

**WOODS CROSS PLANNING COMMISSION MEETING
JANUARY 26, 2021**

The minutes of the Woods Cross Planning Commission meeting held January 26, 2021 by Zoom Conferencing.

CONDUCTING: Curtis Poole

COMMISSION MEMBERS PRESENT:

Curtis Poole, Chairman	Ryan Larsen
Mike Doxey	Joseph Rupp
Eric Jones	Gary Sharp
Jessica Kelemen	

STAFF PRESENT:

Tim Stephens, Community Development Director
Bonnie Craig, Secretary
Matt Terry, City Council Member

VISITORS:

LeGrande Blackley	Emily Brucks	Todd Thomas
Ryan Kirkham	Travis Hahn	Brian Myers
Bruce Thomas	Ryan Thomas	Brandon Atkinson
Don Schrader		

APPROVAL OF MINUTES

Chairman Poole called for the review of the minutes of the Planning Commission meeting held January 12, 2021.

Following the review of the minutes, Commissioner Larsen made a motion to approve the minutes as written with Commissioner Jones seconding the motion and all voted for the motion through a roll call vote.

OPEN SESSION

Chairman Poole opened the meeting to items from those present that they would like to bring before the Commission that were not on the agenda.

There was nothing for the open session and Chairman Poole closed the open session.

TRAVIS HAHN LLC HOME OCCUPATION—867 WEST 1600 SOUTH—TRAVIS HAHN

Mr. Tim Stephens, the Community Development Director, reviewed this agenda item with the Commission.

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He noted this applicant is proposing to operate a home maintenance and handyman service from his home in an R-1-8 zone. The home is located in the Woods Cross Town Centre, in one of the cottage homes. He noted the applicant will have a home office and utilize the garage for the home business. He noted supplies and materials will be stored in the garage.

Following the review, Mr. Travis Hahn joined the discussion to answer questions from the Commission.

The Commission asked if there were any materials or supplies used for this business. Mr. Hahn said yes, he does have materials and supplies he uses but he usually just picks them up from Home Depot and takes them to the job and uses them on site. He also said he has tools that he stores in the trunk of his car.

The Commission also asked Mr. Hahn if he was the only one that would be working for the business and he said yes, it was only him that would be working in the business.

The Commission asked Mr. Hahn if the conditions were acceptable to him. Mr. Hahn said he was acceptable to the conditions and he would not be doing any other type of business out of his home, other than the home office. Mr. Hahn asked if he needed a fire inspection done, and it was noted that it is standard to have a fire inspection done for a new business.

There were no further questions and Commissioner Kelemen made a motion to approve the conditional use for Travis Hahn LLC with the following conditions:

1. At no time may the home business negatively impact the adjacent properties or neighborhood.
2. Applicant's business operation shall be in conformance at all times with any government agency having jurisdiction over the business or subject property.
3. At no time may any building/demolition or other materials associated with the business be stored or staged outside the home.
4. Applicant shall obtain a South Davis Metro Fire inspection approval and submit the same to the city prior to issuance of a business license.
5. Applicant shall obtain and maintain a Woods Cross City Business License.

Commissioner Sharp seconded the motion, and all voted for the motion through a roll call vote.

**HEIDI NOAH FURNISHINGS HOME OCCUPATION—1819 WEST 1500 SOUTH—
EMILY BRUCKS**

Mr. Stephens reviewed this item with the Commission. He noted this applicant is proposing to operate a home décor furnishings business from her home located in the Mountain View Estates Subdivision. He noted the applicant had indicated the retailing of small home décor items such as mirrors, art, vases, frames, seasonal décor, rugs, lamps, etc. He noted the applicant said items

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will be purchased online and then they will be shipped to her home and customers will then come to her home to pick up the items.

Mr. Emily Brucks then joined the discussion to answer any questions the Commission may have.

The Commission asked how many customers would be coming to the home. Ms. Brucks said she anticipates maybe one or two customers a week. She said they would be parking in her driveway so there would not be concerns about customer parking. She said she is only offering local pick up and would be operating around dinner time and on Saturdays because she has another full time job, so she needed to work around her full time work hours. She also said she has children so there would be no late night deliveries so as not to disturb her family.

The Commission asked her about deliveries coming to her home. She said she would be having UPS and FED EX delivering her items, but she said that all deliveries to customers would be picked up by them.

There were no further questions and Commissioner Jones made a motion to approve the home occupation for Heidi Noah Furnishings with the following conditions:

1. At no time may the home business negatively impact the adjacent properties or neighborhood.
2. Applicant's business operation shall be in conformance at all times with any government agency having jurisdiction over the business or subject property.
3. Applicant shall obtain a South Davis Metro Fire inspection approval and submit the same to the city prior to issuance of a business license.
4. Applicant shall obtain and maintain a Woods Cross City Business License.

Commissioner Larsen seconded the motion, and all voted for the motion through a roll call vote.

MK CHINESE TUTORING HOME OCCUPATION—1858 W 2030 S—RYAN KIRKHAM

Mr. Stephens noted this applicant is proposing to operate a home business involving in person or online Chinese language tutoring in the Chinese Immersion Program for children K-9. He noted the home occupation will involve a computer, office, supplies, books, and TV screen. It was also noted that some of the students may be tutored in the home and there may be eight students per session. Mr. Stephens also said the applicant has indicated that in-person language training would only occur as present health conditions permit.

Commissioner Sharp noted he would not be participating in this discussion and said he had sent a note to Chairman Poole and Mr. Stephens to let them know.

Mr. Ryan Kirkham joined the meeting to answer any questions the Planning Commission might have for him.

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Mr. Kirkham thanked the Commission for the opportunity to speak with them. He said he had spoken with his neighbors to let them know he and his wife would be doing this business within their home. He also said that he had contacted the South Davis Metro Fire Agency about getting a fire inspection done. He said they are working with over 100 students and there are planning on having about 3-4 sessions per day depending on schedules of the students and their parents. He also noted they have been very aware of COVID and they sanitize everywhere after every session. He also noted they hold sessions online when COVID has presented problems with in-person learning.

Mr. Stephens asked if there had been any problems with pick-up or drop-off of the students in the neighborhood. Mr. Kirkham said there had not been any issues with pick-up or drop-off, but there had been students that had experienced difficulties finding his home.

Chairman Poole asked what the drop-off process was like. Mr. Kirkham said that their classes are stacked but there had been no issues with cars blocking the road. He said if there are too many cars at once, he has asked them to park on the main road to alleviate congestion.

Commissioner Kelemen asked Mr. Kirkham how long the sessions were. Mr. Kirkham said they have a variety of school age children attending the sessions are about 1-1½ hours long. He said parents usually drop off the children for the session and then leave and come back to pick them up so there are usually no cars waiting on the street.

Commissioner Rupp asked how many students Mr. Kirkham had at one time. Mr. Kirkham said he has 8 and sometimes 9. It was noted that there only 8 students allowed at one time for sessions like this as outlined in the city ordinance. Mr. Kirkham said he could adjust the class size to make sure he was only accommodating 8 students per class.

Commissioner Jones asked what the age ranges are for the children attending the classes. Mr. Kirkham said the classes are broken down usually by grade so there is a K-2 class, and a 3, 4, 5, and 6, grade classes as well as 2 or 3 junior high classes with 9th graders prepping for testing.

Commissioner Jones also asked what the hours are for the classes. Mr. Kirkham said the classes usually begin right after school and the latest class ends at 9:00 P.M.

The Commission also asked if any of the neighbors had issues with the classes being held. Mr. Kirkham said there had been no negative comments and one of the neighbors even signed their daughter up for the classes. He said he had spoken with the neighbors and told them he would be willing to make any changes necessary if there were any problems with the classes being held at his home, but so far there had been no negative feedback.

The Commission also asked Mr. Kirkham if he were agreeable with the conditions and Mr. Kirkham said he had no problems with the conditions and would make the adjustments needed to keep the class sizes to 8 students per session.

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There was no other question from the Commission and Commissioner Rupp made a motion to approve the home occupation for MK Chinese Tutoring with the following conditions:

1. At no time may the home occupation negatively impact the adjacent properties or the neighborhood.
2. Applicant's business operation shall be in conformance at all times with any government agency having jurisdiction over the business or subject property.
3. Applicant shall obtain and maintain a Woods Cross City Business License.

Commissioner Sharp seconded the motion, and all voted for the motion through a roll call vote.

MOFFAT-THOMAS INDUSTRIAL SUBDIVISION PLAT-1237 WEST 2285 SOUTH-TODD THOMAS

Mr. Stephens then reviewed this item with the Planning Commission. He noted this applicant is proposing to subdivide lot 12 of the Woods Cross Industrial Park. He said Mr. Thomas wishes to create two one-acre-lots. Mr. Stephens said this division of the lot will permit Mr. Thomas to site his sign business on lot #2 with another individual with plans to build an industrial building on lot #1. He noted the plat designates a cross-access and utility easement on each side of the property line adjoining lots 1 and 2. This will permit the development on each lot to share a common driveway. Mr. Stephens also said it should be noted that 15 feet of adjoining property on the south side of the plat will be added to lot #1. He said this property represents a gap between the adjacent Alumatek Industrial Subdivision and the Woods Cross Industrial Park. He noted the inclusion of this property gives the applicant the required lot area and frontage to create two lots from lot 12. Mr. Stephens said they are also working with the city engineer to resolve ownership of the small vacant notch that is noted on the plat.

Mr. Todd Thomas of Thomas and Sons then joined the discussion to answer any questions the Commission might have for him regarding this item. Mr. Thomas noted the city engineer had been out and had looked at the vacant piece of property and said the county shows that Woods Cross owns the small notch but that a survey that was done shows it differently. Mr. Thomas said they are working on getting this issue cleared up. He also noted there will be a shared driveway off 1250 W with access on 2285 S that will also be used for lot #1. He said the shared drive is large so it will accommodate the traffic that will be coming in and out of the area. He said they are planning on making this a very nice business park.

Chairman Poole asked if there was any concern about the shared access. Mr. Stephens said there were some concerns, but it was addressed with a document that will outline the cross access easement recorded for this plat.

There were no further questions and Commissioner Rupp made a motion to forward the Planning Commission's recommendation to approve the Moffat-Thomas Industrial Subdivision to the City Council with the condition that the ownership of the 15-foot piece of property be resolved.

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Commissioner Kelemen seconded the motion, and all voted for the motion through a roll call vote.

**THOMAS AND SONS SIGN MANUFACTURING CONDITIONAL USE—1237 WEST
2285 SOUTH—TODD THOMAS**

Mr. Stephens then noted that Thomas and Sons are proposing to operate a sign manufacturing and installation company which would include digital printing, engraving processes, contractor staging, and sales and warehousing of products. Mr. Stephens also said the applicant has also proposed the dividing of lot 12. He noted that this use will be sited on lot 2. Mr. Stephens also went on to say this applicant is requesting site plan approval. Mr. Stephens said this site would be compatible with the existing Upright Steel site and would fit well in this area.

Mr. Thomas again addressed the Commission and said this sign company has no noise or pollution associated with it. He said all operations are done inside and you cannot hear noise from outside. He said it is a light manufacturing business and all the fabrication is done inside the building. He said they make different types of signs for commercial businesses as well as a little bit a retail business with customers, but not many.

Commissioner Sharp asked what the hours of operation were going to be and also what the prospect of growth might be at this site.

Mr. Thomas said the hours of operation would be M-F 8:00 AM-5:00 PM. He did say that often they do work Saturdays and some evenings as well. He said they plan to use this expanded space to grow into it. He also noted they manufacture the signs on site, and they take them to business sites for installation. He said they are a small business of about 10 employees, but they are hoping to grow.

Commissioner Kelemen asked what would be stored in the proposed outside storage area. Mr. Thomas said they would be storing metal, raw steel, and aluminum but it would not be seen with the fencing restrictions.

Commissioner Jones asked if there would be any odors associated with the business process. Mr. Thomas said they would have a paint booth inside the building, but it vents to the outside. He said they do a small volume of painting and unless you were immediately adjacent to the building you would not smell it because it vents through the roof. He also noted they do not paint on a daily basis.

There were no further questions and Commissioner Doxey made a motion to approve the conditional use for Thomas and Sons Sign Manufacturing with the following conditions:

1. At no time may the business operation negatively impact the surrounding properties or nearby residential area.

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2. Applicant's business operation shall be in conformance at all times with any government agency having jurisdiction over the business or subject property.
3. Applicant shall obtain and maintain a Woods Cross City Business License.

Commissioner Jones seconded the motion, and all voted for the motion through a roll call vote.

**THOMAS AND SONS OFFICE/WAREHOUSE SITE PLAN—1237 WEST 2285
SOUTH—TODD THOMAS**

Mr. Stephens then reviewed this agenda item with the Commission. He noted the applicant is proposing to construct an office/warehouse building in which to locate their sign company. He said the project will consist of a 9,600 square foot building with parking and landscaping in addition to a small outside storage area. He also noted the applicant has met the required parking and storm water requirements. Mr. Stephens also mentioned there is an isometric lighting plan that indicates the property will be properly lighted and should not create any negative impacts to adjacent properties or nearby residential areas.

Mr. Stephens also went on to say that as noted earlier, the applicant is proposing to construct an outside storage facility along the south side of the proposed building. He said they are proposing to use the exact same fencing material as was used on the adjacent Upright Steel property. He said this is due to the fact that the same easements that encumbered the adjacent Upright Steel property also run through the proposed storage area of the subject property. He noted the applicant will be using 8-foot SimTek screen wall and privacy gate to match the fence on the adjoining property.

Mr. Stephens also pointed out the architectural elevations and renderings that show the building will consist of decorative cinder block construction with doors, windows, and a small section of store-front glass and there is also a detailed landscape plan for the project.

As was also mentioned before, Mr. Stephens noted there would be a shared drive approach with the adjoining lot to the north and it would be accomplished by a cross-access easement being recorded as part of the subdivision plat amendment dividing lot 12.

Mr. Thomas addressed the Commission and said there were a lot of challenging easements on the property and they were trying to make the property the most usable and do the best they could do under the circumstances. He said by putting in the outside storage, they were able to get the most use out of the property with the easement challenges.

Commissioner Jones asked how large the delivery trucks would be that would be coming to the business. Mr. Thomas said occasionally there is semi-truck, but there are mostly small box rucks or FED EX and UPS trucks that deliver to the business.

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There were no further questions and Commissioner Jones made a motion to approve the Thomas and Sons Warehouse site plan with the following conditions:

1. At no time may lighting from the site negatively impact adjoining properties or the adjacent neighborhood.
2. This site plan approval is valid only with City Council approval and the recordation of the Moffit-Thomas Industrial Subdivision Plat.

Also, approval is given for the outside storage area as defined on the site plan with the following conditions:

1. The outside storage area shall be subject to all the requirements for such use and development as outlined in the city regulations.
2. Furthermore, the Commission grants permission to use SimTek wall material due to the presence of utility easements that otherwise prohibit the use of a concrete or block wall.

Commissioner Kelemen seconded the motion, and all voted for the motion through a roll call vote.

DISCUSSION OF DRAFT ZONING ORDINANCE CHAPTERS

Mr. Stephens then welcomed Mr. Mark Vlastic to the discussion. He noted there would be more discussion of the draft zoning ordinance chapters for input and changes. He noted the zones that would be discussed at this meeting would be the C-3 and the C-2A zones located in the Northwest Quadrant. He noted they had been working with the city attorney as well to get these chapters ready for review by the Planning Commission.

Mr. Stephens also noted there will be a larger meeting on March 9th to go over more of the zoning changes and review the remaining chapters of the NW Quadrant, on February 23rd there will be a public hearing held regarding the zoning changes, and on March 16th they hope to have the City Council adopt the zoning changes. Mr. Stephens thanked Mr. Vlastic for all of his hard work on this lengthy process and said he had appreciated the many hours he had dedicated to this project.

CITY COUNCIL REPORT

Council Member Terry reported on the City Council meeting held January 19, 2021. Please see the minutes of that meeting for the details of his report.

GENERAL AND PENDING

Mr. Stephens noted there is a potential rezone for the property behind the old city shops along with a few smaller projects that would be coming to the Commission for review.

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ADJOURNMENT

There being no further business before the Commission, Commissioner Doxey made a motion to adjourn the meeting at 9:31 P.M.

Curtis Poole, Chairman

Bonnie Craig, Secretary