

**City of Taylorsville**  
**Planning Commission Meeting Minutes**  
**January 11, 2022**  
**Pre-meeting – 6:30 p.m. – Regular Session – 7:00 p.m.**  
**2600 West Taylorsville Blvd – Council Chambers**

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**Attendance:**

**Planning Commission**

David Wright – Chair  
Don Quigley  
Marc McElreath  
Lynette Wendel – Vice Chair  
Gordon Willardson  
Don Russell  
Cindy R. Wilkey  
David Young (Alternate)

**Community Development Staff**

Wayne Harper - Director – (Excused)  
Jim Spung – Senior Planner  
Karyn Kerdolff- GIS Planner  
Stephanie Shelman – Deputy City Attorney (Excused)  
Jean Gallegos – Admin Assistant/Recorder

**CITIZEN'S/GUESTS PRESENT:** Ernest Burgess

**BRIEFING SESSION** – 6:30 P.M.

**Mr. Spung** conducted the briefing session.

- Introduction of newly appointed Planning Commissioners Cindy R. Wilkey and David Young.  This was followed by a short period wherein each staff member and commissioner spoke individually, advising why they had chosen the planning field for focus.
- Community Development update: **Mr. Spung** outlined the applications he is working on presently as being: A new Mr. Carwash on 4700 South and Redwood Road where the Village Inn Restaurant is presently. A Dutch Bros Coffee in front of WalMart on 5400 South. Development of the site at 6200 So 2700 W (which is presently Open Space) and is shown in the General plan as PO (Professional Office). This is proposed to be a mixed-use project with three retail units on the first floor and three apartments on second floor. Next is a site at 4924 South 3200 West, which is an older property zoned R-1-5. Proposal is for two flag lots and will probably be heard by the Planning Commission on the 2<sup>nd</sup> meeting in February. The proposed project on Riverboat Road in Sorenson Research site is still being worked by the applicant, with the biggest issue still being removing the property from the flood plain designation.
- **Commissioner Wendel** gave her report on attending the January 5<sup>th</sup> City Council meeting.  The most notable issue was the proposed program to issue parking permits for the neighbors surrounding the LDS Temple being built off 4700 South and about 2600 West to assure they have access to sufficient parking for their needs. The City Council approved the plan and gave it back to City Administration to implement. **Commissioner Quigley** mentioned that he has noticed student housing units being constructed on the Salt Lake Community College site. He was aware that the Commission has no jurisdiction over that State of Utah owned site but just wanted to bring it to the attention of Staff and Commissioners for their information.



**REGULAR SESSION** – 7:00 P.M.

**CONSENT AGENDA**

3. Review/approval of Minutes for November 9, 2021.

**MOTION:** Commissioner Russell – I will make a motion to approve the Minutes for November 9, 2021, as presented.

**SECOND:** Commissioner Willardson

**VOTE:** All Commissioners presented voted in favor with the exception of Commissioner Wilkey who abstained due to the fact that that meeting had been held before she was appointed to the Commission. Motion passes.

**SPECIAL ITEM**



4. Election of New Chairman and Vice Chairman of the Planning Commission for 2022. Results of the election held January 11, 2022 are: David Wright is elected as Chairman and Lynette Wendel as Vice Chairman for the calendar year 2022.

**DISCUSSION ITEM**

5. Overview and Status of Title 13: Land Development Code (LDC) Update. (Jim Spung/AICP/Senior Planner)

**Mr. Spung** presented this item. 

- 5.1 He outlined what the Land Development Code is as being: (1) Location and size of buildings; (2) Allowable land uses; (3) Quality and layout of development; and (4) Procedures for evaluating applications – and for subdividing land. He discussed the reasons why the LDC needed to be up upgraded as: (1) It is a very effective economic development tool (clear, predictable, and efficient); (2) Improves the user experience and increases staff efficiency; and (3) A comprehensive update tailored specifically for Taylorsville has never been completed. The last update was in 2012 and is already outdated. To achieve these goals there needs to be (1) Streamlined development review procedures and increased predictability of land use decisions; (2) Consideration of the needs of the City both now and in the future; (3) Alignment of the LDC with Utah State Statutes; (4) Enabling great design and a diverse mix of land uses; and (5) Improvement of user-friendliness through logical structure, graphics, tables, and illustrations.
- 5.2 **Commissioner Quigley** asked if Kent Burggraaf (previous member of the Planning Commission) should be replaced on the committee working on this update since he has moved out of the City and **Mr. Spung** said that at this stage, he did not think that would be necessary but would clear that with Mr. Wayne Harper, Economic/Community Development Director and let him know.
- 5.3 **Mr. Spung** explained the timeline for adoption as: Fall 2020 – Project orientation; Winter 2020 – LDC assessment and outline completion; Spring 2021 through Summer of 2022 – Prepare the draft LDC (which includes Administration and procedures, zoning districts and uses; and Development/design standards); then there would be internal and public review and consolidation of the draft; and finally, in the Fall of 2022 there would be adoption of the LDC. 

- 5.4 **Mr. Spung** said there will be ample opportunities to provide comment and input. During the Project Orientation, Staff will (1) Review adopted plans, policies, and planning efforts; (2) Organize and meet with the Advisory Committee; (3) Identify and meet with community stakeholders; and (4) Meet with appointed and elected officials.
- 5.5 **Mr. Spung** said one important element to change is the structure of the LDC to organize it down from 41 chapters into 7 chapters with improved page layout to make it more user-friendly. The first draft will include a lot of commentary and footnotes identifying the changes from the current standards and add graphics and tables to make it easier to follow.
- 5.6 **Mr. Spung** explained the final process of LDC adoption: (1) Adoption draft incorporates review comments from the consolidated draft; (2) Executive summary will show major changes; (3) Planning Commission public hearing and recommendation will take place; (4) City Council will hold the public hearing and provide adoption decision; (5) After adoption, a final draft will be prepared reflecting edits approved during the adoption hearing. **Mr. Spung** advised the first draft will probably be available in a couple of weeks. 
- 5.7 **Commissioner Wendel** asked Mr. Spung how Staff had come up with the vision for this document.  **Mr. Spung** said how it came about with this vision was the past-history of his work experience saying that he graduated in 2013 and worked for North Salt Lake City as a Planner for a few years, coming to Taylorsville in 2015. He stayed here for a couple of years and realized that the LDC was in disarray so was looking at solutions to say how it could be fixed. That was paused when he was hired by a consulting firm in Denver that strictly updates Codes. He accepted a position with them as a consultant and their process was essentially being hired by cities and counties across the nation to update their Land Development Codes comprehensively. He did that for about three years and worked in several communities across the nation and help draft four or five Codes in other parts of the country. That experience really helped him understand the mechanics of what helps the Code work, what makes it user-friendly, what types of things do not work, what type of language is necessary for legal protection, etc. He found it was different in every community. He felt all gave him a good handle on what Taylorsville can use as far as improvements in this Code. As far as the mechanics of actually drafting the ordinance is something that his years of experience in that field helps. It is going to be a lot of work but with an understanding of the process it will make it easier. **Commissioner Wendel** said that it is difficult for her to go from all the words in the old document to the beautiful charts, graphs and very user-friendly experience as being proposed. She thanked him for doing such a good job in this endeavor.
- 5.8 **Mr. Spung** commented that the finished product will not be considered light reading by any means but will be more understandable and more intuitive for Staff, the development community, and for city residents. His goal is to try to eliminate and simplify a lot of the legal jargon and planning nomenclature to make it easier to be understood. However, that since it is a legal document, it will have to have the language to be of help in court if something is challenged.
- 5.9 **Mr. Spung** said as far as the adoption goes, when the draft does come before the Planning Commission it will contain an executive summary highlighting some of the major changes. For example, a new procedure will be introduced to review minor plats or plats that are relatively small but maybe do not require the same level of scrutiny as other projects. There is an authority change for the flood plain administrator from the Director of Community Development to the City Engineer. Something like that would be highlighted in a memorandum. There is no way to capture every single change made and edit. Staff will try to do that as much as possible in the footnotes, but the executive summary will also be very helpful regarding policy changes.

- 5.10 The Commission will be hearing this item several times for feedback but there will only be a formal public hearing at the very end along with the recommendation to the City Council. Upon receiving approval from the Planning Commission, the City Council will hear it in a formal public hearing setting and ultimately adopt or request changes to the draft. Once it is adopted there may or may not be additional changes that come about as part of those hearings, so staff will then implement any additional comments or revisions and have it codified and available on the website. Normally there is a lag time of a few months between the adoption dates and the effective dates. That gives Staff time to update all internal procedures to align with the new Code. Also, to help train and educate everyone on the new rules and standards. From the adoption date, usually it will be about six months to when the Code will actually be effective and become the law for the City.
- 5.11 **Mr. Spung** felt this will be a good training experience not only for the new commissioners but also for the existing ones who may have questions on proper procedures. It demonstrates how the zoning code works and what the role of the Planning Commission is. The first part will basically summarize all of the Planning Commission's responsibilities, which issues they have authority to decide, and which issues they can approve, along with how the review process works. For instance, on a subdivision process, what the types of things are to look for in order to approve or deny an application.
- 5.12 **Commissioner Russell** said Mr. Spung had mentioned that before his arrival in Taylorsville that the City had patterned the vision after different municipalities as to what they were doing for Codes, etc. and asked that now after a few years have passed he wondered if Mr. Spung had gone back and looked at other municipalities and if so, had that been helpful. **Mr. Spung** said yes, it is always helpful, and Staff has no intention to reinvent the wheel. Generally, Taylorsville's Code is pretty solid and serves the City well. The downfall is that it is really disorganized and even reorganizing the existing content into the new framework would be a major improvement.  He advised the Commissioners that they can expect the first draft very soon.

**ADJOURNMENT:** By motion of **Commissioner Quigley** and second by **Commissioner Wendel**, the meeting was adjourned at 7:40 p.m.

These Minutes were prepared and submitted by:

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Jean Gallegos, Admin Asst/Recorder for the  
City of Taylorsville Planning Commission

Approved in meeting held on: