

# Planning Commission Meeting

**Minutes of Morgan City Planning Commission GENERAL meeting held in open public session on November 17<sup>th</sup>, 2015 at 7:00 p.m., in the Council/Court Room in the City Office at 90 West Young Street.**

MINUTES

NOVEMBER 17<sup>TH</sup>, 2015 7:00 PM

MORGAN CITY COUNCIL ROOM

MEETING CALLED BY	Chairman Doug Garfield
MEMBERS	Ernie Durrant, Nate McClellan, Julie Anderson, Dave Carter, Jim Brown.
EXCUSED	David Griffith, Robert Lynam.
CITY STAFF	Steve Garside, City Planner; Tony London, City Council Member; Ray Little, Mayor.
OTHERS PRESENT	
INTRODUCTION	Chairman Doug Garfield called the meeting to order and welcomed all in attendance.

## WORK SESSION

DISCUSSION	<p><b>Public Hearing amending Ordinance 10-7-9 Historic Overlay Zone-</b>The Historic Committee has spent several meetings reviewing the provisions of the ordinance and instructed staff to have the Committee's recommended amendments reflected in a draft ordinance. There were no major changes to the Ordinance. The Committee worked on wording, letter sizing, material options, animation, etc. The Commission discussed including information about the hard surfacing such as; asphalt, concrete, brick, cobble stone and emphasized no roto mill.</p> <p><b>Preliminary Approval Valley View Apartments-</b> The Planning Commission granted concept approval at the September 2015 Planning Commission meeting. This proposal is for the eventual development of 180 units, to be located in 12-plex and 24-plex buildings at the subject location. Steve stated that each phasing must stand on its own. By the drawings submitted, the parking meets the requirements. There is plenty of landscaping area and the applicant needs to submit a landscape plan. Steve reiterated the commission be aware the landscape plan is to be specific with location and usable area. The plan will need to include but not limited to; Neighborhood mailboxes, lighting, signage, fencing and its materials, screening the dumpsters, tot areas with actual description of the equipment, road improvements. Most of staff's concerns can be presented in the next step.</p> <p>The Commission discussed geotechnical requirements. There is to be a geotechnical study for the general development and also building specific. Building specific geotech will occur when the building permit is issued for each building. Mark Thayne representing the development indicated the use of the geotechnical study from the prior developer. Ernie Durrant expressed his opinion and concern with the unethical practice from the prior developer and was not pleased with the new developer using that study. Discussion continued regarding the geotechnical study, how it is generated and on the requirements that government places on the accuracy of the report included severe penalties for falsifying reports.</p> <p>Nate McClellan has concerns with the elevations being at a minimum or will they be enhanced. Nate is also concerned with the aesthetics of the façade and the overall integrity of the project. The development was been presented in phasing with phase one to be built first. Renters will expect a clubhouse and pool which is not planned until the final phase. If the clubhouse and pool are never complete, the quality of renting will diminish hence an unfinished development.</p>
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	<b>AMENDING ORDINANCE 10-10-6 LANDSCAPE REQUIREMENTS IN MULTI-FAMILY, COMMERCIAL, AND MANUFACTURING ZONE.</b> -Chairman Doug Garfield asked the commission if there were any comments regarding the amendment. The members did not and moved to close the work session.
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**GENERAL SESSION**

**MINUTES APPROVAL – OCTOBER 20<sup>th</sup>, 2015**

<b>MOTION</b>	Julie Anderson moved to approve minutes of the Planning Commission Meeting October 20 <sup>th</sup> , 2015 as presented. Second: Jim Brown Unanimous
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**ITEM #1 AMENDING ORDINANCE 10-7-9 HISTORIC COMMERCIAL OVERLAY ZONE**

<b>OPEN PUBLIC HEARING</b>	Doug Garfield declared open public hearing amending Ordinance 10-7-9; Historic Commercial Overlay Zone opened.
<b>DISCUSSION</b>	<p>The Committee has spent several meetings reviewing the provisions of the ordinance and instructed staff to have the Committee’s recommended amendments reflected in a draft ordinance.</p> <p>In summary, those changes include a more accurate depiction of the location of the historic district; clarified that meetings will be held as needed; encourages applicants to also refer to historic photographs and narratives from the City or Historic Society as resources; restricted the use of stonework to sandstone; clarified the color palette to be used; removed the potential use of aluminum siding; clarified the restriction on animated and inflatable signage; provided flexibility in sign material upon a demonstration to the Committee that the proposal is compatible; and removed the height limit of letters on signs.</p> <p>Commission had discussed hard surfaces having a definition such as; asphalt, concrete, pavers and cobble stone which staff will add to the amendment.</p> <p><b>RECOMMENDATION:</b></p> <p>If the Committee is satisfied that the proposed language accomplishes its objectives regarding this issue, staff recommends that the draft amendment to the ordinance be forwarded to the Planning Commission with a recommendation that it be approved and then presented to the City Council with the Commission’s recommendation. As always, the Committee may make any modifications it deems appropriate and then forward the proposal, with the Committee’s recommendation, to the Commission; or may remand the ordinance to staff with directions.</p> <p>Opened for comments. No comments.</p>
<b>CLOSE PUBLIC HEARING</b>	Jim Brown moved to close public hearing amending Ordinance 10-7-9; Historic Commercial Overlay Zone. Second: Julie Anderson Unanimous
<b>MOTION</b>	Julie Anderson moved to accept the amendment to Ordinance 10-7-9 as recommended by the Historic Committee with the addition of definitions for hard surface to City Council for approval. Second: Nathan McClellan Unanimous

**ITEM #2 AMENDING ORDINANCE 10-10-6 LANDSCAPE REQUIREMENTS IN MULTI-FAMILY, COMMERCIAL, AND MANUFACTURING ZONE.**

<b>OPEN PUBLIC HEARING</b>	Doug Garfield declared public hearing amending Ordinance; Landscape requirements in multi-family, commercial, and manufacturing zone opened.
<b>DISCUSSION</b>	<p>After having reviewed proposed projects within the Manufacturing Zoning District of the City, the Planning Commission elected to review the landscaping requirements for this zone. While the Code does not have a minimum percentage of landscaping, an eight (8) foot landscape strip is required along the entire frontage of the project.</p> <p>The Commission reviewed several other ordinances from other cities. At the conclusion of the discussion, which occurred over several meetings, the Commission tasked staff with providing language in the ordinance that would provide flexibility in the placement of landscaping in the Manufacturing Zone, while leaving the requirements in place for the other zones affected by this code section.</p> <p>The proposed language allows an applicant to reduce the width of the required landscape strip from eight (8) feet to no less than four (4) feet in width. The applicant must then measure the square footage of that reduction and provide that same amount of landscaping elsewhere on the parcel. The landscaping must be in the front of the building, may include amenities, and it can be in any reasonably useable configuration.</p> <p><b>RECOMMENDATION:</b></p> <p>If the Planning Commission is satisfied that the proposed language accomplishes its objectives regarding this issue, staff recommends that the ordinance be amended as proposed and that the Commission forward the ordinance to the Council with a recommendation that it be adopted. As always, the Commission may make any modifications it deems appropriate and then forward the proposal, with the Commission's recommendation, to the Council; or may remand the ordinance to staff with directions.</p> <p>Planning Commission Chairman Doug Garfield opened the meeting for public comments as well as commission comments. Ernie Durrant asked the setbacks for industrial buildings. Steve Garside presented the setbacks and also the building lot landscape requirements. Dorothy Leishman described the proposed change and discussed the proposed amendment with the Commission and City Council Members present.</p>
<b>CLOSE PUBLIC HEARING</b>	Julie Anderson moved to close public hearing amending Ordinance; Landscape requirements in multi-family, commercial, and manufacturing zone. Second: Jim Brown Unanimous
<b>MOTION</b>	Dorothy Leishman moved to recommend amending Ordinance 10-10-6; Landscape requirements in multi-family, commercial, and manufacturing zone as presented to the City Council for approval. Second: Julie Anderson Discussion on the motion: Julie Anderson asked what about the trees as being type specific. The commission discussed reviewing all zones for type specific tree especially in the residential zones at later date. The motion was restated by Dorothy Leishman. Second; Julie Anderson Vote: 5 ayes and 1 nay- Ernie Durrant.

**ITEM #3 PRELIMINARY APPROVAL-VALLEY VIEW APARTMENTS**

<b>DISCUSSION</b>	<p>Notes from the City Planner:</p> <p>The Planning Commission granted concept approval at the September 2015 Planning Commission meeting. This proposal is for the eventual development of 180 units, to be located in 12-plex and 24-plex buildings at the subject location. The current zoning is RM-15, which is consistent with the General Plan for this area. This property has single family homes to the west, and is otherwise surrounded by vacant property. To the southwest are the single family homes that front along 700 East. The General Plan indicates this area is to be medium density multi-family residential. The proposal is consistent with that element of the General Plan. While this property could house 252 units, the applicant's proposal is for 180 units. It also appears that the applicant plans on completing this project in 3 phases.</p> <p><b>PLANNING ISSUES:</b></p>
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During the Concept approval process, several issues were discussed and made a part of the staff memos. Those are set forth in this memo as well, along with the applicant's response to those concerns:

**Parking.** There is sufficient parking for the project. While phase 1 meets the minimum requirements, the other phases provide extra parking stalls.

**Landscaping.** The landscape plan must be submitted with a table that sets forth the amount of landscaping proposed for each phase of the project, as well as the total square footage of the project. The minimum landscaping requirement for this project is 30%, which does not include the landscaped park strip. There must be a minimum of an 8 foot landscape buffer behind the sidewalk, and there must be trees planted along the frontage, at least one per each 50 feet of frontage. These plantings must be done advisedly due to the clear view requirements. The landscape plan must indicate the location and types of plantings.

The drawings provided reflect that the landscape plan satisfies the percentage of required landscaping. However, there is no explanation as the number, location, or type of plantings.

**Neighborhood mailboxes.** The plan does not reflect the proposed location of the neighborhood mailboxes.

**Elevations.** The applicant will need to submit the elevations to show the materials and colors of the structures.

**Signage.** The location, type and size of the signage needs to be shown.

**Lighting.** A lighting plan for the project needs to be submitted. While illuminating this project, the lighting must be done so as to keep the light on this property.

**Fencing.** The location, type and size of the fencing must be shown. This should include the screening for the dumpster.

**Amenities.** The applicant will need to show the location and inventory for the amenities for the project. These should be appropriately disbursed through the project for access from the various buildings.

**Street Improvements.** Generally when property is developed, each of the proposed roadways, including the attendant facilities, such as sidewalks, should be completed along that frontage. This would include the completion of 800 East. The developer must either complete 800 East in conjunction with each phase that fronts that roadway, or provide an acceptable proposal for its completion.

**Phasing of the Project.** Each phase of the project must stand on its own in meeting the requirements of the code. Phase 1 currently does not reflect the existence of any amenity. This needs to be addressed.

## **REVIEW**

In addition to the above concerns to be addressed, the applicant must provide:

1. Approval from utility providers that sufficient capacity for service exists
2. Soils reports
3. Snow storage areas

## **RECOMMENDATION:**

While there are several issues to be addressed, preliminary approval may be granted, with the understanding that all remaining issues must be resolved before the project will be placed on the agenda for final approval. With that, staff recommends that the Planning Commission grant preliminary approval for the Valley View development.

City Engineer, Matt Hartvigsen was not able to attend meeting. The following are the engineers review:

This is a 180 unit multi-phase apartment development on 14.7 acres located at Sunset Drive (800 E) and Clover Way (775 N). I met with staff on October 28 to review the preliminary plans. We have the following comments: Reports & Approvals

1. A geotechnical report will need to be submitted. We believe there have been undocumented grading activities at the site. The geotechnical report should include recommendations that cover undocumented fill.

2. The storm drain calculations need to be adjusted for an allowable discharge rate of 0.1 cfs/acre (not 0.2 cfs/acre). The runoff coefficients also need to be corrected. The runoff from the extension of Clover Way needs to be captured and detained on site. Please include the runoff from the extension of Clover Way (775 N) in the revised storm drain calculations. The basins and piping should be sized to carry the 100 year storm event because of limited downstream capacity and to protect the existing homes below the proposed development. Detention basins should be covered by a public utility easement.

3. The storm drain outfall eventually ends up in the interstate drainage system. UDOT will need to allow the additional storm water to enter their system. Please work with them to obtain written approval.

#### Site Considerations

4. The proposed phasing plan will need approval by the planning Commission. Phase 1 will need to include improvements on Sunset Drive. Phase 2 will need to include improvements on Sunset Drive. Phase 3B should be incorporated into Phase 2. Drainage from Phase 1 is being piped to the detention basin in Phase 2. If so, both detention basins will need to be moved to Phase 1.

5. The project only has one public access. This may be sufficient for phase 1. However, subsequent phases will require the completion of Sunset drive down to 700 East for a second access.

6. The planning commission will want to address the proposed amenities. Access to and features such as playground equipment should be included in each phase.

7. All utility lines and structures within the site will be private with the exception of the water meters. An access easement across the entire site will be needed to read meters and access fire hydrants. Please note that on the plat and construction plans. Private utility lines must meet city standards (DI CI 51 waterline with 5-foot cover, Mueller or Clow fire hydrants, PVC SDR 35 sewer, copper services to water meters and within the right-of-way, etc.).

8. Please show lighting in the right-of-way, within the parking lot and on building exteriors. Provide fixture details. These will need to be approved by the planning commission.

9. There appears to be a remainder parcel associated with this development. It is currently shown as "Future Development". What is proposed for this area. The steep grades and limited access to the remainder parcel should be addressed with the layout of the development.

10. The minimum driveway width is 30-feet. The proposed driveways appear to be too small.

11. Please show the snow storage areas on the drawings. The planning commission will need to decide if there is enough room for snow storage on the site.

12. Please provide a detail for the dumpster enclosures.

13. Please show the location of all proposed fencing. Fencing will need to be approved by the planning commission.

14. The walls, elevated walkways and steps create large fall zones. Please show hand rails and safety railing as directed by the building official.

15. Provide a landscaping plan. Please address the area on the north side of Clover Drive where it borders the county line. This area should contain easy maintenance landscaping. No sidewalk is shown on the north side of Clover Drive but we feel that is okay.

16. Please correct the label for Valley Vista Drive to Sage Drive. The power substation should be labeled Morgan Power not Rocky Mountain Power.

#### Storm Drain and Grading

17. The plans show several retaining walls. All retaining wall designs will need to be engineered, stamped and signed.

18. Additional inlet boxes will be needed on Clover Way (775 N). This storm water should be detained onsite. Additional boxes may also be needed on interior parking areas. Please note that in order to prevent the accumulation of trash and debris in the storm drain system hooded or open back curb inlet boxes are not permitted even on private storm drain lines.

19. The offsite storm drain outfall line needs to be completed as proposed with previous phases of development.

#### Water

20. We have checked the water system model for fire flow in this area. We believe that there is about 1700 gpm available at Building J, 2300 gpm to 2500 gpm available at Buildings A, B, C, D, E, F, G, H and the club house. Depending on the fire flow requirements we may want to run additional fire flow tests. A loop line down to Sunset Drive may be needed for fire flow depending on the building requirements.

21. We recommend additional interior main line valves so that sections of the development can be isolated for main line repairs rather than shutting down the majority of the buildings.

22. Separate meters for each building will be allowed. Please size service lines and meters accordingly.

23. Fire lines to each building will require separate isolation valves at the main.

24. The proposed fire hydrant spacing and locations are okay.

25. The connection of Sunset Drive to 700 East will require the installation of a pressure regulating valve.

#### Electrical

26. Power for the site will be supplied from Morgan City Power. The developer will need to design and construct the electrical utility system. Please contact Paul Simmons, Lead Lineman, about engineering requirements for the electrical utility equipment. The location of underground conduits, transformers and sectionalizers will need to be approved by the power department. Paul can also help you select a qualified approved line crew to bring primary power to the site. Payment to Morgan Power will be required prior to ordering the equipment.

27. A street lighting plan will need to be submitted. The lighting plan will need to be approved by Morgan City Power. Please contact Paul Simmons to coordinate this item.

#### Irrigation

28. Irrigation services will need to be supplied with meters.

#### Sewer

29. The existing sewer main on Clover way is extremely deep. The connection to this main should be made with exterior drop manholes per city standards.

#### Roads

30. The cross slope on city roadways is 3%. Please fix the typical roadway section.

31. The proposed pavement section for city roadways will be subject to recommendations in the geotechnical report.

#### General Approval Items

32. An engineer's cost estimate will need to be provided for all public right-of-way improvements. Our office will check the estimate and provide final approval. This estimate will establish the monetary guarantee necessary for the required improvements. A ten percent contingency will need to be added to the total guarantee as well as a five percent inspection fee.

33. Prior to construction a preconstruction meeting will need to be held with the City. No work can begin until drawings have been approved and a preconstruction meeting has been held.

34. When the drawings are in order our office will affix an approval signature on the final plans for public improvements. Only approved plans can be used for construction.

The developer received the staffing notes from the engineer in time to review the notes and make comments regarding those notes. Staff did not give updated staffing notes in the limited time prior to meet but felt it would be appropriate to include the new plans and developers comments in the Commissions packet for Commission members to review.

Mark Thayne is representing the development and will be answering any questions. He reiterated their intent to review and resubmit plans to help move along the development process. Mark stated they have addressed the majority of the items presented by the engineer and city planner.

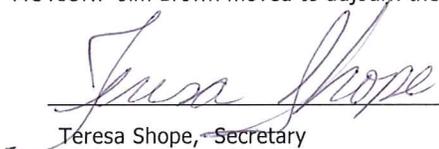
Dorothy Leishman asked if Mr. Thayne had a picture of the finished buildings, size of the units and if they would be two and/or 3 bedroom units. Mark hesitated indicating he had some drawings of the type of buildings they are thinking of doing but hesitated revealing because they are still in the planning stage. Mark indicated he didn't have the apartment size and was planning a mix of 2 and 3 bedroom units. Later in the meeting, Mark presented the drawings and indicated they had another development in the type of buildings present in the West Haven area.

The Commission, staff and development representative discussed the different phases. Doug Garfield stated the reviewed submittal had 3 phases and the revised submittal had four phases. Mark Thayne stated on the first submittal had phase two as too large of project so on the revised submittal, they divided that phase creating four phases. The Commission questioned why the pool and clubhouse are not part of the initial phasing as it is part of the draw for people to rent the apartments. Mark stated it has to do with economics. Cost of amenities verses number of units occupied. Doug Garfield indicated that phase three of the revised plans is only one building. Why does the development not encompass the pool and club house in that phase instead of the 4<sup>th</sup> phase? Mark stated that Doug's comments make sense and will look at including the pool and club house on the final drawings part of phase three.

	<p>Nate McClellan asked for an explanation of the line through the detention pond labeled "B". Mark stated only a portion of the pond will be for phase one, the other will be part of phase two.</p> <p>Jim Brown voiced his concern with a large apartment complex with family's constantly moving in and out having an impact on the school system. Jim presented a reference to another city which has a 55 year old and up type complex and asked if the developer would reconsider such type of housing. Mark Thayne stated the development is too far along in the process to start over.</p> <p>Dorothy Leishman questioned plans to complete 800 East. Mark stated that no plans, if any are for the area at this time. If we do not do anything beyond what is proposed, we will turn 800 East into a hammerhead. If we do develop, we will extend the road to meet up with 700 East.</p> <p>Nate recognized the ordinance will dictate the materials for the buildings, Nate asked for Mark to please share his vision. Is the developer planning to complete the minimum required or create a higher end product. Mark indicated an extensive study would be conducted to determine marketable rates. Mr. McClellan questioned marketable rates and if those marketable rates create a product that would hinder the quality and beauty of Morgan Valley. Nate expressed his frustrations of approving a product that is cheap. Mark stated they would not be going cheap but they are not going to create a "New York" type penthouse which would not be rented. Mark stated they would not want their name on something that would be detrimental to their name.</p> <p>The Commission asked about covered parking, storage sheds, etc. that are not presented on the plans. Mark Thayne listened to the request and stated they would look at those items. Steve Garside reiterated the Commission cannot require items that are not addressing in the Ordinances.</p> <p>Doug Garfield stated the developer is asking for preliminary approval and questioned Steve Garside if the developer meets the requirements. Steve indicated he has met requirements for a Preliminary Approval and that all items need to be complete to city standards prior to a Final Approval.</p>
<p>MOTION</p>	<p>Ernie Durrant moved to grant Preliminary Approval of Valley View Apartments.  Second: Dorothy Leishman  Discussion on the motion: The Commission questioned sign off by the city engineer. Ernie Durrant and Steve Garside indicated the City Engineer can be satisfied of what is presented at this stage of the process and that sign off by the City Engineer must be complete before Final Approval is an agenda item for Planning Commission Meeting.  Second: Dorothy Leishman on original motion.  Unanimous</p>

**ADJOURNMENT:**

MOTION: Jim Brown moved to adjourn the meeting.

  
Teresa Shope, Secretary

These minutes were approved at the December 15<sup>th</sup> 2015 meeting.