



**PLANNING COMMISSION MEETING**  
**FEBRUARY 21, 2024 AT 6:00 PM**  
**505 E 2600 N | NORTH OGDEN, UT 84414**

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**AGENDA**

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**PUBLIC CAN ATTEND in person, or:**

Click the link to join the Webinar: <https://us02web.zoom.us/j/89499812813> Webinar ID: 894 9981 2813

Telephone Dial: **1 669 900 9128 or 1 253 215 8782 or 1 346 248 7799 or +1 646 558 8656**

YouTube: <https://www.youtube.com/channel/UCriqbePBxTucXEzRr6fclhQ/videos>

**Welcome:** Chairman Thomas

**Invocation or Thought:** Vice Chairman Mason

**Pledge of Allegiance:** Commissioner Bailey

**CONSENT AGENDA**

1. Roll Call
2. Minutes Consideration:
  - a. Consideration and action to approve the January 17, 2024, Planning Commission Meeting minutes
  - b. Consideration and action to approve the February 7, 2024, Planning Commission Meeting minutes
3. Ex parte communications or conflicts of interest to disclose

**LEGISLATIVE ITEMS**

4. Public comments for items not on the agenda\*
5. ZTA 2024-02 Public hearing, consideration and recommendation on a legislative amendment to consider amending North Ogden Code Title 11-19-3, C, 5 Design and Location of Parking Spaces to reduce the required parking setback on Washington Boulevard  
Presenter: Scott Hess, Community and Economic Development Director
  - a. Public Hearing
  - b. Consideration and recommendation
6. Public Comments\*
7. Remarks - Planning Commissioners
8. Report - Community and Economic Development Director
9. Remarks - City Manager/Attorney
10. Adjournment

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**CERTIFICATE OF POSTING**

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted within the North Ogden City limits on this 15<sup>th</sup> day of February 2024 at North Ogden City Hall, on the City Hall Notice Board, on the Utah State Public Notice Website, and at <http://www.northogdencity.com>. The 2024 meeting schedule was also provided to the Standard Examiner on December 13, 2023.

The Planning Commission at its discretion, may rearrange the order of any item(s) on the agenda. Final action may be taken on any item on the agenda. In compliance with the American with Disabilities Act, individuals needing special accommodation (including auxiliary communicative aids and service) during the meeting should notify the City Recorder at 801-782-7211 at least 48 hours prior to the meeting. In accordance with State Statute, City Ordinance and Council Policy, one or more Planning Commission Members may be connected via speakerphone. Rian Santoro, City Recorder

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### **Public Comments During Meeting**

- Time is made available for anyone in the audience to address the Commission concerning matters pertaining to City business.
- Citizens will be asked to limit their remarks/questions to **five (5) minutes each**.
- Any materials that are displayed or referenced, e.g., pictures or written materials, are part of the record and must be left with the Commission.
- Speakers are required to have signed in at the door and will state their name and City residing before beginning their remarks. If you agree with a previous speaker, state your agreement to avoid repetitious remarks.
- Speakers shall address the Commission from the podium or microphone and shall address all comments to the Planning Commission.



**NORTH OGDEN PLANNING COMMISSION  
MEETING MINUTES**

January 17, 2024

The North Ogden Planning Commission convened on January 17, 2024, at 6:00 p.m. at the North Ogden City Office at 505 East 2600 North.

Notice of time, place, and agenda of the meeting was posted on the bulletin board at the municipal office and posted to the Utah State Website on January 11, 2024.

Notice of the annual meeting schedule was posted on the bulletin board at the municipal office and posted to the Utah State Website on December 13, 2023.

**Note: The time stamps indicated in blue correspond with the recording of this meeting, which can be located on YouTube: <https://www.youtube.com/channel/UCriqbePBxTucXEzRr6fclhQ/videos> or by requesting a copy of the audio file from the North Ogden City Recorder.**

**COMMISSIONERS:**

Eric Thomas	Chairman	
Brandon Mason	Vice-Chairman	
Scott Barker	Commissioner	
Nicole Nancarrow	Commissioner	
Johnson Webb	Commissioner	Excused
Cody Watson	Commissioner	
Nissa Green	Commissioner	

**STAFF:**

Scott Hess	Community and Economic Development Director
Ryan Nunn	Planner
Jon Call	City Manager/Attorney
Eric Casperson	City Engineer

**VISITORS:**

Lorin Gardner  
Shelley Gardner  
Chris Pulver

Chairman Thomas called the meeting to order at 6:00 p.m. Commissioner Barker offered the thought and Commissioner Nancarrow led the Pledge of Allegiance.

## **CONSENT AGENDA**

### **1. ROLL CALL**

0:02:48 Commissioner Webb was excused. All other Commission Members were in attendance.

### **2. CONSIDERATION AND ACTION TO APPROVE THE NOVEMBER 1, 2023, PLANNING COMMISSION MEETING MINUTES**

0:03:00 Vice Chairman Mason made a motion to approve the November 1, 2023, Planning Commission Meeting minutes. Commissioner Barker seconded the motion.

#### **Voting on the motion:**

Chairman Thomas	aye
Vice Chairman Mason	aye
Commissioner Barker	aye
Commissioner Nancarrow	aye
Commissioner Webb	absent
Commissioner Watson	aye
Commissioner Green	aye

The motion carried.

### **3. EX PARTE COMMUNICATIONS OR CONFLICTS OF INTEREST TO DISCLOSE**

0:03:10 Chairman Thomas asked if any Commissioners had ex parte communications or conflicts of interest to disclose. No disclosures were made.

## **LEGISLATIVE ITEMS**

### **4. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

0:03:25 There were no public comments.

**ZTA 2024-01 PUBLIC HEARING, CONSIDERATION, AND RECOMMENDATION ON  
A LEGISLATIVE AMENDMENT TO AMEND PRIVATE TO PUBLIC CULINARY  
WATER SYSTEM CONNECTION STANDARDS**

0:04:00 Community and Economic Development Director Hess explained that the reason this item is a Zoning Text Amendment is that by State code, public works standards are adopted by ordinance and that all of Title 11 will follow the Public Works Standards. So, to be as safe as possible in making the sort of amendment that the City is making, the City is doing it through a public process because this is amending Title 11 by proxy in amending the Public Works Standards. This includes a public hearing process.

0:05:36 Planner Ryan Nunn explained that Eric Casperson, North Ogden City Engineer, approached the Planning Department to amend the North Ogden City Code text to provide new Public Works Standards for private to public culinary water system connections. The need for the amendment has resulted from previous developments where conflicts between installed non-standard culinary water infrastructure and the standard city culinary water infrastructure have not been resolved. The addition of this new standard will provide additional protection to the city's culinary water infrastructure. The question has been asked why the city cares since the improvements will be maintained by a private entity and not by North Ogden City. Staff recommends that the Planning Commission conduct the public hearing, consider the proposed Public Works Standards amendment, and make a recommendation to the City Council.

0:07:00 Chairman Thomas commented that Prominence Point is an example of a private system which connects to our water but technically they could connect to the water line and contaminate it so the City wants a connection standard that doesn't affect the City's system.

0:07:49 Eric Casperson, City Engineer, explained that misunderstandings have occurred with how the connections work. Per our City standards, North Ogden City employees are the only ones that can turn its valves. What this standard allows is a private valve and a public valve on either side of the backflow preventer, which protects the City from contamination and cross-contamination. It basically allows the private entity to turn their own valve.

There was a brief discussion concerning cost and how the amendment was drafted. Chairman Thoms verified that a developer would be familiar with this procedure.

**a. Chairman Thomas opened the Public Hearing at 6:13 p.m.**

0:12:30 Chris Pulver, North Ogden Resident, commented that it says the connection would be "8 inches or larger" and asked if that were the normal size. City Engineer Casperson answered that 8 inches is the standard culinary water size.

Commissioner Nancarrow made a motion to close the Public Hearing. Commissioner Watson seconded the motion.

Voting on the motion:

Chairman Thomas	aye
Vice Chairman Mason	aye
Commissioner Barker	aye
Commissioner Nancarrow	aye
Commissioner Webb	absent
Commissioner Watson	aye
Commissioner Green	aye

The motion carried.

The Public Hearing was closed at 6:15 p.m.

**b. Consideration and recommendation**

0:14:00 Vice Chairman Mason asked for clarification concerning the draft Public Works Standards drawing and if it would fit in standard equipment. Chairman Thomas answered that yes it would; it is a standard drawing.

Commissioner Nancarrow made a motion to make a recommendation to the City Council to adopt private to public culinary water system connection standards amendment as proposed. Commissioner Barker seconded the motion.

Voting on the motion:

Chairman Thomas	aye
Vice Chairman Mason	aye
Commissioner Barker	aye
Commissioner Nancarrow	aye
Commissioner Webb	absent
Commissioner Watson	aye
Commissioner Green	aye

The motion carried.

**6. PUBLIC COMMENTS**

There were no public comments.

**7. REMARKS - PLANNING COMMISSIONERS:**

0:15:40 Chairman Thomas commented that this is Commissioner Barker’s last Planning Commission meeting and wanted to thank him for his many years of service and wished him well. Commissioner Barker mentioned he served 1½ terms.

**8. REPORT – COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR**

0:17:45 Community and Economic Development Director Hess presented Commissioner Barker with a plaque and thank you gift for his dedication and service for his time on the Commission.

0:19:06 Mr. Hess commented that Dan Nixon is ready to look at his site plan for his storage units. The Planning Commission has drafted an ordinance that will allow the upgrade to his storage units between 1900-2000 North Washington Boulevard. This item will be on the agenda for an upcoming meeting. Also, the City has interviewed four great Planning Commission candidates and the committee has made a recommendation to the Mayor for that appointment. Mr. Hess also noted that the State Legislative session began yesterday on January 16<sup>th</sup>, 2024, and will end March 1<sup>st</sup>, 2024, and he presented a brief overview.

**9. REMARKS – CITY MANAGER/ATTORNEY**

Mr. Call had no additional comments.

**10. ADJOURNMENT**

**Commissioner Watson made a motion to adjourn the meeting. Commissioner Nancarrow seconded the motion.**

**Voting on the motion:**

<b>Chairman Thomas</b>	<b>aye</b>
<b>Vice Chairman Mason</b>	<b>aye</b>
<b>Commissioner Barker</b>	<b>aye</b>
<b>Commissioner Nancarrow</b>	<b>aye</b>
<b>Commissioner Webb</b>	<b>absent</b>
<b>Commissioner Watson</b>	<b>aye</b>
<b>Commissioner Green</b>	<b>aye</b>

**The motion carried.**

**The meeting adjourned at 6:27 p.m.**

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Eric Thomas  
Planning Commission Chair

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Joyce Pierson  
Deputy City Recorder

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Date Approved

Not approved





**NORTH OGDEN PLANNING COMMISSION  
MEETING MINUTES**

February 7, 2024

The North Ogden Planning Commission convened on February 7, 2024, at 6:00 p.m. at the North Ogden City Office at 505 East 2600 North.

Notice of time, place, and agenda of the meeting was posted on the bulletin board at the municipal office and posted to the Utah State Website on February 1, 2024.

Notice of the annual meeting schedule was posted on the bulletin board at the municipal office and posted to the Utah State Website on December 13, 2023.

**Note: The time stamps indicated in blue correspond with the recording of this meeting, which can be located on YouTube: <https://www.youtube.com/channel/UCriqbePBxTucXEzRr6fclhQ/videos> or by requesting a copy of the audio file from the North Ogden City Recorder.**

**COMMISSIONERS:**

Eric Thomas	Chairman	
Brandon Mason	Vice-Chairman	
Nicole Nancarrow	Commissioner	
Johnson Webb	Commissioner	excused at 6:20 p.m.
Cody Watson	Commissioner	
Nissa Green	Commissioner	
Chad Bailey	Commissioner	arrived at 6:25 p.m.

**STAFF:**

Scott Hess	Community and Economic Development Director
Ryan Nunn	Planner

**VISITORS:**

Mylanie Ventanilla, Bank of America  
Chris Pulver

Chairman Thomas called the meeting to order at 6:00 p.m. Commissioner Watson offered the invocation and Commissioner Green led the Pledge of Allegiance.

**CONSENT AGENDA**

**1. ROLL CALL**

0:01:12 Commissioner Bailey was excused. All other Commission Members were in attendance.

**2. CONSIDERATION AND ACTION TO APPROVE THE NOVEMBER 15, 2023, AND DECEMBER 6, 2023, PLANNING COMMISSION MEETING MINUTES**

0:01:30 Commissioner Nancarrow made a motion to approve the November 15, 2023, and December 6, 2023, Planning Commission Meeting minutes. Commissioner Green seconded the motion.

**Voting on the motion:**

- Chairman Thomas**                    **aye**
- Vice Chairman Mason**           **aye**
- Commissioner Nancarrow**       **aye**
- Commissioner Webb**              **aye**
- Commissioner Watson**           **aye**
- Commissioner Green**             **aye**
- Commissioner Bailey**            **absent**

**The motion carried.**

**3. EX PARTE COMMUNICATIONS OR CONFLICTS OF INTEREST TO DISCLOSE**

0:02:00 Chairman Thomas asked if any Commissioners had ex parte communications or conflicts of interest to disclose. No disclosures were made.

**ADMINISTRATIVE ITEMS**

**4. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

0:02:13 There were no public comments.

5. **SPR 2024-02 CONSIDERATION AND ACTION REGARDING AN ADMINISTRATIVE APPLICATION, SITE PLAN APPROVAL FOR THE CONSTRUCTION OF A BRANCH OF BANK OF AMERICA LOCATED AT APPROXIMATELY 2250 NORTH 400 EAST**

0:02:25 Planner Ryan Nunn explained that the applicant is requesting approval of a site plan for a new branch of Bank of America. The proposed site is located at 2250 North 400 East and the building lot exists as part of the North Ogden Business Center – Phase 1 Second Amendment plat that was recorded May 1, 2019. No subdivision is necessary for this site plan review. Staff is requesting that the Commission review the signage, the trash enclosure, and the lighting, both on the building and the parking lot. The applicant is providing ample proposed parking, thus meeting the City’s streetscape standard. This area is zoned for this type of use and Staff finds the proposed site conforms to the North Ogden City General Plan. Staff recommends Site Plan Approval for the construction of a branch of Bank of America at 2250 North 400 East based on the conditions stated in the Staff report.

0:05:13 Vice Chairman Mason asked what impact this has on the vacant lot to the east and their access. Planner Nunn replied that there is currently access off Washington and UDOT will widen that road and improve the access to this area.

Chairman Mason invited input from the applicant.

0:07:17 Mylanie Ventanilla, Bank of America applicant with Interior Architects, questioned whether or not a trash enclosure could be eliminated since the bank has a janitorial service that comes weekly to remove all trash and all other documents will be shredded and taken away. Community and Economic Development Director Hess answered that by City Code it is not an obligation to use one, only to have a designated location for one.

0:09:36 Chairman Thomas asked if the applicant approves of Staff’s authority to approve site lighting, signage on the building, and to finalize the trash enclosure issue. Ms. Ventanilla responded that the bank has standards for lighting, to which Chairman Thomas replied that the City’s lighting standard is a “dark sky” policy.

0:10:45 CED Director Hess stated that there are two recommendations from Staff that aren’t represented on the current plan. One is meeting Washington Boulevard’s streetscape standard, which includes a 10-foot-wide sidewalk. Also, an 8-foot fence requirement between residentially zoned land and commercial zoned land, which would be the southern property border.

Brief discussion ensued regarding zoning of the property to the south and fencing materials to meet required standards.

0:13:10 Commissioner Nancarrow asked the applicant if she had been able to review the Staff Report, to which Ms. Ventanilla answered “no”. Commissioner Nancarrow replied there were a list of “Conditions of Approval” in the Staff Report and wanted to ensure the applicant could meet those.

0:13:31 Planner Nunn then reviewed his Staff Report, specifically the Conditions of Approval section (see attachment A).

Staff and the Commission engaged in a brief discussion regarding the exterior color of building.

0:16:26 Vice Chairman Mason commented on the impact to the lot to the east and emphasized that there will be two layers of commercial between the far back property and Washington Boulevard. He noted that he doesn't feel there is any reason to not move forward with this application, though. CED Director Hess responded that because it's not a subdivision and there's no legislation component involved, it needs to be looked at in isolation.

**Vice Chairman Mason made a motion to approve the application with the conditions listed in the Staff Report, including indicating the trash enclosure on the site plan. If property to the south is found to be zoned commercial, the fencing ordinance can be eliminated. Commissioner Nancarrow seconded the motion.**

**Voting on the motion:**

- Chairman Thomas**                    aye
- Vice Chairman Mason**            aye
- Commissioner Nancarrow**        aye
- Commissioner Webb**                absent
- Commissioner Watson**            aye
- Commissioner Green**             aye
- Commissioner Bailey**            absent

**The motion carried.**

**6. PUBLIC COMMENTS**

There were no public comments.

**7. REMARKS - PLANNING COMMISSIONERS:**

0:22:20 Chairman Thomas informed the Commission that Chad Bailey was nominated by the Mayor to be a member of the Planning Commission and he will be joining us at future meetings. Mr. Bailey is an architect and will be a good fit for the Commission.

**8. REPORT – COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR**

0:22:46 Community and Economic Development Director Hess gave an update on the Legislative session and HB 306 and encouraged the Commission to watch via Zoom. Also, the South Town Center project has been completed and will be brought forward for approval to the Planning Commission and City Council when the Active Transportation Plan is complete.

0:24:00 Chad Bailey arrived and briefly introduced himself and expressed that he is looking forward to serving on the Planning Commission.

**9. REMARKS – CITY MANAGER/ATTORNEY**

Mr. Call was excused.

**10. ADJOURNMENT**

**Commissioner Nancarrow motioned to adjourn the meeting.**

**The meeting adjourned at 6:27 p.m.**

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Eric Thomas  
Planning Commission Chair

\_\_\_\_\_  
Joyce Pierson  
Deputy City Recorder

\_\_\_\_\_  
Date Approved



# NORTH OGDEN CITY

SETTLED 1851

## Staff Report to the North Ogden Planning Commission

### SYNOPSIS / APPLICATION INFORMATION

Application Request: Public hearing, consideration, and recommendation on a legislative amendment to consider amending North Ogden Code Title 11-19-3, C, 5 Design and Location of Parking Spaces to reduce the required parking setback on Washington Boulevard.

Agenda Date: February 21, 2024

Applicant: Jason Westbroek, Big O Tires Business Owner

File Number: ZTA 2024-02

### PUBLIC NOTICE:

Mailed Notice:

Newspaper:

City Website: February 9, 2024

### STAFF INFORMATION

Scott A. Hess  
 Community and Economic Development Director  
[shess@nogden.org](mailto:shess@nogden.org)  
 (801) 737-9841

### APPLICABLE ORDINANCES

11-19-3, C, 5 Design and Location of Parking Spaces

### LEGISLATIVE DECISION

When the City is considering a legislative matter, the Planning Commission is acting as a recommending body to the City Council. The City has wide discretion in taking legislative action. Examples of legislative actions are general plan, zoning map, and land use text amendments. Legislative actions require that the Planning Commission give a recommendation to the City Council. Typically, the criteria for making a decision, related to a legislative matter, require compatibility with the general plan and existing codes.

### BACKGROUND

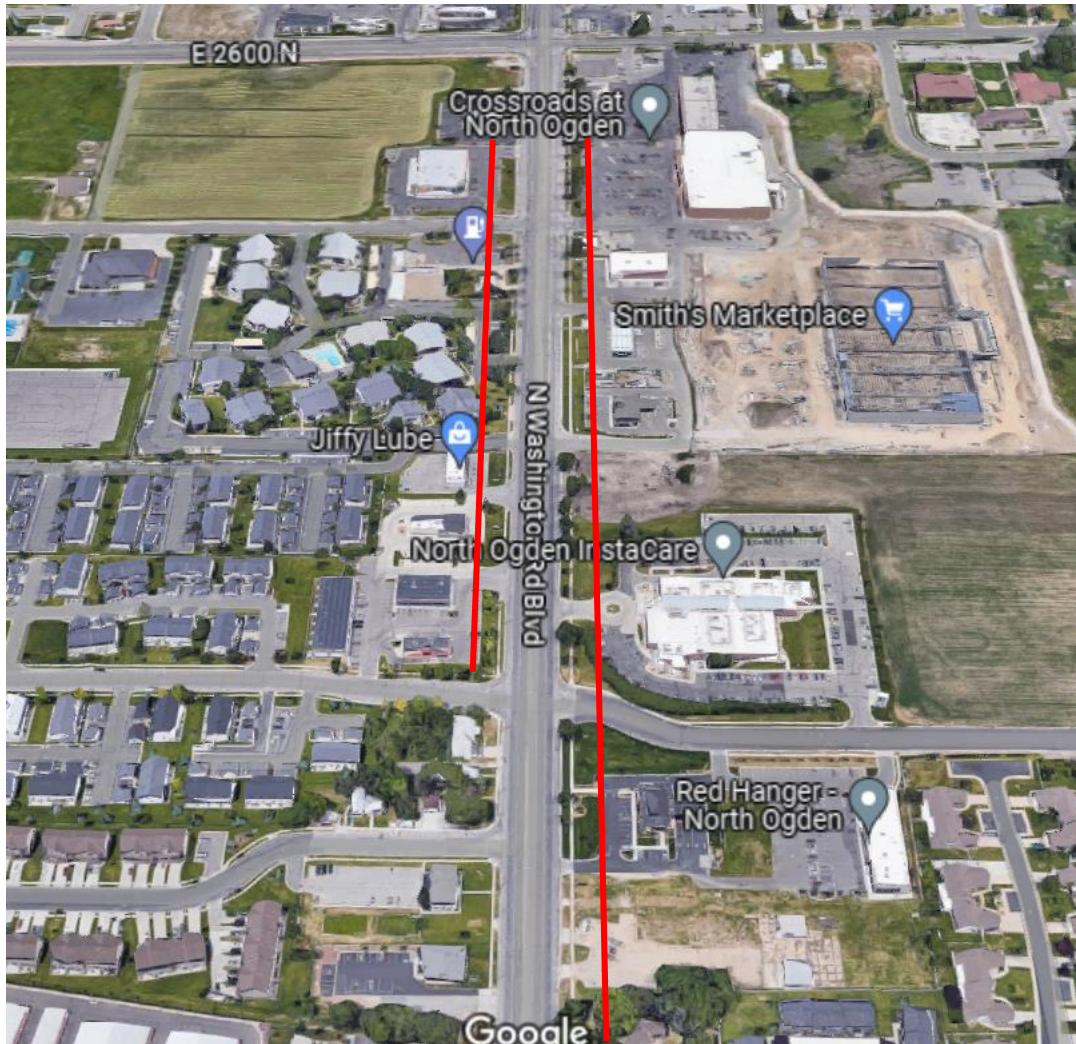
Jason Westbroek representing North Ogden business Big O Tires, located at 1893 N. Washington Blvd., needs additional parking space. When the site was originally developed, the City restricted parking along Washington Blvd. based on a required setback. The current ordinance, 11-19-3, C, 5 retains a twenty-foot (20') setback from property line for parking stalls along this major roadway. The applicant has applied to amend the ordinance and reduce the setback in order to construct additional parking on the east side of the site.

### ANALYSIS

Zoning standards may be based on an overall design aesthetic, to address safety, or to meet other



functional needs of the community. There is a need to balance aesthetics, landscaping, and design flexibility for the public and businesses. In some cases the City has developed setbacks for visual consistency, or to avoid parked cars in close proximity to a major roadway. In the case of Washington Blvd. the restriction requires 20 feet of separation from the property line to the nearest parking area. This standard has been applied to several years' worth of developments including Smiths, Walgreens, Maverick, Zion's Bank, Taco Time, Pizza Pie Café, and most recently Bank of Utah. The image below shows Washington Blvd. with the approximate setback highlighted in red.



Staff's opinion is that the city's current parking lot landscape requirements meet the needs of our commercial zoning areas. The 20-foot setback area provides visual relief along the corridor, and parked cars remain back from the high-speed travel lanes. Staff recommends leaving the standards as they are written.

However, it is an applicant's right to apply for amendments to the city's Zoning Code, and as such, Jason Westbroek has requested the Code language in section 11-19-3, C, 5. be amended. The applicant's recommendation is to reduce the required parking setback along Washington Blvd. to six feet (6') away from property line instead of twenty feet (20'). below (see Exhibit A):

**11-19-9, C, 5**

Design. All areas of the parking lot, with the exception of necessary points of ingress and egress, shall be no closer than ~~twenty~~ **six** feet (~~20'~~ **6'**) from the front property line. That unoccupied area shall be landscaped and maintained with trees, shrubs, ground cover, undisturbed natural growth, pedestrian walkways, and plazas.

**CONFORMANCE WITH THE GENERAL PLAN**

Goals from the General Plan that may relate to this proposed ordinance amendment identified by Staff are as follows:

**Southtown Area Goals:**

- Increase safety along Washington Boulevard

Strategies:

- Evaluate existing crossings for pedestrian use and safety through a traffic study.
- Provide more handicap ramps, bulb outs, medians, and pedestrian activated signals.

The City's General Plan is silent on parking for commercial areas. There is discussion about the design of public spaces, safety, and pedestrian facilities, but no specific call outs to parking or its location along corridors.

The city is the steward of public lands and facilities and needs to strike a balance between providing reasonable access, reasonable costs, and required improvements. Staff is recommending the Planning Commission consider whether a reduced setback for parking is compliant with the General Plan goals. Staff believes that the Planning Commission can find either proposal compliant with the Goals and Strategies of the General Plan.

**SUMMARY OF LAND USE AUTHORITY CONSIDERATIONS**

There are some guiding principles that should be considered before there is a change in code standards.

- Is the request a positive change for the City?
- Is there additional language that is appropriate for this ordinance?
- Is the proposal consistent with the General Plan?

**RECOMMENDATION**

Staff recommends that the Planning Commission conduct the public hearing, consider the information, and provide a recommendation to the City Council regarding the requested ordinance change.

**EXHIBITS**

- A. Application





# Land Use Development Application

Date: 02/01/2024

## Applicant / Owner

Applicant Name:	Jason R. Westbroek & Jared H. Sewell	Same as Applicant:	<input type="checkbox"/>
Company:	North View Big O Tires	Owner Name:	Westbroek Properties LLC
Address:	1893 N 400 E	Address:	1893 N 400 E
City, State, Zip:	1893 N 400 E	City, State, Zip:	North Ogden, Utah 84414-7228
Phone:	(801)510-2263 / (801)389-6051	Phone:	(801)737-4781
Email:	store044261@bigostores.com	Email:	store044261@bigostores.com

## Contractor Information

Contractor:	Phone:
Address:	Email:
City, State, Zip:	

## Project

Project Name:	Zoning Parking Set Back	Acreage:	.94
Address:	1893 N 400 E	Current Zoning:	Commercial
City, State, Zip:	North Ogden, Utah 84414-7228	Proposed Zoning:	Commercial
Parcel:		# of lots:	
Subdivision:		Existing Sq.Ft.:	
Lot #:		Proposed Sq.Ft.:	
		Land Serial #:	

Project Description: [Description]

## Application Type

<b>Subdivision:</b>	<input type="checkbox"/>	Variance:	<input type="checkbox"/>
Preliminary Approval:	<input type="checkbox"/>	<b>Conditional Use Permit:</b>	<input type="checkbox"/>
Final Approval:	<input type="checkbox"/>	City Fee (With Review):	<input type="checkbox"/>
Special Exception:	<input type="checkbox"/>	City Fee (No Review):	<input type="checkbox"/>
<b>Minor Subdivision:</b>	<input type="checkbox"/>	<b>Planned Residential Unit:</b>	<input type="checkbox"/>
Subdivision without Review:	<input type="checkbox"/>	<b>Subdivision Extension:</b>	<input type="checkbox"/>
Amendment or Vacation:	<input type="checkbox"/>	Fence:	<input type="checkbox"/>
<b>Boundary Line Adjustment:</b>	<input type="checkbox"/>	Fence Interior Lot:	<input type="checkbox"/>
<b>Site Plan Review:</b>	<input type="checkbox"/>	Fence Corner Lot:	<input type="checkbox"/>
With Technical Review:	<input type="checkbox"/>	Patio:	<input type="checkbox"/>
No Technical Review:	<input type="checkbox"/>	RV PADS/Expand Driveway:	<input type="checkbox"/>
<b>Zoning Amendment:</b>	<input type="checkbox"/>	New Structure:	<input type="checkbox"/>
Text:	<input checked="" type="checkbox"/>	Shed:	<input type="checkbox"/>
Map:	<input type="checkbox"/>	Other Structure under 200 sq. ft:	<input type="checkbox"/>
Annexation City:	<input type="checkbox"/>	Deck:	<input type="checkbox"/>
<b>Hearing Officer:</b>	<input type="checkbox"/>	Other:	<input type="checkbox"/>

## Vacation Request

Easement:	<input type="checkbox"/>	Subdivision:	<input type="checkbox"/>
Road:	<input type="checkbox"/>	Subdivision Lot:	<input type="checkbox"/>

**Conditional Use Permit**

Please explain the measures that will take place so that heavy traffic generated by the proposed use will not adversely affect the general traffic patterns of the area.

What measures are going to take place to assure that the building location will not create a pedestrian traffic hazard by causing approaches to sidewalks?

Please explain how the building design is compatible with, or complimentary to, already established adjacent structures.

If the development is adjacent to a residential zone or use, please explain how the building location, lighting, parking, or traffic circulation will not adversely affect the adjacent residential uses.

Please explain how the signage will be complementary to the development and overall aesthetic nature of the immediate area.

Please explain which proposed toxic materials and pollutants would be used in the proposed use and how such materials and pollutants will be handled, stored, and disposed of.

Please explain what measures will take place to avoid adverse effects on the adjacent residential, commercial, and manufacturing uses.

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**Residential Conditional Use Permit**

What traffic will be generated by this proposed use?

Please explain how the proposed development / use will not overload the carrying capacity for which local streets were designed.

What measures are you taking to assure that the internal traffic circulation will not adversely affect the adjacent residential property?

How is the proposed structure and parking facilities complimentary to the aesthetics of the general area?

Please explain how the proposed sign(s) will not adversely affect the development itself or the overall aesthetics of the immediate area?

Please explain how the proposed landscaping will be sufficient to enhance the aesthetics of the development and area.

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**Special Exception**

Explain how literal enforcement of the Zoning Ordinance would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the City Ordinance. (The hardship cannot be self-imposed or an economic hardship.)

Explain what is unique to, or the special circumstances attached to the property that does not generally apply to other properties in the city.

Explain how the granting of the special exception is essential to the enjoyment of a substantial property right possessed by other property in the same district.

Explain how the special exception will not substantially affect the general plan and will not be contrary to the public interest.

Explain how the spirit of the Zoning Ordinance is observed and substantial justice is done.

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**Zoning Ordinance Amendment**

STATE THE PHYSICAL DESCRIPTION OF THE AREA PROPOSED TO BE REZONED:

STATE THE LEGAL DESCRIPTION OF AREA PROPOSED TO BE REZONED:

PROPOSED TEXT (attach additional sheets, if needed): Change section 11-19-3 C. 5. to six feet (6') away from property line instead of twenty feet (20'). Design. All areas of the parking lot, with the exception of necessary points of ingress and egress, shall be no closer than six feet (6') from the front property line. That unoccupied area shall be landscaped and maintained with trees, shrubs, ground cover, undisturbed natural growth, pedestrian walkways, and plazas.

Item 5.

**Variance**

Explain how literal enforcement of the Zoning Ordinance would cause an unreasonable hardship for the applicant that is not necessary to carry out the general purpose of the Zoning Ordinance. (The hardship cannot be self-imposed or an economic hardship.)

Explain what is peculiar to, or the special circumstances attached to the property that does not generally apply to other properties in the same district.

Explain how the granting of the variance is essential to the enjoyment of a substantial property right possessed by other property in the same district.

Explain how the variance will not substantially affect the general plan and will not be contrary to the public interest.

Explain how the spirit of the Zoning Ordinance is observed and substantial justice is done.

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I do hereby certify that the information contained herein is true and correct.

\_\_\_\_\_  
Jason R. Westbroek  
Name

\_\_\_\_\_  
02/01/2024  
Date