



NOTICE AND AGENDA

SOUTH OGDEN CITY PLANNING COMMISSION MEETING

Thursday, January 11, 2024

Notice is hereby given that the South Ogden City Planning Commission will hold a meeting on Thursday, January 11, 2024, beginning at 6:15 p.m. The meeting will be located at City Hall, 3950 Adams Ave., South Ogden, Utah, 84403, in the city council chambers. The meeting is open to the public; anyone interested is welcome to attend. Some members of the commission may be attending the meeting electronically. The meeting will also be streamed live over www.facebook.com/southogdencity.

A briefing session will be held at 5:30 pm in the conference room and is open to the public.

I. CALL TO ORDER AND OVERVIEW OF MEETING PROCEDURES - Chairman John Bradley

II. ZONING ITEMS

Discussion on Accessory Building and ADU Building Setbacks

III. SPECIAL ITEMS

- A. Nomination and Election of Planning Commission Vice-Chair
- B. Open and Public Meetings Training

IV. APPROVAL OF MINUTES OF PREVIOUS MEETING

Approval of December 14, 2023 PC Minutes

V. STAFF REPORTS

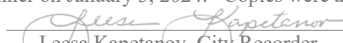
Drive-Thru to Be Located at 5590 Harrison Blvd.

VI. OTHER BUSINESS

VII. PUBLIC COMMENTS

VIII. ADJOURN

The undersigned, duly appointed City Recorder, does hereby certify that a copy of the above notice and agenda was posted to the State of Utah Public Notice Website, on the City's website (southogdencity.gov) and emailed to the Standard Examiner on January 5, 2024. Copies were also delivered to each member of the Planning Commission.


Leesa Kapetanov, City Recorder

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during the meeting should notify the City Recorder at 801-622-2709 at least 48 hours in advance.

STAFF REPORT



SUBJECT: Discussion Item - ADU Side and Rear Yard
Setback Modifications
AUTHOR: Mark Vlasic
DEPARTMENT: Planning
DATE: January 11, 2024

SUMMARY

The recently adopted changes to the Accessory Dwelling Unit Ordinance include the same side and rear yard setback requirements as accessory buildings. Those setbacks do not meet Uniform Building Code requirements for an occupied building and should be modified accordingly.

BACKGROUND

Comprehensive changes to Title 10-14-23 Accessory Dwelling Units (ADU) were recently adopted by the City Council. One of the changes indicates that the setback requirements for detached ADUs should be setback requirement for detached ADUs “must meet the setback requirements for accessory buildings as indicated in Title 10-7- RESIDENTIAL ZONES”. It has since been noted that the required setbacks would permit an ADU to be located up to one-foot from rear and side property lines, which conflicts with health and safety and fire standards. Allowing an ADU to be located so near property lines would trigger the requirement for fire-resistant walls to meet Uniform Building Code requirements (see Table R302.1 (1) Exterior Walls)

DISCUSSION

Staff has prepared draft changes to the ordinance that help ensure detached ADUs meet health, safety and fire code requirements while limiting potential impact to neighboring properties as a result of being located too close to adjacent property lines. The Planning Commission is requested to review and discuss the proposed changes and provide guidance and direction to staff.

TABLE R302.1(1) EXTERIOR WALLS

EXTERIOR WALL ELEMENT		MINIMUM FIRE-RESISTANCE RATING	MINIMUM FIRE SEPARATION DISTANCE
Walls	Fire-resistance rated	1 hour—tested in accordance with ASTM E119, UL 263 or Section 703.3 of the <i>International Building Code</i> with exposure from both sides	0 feet
	Not fire-resistance rated	0 hours	≥ 5 feet
Projections	Not allowed	NA	< 2 feet
	Fire-resistance rated	1 hour on the underside, or heavy timber, or fire-retardant-treated wood ^{a, b}	≥ 2 feet to < 5 feet
	Not fire-resistance rated	0 hours	≥ 5 feet
Openings in walls	Not allowed	NA	< 3 feet
	25% maximum of wall area	0 hours	3 feet
	Unlimited	0 hours	5 feet
Penetrations	All	Comply with Section R302.4	< 3 feet
		None required	3 feet

DRAFT ORDINANCE REVISION

10-14-23 : Accessory Dwelling Units (ADU)

The purposes and objectives of this section are to provide reasonable regulations for Accessory Dwelling Units (ADUs) located in residential areas of the city. An ADU is a second dwelling unit on an owner-occupied single-family use property that is clearly incidental and accessory to the main dwelling on the property, and can be either internal, detached or attached.

A. Definitions:

1. Internal ADU - an accessory dwelling unit located within the footprint of the primary dwelling unit.
2. Detached ADU - an accessory dwelling unit that is located on the residential property and not attached to the principal dwelling unit.
3. Attached ADU - an accessory dwelling unit that is constructed as a physical expansion or addition to the primary dwelling, sharing one or more common walls.

B. Conditions: An Accessory Dwelling Unit may be permitted subject to the following conditions:

1. No more than one ADU may be permitted on a single lot.

2. There is no minimum lot size for internal or attached ADUs as long as all applicable zoning and permitting requirements are met.
3. Detached ADUs are not permitted on residential lots that comprise an area of less than 10,000 square feet.
4. There shall be no obvious evidence that more than one family is living on the property containing the ADU. The ADU shall be clearly incidental to the primary dwelling and the property on which it is located.
5. Each ADU unit shall have the same address as the main structure. Homes with an ADU may designate mail to occupants of the ADU with a unit or apartment number.
6. The ADU may not be used as a short-term rental.
 - a. Short-term rental is defined as a property that is rented for a period of less than 30 days.
7. ADU size requirements:
 - a. Maximum size.
 - i. There is no maximum size for ADUs located within or attached to a main building, as long as all applicable zoning and permitting requirements are met.
 - ii. Detached ADUs shall not exceed 1,200 square feet.
8. Site Design and Height Requirements:
 - a. Height Requirements
 - i. Internal and attached ADUs must meet the setback and height requirements of the primary building.
 - b. The minimum height of a detached ADU shall not be less than ten feet (10') and the maximum height shall not exceed 19 feet (19'), subject to the following exceptions:
 - i. Height may be increased up to 24 feet for a pitched roof or 20 feet for a flat roof provided the side and rear yard setbacks are increased one foot for each additional foot in building height above 17 feet.
 - c. Setback Requirement
 - i. A detached ADU ~~must meet the setback requirements for accessory buildings as indicated in 10-7- RESIDENTIAL ZONES~~ must maintain five foot (5') minimum side yard and rear yard setbacks from any property line, be located at least six feet (6') from the main building and no closer than ten feet (10') to the primary dwelling on an adjacent lot.
 - ii. Attached and detached ADUs must utilize a similar residential exterior wall treatment and roofing material as the primary building.
 - iii. A detached ADU may be located in a rear yard provided it meets the required setbacks of the zone.
9. ADUs must include the following:
 - a. A kitchen separate from the main dwelling.
 - b. Sanitation facilities (at least a 3/4 bathroom) separate from the main dwelling.

10. The ADU shall provide at least one (1) off-street parking space in addition to the required parking for the primary residential unit.
 - a. ADUs must meet the off-street parking requirements contained in Title 10, Chapter 17 Parking and Loading Space, Driveway, Vehicle Traffic and Access Regulations of the South Ogden City Code.
 - b. Garage or carport spaces count as approved parking spaces.
 - c. Required ADU parking stalls may not be located in a front yard and must meet the off-street parking requirements of 10-17-2 of this code.
11. All utility services shall be in the property owner's name.
12. All construction and remodeling to accommodate the ADU shall be in accordance with all building codes, as amended and in effect at the time of construction or remodeling.
13. A person desiring to construct an ADU shall obtain a building permit as applicable.
14. The property owner must obtain a South Ogden City Rental Dwelling Business License for ADUs for which they receive any monetary compensation.
15. ADUs may be inspected upon receipt of complaints by any appropriate department of South Ogden City or other governmental agency to ensure compliance with building, fire, health, and safety codes.
16. No ADU shall be approved without all required inspections and approvals of the City Building Inspector in compliance with UCA 10-9a-511.5 and its subsequent amendments.
17. No Rental Dwelling Business License shall be granted to an ADU without providing evidence of a Certificate of Occupancy.
18. Prior Uses: No ADU existing prior to the enactment of this Section shall be "grandfathered" or considered legal solely based on the fact they were used as such. No ADU dwelling unit is allowed except as provided in this Section. Any portion of the primary residence or ADU that is sectioned off so that any occupant of said dwelling does not have access to any portion of the home, and contains separate living quarters and/or a kitchen, regardless of the relationship of the occupants, shall be prohibited unless it meets all of the requirements and standards of this Section, and an application has been made pursuant to the requirements and conditions of this Section.
19. The ownership of an ADU shall not be separated from the principal dwelling.
20. The decision by South Ogden City staff to not issue a permit for an ADU may be appealed to the Appeal Authority as per 10-4-3 of this code.

Process for Nomination and Election of New Planning Commission Chair

Nominations From The Floor

Sometimes called *open nominations*, this method is probably the most familiar. It's used in the vast majority of situations in which members elect their officers at a meeting. Your group's rules and customs determine when floor nominations are accepted. Sometimes nominations aren't taken until the election is pending, and sometimes they're taken at other times, such as at a meeting before the election meeting.

The process of making floor nominations is subject to the following rules:

- Recognition by the chair is not required to make a nomination. However, calling nominations from your seat is often impractical, so you may want to adopt a more formal nomination process.
- Nominations don't have to be seconded, but it's not out of order for members to second a nomination to signal their endorsement.
- A person can nominate himself or herself.
- A member shouldn't offer more than one nomination to a position if there are several seats for the same office — such as for nominees to a board or a committee — until all other members have had the opportunity to make nominations.
- If the bylaws don't prohibit it, a person can be nominated for more than one office and can even serve in more than one office if elected.
- Nominees do not have to leave the room during the nominations, when the vote is taken, or when the vote is counted.
- The presiding officer can continue presiding, even if he or she is one of the nominees for the office.
- A member can rise and decline the nomination during the nominating process.
- After each nomination, the president repeats the name to the assembly.
- Nominations are taken for successive offices in the order they're listed in the bylaws.

Motions to close nominations are usually unnecessary because the nomination process simply continues until no one wishes to make further nominations. When the nominations stop, the chair just declares nominations closed after making sure that no more nominations are forthcoming. Customarily (although it's not required), the chair accomplishes this by calling three times for more nominations.

According to Robert's Rules, a motion to close nominations is out of order *as long as any member wishes to make a nomination*.

A motion to close nominations is usually not necessary unless it is apparent that members are nominating people just to honor them, and that the nominees have no intention of serving.

Usually the president closes nominations when no further nominations come forward from the assembly.

CONDUCTING ELECTIONS

The election process may be the easiest part of deciding who handles a particular job in the organization. Robert's Rules on elections are very straightforward after what is often a politically charged prequel of nominating and campaigning.

An election is really nothing more than the handling of an assumed motion, with the question being on whom to elect to fill a position. Like any incidental main motion, an election can be decided by voice vote or by ballot.

Electing By Ballot

Ballot voting is by far the surest way to allow for the free expression of the will of the membership.

When holding ballot elections, you have two procedural options:

- **Nominations for all offices conclude before any balloting begins.** This saves time and allows for polling at a time and place other than a meeting. However, it disadvantages candidates who lose an election for a position decided earlier and then can't serve a different position. When using this procedure, make it clear that a person can be nominated for and elected to more than one office. If a person is elected to two different positions, she can either choose which office to accept or serve in more than one position, if that's allowed.
- **Nominations for each office are followed by the election for that office.** The main advantage here is that it allows members to consider the election results of one office before proceeding to the election of another office. You take nominations from the floor for one office, and when no further nominations are forthcoming, you proceed to the balloting for that office. This method requires more time for the election process, making it probably best limited to smaller groups.

No matter which procedure you use, the order in which you take up each election is the order in which the offices are listed in your bylaws.

Voting by ballot enables a member to vote for a candidate not formally nominated by writing in a name — a *write-in vote*. A write-in vote is a legal vote unless it's unintelligible or cast for an unidentifiable or ineligible person or for a fictitious character, in which case it's counted as an illegal vote.

Ballot voting is the preferred voting method in situations in which knowing how all the members voted isn't desirable. You can use a ballot vote to decide either a motion or an election:

- **If the ballot vote decides a motion,** the question is clearly stated by the chair, and you're instructed to mark your ballot *Yes* or *No* (or *For* or *Against*).
- **If the ballot vote decides an election,** you're instructed to write the name of the nominee of your choice on your ballot.

It's never in order to vote *Yes* or *No* (or *For* or *Against*) a candidate when electing persons to office.

The only way you can vote *against* a candidate is to vote *for* another person.

6/8/2018 Robert's Rules of Order, Nominations And Elections

http://westsidetoastmasters.com/resources/roberts_rules/chap12.html 6/10

Who Gets To Vote

Depending on your organization and the decisions being made, balloting may take place during a meeting, or polls may be open during polling periods including times when no meeting is in progress.

In either case, you need to appoint reliable ballot counters to hand out and collect ballots and to count the votes.

Only members entitled to vote are given ballots or are allowed to deposit ballots with a ballot counter or place them in the ballot receptacle. If polling is conducted outside of a meeting, members should verify their credentials with election officials when casting their votes at the polls, and members' names should be checked on a list showing who has voted.

The presiding officer votes along with all the other members, although she is *never* allowed to cast a tie-breaker in a ballot vote.

A member has the right to vote until the polls are closed. A late-arriving member can vote only with other members' consent by majority vote.

Counting The Ballots

When counting ballots, ballot counters need to keep a few key points in mind:

- Blank votes are treated as scrap paper and don't count at all.
- Illegal votes cast by legal voters count toward the total votes cast, but they don't count for any individual choice or candidate. Illegal votes are
 - Unintelligible ballots
 - Ballots cast for a fictional character
 - Ballots cast for an ineligible candidate
 - Two or more marked ballots folded together (together they count as only one illegal vote)
 - If a marked ballot is folded together with a blank ballot, the marked ballot counts as one legal vote, and the blank ballot is considered scrap paper.
- Each question on a multipart ballot is counted as a separate ballot. If a member leaves one part blank, the votes entered on the other questions still count.
- If a member votes for more choices than positions to be elected, the vote is considered illegal.
- If a member votes for fewer choices than positions to be elected, the vote is legal and those votes count.
- Small technical errors, such as spelling mistakes or marking an X when a checkmark is called for, don't make a vote illegal as long as the voter's intent is discernible.
- Votes cast by illegal voters must not be counted at all, not even included in the number of total votes cast. If it's determined that enough illegal votes were cast by illegal voters to affect the result, and these votes can't be identified and removed from the count, then the vote is deemed null and must be retaken.

6/8/2018 Robert's Rules of Order, Nominations And Elections

http://westsidetoastmasters.com/resources/roberts_rules/chap12.html 7/10

After The Vote

After the votes are counted, the lead ballot counter reads aloud to the membership the complete report of the vote counts but doesn't declare the result. That job belongs to the presiding officer, who reads the report again to the members, concluding with a formal declaration of the result. The entire ballot counters' report should be included in the minutes of the meeting.

In determining how long to hold the ballots before destroying them, your main consideration is the possibility of needing a recount. After the period during which a recount can be conducted has passed, you don't need to keep the ballots. A decision on how long to keep them can be made at the meeting when the vote takes place, or a short retention period for ballots can be adopted as a standing rule.

Electing By Voice Vote

If your bylaws don't require you to conduct an election by ballot, and if candidates are unopposed or there's no major contest for an office, you can save time with a simple voice vote (or *viva voce*). After nominations are closed, the vote is taken on each nominee in the order in which they were nominated.

Because this form of voting favors one candidate over another based on the order of nomination, you should avoid using it except in mass meetings or when there's no serious contest for the office and a ballot is not required. If members don't understand exactly how it works, the ones whose preferred candidate doesn't get voted on are likely to think something is amiss.

Electing By Roll Call

If your assembly's members are accountable to a constituency, your rules may require you to conduct your elections by roll-call vote. You follow the same procedures for elections by ballot, as far as arriving

at the point of the election is concerned, but instead of casting your vote by ballot, each member announces his vote when the secretary calls that person's name. The secretary repeats the vote after recording it, to ensure accuracy.

Determining Who Wins

Elections are decided by majority vote unless your bylaws provide differently. In a voice vote, the winner is easy to determine and the vote is over when someone wins the election. When it comes to ballot elections, your election isn't complete until a position is filled, and a position is never filled until a candidate receives the threshold number of votes required for election. In most cases, the threshold is a majority of the votes cast. If you have only two candidates and the vote is a tie, you repeat the balloting until one candidate receives a majority.

Balloting must continue until a candidate receives a majority. It's never proper to drop the candidates receiving the lowest vote totals from a ballot unless they withdraw voluntarily. That means run-offs are just plain out of order. The requirement for election by ballot is a majority, and a candidate has no obligation to withdraw just because he polls low numbers. Your members may wind up voting for Mr. Low as the compromise candidate.

Additional Points Concerning Elections

Here are some other things to consider during the election process:

- A quorum needs to be present throughout the election meeting. If members leave during the meeting so that a quorum is not present, those offices not yet elected must be put off until an adjourned meeting or until the next meeting.
- Ballot counters should cast their ballots at the same time that the assembly votes.
- If a member is elected and not present and has not previously said that if elected he or she will serve, someone should call the member to see if he or she will accept the office. If not, the members can vote again during that meeting for another candidate.
- If an elected candidate declines the office after he or she is elected and after the meeting has adjourned, another election needs to take place, if at all possible. If the bylaws specifically address this situation, members should follow the bylaws.
- If it is discovered after an election that the person elected does not meet the eligibility requirements, and even if the person has begun to serve, the election is void. The organization must have another election.
- A member can't make the motion to adjourn while the assembly is occupied with taking a vote, verifying a vote, or announcing a vote, except when the vote is by ballot. In a ballot vote, after the ballot counters have collected all the ballots, a member can make the motion to adjourn. If the motion is adopted, the assembly can adjourn before the vote is announced if it has another meeting scheduled. The balloting committee can still count the ballots. When the next meeting begins, the first order of business is to hear the report of the balloting committee and for the presiding officer to announce the vote that was taken at the previous meeting.
- If counting ballots takes some time, it is best for the assembly to take a recess instead of adjourn.
- In counting the votes, the balloting committee must not confuse a majority vote with the highest number of votes. The person who gets the most votes may not have a majority of the votes. In this case, the members must vote again until one candidate receives a majority vote.
- If there is a question about the way a ballot is marked, the ballot counters should take it to the presiding officer. He or she should present it to the assembly to decide what to do with the vote - whether to count it and toward what name to credit the vote.

- When presenting the nominations or taking the vote for a list of offices, the president should follow the order of offices that appears in the bylaws.
- If a person has been nominated to more than one office and is elected to two offices, he or she can choose which office he or she wants. The assembly then votes again on the other office.
- If a member is not present to choose which office he or she wants to serve, the members vote on which office they want him or her to serve. Members then vote on a candidate to fill the remaining office.
- If members adjourn before an election is complete, they should set the time for an adjourned meeting to finish the election. If they don't set a time for an adjourned meeting, they can call a special meeting (if the bylaws allow this). Or, members can also finish the election at the next regular meeting if the meeting falls within a quarterly time period.
- If members are voting for offices that have staggered terms or that last more than a year, the secretary should include in the minutes when the term expires. The minutes may say, for example, "Eric Olson was elected to the board for two years. His term expires July, 2014."
- If electronic machines are used for voting, they should be programmed so that each segment of the ballot is treated as if it were a separate ballot. Ballot counters present during the voting should be carefully instructed in their duties and should be able to explain to other members how to use the machine. If members haven't used the machine before, it may be wise to show them how to use it the day before the election.

UTAH OPEN & PUBLIC MEETINGS ACT

UTAH CODE ANN. §§52-4-101

et seq.



§52-4-102 Declaration of Public Policy

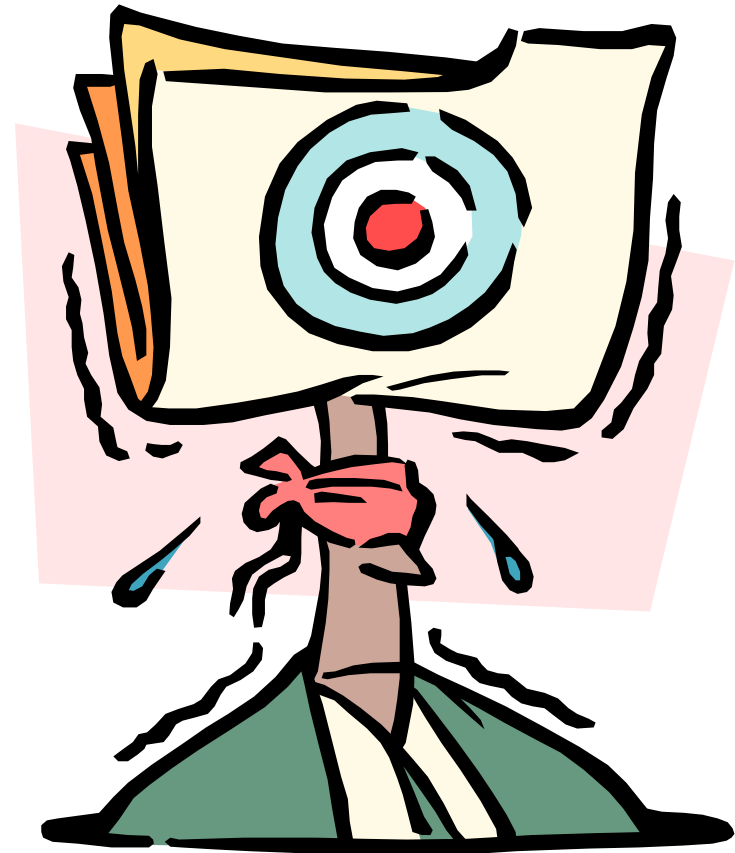
- (1) The Legislature finds and declares that the state, its agencies and political subdivisions exist to aid in the conduct of the peoples business.
- (2) It is the intent of the Legislature that the state, its agencies and its political subdivisions : (a) take their actions openly; and (b) conduct their deliberations openly.

UTAH OPEN & PUBLIC MEETINGS ACT

- WHAT DOES THE OPEN MEETINGS ACT DO?
 - “It requires government to take actions openly.”
 - “Ensures deliberations allow for an open public process.”

Who Is Subject To This Law?

- DO I HAVE TO FOLLOW THE LAW?
- YES, if you are:
 - A state administrative, advisory or legislative body and;
 - Were created by the Utah Constitution, statute, rule ordinance or resolution
 - Consist of two or more persons
 - You spend, distribute or are supported by tax money
 - You have authority to make decisions about the public's business.



Examples

- DABC Commission
- State Records Committee
- Board of Pardons
- City Council
- City Council Advisory Boards
 - Planning & zoning
 - Board of adjustments
 - Project committees

Who Is Not Affected?

- Political parties, groups and caucuses
- Legislative conference, rules and sifting committees
- Community councils



§52-4-103(4)(a)

- WHAT IS A MEETING?
 - “Meeting” means the convening of a public body, with a quorum present, including a workshop or an executive session whether the meeting is held in person or by means of electronic communications, for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the public body has jurisdiction or advisory power, about, or acting upon a matter over which the public has jurisdiction or advisory power.

§52-4-103(4)(b)

- WHAT DOES “MEETING” NOT MEAN?
 - A chance meeting
 - A social meeting
 - Meeting of a legislative body with both legislative and executive responsibilities
 - No public funds are appropriated
 - Meeting solely for discussion or to implement administrative/operational matters

Attendance at Meetings

- DO I HAVE TO ATTEND MEETINGS, OR CAN IT BE HELD WITHOUT PEOPLE IN THE SAME ROOM?
 - Can meet by phone, computer or other electronic means
 - Notice requirements still apply
 - Public must have a means to attend or participate
 - Must be adopted into existing rules/ordinance



§52-4-201(1)

Closed Meetings

- CAN A MEETING BE CLOSED TO THE PUBLIC? IF SO WHEN?
 - Discussing an individual's character, professional competence, or physical or mental health
 - Strategy sessions to discuss collective bargaining
 - Discussions regarding security personnel, devices or systems
 - Investigative proceedings regarding allegations of criminal misconduct
 - Strategy sessions to discuss the purchase, exchange, lease or sale of real property
 - Public notice of the terms and public approval of sale required



Are There Any Meetings That Must Be Closed?

- NO
- The decision to close a meeting to the public is always discretionary, not mandatory. The law does not require any meeting to be closed.

§52-4-204 Closing Meetings

- IS THERE A PROCESS TO CLOSE MEETINGS?
- YES, 52-4-204
 - A Quorum must be present.
 - Two-thirds of the body must vote to close the meeting.
 - The body must first hold a public meeting with proper notice before entering into the closed meeting.
 - The body must publicly disclose:
 - The vote by name of each member for or against entering into the closed meeting
 - The reasons for holding the closed meeting
 - Location of the closed meeting

What Is Forbidden During A Closed Meeting?

- You may not:
 - Approve any ordinance, resolution, rule, regulation, contract or appointment
 - Interview a person to fill an elected position
 - Take final action
 - Final votes must be open and on the record



§52-4-202 Notice Requirements

- ARE THERE ANY NOTICE REQUIREMENTS?

- Must be posted as a written notice at the place where the meeting will be held
- Must be given to at least one local general circulation newspaper or local media correspondent
- After October, 2008, by posting notice to the “Utah Public Notice Website” 63F-1-70 (not required if you are a municipality with budget less than \$1 million)
- At least 24 hours prior to meeting post:
 - Agenda including all action items stated with reasonable specificity
 - Date
 - Time
 - Place

UTAH OPEN & PUBLIC MEETINGS ACT

- WHAT ABOUT EMERGENCIES?
- The law allows for meetings for “emergency or urgent” matters if:
 - The best notice practicable is given
 - The minutes include a statement of the unforeseen circumstances that made the meeting necessary



UTAH OPEN & PUBLIC MEETINGS ACT

- WHAT ABOUT RECORDS OF THE MEETING? DO WE HAVE TO KEEP MINUTES?
- YES!
- 52-4-203 MINUTES OF OPEN MEETINGS, PUBLIC RECORDS AND RECORDING OF MEETINGS
- MINUTES OF BOTH OPEN AND CLOSED MEETINGS MUST BE KEPT
- A RECORDING OF AN OPEN MEETING MUST ALSO BE KEPT

Legislative Update §52-4-203

- Changed to include both written minutes and recording of open meeting as public records.
- Public body shall establish and implement procedures for the public body's approval of the written minutes each meeting.

What Are The Requirements For Keeping Minutes?

- All minutes must include
 - Date/time
 - Place of meeting
 - Names of all members present or absent
- In addition minutes of open meetings must include
 - All matters proposed, discussed or decided
 - All names and substance of information from individuals giving testimony
 - Individual votes on each matter
 - Any additional information requested by a member
- Minutes of closed meetings must include
 - The names of others present at the closed meeting, unless it infringes on the purpose of the closed meeting

Legislative Update §52-4-203

- Written minutes shall be available to the public before final approval when the minutes are only awaiting formal approval.
- The minutes released prior to final approval must be identified as “unapproved”.

§52-4-203(7) Minutes and Recordings of Open Meetings

- WHEN ARE THE MINUTES OF MEETINGS PUBLIC?
 - Written minutes and recordings of open meetings are public records pursuant to 63G-2-101 et seq. (GRAMA) and shall be released within a reasonable amount of time.
 - Minutes and/or recordings of closed meetings are not public records.

WHAT HAPPENS IF SOMEONE VIOLATES OPMA?

- 52-4-305
 - “In addition to any other penalty under this chapter, a member of a public body who intentionally violates or intentionally abets or advises a violation of the closed meeting provisions of this chapter is guilty of a class B misdemeanor.”
- 52-1-302
 - A court can void any action in violation of the law
 - Sometimes a violation can be “cured” by discussing an taking a public vote in a subsequent meeting
 - May have to pay court costs and attorneys fees



Common Violations Of OPMA

- Closing meetings without members of the body voting first in an open meeting to close the meeting
- Conducting a closed meeting for reasons other than those allowed by OPMA
- Taking official or final action in a closed meeting
- Failing to properly provide notice of a public meeting
- Failing to provide adequate notice of a public meeting

WHO CAN ENFORCE OPMA?

- The courts
- The Attorney General
- A County Attorney
- A private citizen who is an aggrieved party

UTAH OPEN & PUBLIC MEETINGS ACT

- HOW LONG DOES A PARTY HAVE TO PURSUE CORRECTIVE ACTION?
 - 90 Days
 - 30 Days if it involves, bonds, notes, or debt

UTAH OPEN & PUBLIC MEETINGS ACT

- QUESTIONS?

UNSWORN AFFIRMATION OF TRAINING

In accordance with the requirements of UCA §52-4-104 et. seq., Utah's Open and Public Meetings Act and pursuant to the provisions of UCA §78B-5-705,

I _____
(please print) make this written declaration upon oath,
subscribed and dated under penalty as provided by said section and affirm as follows:

I have completed the required annual training as a member of the

- ☐ City Council
- ☐ Planning Commission
- ☐ Urban Forestry Commission
- ☐ Other Covered Body: _____

By way of the following:

- ☐ 2023 video presentation by State Auditors Office found online at
<https://www.youtube.com/watch?v=QNVBuXB7vkM>
- ☐ 2016 video presentation by Dave Church found online at
<https://www.youtube.com/watch?v=15V3WZY7ljs>
- ☐ Review of the 2010 State Legislature presentation (found in packet)
- ☐ Other: _____

Executed and dated this ____ day of _____, 20__.

Signature



MINUTES OF THE SOUTH OGDEN CITY PLANNING COMMISSION MEETING

THURSDAY, DECEMBER 14, 2023
COUNCIL CHAMBERS, CITY HALL –6:15 pm

PLANNING COMMISSION MEMBERS PRESENT

Chair Jeremy Howe, Commissioners Robert Bruderer, Steve Pruess, Brian Mitchell, John Bradley, Nic Mills, and Stephen Dredge

PLANNING COMMISSION MEMBERS EXCUSED

Commissioner Brian Mitchell

STAFF PRESENT

Assistant City Manager Doug Gailey, Planner Mark Vlastic, and Recorder Leesa Kapetanov

OTHERS PRESENT

Christopher Pruess, Amelia Pruess

Note: The time stamps indicated in blue correspond to the audio recording of this meeting which can be found at:

https://cms7files.revize.com/southogden/document_center/Sound%20Files/2023/PC231214_1916.mp3

or requested from the office of the South Ogden City Recorder.

A briefing session was held before the planning commission meeting and was open to the public as well as available through Facebook Live. The audio recording for the briefing meeting can be found by clicking this link:

https://cms7files.revize.com/southogden/document_center/Sound%20Files/2023/PC231214_1840.mp3

I. CALL TO ORDER AND OVERVIEW OF MEETING PROCEDURES

- Chair Jeremy Howe called the meeting to order at 6:15 pm and called for a motion to open the Planning Commission meeting
00:00:00

Commissioner Mills so moved. The motion was seconded by Commissioner Bradley. Commissioners Bruderer, Pruess, Bradley, Dredge, and Mills all voted aye.

II. PUBLIC HEARING

To Receive and Consider Comments on Proposed Amendments to SOCC Title 11 Concerning Subdivisions in Order to Comply With State Requirements

- The chair entertained a motion to leave the planning commission meeting and open a public hearing to receive comments on proposed amendments to SOCC Title 11 concerning subdivisions in order to comply with new state requirements

00:00:35

Commissioner Bradley moved to leave the planning commission meeting and open a public hearing. Commissioner Pruess seconded the motion. The voice vote was unanimous in favor of the motion.

- Chair Howe invited both online and in person comments
Christopher Pruess- 00:01:32 Felt the planning commission should still approve subdivisions
- The chair asked staff to give an overview on the proposed amendments. He recommended subdivisions be reviewed by the Staff Review Committee. There was some conversation on the recommendation. 00:04:45
- Chair Howe asked if there had been any online comments and was told there were none. He called for a motion to close the public hearing but allow online public comment until 6:40 pm. 00:17:36

Commissioner Pruess so moved. The motion was seconded by Commissioner Mills. All present voted aye.

III. ZONING ITEMS

A. Discussion and Recommendation on Proposed Amendments to SOCC Title 11 Concerning Subdivisions

- Discussion 00:18:15
- Motion 00:45:02

Commissioner Mills moved to recommend approval to the City Council of the updated subdivision ordinance with two additions: that the Staff Review Committee, acting as the Administrative Land Use Authority, include one planning commission member for each preliminary subdivision review; and that staff provide a written or verbal report on approved plats to the Planning Commission at the meeting following the approval. Commissioner Bruderer seconded the motion. Chair Howe called the vote:

Commissioner Bradley -	Yes
Commissioner Pruess -	No
Commissioner Mills -	Yes

Commissioner Dredge- Yes
Commissioner Bruderer - Yes

The motion stood.

B. Discussion on Whether to Allow Stacked/Tandem Parking

- Planner overview 00:46:55
- The consensus of the Planning Commission was that stacked parking should continue to not be allowed

C. Discussion on Setbacks for Accessory Buildings/ADUs

- Planner overview 01:02:25
- Discussion 01:03:53
- Staff was instructed to separate setback requirements for ADUs from other accessory buildings and bring a sample ordinance to the next meeting

IV. SPECIAL ITEMS

Discussion on How to Handle Planning Chair Vacancy

- Staff overview of Planning Commission Policies and Procedures (see Attachment A) 01:10:00
- Discussion 01:12:24
- Staff was instructed to put the nomination and election of the Planning Commission Vice-Chair on the next agenda

V. APPROVAL OF MINUTES OF PREVIOUS MEETING

Approval of October 12, 2023 Planning Commission Minutes

- Chair Howe asked if there was any discussion on the minutes; seeing none, he entertained a motion to approve the minutes 01:13:14

Commissioner Bruderer so moved. The motion was seconded by Commissioner Pruess. All present voted aye.

VI. STAFF REPORTS

City Recorder Kapetanov informed the commissioners that the ADU ordinance had been approved by the City Council 01:13:40

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134 **VII. OTHER BUSINESS**

- 135 • Commissioner Pruess asked a question about a development on Harrison Blvd. where the
136 turkey farm used to be located 01:13:14
137 • Chair Howe thanked everyone for their support during the time he had served on the
138 Planning Commission 01:14:23
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142 **VIII. PUBLIC COMMENTS**

- 143 • The chair announced no public comments had been made online
144 01:14:48
145 • Christopher Pruess 01:15:06 Thanked the commissioners for
146 the time they spent serving the
147 community and asked about a
148 brightly painted building on
149 Washington Blvd.
150 • Response to public comment 01:16:41
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154 **IX. ADJOURN**

- 155 • After determining there were no more online public comments, Chair Howe called for a
156 motion to adjourn 01:21:10
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158 **Commissioner Mills moved to adjourn, followed by a second from Commissioner Bradley.**
159 **The voice vote was unanimous in favor of the motion.**
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- 161 • The meeting concluded at 7:40 pm
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168 I hereby certify that the foregoing is a true, accurate and complete record of the South Ogden City Planning Commission Meeting
169 held Thursday, December 14, 2023.
170

171 
172 Leesa Kapetanov, City Recorder
173

Date Approved by the Planning Commission

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ATTACHMENT A
Planning Commission Policies and Procedures

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221 **South Ogden City Planning Commission**
222 **Policies and Procedures**

223 The South Ogden City Planning Commission shall be governed by all applicable state statutes, city
224 ordinances, and these rules.

225 **I. MEMBERS**

226 The Planning Commission shall be comprised of seven members, all of whom shall be residents of
227 the city appointed by the Mayor with the advice and consent of the City Council under Utah Code
228 Annotated 10-9A-301.

229 **II. OFFICERS AND DUTIES**

230 The Planning Commission shall elect annually, during the first regular scheduled meeting in July, a
231 Chair and Vice Chair, who may be elected to successive terms. The Chair and Vice Chair shall be
232 elected from the voting members of the Planning Commission by a majority of the total
233 membership. The Chair, or in his or her absence or incapacity, the Vice Chair, shall preside over all
234 meetings and hearings of the Planning Commission and shall execute all official documents and
235 letters of the Planning Commission. If the Chair resigns, is not re-appointed, or is otherwise
236 ineligible or unable to continue in office, the Vice Chair shall become the Chair. A new Vice Chair
237 may be elected to serve the remaining term when necessary. The next July, an election for both
238 offices shall be held as stated above.

239 **III. MEETINGS**

240 **A. Quorum**

241 A quorum shall consist of four members of the Planning Commission (consistent with
242 provisions of Section I above). A quorum shall be necessary to conduct any business of the
243 Planning Commission.

244 **B. Time of Meetings**

245 Meetings shall be held on an as needed basis, however, when meetings are held, they shall be
246 on the second Thursday of each month at 6:15 p.m. At 5:30 p.m. prior to each regular
247 meeting, the Planning Commission shall hold a staff briefing meeting at the City Hall that
248 shall be open to the public and held. The date of a meeting (and the staff briefing meeting)
249 may be changed or canceled, by the majority of the total membership of the Planning
250 Commission. At least one week's notice of a new date for a regular meeting shall be given to
251 each member. Additional meetings shall be convened in the same manner and shall be open
252 to the public and required public notice will be provided by the staff. A special meeting may
253 be called by the Chair or by a majority of the other voting members of the Planning
254 Commission at any time; provided that at least 24 hours' notice shall be given to each
255 member before that meeting is held. Costs of holding a special meeting shall be paid to South
256 Ogden City by the requesting applicant, organization, or agency. Notice requirements dictate
257 that the first hearing on zoning applications shall not be scheduled as a special meeting.

C. Meetings Open to the Public

All regular or special meetings and work sessions of the Planning Commission shall be open
to the public unless closed as provided for in the Utah Open Meeting Act.

D. Executive Sessions

Executive sessions may be called by the Chair, upon proper public notice, to discuss items
such as personnel, real estate transactions, and litigation or other categories provided in the
Utah Open Meeting Act. No official action shall be taken during any executive session.
Executive sessions shall comply with the Utah Open Meeting Act.

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263 **E. Order of Business**

- 264 1. Procedural Statement (Chair explains the meeting schedule and the method for
- 265 conducting the meeting)
- 266 2. Zoning Public Hearings
- 267 3. Zoning Actions
- 268 4. Commercial Site Plan Actions
- 269 5. Conditional Use Actions
- 270 6. Subdivision Public Hearings
- 271 7. Subdivisions Actions
- 272 8. Special Items
- 273 9. Other Business
- 274 10. Approval Of Minutes Of Previous Meeting
- 275 11. Public Comments
- 276 12. Adjourn

277
278 The Planning Commission may change the order of business or consider matters out of order
279 for the convenience of applicants or other interested persons.

280 **F. Voting**

- 281 1. An affirmative vote of the majority, but not less than four of the voting members
282 present at the meeting, shall decide all matters under consideration by the Planning
283 Commission unless otherwise provided for in these rules.
- 284 2. The Chair, or Vice Chair absent the Chair, shall vote only in case of a tie on zoning,
285 conditional use, and subdivision matters, unless his or her presence at the meeting must
286 constitute a quorum; the Chair shall be a voting member on such matters.

287 **G. Other Meetings**

288 The City Council and the Planning Commission shall meet at least annually to evaluate
289 planning and development programs. The Planning Commission may meet once a year, or
290 more frequently, with other agencies and organizations such as real estate, construction, and
291 development firms that have frequent contact with the Planning Commission.

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299 **IV. CONSIDERATION OF APPLICATIONS**

A. Application

- 296 1. Upon filing an application, the applicant shall be directed by the staff, to the extent that
297 the staff possesses the information, to relevant outside agency or agencies (water
298 district; UDOT, forest service, and so on). The staff shall advise the applicant to meet
299 with these agencies prior to the application's placement on the Planning Commission
300 agenda. Staff will also send application and required plans to the fire department and
301 engineering.
- 302 2. All noticing requirements for public hearings as set out in State and City Code will be
303 followed by the Planning Commission.
- 304 3. The Planning Commission delegates authority to the staff to review and act on Site
305 Plan amendments of previously approved projects. The approval shall limit the
306 authority to non-residential projects only and a 50% increase in building size but not to
307 involve additional property. All City department reviews shall be completed with
308 approvals and all applicable City ordinances shall be applied. The staff items approved
309 shall appear on the Planning Commission agenda for their information.

B. Public Hearing Procedure

Any person may appear in person or by agent or attorney at any meeting of the Planning Commission. The order of procedure in the hearing of each application shall be as follows:

1. Presentation of the application by the Planning staff. Presentation shall include the staff's recommendation and the reading of pertinent comments or reports concerning the application. (In the case of a zoning application, the application is heard at one meeting and the decision deferred until the next meeting. The staff will present its zoning recommendation prior to the time of the decision.)
2. Statements of the applicant and witnesses in support of the application.
3. Statements of witnesses opposed to the application.
4. Rebuttal, if requested. Rebuttal shall not be allowed unless a member of the Planning Commission requests that witnesses be allowed to make further statements in order to answer questions raised by previous statements.

C. Decisions

The Planning Commission may grant approval of a development concept site plan that can be used to prepare a plan for preliminary approval.

Decisions of the Planning Commission shall be final at the end of the meeting at which the matter is decided. The Planning Commission shall send a written copy of its decision to the applicant or to the agent or attorney. In cases of denied applications, the copy of the decision shall include, insofar as practical, the reasons for the Commission's decision.

D. Reconsideration of Applications

A denied application for a conditional use permit may be reconsidered by the Planning Commission if the applicant presents new evidence that the Commission determines is sufficient to merit reconsideration of the application. The applicant must file a written request for reconsideration within ten days of the original decision. If the Planning Commission grants a request for reconsideration, the application shall be reconsidered in the same manner as an original application. This includes payment of a new fee and publication of new notices. If reconsideration is denied, the same request shall not be heard again for six months from the date of the final decision.

V. AMENDMENTS

These rules may be amended at any regular meeting of the Planning Commission by an affirmative vote of at least four members of the Commission. Proposals for amendments must be presented in writing to each member of the Commission at least 48 hours before the meeting at which the vote is to be taken. The Planning Commission and staff shall review the Policies and Procedure and the Code of Ethics annually at the time of the change of leadership.

Adopted by Planning Commission: January 14, 2016

STAFF REVIEW COMMITTEE REPORT



PROJECT: Drive-Thru
LOCATION: 5590 Harrison Blvd
ZONE: Gateway Core
DATE APPROVED: December 15, 2023

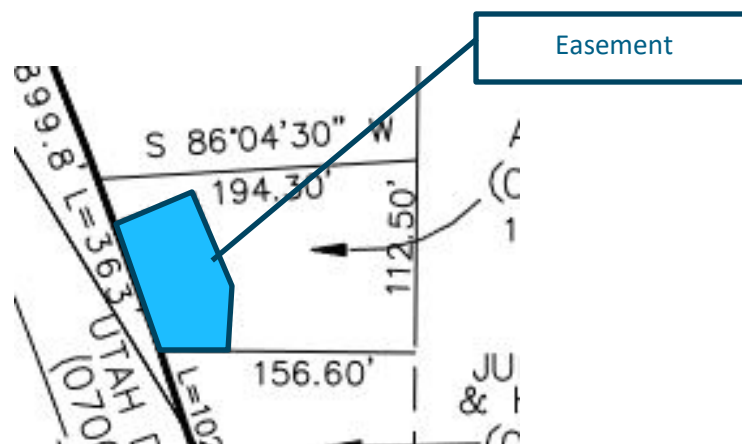
PROJECT SUMMARY

This lot has been vacant for many years. Last year, Guzzle Soda went through the process of getting a building here approved; however, sometime after it was approved, they decided to go a different route. The new applicant wants a drive-thru building at the location. My understanding is that they will find someone who wants to have a drive-thru and then build it for them.

EXCEPTIONS GRANTED

One exception was granted for this project. There is an easement that runs across the front of the property. The easement ensures that the property to the south (in this case Starbucks) won't be blocked from people trying to reach them from Harrison Blvd.

The easement, however, prohibits the drive-thru building to be built close to Harrison even though the code requires it. The City consulted with the attorney, who said that in this case, the City should grant the exception as that would be the only way that anything could be built on the property and the owner had the right to be able to use the property.



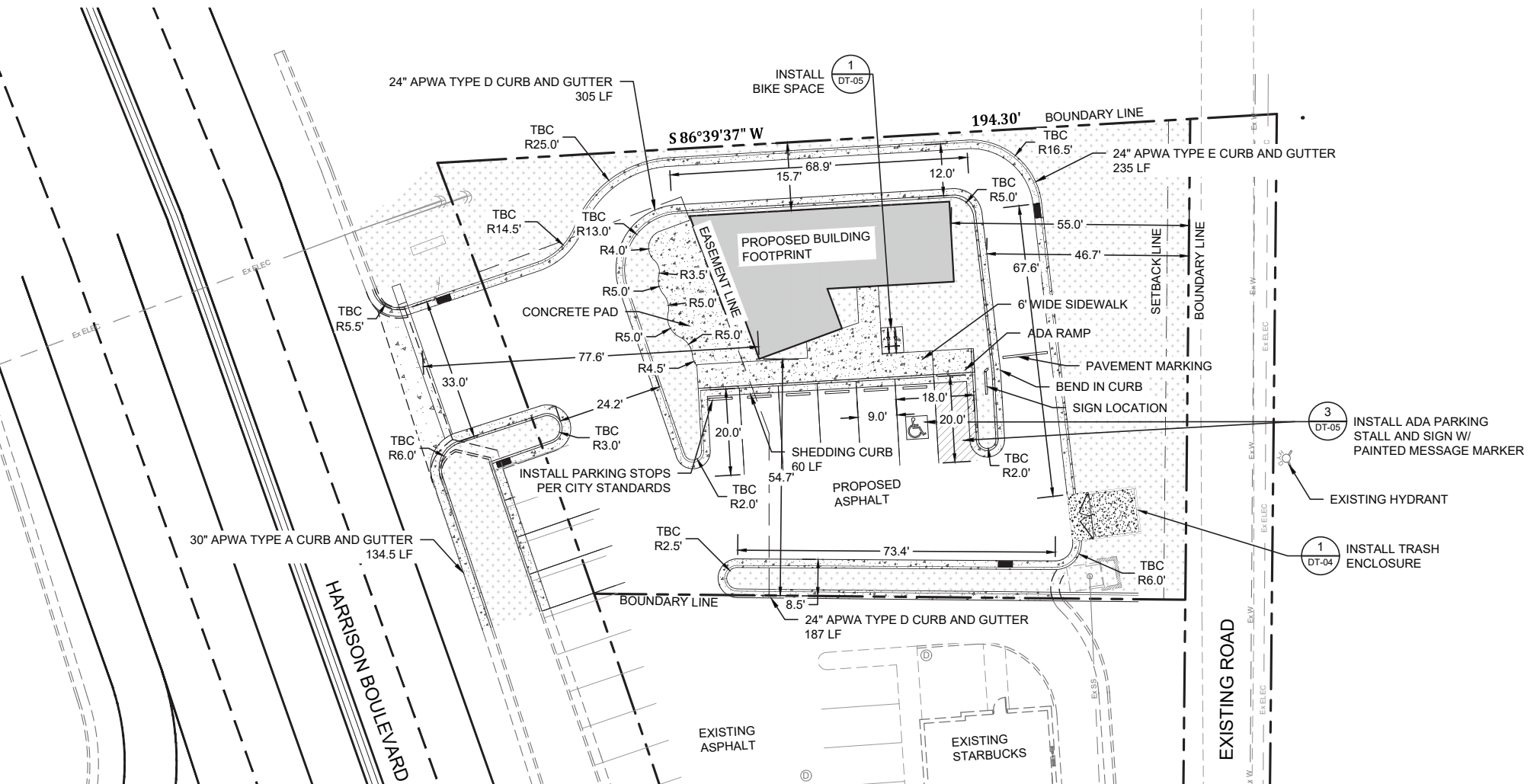


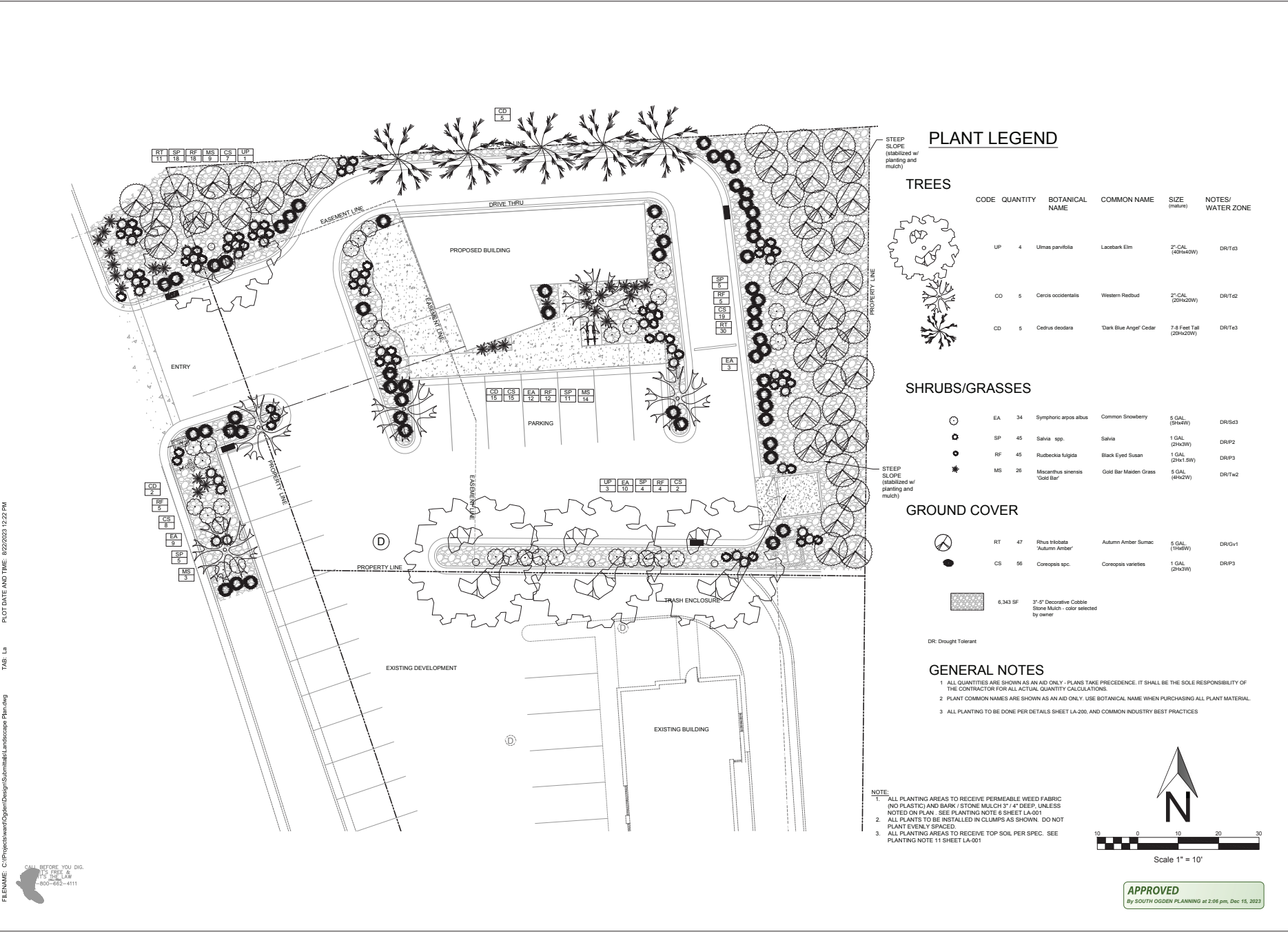
HARRISON BOULEVARD

5600 SOUTH

COMBE ROAD

WASATCH DRIVE





PLANT LEGEND

TREES



CODE	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE (mature)	NOTES/WATER ZONE
UP	4	Ulmus parvifolia	Lacbank Elm	2" GAL (40x40W)	DR1d3
CO	5	Cercis occidentalis	Western Redbud	2" GAL (20x40W)	DR1d2
CD	5	Cedrus deodara	'Dark Blue Angel' Cedar	7.6 Feet Tall (20x20W)	DR1e3

SHRUBS/GRASSES



EA	34	Symphoricarpos albus	Common Snowberry	5 GAL (9x6W)	DR5d3
SP	45	Salvia spp.	Salvia	1 GAL (20x30W)	DRP2
RF	45	Rudbeckia fulgida	Black Eyed Susan	1 GAL (20x1.5W)	DRP3
MS	26	Miscanthus sinensis 'Gold Bar'	Gold Bar Maiden Grass	5 GAL (40x2W)	DR1W2

GROUND COVER



RT	47	Rhus trilobata 'Autumn Amber'	Autumn Amber Sumac	5 GAL (11x6W)	DRG1v1
CS	56	Conocarpus spc.	Conocarpis varieties	1 GAL (20x3W)	DRP3

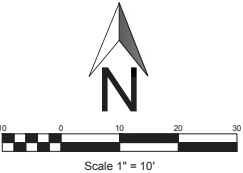
6,343 SF 3" - 6" Decorative Cobble Stone Mulch - color selected by owner

DR: Drought Tolerant

GENERAL NOTES

1. ALL QUANTITIES ARE SHOWN AS AN AID ONLY - PLANS TAKE PRECEDENCE. IT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR FOR ALL ACTUAL QUANTITY CALCULATIONS.
2. PLANT COMMON NAMES ARE SHOWN AS AN AID ONLY. USE BOTANICAL NAMES WHEN PURCHASING ALL PLANT MATERIAL.
3. ALL PLANTING TO BE DONE PER DETAILS SHEET LA-200, AND COMMON INDUSTRY BEST PRACTICES

- NOTE:
1. ALL PLANTING AREAS TO RECEIVE PERMEABLE WEED FABRIC (NO PLASTIC) AND BARK/STONE MULCH 3" / 4" DEEP, UNLESS NOTED ON PLAN. SEE PLANTING NOTE 6 SHEET LA-001
 2. ALL PLANTS TO BE INSTALLED IN CLUMPS AS SHOWN. DO NOT PLANT EVENLY SPACED.
 3. ALL PLANTING AREAS TO RECEIVE TOP SOIL PER SPEC. SEE PLANTING NOTE 11 SHEET LA-001



APPROVED
By SOUTH OGDEN PLANNING at 2:06 pm, Dec 15, 2023



2027 N 700 West
West Bountiful, UT
84027
P: 801-491-0373
croyne@cdrconsulting.com



Sohrab Ogden Drive Thru

5772 Harrison BLVD
South Ogden Utah

Mark	Date (year)	Description
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DRAWN BY: CDR
CHECKED BY: RM
SUBMITTAL: Construction Drawings
JOB No: 3476
CLIENT: Allen Sohrab

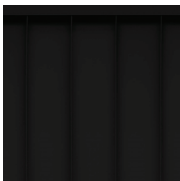
RELEASE DATE: 08-25-23

LANDSCAPE PLAN

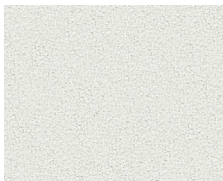
LA-100



FASCIA & STOREFRONT:
BLACK ALUM.



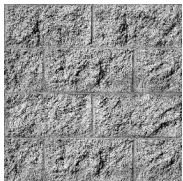
ROOF - STANDING METAL SEAM:
BLACK



STUCCO WALLS:
DRIVITT 628
WHITE HAZE
QUARTZPUTZ FINISH



STUCCO WALLS:
DRIVITT 526P
FERN RIDGE
LYMESTONE FINISH



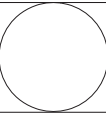
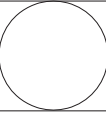
WAINSCOT - CMU VENEER:
MODERA VENEER
CHARCOAL

APPROVED
By SOUTH OGDEN PLANNING at 2:11 pm, Dec 15, 2023



**Mendenhall
Architecture
& Design, LLC**

4635 SOUTH HIGHLAND DRIVE
SALT LAKE CITY, UT 84117
801.277.2955



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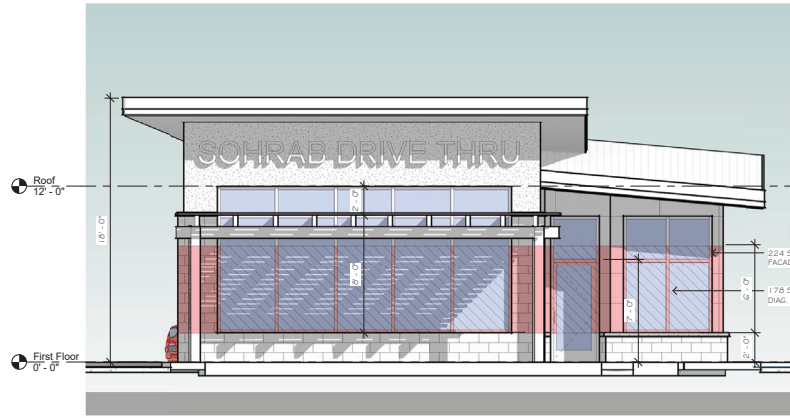
Project:
SOHRAB DRIVE THRU
5596 SOUTH HARRISON BLVD,
SOUTH OGDEN, UT 84403

revisions:		
DATE	MARK	DESCRIPTION

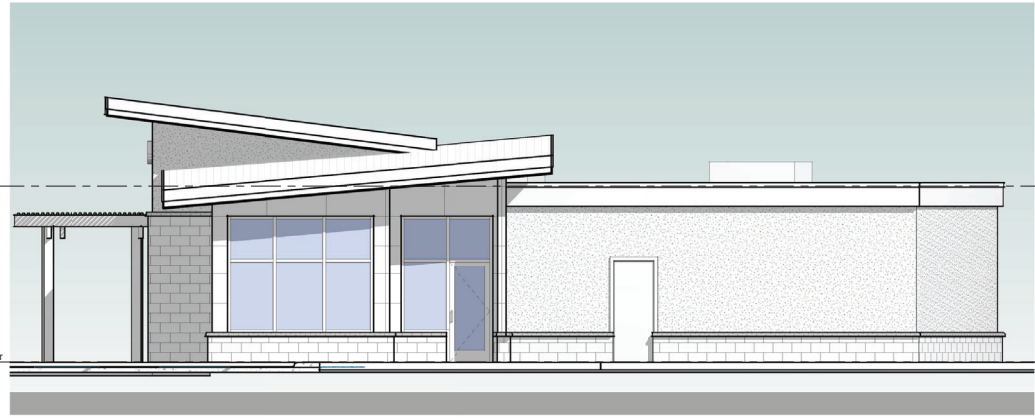
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Drawn by	Author
Checked by	Checker

MATERIAL BOARD
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10/26/2023 1:00:13 PM



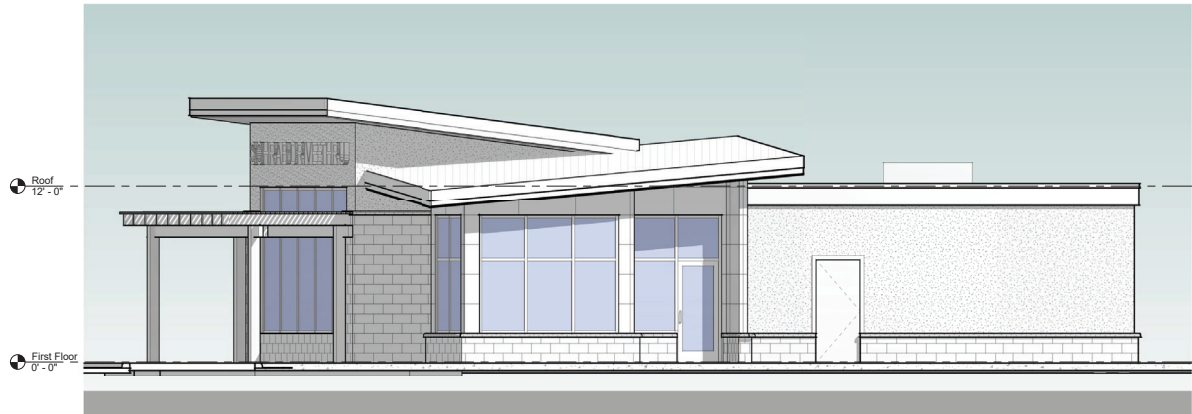
① WEST
1/4" = 1'-0"



② SOUTHWEST
1/4" = 1'-0"

LEGEND OF MATERIALS 1/4" = 1'-0"

1. WINDOW: THERMALLY BROKEN STOREFRONT. (SEE SHEET A7.3 & A7.4)
2. STUCCO WALL FINISH. (SEE SHEET A7.1)
3. SPLIT FACE CMU: 4" VENEER. SEE ARCHITECTURAL NOTES. NO. 22 GA. X 1" WIDE GALV. TIES @ 16" O.C. EA. WAY ATTACHED TO STUDS W/ 104 TYVEK OR SIM. HOUSE WRAP. 1/2" OSB PLYWOOD. 2X6 STUDS @ 16" O.C., R19 BATT. INSULATION, 4 MIL. POLYETHYLENE VAPOR RETARDER, 1/2" GYP. BOARD
4. ROOF: METAL STANDING SEAM
5. CONCRETE FOUNDATION WALL: SEE STRUCTURAL DRAWINGS.
6. CONCRETE FOOTING: ALL FOOTING TO BE MIN. 30" BELOW FINISH GRADE. SEE STRUCTURAL DRAWINGS FOR SIZE AND LOCATION.

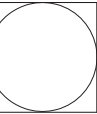
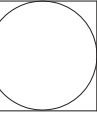


③ SOUTH
1/4" = 1'-0"



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Project:
SOHRAB DRIVE THRU
5596 SOUTH HARRISON BLVD,
SOUTH OGDEN, UT 84403

REVISION	DATE	MARK	DESCRIPTION

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Drawn by: Author
Checked by: Checker

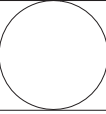
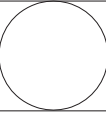
ELEVATIONS
A1 -
3.0

APPROVED
By SOUTH OGDEN PLANNING at 2:11 pm, Dec 15, 2023



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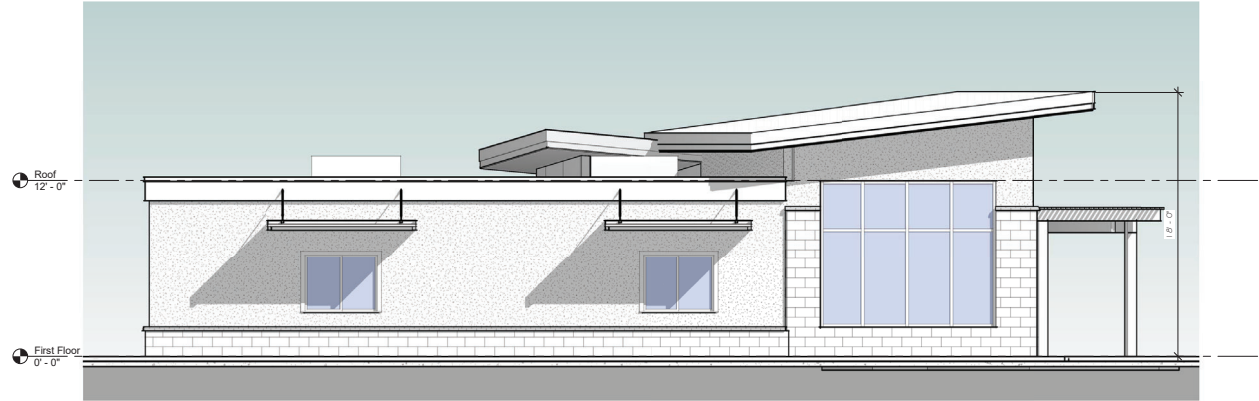
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SOUTH OGDEN, UT 84403

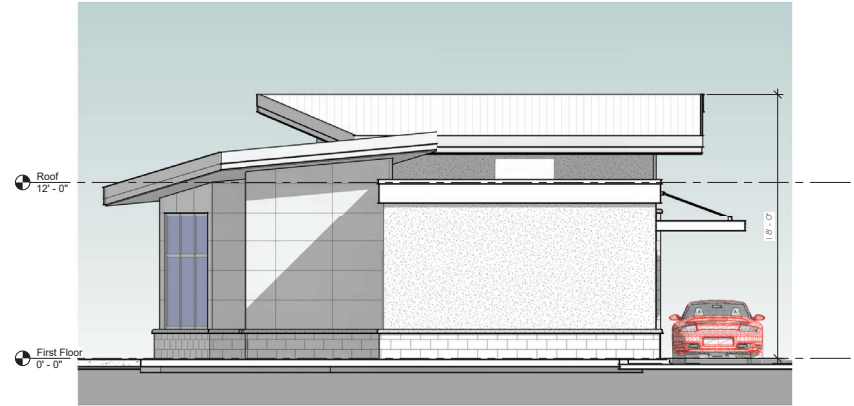
REVISIONS:	DATE	MARK	DESCRIPTION

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Drawn by	Author
Checked by	Checker

ELEVATIONS
A1 -
3.1



1 NORTH
1/4" = 1'-0"

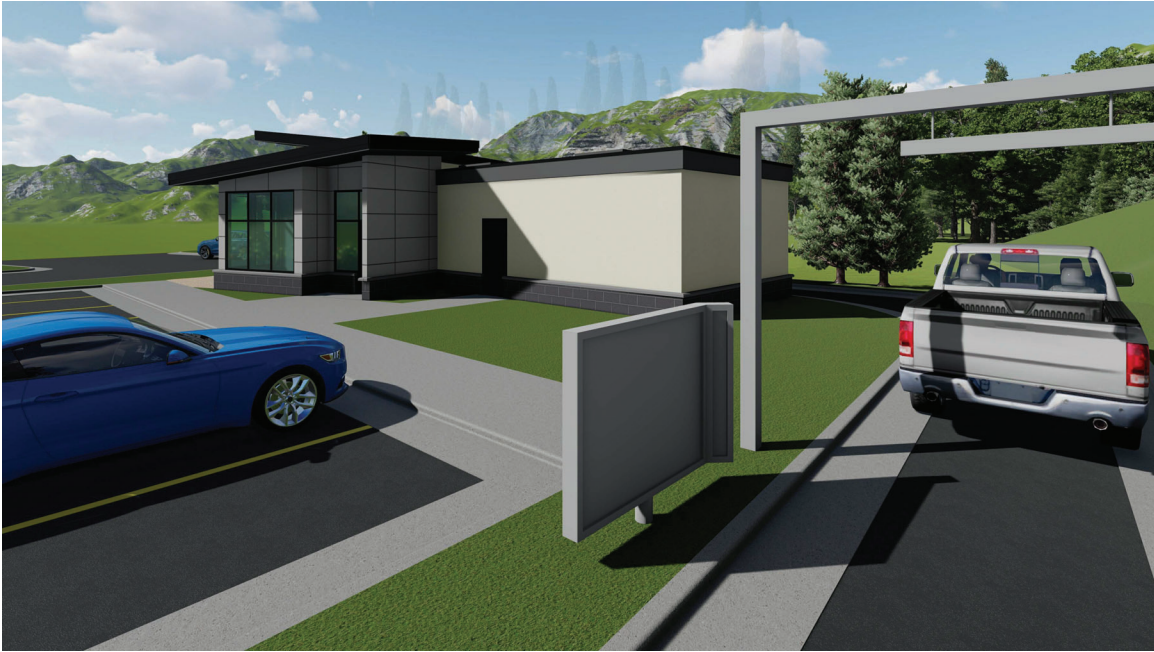


2 EAST
1/4" = 1'-0"

LEGEND OF MATERIALS

- WINDOW: THERMALLY BROKEN STROKEFRONT. (SEE SHEET A7.3 & A7.4)
- STUCCO WALL FINISH. (SEE SHEET A7.1)
- SPUT FACE CMU - 4" VENEER. SEE ARCHITECTURAL NOTES.
NO. 22 GA. X 1" WIDE GALV. TIES @ 14" O.C. EA. WAY ATTACHED TO STUDS W/ 104. TTYEK OR SIM.
HOUSE WRAP. 1/2" OSB FLYWOOD. 2X6 STUDS @ 14" O.C., R19 BATT. INSULATION, 4 MIL.
POLYETHYLENE VAPOR RETARDER, 1/2" GYP. BOARD
- ROOF: METAL STANDING SEAM
- CONCRETE FOUNDATION WALL: SEE STRUCTURAL DRAWINGS.
- CONCRETE FOOTING: ALL FOOTING TO BE MIN. 30" BELOW FINISH GRADE.
SEE STRUCTURAL DRAWINGS FOR SIZE AND LOCATION.

APPROVED
By SOUTH OGDEN PLANNING at 2:11 pm, Dec 15, 2023

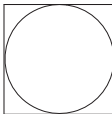
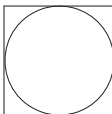


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**Mendenhall
Architecture
& Design, LLC**

4635 SOUTH HIGHLAND DRIVE
SALT LAKE CITY, UT 84117
(801) 277-2955



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Project:
SOHRAB DRIVE THRU
5596 SOUTH HARRISON BLVD,
SOUTH OGDEN, UT 84403

revisions:		
DATE	MARK	DESCRIPTION

Project name: **Project Number**
1/02/2023 12:58:29 PM
Drawn by: **Author**
Checked by: **Checker**

RENDERINGS
**A1 -
3.2**