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PLEASANT GROVE CITY  
PLANNING COMMISSION MEETING MINUTES  
August 11, 2022

**PRESENT:** Chair Jeffrey Butler, Jim Martineau, Karla Patten, Lindsey Hargett, Dustin Phillips, Peter Steele, Todd Fugal, Wendy Shirley (Alternate)

**STAFF:** Daniel Cardenas, Community Development Director; Jacob Hawkins, City Planner; Aaron Wilson, City Engineer; Kara Kresser, Planning Assistant; Kirsten Haggard, Planning Tech

**EXCUSED:** Tim Clyde

Chair Jeffrey Butler called the meeting to order at 7:00 p.m.

**Commission Business:**

**1. Pledge of Allegiance and Opening Remarks:** Commissioner Dustin Phillips led the Pledge of Allegiance. Commissioner Peter Steele offered the opening remarks.

**2. Agenda Approval.**

Chair Butler announced the modifications to the agenda including Item 2 being canceled, as it was previously approved. Item 7 was continued to August 25, 2022, at the applicant's request.

- **MOTION:** Commissioner Jim Martineau moved to APPROVE the agenda as modified by Chair Butler. Commissioner Steele seconded the motion. The Commissioners unanimously voted "Aye". The motion carried.

**3. Staff Reports:**

- **MOTION:** Commissioner Phillips moved to APPROVE the Staff Reports. Commissioner Martineau seconded the motion. The Commissioners unanimously voted "Aye". The motion carried.

1 **4. Declaration of Conflicts and Abstentions from Commission Members.**

2  
3 There were no declarations or abstentions.

4  
5 **ITEM 1 - Public Hearing: Preliminary Subdivision Plat – Located at 193 East 200 North. (Little**  
6 **Denmark Neighborhood)**

7 Public Hearing to Consider the Request of Reed Parkin for a Two-Lot Preliminary Subdivision Plat,  
8 called Parkin Subdivision Plat A, on 0.244 acres of land located at 193 East 200 North in the R1-8  
9 (Single-Family Residential) Zone.

10  
11 City Planner, Jacob Hawkins, presented the Staff Report and stated that the above matter is a request  
12 from Reed Parkin for approval of a Preliminary Subdivision Plat. Using a plat map, he identified the  
13 0.368-acre property comprised of two lots to be located at 193 East 200 North in the R1-8 (Single-  
14 Family Residential) Zone. The R1-8 Zone requires each lot to be at minimum 8,000 square feet in  
15 size and 85 feet in width when measured at approximately 50 feet from the property line. He stated  
16 that Lot 2, an existing corner lot, was found to have a width of 78 feet at its southern-most property  
17 line. Because the pre-existing lot width was less than the normal width requirements, it was found to  
18 be non-conforming. Other than that, staff recommended approval of the Preliminary Subdivision Plat  
19 with the condition that all final Planning, Engineering, and Fire Department requirements be met.

20  
21 *Howard Carpenter* expressed concern with the City's storm drain system, which he described as an  
22 irrigation ditch, that cuts through the property. He asked what would be done. City Engineer, Aaron  
23 Wilson, stated that the applicant would be piping the ditch through that section of the property and  
24 that nothing would be built on top of the piped area. Mr. Carpenter stated he has been using the ditch  
25 for irrigation since 1945.

26  
27 The applicant, Reed Parkin, addressed Mr. Carpenter's concern about the irrigation ditch on the  
28 property. He stated that they will be installing and covering pipe in the area as required by the City.  
29 He also stated that he cannot build on the property with the irrigation ditch as it does not belong to  
30 him. Instead, he plans to enjoy the front property and build a single-family residence in the back.

31  
32 Chair Butler opened the public hearing with the express understanding that Mr. Carpenter's statement  
33 was considered part of the public hearing. There were no further public comments. The Chair closed  
34 the public hearing and invited the Commission to either continue the discussion regarding this item  
35 or he would entertain a motion if no further discussion was necessary.

36  
37 **MOTION:** Commissioner Fugal moved that the Planning Commission forward a POSITIVE  
38 recommendation of approval for the request of Reed Parkin for a subdivision plat, called Parkin  
39 Subdivision Plat 'A' located at approximately 193 East 200 North on property zoned R1-8; and  
40 adopting the exhibits, conditions, and findings of the staff report, and as modified by the condition  
41 below:

- 42  
43 1. All Final Planning, Engineering, and Fire Department requirements are met.

1  
2 Commissioner Hargett seconded the motion. The Commissioners unanimously voted “Aye”. The  
3 motion carried.  
4

5 **ITEM 2 - Public Hearing: Preliminary Subdivision Plat – Located at approximately 1575 West**  
6 **State Street.**

7 **(Sam White’s Lane Neighborhood)**

8 Public Hearing to Consider the Request of Pleasant Grove Mixed Use, LLC for a Five-Lot  
9 Preliminary Subdivision Plat, called North Grove Retail Subdivision Plat B, on 4.162 acres of land  
10 located at approximately 1575 West State Street in The Grove – Commercial Sales (GRV-CS) Zone.  
11 *Taken Off Calendar as already approved.*  
12

13 **ITEM 3 - Public Hearing: Site Plan – Located at approximately 1575 West State Street.**

14 **(Sam White’s Lane Neighborhood)**

15 Public Hearing to Consider the Request of John McGhee for a Commercial Site Plan for a Restaurant,  
16 located at approximately 1575 West State Street in The Grove – Commercial Sales (GRV-CS) Zone.  
17

18 Planner Hawkins presented the staff report and stated that the above matter was a request by John  
19 McGhee for approval of a Commercial Site Plan located at 1575 West State Street. Using an aerial  
20 map, he described the surrounding area as including the Walmart Neighborhood Market to the south  
21 and a gas station across the street. On a Property Zoning Map, he identified the various zones in the  
22 area including General Commercial (G-C) Zone, Medium Multiple Residential (RM-7) Zone, and  
23 The Grove Mixed Housing Subdistrict Zone.  
24

25 Planner Hawkins presented the Proposed Site Plan and stated that the building with double stacking  
26 drive-thrus is to be placed on the north side of the property. The parking requirement for restaurants  
27 is one space for 100 square feet of gross floor area excluding kitchen and storage areas or one space  
28 for every 3.5 feet, whichever is greater. The applicant was providing 23 spaces.  
29

30 With regard to landscaping and setback requirements, Planner Hawkins stated that the majority of the  
31 landscaping is located between the drive-thrus and the adjacent street. Although not shown on the  
32 plans, he identified additional landscaping to be placed on the north and the west side between the  
33 property lines and the curb. The setback requirement for this zone is 25 feet from the curb. The  
34 setbacks are to be entirely dedicated to landscaping. Planner Hawkins reported that the City Council  
35 may approve a five-foot reduction in the buffer so long as the developer exceeds the City requirements  
36 for architecture, amenities, and landscaping for the overall project area. The applicant additionally  
37 must show proof of exceeding those requirements on the Landscaping Plan. Planner Hawkins also  
38 showed the plan for elevations and building materials. He noted that the building materials mainly  
39 include brick veneer, metal coping, and fibrous cement board panels. The building height was 23  
40 feet.  
41

42 Planner Hawkins reported that the site plan was submitted to the Design Review Board (“DRB”) on  
43 April 26, 2022. Comments by the Board included adding a door on the side of the building (northeast

1 elevation) facing State Street to make it resemble the front of the building (southwest elevation).  
2 Additionally, the Board suggested if there was enough room for additional signage, that a duplicate  
3 sign to the one at the front of the building could be placed on the northeast elevation to make it appear  
4 like the northeast side was the front of the building. The Board also raised the possibility of widening  
5 the egress to the property to make it easier for traffic entering and exiting the premises. Staff  
6 recommended approval with the conditions set forth in the staff report.

7  
8 Community Development Director, Daniel Cardenas, requested that a condition be added to require  
9 additional landscaping if the setback is reduced by five feet. He stated that City Council can approve  
10 the reduction of the setback requirement but only if additional landscaping is required. When asked  
11 if the specific location of the extra landscaping mattered, Director Cardenas stated that the increase  
12 was not location-specific but it could be in any location. It was noted that 10 trees could be provided  
13 instead of the required five trees. There was discussion regarding the requirement, it is the wording,  
14 and the impact of reducing the setbacks. Planner Hawkins concluded that the project has a lot of  
15 landscaping but more was allowed and the landscaping required could be increased. It was noted that  
16 the plans took the proposed expansion of State Street into account.

17  
18 When asked if there was any response to the suggestion for widening the access, Planner Hawkins  
19 stated that it was a recommendation and not a requirement. It was noted that the access being  
20 addressed, which was the only access, has a width of 36 feet and is located on the south side.  
21 Commissioner Martineau asked if the parking requirement for 23 spaces meets the requirements.  
22 Planner Hawkins stated that because the developer had not yet provided them with the actual footage,  
23 they based their determination on the 2,300 square feet of the building, which was exclusive of the  
24 kitchen or storage space.

25  
26 The applicant was not present. Chair Butler asked if there had been any response to the DRB's  
27 suggestion that the north side of the building be made to look like the front and if there was any  
28 discussion about what that north door would be used for. Planner Hawkins stated that during the  
29 DRB meeting, the suggestions were received favorably, but staff had not seen any such changes. He  
30 noted that they would be continuing to work with the developer in that regard.

31  
32 Chair Butler opened the public hearing.

33  
34 *David Runnels*, the property owner, stated that he was working with the applicant. He could not speak  
35 to the suggestions from the DRB as to the access issue but stated that the applicant has a Master Plan  
36 that included additional access off State Street as part of the development to the east. A Commission  
37 Member noted that the only access to the restaurant is the 36-foot entry, which seemed tight for cars.  
38 He further stated that the other area referenced would not improve the access in this area and traffic  
39 issues such as backups might occur. Engineer Wilson stated that he would have concerns if the  
40 entryway was widened much more than it is currently, which would create a problem for those using  
41 the parking stalls. He was unclear as to what the DRB wanted and was not at the meeting to offer  
42 clarification. He stated that the current design prohibits people from cutting across the lot and he

1 considered the design to be adequate as proposed. He noted that one foot could be added to each side  
2 of the drive, however, from an engineering perspective, it is not required.

3  
4 There were no further public comments. The Chair closed the public hearing and invited the  
5 Commission to either continue the discussion regarding this item or he would entertain a motion if  
6 no further discussion was necessary.

7  
8 **MOTION:** Commissioner Steele moved that the Planning Commission APPROVE the request of  
9 John McGhee for the proposed site plan, on property located at approximately 1575 West State Street  
10 on property zoned The Grove – Commercial Sales Zone; and adopting the exhibits, conditions, and  
11 findings of the staff report, and as modified by the conditions below:

- 12  
13 1. The proposed building materials must comply with the regulations as outlined in the  
14 zoning ordinances.
- 15  
16 2. The landscape buffer along State Street and 1650 West must either be approved by the  
17 City Council or amended to meet the zoning ordinances prior to the approval of the  
18 Building Permit.
- 19  
20 3. If the setback is approved by the City Council, the applicant will exceed the City’s  
21 standard requirements for architecture, amenities, and landscaping in the overall area.
- 22  
23 4. All Final Planning, Engineering, and Fire Department requirements are met.

24  
25 Commissioner Phillips seconded the motion. The Commissioners unanimously voted “Aye”. The  
26 motion carried.

27  
28 **ITEM 4 - Public Hearing: Conditional Use Permit – Located at 1582 West 3300 North. (Manila**  
29 **Neighborhood)**

30 Public Hearing to Consider the Request of Rocky Mountain After School for a Conditional Use Permit  
31 to Allow After-School Educational Services, located at 1582 West 3300 North in the Rural  
32 Residential (“RR”) Zone.

33  
34 Planner Hawkins presented the Staff Report and stated that the above item is a request for a  
35 Conditional Use Permit from Rocky Mountain After School. The applicant, working with Lincoln  
36 Academy and Child Care Licensing from the State of Utah to set up after-school activities and  
37 curriculum for students, has requested both a Conditional Use Permit and a City Business License.  
38 Planner Hawkins stated that currently, the Conditional Use Permit would be at Lincoln Academy, at  
39 1582 West 3300 North, but future site locations may be sought by the application, which would  
40 require additional Conditional Use Permits. On an aerial map displayed, Planner Hawkins identified  
41 the location of the Academy as being mainly along City boundaries and surrounded by residences.  
42 He stated that zoning in the area is along Rural Residential (“RR”) with Single-Family Residential  
43 (“R1-20”) zones nearby to the south.

1  
2 Planner Hawkins stated that the applicant will be offering the following services:

- 3
- 4 • Academic activities Monday through Friday, after school until 6:00 p.m.; and
- 5 • Enrichment classes are held one day per week for one-hour periods.
- 6

7 The business was found to be a similar use to that of a school and, therefore, in harmony with the  
8 general provisions of the zoning ordinances. Further, because the business operates outside of the  
9 regular business hours of the school, the school parking could be used to meet the parking  
10 requirements. Staff recommended approval of the proposed Conditional Use Permit with the  
11 conditions set forth in the Staff Report.

12  
13 The applicant, Melisa Kozak, stated that her company is a new business in Utah, which is currently  
14 located at one other school in the Traverse Mountain area. She planned to start with two school  
15 locations, get the programs solidified and working well, and then expand further. In Pleasant Grove,  
16 she has been actively meeting with school personnel, including the principal, and attending their after-  
17 school programs, parent conferences, and other activities. She has also met with parents who are  
18 excited about the program. She is familiar with after-school programs from being involved with  
19 similar programs where she used to live. She stated that her children were raised with this type of  
20 program.

21  
22 Chair Butler opened the public hearing. There were no public comments. The Chair closed the public  
23 hearing and invited the Commission to either continue the discussion regarding this item or he would  
24 entertain a motion if no further discussion was necessary.

25  
26 **MOTION:** Commissioner Martineau moved that the Planning Commission APPROVE the request  
27 of Rocky Mountain After School for a Conditional Use Permit to allow after-school educational  
28 services, located at approximately 1582 West 3300 North, on property zoned Rural Residential (RR)  
29 Zone; and adopting the exhibits, conditions, and findings of the staff report, and as modified by the  
30 condition below:

- 31
- 32 1. All Final Planning, Engineering, and Fire Department requirements are met.
- 33

34 Commissioner Patten seconded the motion. The Commissioners unanimously voted "Aye". The  
35 motion carried.

36  
37 **ITEM 5 - Public Hearing: Conditional Use Permit – Located at 942 West 1100 North (Mud**  
38 **Hole Neighborhood)**

39 Public Hearing to Consider the Request of Adrienne Dunkley for a Conditional Use Permit to Permit  
40 a Dance Studio as a Major Home Occupation for the Residential Property located at 942 West 1100  
41 North in the R1-8 (Single-Family Residential) Zone.

1 Planner Hawkins presented the staff report and stated that the above item is a request of Adrienne  
2 Dunkley for a Conditional Use Permit to have a dance studio as a major home occupation, at 942  
3 West 1100 North, which is in the R1-8 (Single Family Residential) Zone. Planner Hawkins presented  
4 a photograph of the subject property including the driveway area. The applicant plans to teach  
5 dancing lessons to groups of up to eight students, between the ages of three to 18. Planner Hawkins  
6 stated that Zoning Ordinance Section 10-21-6 permits the Planning Commission to increase the  
7 number of customers at a home business location up to eight per hour, provided sufficient off-street  
8 parking is available and the use does not adversely impact the neighborhood.

9  
10 Planner Hawkins stated that the available parking is in the driveway, which the applicant claimed can  
11 hold up to six cars at a time. He noted that because some children will likely be dropped off and  
12 picked up, the available space was thought to adequately hold those who wish to park. He stated that  
13 the applicant expects to hold classes three days per week, with each of those days having between  
14 one and five classes. Planner Hawkins reported that staff wants to work with the applicant on a Safety  
15 Plan to include guidelines for both dropping off and picking up the children and vehicle parking/traffic  
16 guidelines. Staff recommended approval, with conditions set forth in the Staff Report.

17  
18 The applicant, Adrienne Dunkley, stated that they tried to design the area to make sure there was  
19 plenty of space for parking. Commissioner Phillips asked the applicant to identify the parking  
20 locations. Commissioner Hargett expressed concern with the parking area. The applicant stated that  
21 her original thought was that the parents with small children could park in a specified area and drop-  
22 offs were to occur in a different location. Another option was to provide a curb cut to allow the drop-  
23 offs to occur closer to the street. With regard to older students who would drive themselves, Ms.  
24 Dunkley stated that the classes for older students would be held at the end of the day. It was noted  
25 that parking is not allowed on the public street.

26  
27 Commissioner Phillips asked about the timing of the classes and was advised that the classes will be  
28 held consecutively without a break. It was recommended that she consider modifying that type of  
29 scheduling as back-to-back scheduling could result in potentially 16 vehicles at the property at the  
30 same time. When asked about hours of operation, the applicant indicated that classes are planned  
31 between 4:00 p.m. and 8:30 p.m.

32  
33 There was discussion regarding the possible impact on rush-hour traffic, the impact of people backing  
34 out, issues regarding street lighting and winter darkness, safety issues involving younger children on  
35 foot being dropped off or picked up while vehicles are using the driveway, safety and traffic  
36 congestion issues with back-to-back classes, and locations for parking and drop-offs. In response to  
37 the concerns raised, Ms. Dunkley stated that she had not noticed any major backup on her road and  
38 her home is very well lit. She also stated that she would go over the drop-off and pick-up requirements  
39 and parking rules with the parents and stated that the instruction will also be posted. She stated that  
40 they discussed possibly painting parking spaces and drop-off locations.

1 Planner Hawkins presented the Staff Report and stated that the above item was a request to amend  
2 The Grove Commercial Sales Subdistrict Requirements to allow locksmiths and key shops. After  
3 reviewing the intended purpose of The Grove Commercial Sales Subdistrict, he stated that their use  
4 range is from low intense uses such as retail stores to medium uses such as motor vehicle sales and  
5 department stores. A locksmith business is considered low to medium use, with its primary function  
6 being retail sales and key making. The applicant described the loudest noise in the shop as being the  
7 garage door, which Planner Hawkins said would have little or no effect on other businesses. Photos  
8 of the shop and the key-making machines were shown. It was noted that the machines are light  
9 enough to be picked up and moved by hand.

10  
11 Planner Hawkins stated that the parking ratio to be applied was the same as retail with one space for  
12 every 200 feet of gross floor area. He reported that the provided spaces would allow parking for  
13 customers who want keys made as they are normally a very short visit. If a new auto key is being  
14 sought, customers pull into the store's driveway to wait while the service is provided. The applicant  
15 has store-identified work vehicles used to make off-site calls. At night, those vehicles will be parked  
16 on the premises after business hours. Planner Hawkins provided a list of all of the approved uses in  
17 the zone. Staff recommended approval of the Conditional Use Permit and the Code Amendment.

18  
19 The applicant, Jarren Staker, stated that he has been a locksmith since 2016 but is new to the retail  
20 business. In response to a question raised by Commissioner Steele regarding the percentage of sales  
21 tax his business generates, Mr. Staker stated that 60% of his business is automotive, which generates  
22 a lot of sales tax. During the eight months he has been in business he estimated his sales tax to be  
23 \$21,000. He reported that he averages 10 customers a day and has three marked business vehicles,  
24 which are locked up in a garage at night.

25  
26 Chair Butler opened the public hearing. There were no public comments. The Chair closed the public  
27 hearing and invited the Commission to either continue the discussion regarding this item or he would  
28 entertain a motion if no further discussion was necessary.

29  
30 **MOTION:** Commissioner Patten moved that the Planning Commission forward a recommendation  
31 of APPROVAL to the City Council for the proposed amendments to the City Code Section 10-14-  
32 24-1: Permitted and Conditional Uses, by adding Use #6496, Locksmiths and Key Shops, to the list  
33 of permitted uses in The Grove – Commercial Sales Subdistrict; and adopting the exhibits, conditions,  
34 and findings of the staff report, and as modified by the conditions below:

- 35  
36 1. All Final Planning, Engineering, and Fire Department requirements are met.

37  
38 Commissioner Fugal seconded the motion. The Commissioners unanimously voted "Aye". The  
39 motion carried.



1 **ITEM 7 - Public Hearing: Code Text Amendment – Section 10-14-19-G:**  
2 **(City Wide)**

3 Public Hearing to Consider the Request of Pleasant Grove City to Amend City Code Section 10-14-  
4 19G: Multiple-Family Residential Development Requirements, by Modifying the Provisions and  
5 Requirements for Multi-Family Developments within The Grove Zone. *Continued per Applicant's*  
6 *Request to August 25, 2022.*

7  
8 **ITEM 8 – Review and Approve the Minutes from the July 28, 2022, Planning Commission**  
9 **Meeting.**

10  
11 **MOTION:** Commissioner Martineau moved to APPROVE the minutes of July 28, 2022, as printed.  
12 Commissioner Patten seconded the motion. The Commissioners unanimously voted “Aye”. The  
13 motion carried.

14  
15 **MOTION:** Commissioner Martineau moved to ADJOURN the meeting at 8:07 p.m. Commissioner  
16 Phillips seconded the motion. The Commissioners unanimously voted “Aye”. The motion carried.

17  
18  
19   
20 \_\_\_\_\_  
21 Planning Commission Chair

22   
23 Kara Kresser, Planning Tech

24  
25 AUGUST 25, 2022  
26 Date Approved