19.2.11 Land Use Approval Expiration (4-15-15)
Land use approvals are granted in accordance with current building codes, existing infrastructure capacities, desirable development patterns, and other factors that are subject to change over time. Therefore, in order to ensure that projects proceed in a timely manner and consistent with current laws, regulations, and development standards, project approval expiration timeframes have been established.

Land Use Approval	Expiration / Time Period Approval is Valid	Milestone for Completion
Preliminary Plan Final Plat	12~~8~~ months (timeline begins day of Land Use Authority's approval) 12 months (timeline begins day of Land Use Authority's approval)	~~Engineered improvement plans approved by City~~Complete Final Plat Application has been submitted. City approved plat is recorded in the Utah County Recorder's office.
Plat Amendment	Preliminary and Final – same as subdivision expirations & milestones listed above	
Conditional Use Permit (CUP)	Once conditions of approval are completed, the Permit is valid for life of the property. CUP reviewable upon complaint with revocation possible for failure to comply with CUP conditions.	Conditions of approval completed within 12 months of Land Use Authority's decision.
Site Plan ~~Phased Site Plans~~	12~~24~~ months (timeline begins day of Land Use Authority's approval~~timeline begins day the City Engineer stamps final plans~~) ~~12 months (timeline begins day of Land Use Authority's approval)~~	Building permit issued for construction. ~~Engineered improvement plans / site plan approved by City.~~
Alteration of Non-Conforming Use	Same as Site Plan expirations and milestones listed above.	
~~Property~~ Boundary Line Adjustment	Once approved and recorded, valid for life of the property.	City approved documents and/or surveys recorded at County Recorder's Office within 12 months
Variance	No expiration – Valid for life of the property	

19.2.12 Termination of Application (4-1-20)
An application requiring action by staff, planning commission, city council or board of adjustment shall be terminated according to the following provisions:

1. A project may be terminated immediately following a written request to do so by the applicant.
2. Except as provided in Subsection 5 of this Section, if within twelve (12) months after an application has been submitted pursuant to the requirements of this Title or Title 20, Payson City Code, the applicant fails to diligently pursue approval of the application, the application shall be considered inactive, shall expire, and any vested rights to proceed with the application shall terminate.
   a. Actions that constitute a diligent pursuit of approval shall extend the expiration period an additional six (6) months and shall include at least one of the following:
      i. complete formal resubmittals,
      ii. public meetings with the land use authority,
      iii. completion of required approvals through other governmental agencies—such as FEMA, Utah County, the State of Utah, or the Army Corps of Engineers,
      iv. any other comparable affirmative steps as deemed satisfactory by the Payson City Planning Commission.
   b. For large projects with an approval process duration anticipated to exceed twelve (12) months, an applicant may submit and the city may approve a detailed action plan that has an alternative application expiration process.
3. Except as provided in Subsection 5 of this Section, if within twelve (12) months after an application has been approved pursuant to the requirements of this Title or Title 20, Payson City Code, the applicant fails to exercise development rights authorized by such approval prior to the expiration date, the approval and

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Chapter 19.4
Off-Street Parking (11-18-20)

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19.4.1 Purpose
The purpose for off-street parking requirements is to provide adequate parking for the intended use of a building or parcel. The number of off-street parking spaces required in connection with any particular land use is set forth in this Chapter.

Every building, structure, improvement, and use shall provide permanent, maintained off-street parking as specified in this Chapter. The parking shall be a continuing obligation of the property owner as long as the use continues.

19.4.2 Shared Parking Agreements
It shall be unlawful for a landowner or tenant to eliminate required off-street parking unless otherwise provided on the parcel or an off-site parcel using a shared parking agreement approved by the City. All shared parking agreements are required to be clearly written, approved by Payson City, signed by the owner of the parcels, and recorded in the office of the Utah County Recorder.

19.4.3 Parking for Non-Conforming Uses
Any use of property that, on the effective date of this Chapter or any subsequent amendment, is non-conforming only with the regulations relating to off-street parking facilities may continue in the same manner, provided that parking facilities shall not be further reduced. However, an applicant may be required to increase or improve the off-street parking over a period in accordance with Chapter 19.14 herein.

19.4.4 Parking Spaces Required – General
Off-street parking shall be provided as follows for all buildings and structures, or enlargement of any existing buildings or structures, improvement or use. Furthermore, all new businesses are subject to the provisions of this Chapter. If the required parking stalls as calculated using the following standards end in a fraction, the standard shall be rounded up to the next whole number. Floor areas used in calculating the required number of parking stalls shall be gross floor areas of the building, calculated from the exterior outside wall without regard to specific inside uses. In mixed-use facilities, calculations shall be based on gross square footage of each identifiable use within the building and the total square footage of each identifiable use shall be the same as the gross floor area calculated from outside wall to outside wall.

#	Land Use	Required Parking
1	Amusement Centers, Recreation Centers, Reception Centers, Health Clubs and Spas, and similar uses.	1 stall / 200 sq. ft.
2	Automobile Repair Facilities	4 stalls / service bay or 1 stall / 800 sq. ft. whichever is greater
3	Bars, Liquor Stores or Taverns	1 stall / 200 sq. ft.
4	Bed & Breakfast or Inn	2 stalls for tenants and 1 stall / guest room
5	Business Office	1 stall / 300 sq. ft.
6	Car Wash: Self Service	2 stalls plus at least 3 stacking spaces per washing bay
7	Car Wash: Automated	2 stalls plus 2 stacking lanes with a minimum of 4 vehicles per lane
8	Churches	1 stall / 100 sq. ft.
9	Day Care Center	1 stall / 6 people based on the maximum allowable occupancy
10	Gas Station	1 stall / 200 sq. ft. Pumping areas are not to be included in the parking calculation)
11	Government Buildings	1 stall / 400 sq. ft.
12	Grocery Stores, Drug Stores, Convenience Stores	1 stall / 200 sq. ft.
13	Hospitals	1 stall / 400 sq. ft.
14	Hotel / Motel	2 stalls plus 1 stall / sleeping unit and 1 / 200 sq. ft. of conference space
15	Manufacturing	1 stall / 400 sq. ft. plus parking for office uses, consistent with #5 herein
16	Mortuaries	1 stall / 100 sq. ft.

17	Movie Theaters	1 space / 4 seats
18	Assisted Living, Nursing Home or Convalescent Center	1 stall / employee and 1 stall / 3~~5~~ beds
19	Personal Services, Barber Shops, Beauty Shops, Travel Agencies	1 stall / 200 sq. ft.
20	Professional Offices, Medical and Dental Offices	1 stall / 200 sq. ft.
21	Residential – Single Family (Lots of Record)	2 covered parking spaces
22	Residential – Single Family (platted subdivisions)	2 car garage
23	Residential – Multi-Family	2 stalls / unit + 0.25 stalls / unit visitor parking
24	Restaurants	1 stall / 4 seats plus eight stacking spaces for drive-throughs
25	Retail Sales, Furniture, Appliances, Hardware	1 stall / 600 feet
26	Senior Housing Overlay	1.4 stalls / dwelling unit
27	Schools; Elementary	2 stalls / classroom
28	Schools; Secondary – Middle / Junior	3 stalls / classroom
29	Schools; Secondary – High	1 stall / employee & 7 stalls / classroom
30	Schools; College / University / Vocational / Technical	1 stall / employee & 1 stall / 4 students calculated on occupancy of facility
31	Warehousing	1 stall / 1,000 sq. ft. plus parking for any other uses such as manufacturing and office space as calculated herein.

If a proposed use is not indicated above, a parking study should be completed by a licensed transportation engineer to provide a recommendation for the required amount of off-street parking. The study and final parking requirement are to be reviewed and approved by the City Engineer or designee.

19.4.5 Parking Spaces Required – Unique Situations

19.4.5.1 Parking for Multi-Tenant Commercial Buildings
19.4.5.2 Parking for Automobiles Sales
19.4.5.3 Parking for Call Centers

19.4.5.1 Parking for Multi-Tenant Commercial Buildings

It will be the responsibility of the applicant for development approval to provide adequate off-street parking for the project. Due to the unique nature of multi-tenant buildings, the off-street parking requirements will be determined as follows:

1. Parking must be identified for each portion of the structure that could be used for business activities prior to occupancy by any business; and
2. The number of stalls required by the most intensive parking requirement of the uses allowed in the zoning district that could be accommodated in the structure; or
3. If the tenants have been identified, the number of parking stalls required by 19.4.3 herein; or
4. The applicant has obtained written approval to use adjacent parking areas where patrons are not required to cross a public street;

As tenants fill various spaces, the requirements of 19.4.3 can be satisfied using any parking spaces available on the site provided the use of these spaces will not result in a violation of the off-street parking requirements when the building is full. If the building owner allows one tenant to use more space than initially intended, it may limit the potential users in the remainder of the structure. Therefore, the building owner should choose tenants in consideration of the building as a whole.
In order to ensure adequate parking and reduce friction between business owners, the City may require the owner of a multi-tenant building to identify and reserve space for a particular business.

19.4.5.2 Parking for Automobile Sales

The applicant must demonstrate that ample employee and patron parking is available without parking on the public street or on adjacent property. The vehicle display area for the parking of automobiles for sale will be limited to ensure that employee and patron parking is provided first. The applicant shall submit a parking plan that indicates the following:

1. There shall be one (1) employee parking stall for each two hundred (200) square feet of indoor floor area; and
2. There shall be one (1) employee parking stall for each twenty (20) outdoor vehicle display spaces; and

3. There shall be one (1) customer-parking stall for each twenty (20) outdoor vehicle display spaces.
4. If the business includes a service center, the applicant must provide on-site parking consistent with the regulations of Section 19.4.3 herein.

After the employee and patron parking has been provided, the remainder of the parking space is available for the parking of vehicles for sale. If the parking needs of the business increase or parking on a public street or adjacent property is commonplace, the applicant may be required to reduce the amount of parking area available for parking of automobiles for sale.

19.4.5.3 Parking for Call Centers

Each call center is required to provide enough parking to accommodate one (1) parking stall for each employee during the highest employee volume shift of the business including administrative employees. The employer will be required to provide a business plan that indicates how employees will park during shift changes such as varying starting times, gaps in the shift schedule or other means to ensure adequate parking. Automobiles may not be parked in the setback areas of the parcel. If the parking needs of the business increase or parking on a public street or adjacent properties is commonplace, the applicant may be required to make internal adjustments to accommodate parking such as identifying additional parking or reducing the number of employees.

19.4.6 ADA Accessible Parking Spaces

See the Payson City Development Guidelines for information on the required number of ADA parking spaces and how they are to be designed and constructed.

19.4.7 General Provisions

The following general provisions apply to all off-street parking requirements of this Chapter.

1. The location of off-street parking facilities shall be as follows, and shall not be located within the public right-of-way:
   a. For single family, two-unit, and multi-family residential dwellings, required parking shall be located on the same lot as the building that they are required to serve.
   b. For all other uses, including commercial and industrial uses, required parking shall be located on the same lot or on an abutting lot. In no case shall required parking be located across a public street without written approval by the Development Services Director, or designee.
   c. If parking is located on a lot or parcel under different ownership, a shared parking agreement must be approved by the Development Services Director, or designee and recorded in the office of the Utah County Recorder prior to final approval. Any modifications to shared parking agreements must be approved by Payson City.
   d. In all residential zones, required off-street parking shall not be located in a required setback, unless it can be demonstrated to the Development Services Director, or designee that off-street parking cannot be provided without the requested encroachment and will not obstruct the clear view area, as defined by this Title, or impede safe backing and circulation for adjacent properties.
   e. Tandem parking will not be allowed to satisfy the requirements found herein.
2. The Development Services Director, or designee may approve the joint use of a parking lot or facility provided the applicant can show that conflict between the different users can be effectively eliminated. For instance, willing parties such as a church and a commercial business may share parking facilities if typical heavy use parking times allow.
3. In commercial or industrial zones, the owners of several businesses may be allowed to work together to provide off-street parking in a lot or structure. Participants must be able to adequately show agreements to the Development Services Director, or designee for long-term maintenance and ownership.
4. Construction plans for any parking lot or parking structure, or the expansion of any lot or structure shall be submitted to the City for review and comment and may be approved by staff. A parking lot or structure may be approved as part of the project approval.
~~4.~~ 5. Any heavy-duty commercial vehicles (i.e., three (3) axles or more) or construction equipment that are stored at a business overnight shall be screened from public view. Areas that are used for overnight vehicle storage shall not be included in parking calculations for the overall project.

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19.4.8 Design and Construction Standards

structures using the same roofing materials as the primary structures.

5. ~~The~~ Excluding carports, off-street parking structures shall have architectural treatments that are consistent with the features of the primary structures including, but not limited to, roof pitch, roofing materials, and colors. The orientation of the parking should be interior where possible with the primary structures along the outside edges of the project.
6. Pedestrian circulation walks and bicycle racks ~~may be required by the City Council~~are required in multifamily projects. ~~If required, these~~These facilities must be located in highly visible and convenient areas. Bicycle parking shall be provided at the ratio of 0.5 bicycle spaces per unit.

The parking requirements found listed above represent the minimum parking requirements. Any additional parking, beyond that required above, must be approved by the City Council due to a loss in the amount of landscaping in the project.

19.6.7.16 Project Amenities

Each development approved in the RMF Zone shall include appropriate amenities for the residents of the project and be properly maintained. Because each project will be different in nature, the amenities are likely to be different. For example, playground equipment is appropriate for family apartment projects whereas a putting green is appropriate for a retirement community. As a general rule, active recreation areas will include amenities such as sport courts, shuffleboard, pickle ball courts, bocce ball, horseshoe pits, swimming pools, splash pads, playgrounds, clubhouses etc., and passive recreation (lawn) areas. The amount of amenities required shall be adequate for the proposed number of units in the development.

1. Projects with less than thirty (30) units shall furnish:
   a. Picnic areas with tables and barbecue areas.
   b. A recreation area with amenities appropriate for the targeted population.
2. Projects with thirty-one (31) to sixty (60) units shall furnish:
   a. One (1) picnic area with tables and barbecue area with shade structure.
   b. A sport court with at least five hundred (500) square feet, or equivalent amenity.
   c. One (1) recreation area with amenities appropriate for the targeted population.
3. Projects with sixty-one (61) to one hundred (100) units shall furnish:
   a. Two (2) picnic areas with tables and barbecue areas with shade structures.
   b. One (1) sport court with at least five hundred (500) square feet, or equivalent amenity (i.e. pickle ball, racquetball, splash pad, hot tub/spa).
   c. One (1) recreation area with amenities appropriate for the targeted population.
   d. A clubhouse used for gatherings of residents not less than one thousand (1000) square feet in size complete with restrooms. The clubhouse may be substituted for an outside social function area, no less than two thousand (2000) square feet in size, with approval by the City Council.
4. Projects with more than one hundred (100) units shall furnish:
   a. Three (3) picnic areas with tables and barbecue areas with shade structures.
   b. Two (2) recreation areas with amenities appropriate for the targeted population.
   c. A clubhouse used for gatherings of residents not less than two thousand (2000) square feet in size complete with restrooms and indoor amenities and services.

The City Council will be the final authority in determining if the amenity package is appropriate for the project size, location, and target population. The type and quality of amenities will be taken into consideration in determining an acceptable amenity package.

19.6.7.17 Design Standards

Building design should enhance appearance of the buildings from ~~public~~ streets and other public view points. All sides of structures shall receive equal design consideration, particularly where they may be readily viewed by pedestrians and motorists, or from adjacent properties.

1. *Exterior Materials.* All buildings in the RMF Zone shall include brick, stucco, stone, or other decorative masonry products, including fiber-cement siding, as approved by the City Council upon recommendation by the Planning Commission. At least two different building materials shall be used on ~~the front elevation and elevations viewable from the public street~~all sides of the building with at least forty (40) percent of the vertical surface containing brick or stone. Garage doors, windows, and doors are not included in the vertical surface calculation. Vinyl and wood siding are not permitted; however, shake shingles may be permitted as an accent material as approved. The types of material will be

complementary to the architectural design and heavier materials used lower on the building elevation to form the building base. (4-1-20)

2. *Colors.* Varied building colors are essential to a quality project. The use of different colors and materials helps to break up the massing of the building. A minimum of two colors per elevation, plus trim and roof color must be provided for consideration. Contrasting but complementary colors should be used for trim, windows, doors and ornamental features.
3. *Wall Plane.* There shall be a variation in wall plane on all facades visible from a public street or public view. It is expected that the highest level of articulation will occur on the front façade. However, some architectural detailing should be incorporated into all building elevations, as well as courtyards, play areas and similar common areas.
4. *Architectural Design.* Architectural elements, such as windows, balconies, porches, overhangs, trellises, projections, awnings, insets, materials and textures should be used to create shadow patterns that contribute to a building's character and visual interest. Deep roof overhangs are encouraged to create shadows and add depth to façades, also helping to shade openings and windows. Under no circumstances shall a multifamily residential building contain fewer than six (6) windows per building face.
5. *Massing.* Tall or large structures should emphasize horizontal planes through the use of trim, awnings, eaves, or a combination of complementary colors. The upper story of a multi-story building should be stepped to reduce the scale of façades facing streets or courtyards.
6. *Roofing Design.* Roof forms typical of residential buildings such as gable or hip roofs are encouraged. For row-type townhouses, each unit should be varied in height and setback.
7. *Development Entrance Features.* Pedestrian and vehicular pavement designs will include material and/or color changes at entrances, walkways and crosswalks and other significant areas.

19.6.7.18 Project Plan Approval

Any request for project plan approval in the RMF Zone is subject to any and all applicable City resolutions and ordinances including the Subdivision Ordinance, Development Guidelines, and the Payson City General Plan. Specifically, project plans will be reviewed for consistency with the applicable regulations of Chapter 19.8 herein and Title 20, Subdivision Ordinance. (12-19-18)

1. Each applicant shall first submit a Concept Plan of the proposed development. Following review of the Concept Plan and after receiving staff comments, the applicant may prepare a Preliminary Development Plan and Construction Plans in accordance with this Title and the development standards of the Subdivision Ordinance.
2. Following review by staff, the Planning Commission will hold a public hearing to receive input about the Preliminary Development Plan. Notice of the public hearing will be in accordance with Section 19.2.7 herein.
3. Following a public hearing, the Planning Commission will forward a recommendation to approve, approve with conditions, or deny the Preliminary Development Plan.
4. After receiving a recommendation from the Planning Commission, the City Council may approve, amend and approve, approve with conditions, remand the proposed development back to the Planning Commission for further review, or deny the application for Preliminary Plan approval. (7-19-17)
5. Following approval of the Preliminary Development Plan by the City Council, the applicant may prepare the Final Development Plan. After their review, the City Council may approve, amend and approve, approve with conditions, or deny the application for Final Plat approval. The City Council, at their discretion, may approve the Preliminary Development Plan and the Final Plat concurrently. A copy of the Final Development Plan will be included in the Planning Commission packet for their review prior to final review by the City Council.
6. If the applicant and staff disagree on the architectural design, types of amenities, or determining adequate amenities for the proposed project, the City Council shall render the decision.

19.6.7.19 Other Requirements

The following requirements are in addition to the requirements found in this Chapter, the General Provisions or Supplementary Provisions of this ordinance, or any other applicable resolution or ordinance.

1. Signs – Signs shall be consistent with the requirements of Chapter 19.15 herein. Sign type and locations should be consistent throughout the project and the sign materials and graphics should complement the project design.
4. Fencing standards - Multi-family projects shall be fenced on at least three sides by a six (6) foot sight-obscuring fence unless it can be demonstrated that the fence is unnecessary to make

19.8.4 Development Improvements

19.8.4.1 Primary Building Required

On all commercial and industrial developments, a primary building shall be completed before issuance of a business license. The primary building shall be no smaller than five hundred (500) square feet, shall be connected to municipal services, and shall provide a fully plumbed public restroom facility.

The nature of commercial and industrial developments creates a situation where each project is unique and the approval process is dissimilar. For instance, some developments require the division of land into separate ownership and other projects are intended to remain in the ownership of a single entity. Regardless of the approval process and ownership status, the development improvements required to provide effective municipal services is constant. These standards have been established in part in this Title, but are primarily included in Title 20, Subdivision Ordinance. Therefore, each commercial project will be reviewed for compliance with this Title and the applicable regulations of Title 20, Subdivision Ordinance including, but not limited to, the following:

1. Chapter 20.15 Review and Regulations for Impact on Public Infrastructure. The provisions of this Chapter ensure that adequate public facilities are available to serve the project and that the impact on the public infrastructure will be addressed.
2. Chapter 20.17 Improvement, Design and Layout Considerations. This Chapter is intended to ensure that drainage, pedestrian facilities, design standards, landscaping, and other site considerations are included in the project plan.
3. Chapter 20.18 Lot Improvements and Arrangement. This Chapter addresses typical zoning and development issues such as lot configuration, grading, fencing, and utility easements.
4. Chapter 20.19 Road and Streets. The circulation and transportation needs of the development are addressed in this Chapter of the Subdivision Ordinance.
5. Chapter 20.20 Drainage and Storm Sewers. This Chapter provides regulations for storm drainage, accommodation of upstream drainage and impact on downstream users. Lot to lot drainage concerns are also addressed.
6. Chapter 20.21 Water Facilities. The location and size of water infrastructure, the transfer of adequate water and fire protection are included in the regulations of this Chapter.
7. Chapter 20.22 Sewer Facilities. This Chapter ensures that wastewater is appropriately collected and transported to the wastewater treatment plant.
8. Chapter 20.23 Sidewalks, Curbs, Trails and Paths. This Chapter provides regulations for the improvements necessary for the construction of sidewalks, trails and other pedestrian facilities.
9. Chapter 20.24 Electrical Facilities. This Chapter provides the information necessary for the Payson City Power Department to provide power services to the development in a manner that satisfies the requirements of the department.
10. Chapter 20.25 Other Utilities. This Chapter ensures coordination with the private utility providers to serve the development and obtain the necessary easements.
11. Chapter 20.28 Preliminary Plan and Construction Drawings. The information for a Preliminary Plan is similar to the information needed for a site plan application. The construction drawings will indicate the location and size of infrastructure together with all construction details of the project.

In addition to the requirements of this Title and Title 20, Subdivision Ordinance, each commercial or industrial development may, as applicable, be required to satisfy the following provisions:

1. Title 21, Sensitive Lands Ordinance.
2. The Development Guidelines of Payson City. (12-19-18)
3. If a commercial or industrial development is located in an area that contains a proposed trail or parkway, the site plan shall incorporate the proposed amenities into the development plan.
4. Any parcel located adjacent to a road owned, operated and maintained by the Utah Department of Transportation, Utah County or the United States will be required to have the access and circulation for the parcel approved in writing by the entity with proper jurisdiction.
5. In specific locations, an applicant for site plan approval may be required to obtain approval in writing from other entities and Payson City such as private utility providers, irrigation companies, health department or appropriate federal, state, county and local jurisdictional bodies. Nothing in this Title shall be construed to eliminate the need for an applicant for site plan approval to obtain the proper licenses, permits, and other approvals to legally operate a business.
6. Access may be limited to commercial and industrial sites adjacent to arterial or collector status roads and shall be approved by the City