

**HEBER CITY CORPORATION
75 North Main Street
Heber City, UT 84032
Planning Commission Meeting**

March 12, 2024

6:00 p.m. – Regular Meeting

-Time and Order of Items are approximate and may be changed as Time Permits-

Public notice is hereby given that the monthly meeting of the Heber City Planning Commission will be in the Heber City Office Building, 75 North Main, South door, in the Council Chambers upstairs.

1. Regular Meeting:

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance: By Invitation
- IV. Prayer/Thought: By Invitation
- V. Recuse for Conflict of Interest

2. Consent Agenda:

- I. Approval of Minutes for February 13, 2024
- II. Requesting a Conditional Use for The Puppy Palace, located at 450 W 910 S, Suite 300 (Planner Roberts)

3. Action Items:

4. Work Meeting:

- I. Commercial Day Cares as a Conditional Use in Residential Zones (Planner Baron)

5. Administrative Items:

- I. City Council Communication Item (Jamie Baron)
- II. Discuss 2024 Planning Commission Training (4 hours)

6. Adjournment:

Ordinance 2006-05 allows Commission Members to participate in meetings via telecommunications media.

In accordance with the Americans with Disabilities Act, those needing special accommodations during this meeting or who are non-English speaking should contact Meshelle Kijanen at the Heber City Offices at 435.657.7898 at least eight hours prior to the meeting.

Posted on 03.08.2024, in the Heber City Municipal Building located at 75 North Main, the Heber City Website at www.heberut.gov, and on the Utah Public Notice Website at <http://pmn.utah.gov>. Notice provided to the Wasatch Wave.

1 **HEBER CITY CORPORATION**
2 **75 North Main Street**
3 **Heber City, UT 84032**
4 **Heber City Council Meeting**
5 **February 13, 2024**

6 **DRAFT Minutes**

7 **6:00 p.m. – Regular Meeting**

8 **1. Regular Meeting:**

9 I. Call to Order

10 Chairman Gunn called the Planning Commission Meeting to order at 6:08 p.m. and
11 welcomed everyone present.

12 II. Roll Call

13 **Planning Commission Present:** Chairman Dennis Gunn

14 Vice-Chairman Dave Richards
15 Commissioner Phil Jordan
16 Commissioner Tori Broughton
17 Commissioner Darek Slagowski
18 Commissioner Robert Wilson

19 **Planning Commission Absent:** Commissioner Josh Knight

20 **Staff Present:** Community Development Director Tony Kohler
21 Planner Jacob Roberts
22 Planning Office Admin Meshelle Kijanen

23 **Staff Participating Remotely: N/A**

24 **Also Present:**

25 **Also Attending Remotely:**

26 III. Pledge of Allegiance: By Invitation

27 Commissioner Phil Jordan led the recitation of the Pledge of Allegiance.

28 IV. Prayer/Thought: By Invitation

29 Commissioner Dave Richards offered a prayer.

30
31 V. Recuse for Conflict of Interest: N/A
32

2. Consent Agenda:

I. January 23, 2024 Draft Minutes for Approval

Motion: Commissioner Jordan moved to approve the items on the Consent Agenda. Commissioner Darek Slagowski made the second.

Discussion: N/A

Voting Yes: Commissioner Gunn, Planning Commission Vice-Chair Richards, Commissioner Slagowski, Commissioner Jordan, Commissioner Wilson, Commissioner Broughton. **Voting No:** None. The Motion 6-0.

3. Action Items:

I. Commercial Site Plan for Cemetery Administrative Building, located at 680 North 550 East (Tony Kohler)

Planner Tony Kohler explained the City had been working on a Cemetery Administrative Building, and indicated the site plan would be presented that evening. He explained some details of the lighting plan and noted they still needed a landscaping plan, although the site plan did include ample parking.

Lane Lythgoe of Lythgoe Design Group Incorporated discussed the history of the site plan and noted that the future of cemeteries was going towards niches and cremation, so they wanted the administrative building to accommodate that interest. He explained their design utilized columbariums, which featured niches with a granite plaque. Mr. Lythgoe stated the columbariums allowed for nearly 1300 niches, and he calculated that the sale of the niches would pay for the costs of the building. He further noted as they expanded the site and added more columbariums it would continue to increase the revenue.

Mr. Lythgoe expressed that they wanted the design to be timeless, and explained the building in the center of the design was based off of the Snake Creek power plant. He elaborated they wanted local people to be able to recognize the building, and noted the columbariums were a derivative of the style of the building as well. He stated the columbariums were all brick and done in a classical style. He also added that the buildings and columbariums were built to withstand harsh weather, which would facilitate the timeless feel of the space. He summarized they were happy with the design and were now ready to send this out to bid.

Mr. Lythgoe also briefly overviews some features of the site plan including the access road and open courtyard. He discussed how classical architecture utilized something called the "golden rectangle" or Fibonacci Spiral, and said this was something they had attempted to replicate in their plan. He indicated that the golden rectangle started with the administration building and spiraled out from that point. He credited their civil engineer for accomplishing that vision in terms of ADA accessibility and grading, and

commented that the design worked well and maintained the classical feel of the space. He added there was a lot of symbolism embedded in the site and expressed this was something that was important to them as well.

Chairman Dennis Gunn commented this was an incredible project. Planner Kohler said Staff recommended approval although he believed Engineering had some final recommendations.

City Engineer Ross Hanson introduced himself as a new engineer for the City and gave a brief background of his work history. He concurred with Planner Kohler that Engineering was in favor of conditional approval of the site plan, and that Engineering did have some changes which needed to be made for final approval. Mr. Lythgoe commented his architects were aware of and working on some of the issues. Planner Kohler added that they wanted to see some drought-tolerant landscaping in the final landscaping plan as well.

City Manager Matt Bower expressed his approval of the project. [Audio unclear 21:00-22:35]

Commissioner Dave Richards commended Mr. Lythgoe on the design and expressed he felt this was a fantastic project. He mentioned that he lived close to the proposed site and asked for specifics about their plans to expand in the future. City Manager Bower explained they ultimately planned to extend from the canal to Mill Road and offer more burial plots. City Manager Bower also discussed the retention pond and indicated where storage areas would be located.

Commissioner Richards also noted there was only one point of entry and exit for a certain parking lot and noted that traffic might become congested at peak times, such as during a funeral. Mr. Lythgoe brought up the map and clarified that the indicated parking lot was intended for employees as well as people interested in buying a plot or a niche, so it should not experience high volume. Commissioner Richards also inquired about snow melt system in the courtyard area and the retention pond and Mr. Lythgoe indicated on the map where drainage would be located. Commissioner Richards acknowledged that snow melt systems had a large up front cost, although felt the option was worth considering for the longevity of the site. Mr. Lythgoe agreed that snow and ice melt took a significant toll on a building and agreed with Commissioner Richards that it was important to preserve the building for as long as possible.

Commissioner Phil Jordan asked if people visited the funeral home at night, to which Mr. Lythgoe discussed if anyone did come in at night, they were typically up to no good and they were not supposed to be there. Commissioner Jordan then inquired about how the parking lot would be lit at night and asked for details of their lighting plan. Mr. Lythgoe said he would prefer there to be sensor lighting that was located inside of the

1 columbariums as well as a streetlight on the corner near the roundabout. Mr. Lythgoe
2 discussed that he intended the site to be Dark Sky compliant and emphasized that he
3 wanted low light sources. Commissioner Jordan thought that would be nice and would
4 feature the architecture well. Commissioner Jordan added that he was thinking about
5 how it got dark around four or five PM in the winter, and said funerals would likely go
6 past that time. Commissioner Jordan emphasized that he did not want a new light
7 source going into the nearby resident's homes at night.

8
9 Commissioner Jordan also asked for clarification about the semi circles indicated on the
10 map and Mr. Lythgoe confirmed they were seating areas. Mr. Lythgoe elaborated on
11 how they felt amphitheater style seating was a nice feature for outdoor funerals. Mr.
12 Lythgoe discussed how the architecture team thought it could function both as a
13 reflection garden as well as an area for funeral services. Commissioner Jordan thought
14 they were a great feature and commented it was important to have private seating areas
15 for people to sit and reflect close by to their loved ones.

16
17 Commissioner Richards asked about the canal easement and how it interfaced. He
18 pointed out the rules for canal landscaping were very stringent. City Manager Bower
19 noted they were not considering the canal for phase I, although agreed with
20 Commissioner Richards they would eventually have to address that question. City
21 Manager Bower said they would cross that bridge once they got to it and would be able
22 to figure out what they could and could not do once they reached that point. City
23 Manager Bower likened this situation to the Ivory Homes Development and emphasized
24 that they had a great working relationship with the canal companies. City Manager
25 Bower said he did not expect there to be any substantial issues or obstructions. Mr.
26 Lythgoe seconded these comments and compared it to the work that had been done at
27 Salt Lake City creek. Mr. Lythgoe hoped the canal company would recognize the
28 opportunity to make it into a nice feature, possibly with walkways.

29
30 Commissioner Darek Slagowski commented he liked the classical look of the building
31 and appreciated the features Mr. Lythgoe included. Chairman Gunn also commented
32 on the vision and the beauty of the building. Chairman Gunn thought this would be a
33 great addition to the community for years to come.
34

35 **Motion:** Planning Commission Vice-Chair Richards moved to Commercial Site Plan for
36 Cemetery Administrative Building, located at 680 North 550 East (Tony Kohler).
37 Commissioner Jordan made the second.

38
39 **Voting Yes:** Commissioner Gunn, Planning Commission Vice-Chair Richards,
40 Commissioner Slagowski, Commissioner Jordan, Commissioner Wilson, Commissioner
41 Broughton.

42 **Voting No:** None. The Motion Passed 6-0.

1 **4. Work Meeting: N/A**

2 **5. Administrative Items:**

3 I. City Council Communication Item

4 Planner Kohler explained the City Council Communication Item. He spoke about the
5 work meeting from the previous week, in which the Tree Subcommittee had presented
6 an idea for plating honey locusts and maple trees along Main Street to the Council. He
7 reported the presentation had been great and the Council wished to explore it further.
8 Planner Kohler also discussed the Capital Facilities Master Plan and explained a public
9 hearing had been held in relation to this fund and the impact fees which funded it. He
10 reported the Council had adopted the new plan, although noted he was unsure what the
11 changes between the old and new master plan were in detail.

12
13 Planner Kohler said there were no significant changes coming towards the Planning
14 Commission in terms of the Master Plan. He also reported a new Council Member had
15 been sworn into office. He lastly noted their auditor had also given a presentation at the
16 last meeting as well.

17
18 Planner Kohler expressed the Council wanted to include the Planning Commission in
19 their Code of Conduct training in order for the Commissioners to get ethical training
20 along with them. Planner Kohler stated he did not have details on this just yet but would
21 communicate dates and times to the Commissioners once he had them set.

22
23 Planner Kohler said there had been another public hearing about the Master Plan and
24 said there had not been any comments. He said there had been discussion with the
25 Council about the roundabout by the bypass on Mill Road, and reported there were
26 some challenges. He said the C3 update that the Planning Commission had proposed
27 several months ago was still in the works as Council ran out of time, but said it was on
28 the agenda for their next meeting. Planner Kohler explained Council had talked about
29 short term rentals at the retreat and expressed they had concerns about the HOA
30 provisions for short term rentals, so that had been repealed. Planner Kohler also stated
31 the Mayor Pro-Tem had been appointed at the meeting. In summary, Planner Kohler
32 said it had been a lengthy meeting, although productive.

33
34 **6. Adjournment:**

35 **Motion:** Commissioner Jordan moved to Adjournment:. Commissioner Slagowski made
36 the second.

37 **Discussion: N/A**

38 **Voting Yes:** Commissioner Gunn, Planning Commission Vice-Chair Richards,

1 Commissioner Slagowski, Commissioner Jordan, Commissioner Wilson, Commissioner
2 Broughton. **Voting No:** None. The Motion Passed 6-0.

3
4 Meshelle Kijanen, Administrative Assistant

5 DRAFT Minutes | Page 3 of 3



Planning Commission Staff Report

MEETING DATE: 3/12/2024
SUBJECT: Requesting a Conditional Use for The Puppy Palace, located at 450 W 910 S, Suite 300 (Planner Roberts)
RESPONSIBLE: Jacob Roberts
DEPARTMENT: Planning
STRATEGIC RELEVANCE: Necessary Administrative Action

SUMMARY

Mr. Gabrielson is requesting a conditional use permit for the Puppy Palace located at 450 W 910 S, Suite 300. This conditional use permit would allow for kennel facilities to be located on site. In order to include kenneling facilities as part of the business, a conditional use permit is required.

RECOMMENDATION

Staff recommends approval of the conditional use permit.

BACKGROUND

Council recently approved an updated list of allowed uses in the B/MP Zone to include uses such as Dog Grooming, Personal Care services, Boutique Food Retailers etc. Mr. Gabrielson has applied for a conditional use permit to allow the Puppy Palace, located at 450 w 910 S, Suite 300, to include indoor kenneling as a part of its offered services. The condition being that all outdoor kenneling is prohibited. The proposal by Mr. Gabrielson only includes indoor kenneling as a part of the facility. See attached documents for floor plan.

DISCUSSION

With the recent update, the B/MP Zone now allows pet services such as grooming and training (not including pet kennel/boarding). Indoor pet kennel/boarding is allowed as a conditional use within the B/MP Zone. The condition being that all outdoor kennels are prohibited. Mr. Gabrielson's proposal includes indoor kenneling only and therefore meets the condition of the zone.

FISCAL IMPACT

None

CONCLUSION

Staff recommends approval of the conditional use permit for an indoor kennel/boarding operation at the Puppy Palace located at 450 W 910 S, Suite 300.

ALTERNATIVES

Staff Recommended Option - Approval

I move to **approve** the item as presented, with the findings and conditions as presented in the conclusion above.

Alternative 2 - Continuance

I move to **continue** the item to another meeting on , with direction to the applicant and/or Staff on information and / or changes needed to render a decision, as follows:

Alternative 3 - DENIAL

I move to **deny** the item with the following findings.

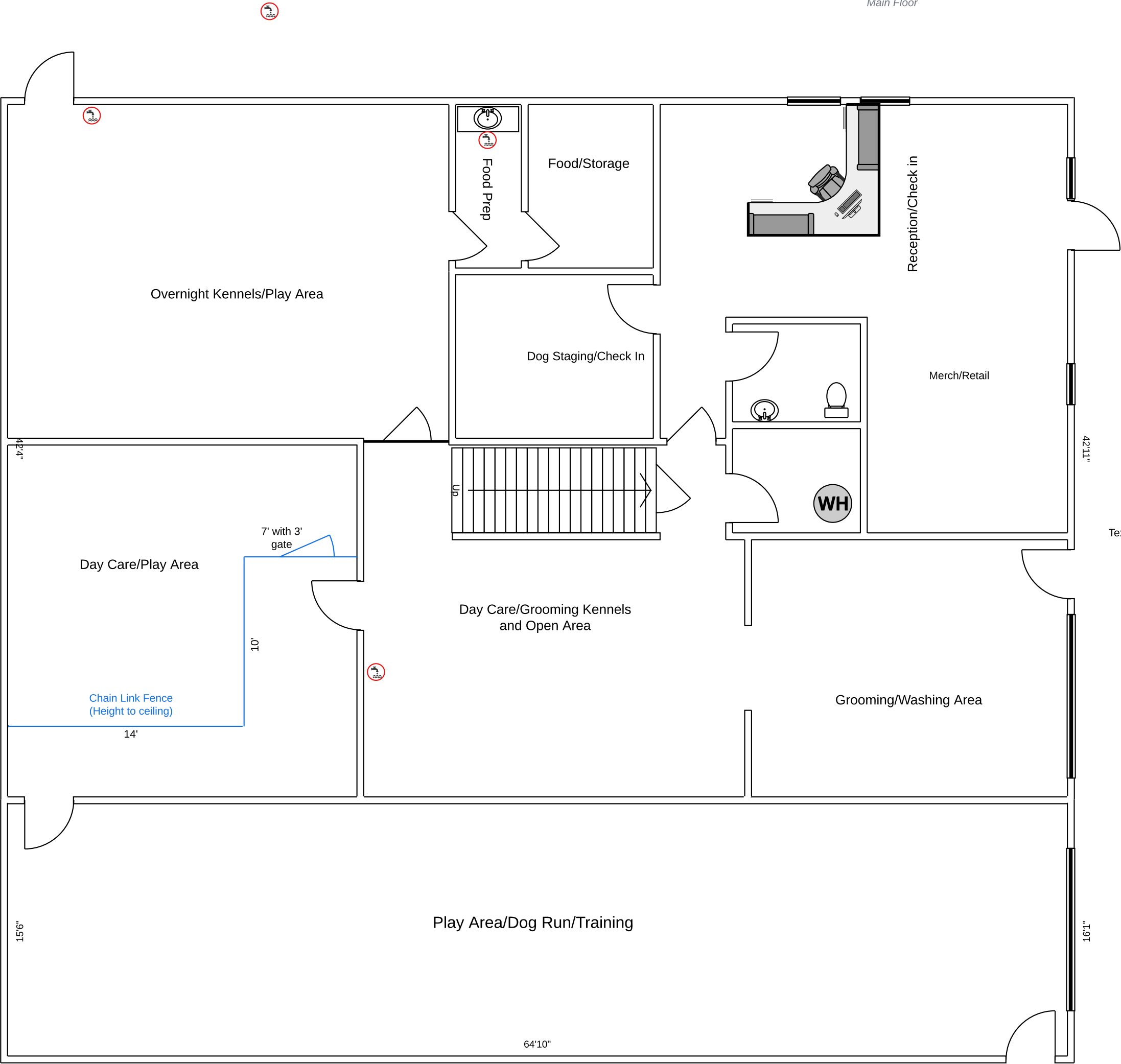
POTENTIAL MOTIONS

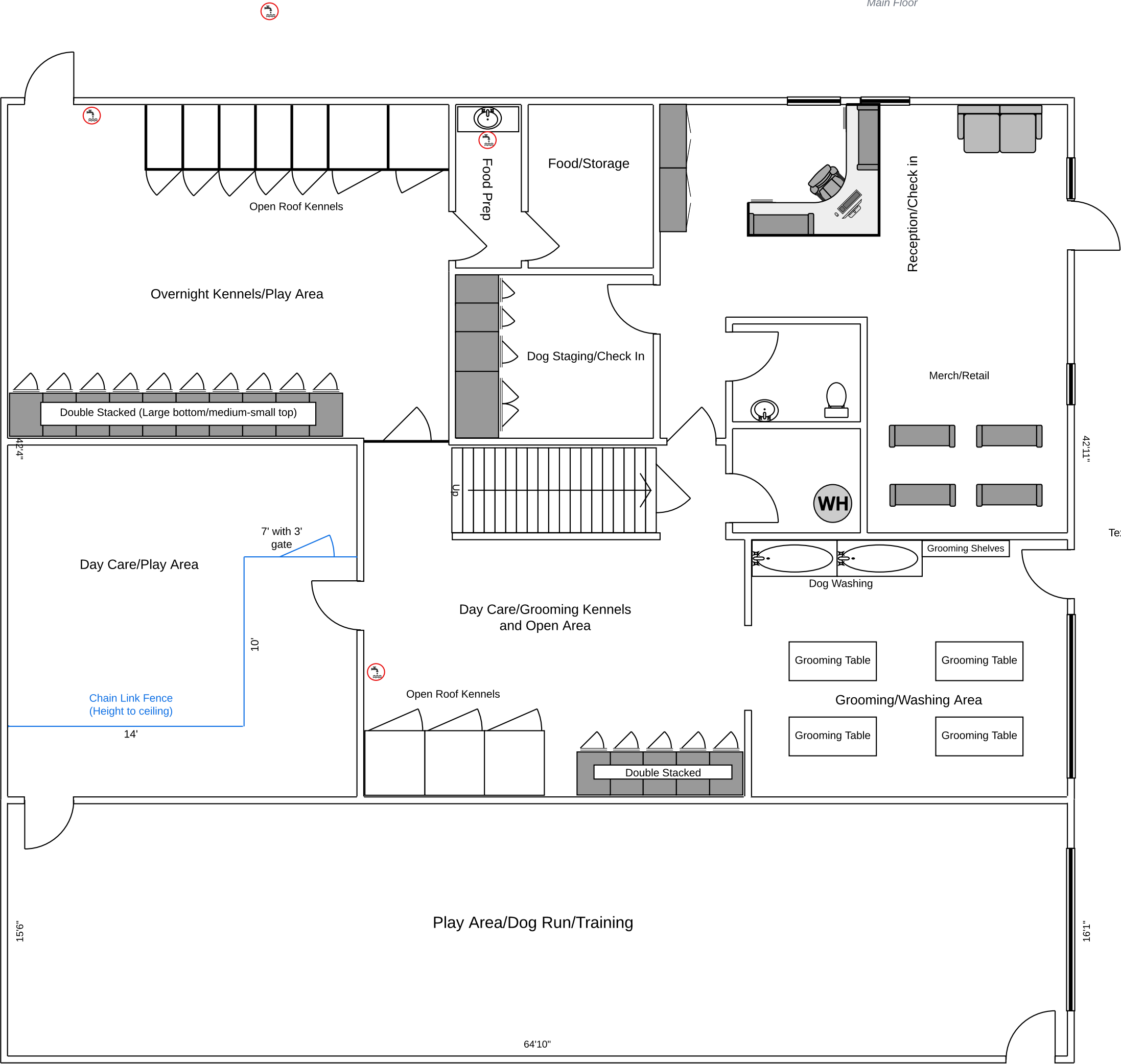
ACCOUNTABILITY

Department: Planning
Staff member: Jacob Roberts, Planner

EXHIBITS

1. Puppy Palace Floorplans Jan_22_24





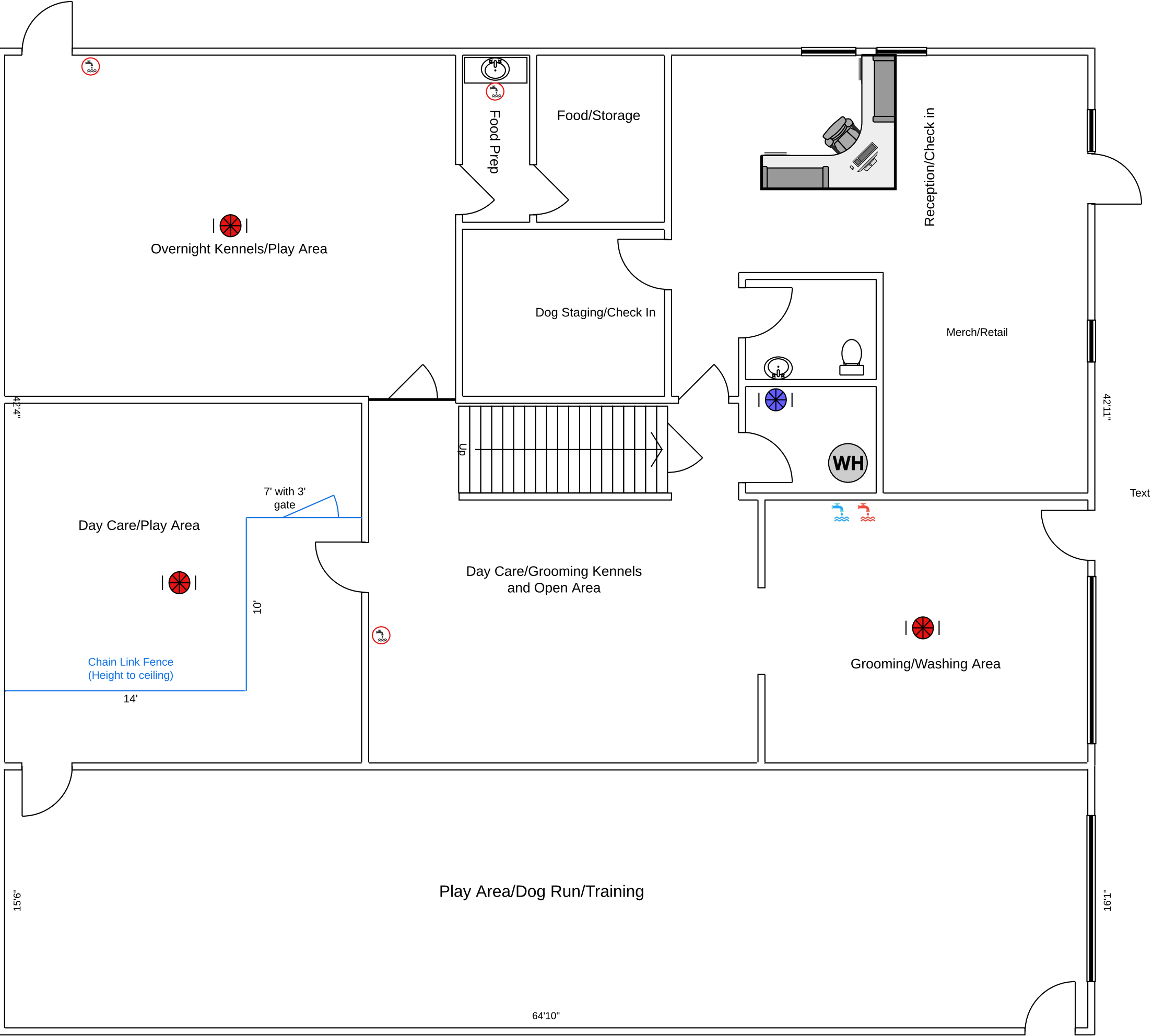
-  Existing Drains

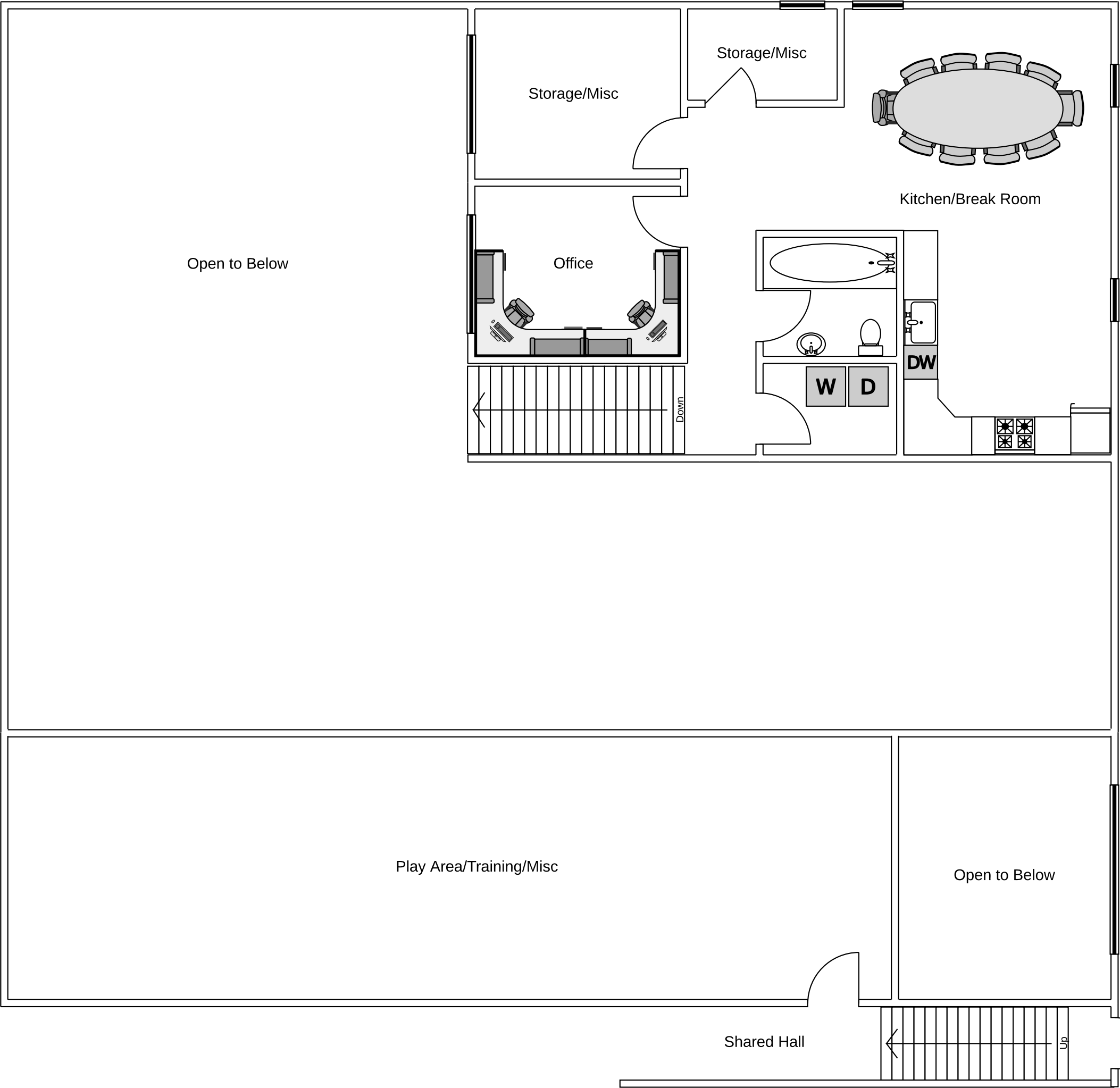
 Current Cold/Hot Water plus bathrooms
-  Possible New Drains

 New Water Connections

Puppy Palace Floor Plans

Main Floor







Planning Commission Staff Report

MEETING DATE: 3/12/2024
SUBJECT: Commercial Day Cares as a Conditional Use in Residential Zones (Planner Baron)
RESPONSIBLE: Jamie Baron
DEPARTMENT: Planning
STRATEGIC RELEVANCE: Community and Economic Development

SUMMARY

School House Academy is seeking to place a Commercial Day care at approximately 700 S School House Way. Commercial Day Cares are currently not allowed in the residential zones. The proposed is a text amendment to permit Commercial Day Cares in the R-1, R-2, and R-3 zones as a conditional use.

RECOMMENDATION

Staff is seeking input from the planning commission on the proposed text amendment in preparation for a public hearing.

BACKGROUND

School House Academy is seeking to place a Commercial Day care at approximately 700 S School House Way. The property is located in the R-1 zone and is 1.71 acres in size. Only in home day cares are currently permitted, which limit the number of kids.

DISCUSSION

The proposed is to allow Commercial Day Cares as a Conditional use with the same conditions as the private school in residential zones.

18.68.230 Private Schools In Residential Zones

Private schools in residential zones shall be reviewed by the Community Development Director and approved if the application meets the following standards.

A. Building and Health Codes. The site shall comply with applicable health, building and fire codes.

- B. Licenses. The private school shall obtain applicable state and local business licenses.
- C. Site size. The site shall contain at least 1 acre.
- D. Street Access. The site shall front upon and directly access a Collector or Major Collector Street.
- E. Parking. See Parking Chapter 18.72.
- F. Building setbacks. Building setbacks shall meet the requirements of the underlying zone.
- G. Height. Building height shall not exceed 30' above grade.
- H. Loading and unloading. 1 off-street loading/unloading space for every 20 people, or portion thereof enrolled. Loading space requirement may be eliminated if there is a circular drive-way.
- I. Lot Coverage. No more than 30 percent of the lot shall be covered by buildings.
- J. Common Areas. The site shall provide landscaped outdoor common area for use by students, covering a minimum of 20% of the site.
- K. Screening and Fencing. Evergreen trees and shrubbery shall be planted along property lines shared with adjoining residential subdivisions.

FISCAL IMPACT

N/A

CONCLUSION

Staff is seeking feedback from the planning commission on the proposed change, in preparation for a public hearing. The proposed is to permit commercial day cares as a conditional use in the R-1, R-2, R-3 zones with the conditions outlined in 18.68.230.

ALTERNATIVES

Not an Action Item

POTENTIAL MOTIONS

ACCOUNTABILITY

Department: Planning
Staff member: Jamie Baron, Planning Manager

EXHIBITS

1. 02.20.24 SHA Presentation to Heber City Councilpptx (UPDATED)



Our Why



Mission Statement:

Child care and resources to support all learners and promote physical, social/emotional, language, literacy, and academic/pre-academic skills for all children through evidence-based, developmentally-appropriate practices while also providing a safe environment that families can rely on.

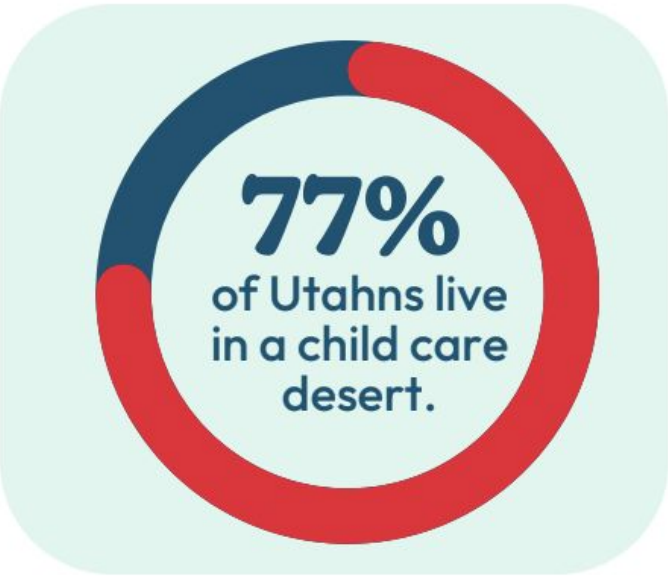
Why childcare?

There is an increasing need for reliable, structured childcare in the Wasatch County area.

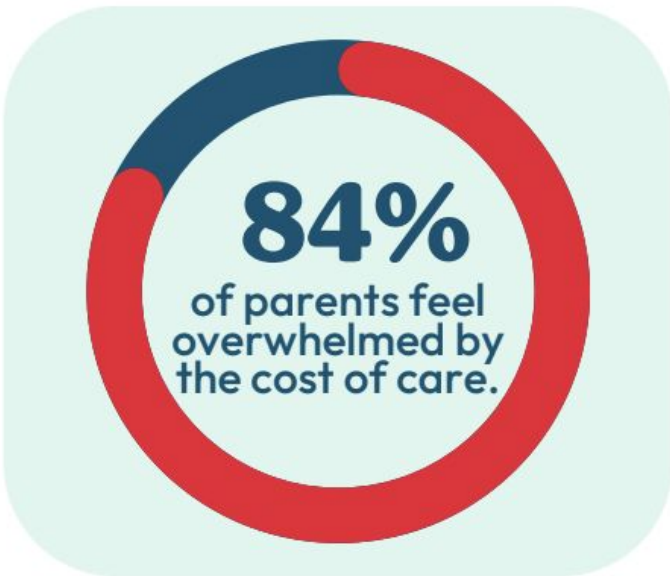
- 6.3%* of Wasatch County's population includes children under the age of five years old.
- This means more than 2200 children are not quite old enough to attend public school but may need a place to go while their parents work.
- Wasatch County currently only has only three licensed child care centers for ages 6 weeks to 6 years. When last contacted, their waitlists were more than a year out.
- Almost 30%* of the Wasatch County population is under the age of 18. Currently, the Boys and Girls Club of Heber Valley is the only after school care for school-aged children.

Wasatch County has been identified by the state of Utah as a high-need area for childcare support.

In our large and growing community, we are not meeting the needs of local families and their children, which results in a smaller workforce, compromised child care situations (siblings, etc.)

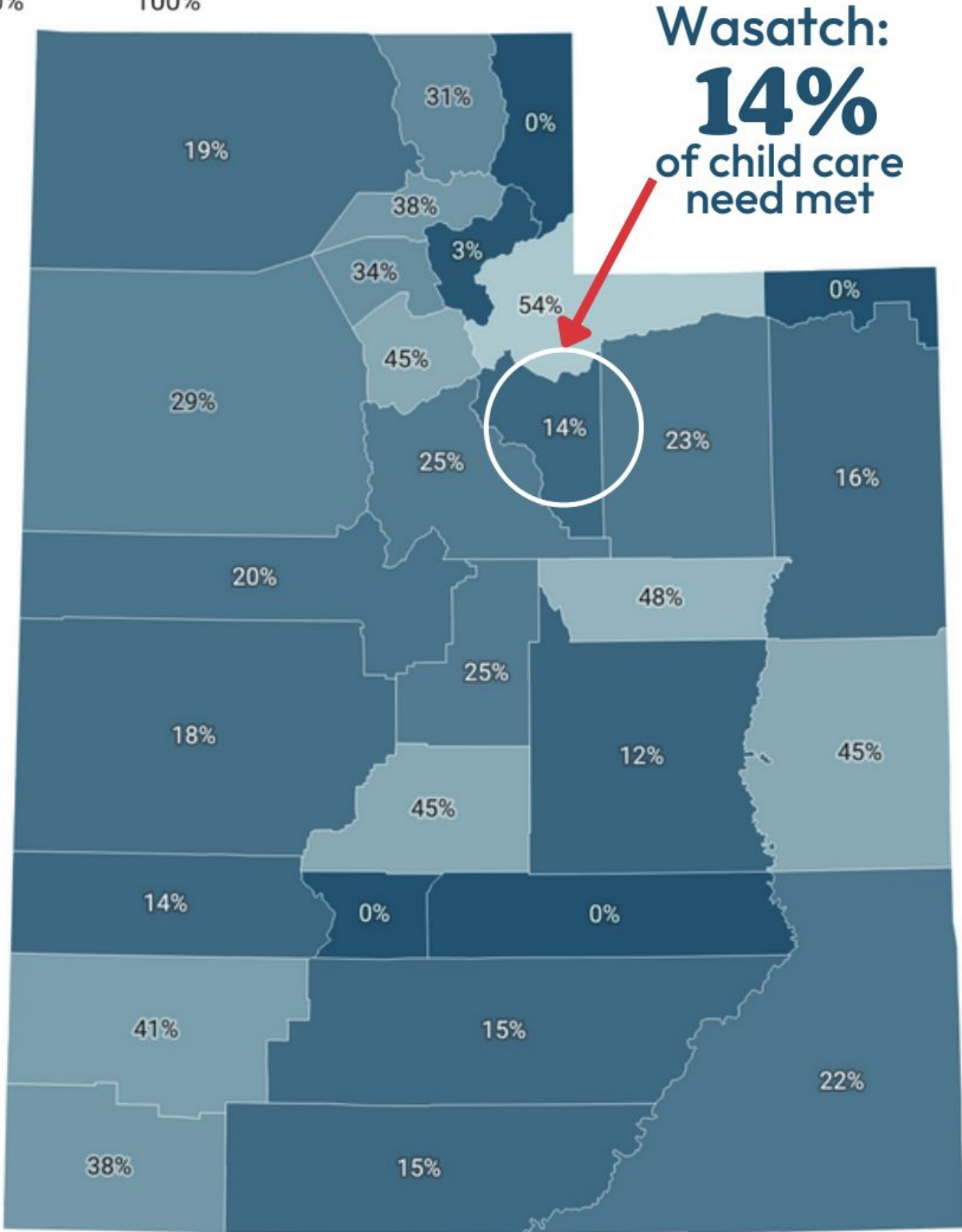


Utah's
economy loses
\$1.36 Billion
each year due to
lack of child care
access.



Child Care Need Fulfilled by Licensed Child Care

Percentage of licensed child care slots divided by the number of kids under 6 with all available parents in the workforce



Source: Number of children under 6 with all available parents in the workforce by age group and county provided by the ACS 2021 5-year estimates Table B23008. Licensed child care data provided by the Utah Office of Child Care as of August 2023 and tabulated by Voices for Utah Children. • Created with Datawrapper



Read the full report at bit.ly/utahchildcareaccess

Who We Are

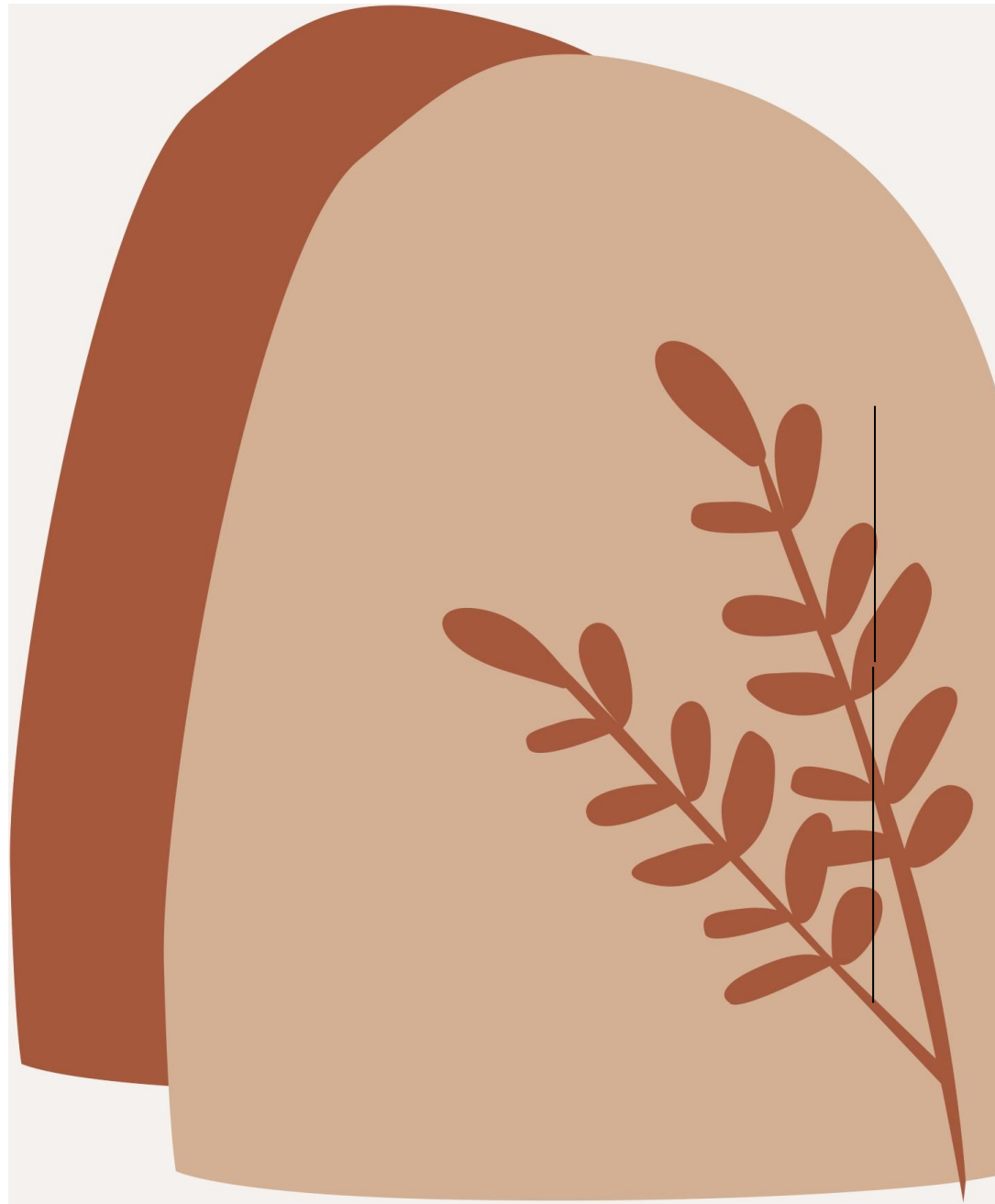
School House Academy Foundation a 501(c)3 non-profit

A team of certified, licensed, and passionate professionals seeking to improve the Wasatch County community and workforce through quality childcare and child development services, for youth ages 0-18 and their families.

- Executive Director: Piper Riddle
- Director of Programs: McKay Riddle Johnson
- Development Specialist: Russ Watts
- Financial Advisor: Aaron Johnson
- Facilities Manager: Rod Riddle
- Real Estate Advisor: Dave Johnson



What We Do



- Childcare (6 weeks-5 yrs)
- Preschool (3-5 yrs)
- Afterschool programs (5-18 yrs)
- Social & emotional development
- Speech & language development
- Academic support
- Invite in wrap-around services
 - Mental Health Services
 - Food Pantry
 - Health Services
 - Vision Services
 - Dental Services
 - Etc.

School House Academy

in

Proposed Partnership with

- Utah Workforce Services
- Wasatch County School District (employer partner through Workforce Services)
- Heber Valley Chamber of Commerce
- Intermountain Healthcare
- Wasatch Community Foundation
- PEAK (Parents Empowering Abled Kids)
- Heber City, Midway City, Wasatch County
- Park City Christian Center
- People's Health Clinic
- Wasatch Behavioral Health
- Park City Community Foundation: Early Childhood Alliance

Other uses and partnerships for our facility

Our goal is to house services that will benefit all aspects of a child's life



Preschool & Child Development resources



Community Ed Classes, Wasatch Wellness Events, PEAK events



Speech & Language Therapy



Occupational & Physical Therapy



Academic Supports & Tutoring Services



Mental Health Resources & Services



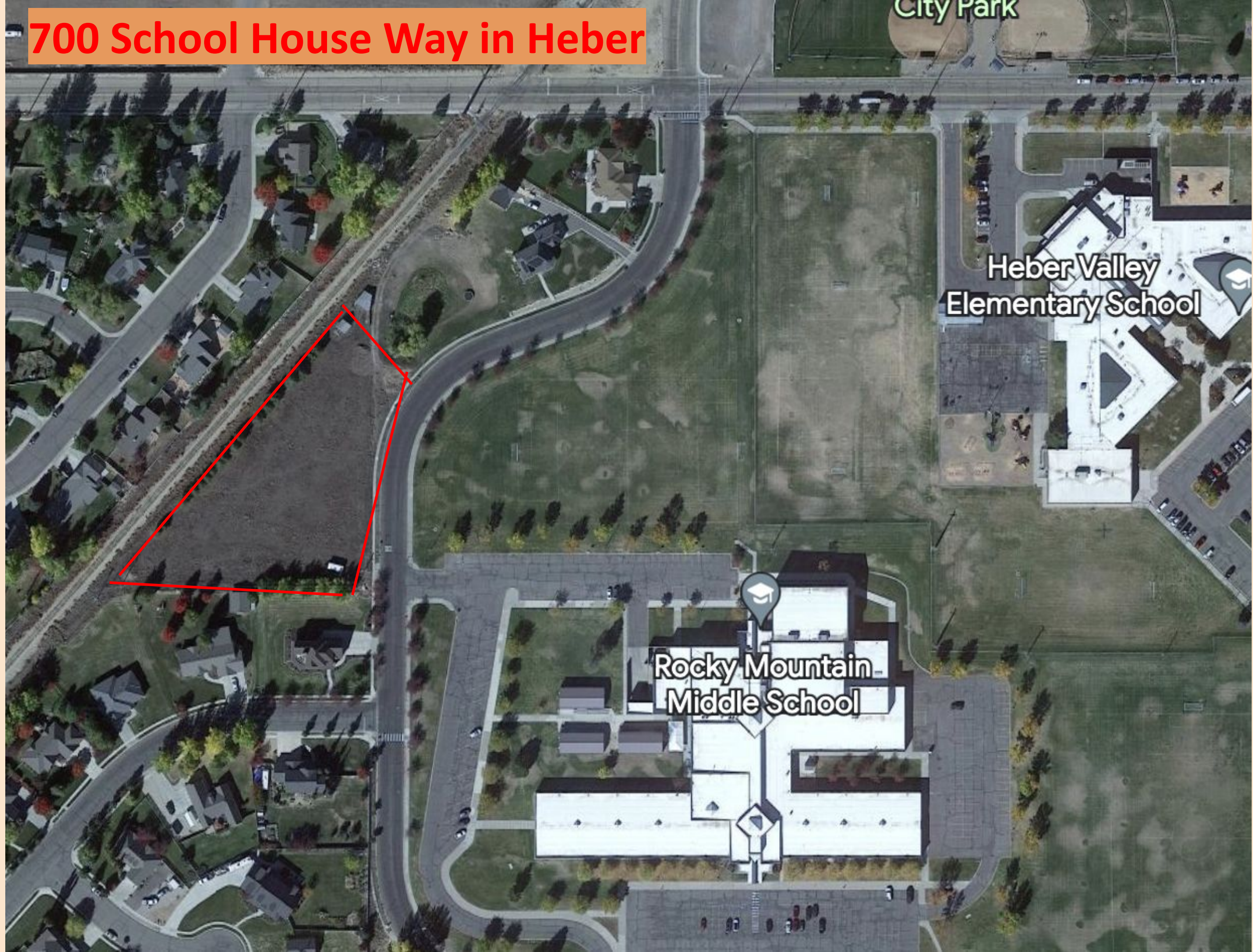
Community Food Pantry, Health Services (vision, dental, etc.)

700 School House Way in Heber

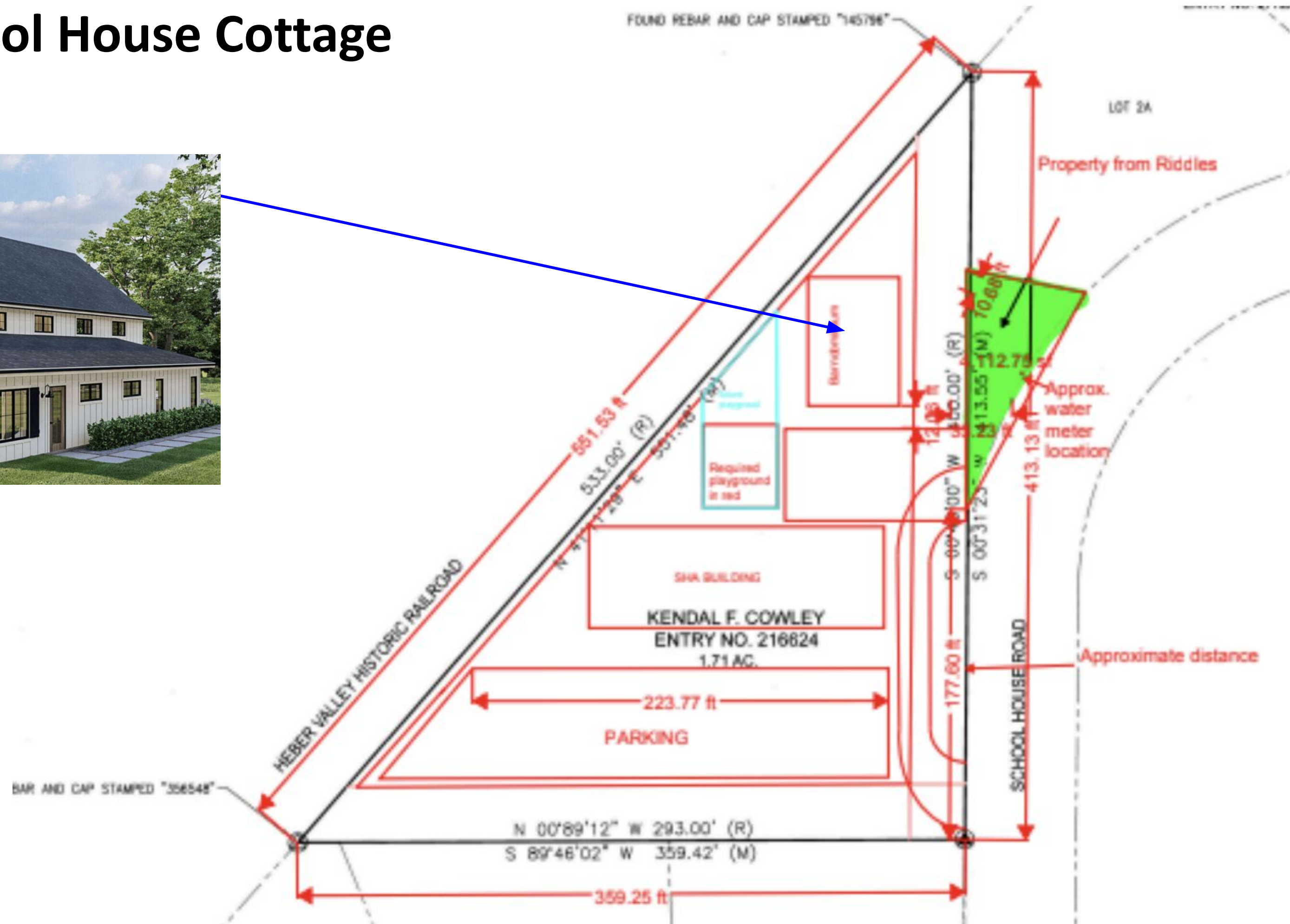
2 acres



700 School House Way in Heber



Phase 1: School House Cottage



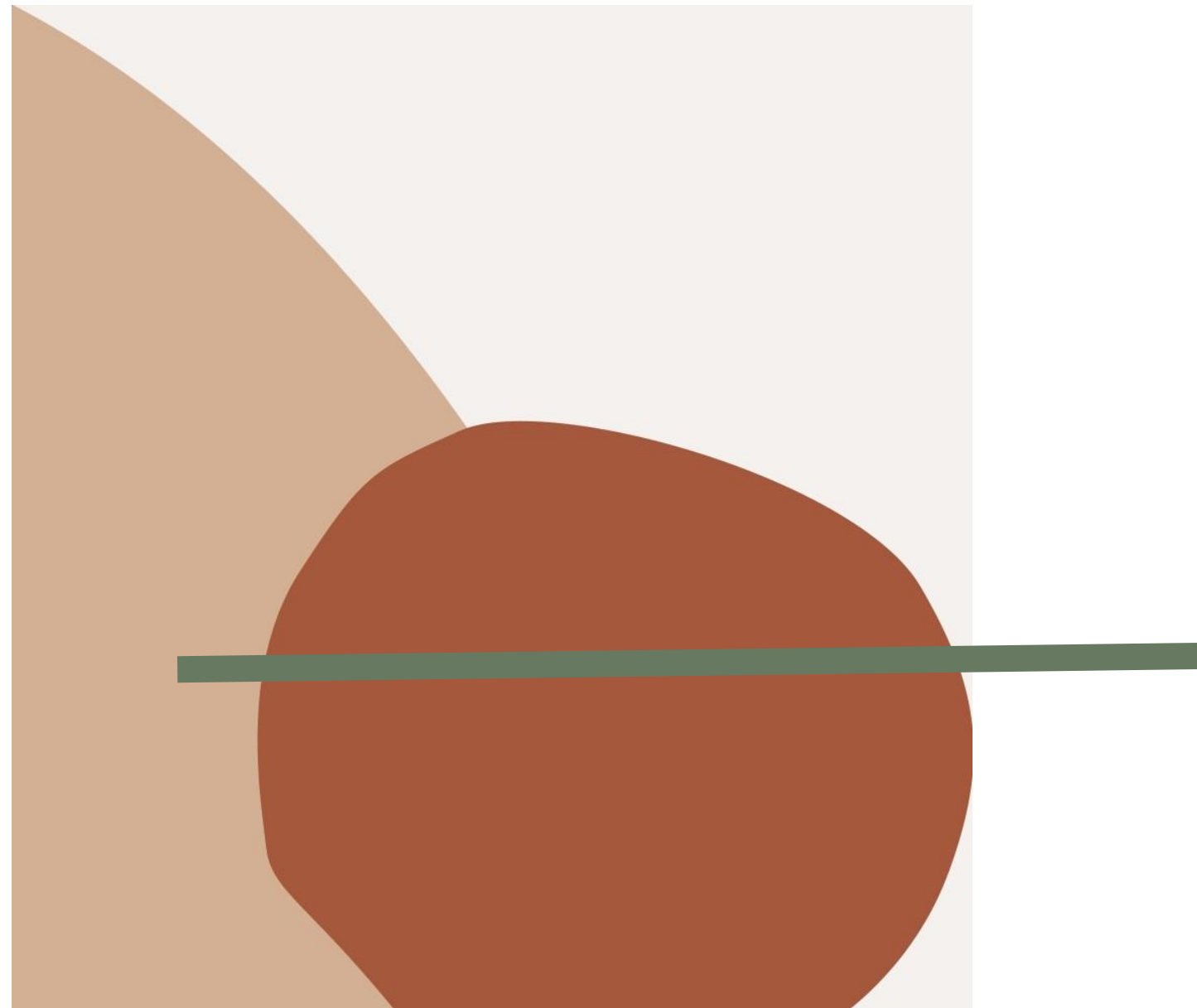
A colorful illustration of a red schoolhouse with a dark grey roof. A bell tower with a yellow bell sits atop the roof. An American flag flies on a tall yellow pole to the left. The schoolhouse has a sign that reads "SCHOOLHOUSE ACADEMY" and "A Safe Place to Learn & Grow". The building is surrounded by green bushes, a grey path, and a blue sky with stylized clouds. A small white dog is visible in the bottom right corner.



Project Timeline

- Design & Engineering: 2-3 months
- City Approvals: 5-6 months
- Funding/Budgeting Approvals: 3-4 months
- City Permitting Process: 1-2 months
- Phase 1 School House Cottage in place for Childcare startup by Fall 2024
- Start Construction for Phase 2: June 2025
- Open for full facility: by Fall 2026

What We Need



- Phase 1, while self-funded, would benefit from assistance with development agreement, expedited permitting process, and possible assistance with impact fees
- Phase 2 capital funding through partnerships, grants, and donations.

Project Parameters

	Total Project Costs	\$6.5 million
	Land Purchase (SHA-funded)	\$530,000
	Phase 1 (SHA-funded)	\$400,000
	Phase 2	\$5 million
	SHA Employer Childcare Startup Grant	\$550,000
	WCSD Employer Partnership	\$250,000

QUESTIONS?



"Help one child, help generations to come."

- Lila Bjorklund

Stay in Touch

School House Academy

700 School House Way

Heber City, UT 84032

Call/Text: **435-610-1838**

Email: schoolhouseway@gmail.com

Website: <https://www.schoolhouseway.org/>

Follow us!

Instagram: [@SchoolHouseAcademy.Heber](https://www.instagram.com/SchoolHouseAcademy.Heber)

Facebook: [School House Academy - Heber City, Utah](https://www.facebook.com/SchoolHouseAcademy-Heber-City-Utah)



Target populations

Who we serve



Wasatch County area



Working
families



Educators and other
Essential Workers



Highly impacted
families



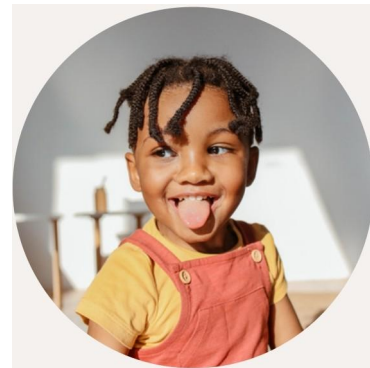
Families with flexible and/or
unusual schedule needs for
childcare (drop-in services)

Youth Populations Served



Infant Care

For children ages 6 weeks up to 2 years



Toddler Care

For children ages 2 years up to 4 years



Preschool Care

For children ages 4 years up to 6 years



Elementary Care

For children ages 5 years up to 12 years

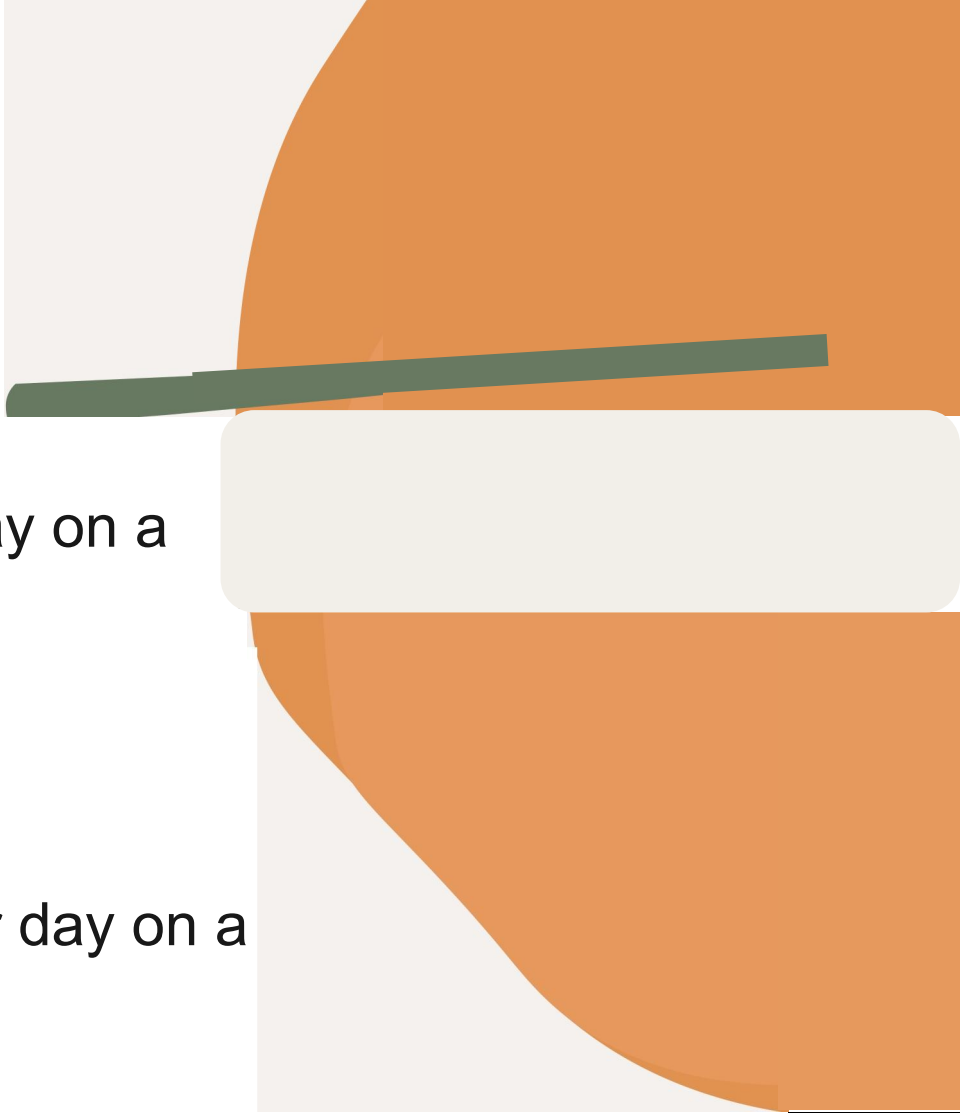


Adolescent Activities

For youth ages 12 up to 18 years

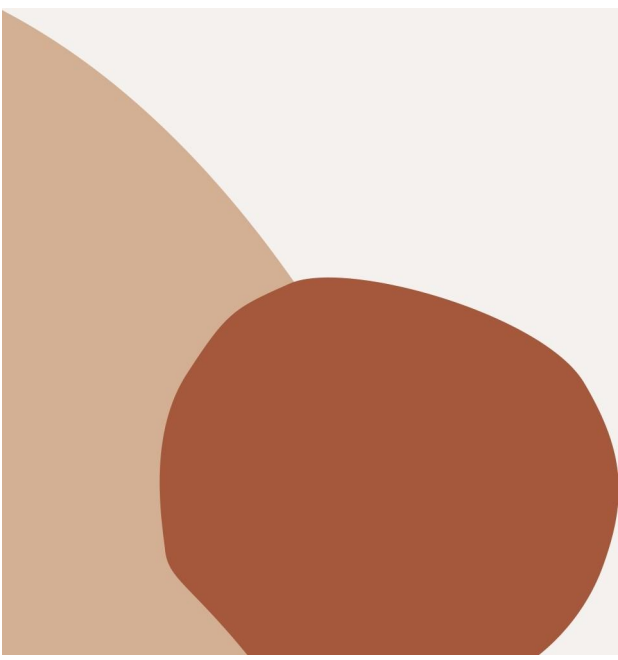
Adolescent Activities

- There is a lack of safe, fun spaces for middle school students, high school students, including those with special needs
 - Wasatch County Rec Center requires youth under 16 to be accompanied by an adult
 - Attempts to expand Boys & Girls Club to the secondary level has been challenged with finding host sites, leaving hundreds of thousands of grant dollars unused each year for after school Clubs, activities, staffing, supplies, snacks, etc.
- **Adolescent activities will include physical activities, STEM, gaming, arts, homework help, skill-learning, mentors, snacks, mental health supports, etc.** The goal is to provide a space specific to teens, with supervision, purpose, and FUN.



Childcare Programming

Flexible to fit each family's unique needs



Partial-Day program

Childcare provided for 4 hours or less per day on a consistent schedule

Full-Day Program

Childcare provided for 4.5 hours or more per day on a consistent schedule

Before- and After-School Program

Childcare and activities provided for school-aged children, K-12

Drop-In Program

Childcare provided on an as-needed basis with an hourly rate per child, per age of child

Rates

Rates are competitive and scholarships are available.

- Tuition will be at a fixed rate.
- Scholarships available
- Biannual fundraising events will provide scholarship opportunities





PROJECT STATUS:
PERMIT
ISSUE DATE:
Issue Date

CLIENT NAME:
**SCHOOL HOUSE
ACADEMY**
PROPERTY ADDRESS

PROJECT NUMBER: 22-08-12
DRAWN BY: BDP
APPROVED BY: CLIENT

SCALE
1/8" = 1'-0"
0" 1"
Not drawn to scale. Dimensions are approximate. All dimensions are in feet and inches. All dimensions are rounded to the nearest 1/4 inch.

SCHOOL

A1.0

