

**MINUTES OF LAYTON CITY
COUNCIL WORK MEETING**

AUGUST 20, 2020; 5:33 P.M.

**MAYOR AND COUNCILMEMBERS
PRESENT:**

**MAYOR JOY PETRO, ZACH BLOXHAM, TOM
DAY, DAWN FITZPATRICK, CLINT MORRIS,
AND DAVE THOMAS**

STAFF PRESENT:

**ALEX JENSEN, GARY CRANE, TRACY
PROBERT, CHAD WILKINSON, TIM WATKINS,
BRANDON RYPIEN, LON CROWELL, MORGAN
CLOWARD, KEVIN WARD, AND KIM READ**

The meeting was held in the Council Chambers of the Layton City Center.

Mayor Petro opened the meeting.

AGENDA:

COUNCIL MEMBER REPORT

Councilmember Thomas – nothing to report.

Councilmember Morris – nothing to report.

Councilmember Fitzpatrick informed the Council she participated in a meeting with Communities that Care this past week and announced the organization had received a \$100,000, two-year grant from the state which would allow the organization to have a presence at both Layton High School and Northridge High School. She stated a full time coordinator had been hired and mentioned the City's commitment of the original \$5,000 was all that would be required of the City.

She reported the City's Youth Council had volunteered during the summer at Open Doors completing landscaping and assembling food orders. She indicated the Youth Council was preparing for the upcoming year and announced interviews this year would be conducted via essay submissions allowing this year's participants to continue with the Youth Council.

Councilmember Bloxham – nothing to report.

Councilmember Day – nothing to report.

MAYOR'S REPORT

Mayor Petro stated she would be yielding her time for a budget update.

Tracy Probert, Finance Director, announced the City had received Sales Tax data earlier today completing the Fiscal Year, which ended June 30, 2020. He distributed a handout to the Council to refer to as he reviewed the figures. He announced the revenue came in better than anticipated in a normal year without the COVID-19 Pandemic. He continued to review figures on the handout and pointed out recognized revenue for both months of May and June came in higher than budgeted.

He reviewed the 2020 Monthly Sales Tax by Category for the last quarter and pointed out most had rebounded in the areas which previously recognized decreases and specifically mentioned restaurants, the mall, home improvement, retailers, grocers, fast food, gas stations, and online. He also referenced figures

specific to the month of June for this year and compared them to the previous two years and identified the difference in the dollar amounts and percentages.

He asked if there were any questions.

Councilmember Morris requested clarification identified as “other major retailers”. Mr. Probert responded these were other retail stores within the City with the exception of the big box and mall retail shops. He pointed out these stores also contributed to the success of the City.

The Council expressed appreciation to Mr. Probert for providing the information.

There were no other questions from the Council.

PRESENTATION – ECONOMIC DEVELOPMENT WEBSITE

Lon Crowell, Economic and Development, informed the Council Staff had been working on a new Economic Development website for the City this past year and was excited to announce and introduce the new website. He reviewed the process used by Staff and shared a visual presentation identifying how it could be used by the public. He explained the new website allowed Staff the opportunity to complete edits and add new information as needed. He reviewed the website and highlighted the following with the Council, which provided information specific to economic development for site visitors:

- News Bulletins
- Statistics for Layton City
- Data regarding Hill Air Force Base
- Business Testimonials
- Calendar of Events
- Maps & Information
- Economic Overview
- Demographics
- City Incentives
- Quality of Place, which included Recreation, Education, Healthcare, Housing, Entertainment, and Retail
- Information and history of Layton City

He expressed his Department’s excitement regarding the launch of the new website and suggested it would be a great tool in providing a response to many questions. A discussion followed regarding the information available on the website.

Councilmember Morris specifically inquired about the household income statistic and Mr. Crowell believed many good paying jobs would soon be coming to the City and pointed out any information provided by the Federal Government used for the website was always a year behind.

Councilmember Fitzpatrick asked if this website interfaced with the City’s website and Mr. Crowell responded the goal and intention was to eventually re-direct visitors from the City’s website to this specific website once “Economic Development” was selected.

Councilmember Bloxham inquired if there was any additional information specific to incentives which wasn’t available on the website which could be obtained directly by Staff and Mr. Crowell responded the website addressed these questions in general terms. He pointed out the Council could always direct Staff to negotiate a specific incentive for a certain employer, which, for obvious reasons couldn’t be addressed on the website. Mr. Bloxham expressed a desire for the same designer to re-design the City’s website and suggested the City move forward with another RFP for these services.

Mayor Petro requested other photos be considered other than the FrontRunner station photo and expressed her opinion it was overused. Councilmember Bloxham stated he desired UTOPIA Fiber highlighted more

throughout the website as it illustrated “progressiveness”.

Mr. Crowell stated the website had launched and was available to the public. The Council expressed appreciation to Mr. Crowell and other involved Staff.

PROPOSED AMENDMENTS TO LAYTON MUNICIPAL CODE – TITLE 19, ZONING; CHAPTER 19.11, MOBILE HOME PARKS AND TRAVEL VEHICLE PARKS; AND CHAPTER 19.12, OFF STREET PARKING

Chad Wilkinson, Community and Economic Development Director, reminded the Council Mr. Watkins had briefly shared an overview of proposed changes to the Off-Street Parking Ordinance during the work meeting on Thursday, August 6, 2020. He explained Staff had identified issues with the City’s outdated parking standards, specifically mentioning requirements for hair salons and office uses. He reported research completed by Staff to identify best practices included comparisons with municipalities similar to Layton and the parking manual completed by the Institute of Transportation Engineers. He concluded, based on this information, Staff was prepared to make recommendations to the City’s parking standards. He added the dimension and size of parking spaces had also been considered in the study.

He mentioned the City had been questioned by developers of multi-family developments regarding the City’s multi-family parking standards which they believed weren’t in line with the industry standard. He reported Staff had tasked an intern to conduct parking counts at various locations and at various times throughout the day. He also mentioned this part of the study coincided with the beginning of the pandemic shut-down which provided a good reflection of needed parking. He stated Staff had used this study in proposed adjustments to parking numbers for multi-family developments.

He mentioned one of the strategies identified in the recently adopted General Plan which called for the exploring and monitoring of the parking demand trends such as shared parking, alternative transportation strategies to support reductions in support of low-moderate housing developments.

Mr. Watkins, reviewed a summary completed by the intern and other planning Staff and reviewed the summary with the Council. He also reviewed the formula used to calculate the amount of required parking and reported Staff considered the peak demand (lowest vacancy count) for parking and Staff used the calculation on the highest demand, as opposed to an average, resulting in the recommendation of 1.75 parking ratio for 2-bedroom unit, 1.4 parking ratio for 1-bedroom unit, and 1.9 for 3-bedroom unit.

Mr. Wilkinson reviewed the proposed parking spaces specified in the land use table with the Council and emphasized this proposal was for multi-family and emphasized these rates weren’t proposed for single family.

He stated other changes to office use and retail were based on traffic engineer studies and identified five tools Staff was proposing to right-size parking for new development and reviewed them with the Council:

- Shared parking – two completely different uses sharing parking and explained what that would look like. He referenced Kays Crossing/UTA shared parking as an example. He explained peak parking demand would be considered for this use.

Councilmember Day expressed his opinion the 500 ft distance seemed quite a distance for people to walk and Mr. Wilkinson responded that was a pretty standard distance. He mentioned Staff could provide some maps to illustrate the distance. He continued to share considerations for shared parking and options for that use and a discussion followed.

Councilmember Fitzpatrick asked if safety had been taken into consideration with the 500 foot proposed difference and Mr. Wilkinson responded Staff would want to ensure that would be considered. Councilmember Fitzpatrick expressed her opinion the crossing of a large or busy road within the 500 ft would not be safe. She also asked if the shared parking would be a forever requirement specific to the property parcel in perpetuity and shared an example with how it could jeopardize future development. Mr.

Wilkinson responded a perpetual easement would be required for protecting the shared parking and didn't believe it would impede future development. He pointed out in addition to the distance requirement, there would also be a limit for the amount of parking that could be designated as shared. He clarified 500 ft was defined as the shortest available pedestrian route of access.

- Joint Use Parking – one development/parcel diverse uses. He explained this option would allow for peak parking demand for each land use and reviewed the formula to determine the parking requirement and whether this use would be allowed.

Mayor Petro suggested the table be available on the City's website for developers to reference.

- Administrative Parking Reduction - Zoning Administrator could grant the proposal once a certain requirements were met. He reviewed the different percentages for reduction and the respective requirements for each. He also reviewed the reduction available to be granted on behalf of the Land Use Authority and explained those requirements. He mentioned this could be applied in conjunction with development near the UTA FrontRunner station or other mass transit areas.

Councilmember Day asked if the City anticipated increased bus/transportation service throughout the City. Mr. Wilkinson responded this allowance had a very specific definition and reviewed it with the Council and explained the philosophy.

- Parking Exemption – he explained this would be applicable to existing buildings in a historic downtown urban district and reviewed the proposed criteria with the Council.
- Performance Parking – parking need based on an 18 month performance evaluation. He explained how this use could be granted allowing a probationary period for parking and reviewed the process under which it would be implemented. He indicated he had used this tool in other communities and stated it had been successful and a discussion followed. Mr. Wilkinson emphasized the owners/developers that had requested and used this in the past were very confident in their numbers when applying for this allowance. He also indicated specific requirements would be recorded with the property at the county.

Councilmember Morris expressed concern with these types of uses creating traffic demand issues for the surrounding streets.

Mr. Wilkinson requested the Council review the draft parking ordinance and contact him with any questions. He announced the ordinance would come to the Council for approval during its meeting on Thursday, September 3, 2020.

Mr. Wilkinson reviewed the dimensions of parking stalls included in the ordinance and indicated Staff was proposing a reduction in size. He reported the current size is 9x20 and the proposed requirement would be 9x18. He pointed out the importance of appropriate maneuvering space was more critical than the size of the parking stall. He also mentioned the City had also received guidance on diagonal parking dimensions and expressed confidence with what was proposed. He emphasized the importance of creating parking spaces for the average car size as opposed to the largest possible vehicle. He asked if there were any questions regarding the dimensions and there were none.

He announced parking space dimensions may be reduced in certain locations described in the General Plan Future Land Use Map and reviewed the Table reflecting dimensions, definitions and diagrams included in the ordinance with the Council.

Mayor Petro inquired about the incentive for electric vehicle charging stations. Mr. Wilkinson responded Staff hadn't considered those requests but was willing to if the Council so desired. Councilmember Fitzpatrick believed that inclusion would be appropriate and Mr. Wilkinson explained how he had seen these addressed. He stated he would bring a proposal specific to charging stations to the Council in the future.

Mr. Wilkinson reported Staff had reviewed garage dimensions for single and multi-family developments and would be proposing minimum dimensions. He also indicated bike parking standards were also being

proposed. He stated the stacking spaces for drive through and service windows such as those used by financial institutions and drive through restaurants would also be proposed.

Councilmember Fitzpatrick asked if the proposed minimum number of stacking spaces was appropriate since many restaurants had indicated they didn't intend to re-open for sit-down dining after the pandemic. Mr. Wilkinson responded this was something Staff would need to monitor.

Mr. Wilkinson briefly reviewed new design standards specific to parking structures and stated the new requirements were more aesthetically pleasing and encouraged wrapped parking.

He reported one issue which was not currently included in the parking ordinance was ADA parking and announced those standards would now be included in the City's ordinance as opposed to the building code.

He announced the parking standards specific to RV (recreational vehicle) parking had been removed from the Mobile Home Park section of code. He added the new code replaced the outdated standards and addressed minimum setbacks and lot location allowance.

He stated a public hearing had been advertised for Thursday, September 3, 2020, at which time the Council could adopt the Ordinance or if the Council needed more time or additional language was needed, it could be adopted at a later date following another work session.

Councilmember Day expressed his opinion the City hadn't addressed the parking specific to the industrial area of the City, specifically Sugar Street. Mr. Wilkinson stated he would present information pertaining to this issue during a future meeting. He reported there was correspondence from the Planning Commission regarding the issue and suggested it was more of an operational problem and a discussion followed.

FIRE STATION #4 UPDATE

Kevin Ward, Fire Chief, updated the Council on Fire Station 4. He announced the architect had been selected and Staff had been meeting with those representatives. He stated the plans had been completed with the architect and mentioned there would be slight variations to color and elevations; however, this was a good illustration of what the station would resemble. He reported an agreement regarding an easement with UDOT had been finalized which would allow the building to be constructed at a more appropriate location on the hill to the south.

He indicated the architect was finalizing all plans in order to move forward with advertising for bids around the end of the month. Bids would be requested for both a Project Manager and Construction Company. He stated the advertisement would be placed on the state's procurement site for 30 days followed by a review by Staff and the architect. He expressed his hope the groundbreaking would take place around the end of October or first week in November. He reminded the Council adequate funding had been appropriated for the project and was confident with the planning for this project.

Mayor Petro requested clarification of what would face Highway 89 and Chief Ward explained the trucks would pull out onto Valley View just north of the Gordon interchange which would provide easy access to the frontage road to go north or south or into the heart of the City. Councilmember Fitzpatrick asked if the construction of Highway 89 would allow for construction to begin on the fire station. Chief Ward responded the City had been working with UDOT and it had ensured access for the project and all involved were optimistic the fire station construction could be accommodated.

The meeting adjourned at 6:58 p.m.

Kimberly S Read, City Recorder