

Syracuse City Planning Commission Meeting
September 15, 2009
Minutes

1. Meeting called to Order, Adoption of Agenda, and Approval of Minutes

Planning Commission Chair Robert Whiteley called the meeting to order at 6:04 p.m., indicating City staff posted the agenda 24 hours prior to the meeting and delivered copies to all Commission members. Nathan Miller offered the prayer, and Mike Norton led the pledge of allegiance.

Members Present: Chairman Robert Whiteley, Vice Chair Kenneth Hellewell, Nathan Miller, Craig Jenkins, Mike Norton, and Jamie Nagle as well as GIS Specialist Troy Moyes and Administrative Assistant Judy Merrill.

Excused: Tena Campbell

Visitors: Lorie Yeager Brian Bott Sherrie Hunsicker

CRAIG JENKINS MOVED TO ADOPT THE SEPTEMBER 15, 2009, AGENDA AS OUTLINED, SECONDED BY NATHAN MILLER; ALL VOTED IN FAVOR.

Commissioners reviewed the minutes of the September 1, 2009, meeting.

NATHAN MILLER MADE A MOTION TO APPROVE THE SEPTEMBER 1, 2009, MEETING MINUTES AS WRITTEN, SECONDED BY KENNETH HELLEWELL; ALL VOTED IN FAVOR.

2. Nilson Homes Public Hearing and Conditional Use Extension for a Model Home

No one was present to represent this request by Nilson Homes regarding an extension of their Conditional Use approval for a Model Home, located at 1719 South Doral Drive. The commissioners decided to discuss the request, so GIS Specialist Moyes provided some background. He explained that, on August 1, 2005, Nilson Homes submitted applications for Conditional Use approvals in the Miller Springs Subdivision Phase 1 for a Model Home on Lot 31, a Sales Trailer on Lot 1, and a Temporary Subdivision Sign on the side of the Model Home. With the application for a Model, they submitted a site plan for Lot 31 that showed the house plan with adequate off-street parking in the driveway as well as the location of a temporary subdivision sign, but with no dimensions. On August 16, 2005, the Commission advised the applicant that they could not approve any of their requests until the developer recorded Phase 1 and the City issued a building permit for the Model, and then they tabled all three requests. On October 28, the applicant provided more information. The temporary subdivision sign would be 6 feet tall, 8 feet long, and 4 inches deep with the Nilson Homes and Miller Springs community logos. The trailer would have skirting, appropriate bathroom facilities, and four parking spaces on the street. Their hours of operation would be 12:30-6:30pm, Mondays through Saturdays. The home would have eave-canned lighting, three to four parking spots along the curb, and four flags on poles with a temporary subdivision sign in front as well as one or two spotlights pointing directly onto the sign from the ground. The hours of operation would be the same as the sales trailer. On November 1, 2005, the applicant explained that the sign would also include hours of operation and a sales agent's name and phone number. They would place it on the north side of the lot, adjacent to 1700 South, behind the sidewalk. The sales trailer would have just the normal porch light and, upon the Commission's demands, a graveled parking area off Doral Drive on the west side. They would also have a sign identifying it as a sales, rather than construction, trailer. The Commission recommended approval of all three requests subject to the conditions that the temporary sign not exceed 32 square feet, the sales trailer and subsequent Model have adequate off-street parking, rather than curbside, and the applicant acquire a building permit for the home before placing the sales trailer on Lot 1. On November 8, 2005, the City Council granted Conditional Use approval of a Model Home on Lot 31, a Sales Trailer on Lot 1, and a Temporary Subdivision Sign on Lot 31 subject to the conditions outlined by the Commission. Apparently, Nilson Homes decided to place the sales trailer on Lot 31 and build the Model Home on Lot 1 instead, but they never notified the City of that change. City staff sent a certified letter to U.S. Development, as owner of Lot 31, in November 2006, advising them that the Conditional Use granted to Nilson Homes expired and required application for an extension of their approval in order to continue conducting business. U.S. Development received the letter December 4, 2006, but did not respond. On December 22, 2006, the Code Enforcement Officer called U.S. Development.

They assured him their company would submit an application no later than January 2, 2007. On February 12, 2007, Officer Reynolds called Bruce Nilson, with Nilson Homes, since the City received no application as promised. He was unaware of the matter and promised to follow through, which he did the next day with a corrected site plan showing the Model Home on Lot 1. On March 6, 2007, Nilson Homes appeared before the Commission requesting an extension of their Conditional Use, which expired November 8, 2006, for their Model. Their request included a 24 square-foot temporary subdivision sign on the southwest corner of the lot, facing Doral Drive, and claimed they made no other changes from the originally-approved site plan. The Commission granted an extension until May 8, 2007, subject to the original conditions. On May 1, 2007, the Commission granted a second extension, which would expire November 8, 2007, subject to the original conditions and all requirements of the Land Use Ordinance, specifically 10-6-7K(7)(a) requiring them to convert the Model to a single-family residence when the last phase of the Subdivision was more than 80 percent developed. On December 4, 2007, the Commission granted a third extension until May 8, 2008. On August 5, 2008, the Commission granted a fourth extension until November 8, 2008. On December 2, 2008, the Commission granted a fifth extension until May 8, 2009. Phase 1 was approximately 50 percent developed. This current request added four more flags to the site, a large banner on the north side of the Model, and lights around the home. Staff reviewed the application and recommended approval.

NATHAN MILLER MOVED TO GRANT NILSON HOMES AN EXTENSION OF THEIR CONDITIONAL USE APPROVAL FOR A MODEL HOME, AT 1719 SOUTH DORAL DRIVE IN THE MILLER SPRING SUBDIVISION, UNTIL NOVEMBER 8, 2009, WITH THE ADDITIONAL FLAGS AND OTHER CHANGES TO THE ORIGINAL SITE PLAN AND SUBJECT TO ALL PREVIOUS CONDITIONS AND REQUIREMENTS OF THE LAND USE ORDINANCE SPECIFIC TO TEMPORARY USES OF BUILDINGS. CRAIG JENKINS SECONDED THE MOTION; ALL VOTED IN FAVOR.

3. Little Scholars Learning Center Public Hearing and Conditional Use for Signage

Lorie Yeager, owner of Little Scholars Learning Center, approached the Commission requesting Conditional Use approval to place a sign on her commercial building, located at 1089 West 1700 South, over Suite E in the Shadow Point Shopping Center. Specialist Moyes explained how the sign would have internally illuminated pan-channel letters that said 'preschool' directly above the door. The applicant went before the Architectural Review Committee on September 8, 2009, and they had no issues or concerns. When asked why the sign would only say preschool instead of the business name, the applicant referred to the cost for such a long sign. The developer suggested she identify her business as just a preschool and then place vinyl lettering on the glass door below with the full name. Based on the dimensions of her portion of the building for the preschool, staff calculated the allowable signage as 89 square feet. This sign would use 10.64 square feet. Staff reviewed this application and recommended approval.

Commissioner Jenkins asked to know the color of the vinyl letters. Ms. Yeager described them as white with blue trim to match the preschool sign on the building. Commissioner Jenkins then asked how many students she planned to enroll and if she had all her licensing in place and teachers hired. Ms. Yeager advised him that she would provide two sessions per day, one morning and one afternoon, for up to 50 students. She currently had four teachers but would eventually have five when she registered enough children. Commissioner Jenkins asked how she would divide the classes, and Ms. Yeager told him the building had five classrooms.

Chairman Whiteley asked if she planned to provide lunch or snacks for the students. Ms. Yeager indicated the children would have a snack, but not a meal. The classes ended before lunchtime and began again after lunchtime. She emphasized the fact that her business was a preschool rather than a daycare. The building also had two restrooms available for patrons.

Chairman Whiteley opened up the meeting for public hearing. No one came forward, so he closed the public hearing.

CRAIG JENKINS MADE A MOTION TO GRANT CONDITIONAL USE APPROVAL TO THE LITTLE SCHOLARS LEARNING CENTER TO PLACE SIGNAGE ON THAT PORTION OF THE BUILDING, LOCATED AT 1089 WEST 1700 SOUTH SUITE E, SUBJECT TO ALL REQUIREMENTS OF THE SYRACUSE LAND USE ORDINANCE SPECIFIC TO SIGNS. MIKE NORTON SECONDED THE MOTION; ALL VOTED IN FAVOR.

4. Apple Tree Preschool Public Hearing and Conditional Use for a Home Occupation

Sherrie Hunsicker, 813 West 2150 South, stood to request Conditional Use approval to conduct a preschool in her home. Specialist Moyes stated that the applicant planned to begin October 1, 2009, with morning sessions only, Mondays through Thursdays, from 9:00 a.m. to 11:30 a.m. The classes would be in her finished basement, which had the proper building permits, for up to 16 students. The applicant's yard did not have a fence, but staff advised her that a fence would need to be in place prior to opening for business. The lot had adequate parking in the driveway and on the street. She planned to route traffic from the west and exit towards the east. The applicant met all other City Ordinances specific to preschools, and staff recommended approval.

Vice Chair Hellewell asked when they planned to install the fence. Ms. Hunsicker told him this weekend.

Chairman Whiteley opened up the meeting for public hearing. No one came forward, so he closed the public hearing.

MIKE NORTON MOVED TO GRANT CONDITIONAL USE APPROVAL OF THE APPLE TREE PRESCHOOL, LOCATED AT 813 WEST 2150 SOUTH, SUBJECT TO ALL REQUIREMENTS OF THE SYRACUSE LAND USE ORDINANCE SPECIFIC TO HOME OCCUPATIONS AND UPON THE CONDITION THAT THE APPLICANT FULLY ENCLOSE THE REAR YARD WITH A FENCE PRIOR TO OPENING FOR BUSINESS. KENNETH HELLEWELL SECONDED THE MOTION; ALL VOTED IN FAVOR.

5. 3000 West Church Subdivision Public Hearing and Subdivision Plat

Brian Bott, of Richards/Bott Architects, presented a request for Subdivision Plat approval for the 3000 West Church Subdivision, located at approximately 2200 South 3000 West. Specialist Moyes referred to the newly annexed portion of the City as land the owner subdivided out of a larger parcel, requiring a Subdivision Plat for the City's review and approval. The applicant planned to build an LDS Stake Center on 5.186 acres.

The City Engineer reviewed the plans and outlined the following issues in a letter dated September 9, 2009: **1) Correct Plan and Profile sheets, showing different utilities, connections, and data, so they are consistent. 2) Use asphalt taper lengths, as shown in Plan and Profile sheets, as correct taper length. 3) Provide storm-drain calculations for 50-year storm (It appears water stored in detention basin would pond in parking lot, depending on high water mark), and verify high water marks and water depth in parking lot. Syracuse typically does not allow water depths of more than 6" in parking lots, so change grading plans if required. 4) Change last call-out length in Boundary Description to match distance shown on Plat. 5) Change bearing along 3000 West to correspond to bearing in Boundary Description. 6) Utility Plan: a) Add storm-drain pipe lengths. b) Label sanitary sewer material as SDR-35. c) Provide detail for 2" culinary water meter. d) Change callout for note 9 so meter box has own label. e) Call out connections to existing culinary water lines as "Hot Taps." f) Show and call out all valves and fittings. g) Provide 142-foot taper on roadway improvements. 7) Show connection to secondary water and landscape watering plan on Landscape Plan.**

Mr. Bott added that he did receive the City Engineer's letter and met earlier that day with the civil engineer at Great Basin Engineering to go over those issues, and they had no concerns with complying.

Chairman Whiteley opened up the meeting for public hearing. No one came forward, so he closed the public hearing.

JAMIE NAGLE MADE A MOTION TO RECOMMEND PLAT APPROVAL OF THE 3000 WEST CHURCH SUBDIVISION, LOCATED AT APPROXIMATELY 2200 SOUTH 3000 WEST, SUBJECT TO ALL REQUIREMENTS OF THE SYRACUSE LAND USE ORDINANCE SPECIFIC TO SUBDIVISION PLATS, AND FORWARD IT TO CITY COUNCIL. NATHAN MILLER SECONDED THE MOTION; ALL VOTED IN FAVOR.

6. 3000 West Church Subdivision Public Hearing and Site Plan

Brian Bott remained standing to request Site Plan approval for the 3000 West Church Subdivision to construct an LDS Stake Center at approximately 2200 South and 3000 West. Specialist Moyes indicated that the majority of the parking would be in the west and north sides of the building. The north access of the

parking lot would be directly west of the access into the Fremont Park parking lot. The applicant proposed placing a pavilion on the northwest corner of the lot, along with a storage building and an enclosed dumpster. The exterior material of the building would be mainly brick, but all exterior colors had not yet been chosen at this time. The LDS Church always made sure everything was done in cities before starting construction, but the final colors were typically made on a local Church leadership level. The applicant indicated to staff that it could take six months to four years before they started construction. The applicant went before the Architectural Review Committee on September 8, 2009, and they made the motion to have the applicant return to the Committee and Planning Commission once the final colors were chosen. The applicant agreed to that request. Epic Engineering reviewed these plans, and his comments were combined in the previous letter, dated September 9, 2009, identified during the subdivision plat review. Staff reviewed this application and recommended approval.

Chairman Whiteley pointed out that it was possible any site plan approval granted by City Council would expire before the applicant returned with the final exterior colors, but Richards/Bott Architects were aware they would have to return to Council for an extension of such an approval.

Chairman Whiteley opened up the meeting for public hearing. No one came forward, so he closed the public hearing.

JAMIE NAGLE MOVED TO RECOMMEND SITE PLAN APPROVAL OF THE 3000 WEST CHURCH SUBDIVISION, LOCATED AT APPROXIMATELY 2200 SOUTH 3000 WEST, SUBJECT TO ALL REQUIREMENTS OF THE SYRACUSE LAND USE ORDINANCE SPECIFIC TO SITE PLANS, AND FORWARD IT TO CITY COUNCIL. NATHAN MILLER SECONDED THE MOTION; ALL VOTED IN FAVOR.

Mr. Bott stated he heard the motion as recommending subdivision plat approval again. Chairman Whiteley asked Commissioner Nagle if her motion had been for site plan or subdivision plat approval. She was unsure and thought she might have made it for subdivision plat approval. Commissioners discussed the proper way for correcting the motion.

KENNETH HELLEWELL MADE A MOTION TO RESCIND JAMIE NAGLE'S MOTION TO APPROVE RICHARDS/BOTT ARCHITECTS' REQUEST SINCE IT WAS INCORRECT AND MENTIONED SUBDIVISION PLAT RATHER THAN SITE PLAN APPROVAL. CRAIG JENKINS SECONDED THE MOTION; ALL VOTED IN FAVOR.

JAMIE NAGLE MOVED TO RECOMMEND SITE PLAN APPROVAL OF THE 3000 WEST CHURCH SITE PLAN, LOCATED AT APPROXIMATELY 2200 SOUTH 3000 WEST, SUBJECT TO ALL REQUIREMENTS OF THE SYRACUSE LAND USE ORDINANCE SPECIFIC TO SITE PLANS, AND FORWARD IT TO CITY COUNCIL. MIKE NORTON SECONDED THE MOTION; ALL VOTED IN FAVOR.

7. Planning Commission Business

Chairman Whiteley expressed his appreciation for G.J. LaBonty, who resigned last week as the Community Development Director for Syracuse City, and acknowledged the numerous hours he invested in helping and assisting the Planning Commission. Commissioners would all miss him greatly, and they wished him well in his future endeavors with his new employment. Chairman Whiteley then expressed gratitude to Troy Moyes for stepping up and taking on Mr. LaBonty's responsibilities.

Commissioner Norton reported on the last City Council meeting. They discussed Mr. LaBonty's vacancy and concerns about City staffing and decided to wait until after January to begin searching for a new Director. In the meantime, the City Administrator would pass those duties off to others in the organization. The Council discussed water lines down 2700 South, the road itself, and the possibility of altering secondary water use next season due to a lack of water pressure. They extended the employment timeframe requirements for employee tuition assistance from one to two years and adopted a graduated reimbursement payback schedule for employees who resigned or were let go prior to the end of that two year period. During the public comment portion of the meeting, several residents asked about some specific benefits available and asked for an explanation but received no response from councilmembers. The Council discussed the possibility of using RDA funds to help the theater install their sign and brainstormed ideas for advertising and promoting events on Antelope Island, such as the Balloon Festival last weekend, to help businesses

within the City. Another HR outsourcing would be doing additional on-site analyses to prepare a recommendation for possible services they could offer the City.

Chairman Whiteley verified with Commissioner Jenkins that he would attend the next Council meeting, on September 22, and report.

8. Adjournment

KENNETH HELLEWELL MADE A MOTION TO ADJOURN AT 6:33 P.M.; ALL VOTED IN FAVOR.

Robert Whiteley
Planning Commission Chair