



Minutes of the TOD Work Session of the  
**Local Advisory Council of the Utah Transit Authority**

Wednesday, March 24, 2021, 2:30 p.m.  
held remotely via phone or video conference  
and broadcast live for the public via YouTube

**UTA Local Advisory Council Members Participating:**

Karen Cronin, Chair  
Clint Smith, First Vice-Chair  
Julie Fullmer, Second Vice-Chair  
Leonard Call  
Erik Craythorne  
Robert Hale  
Mark Johnson  
Troy Walker

**UTA Local Advisory Council Members Excused:**

Erin Mendenhall

UTA Board of Trustees members were present. Also attending were members of UTA staff and members of the public.

**Call to Order & Opening Remarks.** Chair Karen Cronin welcomed attendees and called the meeting to order at 2:31p.m., noting that this is an all-remote meeting as allowed through UTAH CODE § 52-4-207(4) due to the COVID-19 pandemic. The complete electronic meeting determination statement was read by Jana Ostler, UTA Board Manager, and is included as Appendix A to these minutes.

**Safety First Minute.** Sheldon Shaw, UTA Director of Safety and Security, gave a brief safety message.

**Transit-Oriented Development (TOD) Orientation and Discussion.** Carolyn Gonot, UTA Chief Executive Officer, introduced the TOD discussion and turned the time over to Paul Drake, UTA Director of Real Estate and TOD. Mr. Drake introduced the order of discussion, and the purpose and benefits of TOD.

UTA Board Chair Carlton Christensen asked a question about land use. Mr. Drake responded.

Mr. Drake informed the council that the TOD framework consists of planning, implementation, and management, and is a transparent process where decisions are linked to regional objectives and local vision. It involves objective criteria for selecting TOD sites and development partners. The Local Advisory Council plays a key role in the development of the plan.

The Council asked about density and local municipalities. Mr. Drake responded.

Jordan Swain, UTA TOD Project Manager, presented an overview of the Clearfield Station area plan from the planning stage to implementation, including the responses to the RFP and the master development plan. JJ Allen, City Manager for Clearfield City, confirmed that working with the local municipality worked well as a partnership. Mayor Mark Shepherd, Mayor of Clearfield City, reported that the process of the TOD plan works for the local municipality, for UTA, and for the developers. Mayor Shepherd also reported on Clearfield City's experience with bonding for the project.

The Council asked questions about bonding, parking structures, landowners, other development opportunities, lessons learned, and needed plan improvements. Mr. Swain and Mayor Shepherd responded. Discussion ensued.

Mr. Swain introduced the system analysis tool. The purpose of the system analysis tool is to assess the readiness of a station area for transit-oriented development, based on a manifold of key factors. Mr. Swain introduced the Utah Department of Transportation (UDOT), Wasatch Front Regional Council (WFRC), Mountainland Association of Governments (MAG), the University of Utah, and EcoNorthwest as partners using the system analysis tool. Lauren Victor of WFRC gave comments in support of the tool. Mr. Swain gave an overview of the system and analysis tool noting municipal support, accessibility, market strength, and the affordable housing need, and explained how the overall metrics work in determining a station location.

The Council did not have any questions.

Mr. Swain reported that the metrics for municipal support include station area planning; TOD-supportive zoning with density, parking, and mixed-use designation; affordable housing planning; and public financing. Accessibility metrics include transit accessibility, transit frequency, bicycle and pedestrian accessibility, and predicted mode share. Market strength metrics include developer/tenant interest, mid-term development potential, long-term development potential, and projected growth rate. Affordable housing need metrics include vulnerability and affordable housing supply.

Chair Cronin asked about the weighting of categories within the metric. Mr. Swain responded. Discussion ensued.

Mr. Swain reported that the output from the overall metric score creates three lenses to look at the projects which are overall, growth opportunity, and affordable housing need and suitability. Mr. Swain presented the overall rankings of the current sites being researched by UTA in each of the lens areas.

Mr. Swain introduced the TOD web tool which was created to give information on site selections for municipalities and developers. A basic overview of the website was given.

Mr. Swain reported that the purpose of station area planning is to establish a basis for the area surrounding a station that may be used to direct and cohere the development of individual properties near that station. It is a plan adopted by the relevant municipality or county that establishes and preserves a vision for areas within one-half mile of a station. The one-half mile area is accessible to all modes of transportation, is a 15-minute walk/bike shed, and is defined by natural and artificial barriers. Funding sources included Transportation Land Use Connection (TLC), Federal Grants, local match, internal funding, and miscellaneous sources. Ms. Victor presented an overview on the TLC program's use within the Wasatch Front.

Chair Christensen asked a question concerning applications to the TLC funding. Ms. Victor responded. Discussion ensued.

Mr. Swain reported that the general process of station area planning includes an existing conditions analysis, community engagement, a shared vision, and then an implementation plan. The existing conditions analysis includes the built environment, socioeconomics, station access, real estate market, and affordable housing. Community engagement consists of opportunities for public and private stakeholders to provide feedback within design charrettes, workshops, open houses and surveys. A shared vision includes land uses and infrastructural improvements. The implementation plan prioritizes the schedule of tasks necessary for the vision.

The Council asked questions on the weighting of different stations and agreements. Mr. Drake responded. Discussion ensued.

Mr. Drake presented projects currently in progress within the TOD program which include the Sandy Civic Center Station (East Village Apartments), Jordan Valley Station (Novi Apartments), South Jordan Station (SoJo), 3900 South Meadowbrook Station (The Hub of Opportunity), Jordan Valley Station (Upper West I), and Sandy Civic Center Station (East Village 3).

Member Walker asked a question about the size of building structures. Mr. Drake responded. Discussion ensued.

Mr. Drake presented the current pipeline of projects which include Clearfield Station, Salt Lake Central Station, Ogden Central Station, Provo Station, West Jordan City Center, Midvale Fort Union and Center Street Stations, Murray Central Station, Woods Cross Station, Roy Station, American Fork Station, and Orem Station.

The Council made comments of thanks for the presentation and the TOD process. Discussion ensued.

**Adjournment.**

The meeting was adjourned at 4:32p.m. with a motion by Member Walker, a second by Member Johnson, and a unanimous vote in favor.

Transcribed by Stephanie Withers  
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*This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at <https://www.utah.gov/pmn/sitemap/notice/665223.html> for entire content.*

*This document along with the digital recording constitute the official minutes of this meeting.*

Approved Date:

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Karen Cronin

Chair, UTA Local Advisory Council

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**Appendix A**

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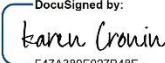
**UTAH TRANSIT AUTHORITY  
ELECTRONIC MEETING DETERMINATION**

Consistent with the Utah Open and Public Meetings Act, (UTAH CODE § 52-4-207.4), as the Chair of the Local Advisory Council ("Council") of the Utah Transit Authority ("UTA"), I hereby make the following written determinations in support of my decision to hold electronic meetings of the UTA Local Advisory Council without a physical anchor location:

1. Due to the ongoing COVID -19 pandemic, conducting Local Advisory Council meetings with an anchor location presents a substantial risk to the health and safety of those who may be present at the anchor location.
2. Federal, state, and local health authorities continue to encourage institutions and individuals to limit in-person interactions.

This written determination takes effect on March 24, 2021, and is effective until midnight on April 23, 2021, and may be re-issued by future written determinations as deemed appropriate.

Dated this 18<sup>th</sup> day of March 2021.

DocuSigned by:  
  
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Karen Cronin, Chair of the Local Advisory Council