Mapleton City Planning Commission Staff Report

Meeting Date: November 12, 2009

Item: 2 **Applicant:** Robin Metler **Zone:** RA-2 **Parcel #:** 46:531:0001 **Prepared by:** Matt Brady **Council Action Required:** No	**REQUEST** Robyn Metler requests approval of a Home Occupation Permit for Red Robyn Preschool located at 425 East 1300 North in the RA-2 Zone.

FINDINGS OF FACT:

1. Home occupations that involve clientele visiting the business must be approved by the Planning Commission (see Mapleton City Code 18.84.380(G)(3)).
2. The Planning Commission may attach conditions to the Home Occupation Permit which relate to "*health, safety and quality of the residential environment*" (see Mapleton City Code 18.84.380(E): Planning Commission May Attach Conditions).
3. The Applicant is requesting approval of a home occupation permit for a preschool, with 12 students proposed (see Attachment #1 – Home Occupation Permit Application for more information). One employee is proposed. Entrance is proposed from the rear basement entrance to the home.
4. An inspection by the Fire Inspector is still pending.

STAFF ANALYSIS:

1. According to the plans submitted by the Applicant, the total living area of the home is approximately 3,569 square feet. According to the plan, the room to be used for the home occupation is approximately 513.78 square feet, or approximately 14.4% of the home. Mapleton City Code 18.84.380(D)(3) states: "*The home occupation shall occupy not more than the equivalent of twenty five percent (25%) of the living area of the dwelling or five hundred (500) square feet, whichever is less. This shall also apply to detached structures.*" It is the opinion of Staff that not more than 500 square feet should be used for the home occupation.
2. Mapleton City Code 18.84.380(D)(7) states: "*Not more than six (6) cars (including those owned by the resident family) may be parked at the residence at any one time and such vehicles shall be parked within the driveway or in front of the residence. Clients of the home occupation shall not park or store vehicles at the premises overnight.*" It is the opinion of Staff that the intent of this ordinance section is to limit the number of cars outside the garage to no more than six.
3. Mapleton City Code 18.84.380(D)(11) states: "*Entrance to the home occupation from outside shall be through the same entrance normally used by the residing family except when a separate entrance may be required by regulation of the state health department or other public agency. The garage door shall not be used to satisfy this requirement.*" The Fire Department Inspector may determine whether the rear door entrance to the basement is the preferable entrance for safety.

RECOMMENDED ACTION:

Staff recommends approval of the home occupation with Conditions.

CONDITIONS OF APPROVAL:

1. Not more than 500 square feet shall be used for the home occupation.
2. The maximum number of vehicles to be parked outside the home shall be 6 at any one time.
3. Inspection for the home occupation must be passed by the Fire Inspector.
4. The proposed rear entrance must be approved by the Fire Inspector, otherwise the front door shall be used.
5. Occupancy limits shall not exceed those specified by International Fire Code, as determined by the Fire Inspector.
6. That the Applicant comply with all other requirements of Mapleton City Code 18.84.380: HOME OCCUPATIONS.

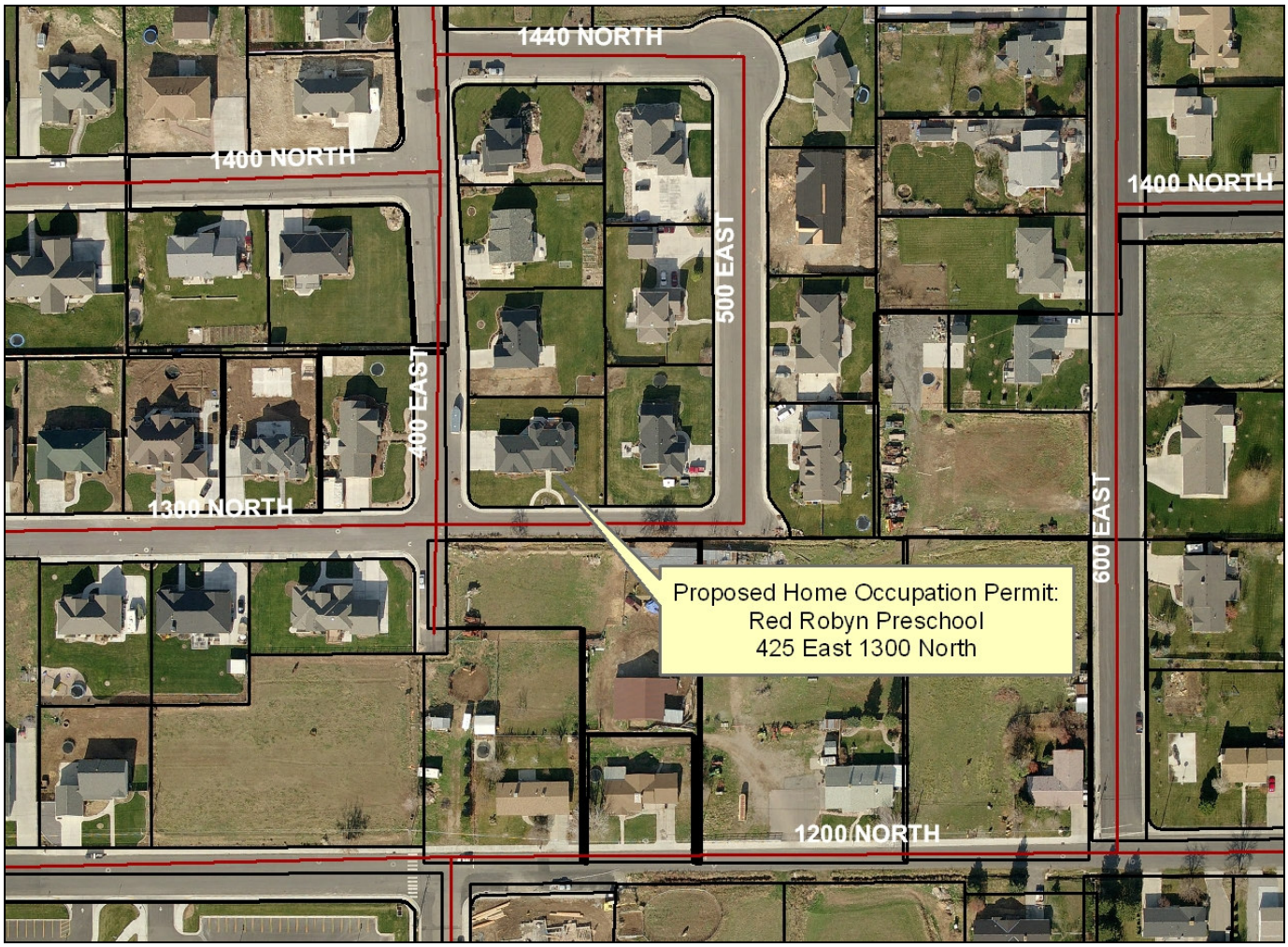
ALTERNATIVE ACTIONS:

1. The Planning Commission may Deny the Home Occupation Permit. Reasons for denial should be stated in the motion.
2. Continue to a Future Meeting Date: This action could be based upon findings that additional information is required prior to rendering a decision or to further consider information.

ATTACHMENTS:

1. Home Occupation Permit Application.

VICINITY MAP:



SITE PHOTOS:

Looking northeast at the Metler home – 425 East 1300 North

Looking east at the Metler home

Looking west at the Metler home down 1300 North Street

Attachment #1

Mapleton City Corporation
125 West Community Center Way (400 North)
Mapleton, UT 84664
Phone: (801) 489-5655 Web: www.mapleton.org
Fax: (801) 489-5657

BUSINESS LICENSE APPLICATION

BUSINESS LICENSE NUMBER

☐ Commercial Business ☒ Home Occupation Business ☐ Itinerant/Solicitations ☐ Temporary/Seasonal Sales

Name of Business: Red Robyn Preschool	Business Phone Number: (801) 491-9807 Business Fax Number: Email Address: redrobynpreschool@gmail.com
Business Address: 425 East 1300 North - Mplton	Mailing Address:

State Registration:		State Tax # (if applicable)	Corporation # (Must attach a copy of Articles of incorporation)	Federal Tax ID # (if applicable)
☐ Sole-Proprietor ☐ Corporation ☐ LLC ☐ LP ☐ LLP	DBA # Expires / /			

Business Owner Name(s)	Owner's Address	Owner's Phone Number(s)
Robyn Metler	Street: 425 East 1300 N. City: Mapleton State UT Zip 84664	(801) 491-9807 (801) 404-0471

Nature of Business: ☐ Manufacturing ☐ Wholesale ☐ Retail ☐ Services ☒ Daycare/Preschool – Number of children 12

☐ Other _____

Number of Full-time Employees (exclude self): 0 Number of Part-time Employees (exclude self): 1 Total Number 1

Briefly describe your business: 1 session of preschool, 3 days a week, 2½ hrs. a day

Initial License fee rates:

- Commercial Business License - $100
  Plus - $25 per employee
- Home Occupation License - $100
  Plus - $25 per employee
- Itinerant/Solicitations - $50 per day/per employee
- Temporary/Seasonal Sales
  Administrative Approval - $50
  Planning Commission Approval - $100

$_____

The receipt for payment of license fees does not constitute being approved to operate a business. The actual license will only be issued when all inspections are complete and approved. Business Licenses expire annually on December 31st. Renewal is the responsibility of the business owner. Failure to receive a renewal notice does not excuse this responsibility. License renewal fees are due on or before January 1st. Any license fee not paid within thirty (30) days of the due date will be issued a late fee.

I hereby agree to conduct said business strictly in accordance with the Laws and Ordinances set forth by Mapleton City, Utah County, the State of Utah, and Federal standards, covering such business, and swear under penalty of law that the information contained herein is true to the best of my knowledge. I also agree that no other type of business will be conducted other than what has been stated above.

X Robyn Metler 08-05-09
Signature Date

THIS SECTION FOR OFFICE USE ONLY

Planning & Zoning	Date:	Zone:	Signature:	Approved Yes / No
Police Department	Date:	Comments:	Signature:	Approved Yes / No
Fire Department	Date:	Comments:	Signature:	Approved Yes / No

Comments From Planning & Zoning:

Robyn Metler
425 E. 1300 N.
Mapleton, UT 84664

October 15, 2009

To Whom It May Concern:

I am interested in obtaining a business liscensed to run a preschool from my home. The name of the preschool will be Red Robyn Preschool. I will take up to 12 children. I taught 1st and 2nd grade for Provo School District and now I want to run my own preschool. I graduated from BYU in Elementary Education. There will always be 2 teachers at preschool. I am there every day and then I have a parent volunteer each day. Tuition is $85 a month and preschool will run October through May. I will only teach one session of preschool. School will run from 9:30 am to 12:00 pm on Tuesday, Wednesday and Thursday. I attended a class at the Bureau of Childcare Licensing in Provo. They told me that if children were in my home less than 4 hours a day I didn't need to get a state license. Preschool is only 2 ½ hours, 3 days a week. The schedule will be as follows:

9:30-10:00	Question of the day and self-start
10:00 – 10:45	Free play and snack
10:45 – 11:15	Circle time/calendar/sharing
11:15-11:45	Centers
11:45 – 12:00	Music

Parents will park on the south and west side of my house, going with the flow of traffic. No one will park in the drive way. That way they don't have to back up and risk injury to a child. When preschool ends, I will walk the children outside and wait by my garage, walking each student to their vehicle. Parents will provide the daily snack. I will ask that it be store bought and not too sugary.

In addition to basic preschool curriculum (abc's, numbers, colors, shapes) I will also include: fine motor skills, fine arts, classical music, movement and rhythm, poetry, and geography. I love teaching and I am very excited to be starting my own preschool. I have had neighbors begging me for years to do this. Thank you for your consideration in this.

Robyn Metler

Policies and Guidelines

1. **Registration:** A $40.00 registration fee will be due by _____**DATE**_____. This is a non-refundable fee to be used for preschool supplies. The forms (yellow paper) and registration fee may be mailed or dropped off at Miss Robyn's house. If I don't have your form by the 13th, I will assume your child is not attending Red Robyn Preschool.

2. **Tuition:** The tuition payment of $85.00 a month is due by the 5th of each month. Tuition is calculated by the number of days we are in session during the year and is divided into 9 equal payments. **Please make checks payable to Robyn Metler.** The bank will not take a check made out to Red Robyn Preschool.

   a. If your child is enrolled after school has begun, tuition will be prorated for the current month only-the following payments will be $85 per month. No tuition adjustments will be made for vacations, illnesses, holidays, etc.
   b. Any tuition payment made after the 5th of the month will need to include an additional $5 late fee. If late payment arrangements are not made with me by the 10th of the month, your child may be subject to dismissal.

3. **Additional Fees:** An additional fee may be assessed if your child arrives at preschool more than 5 minutes before or is picked up more than 5 minutes after a regularly scheduled session. Having each child arrive and leave on time is very important to the success of our preschool.

4. **Illnesses:** Children who show evidence of being ill at school will be isolated until the parent can return for them. If you think your child may be contagious, PLEASE KEEP THEM HOME THAT DAY.

5. Each child enrolled must be potty trained before being accepted in Red Robyn Preschool. NO EXCEPTIONS!

6. Please don't let your child bring toys from home to preschool.

Please feel free to call or email (redrobynpreschool@gmail.com) Miss Robyn (491-9807) at any time with all questions or concerns that you might have.

Robyn Metler

Contract and Release Form

As a parent of one or more students in Red Robyn Preschool, I agree to the following:

1. Miss Robyn or Miss Amanda may render first aid to my child, and may call for emergency paramedics at my cost if deemed necessary in their judgement. The parents will then be notified as soon as possible.

    a. I understand that Miss Robyn and Miss Amanda are trained in first aid and feel confident in administering minor first aid.

2. Miss Robyn and Miss Amanda have my permission to take my child/children on well planned and supervised field trips as part of the educational experience provided by the preschool. I also agree that transportation for these field trips may be provided by either private or public transportation.

3. Miss Robyn and Miss Amanda will take all reasonable precautions to ensure the safety and health of all students attending the preschool each day; in the unlikely event that a problem should arise, I release Miss Robyn and Miss Amanda and their families of any liability and will maintain my own insurance while my child/children attend Red Robyn Preschool.

I have read and understand the policies and guidelines for Red Robyn Preschool as well as this release form. By signing below, I also agree to the terms listed in these forms.

Enrolled Child/Children: _____

Parent's Signature: _____

Today's Date: _____

Please return this paper with your registration fee. Tuition will be due at the beginning of September.

Child's Information Sheet

Child: Name:_____ Age: _____

Address: _____

Birthday: (MM/DD/YY) _____

Mother: Name: _____ Occupation: _____

Place of Occupation: _____

Phone #'s: Work: _____ Home: _____ Cell: _____

Email Address: _____

Do you check email often: yes _____ no _____

Father: Name: _____ Occupation: _____

Place of Occupation: _____

Phone #'s: Work: _____ Home: _____ Cell: _____

Person to contact in case of emergency if parents can't be reached:

Name: _____ Phone: _____

Who is authorized to pick up your child: _____

_____

Medical needs of your child, if any (include allergies, medications, asthma, etc.): _____

_____

Is your child current on his/her immunizations? Yes _____ No _____

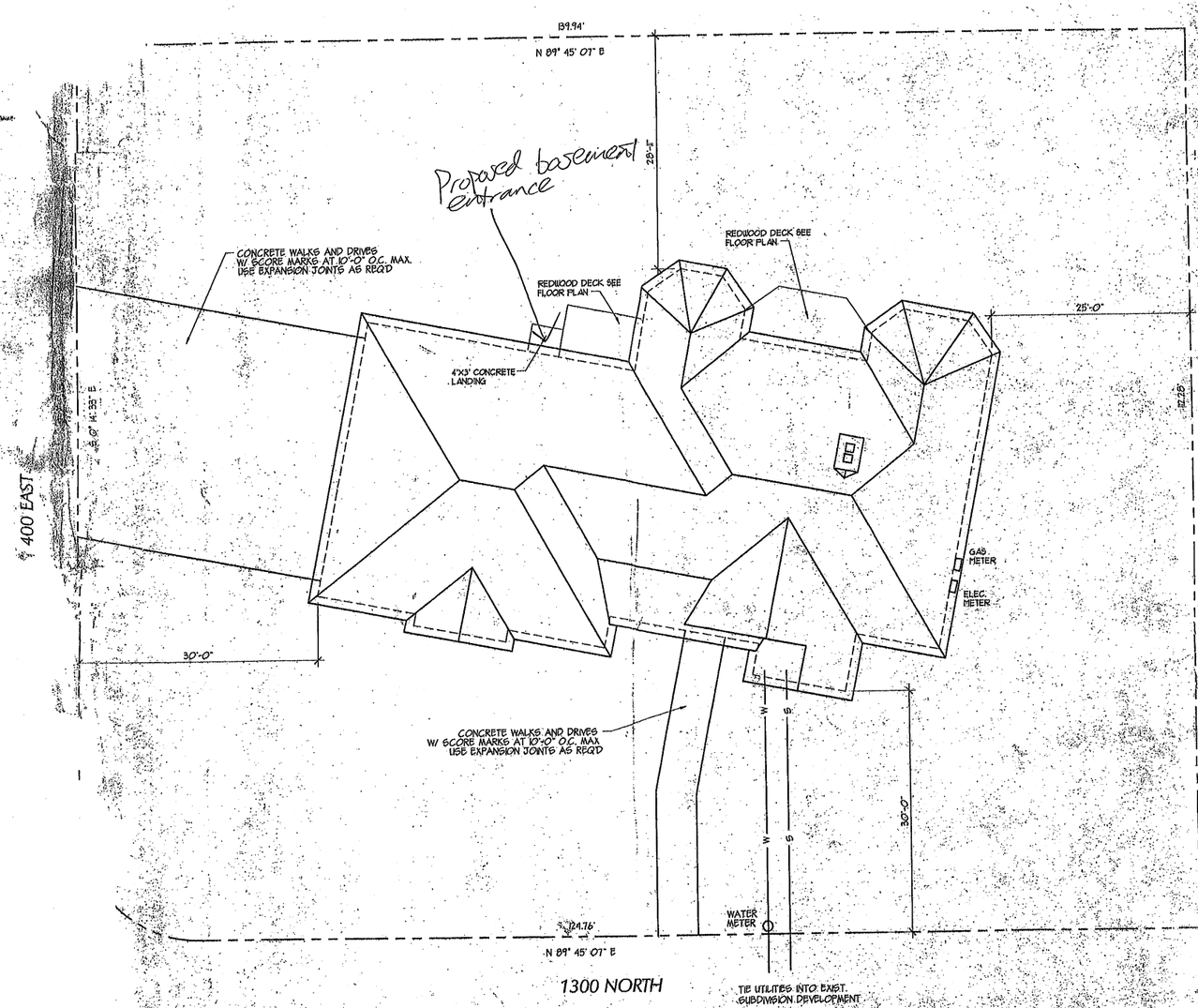
My child is right handed: _____ Left handed: _____

Please explain any special needs that your child might have:

_____

What I hope my child will learn from this preschool experience:

_____



SITE PLAN
SCALE: 1/8" = 1'-0"

SUBDIVISION INFORMATION	
CITY:	MAPLETON
SUBDIVISION:	
LOT #	1
LOT SIZE	15643 SQ. FT.

INDEX	
A1	COVER SHEET / SITE PLAN
A2	BASEMENT / FTG. & FND. PLAN
A3	FLOOR PLANS
A4	EXTERIOR ELEVATIONS
A5	EXTERIOR ELEVATIONS
A6	BUILDING SECTION
A7	UTILITIES PLAN / ROOF PLAN

NEW RESIDENCE FOR
STEVE METLER
MAPLETON, UTAH

425E 1300N

CURTIS MINER ARCHITECTURE
357 EAST 1200 SOUTH
OREM, UTAH 84058
PHONE: (801) 225-7907
FAX: (801) 225-0040
curtisminerarch@dslextreme.com

DATE: FEBRUARY 2030
PROJECT #: 0NA9965
DRAWN BY: ABG
CHECKED BY: CNM

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PROTECT
APR 17 2030
MAPLETON CITY RECEIVED
BUILDING DEPT.

STEVE METLER
RESIDENCE
MAPLETON
UTAH

SHEET DESCRIPTION: SITE PLAN

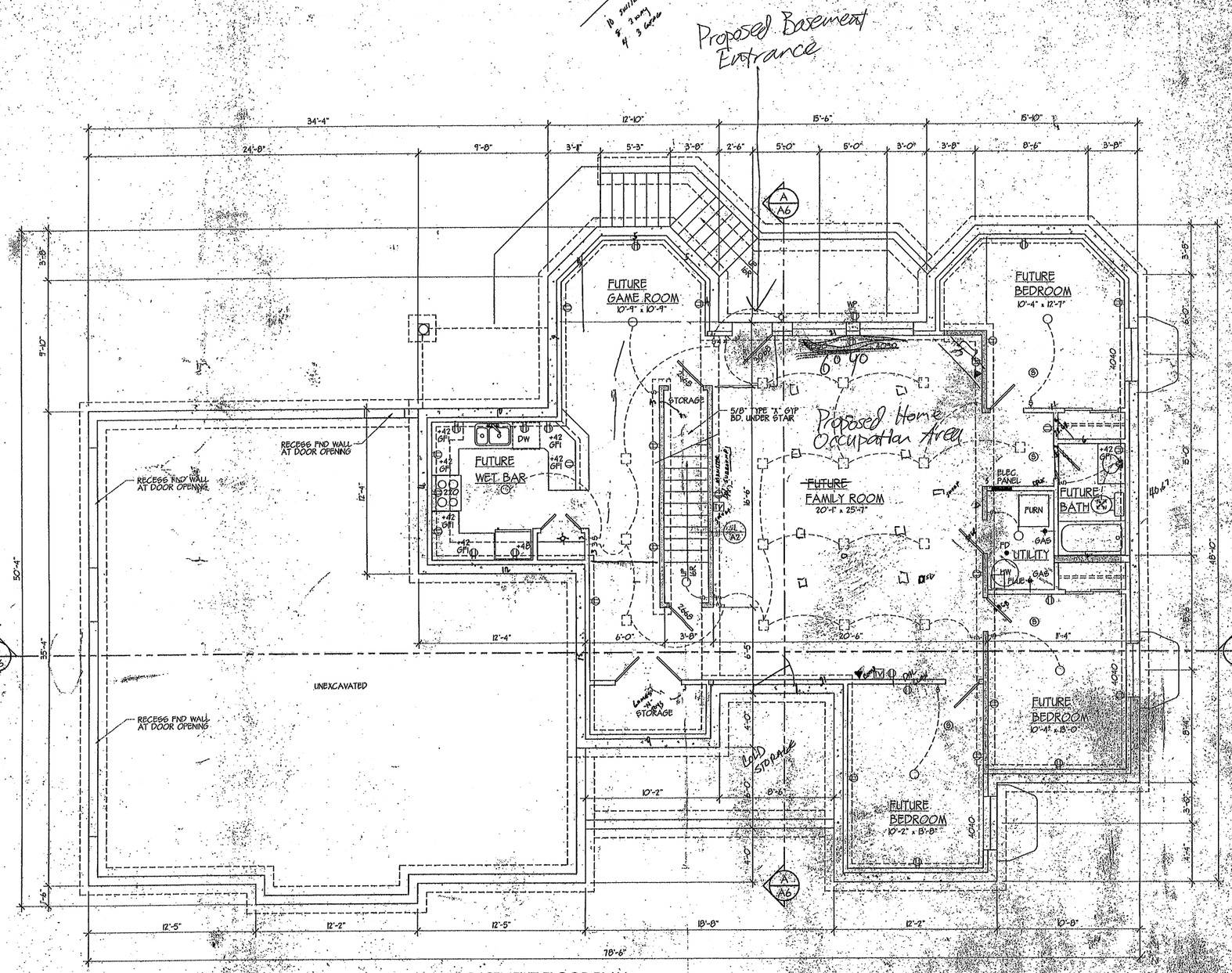
SHEET: A1

218 outlets
5 light
12 cans
3 phone
3 TV/phone
2 single switch
3 double switch
4 triple switch
1 power panel

10 switches
8 3 way
4 3 gang

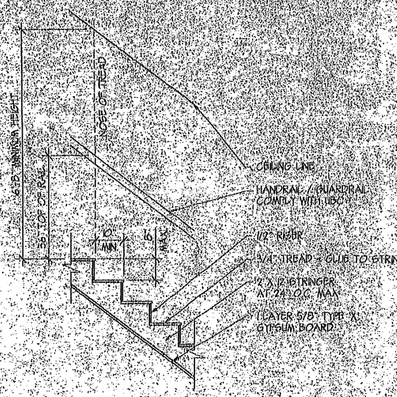
200 ft. bar
36 stick casing

31



BASEMENT FLOOR PLAN

SCALE: 1/4" = 1'-0"
1787 SQUARE FEET



TYPICAL STAIRWAY DETAIL

NOT TO SCALE

FOOTING AND FOUNDATION SCHEDULE
1. EXTERIOR WALL FOOTING:
20" X 10" CONTINUOUS FOOTING WITH (2) #4 BARS CONTINUOUS
2. INTERIOR WALL FOOTING:
16" X 10" CONTINUOUS SHOVEL FOOTING WITH (2) #4 BARS CONTINUOUS
3. FOUNDATION WALL:
8" WIDE X 8'-0" TALL WITH #4 BARS AT 24" O.C. EACH WAY
4. ANCHOR BOLTS:
1/2" X 10" ANCHOR BOLTS AT 32" O.C. UNLESS SPECIFIED OTHERWISE BY SHEARWALL SCHEDULE

GENERAL NOTES

A. BOTTOM OF FOOTING SHALL BE 30" BELOW GRADE MINIMUM
B. PROVIDE METAL WINDOW WELLS MECHANICALLY FASTENED TO FOUNDATION WALL & 10" CLEAR SPACE FROM FOUNDATION WALL DRAIN GRAVEL AT BASE

CURTIS MINER ARCHITECTURE
357 EAST 1200 SOUTH
OREM, UTAH 84058
PHONE: (801) 229-7907
FAX: (801) 229-0040
cmarchitecture@uswest.net

DATE: FEBRUARY 2000
PROJECT #: CMA9965
DRAWN BY: ABB
CHECKED BY: CNM

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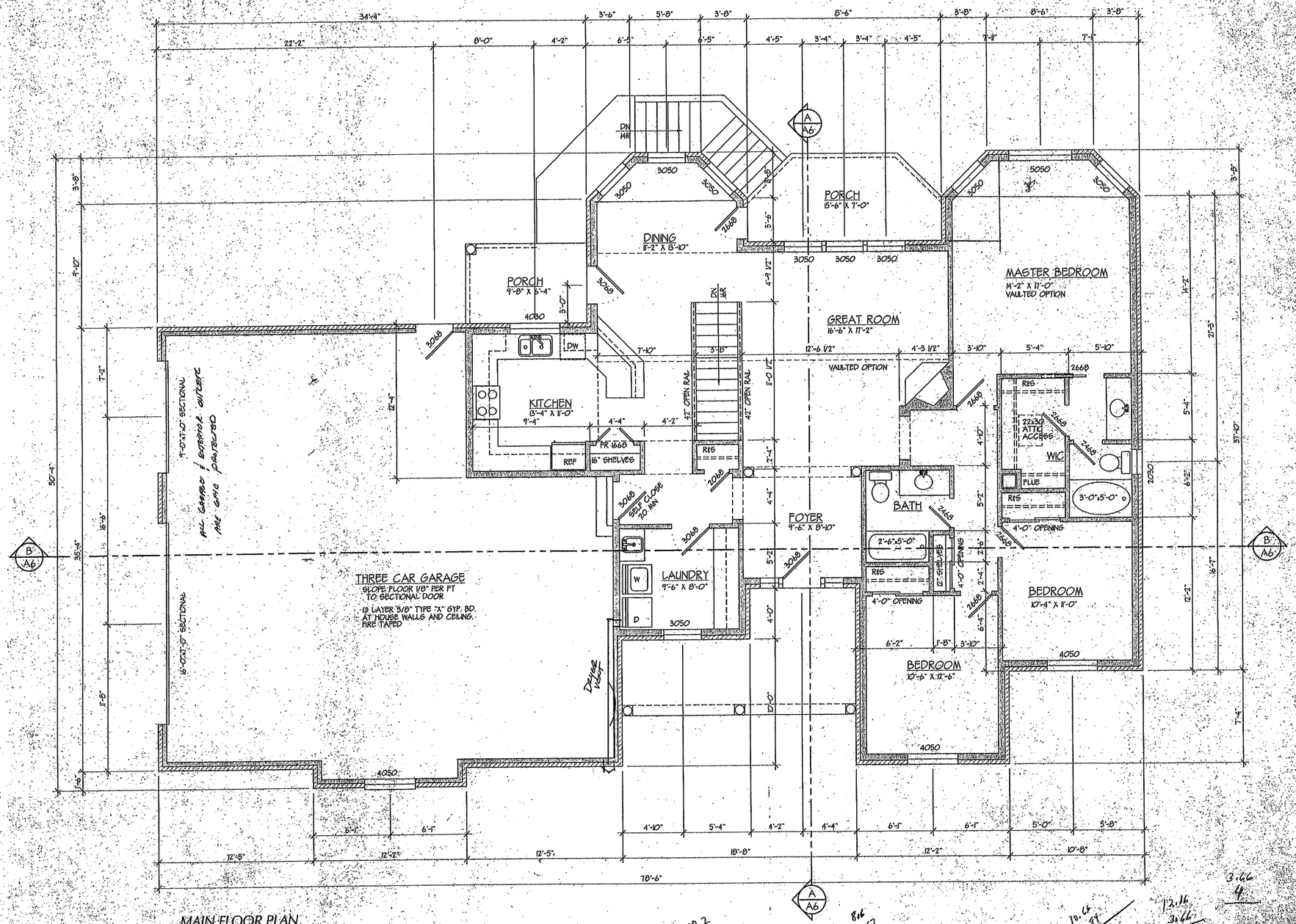
PROJECT:
STEVE METLER RESIDENCE
MAPLETON, UTAH

APPROVED APR 17 2000 MAPLETON CITY BUILDING DEPT. BILL JONES

SHEET DESCRIPTION: BASEMENT PLAN FRAMING PLANS

SHEET: A2



MAIN FLOOR PLAN

SCALE: 1/4" = 1'-0"
1182 SQUARE FEET

CURTIS MINER ARCHITECTURE
357 EAST 1200 SOUTH
OREM, UTAH 84058
PHONE (801) 229-7902
FAX (801) 229-0140
cminarchitecture@iswest.net

DATE: FEBRUARY 2000
PROJECT #: CMA9965
DRAWN BY: AD6
CHECKED BY: CNM

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PROJECT: STEVE METLER RESIDENCE
MAPLETON, UTAH

APPROVED
APR 17 '00
MAPLETON CITY BUILDING DEPT.

SHEET DESCRIPTION: MAIN FLOOR PLAN

SHEET: A3