



**BLUFFDALE CITY PLANNING COMMISSION
MEETING AGENDA
Wednesday, July 20, 2022**

Notice is hereby given that the Bluffdale City Planning Commission will hold a public meeting on **Wednesday, July 20, 2022, at 6:00 p.m., or as soon thereafter as possible** at the Bluffdale City Hall, 2222 West 14400 South, Bluffdale, Utah. This meeting may also be broadcast live to the public on the City's website www.bluffdale.com. Notice is further given that access to this meeting by Commission members may be by electronic means via telephone conference call.

PLANNING COMMISSION BUSINESS MEETING 6:00 PM

1. Roll Call.
2. Invocation/Thought/Reading and Pledge of Allegiance.
3. Approval of the Planning Commission meeting minutes from July 6, 2022.

Administrative Items:

4. **CONSIDERATION AND VOTE** on a Site Plan Application for a property management sales/leasing office in the MU Zone located at approximately 15542 South Plentiful Way, Banner Hill LLC, Applicants (Application 2022-29) - Staff Presenter, Jennifer Robison.
5. Planning Commissioners H.B. 409 Training on Subdivision requirements and processes, Staff Presenters, Ellen Oakman – Associate Planner, Jennifer Robison – Senior Planner, and Dan Tracer – Assistant City Engineer.

Discussion Items:

6. Planning Commission Business (planning session for upcoming items, follow up, etc.).
7. Adjournment.

Dated: July 15, 2022

**Grant Crowell, AICP
Community and Economic Development Director**

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Present:

Members: Debbie Cragun
Kory Luker
Johnny Loumis, Jr.
Ulises Flynn
Erik Swanson
Tina Griffis

Staff: Jennifer Robison, Senior City Planner
Ellen Oakman, Associate City Planner
Dan Tracer, Assistant City Engineer
Courtney Peterson, AV Technician
Kjersti Jarman, Development Coordinator

Public: Casey Forbush

Chair Debbie Cragun called the meeting to order at 6:03 p.m.

PLANNING COMMISSION BUSINESS MEETING

1. Roll Call.

All members of the Planning Commission were present.

2. Invocation/Thought/Reading and Pledge of Allegiance.

Johnny Loumis, Jr. offered the invocation. Ulises Flynn led the Pledge of Allegiance.

3. Approval of the Planning Commission Meeting Minutes from July 6, 2022.

Erik Swanson moved to APPROVE the minutes from the July 6, 2022, meeting of the Planning Commission. Ulises Flynn seconded the motion. Vote on motion: Johnny Loumis, Jr.-Aye; Ulises Flynn-Aye; Erik Swanson-Aye; Kory Luker-Aye; Debbie Cragun-Aye. The motion passed unanimously. Alternate Planning Commission Member Tina Griffis did not participate in the vote.

Administrative Items:

4. CONSIDERATION AND VOTE on a Site Plan Application for a Property Management Sales/Leasing Office in the MU Zone Located at Approximately 15542 South Plentiful Way, Banner Hill LLC, Applicants (Application 2022-29). Staff Presenter, Jennifer Robison.

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Senior City Planner, Jennifer Robison, presented the staff report and stated that the City Council did text amendment work to the MU Zone to allow a property management sales and leasing office. A size limit of 500 square feet was attached to the text amendment with the proviso that the building would be detached and be used as an accessory to the already-permitted uses of townhomes. The text amendment was intended to provide a small sales/leasing office for the product in Banner Hill and other units within the Independence area, such as the Rockwell Village project and Banner Hill West. The office is centrally located and makes it unnecessary to use a townhome unit as the sales/leasing office. The City Council approved the text amendments based on the positive recommendation from the Planning Commission on May 11, 2022. The applicants were now requesting approval of the site plan. The Planning Commission is the Land Use Authority for this site plan application.

Mrs. Robison identified where the proposed facility will be located. She then reviewed the layout of the proposed site plan. There will be landscaping and adequate parking for the property. The proposed building will be 470 square feet in size and will include a sales office and restroom. It was found to meet the site plan standards of the City.

In response to a question raised by Chair Cragun, Mrs. Robison confirmed that since the building will be for sales and leasing some of the units will be rentals and some will be for sale. Chair Cragun also sought confirmation that since the building will be permanent, there will be an ongoing need for the facility. Mrs. Robison responded that since there will be rental units, the need will be ongoing.

Commissioner Swanson was surprised that it had taken so long for such a building to be thought of since he considered it to be a practical idea.

The applicant, Casey Forbush gave his address as 4894 West Mossley Bend in Herriman and complimented Mrs. Robison on her presentation. He commented that it would be nice to have the facility so that a townhome unit will not have to be dedicated to a sales/leasing office. It will be an attractive building.

Ulises Flynn moved to APPROVE the Property Management Sales/Leasing Office Site Plan Application, Application 2022-29, subject to the following:

Conditions:

- 1. That all requirements of the City Code adopted ordinances, and the Independence at the Point Project Plan are met and adhered to for the application.**
- 2. That the site plan complies with the Bluffdale City Engineering Standards and Specifications and recommendations by the City Engineer and Public Works Department for all relevant construction and plat drawings.**

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3. **That all construction drawings be approved and stamped by the City Engineer prior to any construction of improvements if needed.**
4. **That the project adheres to all requirements of the International Fire Code.**
5. **That all private open space, landscaping, and parking areas be owned and maintained by the Homeowners Association (HOA) and improvements installed as per the approved plan.**

Erik Swanson seconded the motion. Vote on motion: Johnny Loumis, Jr.-Aye; Ulises Flynn-Aye; Erik Swanson-Aye; Kory Luker-Aye; Debbie Cragun-Aye. The motion passed unanimously. Alternate Planning Commissioner, Tina Griffis, did not participate in the vote.

5. **Planning Commissioners HB-409 Training on Subdivision Requirements and Processes. Staff Presenters: Ellen Oakman, Associate Planner; Jennifer Robison, Senior Planner; and Dan Tracer, Assistant City Engineer.**

Associate Planner, Ellen Oakman, conducted the training session. She first read the definition of "Subdivision" as stated in State Code. She then read the definition provided by the Utah League of Cities and Towns ("ULCT"). Ms. Oakman next reviewed the process for proposing and creating a subdivision. The process includes such items as traffic studies, geotechnical studies, water shares, plats, civil plans, drainage reports, title reports, and utilities. For new subdivisions, there must be a Preliminary and a Final Plat. Amended plats are also an option in the event a lot line or other change needs to be made. Staff reviews the proposals to make sure they are complete with Engineering. Once the subdivision is approved, staff assists with the recording of the mylar, which is a document that is made of a clear, strong polyester film or plastic. Staff also helps coordinate obtaining the Geographic Information System ("GIS") layer superimposed on the map.

The creation of a subdivision begins in a Development Review Committee ("DRC") meeting to consider the viability of the proposed subdivision. Once the review period is complete and the proposal is deemed viable, the City Engineer stamps the plans and forwards them to the mylar recording process.

Mrs. Robison said that the Planning Commission has seen many subdivision proposals over the years. Even though the County might record the property, State Code specifies that final approval of the subdivision must occur at the municipality level. Once proper approval has been granted, the subdivision can be created. There are past instances where subdivisions have been created without going through the legal processes. Even now, there may be an instance of someone creating a subdivision without going through the prescribed processes. However, those situations are typically caught when the property owner applies for a building permit. Mrs. Robison said it is vital that people get proper approvals so that all of the logistical details and land dedications for open space or rights-of-way can be ensured.

Ms. Oakman stated that when people call to inquire about subdividing a piece of property, the first thing staff does is look at City Code to determine the minimum lot size requirement of the zoning of

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the subject property. Sometimes, when people realize how onerous the subdividing process can be, they will opt not to subdivide their property.

Assistant City Engineer, Dan Tracer, reported that one of the most common issues the City deals with is infill lots where people might have the total acreage needed, but the original lot was created with a very odd shape, which results in issues such as exceeding the allowable number of properties that can have a shared driveway. If there are too many homes on a shared driveway, a determination must be made as to whether it will be a private street. If that is the case, responsibility for construction and maintenance of the street must be established. Utilities can also pose a problem because the proper easements may not have been recorded to provide the legal authority for the water and sewer lines to be at the property. Irrigation lines pose a frequent problem, as well.

Ms. Oakman next reviewed the main types of applications involved with subdivisions:

- Preliminary Subdivision;
- Final Subdivision; and
- Amended Subdivision.

Sometimes people can submit both the Preliminary and Final Subdivision applications at the same time because the Preliminary Subdivision application is heavily front-loaded with copious detail required. Therefore, the Final Subdivision application can piggyback on the Preliminary Subdivision. Bluffdale City has opted to include public hearings with the Planning Commission for a Preliminary Subdivision because the Preliminary Subdivision application is an administrative approval to verify that the applicant has met all the requirements. If a subdivision has 10 or fewer lots, the Land Use Authority can be a Hearing Officer. Bluffdale City still has all subdivision applications that come before the Planning Commission as the Land Use Authority. Once the Preliminary Subdivision application is approved, Staff takes care of the remaining details for approval of the Final Subdivision Plat, which is then signed by the Zoning Administrator, which is City Planner/Economic Development Director, Grant Crowell.

Ms. Oakman briefly described the elements of an Amended Subdivision Application.

Ms. Oakman reported that Titles 11 and 12 of the City Code are the key areas that pertain to the details of the subdivision approval process. She emphasized the importance of the zoning of the subject property as it relates to the creation of a subdivision. Mrs. Robison added that the requirements of the zone include such things as lot size, lot frontage, lot width, setback requirements, and all other requirements specified within the zone.

Ms. Oakman reviewed a sample plat to illustrate the elements of a subdivision application. It is vital to get the details right to begin with because the documentation becomes an important historical record for future reference.

In response to Chair Cragun's question as to how she would subdivide a piece of property she owns, Ms. Oakman stated that the first step would be to hire an engineer to facilitate work with the City.

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Mr. Tracer explained that hiring an engineering firm is important because there are details involved that a typical property owner would not have the expertise to take care of all the requirements properly. Surveyors, civil engineers, geotechnical experts, and drainage experts are just some of the people that would be involved with this complex process. The process can be very time-consuming and expensive to do right. Mr. Tracer stated that many of the engineering firms that are involved are understaffed currently, which protracts the time frame of the process. That staffing challenge extends to the construction suppliers, as well, which makes it difficult for contractors.

Commissioner Loumis noted that when he did his development, he went to 26 different State agencies, which took him 10 years.

Ms. Oakman next displayed a City map, which according to Mrs. Robison, has every subdivision shown on it. As long as a lot has been a legal lot, it can qualify for a Building Permit. Some properties have not yet been subdivided.

Mrs. Robison stated that the most important thing a subdivision does is to create a legal description of the property. It also provides an opportunity to determine what other elements might be necessary, such as a detention pond for drainage. It also creates the address for each lot, as determined by the County. For cul-de-sacs, the subdivision plat includes the assurance that the lot widths and setbacks meet City Code before a building permit can be issued. A surveyor's map specifies the lot boundaries. An owner's dedication must be signed and notarized. The City Land Use Authority must also sign off on the subdivision plat. That would be the Zoning Administrator or the Planning Commission Chair. The public utilities must also certify the easements that provide permission to place the utilities on the property. The Sewer District must approve the proposal and the Board of Health also needs to verify that the City will provide culinary water. The City Attorney must approve everything, after reviewing the Title Report to ensure there are no encumbrances attached to the property.

Ms. Oakman noted that even toward the end of the process, there may be a problem with the Title Report for one reason or another.

Mr. Tracer provided technical training from an engineering perspective. He reviewed a situation that consisted of a site plan instead of a subdivision. The subject property he referenced is located next to Porter Rockwell Boulevard and Freedom Point Way. It has been referred to as "the sore thumb." It is the site that Holiday Oil is interested in, having purchased the entire site. It will include a gas station and a car wash. The project is being delayed by ubiquitous supply-chain issues. When a project is proposed, the Master Plan is reviewed to determine the compatibility of the proposal with the Master Plan. The project has hastened the widening of Pony Express Road and a second connection to Porter Rockwell Boulevard because it fits within the Transportation Master Plan. Several details would need to be determined prior to the construction of the road. The City is working on a Cost Sharing Agreement with Holiday Oil to construct the road.

Commissioner Flynn asked how wide the road will be. He had a specific interest since he lives in the area. Mr. Tracer responded that there will be four lanes including turn lanes at the intersection. 300 feet past the first access the road will change to two lanes with a bike lane. The width will be

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35 to 40 feet. In response to Commissioner Flynn's inquiry about an orange spot on the map, Mr. Tracer stated that it was a stormwater pond. Mrs. Robison reported that the stormwater pond was intended to be a temporary solution until the drainage can be connected to the storm drain system when it became available.

Mrs. Robison stated that if Holiday Oil purchases the entire piece of property, they will not be required to subdivide the property. If they sell or lease a piece of property, they will need to subdivide. That scenario is typical of commercial property. Mr. Tracer indicated that infrastructure details must be determined as part of subdividing property.

Commissioner Loumis noted that this was good training to help the Planning Commission better understand and vet subdivision applications. He added that it would help him with his work as a developer.

Ms. Oakman concluded by stating that the key takeaway is that creating a subdivision is a very detailed and time-consuming process.

Discussion Items

6. Planning Commission Business (Planning Session for Upcoming Items, Follow Up, Etc.)

Mrs. Robison reported that the City Council canceled its meeting scheduled for July 13. The next Planning Commission Meeting will be on August 17, due to Old West Days.

Mrs. Robison stated that August 25 will be the opening and ribbon cutting of Porter Rockwell Boulevard. It will be an exciting event to attend. It will run from 5:00 to 7:00 p.m. There will be a parking area on Porter Rockwell Boulevard since it will be closed. The Day Ranch Park is under construction.

Commissioner Loumis commented that there has been a lot of speeding on Loumis Parkway. There is not a Traffic Officer assigned currently, so perhaps the City Council could consider that need. Mrs. Robison stated that the City Council is aware of the situation. Also, there is a Truth in Taxation Hearing in August for the City Council to consider adding more personnel to the Fire and Police Departments. Commissioner Loumis suggested that the City Council also consider installing mirrors at the bend of Loumis Parkway before it gets to Bangerter Highway. People get out of their lanes and they are traveling faster than 25 MPH. The mirrors would allow drivers to see oncoming traffic. Mr. Tracer agreed to pass that suggestion on to the New Engineer, who is also a Transportation Specialist.

The notice for the Truth in Taxation Hearing was to be placed on the City website and in the newsletter. It was scheduled for Tuesday, August 16 at 7:00 p.m.

Commissioner Loumis added that there is a strong need for better lighting on Loumis Parkway. He and his son would be willing to have the light poles placed on their property.

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7. Adjournment.

The Planning Commission Meeting adjourned at 7:00 p.m.



Kjersti Jarman, Development Coordinator

Approved: August 17, 2022