

# Planning Commission Minutes

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**CITY OF OREM**  
**DRAFT PLANNING COMMISSION MEETING MINUTES**  
**FEBRUARY 3, 2016**

The following items are discussed in these minutes:

**STUDY SESSION**

**PLACE –** Orem City Main Conference Room

**At 3:30 p.m.** Chair Larsen called the Study Session to order.

**Those present:** Carl Cook, Karen Jeffreys, Lynnette Larsen, David Moulton, and Michael Walker, Planning Commission members; Jason W. Bench, Planning Director; David R. Stroud, City, Planner; Brandon Stocksdale, Long Range Planner; Christian Kirkham, Long Range Planner; Brittney Harris, Planning Intern; Sam Kelly, City Engineer; Paul Goodrich, Transportation Engineer; Steve Earl, Legal Counsel; Sam Lentz, City Council Liaison and Loriann Merritt, Minutes Secretary

**Those excused:** Becky Buxton, Carlos Iglesias, Planning Commission members; Bill D. Bell, Development Services Director; Cliff Peterson, Private Development Engineer

The Commission and staff briefly reviewed agenda items and minutes from June 15, 2016 meeting and adjourned at 4:25 p.m. to the City Council Chambers for the regular meeting.

**REGULAR MEETING**

**PLACE -** Orem City Council Chambers

**At 4:30 p.m.** Chair Larsen called the Planning Commission meeting to order and asked XXX, Planning Commission member, to offer the invocation.

**Those present:** Carl Cook, Karen Jeffreys, Lynnette Larsen, David Moulton, and Michael Walker, Planning Commission members; Jason W. Bench, Planning Director; David R. Stroud, City, Planner; Brandon Stocksdale, Long Range Planner; Christian Kirkham, Long Range Planner; Brittney Harris, Planning Intern; Sam Kelly, City Engineer; Paul Goodrich, Transportation Engineer; Steve Earl, Legal Counsel; Sam Lentz, City Council Liaison and Loriann Merritt, Minutes Secretary

**Those excused:** Becky Buxton, Carlos Iglesias, Planning Commission members; Bill D. Bell, Development Services Director

Chair Larsen introduced **AGENDA ITEM 3.1** as follows:

**AGENDA ITEM 3.1** is a request by Roger Dudley to vacate Lots 23 & 24 of Lynnwood Park Subdivision, Plat and approve the final plat of **LYNNWOOD PARK SUBDIVISION, PLAT C** at 1075 South Lynnwood Drive in the R8 zone.

**Staff Presentation:** Mr. Stroud said the applicant represents the owner of the property who desires to remove the existing house, replat the two lots into a single lot, and then construct a new home. A house cannot be constructed across a property line so the two lots must be vacated and replatted into a single lot. There are no public utility easements to be vacated with this request.

**Recommendation:** The Development Review Committee has determined this request complies with the Orem City Code. The Project Coordinator recommends the Planning Commission vacate Lot 23 and Lot 24

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1 of Lynnwood Park Subdivision Plat A and approve the final plat of Lynnwood Park Subdivision Plat C at  
2 1075 South Lynnwood Drive in the R8 zone.



3  
4 Chair Larsen asked if the Planning Commission had any questions for  
5 Mr. Stroud.

6  
7 Chair Larsen invited the applicant to come forward. XX introduced  
8 himself.

9  
10 Chair Larsen opened the public hearing and invited those from the  
11 audience who had come to speak to this item to come forward to the  
12 microphone.

13  
14 When no one came forward, Chair Larsen closed the public hearing and asked if the Planning Commission  
15 had any more questions for the applicant or staff. When none did, she called for a motion on this item.

16  
17 **Planning Commission Action:** XX said he/she is satisfied that the Planning Commission has found this  
18 request complies with all applicable City codes. He/she then moved to approve

19  
20 Chair Larsen introduced **AGENDA ITEM 3.2** as follows:

21  
22 **AGENDA ITEM 3.2** is a request by David McDougal to vacate Lot 11, Plat A & Lot 2, Plat B of Palisade  
23 Estates Subdivision and approve the final plat of **PALISADE ESTATES SUBDIVISION, PLAT F** at 366 North  
24 Palisade Drive in the R8 zone.

25  
26 **Staff Presentation:** Mr. Stroud said the applicant requests the City amend the two existing lots for the  
27 purpose of removing the north, south, and east public utility  
28 easements (PUE’s) on Lot 11 and the south and east PUE’s on Lot 2.  
29 Lot 2 does not currently have a PUE on the north side of the lot. The  
30 existing west PUE (front) on both lots will remain. We have received  
31 letters from the utility companies approving the removal of the  
32 easements as proposed.



33  
34 The line between the two new lots will be slightly adjusted as shown  
35 on the proposed plat. The existing home located on Lot 148 of the  
36 new plat will remain. The structure located on 149 of the new plat has  
37 been removed and a new home constructed once the revised plat is  
38 approved.

39  
40 **Recommendation:** The Development Review Committee has determined this request complies with the  
41 Orem City Code. The Project Coordinator recommends the Planning Commission vacate Lot 11, Plat A and  
42 Lot 2, Plat B of Palisade Estates Subdivision and approving the final plat of Palisade Estates Subdivision  
43 Plat F at 366 North Palisade Drive in the R8 zone

44  
45 Chair Larsen asked if the Planning Commission had any questions for Mr. Stroud.

46  
47 Chair Larsen invited the applicant to come forward. XX introduced himself.

48  
49 Chair Larsen opened the public hearing and invited those from the audience who had come to speak to this  
50 item to come forward to the microphone.

51  
52 When no one came forward, Chair Larsen closed the public hearing and asked if the Planning Commission  
53 had any more questions for the applicant or staff. When none did, she called for a motion on this item.

54  
55 **Planning Commission Action:** XX said he/she is satisfied that the Planning Commission has found this  
56 request complies with all applicable City codes. He/she then moved to approve

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Chair Larsen introduced **AGENDA ITEM 3.3** as follows:

**AGENDA ITEM 3.3** is a request by Harold Irving to amend **SECTION 22-11-59(B)(3)(E) OF THE OREM CITY CODE PERTAINING TO SETBACKS IN THE PD-46 ZONE** at 200 East 1200 South.

**Staff Presentation:** Mr. Stroud said the applicant is currently constructing townhome units in the PD-46 zone which purpose is “...to allow a planned development of attached residential dwelling units...” The PD-46 ordinance requires a minimum of ten feet between units. A building permit was recently submitted to construct a four-unit structure. When the structure was compared to the recorded plat, a portion of one unit encroached into common area and across an irrigation easement which does not comply with the recorded plat. Private areas cannot be constructed in common area or across any easement. The corner of the private area on the plat of Unit 208 was cutoff to meet setback requirements and as to not encroach onto the irrigation easement. The distance between Units 208 and 209 as shown below is ten feet.



Since it is not practical to modify a common building plan to fit the recorded plat, the applicant requests the Code be amended to allow a reduction in the setback between units in the PD-46 zone. The current requirement is ten feet between structures and the proposal reduces this to six feet. Should the text be amended, the applicant will then be required to amend the subdivision plat to increase the private buildable area of Unit 208. This must be done prior to issuing the building permit. The irrigation easement and line will also be relocated. The irrigation company has given consent to the change.

22-11-59(B)

3. **Setbacks.** All setbacks shall be as shown in the concept plan included as Appendix “NN” of the Orem City Code. All structures shall be set back at least the following distances:

- (a) twenty-five feet (25’) from 1200 South;
- (b) twenty-five feet (25’) from 200 East measured from back of curb;
- (c) eighteen feet (18’) from the back of curb or back of sidewalk, whichever applies, when adjacent to a private street or private drive;
- (d) except as otherwise provided herein, fifteen feet (15’) from the southern boundary of the PD-46 zone and twenty feet (20’) from all other boundaries of the PD-46 zone; and
- (e) ~~ten~~ six feet (~~10.6~~) from another primary structure in the PD-46 zone.

**Recommendation:** The Project Coordinator recommends the Planning Commission forward a positive recommendation to the City Council to amend Section 22-11-59(B)(3)(e) of the Orem City Code pertaining to setbacks in the PD-46 zone at 200 East 1200 South.

Chair Larsen asked if the Planning Commission had any questions for Mr. Stroud.

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1  
2 Chair Larsen invited the applicant to come forward. XX introduced himself.  
3

4 Chair Larsen opened the public hearing and invited those from the audience who had come to speak to this  
5 item to come forward to the microphone.  
6

7 When no one came forward, Chair Larsen closed the public hearing and asked if the Planning Commission  
8 had any more questions for the applicant or staff. When none did, she called for a motion on this item.  
9

10 **Planning Commission Action:** XX said he/she is satisfied that the Planning Commission has found this  
11 request complies with all applicable City codes. He/she then moved to approve  
12

13 Chair Larsen introduced **AGENDA ITEM 3.4** as follows:  
14

15 **AGENDA ITEM 3.4** is a request by Dave Irving to approve the site plan of **THE VILLAS AT SLEEPY RIDGE**  
16 at 719 South Sleepy Ridge Drive in the PD-15 zone.  
17

18 **Staff Presentation:** The site plan includes 74 new units. The development includes two story attached  
19 homes with garages, open space, and wetland restoration on the north  
20 end of the development.



21 The overall height of the proposed structures is thirty-four (34') feet.  
22 The building materials include a combination of stucco, stone, and  
23 hardi-board.  
24

25 The homes would be built in two phases, and would include the  
26 construction of a new public road at 1840 West to connect to the  
27 current Pheasant Meadow at Sleepy Ridge and Highland Homes Pod  
28 C developments. For this purpose, right of way on 645 North was  
29 maintained as a public road to provide access to future development  
30 on this property. All other roads internal to the development will  
31 remain private. This area is identified as part of Area C in the PD-15  
32 zone concept plan and is of similar density and development pattern

33 to adjacent developments.  
34

35 The developer has received written approval from the Army Corps of Engineers to relocate and restore the  
36 wetlands on the property. Existing wetlands and proposed cross sections are given below. The proposed  
37 wetland restoration area is a requirement from the Army Corps of Engineers to restore wetlands previously  
38 removed.  
39

40 The Planning Commission will be making a recommendation to the City Council, who will be the final  
41 approving authority for this site plan.  
42

43 **Recommendation:** The Development Review Committee has determined this request complies with the  
44 Orem City Code. The Project Coordinator recommends the Planning Commission forward a positive  
45 recommend of the site plan of The Villas at Sleepy Ridge at 719 S. Sleepy Ridge Dr. in the PD-15 zone.  
46

47  
48 Chair Larsen asked if the Planning Commission had any questions for Mr. Stroud.  
49

50 Chair Larsen invited the applicant to come forward. XX introduced himself.  
51

52 Chair Larsen opened the public hearing and invited those from the audience who had come to speak to this  
53 item to come forward to the microphone.  
54

55 When no one came forward, Chair Larsen closed the public hearing and asked if the Planning Commission  
56 had any more questions for the applicant or staff. When none did, she called for a motion on this item.

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1  
2 **Planning Commission Action:** XX said he/she is satisfied that the Planning Commission has found this  
3 request complies with all applicable City codes. He/she then moved to approve  
4

5 Chair Larsen introduced **AGENDA ITEM 3.5** as follows:  
6

7 **AGENDA ITEM 3.5** is a request by The Ritchie Group to amend the site plan of **MIDTOWN360** at 360 South  
8 State Street in the PD-23 zone.  
9

10 **Staff Presentation:** The applicant desires approval of the amended site plan of the Midtown 360 site plan.



11 The new site plan includes 474 units, a reduction of 60 units from the  
12 original site plan.  
13

14 The two western buildings have each been reduced in height by one  
15 level. The overall heights of the proposed buildings are forty-eight  
16 feet five inches. The proposed elevations comply with the height  
17 requirements of the PD-23 zone. The proposed finishing materials  
18 include brick veneer, metal panels, and cement plaster as outlined on  
19 the proposed elevations.  
20

21 The overall landscaping plan provided complies with all applicable  
22 requirements.

23  
24 The proposed site plan includes 996 parking stalls on site with an additional 40 stalls shared with the  
25 PepBoys lot to the north. A total of 978 parking stall are required by ordinance.  
26

27 A new traffic study was completed, and with the reduction in units, it was determined the site could be  
28 adequately accessed with a single driveway onto Orem Boulevard, removing the second drive access on the  
29 north end of the property. It was determined this would not have a negative impact on local access.  
30

31 The construction of the western structures would be completed in two phases with the underground parking  
32 structure completed during the first phase. The overall site plan meets all applicable city code requirements.  
33

34 **Recommendation:** The Development Review Committee has determined this request complies with the  
35 Orem City Code. The Project Coordinator recommends the Planning Commission approve the amended  
36 site plan of the Midtown 360 development at 360 South State Street in the PD23 zone.  
37

38 Chair Larsen asked if the Planning Commission had any questions for Mr. Stroud.  
39

40 Chair Larsen invited the applicant to come forward. XX introduced himself.  
41

42 Chair Larsen opened the public hearing and invited those from the audience who had come to speak to this  
43 item to come forward to the microphone.  
44

45 When no one came forward, Chair Larsen closed the public hearing and asked if the Planning Commission  
46 had any more questions for the applicant or staff. When none did, she called for a motion on this item.  
47

48 **Planning Commission Action:** XX said he/she is satisfied that the Planning Commission has found this  
49 request complies with all applicable City codes. He/she then moved to approve  
50

51 Chair Larsen introduced **AGENDA ITEM 3.6** as follows:  
52

53 **AGENDA ITEM 3.6** is a request by Dan Sorensen, Ken Garff Automotive Group to approve the preliminary  
54 plat and site plan of **KEN GARFF AND VOLKSWAGEN FACILITY REMODEL** at 115 East University Parkway  
55 in the C2 and PD-5 zones  
56

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1 **Staff Presentation:** Mr. Stroud said the applicant requests the existing lots of record be platted into a two  
2 lot subdivision. Lot 1 contains 4.127 acres and Lot 2 contains 3.181 acres. Both lots meet all applicable  
3 city code requirements.

4  
5 The applicant as part of the site plan amendment will remodel the existing Honda dealership into a new  
6 Volkswagen dealership containing 22,282 square feet and remodel the existing Volkswagen dealership into  
7 a new Honda dealership. The new Honda dealership building will include an addition of 18,879 square feet  
8 of building area for a total area of 37,192 square feet.

9  
10 The proposed Honda building is thirty (30) feet tall at the highest point and the Volkswagen building  
11 twenty-six feet six inches at the highest point. The maximum building height in the PD-5 zone is forty-  
12 eight feet and a maximum building height of sixty feet in the C-2 zone. Building materials for both  
13 structures include a combination of concrete block, EIFS, and glass.

14  
15 The C2 and PD-5 zone require one (1) parking stall per 250 square feet of building area. The total parking  
16 requirement for the site plan is 238 parking stalls. The site plan contains a total of 534 parking stalls.

17  
18 The landscape plan provided complies with applicable code requirements. The landscaping along the  
19 frontage of University Parkway will be modified in near future in connection with the proposed  
20 UDOT/UTA improvements in connection with the Bus Rapid Transit project and other right-of-way  
21 improvements. An overall corridor landscaping plan will be approved by the city as part of the  
22 improvement project.

23  
24 The proposed dumpsters meet sight-obscuring requirements.

25  
26 University Parkway will need to be widened from 400 West in Orem to University Avenue in Provo to  
27 accommodate the PRO-TRIP Project (Bus Rapid Transit, 6 traffic lanes in all locations, intersection  
28 improvements, traffic signal upgrades, sidewalk improvements, and “Parkway Type” landscaping). Street  
29 landscaping with trees along all property frontages is critical to maintain the Parkway feel of the street. In  
30 many areas the plan is to provide a 10 foot wide park strip and 6 foot wide sidewalk. Our City Council has  
31 agreed that landscaping along some property frontages can be narrower; however, every property frontage  
32 must have street trees to complete the Parkway street standard (per a legal agreement with UTA and the  
33 City of Orem). It was the intent of City Staff to have a Parkway frontage landscape plan for the PRO-TRP  
34 project included with the Garff Site Plan approval; however, the UDOT/UTA process has not been able to  
35 happen in a timely enough manner to provide those details. The applicant indicated in a meeting with City  
36 Staff that they would work with UTA/UDOT/Orem to complete a landscaping plan complete with street  
37 trees to help accommodate the PRO-TRIP Project.

38  
39 **Recommendation:** Based on compliance with all applicable City codes, staff recommends the Planning  
40 Commission approve the preliminary plat and site plan approval of Ken Garff Honda and Volkswagen  
41 Facility remodel at 115 East University Parkway in the C2 and PD-5 zones.

42  
43 Chair Larsen asked if the Planning Commission had any questions for Mr. Stroud.

44  
45 Chair Larsen invited the applicant to come forward. XX introduced himself.

46  
47 Chair Larsen opened the public hearing and invited those from the audience who had come to speak to this  
48 item to come forward to the microphone.

49  
50 When no one came forward, Chair Larsen closed the public hearing and asked if the Planning Commission  
51 had any more questions for the applicant or staff. When none did, she called for a motion on this item.

52  
53 **Planning Commission Action:** XX said he/she is satisfied that the Planning Commission has found this  
54 request complies with all applicable City codes. He/she then moved to approve

55  
56 Chair Larsen introduced **AGENDA ITEM 4.1** as follows:

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1  
2 **AGENDA ITEM 4.1** is a request by Ryan Eggett to amend the General Plan land use map by changing the  
3 designation from **COMMUNITY COMMERCIAL TO LOW DENSITY RESIDENTIAL AND AMEND SECTION 22-**  
4 **5-3(A) AND THE ZONING MAP OF OREM CITY BY CHANGING THE ZONE FROM PD-4 TO R8** at 821 East 700  
5 North.

6  
7 **Staff Presentation:** Mr. Stroud said the owners of the Harmons  
8 property on 800 North have a remnant parcel outside of the south  
9 perimeter fencing. Because the property is located outside the fence,  
10 it is not used by Harmons. An adjacent residential property owner  
11 would like to incorporate this parcel into his lot. The property  
12 currently is designated Community Commercial in the General Plan  
13 and is zoned PD-4. The owners of the parcel have agreed to sell the  
14 parcel to the applicant. Because the property has limited value as  
15 commercial property and to incorporate it into a residential parcel,  
16 the general plan map and zoning map must be amended to permit  
17 residential use.



18  
19 **Advantages**

- 20 • Unutilized commercial property can be developed and used in a residential manner
- 21 • Property will be landscaped and maintained
- 22 • The potential to use this property as commercial by encroaching into residential neighborhood is  
23 eliminated

24  
25 **Disadvantages**

- 26 • None identified

27  
28 **Recommendation:** The Development Review Committee recommends the Planning Commission forward  
29 a positive recommendation to the City Council amending the General Plan land use Map by changing the  
30 designation from Community Commercial to Low Density Residential and amending Section 22-5-3(A)  
31 and the zoning map of Orem City by changing the zone from PD-4 to R8 at 821 East 700 North.

32  
33 Chair Larsen asked if the Planning Commission had any questions for Mr. Stroud.

34  
35 Chair Larsen invited the applicant to come forward. XX introduced himself.

36  
37 Chair Larsen opened the public hearing and invited those from the audience who had come to speak to this  
38 item to come forward to the microphone.

39  
40 When no one came forward, Chair Larsen closed the public hearing and asked if the Planning Commission  
41 had any more questions for the applicant or staff. When none did, she called for a motion on this item.

42  
43 **Planning Commission Action:** XX said he/she is satisfied that the Planning Commission has found this  
44 request complies with all applicable City codes. He/she then moved to approve

45  
46 **MINUTES:** The Planning Commission reviewed the minutes from the previous meeting. Chair Larsen then  
47 called for a motion to approve the minutes of June 15, 2016. XX moved to approve the meeting minutes for  
48 June 15, 2016. XX seconded the motion. Those voting aye: Carl Cook, Karen Jeffreys, Lynnette Larsen,  
49 David Moulton, and Michael Walker. The motion passed unanimously.

50  
51 **ADJOURN**

52 Chair Larsen called for a motion to adjourn. XX moved to adjourn. XX seconded the motion. Those voting  
53 aye: Carl Cook, Karen Jeffreys, Lynnette Larsen, David Moulton, and Michael Walker. The motion passed  
54 unanimously.

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1 **Adjourn: p.m.**

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7 Approved:

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Jason Bench

Planning Commission Secretary