

**WOODS CROSS PLANNING COMMISSION MEETING  
MAY 9, 2023**

The minutes of the Woods Cross City Planning Commission meeting held May 9, 2023, at 6:30 P.M. in the Woods Cross City Hall located at 1555 South 800 West, Woods Cross, Utah.

**CONDUCTING:**

Joe Rupp

**COMMISSION MEMBERS PRESENT:**

Joe Rupp, Chairman  
LeGrande Blackley  
Mike Doxey  
Jim Grover

**COMMISSION MEMBERS EXCUSED:**

Melanie Brooks  
Eric Jones

**STAFF PRESENT:**

Tim Stephens, Community Development Director  
Bonnie Craig, Secretary  
Gary Sharp, City Council

**VISITORS:**

Emma Mason	Andrea Diamond	Brad Angus
Melissa Hernandez	Aaron Saxton	Katrina Saxton
Jennifer Love	Kory Coleman	Bret Flory

**PLEDGE OF ALLEGIANCE:**

LeGrande Blackley

**APPROVAL OF MINUTES**

Chairman Rupp then called for the review of the minutes of the Planning Commission meeting held April 25, 2023.

Following the review of the minutes by the Commission, Commissioner Blackley made a motion to approve the minutes as corrected with Commissioner Grover seconding the motion and all voted in favor of the motion through a roll call vote.

**OPEN SESSION**

Chairman Rupp 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 was nothing for the open session and Chairman Rupp closed the open session.

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**BLANCHES SALON HOME OCCUPATION—914 SOUTH 1050 WEST—EMMA MASON**

Mr. Tim Stephens, the Community Development Director reviewed this agenda item with the Commission. He noted that Ms. Emma Mason is proposing to operate a beauty salon within her home. He noted the business would involve performing haircuts, hair coloring, and eye-lash services. Mr. Stephens said the applicant has indicated that a mudroom and a bathroom will be used for the business with the installation of water and drain line for a sink.

Following the information given by the Community Development Director, Commissioner Doxey asked about parking and where clients would be required to park. The Community Development Director said they don't have to park in the driveway but that is the optimal way to have parking. He said there may be overlapping customers so some people may have to park in the street.

Ms. Emma Mason addressed the Commission. She said this was a new business for her and she would be doing hair coloring, cuts, and eyelash extensions in her basement.

Commissioner Grover asked if this was her first business and she said yes it was her first time opening a business and Commissioner Grover said he was excited for her.

Commissioner Blackley asked if she has expertise in haircutting. Ms. Mason said she graduated from Davis Tech in 2021 with her cosmetology license and is currently working in a salon but wants to work in her home now.

Commissioner Doxey asked if she was planning on one customer at a time. Ms. Mason said she does only plan on having one client at a time but said that she does have a three car driveway and her clients will come one at a time and will park there.

Chairman Rupp asked if the conditions were acceptable to Ms. Mason as they had been presented and she said yes, those conditions were acceptable to her. The Commission asked her what her hours of operation would be, and she said her hours would be from 9:00 A.M.-5:00 P.M. and she said she had contacted the fire marshal for a fire inspection.

There were no further questions and Commissioner Doxey made a motion to approve the home occupation for Blanches Salon with the following conditions:

1. At no time may the business operation negatively impact the adjacent homes of the neighborhood.
2. Applicant's business operation shall be in compliance at all times with any government entity having jurisdiction over the business or subject property.
3. Applicant shall obtain a South Davis Metro Fire inspection approval and submit a copy to the city prior to the issuance of a business license.
4. Applicant shall obtain and maintain a Woods Cross City Business License.
5. Applicant shall obtain any required building permits, inspections, and approvals for plumbing modifications as outlined in the application.

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

**LEGACY PREPARATORY ACADEMY ELECTRONIC CHANGEABLE SIGN CONDITIONAL USE—1228  
WEST 2185 SOUTH—ANDREA DIAMOND**

Mr. Stephens then reviewed this agenda item with the Commission. He said the Legacy Preparatory Academy had made an application for an electronic changeable sign. He noted that electronic signs are subject to conditional use and approval and conditions may be placed on the sign that may address a variety of factors including dimensions, structural considerations, materials of construction, compatibility with nearby uses, safety, or other issues that may intend to mitigate the adverse effects of such signs. He went on to say that the sign ordinance lists operational requirements for such signs that govern operation during daylight and nighttime, or dark-period times as mentioned in the ordinance. He said these restrictions manage how often images can change the brightness of the sign and the background of such signs to help mitigate negative impacts. He also said it should be noted that there are residential homes located both north and west of the school site. He said the proposed sign would face south and should obscure any direct line of sight from the adjacent residential areas. He said there could be a glow from the sign that could be visible from the residential areas, but there should not be any direct light shining into the residential areas.

Following the information given, Andrea Diamond from Creative Signs addressed the Commission and said they would adhere to all of the requirements as presented and the sign should not negatively impact the area.

Chairman Rupp asked if the sign company would be running the sign or if the school would be running the sign. Ms. Diamond said the school would be running the sign and the school would be trained in how to operate the sign correctly so there would not be any problems with lighting impacting the nearby residential neighborhoods.

Katrina Saxton was attending the meeting and said she worked for the school. She said she would be happy to take back any information to the school if it was necessary. Chairman Rupp said he just wanted to make sure the school was aware of the conditions.

There were no further questions and Commissioner Grover made a motion to approve the conditional use for the Legacy Preparatory Academy electronic changeable sign with the following conditions:

1. At no time may the signs operation negatively impact the adjacent properties, particularly the residential areas.
2. The sign shall be operated and maintained at all times as per the requirements of the Woods Cross City Sign Ordinance for such signage.
3. Failure to operate the sign as required by ordinance may result in revocation of the permit. In addition, should the city receive any complaints regarding the sign's operation, the applicant shall be required to return to the Planning Commission for further review of the conditional use permit.

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

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**WESTERN FAB AIRCRAFT HANGARS CONDITIONAL USE—2125 SOUTH REDWOOD ROAD—  
CHRISTIAN TRAEDEN**

Mr. Stephens then reviewed this item with the Commission. He said that this applicant is proposing to construct two large hangar buildings incorporating several hangars in each building. He noted this project would be located on Redwood Road just north of the fixed-base operations of Skypark Airport. He said the project would consist of landscaping, parking, and access to the Skypark taxiway/runway.

Mr. Stephens said these would be high-quality, luxury aircraft/man cave hangars. He said particular design consideration was given to the ends of the building, especially building elevations facing Redwood Road. He said this would provide a much better appearance from the roadway than the typical aircraft hangars. He also said the project would have a landscape setback from Redwood Road in addition to some limited landscaping on the east or runway side of the structure.

Mr. Stephens went on to note that the applicant is in the process of obtaining final approvals from UDOT for Redwood Road access and Federal Aviation Administration approval for the building's height and location. He noted that any approval of this site plan should be conditioned on the submittal of these two important approvals.

Following the information given, Commissioner Grover asked if this area is built out. Mr. Stephens said no there is another parcel of land north of this property. Commissioner Grover said they had set the bar high, and the project looked great.

Mr. Kory Coleman and Mr. Brad Angus, who are the owners of the project, were present at the meeting to answer any questions the Commission might have regarding this item. Mr. Coleman said they were working with the adjacent property owner and the airport so they are all on the same page on how things might look on Redwood Road. Mr. Coleman said they support the conditions as they have been presented and the city staff has been great to work with. He also noted they are planning on starting to build in the next month or two.

Commissioner Grover said he liked the look of the new building, and it had an industrial feel. Mr. Coleman said he wanted to keep the same feel as some of the other buildings in the area. He said one of the nearby older hangars will eventually be replaced but wanted to keep the same feel. He said they wanted to make sure that they kept the project a top notch project.

There were no further questions and Commissioner Blackley made a motion to approve the Western Fab Aircraft Hangar conditional use with the following conditions:

1. Hangars shall be used for the storage, maintenance, construction of aircraft and related aviation use.
2. Any other use of the space shall require further conditional use reviews and compliance with applicable ordinances.
3. At no time may the use of the property negatively impact adjacent businesses or residential areas.

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

**WESTERN FAB AIRCRAFT HANGARS SITE PLAN—2125 SOUTH REDWOOD ROAD**

The Commission then addressed this item after the information had been given above.

Commissioner Doxey made a motion to approve the Western Fab Aircraft Hangars site plan with the following conditions:

1. Site plan approval is not valid without first submitting Utah Department of Transportation approval letter and documents to the city in addition to submittal of Federal Aviation Administration approval for the building height and location.
2. Applicant shall post any required bonds for public improvements associated with the property.

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

**CALIBER COLLISION CONDITIONAL USE—2119 SOUTH 1200 WEST, SUITE #103—MELISSA HERNANDEZ**

Mr. Stephens then reviewed this item with the Commission. He noted that Caliber Collision has proposed to locate an autobody/paint and repair shop in a suite within one of the newly constructed office/warehouse buildings north of the Woods Cross Public Works Facility. He noted they will be utilizing a suite in the north portion of the building and the two associated buildings to the south were approved as part of the overall site plan. He noted that the site plan included an outside storage area on the east side of the subject property.

Chairman Rupp asked if the fence that is located on the property is the RhinoRock fence and Mr. Stephens said yes it was. Mr. Stephens said vehicles will need to be on hard surfaced areas on the property because of the proximity of the well head that is located near this business. He said the business will need to make sure they are in compliance because there could be concerns that the well head is not safe from anything that may be leaking from the vehicles. He said they needed to be able to protect the well head so there would need to be a hard surface put in. Mr. Stephens said staff felt it was important to protect the water in the area from being contaminated by any activities that may cause an issue with the soil, ground water, or storm drain.

Commissioner Grover asked how the area would be inspected to make sure it was in compliance. Mr. Stephens said that Danny Rhodes in Public Works does periodic storm water inspections and there is also an agreement that has to be completed and signed by the company that they agree to the terms to comply with the regulations.

Mr. Brad Flory, the architect for this project addressed the Commission and said he does not have any issues with any of the conditions that had been outlined. He said he has done this type of work around the country for this company and has never had any issues with vehicles contaminating an area. He said they have to comply with all of the requirements for OSHA and they also have hazardous containment kits that

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can be used in an emergency situation. He said all work happens inside the building. He also said the only cars outside would be cars waiting to be fixed or to be picked up by a customer. He said there should not be any hazardous waste as the hazardous fluids usually leak out at the site of where the vehicle has been wrecked. He said they have not had any issues with that type of problem in the past.

Mr. Stephens asked what the hours of operation would be, and Mr. Flory said they would be standard operating hours from 9:00 A.M.-5:00 P.M. Mr. Stephens said there may be an issue with noise that could disturb the neighbors close by. Mr. Flory said the work on the cars is done inside the building because it is better for the employees to work inside. He also said there should not be any more noise than any other business in the area. He said they mostly replace parts these days instead of working on fixing parts for cars.

Mr. Stephens asked about signage on the west side of the building and said there may be some restrictions on the side near the residential area. Mr. Flory said he would make sure they address that concern when they are considering the sign.

Mr. Stephens said the lighting from the sign could also be an issue. Mr. Flory said the sign does not really light up, it just glows. He said if it becomes an issue the sign could be turned off. Ms. Melissa Hernandez shared a rendering of where the sign would be located on the building.

Commissioner Grover asked if they are moving or if they will be operating at two locations. Mr. Flory said they were going to move.

Chairman Rupp said he is concerned with drop off or pick up of vehicles outside of regular operating hours, so he wanted to make sure there were no activities after hours. Mr. Flory said drivers would be asked to not drop off vehicles after hours and if there were a rare case, the vehicle would be dropped off and left behind the fence so it would be secured.

There were no further questions and Commissioner Doxey made a motion to approve the Caliber Collision conditional use with the following conditions:

1. Applicant shall submit for Planning Commission review and approval of an amended site plan for the proposed modifications to the outside storage area.
2. At no time may any wrecked or damaged vehicles be stored or staged outside the storage area.
3. Any degradation of the site or property due to the business operation will result in revocation of the conditional use permit.
4. Applicant's business operation shall be in conformance at all times with any government entity having jurisdiction over the business or the subject property.
5. At no time may any materials, equipment, or car parts be stored outside the enclosed building or outside the screened outside storage area.
6. Applicant shall obtain a South Davis Metro Fire inspection approval and submit a copy to the city prior to the issuance of a business license.
7. Applicant shall obtain and maintain a Woods Cross City Business License.

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8. At no time may the use of the property negatively impact the adjacent businesses or residential areas.

Commissioner Grover seconded the motion with the corrected address of 2119 S 1200 W Suite 103, and all voted in favor of the motion through a roll call vote.

**SAXTON SHORT-TERM RENTAL CONDITIONAL USE—2086 SOUTH 925 WEST—AARON & KATRINA SAXTON**

Mr. Stephens reviewed this agenda item with the Commission. He said the applicants would like to utilize a portion of their basement for a short-term rental. He noted the area would consist of two bedrooms, kitchen, living room area, bathroom, and laundry facilities. He said there appears to be an outside entrance to access this basement living space. He also noted that on the plan there is a basement living room and cold storage area that are not part of the short-term rental unit.

Mr. Stephens said the site plan indicates that not only is there a driveway but also a large cement pad adjacent to the driveway in which two rental guest parking spaces are provided. He noted that per our ordinance a parking space is required for each bedroom within the short-term rental.

Following the information given, Commissioner Doxey asked if the connection between the home and rental will be sealed off and if that is required by the city. Mr. Stephens said he didn't think there was anything in the ordinance that states there needs to be a sealed connection, but he thought the applicants would plan to do that for security purposes.

Ms. Katrina Saxton and Mr. Aaron Saxton addressed the Commission. Ms. Saxton asked if this space would need to be inspected again, Mr. Stephens said to check with the building inspector and the fire marshal to see if reinspection was required by either of them. Ms. Saxton said that the two separate living areas did have a deadbolt system in place so there would be no access between them unless the key to the deadbolt was used.

Chairman Rupp asked if this was the first short-term rental the Commission had reviewed, and Mr. Stephens said yes this was the first time short-term rentals had been addressed. There was a question asked what the difference between an ADU and a short term rental is. Mr. Stephens said a short-term rental is a conditional use and is not the same as the ADU requirements.

Commissioner Grover asked about this being an Air B&B. He said he felt it was important to make sure that the taxes would be collected for this unit if it were used as an Air B&B. Commissioner Grover asked if they are going to rent outside of the Air B&B entity and if so, how they would collect the tax. Ms. Saxton said they would only list for one entity and would not be doing direct booking. Commissioner Grover just reminded the Saxtons if they were to do direct booking, they would need to make sure taxes were collected.

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Ms. Saxton asked if family members were to use this space the requirements would be different. Mr. Stephens said it depends on how it is used so there would need to be further determinations if things were to change.

There were no further questions and Commissioner Grover made a motion to approve the Saxton Short-Term Rental conditional use with the following conditions:

1. The permit is issued specifically for the space indicated in the application. Any expansion or modification of the unit will require review and approval by the Planning Commission.
2. Applicant shall be in compliance at all times with all applicable ordinances of Woods Cross City particularly those of section 12-28-123 entitled Short-Term Rentals.
3. Applicant shall, prior to operating the short-term rental, register the business with the State of Utah and obtain a state sales tax ID number and file proof of the same with the city.
4. Applicant shall obtain a South Davis Metro Fire Inspection approval and submit a copy to the city prior to operation of the short-term rental.
5. Application shall also obtain a building inspection approval from the Woods Cross Building Inspector prior to operation of the short-term rental.

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

**JENNIFER LOVE ARTWORK HOME OCCUPATION—1727 SOUTH 625 WEST—JENNIFER LOVE**

Mr. Stephens then reviewed this item with the Commission. He noted this applicant has applied for a major home occupation involving teaching art and framing classes. He noted that some of these classes will be online, however; others will be in person at her home. He said there is another minor home occupation currently at this location to create and sell artwork off-site. He said this new application includes teaching lessons in person which makes this a major home occupation requiring Planning Commission review and approval.

Following the information given, Ms. Jennifer Love noted she does have a current business license. She said she creates art at home and sells it online and teaches lessons on zoom and other offsite locations, but she would like to start art lessons at her home. She said she is planning on having 5 or 6 people per class for art lessons at her home. She said she also had recently applied for a separate license to teach Zumba. She said she teaches Zumba on Zoom and offsite, which is a separate license. She said she has been approved for that major home occupation and would be using the same space as Zumba, but she wants to do art in the area also. She said she would teach art one or two times a week and there would be 1-6 people coming to her home. She said it would be weekly or bi-weekly classes in doing something that she loves to do.

Commissioner Blackley said he is a little concerned about parking on this street if there were to be too many students because the street is very narrow. Ms. Love said there are “no parking” signs on the west side of the street. Ms. Love said she has room for three vehicles in her driveway and carport. She did say that one or two cars would be parked on the street. Chairman Rupp said he had concern about parking on that street as well.



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Commissioner Grover asked when the classes would be held, and Ms. Love said they would be held after 5:00 P.M. probably one evening or a Saturday afternoon. Chairman Rupp said there is a condition that states the business could not negatively impact the neighborhood and said Ms. Love would need to address the issue of parking if it becomes a problem.

Ms. Love asked since she had already had a fire inspection recently if she would need a another fire inspection. It was noted fire inspections are done every two years so she would not need a new fire inspection.

Following the information given Commissioner Blackley made a motion to approve the Jennifer Love Artwork home occupation with the following conditions:

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

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

**CITY COUNCIL REPORT**

Council Member Sharp reported on the City Council meeting held May 2, 2023. Please see the minutes of that meeting for the details of his report.

**GENERAL AND PENDING**

Mr. Stephens noted he had spoken with the city attorney, and they had talked about the rail station parking language and that will need to be refined and adopted in the next two months to be in compliance with the state requirement.

**ADJOURNMENT**

There being no further business before the Commission, Commissioner Blackley made a motion to adjourn the meeting at 7:51 P.M.

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Joe Rupp, Chairman

Bonnie Craig, Chairman