIDERATION OF A PLAT AMENDMENT TO LOT 1301 OF EAGLEWOOD
31 COVE SUBDIVISION, PHASE 13 AND 1302A OF THE EAGLEWOOD COVE
32 SUBDIVISION, PHASE 13 AMENDMENT NO. 3 LOCATED AT 725 AND 715
33 SOUTH TANGLEWOOD LOOP, ERIC BEARD, BEARD CONSTRUCTION,
34 APPLICANT (ADMINISTRATIVE)
35

36 Mackenzie Johnson reported that this plat amendment would combine two lots 1301 and 1302A,
37 in Eaglewood Cove, Phase 13. She explained that 1302A has previously been amended by
38 combining lots 1302 and 1303 into one lot. She shared an aerial view of the property and noted
39 that these lots consisted of several acres. She continued that this plat amendment would expand
40 the building envelope across the two lots and combine them into a single building lot. Ms.

Johnson added that this would vacate an existing 14 foot wide internal lot line drainage easement. She said the City Engineer had confirmed that this easement was not being used and was not necessary due to the combination of the lots.

Mackenzie Johnson concluded that the Development Review Committee (DRC) recommended approval of the plat amendment combining Lot 1301 of the Eaglewood Cove Subdivision, Phase 13 and 1302A of the Eaglewood Cove Subdivision, Phase 13 Amendment No. 3, located at 725 and 715 South Tanglewood Loop, and vacating the dividing drainage easement with the condition to correct any redlines.

Commissioner Jorgensen moved that the Planning Commission approve the plat amendment combining Lot 1301 of the Eaglewood Cove Subdivision, Phase 13 and 1302A of the Eaglewood Cove Subdivision, Phase 13 Amendment No. 3 located at 725 and 715 South Tanglewood Loop and vacating the dividing drainage easement with the following condition:

1) Correction of redlines.

Commissioner Kapp seconded the motion. The motion was approved by Commissioners Holbrook, Jorgensen, Kapp, Larson, Marsh, and Stone. Commissioner Jones was excused.

3. CONSIDERATION OF A PLAT AMENDMENT COMBINING LOT 3A AND 3B OF THE FOXBORO SOUTH PLAT 1 LOT 3 AMENDED SUBDIVISION LOCATED AT 360 NORTH CUTLER DRIVE AND 335 NORTH REDWOOD ROAD, KONRAD THIEL, BUNNELL INCORPORATED, APPLICANT (ADMINISTRATIVE)

Mackenzie Johnson reported that this agenda item and the following item were connected. She noted that the current address for the property was 330 North Cutler Drive and 335 North Redwood Road. She continued that the Foxboro South Plat 1 was recorded in 2005 and created Lot 3 (335 North Redwood Road). She shared that in 2007 Lot 3 was then subdivided into Lot 3A (330 North Cutler Drive) and Lot 3B (335 North Redwood Road). She said two buildings were then constructed on Lot 3A with a parking lot on Lot 3B.

Ms. Johnson explained that Bunnell Incorporated, the current owner/user, had requested a plat amendment to combine Lots 3A and 3B back into a single parcel to construct an accessory storage structure. She added that the property was zoned General Commercial, and mentioned that Bunnell Incorporated developed, manufactured, and distributed neonatal respiratory systems, which was classified as a technology type land use.

Commissioner Marsh asked why the property was originally split. Mackenzie Johnson replied that she was unsure of the reason but assumed the intent was that if and when the buildings were not used as a call center, the property owner could sell the piece with the parking lot individually. She continued that it was in 2007, and the original documentation was unclear.

Commissioner Kapp moved that the Planning Commission approve the plat amendment combining lot 3A and 3B of the Foxboro South Plat 1 Lot 3 Amended Subdivision located at 330 North Cutler Drive and 335 North Redwood Road with the following condition:

1) Correction of redlines.

Commissioner Marsh seconded the motion. The motion was approved by Commissioners Holbrook, Jorgensen, Kapp, Larson, Marsh, and Stone. Commissioner Jones was excused.

4. CONSIDERATION OF SITE PLAN APPROVAL FOR AN ACCESSORY STORAGE STRUCTURE FOR BUNNELL INCORPORATED AT 330 NORTH CUTLER DRIVE, DYLAN LLOYD, PROTECS, APPLICANT (ADMINISTRATIVE)

Mackenzie Johnson clarified that the property that faced Cutler Drive was actually addressed 330 North Cutler Drive, and one of the buildings on the property was addressed 360 North Cutler Drive. She continued that as part of the plat amendment, the property would have the formal address of 330 North Drive because that was what the business used for their FDA tags, etc. She shared an aerial view of the property and explained this was the same property as the prior agenda item. Ms. Johnson explained the business had expanded to the point that they needed extra storage space. She said storage was allowed as an accessory use in the Commercial Zone, which was why they were combining properties.

Mackenzie Johnson stated that the applicant had applied to construct a new building in the back corner of the property which would front Redwood Road. She continued that the accessory building would be approximately 8,400 square feet. She mentioned that 31,200 square feet of the entire property would be disturbed as part of the development, and there would be no new access or driveways added with the proposed scope of work. She added that there was currently one improved access from Cutler Drive, and one from Cambridge Drive.

Ms. Johnson shared that the accessory structure would be situated behind the existing buildings and setback 44 feet from Redwood Road. She continued that it would be 40 feet in height from finish grade to the architectural parapet. She added that the parapet was required per City's Building Design Standards related to massing and architectural guidelines. She noted that while

some parking stalls would be lost as part of the development, the property was overparked for the current use.

Mackenzie Johnson presented the landscaping plan for the new building with trees, mulch product, and vegetation with drip irrigation. She noted that the building met the minimum requirements for architectural massing with horizontal and vertical articulation through the use of parapets, colors, and materials. She explained that there was no primary building entrance, as this was an accessory structure. She continued that the building would be constructed with white and gray metal panels which were allowed per City Code 10-1-43 with a minimum four foot wainscotting around the bottom of the structure that matched or was compatible with the materials of the primary structure. Ms. Johnson explained that the existing structures were white/gray concrete with a minimalist appearance. She noted that the proposed panels for the wainscot finish were architectural grade and artisan series which did not have the appearance of metal.

Ms. Johnson explained how the metal panels stacked with an overhang from the panels above which created a shadow effect. She noted that this proposed material/appearance met the intent of the code. She then reviewed the building elevations, which included the location of the access doors, along with a rendering of the proposed accessory building. She added that no windows were required, as this was a storage structure, and noted skylights had been added by the property owner.

Mackenzie Johnson concluded that the DRC recommended approval of the site plan for an accessory storage structure for Bunnell Incorporated at 330 North Cutler Drive with the conditions for the correction of redlines, and that the plat amendment combining Lot 3A and 3B of the Foxboro South Plat 1 Lot 3 Amended was recorded prior to issuance of Certificate of Occupancy for the accessory structure.

Commissioner Marsh asked if the City required a landscape buffer between the structure and the property line. He noted that there would be landscaping on the east side of the structure but not on the south. Mackenzie Johnson replied that a landscape buffer would only be required for a parking lot. She continued that the minimum setback in the General Commercial zone was zero feet for a commercial building. She noted that the Commission could request that the applicant improve the area adjacent to the building with landscaping. She showed an aerial view of the property, and explained the building would be adjacent to another parking lot, not a road.

Commissioner Marsh commented that as there would be a parking lot adjacent to the building and not a road, he did not feel it was necessary to add a condition related to landscaping for that area.

Chair Larson questioned if there was a plan to install fencing around the building or property. Mackenzie Johnson replied that there was no plan for fencing.

Commissioner Marsh moved that the Planning Commission approve the site plan for an accessory storage structure for Bunnell Incorporated at 330 North Cutler Drive with the following conditions:

- 1) Correction of redlines;**
- 2) The plat amendment combining Lot 3A and 3B of the Foxboro South Plat 1 Lot 3 amended is recorded prior to issuance of Certificate of Occupancy for the accessory structure.**

Commissioner Jorgensen seconded the motion. The motion was approved by Commissioners Holbrook, Jorgensen, Kapp, Larson, Marsh, and Stone. Commissioner Jones was excused.

5. CONSIDERATION OF SITE PLAN APPROVAL FOR THE CRETE CARRIER PARKING LOT REPLACEMENT AND EXPANSION AT 723 AND 695 WEST 1100 NORTH, GARY TYLER, HUGHES GENERAL CONTRACTORS, APPLICANT (ADMINISTRATIVE)

Mackenzie Johnson reported that Crete Carrier has had an active business license at 695 West 1100 North since 2005. She continued that they were a trucking company and that this location was used as a stop for truckers to switch trucks. She said the building included a coffee area, bathrooms, showers, etc. She noted that Crete Carrier had been a good commercial operator with no code enforcement issues.

Ms. Johnson shared that Crete Carrier recently purchased the adjacent property at 723 West 1100 North which was in the direct flight path of the Sky Park Airport. She continued that Crete had also purchased 1.046 acres located at 1096 North Redwood Road and formally combined the lots for a new total lot size of 3.52 acres. She explained that the remaining 1.59 acres of 1096 North Redwood Road would be used by McDonalds, which was currently under construction. She added that the property was zoned General Commercial (CG) but the property that Crete would occupy had been rezoned to Manufacturing-Distribution (MD). The zoning map had not been amended yet as it was waiting for the lot line adjustment to be completed.

Mackenzie Johnson mentioned that a site plan application had been submitted to replace the existing asphalt parking lot with concrete, improve the buffer around the entire property, improve

landscaping along the frontage, removal of sod, and the expansion of the parking facilities. She noted that while this property was in the industrial park, and surrounded by industrial uses, a parking lot buffer with curb and gutter was a large improvement to the area. She clarified that the property in line with the Sky Park Airport would be improved as a parking lot along with the property acquired from the McDonald's property and utilized for long distance trucking. She explained that due to the proximity of the runway, the applicant must obtain a letter of approval from the Federal Aviation Administration (FAA) on any vertical improvements to the lot; including landscaping, lighting, and fencing prior to installation.

Ms. Johnson continued that the redlines on the landscaping plan specified due to the airport proximity that any tall growing vegetation, including trees along the frontage of the lot to the west would have to be removed. She said that the applicant would still improve the landscape buffer with xeriscape, drip irrigation, and drought tolerant vegetation. She added that there would be trees in the park strip in front of the building which would meet City requirements related to approved trees and minimum separation distances.

Mackenzie Johnson shared that the applicant would not be modifying any of the existing driveways and noted the removal of the driveway on the 723 West lot and replacement with curb and gutter. She spoke on the existing chain link fencing along the 1100 North frontage at the eastern end, which would remain on the property. The remaining frontage would be fenced with either a six foot decorative metal fence or solid wall. She explained that City Code prohibited chain link fencing on frontages along Center Street, Redwood Road, Cutler Drive, and 1100 North. She noted that no architectural review was required as there were no proposed changes to the exterior of the building.

Ms. Johnson concluded that the (DRC) recommended approval of the site plan for the Crete Carrier parking lot replacement and expansion at 723 and 695 West 1100 North with the following conditions to correct redlines and obtain approval from the FAA on the landscaping, fencing, and lighting before installation of those items.

Commissioner Marsh asked if the FAA had a list of approved landscaping (trees, shrubbery, etc.). Mackenzie Johnson replied that she was unaware of an approved list by the FAA but noted that during the previous site plan application for this property, the FAA confirmed that trees could not be placed in that park strip due to the potential height of the trees, and proximity to the airport runway. She added that the plants specified on the applicant's landscape plan were low growing and diverse and would bring vibrancy to the area.

Commissioner Stone moved that the Planning Commission approve the site plan for the Crete Carrier parking lot replacement and expansion at 723 and 695 West 1100 North with the following conditions:

- 1) Correction of redlines; and**
- 2) Obtain approval from the FAA on the landscaping, fencing, and lighting before installation of those items.**

Commissioner Holbrook seconded the motion. The motion was approved by Commissioners Holbrook, Jorgensen, Kapp, Larson, Marsh, and Stone. Commissioner Jones was excused.

6. WORK SESSION-TOWN CENTER URBAN DESIGN STANDARDS (MARK MORRIS W/VODA LANDSCAPE + PLANNING)

Ali Avery reported on the intention to have a published draft of the Town Center Urban Design Standards available by the end of the following week. She spoke on sending out public notice to ensure ample time for review. She said the adoption of this code would include a rezone and public notice for all property owners directly impacted and within 300 feet of the rezone boundary. She introduced Mark Morris with VODA Landscape + Planning.

Mark Morris with Voda Landscape + Planning, shared the changes to the draft from the previous Planning Commission meeting. He reviewed the map with the subdistricts which had been modified including the South Boulevard and the Core.

Commissioner Marsh mentioned an email, which Commissioner Kapp was also in favor of, in which he had proposed extending the Park Neighborhood further north. He said the intent was to serve as a future buffer from the freeway to the residential areas there. Mark Morris suggested that it may be wise to move forward with the design standards. He explained that any time you circled single family neighborhoods, it became a hot button topic.

Ali Avery noted several parcels that should be part of the Core instead of the South Boulevard subdistrict.

Mark Morris reported on a discussion item related to the Planned (P) District language and how if a property had an existing P District Development Agreement, it would continue. He then reviewed the height table including a minimum of two stories, with a maximum of four stories for the Park Neighborhood.

270 Sherrie Pace added that her notes showed a step back on the third floor in the Park District. Mark
271 Morris replied that the same language in the Boulevard, when it backed up to a single family
272 zone, would be added to the Park District.

273
274 Sherrie Pace also requested that the wording related to landscaping complied with the water
275 efficient landscaping standards of Chapter 22 of the existing City Code. She then mentioned the
276 use and ground floor activation and asked for clarification on the requirement for occupied space
277 on the first 30 feet of the front façade on all floors. She gave the example that in the Core
278 subdistrict where housing was not allowed on the ground floor and asked if it would be allowed
279 behind occupied space. Mark Morris clarified that this applied to any use and that it specified
280 that the first 30 feet had to be occupied space, and not something like ground floor parking
281 garages.

282
283 Sherrie Pace then mentioned the specifications under vehicle access type and the limitation of
284 one driveway per street frontage. She said this may not be possible on some properties that were
285 long but not deep or when there were more than 30 housing units which required two means of
286 egress. She suggested adjusting the language to accommodate potential exceptions to match
287 chapter four in the City Code related to parking. She also mentioned the location of parking for
288 the rear yard in the instance of narrow lots that would not be able to accommodate parking on the
289 side. Mark Morris replied that the language could be adjusted.

290
291 Sherrie Pace mentioned Table 5.3: Neighborhood Service Uses, and Table 5.4: General Service
292 Uses, and noted that those uses were not listed in Table 5.2: NSL Town Center Use by
293 Subdistrict. Mark Morris noted that the uses would be added to the appropriate table, and the
294 potential removal of Tables 5.3 and 5.4 completely.

295
296 Commissioner Marsh asked for clarification on the 30 foot minimum requirements and if that 30
297 foot minimum depth from the front façade had to be occupied. He suggested that the wording be
298 written to specify that the 30 foot minimum was required per fire code. Sherrie Pace replied
299 affirmatively, and clarified that if there was podium parking, it would have to be behind the first
300 30 feet. She said this meant a storefront with parking behind. She noted that the entire ground
301 floor level could not be parking that came right out to the front façade. She added that there were
302 also restrictions in Chapter 4, which stated that to have two means of egress, they must be
303 located a number of feet apart.

304
305 Commissioner Marsh asked if those standards from City Code Chapter 4 should be maintained
306 for the Town Center area. Sherrie Pace commented that VODA could review the standards to
307 determine if they would align with the proposed Town Center Standards.

308

Mark Morris shared that the reason there was limited access ramps was because every time a car crossed over a sidewalk, it diminished the quality of the pedestrian experience. He said they would determine what the parameters were and make sure it was added.

Sherrie Pace then mentioned specific uses from Table 5.2: NSL Town Center Use by Subdistrict including “Dealers, building materials” under “Building, Contracting & Supplies”. She asked if this was an appropriate use for the Town Center, as this may include storage and laydown yards. The Commission was in favor of removing that use.

Sherrie Pace also mentioned the use “Educational training, schools” found under “Education, Schools, Training” in Table 5.2. She asked about the reason behind not having schools in the Neighborhood Transition subdistrict when Orchard Elementary was in that subdistrict. She suggested this be a permitted use along with “group dance or martial arts” and if there was a size restriction on “Theater, movie.” Mark Morris replied that the uses in Table 5.2 were from the City’s commercial use standards, and that he did not see any harm in leaving these uses in as permitted. He said there was not a size restriction, but felt that movie theaters were not a use that was expanding right now.

Sherrie Pace added that “Residential care, assisted living” under “Healthcare on Table 5.2 should be a permitted use in the Neighborhood Transition subdistrict. She asked that any conflicts in the use table be revised. Mark Morris responded that it was a permitted use in all districts but only on the upper floors.

Commissioner Jorgensen spoke on the lack of public space in the Town Center Urban Design Standards, and if that was due to the fact that the existing public space was deemed sufficient. Mark Morris replied that there was a discussion with staff, and the general consensus was that Hatch Park was the prime public space due to the effort and funds being invested. He continued that there was an allowance for a developer to have a plaza or café space.

Sherrie Pace then mentioned Section B. Specific Use Restrictions and said this should be amended in Chapter 19: Specific Use Standards as it was already addressed there. She gave the example of addressing items like itinerant merchants, food carts, outdoor dining, etc. She said that when administering the code, specific use standards should be in one place for all land uses regardless of what zone.

Mark Morris reported on the previous discussion related to parking and reviewed Table 6.1: Vehicular Parking Requirements by Use & Subdistrict. He spoke on retaining the parking standards for the Core and South Boulevard while aligning the three other districts to be similar

with the parking requirements that Clearfield City had implemented, specifically for multifamily development.

Sherrie Pace suggested that parking be determined in quarter increments (0.25, 0.50, 0.75, etc.) and eliminate .15 for easier calculation. She also added that there was a missing calculation for the “Craftsman” under “Office and Craftsman” for the South Boulevard subdistrict.

Ali Avery mentioned the “General Retail” and “Neighborhood Retail” uses and noted that one space per 300 square feet was high. She said that Clearfield provided one stall per 500 square feet. Sherrie Pace added that the City’s standard code for general retail was one stall per 250 square feet. She noted that she was not as concerned about having less parking for retail as it was generally shared parking with the housing component.

Commissioner Kapp suggested one retail space per 600 square feet, similar to the “library/museum/post office” parking requirements.

The Commission was in favor of increasing the parking requirement for “General Retail” and “Neighborhood Retail” under “Retail” to one parking space per 500 square feet.

Commissioner Stone asked for an example of one parking space per 300 or 500 square feet. Sherrie Pace replied that Lee’s Marketplace was approximately one parking space per 250 square feet. She noted that mixed use buildings would have shared parking between the retail and residential.

Mark Morris shared that one stall per 300 square feet was a common factor for retail. He said increasing it to one stall per 500 square feet was an effective way to recognize that this was denser development with less required parking. He added that there would always be shared parking, as this was the nature of town centers.

Mark Morris then shared a few highlighted items including increasing the requirement for the EV charging stations to having an additional 20% of parking stall as EV capable (conduit installed for future expansion).

Ali Avery mentioned Chapter 6 “Other Requirements and Parking” Section d. Parking Credits, Subsection 1. Public Parking Credit and adding wording to ensure that it was measured along the street frontage to avoid double counting.

Mackenzie Johnson then asked for revised wording to Chapter 6 “Other Requirements and Parking” Section b. Required Vehicular and Bicycle Parking, Subsection 5(b) Fractions from “rounded down” to “rounded up”.

Commissioner Marsh mentioned Chapter 6 Section d. Parking Credits 2. Transit Credit and said that Salt Lake City Code had parking reductions related to a certain radius of a quarter or half mile for mass transit. He said that the proposed reduction for within 400 feet of up to 15% of the required off street parking and within 800 feet reduction of up to 10% seemed small relative to this. He suggested that it may be helpful to reference the work that the City had already done relating to light rail and future bus rapid transit (BRT). Sherrie Pace agreed and said it could be increased.

Mark Morris commented that they could review how Salt Lake City had structured this. He noted that the Town Center area was not large and that a quarter mile radius would cover a decent amount.

Commissioner Holbrook commented on the variation in front setbacks for the Park Neighborhood to the Neighborhood Transition in Table 2.6 Building Setbacks. He suggested matching the front street setback of the Park Neighborhood to the Neighborhood Transition of 5'-0" to 10'-0". He also mentioned prohibiting certain signage such as feather flags, sailboat style, etc. Sherrie Pace replied that a prohibited signage list needed to be added including billboards, and off premise advertising.

Sherrie Pace also mentioned wording to Chapter 8 Section 1a. New Development related to Planned (P) District and suggested adding the verbiage “Any amendment to an existing P District shall be in conformance with these design standards.”

Commissioner Marsh mentioned Chapter 8 Section 1b. Renovated Structures and said that the requirement that all building renovations greater than 25% gross square footage shall be subject to applicable regulations of the proposed code for a P District seemed a little low or restrictive. He commented that it was difficult to apply this in every subdistrict to the same degree, as there may be lower thresholds in certain areas such as the Core.

Sherrie Pace added that there may be buildings that should or should not be preserved and how to determine the tipping point on bringing a building up to design standards or demolish/rebuild.

Commissioner Stone asked if this was adding square footage or renovating a building. Ali Avery replied that the intent was adding to the footprint and not necessarily renovating square footage.

She gave an example of an interior remodel, which was not the intent, but affecting the footprint or square footage.

Sherrie Pace said it could be adding a certain square footage or change to the front façade to meet design standards. She suggested revising the language so that façade updates also needed to come into compliance. She noted that staff would research and provide alternative language for this.

Chair Larson provided feedback and suggested a lower percentage in the South Boulevard and the Core subdistricts (along Highway 89) to encourage change. She said in the Park Neighborhood and the Neighborhood Transition subdistricts could be a different percentage. Sherrie Pace commented that the lower percentage could apply to properties that fronted Highway 89 and Center Street.

The Commission discussed at what point or percentage renovations should require compliance with current design standards, versus onerous compliance resulting in dilapidation

Sherrie Pace suggested defining the compliance to design standards as specific to façade and materials. She explained that any material changes to the façade must be in conformance with design standards.

Chair Larson commented that the determination could be gross square footage, versus façade renovations. Sherrie Pace said any exterior renovations would require the façade to come into conformance with the materials section of the design requirements.

Commissioner Holbrook proposed three separate criteria: square footage renovation, the façade, and the footprint. He suggested a low percentage for the footprint, a little higher percentage for the façade change, and the highest percentage for a remodel. Commissioner Stone was in agreement and asked if there were many façade renovations that occurred in the City.

Sherrie Pace replied that there had been some façade renovations including the Neighbors Market building across from City Hall. She expressed that if a building owner was going to change the façade, it should come up to conformance with the design standards. She added that any change in signage also had to comply with design standards.

Commissioner Marsh suggested that any footprint change triggered compliance with the design standards, a 10% façade change triggered compliance, and a 40-50% interior renovation triggered everything. Sherrie Pace added that there would need to be a percentage to any

addition, or if the addition was façade facing/fronting the street, it would trigger a full façade update.

Commissioner Marsh asked if a building owner wanted to change the footprint or add to the building if the intent would be to force redevelopment. Commissioner Jorgensen commented that this seemed punitive.

Mark Morris said there should be some allowance for additions to the building but was unsure of the percentage.

Commissioner Marsh advocated for it to be lower. Sherrie Pace added especially if it was in the rear, or not on a frontage facing street. She said if it was adjacent to the frontage, the entire façade should be brought into compliance. She also noted that an entire building should not have to meet current design standards if it was not adjacent to frontage.

Sherrie Pace suggested that if the change was over a certain percentage and adjacent to frontage or over a certain percentage in the back then it would trigger the building to be brought up to design standards. She clarified that the design standards included materials, glazing, windows, etc.

Mark Morris cautioned against the perceived concept that these design standards were trying to close a business and that these standards were meant for a long term horizon. He said if a property owner or business was updating a façade or changing signage that the goal was to make sure that business felt welcome to stay in the City. He added that if a business was triggering certain things, such as a 50% footprint to the building, that this was a big change and the need for determining the right percent to trigger compliance.

Sherrie Pace commented that there were also current uses that the City did not want to see continued in the Town Center forever, and at some point, they could not keep expanding on the same property because that use was not allowed. She spoke on also having wording to ensure that a business could not keep expanding past a certain percentage each time as well.

Commissioner Jorgensen asked for clarification on whether an interior remodel would trigger those requirements or if that would be exempt. Mark Morris replied that the code specified that if you remodeled the interior for greater than 25%, it would trigger those requirements. Sherrie Pace noted that Chapter 8 Section f Exempt Activities stated that ordinary repairs or interior construction that was not visible was exempt.

Ali Avery requested that VODA reorganize that section and add clarification on the triggers to when compliance with current design requirements would be applicable. She suggested the three prong approach for the structure and then different requirements for the site changes with the addition of a table to address when and what the triggers were. She also recommended a sunset on these percentage requirements for the remodeling or renovation allowance to ensure change in the Town Center. Sherrie Pace said this would need to be reviewed by the City Attorney to ensure it was enforceable, including non-conforming uses.

Commissioner Jorgensen noted that while the City did want to see change, it needed to be reasonable. He said there should be allowances for modest improvement to avoid allowing buildings to fall into disarray or neglect. He also mentioned a reasonable allowance incidental to the conduct of business to avoid being punitive and accommodate those trying to do business. Sherrie Pace suggested determining a certain percentage of the footprint at the time that the code was adopted so that a business owner could not do 40% now and 40% five years from now. She clarified that it had to be a percentage of the footprint, as it existed on the date this ordinance was passed.

Commissioner Holbrook added changing Figure 2.1 to match Figure 1.3.

Commissioner Jorgensen asked about the public hearing and the expectations of staff based on comparable changes. He added that it should be tied to the General Plan and the Town Center Plan. Sherrie Pace replied that the direct notice, which would be mailed to property owners, should include paragraphs related to information on why this was happening, and how it would affect single family homes and existing businesses.

Mark Morris said it needed to be clear that this plan was not intended to drive anyone out of the Town Center, but to give a time horizon to guide redevelopment over the next 25 years. Sherrie Pace added that the City would be clear and up front that no properties would be forced to redevelop or be condemned.

Chair Larson suggested posting the Town Center Urban Design Standards on the City website and including that information with public notice. She said this could include several frequently asked questions (FAQs) related to how this may impact property owners as well. Sherrie Pace added that another design standard was that this did not apply to single family homes if they did a remodel.

Mark Morris said another way to discuss this with property owners was to talk about value added to their property and the intention to ensure that the Town Center was a valuable part of the City.

He said these design standards would add more value and flexibility to property owners to redevelop. He shared that these standards were meant to guide future redevelopment.

Sherrie Pace concluded that she would send the final draft to the Commission for review as well as the FAQs for the website. She said staff would send out notices at the end of next week with a public hearing on August 25th.

7. REPORT ON CITY COUNCIL ACTIONS ON ITEMS RECOMMENDED BY THE PLANNING COMMISSION

Mackenzie Johnson reported that there were no updates from the City Council meeting. She reminded the Commission of the APA Utah Fall conference on September 9th and 10th.

8. APPROVAL OF PLANNING COMMISSION MINUTES

The Planning Commission meeting minutes of July 14, 2026 were reviewed and approved.

Commissioner Kapp moved that the Planning Commission approve the minutes for July 14, 2026 with no changes or modifications as discussed. Commissioner Marsh seconded the motion. The motion was approved by Commissioners Holbrook, Jorgensen, Kapp, Larson, Marsh, and Stone. Commissioner Jones was excused.

9. ADJOURN

Commission Chair Larson adjourned the meeting at 8:08 p.m.

The foregoing was approved by the Planning Commission of the City of North Salt Lake on Tuesday, August 11, 2026 by unanimous vote of all members present.

BreAnna Larson, Chair

Wendy Page, City Recorder