SALT LAKE CITY PLANNING COMMISSION MEETING City & County Building 451 South State Street, Room 326 Salt Lake City, Utah 84111 Wednesday, December 14, 2022

A roll is being kept of all who attended the Planning Commission Meeting. The meeting was called to order at approximately 5:30 p.m. Audio recordings of the Planning Commission meetings are retained for a period of time. These minutes are a summary of the meeting. For complete commentary and presentation of the meeting, please visit <u>https://www.youtube.com/c/SLCLiveMeetings</u>.

Present for the Planning Commission meeting were: Chairperson Maurine Bachman, Vice-Chair Mike Christensen, and Commissioners, Amy Barry, Aimee Burrows, Andres Paredes, Rich Tuttle, Andra Ghent, Jon Lee and Brenda Scheer. Commissioner Levi de Oliveira was excused from the meeting.

City Staff members present at the meeting were: Planning Director Nick Norris, Deputy Planning Director Michaela Oktay, Planning Manager Kelsey Lundquist, Senior Planner Krissy Gilmore, Principal Planner Brooke Olson, Senior Planner Lex Traughber, Principal Planner Eric Daems, Associate Planner Grant Amann, Senior City Attorney Katherine Pasker, and Administrative Assistant David Schupick.

REPORT OF THE CHAIR AND VICE CHAIR

The Chair said that she had nothing to report.

The Vice-Chair said that he had nothing to report

REPORT OF THE DIRECTOR

Planning Director Nick Norris reported that two zoning map amendments had recently been approved by the City Council; one within the Ball Park neighborhood, the other was the Ivory development in the upper Avenues neighborhood. Both proposals were approved. Nick Norris said that the Planning Commission should expect to see a planned development application for the upper Avenues development.

Director Norris then referred to a need to show a neutral regard for the information presented in order to offset the fact that both applicants, and public commenters, often express strongly held opinions in an emotional manner.

He also said that, in an effort to save time with hearing items, the Commission time allotted to question staff and applicants would be combined—so that questions would be asked only after both presentations had concluded.

PLANNING COMMISSION DISCUSSION

Commissioner Aimee Burrows requested an update on possible field trips. Director Norris said that prepandemic attendance for planned field trips had been very low (possibly because of the four o'clock start times) and, therefore, not a good allocation of staff time. He said that he would like to have "more communication" from Commissioners before planning future trips.

There was some discussion among the Commissioners expressing support for at least some higherpriority field trips.

CONSENT AGENDA

APPROVAL OF THE MINUTES FOR NOVEMBER 9, 2022

APPROVAL OF THE MINUTES FOR NOVEMBER 16, 2022

Bishop Place Planned Development - Paul Garbett, Garbett Homes, has submitted a letter to request an additional one-year extension for the Bishop Place project that was approved by the PC on 12/9/2020. The approval granted was for a single-family attached residential development of twenty-four (24) dwelling units located at approximately 432 N. 300 West (Bishop Place – a private street). The subject property is zoned SR-3 (Special Development Pattern Residential District) and is located in Council District 3 represented by Chris Wharton (Staff contact: Lex Traughber at (801)535-6184 or lex.traughber@slcgov.com) **Case Number PLNSUB2019-01159**

A motion to pass all items on the consent calendar was proposed by Vice-Chairperson Mike Christensen and seconded by Commissioner Brenda Scheer.

Vice-Chairperson Mike Christensen, Commissioners Amy Barry, Aimee Burrows, Andra Ghent, Andres Paredes, Brenda Scheer, Rich Tuttle, and Chair Maurine Bachman voted "yes." Commissioner Jon Lee abstained because of absence. Commissioner Aimee Burrows, also absent for one of the meetings, stated that she would vote because she had watched the videos and read the minutes. The motion passed, 8 "yes," and one abstention.

PUBLIC HEARINGS

Northpoint Small Area Plan - A request by the City Council to revise and complete an update to the Northpoint Small Area Plan. The Northpoint Small Area Plan is a land use plan for the land that is generally located between the Salt Lake City International Airport and the northern boundary of the city along the 2200 West corridor. The Northpointe Small Area Plan was adopted in April 2000. The updated plan will provide guidance on existing and anticipated development in the area, as well as annexationrelated issues. As part of the plan update, the Salt Lake City Major Streets Plan will be amended to reflect recommended roadway alignments. The subject area is located within Council District 1, represented by Petro-Eschler. 801-535-7780 Victoria (Staff contact: Krissy Gilmore at or at kristina.gillmore@slcgov.com) Case number PLNPLC2022- 00687

Senior Planner Krissy Gilmore reminded the Commission that the Plan had been through multiple revisions based on Commission direction and community input. As directed, staff had reviewed wetland buffers, re-evaluated the proposed changes to the M-1 zone (including city-wide impacts), and allowed more time for public comment. Staff had also met with the Westpointe Community Council and the Community Council had submitted two letters that the Commission had received.

Krissy Gilmore described the latest changes to the Plan as including design standards specific to the Northpoint area, including creating incentives that encourage open space distribution by allowing longer buildings along 2200 West in the event of a transition from agriculture. She also noted that community input had noted a vision for the "highest quality jobs" from manufacturing, rather than distribution, thereby creating lower impact on residents. This vision was added to the draft plan. Additionally, as a result of Planning Commission direction, the action item to consider additional conditional uses in the M-1 zone was removed from the draft plan.

Krissy Gilmore reported that the planning staff had researched the issue of wetlands extensively with Salt Lake City Public Utilities since the October 26th presentation of the previous version of the Small Area Plan and found that "flexibility of the buffers is the best path forward." Therefore, the plan recommends prioritizing wetland areas, identifies "jurisdictional" (meaning under the authority of the Army Corp of Engineers) and non-jurisdictional wetlands, and considers revegetation as a mitigation tool for a reduced wetland buffer width in some situations. She noted that there are currently no wetland buffers in City code, therefore, the Small Area Plan is a guide for future zoning updates. The Plan includes a table of setbacks and buffers. Krissy Gilmore reiterated the point made at the October 26th presentation that designating large areas of private property as open space would be "an economic taking."

The highest priority recommendations for wetlands preservation in the report (as recommended by public comment) are the area along the Jordan River and the land adjacent to 3200 West. Krissy Gilmore stated that when the purpose of a buffer is wildlife preservation, a 200-foot buffer is ideal, however there are some instances where a reduced width is appropriate.

Krissy Gilmore described public comment as strongly divided as to the desirability of a transition from AG to Light Industrial zoning, limitation of distribution uses, street frontage requirements, and wetland buffers. She stated that the airport masterplan envisions more buildout towards the residential area and low-flying aircraft. She also noted that the <u>Swaner-Scannell</u> subdivision has already been approved and will change the character of the area, adding that the location of the freeway made the zoning change logical. She said that requiring maximum street frontage is a way to discourage distribution uses and encourage a "variety of building types." She noted that the plan attempts to strike a balance between contrary interests but noted that the proximity of the Great Salt Lake justifies the recommended wetland buffer lengths that might exceed those of other cities.

Commissioner Ghent asked about the practices of other cities related to non-jurisdictional wetlands. Krissy Gilmore said that her research had shown that it is common practice to protect non-jurisdictional wetlands and jurisdictional wetlands. She explained verifying the distinction between the two categories would require extensive on-site evaluations and would probably require hiring consultants.

PUBLIC HEARING

- Dorothy Owen Westpointe Community Council Chair. Requested tabling the item. Noted that the Community Council had also submitted a letter to the Commission and the City's Sustainability Division has submitted comments supportive of the residents. Noted that that it is rare for the Commission to make a decision affecting "the soul" of a community, stating that "30 to 40 homes" may be replaced by "an extension of the Inland Port." Referred to Thriving In Place as describing the importance of not "dislocating people," referred to City master plans as noting the importance of the area. Referred to a petition signed by residents of the 2200 West area and turned remaining time to Chris Souther, a former Westpointe Community Council member and resident of the 2200 West area to further explain the petition request, and why action should be tabled until the petition request can be considered.
- Chris Souther Resident of 2200 West for the past decade. Stated "there is a reason why this area of Salt Lake City is the last bit of land to see big development." Stated expense and difficulty of building in the area, adding that the area is "surrounded by many things that don't exist elsewhere in the City." Noted sensitive ecological systems, a very high water table, and existing homes. Stated

that neighbors asked for new small area plan because of development within emerging clusters of multiple jurisdictions, rather than planning for the area as a whole. Stated neighbors wanted uses based upon existing uses. Quoted Dr. Luke Garrot's description of the Plan in Build Salt Lake "unsustainable, and unwalkable land use, a warehouse and trucking ghetto."

- Gail Jensen Resident of 2200 West. Supporting Chris Souther's remarks. Described the area as wetlands. Stated that many residents have been in the area for roughly 60 years. Has been offended by the remarks of developers. Stated that developers have approached residents criticizing the standard of living because of the use of septic tanks. Disputes that septic tanks are a problem for residents.
- Dr. Heidi Hoven Wetland ecologist with the National Audubon Society based at the Gilmore Sanctuary on the south shore of Great Salt Lake. Served on the steering committee of the Small Area Plan update. Described the location nearby as migratory bird "production areas." Cited the globally recognized importance of the GSL in the migration of birds of the western hemisphere. Described the significance of the increasing salinity of the lake as a result of the current drought, that has led to and the pending collapse of the ecosystem. Referred the Commission to detailed comments that she submitted December 2, 2022, describing the significance of buffers. Stated that the update falls short of the buffers needed to protect the wetlands. Finds the flexibility regarding wetland buffers excessive. Recommends continuity with other relevant masterplans including the *Northwest Quadrant Master Plan* and *Blueprint Jordan River*.
- Alma Mendoza Resident near 2200 West. Requested the 200-foot wetlands buffer removed because it negatively impacts her property value. She recommended approval for the remainder of the Plan.
- Cindy Cromer Thanked the Commission for tabling the proposal in the earlier meeting. Reminded the Commission that it is empowered to "address the absurdity" of designating an unpaved road as paved when the owner does not wish to pave it. Also, the Commission could address the issue of bird strikes (which usually kill birds) through design guidelines. Stated that zoning changes suggested in the plan would "happen faster" if initiated by the Commission rather than the City Council. Stated that small area plans can be "very useful" when they address "clearly identified conflicts." Noted that the Small Area Plan had been initiated by the City Council. Stated, "If you wait for the City Council to act on zoning this was a waste of time."
- LaVall Drushall Comments read by Chair Bachman. Requests 65-foot buffer. Requests protection for existing small businesses in the event of annexation.
- Eric Orme Resident of 2200 West. Served on the steering committee of the Small Area Plan. Expressed "general support." Recommended removing the wetlands buffer primarily because of a "lack of science-based objectives." Referred the Commission to a letter submitted earlier. Stated that 93% of bordering properties have "entitlements without any buffers," resulting in wetland buffers "only being targeted at five" small property owners. Described the buffers as "a regulatory taking." Noted "science-based" recommendations from studies on some of those properties from "professional wetlands scientists" describing poorly defined "wetland characteristics" and "excessive" buffer widths. Recommended removing limitations on distribution in the area because it would "disincentivize annexation" of unincorporated properties. Noted "robust current and future demand" for distribution uses and declining demand for office space.
- James Carlin One of three owners of OCC Industrial, currently under contract to purchase 12 acres in the area "with the intent to develop an industrial building." Requested removal of restrictions on

distribution uses. Praised Planning staff and landowners present. Noted that "significant development interest" in the area has been generated because "it is the last remaining area surrounding the airport in a market that is critically undersupplied." Noted the impact on small business owners facing high rents because of the lack of available space. Stated that 91% of current demand is for warehouse and distribution space, not manufacturing. Recommends removing the restrictions on distribution uses.

- Phillip Eilers Industrial broker for Cushman Wakefield. Supports the remarks of James Carlin and does not want restrictions on distribution uses. Said that "80% of all tenants in this valley focus on distribution versus manufacturing." Stated that there would be a benefit of development to the City's tax base.
- Chris Jenkins Residential real estate agent. Noted that "some time ago" a client purchased a home in the area but has not built the home that was intended because subsequent developments including the sale of the Swanner property, and the development of the Utah Inland Port have created a situation in which selling the property "makes more sense." Stated that the City, the community, and the landowners would benefit from M1 zoning.
- Holly Price Banford Client of Chris Jenkins. Described original intentions to build a "dream home," but reconsidered after observing nearby industrial development. Supports the Small Area Plan but requested removal of limitations on distribution. Now intends to buy a home elsewhere.
- Gary Banford Resident. Intends to use the resources to get a new dream. Also spoke in support of the five property owners to the north of Swanner.
- Brad Auger Resident of the area for about 20 years. Owns "about seven acres." Said that the dilapidated home has "served its purpose" and is now "in the path of progress." Noted that industrial areas typically surround airports. Wants the City to give residents "the freedom to choose." Does not want limitations on industrial uses.
- John Shrek Commercial real estate broker. Represents an area landowner. Praised the efforts of Krissy Gilmore and the Planning Division staff. Commended the transitional zone as "a great way to accommodate all the residents" of the area. Suggested that water sustainability goals are contrary to agricultural zoning and described the high water needs of alfalfa. Requested the removal of restrictions on distribution. Stated that only 35% of industrial use is manufacturing.
- Carson Kronk Commercial real estate broker representing multiple families withing the area. Praised the efforts of Krissy Gilmore and the Planning staff. Stated that he had attended "every community meeting" open to the public. Noted the street range of residents with whom he had spoken. Stated that "many, many people" representing the majority of landowners are in favor of the Small Area Plan. Requested approval "without any limitations to property uses."
- Megan O'Brien Co-founder of OCC Industrial, which currently owns 12 acres of agricultural zoned land under contract for purchase in the area. Supports the plan and its transition to industrial use. After a year of working with area landowners, believes that the majority of landowners support the transition. Stated the Small Area Plan pertains to 1,325 acres and 25% of the land is publicly owned (primarily the airport). Stated that 57% of the remaining land is "already zoned as industrial." Stated that of the remaining 43% of land, "50% of landowners have signed a petition supporting the Plan or signed an annexation application requesting an industrial rezone." Stated that 84% of landowners support industrial use. Requested that a favorable recommendation without limitations on distribution.
- Cathy Larkin Comments read by Chair Bachman. Expressed support.

- James Larkin Owner of 10 acres within the area. Resident about nine years. Purchased the property anticipating development growth and happy to see the changes.
- Sorin Simonsen Executive Director of the Jordan River Commission. Praised the efforts from staff and community to create the plan. Requesting that the Planning Commission "resume the 300-foot minimum buffer from the Jordan River." Described the buffer as a "broadly accepted" "best practice." Noted that "70% of the community" voted in favor of the recent bond proposal to "restore and revitalize the Jordan River." Noted that creating "unfractured habitat" addresses the "really significant environmental sensitivity of this area."
- Nicole Salt Resident of the area. Noted that several real estate representatives have described themselves of speaking for "multiple" people, but "they're not even part of our community." Stated "there really aren't that many landowners." A few people "own hundreds of acres." Expressed concern about a lack of regard for agriculture or the wetlands. Noted seeing a deer heard and geese had appeared that afternoon. Expressed concern for the safety of wildlife and the preservation of the Great Salt Lake.
- Jason Head Representing Dave Tolman, owner of 126 acres in the area and Dakota Pacific Real Estate, which "controls" ten acres. Expressed support to remove restrictions on distribution from the plan, maximum building frontage requirements be removed, and requirements for riverside setbacks (buffers) be removed. Noted the submission of "two very detailed reports" from "widely respected environmental scientists" questioning the "methodology and criteria" used in establishing the setbacks. Specifically, a 300-foot setback form the Jordan River "would essentially condemn about 50 acres of private land." Noted "millions of dollars" in potential tax revenues for the City after annexation as well as infrastructure improvements because of "a wide variety" of businesses in the area. Suggested that the Plan as presented could "decimate property values," and divert water from the Great Salt Lake. Described development in the area as "synergistic" with the airport and noted the six million square foot development that has already been approved for Scannell.
- Paxton Guymon Real estate land use attorney representing Xcel Development, (owned by "Dave Tolman and others") which owns 126 acres in the area, "a significant land holding." Opposed to restricting the area to manufacturing, but not opposed to manufacturing as an area use. Noted the high demand for distribution and fulfillment locations. Client is currently in negotiations with Dakota Pacific "one of the pre-eminent commercial and industrial developers in the western United States." Stated, "If you adopt the Small Area Plan, restricting this to manufacturing, not allowing distribution and fulfillment, that deal dies. There is not enough market demand to limit this solely to manufacturing. We would strongly encourage you to remove those limitations, let the market work the way it should. Let the market dictate the uses, which include a lot more than just manufacturing."
- Abby Jensen Area resident of 63 years. Expressed opinion that "you can have both worlds here but keep the buffers." Noted that "a lot of property owners want to sell" because of the opportunity to make a large amount of money.
- Chris Souther Chair Bachman allowed a second presentation of one minute as an explanation of a
 petition signed by area residents. The unsigned petition had previously been distributed electronically
 and the signed petition would be presented to the Commission in person. Chris Souther said that
 "dozens of residents" from 22 homes had signed stating, "The west side of 2200 West can maintain
 its industrial zoning, while the east side of 2200 West keeps its current agricultural zoning and allows
 future/agricultural uses for low density residential development." Made additional comment that he

doubted "all these statistics" regarding "the majority of landowners" are in support of the small area plan because he had "actual signatures."

• Wayne Martensen - Via Email Read by Planning Manager Kelsey Lindquist—Described long experience working with the National Audubon Society focusing on the birds of the Great Salt Lake. Described familiarity with natural areas within the Northwest Quadrant Plan. Identified similarity with the Northpoint Small Area Plan. Urged support of the wetland and upland buffers.

Chair Bachman then closed the Public Comment section of the hearing.

EXECUTIVE SESSION

Commissioner Andra Ghent said that because of public interest and legal precedent she favored extending the buffer to 300 feet but did not "see the function of the limit on distribution uses." There is an office vacancy rate nationwide north of 15% and manufacturing isn't seeing a lot of demand. She noted concern regarding manufacturing water use and confident that warehouse distribution will limit water use. Commissioner Ghent suggested that manufacturing might harm air quality and increase area water use without offering high quality jobs. Not in favor of limiting distribution uses in this plan.

Commissioner Aimee Burrows said that she agreed with the language in the report justifying the limits on distribution use and it spoke to a compromise between the two disparate "wants" in the neighborhood, those that want to sell and those who want to stay.

Commissioner Amy Barry commended the work of Krissy Gilmore. She repeated her belief that the vison for the area should not be a shift away from open space preservation in the area. She identified a perceived tradeoff between increased density in the other parts of the City.

Vice-Chair Mike Christensen also commended the work of Krissy Gilmore and asked what the Jordan River buffers are in the Plan "as currently written." Krissy Gilmore said that the Plan calls for maintaining the current 100-foot buffer along the Jordan River.

MOTION

Commissioner Andra Ghent stated, "Based on the information presented and discussion, I move that the Planning Commission recommend that the City Council APPROVE the Northpoint Small Area Plan with the following modifications: 1. That the limit on "distribution uses" be removed. 2. That the design standards on page 18 regarding designated wetlands from "up to 200 feet" be changed to "up to 300 feet."

Commissioner Brenda Scheer seconded the motion.

Commissioner Aimee Burrows offered a friendly amendment to separate the motion by modification. The amendment was not accepted.

Commissioner Brenda Scheer noted a sharp division in the preferences between residents who have lived in the area for very many years. Some want to take advantage of the land value increases of redevelopment. Some aren't interested in doing that and want those properties to me maintained as they are. The point of the plan is to reconcile those differences. She said that

her support for the plan was based on the fact that it reconciles that "manufacturing is a coming use whether we like it or not," with a need to provide design guidelines, buffers, and wetlands protection that we might not have otherwise. This is why she is in support of the plan.

Vice-Chair Mike Christensen, Commissioners Andres Paredes, Brenda Scheer, Rich Tuttle, Jon Lee, Andra Ghent, and Chair Maurine Bachman voted "yes." Commissioners Aimee Burrows and Amy Barry voted "no." The motion passed with seven "yes" and two "no."

West Quarter Block C Design Review at approximately 260 W 200 South - The applicant, Ashvini Dinoy, with Dwell Design Studio, representing the property owner, is requesting Design Review approval to develop the property at approximately 260 W 200 S. The project site is in the D-4, Downtown Secondary Central Business District and is approximately 2.34 acres (63,723 sq ft). The proposal is to construct a 16 story, multifamily residential, mixed-use building with 323 residential dwelling units as well as ground-floor retail space. The applicant is also proposing to extend the existing Quarter Row midblock private street along the eastern lot line of the subject site and record an associated public access easement. Through the Design Review Process the applicant is requesting to exceed the building height allowance of the D-4 Zoning District by approximately 110 feet, 7 inches. The zone permits a building height of 75 feet and the applicant is proposing a height of approximately 185 feet 7 inches. The regulations of the D-4 zone allow developments constructing privately owned mid-block streets with a public easement to increase the height of the building on the remaining abutting parcel through the Design Review process. The project is located within Council District 4, represented by Ana Valdemoros. (Staff contact: Brooke Olson at 801-535-7118 or brooke.olson@slcgov.com) **Case Number PLNPCM2022-00141**

Principal Planner Brooke Olson informed the Commission that the property is located within the Salt Palace District of the Downtown Master Plan. She noted that the majority of the property, which is directly west of the Salt Palace Convention Center, is currently occupied by a parking and the Royal Wood Office Complex. Brooke Olson reminded the Commission that the first phase of this project, on the northwest corner of the block, has been approved and is under construction.

Brooke Olson said that the Planning Division staff recommended approval, with the conditions listed in the staff report, of the applicant's request to extend the building height. She noted that the extension of the private street with a public easement meets a standard for height extensions in the D-4 zone. She said that no public comments had been received.

Brooke Olson identified the recommended conditions of approval as delegating to staff final review decisions pertaining to lighting, signage, streetscape, paving, and development. The conditions also included review and approval of structural encroachments in the right of way and issuance of an encroachment permit. A condition specific to the mid-block street extension would include recording of a public access easement. Also included in the conditions is the preservation of five honey locust trees along the property frontage, which is contrary to the applicants existing landscaping plan.

Brooke Olson showed renderings of the proposed building and stated that the requested height extension (of 110 feet 7 inches) is "appropriate given the context of the area, and the development potential of the surrounding properties." She noted that D-4 regulations would allow a potential maximum building height

of 375 feet "within the boundaries of the eastern lot." She noted that the adjacent buildings to the north, northwest, and south exceed 75 feet and the lot directly east of the site will be developed in a later phase of the same development. Also noted was the fact that the parking structure of this project will be obscured from view.

Applicant Ashvini Dinoy, with Dwell Design Studio, and Ryan Richie of the Richie Group—the developer of the West Quarter project addressed the Commission. Ryan Richie explained that the full project was conceived in 2015 and first brought to the City in 2016. He said that the total property spans 6.5 acres, and the midblock Quarter Row will connect the CBD with the Vivint Arena. He described the block as connecting the downtown CBD with the "burgeoning district west of the Convention Center."

Ryan Richie showed renderings of the other phases of the development including the partially opened residential building, the Charles, and the completed hotel, Les Meridian. Ashvini Dinoy showed a rendering of the proposed building, the Grid, and descried the combination of 323 apartments, about 25,000 square feet of retail and restaurants on the ground floor, with other amenities such as a pool, lounges, and fitness area on other floors, with about 342 parking stalls partly wrapped by apartments on multiple floors. She noted that the color palate and the use of brick would be continued for all the buildings on the project and stated that metal and glass were also design elements in common.

Commissioner Amy Barry asked for the percentages of ground floor retail. She said that the downtown area needs ground floor activation. Ryan Richie said that about 20,000 square feet would be allocated to restaurants and food and beverage outlets appropriate for being across the street from the sports arena. He described Quarter Row as an activated pedestrian walkway.

Commissioner Brenda Scheer asked for information about the east elevation and the north elevation parking garage. She said that the flex mesh that would wrap the parking garage created a "distressing-looking building." Ashvini Dinoy described comparable proportionate segmentation of design elements in the adjacent buildings. She noted that the mesh could also have a graphic.

Commissioner Scheer then asked about the functions of the other buildings in the project, that have not been completed. Ryan Richie described them as a hotel condominium and an office tower.

PUBLIC HEARING

Chairperson Maurine Bachman opened the public comment portion of the hearing, but finding no one who wished to speak, and no emails from the public, she closed the public comment portion of the hearing.

EXECUTIVE SESSION

Ryan Richie asked to address the issue of preserving the five honey locust trees, which the chair allowed. He said that after consultation with the urban forester, he had proposed a fee in lieu and with the intention of providing six frontier elms. Ryan Richie said that the 30 to 36-month construction period would endanger the existing trees and that the existing trees would obscure retail frontage. He noted that trees would be added to Quarter Row.

Commissioner Barry expressed concern about the 15 years required for the existing trees to reach their current canopy. She thought that replacement of the caliper should be an important consideration, but Ryan Richie had described smaller, "immature" trees. She suggested perhaps only removing some of the trees. Brooke Olson said that the Urban Forester had declined to issue a permit to remove the trees because tree preservation is covered in code and the Downtown Master Plan. Ashvini Dinoy suggested that the trees presented a problem with the street paving, but Brooke Olson said that removing the trees would not be essential to creating the paving pattern. Commissioner Barry stated that the paving pattern was not the priority. She referred to the City's study of trees had shown a lower canopy of trees in the downtown area.

Commissioner Barry said that she preferred to defer to the judgement of the Urban Forester, but since the Urban Forester was refusing a permit the position of the Planning Commission "doesn't matter." Commissioner Ghent said that she did not want to disagree with the Urban Forester's expertise. Maurine Bachman asked about the process in the event of trees dying during the construction period. Brooke Olsen said that the Urban Forester has a "set of standards" for construction. Planning Director Nick Norris said that a replacement program is also in place. He said that the Commission could inquire as to the increase in total tree canopy after the addition of trees to Quarter Row. Ashvini Dinoy said that five additional trees would be added to Quarter Row making a total of ten trees on the block.

Commissioner Barry said that she would make a motion that deferred decisions on tree preservation to the Urban Forester. In answer to Commissioner Paredes, she said that would mean the replacement of dead trees would also be left to the Urban Forester.

Commissioner Scheer suggested that, since Quarter Row does not have the same street requirements as a city street, adding more trees on Quarter Row would be a mitigating factor. Brooke Olson said that one tree is required for every 30 feet of property frontage. Commissioner Barry said that she did not see a need for mitigation. She said that adding trees to Quarter Row would benefit the project.

MOTION

Commissioner Amy Barry stated, "Based on the information presented, and the discussion, I move that the Commission APPROVE this application with the conditions listed in the staff report with the following modification: that the request to remove and replace the five existing honey locust street trees be deferred to the Urban Forester."

Vice-Chairperson Mike Christensen seconded the motion.

Vice-Chairperson Mike Christensen, Commissioners Jon Lee, Rich Tuttle, Brenda Scheer, Andres Paredes, Andrea Ghent, Aimee Burrows, Amy Barry, and Chairperson Maurine Bachman voted "yes." The motion passed unanimously.

<u>Planned Development at approximately 1580-1620 South 900 West</u> - TAG SLC, the property owner represented by Jordan Atkin, is requesting Planned Development approval for 71 townhome style condos at approximately 1580-1620 South 900 West. The project comprises roughly 2.59 acres in the Community Business (CB) zone. With Planning Commission approval, Planned Developments are allowed modifications to the zoning ordinance where a finished product would be better for the community than

what could be built by strictly following the zoning ordinance in the CB zone. TAG is requesting relief from the following sections of Salt Lake City Code: A. 21A.36.010.B, which requires that not more than one principal building shall be located on any lot. B. 21A.36.010.C, which requires that all lots must have frontage on a public right-of-way. The project is within Council District 2 represented by Alejandro Puy. (Staff contact: Grant Amann at 801-535-6171 or grant.amann@slcgov.com) **Case Number PLNPCM2022-00426**

Associate Planner Grant Amann addressed the Commission. He described the proposed project as 71 townhome condos in 14 buildings across 2.59 acres. He noted that because the townhomes will be condominiums, frontage on a public right-of-way is not required. Also, Grant Amann said that staff recommend approval with the conditions that existing parcels be consolidated prior to completion, and that final review would possibly include landscaping, lighting and paving changes to be delegated to staff. He said that no public comments had been received.

Grant Amann showed photos of the existing site and renderings of the proposed buildings. He reviewed code sections applicable to the Community Business zone and to the standards for planned development. He then identified the regional nodes within the Westside Master Plan. He said that because the project is within the 1700 South 900 West node "additional residential density is appropriate." He described the proposed project as medium density and said that even though the project does not observe the standard of one principal building per lot called for in Code, it does meet the goals of the Westside Master Plan. He also noted the midblock walkway would enhance pedestrian access, and thereby meeting a goal of the Master Plan.

Jordan Atkin, of TAG SLC made himself available for questions. He praised the efforts of Grant Amann.

PUBLIC HEARING

Chair Bachman opened the public comment portion of the hearing, but seeing no one who wished to speak, and no emails, she closed the public comment portion of the hearing.

EXECUTIVE SESSION

Commissioner Amy Barry asked for more information about the midblock access. Jordan Atkin explained that it had originally been planned as the emergency fire access, it did not conform with zoning requirements and has been retained as pedestrian path. He added that the large number of trees in the landscaping of the pathway serve as a screen from neighboring properties.

Jordan Atkin confirmed Commissioner Scheer's suggestion that some units would be three or four bedrooms and therefore, attract families. Commissioner Scheer then stated that a play area of some kind would be needed and that the 20-to-22-foot walkway could be adapted for that purpose. Jordan Atkin said that the problem with siting the emergency access route had cost the project 8,000 square feet that would otherwise have been used for a park area. He noted that a second phase of the project may be to create a park in the area currently occupied by a house that could not be used in the main phase. He said that land could not be use because the total property intended for this project is split between two residential zones.

MOTION

Commissioner Aimee Burrows stated," Based on the findings listed in the staff report, the information presented, and the input received during the public hearing, I move that the Planning Commission APPROVE the planned development proposed with the conditions listed in the staff report."

Vice-Chair Mike Christensen seconded the motion.

Vice-Chair Mike Christensen, Commissioners Amy Barry, Aimee Burrows, Andra Ghent, Andres Paredes, Brenda Scheer, Rich Tuttle, Jon Lee, and Chairperson Maurine Bachman voted "yes." The motion passed unanimously.

Planned Development and Preliminary Subdivision for Nielsen Estates at approximately 833 W Hoyt Place and 834 W 200 North - Jeff Mogharrab, of Ward Engineering, representing the property owner, is requesting approval for a 9-lot subdivision and housing development at approximately 834 W. 200 North and 833 W. Hoyt Place. The proposal is to adjust the lot for an existing single-family home along 200 North and to create 8 additional lots to accommodate a twin home and 6 single-family attached units. The property is in the SR-3 (Special Development Pattern Residential) zoning district. The proposed project is subject to the following petitions:

A. Planned Development (PLNPCM2018-00878): The development is required to obtain Planned Development approval for the following: • 7 lots without street frontage • Reduced front yard setback, 5' where 10' would be required • Reduced rear yard setback, 5' where 15' would be required • Steps and landings to be located closer than 4' to property line (in rear yard area)

B. Preliminary Subdivision (PLNSUB2018-00879)

The subject property is within Council District, represented by Alejandro Puy. (Staff contact: Eric Daems at (801)-535-7236 or eric.daems@slcgov.com) Case Numbers PLNPCM2018-00878 and PLNSUB2018-00879

Senior Planner Eric Daems addressed the Commission. He said that the project, creates a planned development by subdividing the yard of an existing home while retaining the existing home on a smaller lot. The existing home and the lot closest to Hoyt Place would be the only ones in the project that would have street frontage. The others would face a private driveway. He said that the preservation of existing homes was a condition of the SR-3 rezoning approval. New lots would be created for a twin home, and six attached single-family homes. Each new unit would have two bedrooms and an attached garage. Daems showed highlighted aerials to explain the project, which will be a narrow strip spanning midblock between 200 South and Hoyt Place. He described Hoyt Place as a private street running, east to west. He said that Hoyt Place is largely undeveloped and that most existing homes have been abandoned.

Eric Daems noted that creating medium density homes in scale with the neighborhood meets the goals of the Westside Master Plan. The project is near a Trax station and midblock, which are also consistent with the Master Plan and that each home will have a private yard. He noted that a private drive, accessed from Hoyt Place or 200 North, would have a sidewalk to accommodate pedestrians.

He said that the staff recommendation is for approval on the condition that a pedestrian entry be added to the Hoyt Place-side of the end unit.

Sattar Tabriz, of Ward Engineering and Jeff Mogharrab, the project owner, made themselves available for questions. Commissioner Amy Barry wanted additional information regarding the condition of approval. She said that she wanted to ensure that the entry be "an actual entrance" with lighting and some sort of "inviting" feature like a portico, not a simple door.

Commissioner Barry then asked for clarification of the setbacks requested. After further discussion, Eric Daems explained that the requested setbacks were to accommodate "landings," also referred to as patios, to extend within one foot of the property line. Eric Daems confirmed that the yards of the new units would be adjacent to what is now vacant land. Sattar Tabriz confirmed that the land is not owned by the project owner.

Sattar Tabriz confirmed for Vice-Chair Mike Christensen that the driveway runs from 200 North to Hoyt Place and that pedestrians would have access even though a fire crash gate would prevent vehicles from connecting through. He then confirmed for Commissioner Tuttle that two cars could pass each other as the drive surface is 11.5' wide with an additional 11 feet of mountable curb and sidewalk.

PUBLIC HEARING

Chairperson Maurine Bachman opened the public comment potion of the hearing, but finding no one who wished to speak, and no emails from the public, she closed the public comment portion of the hearing.

EXECUTIVE SESSION

Commissioner Barry asked about a public comment submitted earlier to the Commission questioning the legality of the fire access to the project. Eric Daems said that the Fire Department "has indicated that at this point" the project is "acceptable" and that it will need to meet all department requirements to get a building permit.

MOTION

Commissioner Aimee Burrows stated, "Based on the information presented, and the discussion, I move that the Commission APPROVE the following applications associated with the proposal: preliminary subdivision and planned development with the conditions listed in the staff report." Commissioner Brenda Scheer seconded the motion.

Vice-Chairperson Mike Christensen, Commissioners Andra Ghent, Andres Paredes, Rich Tuttle, Jon Lee, Brenda Scheer, Aimee Burrows, Amy Barry, and Chair Maurine Bachman voted "yes". The motion passed unanimously.

<u>Homeless Resource Center Text Amendment</u> - A petition initiated by the City Council through ordinance 15B of 2022 to establish a process for approving future homeless resource centers in the city, modifies existing standards for homeless resource centers and homeless shelters, and makes other necessary and related modifications to Title 21A Zoning. The proposal includes adopting the Homeless Resource Center Overlay Zoning District, modifying section 21A.36.350 Standards for Homeless

Resource Centers, adding provisions for temporary/season homeless resource centers that incorporate recent changes to Utah Code, modifying chapter 21A.50 to add factors to consider when mapping the homeless resource center overlay and other related changes, and modifying defined terms. The Planning Commission may consider any modifications to these sections or other related provisions within Title 21A Zoning. This proposal does not include mapping of the overlay at this time; however, the commission may consider modifications to the code that authorize the use in some locations through the text of the code. zoning More information on the proposal can be found at https://www.slc.gov/planning/2022/10/14/hrc-amendments/ (Staff Contact: Staff Contact: Nick Norris at 801-535-6173 or nick.norris@slcgov.com) Case Number PLNPCM2022-01068

Planning Division Director addressed the Commission to discuss the changes made (following the Commission meeting November 9th) to proposed City Code amendments regulating homeless resource centers and temporary shelters. He said that the amendments would include creation of an HRC overlay zone (requiring a zoning map amendment) and changes in regulations pertaining to operation and approval of HRCs.

He described, in detail, the approval process pertaining to the siting of temporary emergency shelters including the roles of the Association of Governments of Salt Lake County, the State Division of Workforce Services, and the State. He said that Salt Lake City Code would allow for more flexibility in siting of emergency shelters as opposed to proposals for permanent shelters.

Nick Norris reminded the Commission that its recommendations to the City Council could include modifying any code sections; applying Homeless Resource Center overlays to specific districts; adding recommendations not in the proposal; and not adopting the proposal.

Nick Norris stated that, under current City Code, an overlay amendment would designate the HRC a permitted use within the overlay. He said that since the November 9th meeting, the Fire Department has asked for space within an HRC be designated as a "private" treatment area. State Code also requires an HRC operator to provide safe storage of firearms. He also discussed the changes in implementing Crime Prevention Through Environmental Design.

In response to Commissioner Burrow's question, Nick Norris clarified that, should the City Council not adopt the proposal, then a previously passed ordinance restoring conditional use of HRCs in the CG, B2 and D3 districts would become effective May 3 of 2023. He also said, in response to her follow-up question, that the proposal cites only the M1 and M2 zones as inappropriate for HRCs. He also confirmed Commissioner Paredes understanding that "HRC" and "shelter" are synonymous terms in Code.

Nick Norris clarified for Commissioner Paredes that the report identifies services and ancillary impacts within one mile, and one half-mile of temporary and permanent shelters. He said that the one-mile radius was significant because it is in current state code, however, a primary reason for creating the proposal is the reduction of the concentration of services that has developed in the City, and so, the half mile radius is useful in analyzing that priority. Essentially, an HRC does attract other people to the neighborhood. Nick Norris noted encampments and inequitable impacts on neighborhoods.

Commissioner Brenda Scheer read the definition of an HRC from the proposed code at the end of the report and suggested that lower limits on the size of the facility should be considered. She added that some downsizing incentives might also be created by code exemptions, or conditional use status, for facilities in a significantly smaller size range. Nick Norris said that would be an option created by overlay districts, but that changes could be enacted by community input and text amendments, rather than conditional use. He said that given time constraints, no thorough analysis of shelters of variable sizes had been done. He said the City of Denver has stated that it has no definitive analysis on that issue either, but it does allow multiple size ranges for its shelters.

Commissioner Scheer said that the process is hampered by the delay in City Council approval. She said that she wanted to recommend to the City Council that it create time limits on approval. She noted that the Ivory Homes development had been approved much faster than other items that the Planning Commission has referred to it.

Commissioner Amy Barry asked for an explanation of the proposed changes to HRC public meetings. Nick Norris reiterated his earlier statement that the proposal empowers HRC providers be allowed to set policies and procedures for the community meetings currently mandated in code. This is to safeguard the purpose of a community meeting as a means to find solutions and to give the providers the means to moderate angry outbursts. He said that HRCs are currently required to create an annual report discussing the types of complaints that they have received, and in which, it would be appropriate to identify community concerns that were beyond the purview of the HRC. He said that the Planning Division is working with providers to maintain regular check-ins to identify such concerns and distribute [them] to the right entity. Commissioner Barry suggested quarterly reports would be appropriate, and Nick Norris agreed saying that is the current practice of the City of South Salt Lake, which has one HRC.

PUBLIC HEARING

- Christina Robb Incoming ELPCO chair. Commended efforts for public engagement in developing the report. Said community members identify the lack of wrap-around services for homeless people as a major problem. Stated a concern that the problem applies to all City shelters. Therefore, supported the idea of distributing shelters throughout the City, but stated the need for distribution of services. Recognized the appropriateness of referring that problem to elected officials.
- Janet Hemmings Supports more equal distribution of shelters throughout the City. Noted deficiencies in current system related to supportive services for substance abuse and mental health, neighborhood safety, and safety issues within shelters. Referred to a need for to emphasize HRC reporting requirements. Referred to a need for increased funding. Described Salt Lake City as a compassionate city. Requests tabling until safety measures can be guaranteed.
- Cindy Cromer Resident and investment property owner within Bryant and Central City. Commended the expertise of the planning staff that enabled the creation of a complex report that included tremendous public outreach within a short time frame. Stated that a consultant could not have moved as quickly. Stated that Bryant and Central City had not received equitable treatment in the report. Noted that both areas have abundant transitional housing, group homes, and so forth" and drug treatment facilities. Central City also has the Geraldine King HRC. Referred to two of her Central City properties that are heavily impacted by nearby drug treatment facilities. Described the current real estate market as unsuited to a lengthy process for siting approval. Suggested that ambiguity of siting

exacerbates the problem. Suggested that the proposed timeline within the report does not meet the needs of "any of the parties involved."

Amy Hawkins - Ball Park Community Council chair. Described the plan as progress. Commended the efforts of the director and staff in preparing the report. Referred to consultations with Salt Lake City Police Sergeant Nate Minzer, former Community Liaison Officer for the Community Council, and currently the sergeant with responsibility for the Gail Miller HRC. Referred to on-going security issues at the Gail Miller facilities such as blind corners, and insufficient height that have become known, unsafe places on the street. Referred to incorrect assumptions made in 2017 regarding the limited impacts that an HRC would have on the Ball Park neighborhood using the 300 South HRC as an example. Stated that her time in preparing her comments had been interrupted by five fires in her community and that a sixth had been identified within the meeting time. Referred to the significant emotional burden that neighborhood crime has imposed on the community. Praised the recommendation that plans for HRC must be reviewed by a certified Crime Prevention Through Environmental Design professional. Commented that the interpretation of the rules of decorum in the neighborhood HRC advisory meeting have been overly strict" and that certain neighbors have been barred from even entering an on-line meeting. Quoted ACLU staff as saying that abuse of official discretion denied citizens the right to voice their opinions about the government and their representatives no matter how critical those opinions might be. Suggested that reasonable proposals such as finding funding for the repair of broken windows near the Gail Miller HRC had been carelessly misdirected. Stated that Seattle has an effective program.

Finding no further public comments, Chair Maurine Bachman closed the Public Comment portion of the hearing.

EXECUTIVE SESSION

Commissioner Amy Barry commented that a text amendment overlay zone that will not allow the Planning Commission to address the breadth of services related to an HRC and she would like to better understand the purview of the Commission. Nick Norris replied that the Planning Commission had full discretion to modify any section of the proposal or propose modification of any relevant section of City Code. He noted that under the system in which an HRC would be a conditional use, there was also no authority to determine wrap-around services. He described a scenario in which a proposal was before the Commission from a service provider wanting a conditional use permit in a given area; the Commission could determine detrimental impacts but not the appropriateness, or quality of the service. He confirmed Commissioner Barry's suggestion that the City itself did not have complete authority to provide services. He also noted that the structure of government in Denver is different because the city and county are combined, and so coordinating provision of services is managed in a different way.

In response to Commissioner Barry's further questions, he said that the role of zoning is to basically regulate how the land is used; it doesn't guarantee that those uses are going to exist. He then explained that because of current zoning, nonresidential uses were limited in many parts of the City, so the current proposal could not fully meet the City-wide dispersal of HRCs and services that Commissioner Barry had identified in public comments. He said, That's a reality that were going to have to face, and ultimately it requires some changing and rethinking about how we view mixed use in the City, but right now, those

types of uses are allowed in all the commercial zones and in the institutional zones. Those are spread out throughout the City. He noted that service providers would therefore be competing with land uses that would more than likely be more profitable, thus creating difficulties for providers in finding locations. He noted that the task of rezoning the entire City is a complicated task that has to come from elected officials.

Commissioner Barry asked whether there is a mechanism currently in place that would allow a service provider to locate in an area in which that service is not included on the land use tables. Nick Norris said that proximity to allied services must also be considered, however services be can always be provided within an HRC (thus avoiding the need for multiple petitions). He added that other parts of the country have extensive transportation services in place to connect homeless individuals with needed services.

Commissioner Jon Lee referred to his obligations as an architect to meet standards and suggested that someone should be responsible for verifying that specific service needs were available. Nick Norris said that technical reviews would still occur—approval would not be comparable to compliance with a zoning map. The idea is that we're taking a comprehensive look at it all at once, instead of in different phases.

Commissioner Andra Ghent said that she liked Commissioner Scheer's idea of creating different standards for different sized facilities. She said that even though the outcomes of such a structure are unknown, concentrated poverty is known to create problems. Commissioner Scheer suggested that a cutoff for special incentives might be 40 homeless residents. She said that she intended to include a recommendation that the Council vote on the proposal within 90 days.

MOTION

Commissioner Brenda Scheer stated, based on the information presented, and the discussion, I move that the Planning Commission that the City Council ADOPT this proposal with the following modifications: 1. That all homeless shelters of less than 40 beds be exempt from this process and be approved under existing conditional use requirements. 2. That the City Council create a policy, or requirement, to expedite the approvals, or disapprovals, of zoning map amendments to within 90 days of the recommendation from Planning Commission. Vice-Chairperson Mike Christensen seconded the motion.

Commissioner Amy Burrows asked what the current role if a small shelter is disapproved. Nick Norris clarified that current standards do not differentiate between sizes of shelters; however, the maximum size is 200 people and approval of a change is at the discretion of the Council. Nick Norris then asked the Commission to clarify in the motion whether there is a certain zoning district that they think it would be appropriate in, or if they are referring to any zoning district, if there are under 40 beds, that would be a conditional use. Commissioner Burrows then asked is Staff was aware of how many beds the VA's women's shelter had. Staff was not sure but stated that it is in a converted house. The Commissioners discussed their estimates.

Commissioner Ghent asked for clarification on whether HRC's at the 39 bed limit would be approved in any zoning district. Commissioner Scheer replied that it would be a conditional use in any zoning district that already has multi-family or residential uses. Commissioner Ghent also stated that she would like to see the design for security remain even for the smaller HRC's. Staff clarified that it would apply to all HRC's.

Deputy Director Michaela Oktay reviewed the motion provided by Commissioner Scheer. The commissioners clarified that it would apply to all districts that allow residential uses. The commissioners discussed whether 40 was too high of a number to allow. Some commissioners felt it would self-regulate because the sizes of structures in these zoning districts wouldn't typically fir 40 beds. Further discussion clarified that any facility would be subject to the size and setback requirements of its zone, thereby addressing the issue of whether multi-family zoning should be considered.

Nick Norris added that occupancy is determined by size in the building code and in the fire code. There was a short discussion speculating on the number of people in the small home used as a shelter by the VA. Nick Norris confirmed Commissioner Lee's understanding that the conditional use standard removed the need for a buffer from other facilities.

Commissioners Jon Lee, Rich Tuttle, Brenda Scheer, Andres Paredes, Andra Ghent, Mike Christensen, Aimee Burrows, Amy Barry and Chair Maurine Bachman voted "yes." The motion passed unanimously.

Landscaping Regulation Modifications Necessary to Qualify for Rebates - A zoning text amendment initiated by the mayor to update landscaping regulations to ensure that Salt Lake City property owners remain eligible for rebates to replace turf with waterwise landscaping. Updates include modifications to include turf limitations, requirements related to mulch and irrigation systems and some definitions. The Planning Commission may consider modifications to other related sections of 21A Zoning as part of this proposal. (Staff Contact: Nick Norris at 801-535- 6173 or nick.norris@slcgov.com) Case number PLNPCM2022-01050

Planning Division Director Nick Norris identified two significant landscaping rebate programs (of several available in the state). The larger one is managed by the Central Utah Water Conservancy District and now requires that participants reside in a city that has specific landscaping requirements in code by March 1, 2023, the other is the state's pilot program run through the Department of Natural Resources that is not currently consistent with City Code. He said he was uncertain about the continuation of the DNR pilot program; however, its rebate has been only \$1 per square foot of yard replaced.

Nick Norris said that Salt Lake City users are the single largest user group of CUWCD rebates by far. He said that the essential points of the rebate programs are limiting turf and conserving water. Eligible Salt Lake City residents receive \$1.25 from the CUWCD per square foot of approved landscape changes. Nick Norris described the allowable percentages, or square footage of turf in the yards of single and multi-family homes and businesses. A minimum of 250 square feet is allowed without regard to percentages, with the exception of areas below 8 feet and steep slopes (because of overspray and runoff). Sports fields and parks are exempt. Mulch is required in areas not covered by other material. "Watersense" controllers are required in the proposed City Code for trees— although the controllers are not a CUWCD

requirement. Nick Norris noted that Salt Lake City is in the process of revising its entire landscape code. Therefore, more landscaping code changes will come before the Commission.

In response to Commissioner Scheer, Nick Norris said that new language would pertain to all new development and any changes requiring a landscaping plan. In response to Commissioner Lee, Nick Norris said that only specific types of irrigation systems are allowed. Overhead sprays are not allowed. He clarified for Commissioner Tuttle that, because eligibility standards are changing, the code changes would enable single family homeowners to continue to apply for rebates.

PUBLIC HEARING

Cindy Cromer—Reported that Sandy City recently adopted similar changes and that the "water check" program in which Salt Lake City participates records the percentage of turf in the yards of residents.
 Seeing no additional speakers, or new emails submitted, Chair Bachman closed the public comment portion of the hearing.

MOTION

Commissioner Aimee Burrows stated, "Based on the information presented, and the discussion, I move that the Planning Commission recommend that the City Council ADOPT this proposal." Vice-Chairperson Mike Christensen seconded the motion.

Vice-Chairperson Christenson, Commissioners Amy Barry, Aimee Burrows, Andra Ghent, Andres Paredes, Brenda Scheer, Rich Tuttle, Jon Lee and Chair Maurine Bachman voted "yes." The motion passed unanimously.

Chair Bachman adjourned the meeting at approximately 9:30 PM.

For Planning Commission agendas, staff reports, and minutes, visit the Planning Division's website at slc.gov/planning/public meetings. Staff Reports will be posted the Friday prior to the meeting and minutes will be posted two days after they are ratified, which usually occurs at the next regularly scheduled meeting of the Planning Commission.