

**WOODS CROSS PLANNING COMMISSION MEETING  
MAY 25, 2021**

The minutes of the Woods Cross Planning Commission meeting held May 25, 2021 at the Woods Cross Public Works Building located at 2287 South 1200 West, Woods Cross, Utah at 6:30 P.M.

**CONDUCTING:** Curtis Poole, Chairman

**COMMISSION MEMBERS PRESENT:**

Curtis Poole, Chairman

Mike Doxey

Eric Jones

Jessica Kelemen

Joseph Rupp

Gary Sharp

**COMMISSIONER MEMBERS NOT PRESENT:**

Ryan Larsen

**STAFF PRESENT:**

Tim Stephens, Community Development Director

Bonnie Craig, Secretary

Matt Terry, City Council Member

**VISITORS:**

Tyler Brodrero

Trevor

LeGrande Blackley

DeOrr Wight

Jeff Stam

Shu Saito

Carlos Gallardo

**PLEDGE OF ALLEGIANCE:**

Gary Sharp

**APPROVAL OF MINUTES**

Chairman Poole called for the review of the minutes of the Planning Commission meeting held May 11, 2021.

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

**OPEN SESSION**

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

There were no items for the open session and Chairman Poole closed the open session.

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**UNITED ELECTRIC CONDITIONAL USE—1901 WEST 2425 SOUTH, SUITE N—  
JEREMIAH WAYMAN**

Mr. Tim Stephens, the Community Development Director, reviewed this agenda item with the Commission. He noted that Mr. Jeremiah Wayman is proposing to operate an electrical contracting business from a suite within a building located on 2425 South Street. Mr. Stephens noted this is a multi-tenant building in which all parking on site is shared. Mr. Stephens said this business has indicated they have 5-6 employees that are dispatched from the shop location to either drop-off, move, or pickup equipment and supplies. He also noted that deliveries of equipment are also dropped off and moved inside the building with a forklift. Mr. Stephens said the applicant has indicated the hours of operation are from 7:00 AM. to 4:00 PM with a couple of employees based at this location doing office work. Mr. Stephens said the applicant has also indicated they will be provided 5 parking stalls and have 3 fleet vehicles.

There was no one at tonight's meeting representing this item and Commissioner Sharp made a motion to table this item for a future time when someone could be present to represent this item. Commissioner Jones seconded the motion carried.

**SINGLE SOURCE OFFICE FURNITURE & VERKUM FULFILLMENT  
CONDITIONAL USE—1273 SOUTH REDWOOD ROAD—DEORR WIGHT**

Mr. Stephens then reviewed this item with the Commission. He noted that Mr. DeOrr Wight has submitted an application to operate two businesses within a single suite in the new office/warehouse complex that is being completed on Redwood Road just north of 1500 South. Mr. Stephens said the applicant will be operating an office supply and furniture business with no on-site retail services. Mr. Stephens said Mr. Wight will also be operating Verkum Fulfillment at this same location. He noted this business would be doing fulfillment shipping for different clients. Mr. Stephens said it was his understanding that there are just 4-5 employees that will be working from this location. He also noted these proposed businesses are similar and compatible to many other businesses that have located within the I-1 Zone. Mr. Stephens also noted this business will need to share parking with the other businesses which will eventually locate within this new office/warehouse complex.

Following the information given by Mr. Stephens, Commissioner Jones asked what the parking allocations were for this area. Mr. Stephens said he did not know and that ultimately it would be up to the Landlord as to how the parking will be allocated. Mr. Stephens said it is up to the Commission to make sure there are enough parking spaces for the project when issuing a conditional use permit.

Mr. DeOrr Wight was then invited to address the Commission. Mr. Wight said he was the owner of both Single Source Office Furniture and Verkum Fulfillment. He said he will eventually merge the two companies after a retiring partner leaves the business.

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Commissioner Sharp asked how many parking stalls Mr. Wight thought he would be issued. Mr. Wight said he is allotted 2 parking spaces per 1000 square feet and his businesses are 3600 square feet, so he is expecting to be allotted 6 stalls. Commissioner Sharp asked how many employees Mr. Wight has, and he said 5-6 but that included him and his wife as well as his partner and his wife, which often ride together. Mr. Wight said that would change slightly after his partner retires.

The Commission asked if Mr. Wight would have any customers coming to the business. Mr. Wight said he would have maybe one customer every 3-6 months and could be about a 30 minute visit, usually to look over some office furniture that would be being sold.

Commissioner Sharp asked if Mr. Wight had any vans or trucks that would be parked at the business. Mr. Wight said he did have one 16-foot box truck and a van that would currently be parked inside of the suite. He did say that he would like to possibly park the two vehicles in the parking lot at night after business hours to be able to eventually free up some of his office/warehouse space. Mr. Stephens said that is allowable to park the vehicles outside overnight. Mr. Wight said the vehicles would be gone most of the day doing deliveries.

Mr. Wight also asked about what the regulations were for storing some of the items he ships such as masks, sanitizing wipes, hand sanitizer and other COVID related supplies. Mr. Stephens said to check with the Fire Marshal for requirements for storing those types of supplies.

Commissioner Jones asked Mr. Wight to describe to the Commission what he does. Mr. Wight said and the Single Source side he sells some office supplies and office furniture and cubicles. He said on the Fulfillment side he does shipping for Staples and will be doing some shipping for Amazon when they open up grocery stores in the area and will also be delivering for them.

Commissioner Jones asked what the business hours would be, and Mr. Wight said they would be from 8:00 AM to 5:00 PM with an occasional Saturday.

There were no further questions and Commissioner Jones made a motion to approve the conditional use for Single Source Office Furniture with the following conditions:

1. Applicant's business shall be in conformance at all times with any government agency having jurisdiction over the applicant's business or subject property.
2. At no time may materials or equipment be stored or staged outside the enclosed building.
3. At no time may the business activity negatively affect the adjacent businesses or residential areas.
4. Applicant shall obtain and maintain a South Davis Metro Fire inspection and approval.
5. Applicant shall obtain and maintain a Woods Cross City business license.

Commissioner Kelemen seconded the motion, and all voted in favor of the motion carried.

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**VERKUM FULFILLMENT CONDITIONAL USE—1273 SOUTH REDWOOD ROAD—  
DEORR WIGHT**

Commissioner Jones then made a motion to approve Verkum Fulfillment with the following conditions:

1. Applicant's business shall be in conformance at all times with any government agency having jurisdiction over the applicant's business or subject property.
2. At no time may materials or equipment be stored or staged outside the enclosed building.
3. At no time may the business activity negatively affect the adjacent businesses or residential areas.
4. Applicant shall obtain and maintain a South Davis Metro Fire inspection and approval.
5. Applicant shall obtain and maintain a Woods Cross City business license.

Commissioner Kelemen seconded the motion, and all voted in favor of the motion through a roll call vote.

**FIKA INFUSION CONDITIONAL USE—2440 SOUTH 500 WEST—JEFF STAM**

Mr. Stephens then introduced this item to the Commission. He said that Mr. Jeff Stam is locating his business in a suite in the new commercial building next to Café Rio. He said this business primarily would be involved with vitamin therapy with vitamin drip and vitamin shots. He said they will have on-site medical professionals consisting of registered nurses who provide treatments as well as any other medical professional required by the state of Utah to provide services such as intravenous infusion, intramuscular IM vitamin and micronutrient therapy services that administer fluids by way of infusion or injection. Mr. Stephens noted the C-2 General Commercial Zone permits a wide range of commercial and service uses which have included medical and dental offices. He said it would seem reasonable that this use is similar and compatible with other uses in the zone particularly those that are health or medical related.

Following the review by Mr. Stephens, Commissioner Sharp asked if there were parking concerns. Mr. Stephens said having enough parking is always a concern and there is usually high parking demand for these types of multi-suite businesses.

Mr. Jeff Stam was then invited to address the Commission. Commissioner Sharp asked Mr. Stam how many parking stalls they would have designated for their business. Mr. Stam said they had not signed the lease agreement yet so he was not sure how many parking stalls he would be allotted. Mr. Stam said they usually have 0-4 clients in an hour and many of their services are a five or ten minute visit. He said if a client comes in for IV services it is usually for 40-60 minutes. He said it is very rare there are more than 0-4 clients any given hour. He said they are still operating under COVID restrictions. Mr. Stam said they would also have 1-3 employees working.

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Commissioner Kelemen asked if they take walk-in customers or if they take appointments only and if the appointments were at staggered times.

Mr. Stam introduced Trevor who was also working with Mr. Stam on this business. Trevor said they were hoping for 4 parking stalls from their Landlord. He also said they stagger their appointments, so their customers feel comfortable and are in a quiet environment.

Chairman Poole explained the reason the Commission is asking questions about the parking is that there are many businesses locating in this area and the Commission wants to make sure the other businesses will not be impacted with parking if there are too many customers coming to the business at one time.

Trevor said he did not feel like they will be taking up too much parking.

Mr. Stephens noted the restaurant in the business park is a drive through and it has a smaller inside seating area so it may not have a lot of guests utilizing the parking because of its smaller size. Mr. Stephens said it will be up to the Landlord to how many parking stalls would be allowed for FIKA.

Commissioner Jones asked if FIKA plans on expanding in the future. Trevor said no they would like to add more small satellite locations to service many different areas.

Commissioner Jones asked if it might not be a good idea to add another condition that parking does not negatively impact adjacent businesses. The Commission thought that was a good addition to the conditions.

There were no further questions by the Commission and Commissioner Rupp made a motion to approve the conditional use for FIKA Infusion and Wellness and Mr. Jeff Stam with the following conditions:

1. Applicant's business operation shall be in conformance at all times with any government agency having jurisdiction over the applicant's business or subject property.
2. Applicant shall obtain a South Davis Metro Fire Agency inspection and approval.
3. Applicant shall obtain and maintain a Woods Cross City business license.
4. At no time may the business operations negatively impact the adjacent businesses.

Commissioner Doxey seconded the motion, and all voted in favor of the motion and the motion carried.

**101 GROUP CONDITIONAL USE—1210 WEST 2600 SOUTH—CARLOS GALLARDO**

Mr. Stephens then reviewed this item with the Commission. Mr. Stephens said the applicant is applying to utilize space at 1210 West 2600 South which is nearby his present location. Mr. Stephens said his application indicates that the business will be involved in automotive repair.

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He also noted this particular address and site has a couple of different buildings and users on the site. He said the subject property was developed many decades ago with metal buildings. Mr. Stephens also mentioned the applicant does not clearly define what part of the property or which building this business will be located.

Mr. Stephens said that presently this address has or had a diesel repair shop, truck yard and used car sales business located on the property. He also noted part of the grandfathered, non-conforming storage area at this address is used for equipment parking and as an impound lot for several towing services. He said based on the present and past uses of this site it seems reasonable that an automotive repair service can be operated here without creating any negative impact to the community. Mr. Stephens noted it would be important to know the specific location on the property and what type of automotive repair or associated activities will be involved in this business.

Following the information given by the Community Development Director, Commissioner Jones asked if this was a non-conforming use and if so, does it include the storage of wrecked vehicles.

Mr. Stephens said yes this was a grandfathered non-conforming use which has had old vehicles stored on the property and it has had contractors operating from the location, and currently has a tow impound lot on the property. He said it has been utilized for several different things over the years. Mr. Stephens said if this new use is approved it should not contribute to the non-conformance of the site, because it is a new use on the site.

Commissioner Rupp said if this item were approved and perhaps the non-conforming use goes away in the future, the new conditional use would prevent the new business from storing wrecked vehicles outside.

Mr. Stephens said that was correct but if that were to be the case the site would have to be abandoned for a year which was unlikely. He went on to say that if it were a new business going into another area, the storage of wrecked vehicles would not be allowed. He said they do not want to see this area turn into a bone yard for damaged cars. Mr. Stephens said this property would be expected to operate as any other new business within the area.

Chairman Poole said it was good to not allow the storage of wrecked vehicles outside in the conditional use for this property because it runs with the property and it would be good to have the condition for possible future uses.

Mr. Carlos Gallardo then addressed the Commission. He said he was also the owner of 101 Towing that also operates from this site. He said he is renting the tow yard and would now like to add a mechanic shop.

Commissioner Jones asked how the process would work for car repair. Mr. Gallardo said it would operate as any other mechanic shop. He said customers would drop off cars for work and

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then after the work was completed, they would come back and pick them up. He said there will be no body work done at this business.

The Commission expressed concerns about not wanting to have wrecked cars or inoperable cars left outside in the area of the business. Mr. Gallardo said there would be no body shop and if a customer did not come and pick up their car, the car would go into his impound lot.

Mr. Jones said he would like to amend condition number 3 to add the word “additional” to the condition, as in additional wrecked cars since this is a grandfathered non-conforming property.

There were no further questions and Commissioner Jones made a motion to approve the 101 Group conditional use with the following conditions:

1. At no time may the business operation negatively impact adjacent properties.
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 additional wrecked, damaged, or inoperable vehicles be stored on the site. All vehicles shall be promptly repaired and returned to customers.
4. Applicant shall obtain a South Davis Metro Fire Agency inspection and approval and submit a copy to the city.
5. Applicant shall obtain and maintain a Woods Cross City Business License.

Commissioner Rupp seconded the motion, and all voted in favor of the motion and the motion carried.

**WOODS CROSS INDUSTRIAL PARK 3<sup>RD</sup> AMENDMENT FINAL PLAT—2318 SOUTH 1250 WEST—TYLER BRODRERO**

Mr. Stephens noted for the Commission that they may recall that Mr. Brodrero appeared before the Commission recently asking for a critique and input regarding the metal industrial building he would be proposing within the subject subdivision. He reminded the Commission they had requested modifications be made to the buildings design to bring it into conformance with the architectural design standards of the I-1 Zone. Mr. Stephens said that Mr. Brodrero has not submitted a site plan for the proposed project in addition to an amended plat to accommodate the project. He noted specifically, the applicant is proposing to combine lots 1 and 2 of the subdivision into one lot. The proposed site plan for this project will involve the construction of two buildings on the proposed combined lot. Mr. Stephens also noted that the city engineer, city staff, and the public works director has reviewed this subdivision plat.

Mr. Tyler Brodrero joined the discussion. Chairman Poole asked him if he had anything additional he would like to add. Mr. Brodrero said Mr. Stephens had covered all of the information.

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There were no questions from the Planning Commission and Commissioner Sharp made a motion to forward the Planning Commission's recommendation for approval of the Woods Cross Industrial Park 3<sup>rd</sup> Amendment Final Plat to the City Council. Commissioner Jones seconded the motion, and all voted in favor of the motion through a roll call vote.

**OFFICE WAREHOUSE SITE PLAN—2318 SOUTH 1250 WEST—TYLER BRODRERO**

Mr. Stephens went over this agenda item with the Commission. He said that the Planning Commission had recently met with Mr. Brodrero to approve the appearance of his proposed office/warehouse buildings. He noted that during that meeting the Commission advised Mr. Brodrero that the exterior materials and design of his building would need to be modified to comply with the architectural design standards of the I-1 Zone, specifically the proposed buildings had a large area of metal exterior. He noted that Mr. Brodrero shared material and color samples for the structure with the Commission. Given to the Commission are drawings and specific architectural elevations and perspectives that indicate these buildings will now have a larger percentage of masonry particularly at the building corners in addition to multi color metal materials being used not only on the front but the sides and rear elevations of the building. He also noted the landscape plan has been designed to add several columnar trees to the front elevation to break up the large wall along the street view of the north building.

Mr. Stephens went on to say that the site plan not only consists of parking but has several locations for truck docking bays. He also said the project is adjacent to the city's A-1 Linear Parkway and the Clover Dell residential subdivision. Mr. Stephens said that the proposed landscape plans required a 15-foot wide landscape buffer along the west side of the project. Mr. Stephens said the project also has had a photometric plan and lighting product cut sheets for exterior lighting. He told the Commission the photometric plan indicates that the foot-candles will be down to acceptable levels at the property lines, particularly the west boundary adjacent to the A-1 Linear Parkway.

Following the information given by Mr. Stephens, Commissioner Jones said he recalled the last time this item was discussed there was a question if the exterior materials that had been proposed were allowable.

Mr. Stephens said the materials were allowable and said the Commission had reviewed the samples of the exterior materials and could give further input. The Commission said they did like the embossed stucco finish of the metal that was being proposed for this building. Mr. Stephens said Mr. Brodrero felt this material has made the project more compatible with the surrounding buildings.

Commissioner Doxey asked about the lighting for this project. Mr. Brodrero said there was a photometric plan, and he felt the lighting plan would work very well for this project and would not negatively impact the surrounding areas near the project.



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The Commission asked Mr. Brodrero about some of the design elements of the of the project and Mr. Brodrero pointed out what had been changed and added to make the project more aesthetically pleasing. The Commission looked at the different changes that had been made and agreed they liked the changes that had been implemented. The Commission also reviewed the landscaping plan and said it would also work well for the project.

There were no further questions and Commissioner Jones made a motion to approve the Office Warehouse site located at 2318 South 1250 West with the following condition:

1. At no time may lighting from the project negatively impact adjacent properties or residential areas.

Commissioner Rupp seconded the motion, and all voted in favor of the motion and the motion carried.

**ALL FILTERS LLC CONDITIONAL USE—2256 SOUTH 1250 WEST—SHU SAITO**

Mr. Stephens reviewed this agenda item with the Commission. He noted All Filters LLC will be occupying space in the proposed north office/warehouse building being proposed as noted above. He said that All Filters is an e-commerce business selling water and air filters online. He said the business would consist of an office and warehouse for product and order fulfillment. He said the office will also have a photo studio for making marketing materials including product images, demonstration videos, installation videos, etc. He noted the warehouse will have a high rack forklift system for receiving and shipping products. He said All Filters LLC will operate from 9:00 AM to 5:00 PM Monday-Friday with a total of 10 employees involved in the operation. Mr. Stephens said that Mr. Saito has indicated in his application there will be no director sales or customer service at the proposed location.

Mr. Shu Saito was then invited to address the Commission. He noted that this would be an online only business with no customers coming to the warehouse. He said they will have a small office area and a warehouse area for the water and air filters.

Commissioner Sharp asked what the hours of operation would be for this business. Mr. Saito said the hours would be from 8:00 AM to 5:00 PM. Commissioner Sharp asked if there would be any shipments early in the morning or late at night. Mr. Saito said they only ship during business hours. Mr. Saito said they do have a daily UPS pick-up, but it also comes during business hours. He also noted that receiving and shipping activities are very rare outside of business hours.

There were no further questions or comments, and Commissioner Kelemen made a motion to approve the conditional use for All Filters LLC and Mr. Shu Saito with the following conditions:

1. At no time may the business operation negatively impact adjacent properties, particularly the neighboring 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. At no time may any equipment or materials be stored or staged outside the enclosed building.
4. Applicant shall obtain a South Davis Metro Fire Agency inspection approval and submit a copy of the same to the city.
5. Applicant shall obtain and maintain a Woods Cross City Business License.

Commissioner Sharp seconded the motion, and the motion carried.

**CITY COUNCIL REPORT—MATT TERRY**

Council Member Terry reported on the City Council meeting held May 18, 2021. Please see the minutes of that meeting for the details of his report.

**GENERAL AND PENDING**

Mr. Stephens said staff is getting close to another ordinance review, but they have been waiting to hear back from the city attorney on a few things. He said hopefully things will be ready in a few weeks. He said he was still hoping to have a public hearing during the Planning Commission's second meeting in June.

Chairman Poole said he would not be at the next meeting and Commissioner Rupp said he would miss the meeting after that.

**ADJOURNMENT**

There being no further business before the Commission, Commissioner Doxey made a motion to adjourn the meeting at 8:03 P.M.

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Curtis Poole, Chairman

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Bonnie Craig, Secretary