



Regular City Council Meeting

Tuesday, December 3, 2024

5249 South 400 East

Washington Terrace, UT 84405

801.393.8681

www.washingtonterracecity.com

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www.youtube.com/@WashingtonTerraceCity

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1. **WORK SESSION :** **5:00 P.M.**
Topics to include; but are not limited to:
 - **ANNUAL FINANCIAL & INDEPENDENT AUDITOR'S REPORT**
To review and discuss the City's annual comprehensive financial and independent auditor's report for fiscal year ended June 30, 2024
2. **ROLL CALL** **6:00 P.M.**
3. **PLEDGE OF ALLEGIANCE**
4. **WELCOME**
5. **CONSENT ITEMS**
 - 5.1 **APPROVAL OF AGENDA AND NOVEMBER 19, 2024, COUNCIL MEETING MINUTES AND NOVEMBER 22-23 COUNCIL RETREAT MINUTES**
Any point of order or issue regarding items on the agenda or the order of the agenda need to be addressed here prior to the approval of the agenda. Minutes approved in open meeting become the official record.
6. **CITIZEN COMMENTS**
This is an opportunity to address the Council regarding your concerns or ideas that are not on the agenda as part of a public hearing. Please limit your comments to no more than 3 minutes. "Washington Terrace City is committed to

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 801-395-8283.

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in three public places within the City of Washington Terrace City limits and sent to the *Standard Examiner* at least 24 hours prior to the meeting. Amy Rodriguez, City Recorder.

civility. We strive to act and speak with dignity, courtesy, and respect at all times. All are asked to join us, and act and speak accordingly.”

7. NEW BUSINESS

7.1 PRESENTATION/DISCUSSION: INDEPENDENT AUDITOR’S REPORT

The City’s independent financial auditor, Keddington & Christensen, will present to the governing body the scope and outcomes of the annual financial audit for fiscal year ended June 30, 2024

7.2 MOTION: APPROVAL OF THE CITY COUNCIL ANNUAL MEETING SCHEDULE FOR 2025

7.2 MOTION: APPROVAL TO AMEND DECEMBER 2024 MEETING SCHEDULE

The 2024 Annual Meeting schedule will be amended to add a work session on December 17, 2024

8. RECURRING BUSINESS

Recurring Business are agenda items that have previously been brought to Council for discussion.

8.1 MOTION/ORDINANCE 24-07: URBAN CHICKENS

An ordinance regulating urban chickens within Washington Terrace City

9. COUNCIL COMMUNICATION WITH STAFF

This is a discussion item only. No final action will be taken.

10. ADMINISTRATION REPORTS

This is an opportunity for staff to address the Council pertaining to administrative items.

11. UPCOMING EVENTS

Dec 14th Candy Cane Run! 

Dec 17th : Council Work Session 6:00 p.m.

Dec.25th Christmas Holiday- City Offices Closed

Dec 26th: Planning Commission (tentative) 6:00 p.m.

12. ADJOURN THE MEETING- MAYOR ALLEN

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City of Washington Terrace

Minutes of a Regular City Council meeting

Held on November 19, 2024

City Hall, 5249 South 400 East, Washington Terrace City, Utah

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen
Council Member Jill Christiansen
Council Member Zunayid Z. Zishan
Council Member Cheryl Parkinson
Council Member Jeff West
Council Member Michael Thomas
Community Development Tyler Seaman
Code Enforcement Martin Nish
City Recorder Amy Rodriguez
City Manager Tom Hanson

1. WORK SESSION :

5:00 P.M.

Topics to include, but are not limited to;

- **Urban Chicken Proposed Ordinance**

Application :

Council Member Zishan wanted clarification on how many free inspections are included to the \$50.00 application fee. He wanted language added to specify that it was up to three free inspections.. Council Member Christiansen agreed that it should be added into the language.

Council Member Parkinson suggested that two inspections are sufficient and should be included as part of the initial set up. She stated that the first inspection checks to make sure everything is good. The second inspection is in case something is wrong and out of compliance. If the inspector needs to come back to check a third time, this is when the re-inspection fee is administered. It was agreed that the language should include the initial inspection and one more additional inspection.

Council Member Parkinson suggested adding a graduated scale for how many chickens are allowed according to lot size. Council agreed that language should be added in Application 2., under the lot size area, to reflect the scale : under 6000 sq. feet 3 chickens, 6000-8000 sq feet, up to 4 chickens, and over that they are allowed up to 6 chickens.

Council Member Zishan asked if “proof of ownership” should be defined. It was concluded that property ownership is tied to the utility billing module and can be verified.

Council Member Parkinson asked what “proposed additions to existing structures” concerning the site plan means. It was decided that the language should be changed to “to non-residential structures” to lessen confusion.

Regulations

Council Member Zishan stated that he thought the coop distancer in section 5a. was changed to 5 feet from the existing structure and 15 feet if they have a heating device. Hanson stated that after speaking with the fire chief, it was concluded to keep the 15 feet requirement even if they do not have a heating device, as they may install on later on and it would not need to be reinspected. Hanson suggested keeping the language as 15 feet away from the existing structure. Council Member Thomas noted that someone can make the run go towards the house and the 15 feet requirement would work either way.

Seaman suggested to change the word “pen” in regulation 5e. to read “enclosure or coop”. It was also suggested to specify “enclosed coop and pen” instead of “enclosed area” in regulations 5c. and 5d.

Council Member Parkinson added a grammatical change to 5e. to add the word “is” into the sentence.

Setback Requirements

There was discussion concerning the distance from property lines. Council Member West stated that he began thinking about the residents who are concerned that chickens will be next to them. He stated that he felt that Council needs to be mindful of the residents who do not want chickens in the city. He stated that Council needs to be cautious because they are chipping away at the setback limits and eroding the buffer zone. Council Member West noted that that the new version of the ordinance changed the footage from the property line from 20 feet from property line to 5 feet.

Council Member West stated that Council is amending an ordinance to allow people to have chickens. His concern is that residents spoke to Council about their concerns and now Council is going in the opposite direction. He feels that we need to keep the buffer zone at least 10 feet from property lines and feels that 5 feet is not appropriate. Council Member Thomas agreed that 10 feet from a fence is fine.

Council Member Christiansen stated that she is comfortable with the 5 foot setback. Council Member Parkinson stated that she is comfortable with an 8 foot setback, as many of the homes need to have a certain amount of space between property lines from the homes and she wasn’t sure if a 10 foot setback would work.

Council Member West stated that the Council charge is to make it work for the city with the least amount of restrictions that we can put on. He stated that it may restrict some people, but also shows that Council considered those who do not want chickens. He stated that he is comfortable telling residents that their concerns were taken into consideration and Council decided to move the setback requirement from 20 ft. to 10 ft. as a solution.

Council Member West stated that we are doing something that works for the majority of residents while working for the city and is enforceable.

Council Member Zishan stated that he tried to do the math on his property to take off the 15 feet and noted that it doesn’t leave much space. He stated that he knows other homes may be smaller.

Council Member Thomas stated that it was concluded that if someone wants chickens they will make

91 that sacrifice of their yard.
92 Council Member Christiansen stated that there is a lot of excitement in north end for chickens and
93 those homes many have smaller yards.. She stated that concern for neighbors is valid , bust she is not
94 comfortable telling people they can't have chickens because we were too concerned with their
95 neighbors.
96 Council Member West stated that he is comfortable saying that residents are allowed to have chickens
97 with the restrictions noted. He stated that he feels that it is fine to say that Council considered
98 everything and as a community we can support an ordinance to allow chickens with these conditions.
99 Council Member Christiansen stated that she will not change her mind on the 5 feet minimum that
100 allows the residents to have the freedom to do what they want with their yard and have chickens.
101 Council Member Zishan stated that the reason to pass the ordinance is to give people what they want,
102 but there are too many restrictions. He stated that it is not fair to knock out half of the people.
103 Council Member West noted that prior Councils have not passed the ordinance because it is a difficult
104 decision to say that 30 percent of residents cannot take advantage of the ordinance, but noted that
105 that's the reality. He stated that to make it work for everyone would go against what has been
106 suggested by the university agriculture department and would be more than what other
107 cities are doing. He stated that it is difficult to par it down and make it work for everyone.
108 Council Member Zishan stated that we waited for South Ogden to pass their ordinance so why don't
109 we follow their ordinance since we are sister city. Council Member West stated that we are also a
110 sister city to Riverdale and their ordinance limits chickens to homes with 20,000 sq ft. lots. Council
111 Member Zishan stated that we need to do what works for our city, to which Council Member West
112 agreed stating that is what we are doing.
113 Mayor Allen noted that we are at an impasse as to whether the setback should be at 5 or 10 feet away
114 from the property line, and suggested putting in a number in the ordinance for which Council will
115 vote.
116 Council Member Zishan stated that the whole idea was to give people opportunity, and we are doing
117 something that takes away opportunity so why do it. Council Member West stated that we are not
118 taking anything away, that we are allowing people to have something that they currently do not.

121 Coop requirements

122 Council Member Christiansen stated that she feels that we are micro-managing the keeping of the
123 Coop by not allowing people to compost. She stated that we should not be over legislating the
124 type of bedding that is to be used. She stated that we could enforce on a case by case basis if
125 odors occur and complaints come in.
126 Council Member West agreed that we do not need to over legislate and inquired if there is an authority
127 that speaks about appropriate bedding to which we could refer people. Council Member West stated
128 that we include the purpose of clean bedding.
129 Hanson stated that the purpose of clean bedding is to keep an environment that is healthy to the
130 chickens and to neighbors.
131 Council Member Christiansen suggested using the South Ogden code which addresses cleanliness
132 without overburdening them with a specific type of bedding. Seaman will use that section of South
133 Ogden's code. Council Member Parkinson stated to leave l in (i) stating not detectable odor.
134 Council Member Christiansen would also like to use the passage concerning compost bins or
135 air tight containers for disposal of manure. It was also suggested that the selling of composting is

not permitted be put in writing into the code.

Council Member Christiansen questioned regulation d., asking why do we not allow anything other than sod to be the vegetation. Council Member Parkinson stated that it may be for fire reasons.

Council Member Christiansen suggested adding language that if using a heater, they cannot use anything but sod.

Seaman suggested adding back the language that an application will be denied if someone has code violations.

General considerations

Mayor Allen stated that he wants the code to reflect “single family dwellings” and not “single family zones”. He stated that it is alright if someone is renting a room as long as the home is owner occupied.

Council Member Zishan wants to update the language about application fees including the first two inspections and then for each re-inspection after the first two, the fee would be \$50.00.

Council Member Parkinson stated that the property will be inspected upon completion of the application. She stated that the site plan will be reviewed upon application and initial site inspection will occur upon completion.

Hanson stated that if there is complaint it would trigger an inspection fee.

Council Member Christiansen stated that we cannot charge people on invalid complaints. Council Member Zishan stated that the number of inspections should reset after complaints are resolved..

Mayor Allen stated that any current chicken owners will have 30 days to comply with the Ordinance and he would like to add language stating that if they don't apply for a license we will Charge a \$250.00 fee.

Council Member Christiansen stated that we need to give them more leeway to get this taken of.

Council Member Thomas stated that the ground would be too hard now get an appropriate run It was suggested that once the ordinance is passed, Nish can speak to them and let them know the timeline on when we expect completion of the project. Mayor Allen stated that we need to have it tied to the ordinance. Council Member Zishan wants existing chicken owners to know this requirement and about the ordinance.

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MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen
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Council Member Zunayid Z. Zishan
Council Member Cheryl Parkinson
Council Member Jeff West
Council Member Michael Thomas
Community Development Tyler Seaman
Code Enforcement Martin Nish
City Recorder Amy Rodriguez
City Manager Tom Hanson

Others Present

Carey Seal, Amy Miller

6:00 P.M.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. WELCOME

5. CONSENT ITEMS

5.1 APPROVAL OF AGENDA AND NOVEMBER 5, 2024, COUNCIL MEETING MINUTES

Council Member Parkinson would like the minutes to reflect the full house we had at the last minutes and to recognize the families and coaches of the Mini Titans

Items 5.1 was approved by general consent.

6. SPECIAL ORDER

6.1 PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FIRST PUBLIC HEARING TO CONSIDER POTENTIAL PROJECTS FOR WHICH FUNDING MAY BE APPLIED UNDER THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) SMALL CITIES PROGRAM FOR PROGRAM YEAR 2025

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC HEARING

The Public Hearing was opened at 6:09 p.m.

Mayor Allen opened the public hearing for the CDBG program and stated that the purpose of the hearing is to provide citizens with pertinent information about the Community Development Block Grant Program and allow for discussion of possible applications for the 2025 funding cycle. It was explained that the grant money must be spent on projects benefiting primarily low and moderate-income persons. The Wasatch Regional Front, in which Washington Terrace is a member, is expected to receive approximately \$978,712, in this new program year. All eligible activities that can be accomplished under this program are identified in the CDBG Application Policies and Procedures Manual and interested persons can review it at any time.

Mayor Allen read several of the eligible activities listed including examples, such as Construction of public works and facilities, e.g., water and sewer lines, fire stations, acquisition of real property, provision of public services such as food banks or homeless shelters.

Mayor Allen indicated that in the past Washington Terrace has received 14 CDBG grants which were used to purchase Fire Department Equipment to include a skid loader for the brush truck, thermal imaging equipment, and breathing apparatus, Seismic upgrades to two Water Tanks, a restroom and bowery at Victory Park, the 4525 South Sewer Main Replacement, construction of the Civic/Senior and Fire Station ,Water Main Feeds, installation of water valves throughout the city, a cab and chassis for the Fire Department, the AMI water metering system, and currently the removal and reconstruction of the Parking Lot at Rohmer Park. The city has handed out its capital investment plan as part of the regional "Consolidated Plan". This list shows which projects the city has identified as being needed in the community.

It was asked that anyone with questions, comments or suggestions during the hearing please identify themselves by name, before they speak. The clerk will include your names in the minutes and we would like to specifically respond to your questions and suggestions during the hearing.

The Mayor asked if there were any suggestions. There were no citizen comments.

The hearing was adjourned at 6:16 p.m.

7. CITIZEN COMMENTS

Amy Miller, representing the Methodist Church, stated that there is a free community wide Thanksgiving dinner this Saturday at 5:00 p.m.

Miller updated Council on December events. She stated that there is a free "make it and take it craft event" for children on the first Saturday in December. She stated that there is a dinner at 5:30 and a bell concert at 6:30p.m. on Saturday the 8th. She stated that there is a candlelight event on Christmas Eve. She stated that these are all free events. She stated that the information for all the events are available on the community website.

Carey Seal stated that he attended the Mosquito Abatement Board conference a few weeks ago. He is the representative for Washington Terrace City. Seal reported on West Nile cases within the county and state. He stated that mosquito diseases can transfer from person to person, even if someone is bit in another

country and travels to another location. He stated that mosquito abatement is important to stop the spread of diseases. Seal stated that some diseases carried by mosquitos can transfer very quickly and can even cause death. Seal stated that mosquito larva can live throughout the winter. He cautioned Council to be aware of any frozen ponds or buckets of water, as the mosquitos may hatch as the ice thaws in spring.

8. NEW BUSINESS

8.1 PRESENTATION/DISCUSSION: TRANSPORTATION ORDINANCE REIVEW

Hanson stated that he appreciates staff's diligent work on the ordinance. This item is discussion only, the ordinance will be brought back for approval after considerations are included.

Seaman stated that parking enforcement has always been challenging. He stated that there are several loopholes in the current ordinance and staff felt that there was a need to rewrite the entire ordinance.

Seaman stated that he and the committee worked through the ordinance with legal.

Mayor Allen stated that the main focus tonight is the parking sections. He stated that the winter parking conditions have not changed. Seaman stated that there is now a \$50.00 parking violation fee. Hanson stated that there would need to be a change to our fee schedule for the violation fee. Seaman stated that the Weber County Sheriff department is responsible for any enforcement on the street, and Nish would be responsible for enforcement off of the street onto private property. Seaman stated that Nish and staff can put warning stickers or hangers on vehicles to give warning to vehicles letting them know that there is an issue. Mayor Allen stated that winter parking is an issue every year.

Mayor and Council read through the ordinance.

Mayor Allen asked if "motor home" could be added to the recreational vehicle section. Council Member Christiansen asked if someone is prepping to go on vacation, or loading the vehicle, can there be leniency applied. Seaman stated that current code allows for 72 hours parking for loading. Seaman stated that from a safety standpoint, the roads are not made for this type of parking for trailers. He stated that there are many vehicles parked on the road and it becomes challenging. Seaman stated that the timeframe needs to be reduced or not allowed at all unless they are actively loading. Seaman stated that he would recommend not allowing the trailers to be parked unless they are actively engaged. Seaman stated that the 72 hours starts once the vehicle is marked. Seaman stated that the Sheriff's Office do not immediately fine. They due their due diligence to find the owner. Council Member Christiansen stated that she wants residents to know that we understand that they don't have storage to put their trailer somewhere off the road. Seaman stated that the majority of our roads are not wide enough for a RV or trailer to be parked on the road and have two vehicles pass. He stated that it takes the roads down to one lane, which can be dangerous. Seaman stated that we need to have the verbiage so that the enforcement can tell the owner that the vehicle needs to be immediately moved.

Hanson stated that we have had issues in the past where the tires are marked and the vehicle has moved six inches, still parked on the street. Lt. Cowley stated that the wording is as strict as it is because the loopholes have become problematic. He stated that there are a few issues that need to be looked at within the committee. He stated that 10.930 there are no provisions for loading and unloading, however, there are provisions under 10.940. He feels that it is reasonable to have the same provisions under 10.930.

Mayor Allen stated that no home business or commercial business vehicles can be parked on the road at any time. Mayor Allen stated that people are bringing their work vehicles home all the time. He stated that

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318 he doesn't have an issue with those types of work vehicles, however, he is concerned with landscaping or
319 utility work trailers. He stated that the trailers are attached to the trucks. He questioned if we can allow
320 work vehicles on the road, as people are trying to make a living. Seaman stated that he does not believe
321 that there are any rules against using your business vehicle as your personal vehicle. Lt. Cowley stated that
322 it should be addressed in the ordinance for clarification. He suggested defining the type of vehicle rather
323 than "work vehicle". Mayor Allen stated that he is not concerned with work trucks, until it becomes a
324 semi-trailer or tow truck. Seaman stated that the issue started because of trailers. He stated that the trailers
325 were becoming an issue and the code would not let us enforce removal of trailers that were parking on the
326 streets that do not belong in the city.
327 Seaman stated that the weight of the vehicle would be an appropriate way to define what is allowed.
328 Mayor Allen stated that the nuisance seems to be the trailers that are parked on the road. He stated that
329 there are many recreational trailers parked at homes. Council Member Parkinson stated that work vehicles
330 may be parked on the street while they are performing a service at a home. Lt. Cowley stated that they
331 will do everything that they can to have someone come into compliance before they cite or tow any
332 vehicles. Council Member Christiansen stated that she would like it in code so that it is in the record for
333 residents who read the ordinance in the future.
334
335 Mayor Allen asked Council how they feel about utility trailers. Council Member Christiansen stated that
336 some of the trailers are for work, and some are for personal use. She stated that there are times that we
337 need to have flexibility with moving the vehicles onto the road. She stated that she is concerned that the
338 ordinance does not allow for that flexibility. Mayor Allen stated that sometimes trailers need to be
339 shuffled around for a day or so. Hanson stated that people have to shuffle vehicles around. He stated that
340 there is a catch 22 in not allowing instances for shuffling of cars, however, he noted that this could be used
341 by some as a loophole. He stated that we need to find the correct language to allow short term parking and
342 not have it become a loophole.
343
344 Council Member Parkinson stated that the number one reason for the ordinance is for safety. She stated
345 that we need to keep every aspect of the ordinance to fit safety purposes. She stated that safety issues need
346 to be the focus of the ordinance. She stated that safety issues need to remain in the forefront.
347 Hanson stated that the intent of the city is to allow people to load their vehicles and leave. He stated that
348 the challenge would be that the 24 hour limit would become a loophole for people who want to leave their
349 trailers on the street in the public right of way for their business vehicles. Hanson stated that we would
350 have no proof that the vehicle is a business vehicle. Lt. Cowley stated that the provision could be written
351 that the recreation vehicle can be parked for 2 hours while loading or unloading, and that would negate the
352 24 hour regulations.
353
354 Council Member Christiansen asked about the moving trailers or pods that are parked by the business
355 while residents are loading or unloading. Lt. Cowley stated that deputies are trained to address the spirit of
356 the law and would realize that those types of trailers are not what the ordinance is for.
357 Council Member Christiansen asked why we have to be super strict on some ordinances, and others we can
358 have leeway. She stated that it feels disingenuous to the residents. Mayor Allen suggested language
359 concerning pods or moving trucks and strictly enforce those types of scenarios. Hanson stated that there
360 should be detailed information on how they can be used. Hanson stated that he realizes if the pods go on
361 someone's driveway it may push their cars onto the streets.
362 Lt. Cowley stated that storage containers are addressed in the ordinance. The question becomes how we

define “active”. Seaman stated that when he needs dumpsters or pods moved, he has dealt directly with the company. Seaman stated that emergency repairs and construction projects are permitted with permits from the city.

Seaman stated that the Public Works Director can determine safety of parked vehicles.

Council Member West stated that a trailer should never be detached, however, if the work truck and trailer is parked safely and is used everyday, he believes that it could be parked in front of a residence.

Council Member Parkinson stated that safety must be considered.

Seaman stated that permitting becomes an addition burden to staff for enforcement. Seaman stated that the legislature deregulated home businesses, which can become a problem because we cannot impose conditions.

Hanson asked for input from Council on language for utility trailers that impact the environment that they are in. He asked if Council would allow those types of trailers. Council Member Zishan stated that we cannot allow trailers for any safety concerns at any time.

Hanson recommended language that states unless a vehicle is actively participating in business, they need to be off of the road. Lt. Crowley stated that some of the unattached trailers on the road may not be a safety issue. He stated that they were struggling to define what constitutes a safety issues. He stated that Council needs to decide if trailers are a concern, or if the committee should focus on safety issues.

Hansons stated that the safety issues are too hard to prosecute in court. Hanson stated the intent is not to have overnight storage on the road. He stated that the intent is to get trailers off of the street city wide.

Hanson stated that there have been many complaints. Council Member Zishan stated that if a trailer is not a safety concern, and is just an annoyance, he feels that we are forcing them to rent a storage unit, however, he understands the reasoning behind the ordinance.

Council Member Christiansen stated that we need to allow opportunities for people to widen their driveways. Seaman stated that we allow for widening an approach up to 32 feet. He stated that the challenge in cutting curb is that there needs to be an excavation bond of \$2,000, which the city holds for a year. He stated that allowing people to park on gravel, may allow people to park all over their property. He stated that parking is very challenging.

Council Member Christiansen asked how we determine if a vehicle is parked for the purpose of sale.

Seaman stated that he and the committee will review the ordinance and work on changes. The ordinance will be given to the city attorney for review and will be brought back to Council at a later date.

9. COUNCIL COMMUNICATION WITH STAFF

Council Member Zishan asked if the city would be able to donate money to a fundraiser to the school district. Hanson stated that we have our own challenges within our city, so we leave the resources to the school district.

Council Member Parkinson asked about the slide replacement at Wright Park and was told that it may be a CDBG project.

Council Member Thomas stated that he received complaints concerning the survey and asked if we could increase the amount of space to respond. He also asked if there is a way for people to have the city pick up green waste on the curb if they are unable to bring it to the public works shop. Hanson stated that he would look into the possibility. Council stated that they would be agreeable to link up with residents' who may need help transporting their green waste and provide names and contacts of those who are willing to volunteer.

Mayor Allen stated that there is a tradition within the city, the Council offer the employees a holiday gift between Thanksgivings and January 12th in lieu of a party or gift. He stated that this is cost efficient. He would like Council permission to continue the tradition. Council agreed for this gift.

10. ADMINISTRATION REPORTS

Hanson stated that he and the Mayor, along with Council Member Parkinson, attended the LPC this week. He stated that they spoke about reaching out to legislators to meet with the Council in a work session on December 17th. Hanson stated that the meeting is not scheduled, but we can amend the annual meeting schedule to accommodate. Council suggested having the meeting at 6:00 p.m. and providing refreshments. Hanson will reach out to the representatives.

Hanson stated that the retreat begins at 7:30 a.m. this Friday and Saturday.

Hanson stated that there will be a Moderate Income Housing presentation in which Council is invited. The presentation is this Thursday. Hanson will send the invitations tomorrow.

11. UPCOMING EVENTS

Nov 22-23: City Council Retreat

Nov 28-29: City Offices closed for Thanksgiving Holiday

Dec 3rd : City Council Work Session (5:00 p.m.) and Council Meeting (6:00p.m.)

Dec 14th Candy Cane Run!

Dec.25th Christmas Holiday- City Offices Closed

Dec 26th: Planning Commission (tentative) 6:00 p.m.

12. ADJOURN THE MEETING- MAYOR ALLEN

Motion by Council Member Thomas
Seconded by Council Member Christiansen
To adjourn the meeting
Approved unanimously (5-0)
Time: 8:05 p.m.

Date Approved

City Recorder

2024 Council Retreat Minutes

November 22-23, 2024

PUBLIC WORKS SHOP
575 East 5600 South
Washington Terrace, UT 84405

Friday: November 22, 2024

7:30 a.m. Breakfast

MAYOR, COUNCIL AND STAFF PRESENT

Mayor Allen

Council Member Jill Christiansen

Council Member Cheryl Parkinson

Council Member Jeff West

Council Member Mike Thomas

Council Member Zunayid Zishan- excused

Tom Hanson, City Manager

Shari' Garrett, Finance Director

Jake Meibos, Public Works Director

Tyler Seaman, Community Development

Martin Nish, Code Enforcement

Jean Blair, Court Supervisor

Clay Peterson, Fire Chief

Amy Rodriguez, City Recorder

8:00 a.m. Welcome:

- Pledge of allegiance
- Welcome
- Overview of schedule – Hanson explained the agenda and planning process that will take place over the two-day session.

8:15 a.m. Department Highlights ... linked to Council Policy Priorities.

- Department Highlights...presentations by department heads.

Public Works: Jake Meibos

- 300 West Project. Big improvements to one of the most travelled roads in the City. Completed on time, excellent work, no complaints from residents. Meibos stated that there was great communication with the residents.
- AMI Radios. Over three thousand antennae were installed within 6 months. The system has helped with utility billing, allowing monitoring and detections of water leaks. Weber Basin has asked the city to develop a test group for the customer portal before it launches citywide. Meibos asked if Council would be willing to be part of the test group, and ask neighbors to be a part of the group.
- Fully staffed crew. Certifications , training, and payscale all contribute.

Community Development: Tyler Seaman

2024 Council Retreat Minutes

November 22-23, 2024

- Gaining a part time code enforcement officer will help immensely with issues down the road. He stated that due to budget restraints, code enforcement sometimes gets swept under the rug. He stated that code enforcement is challenging due to time restraints and commends the whole group for pushing through a position.
- Building Inspections. State law mandates that inspections must be conducted within 3 days. He stated that they are often answered same or next day. Seaman spoke about new law concerning plan review time processes. He stated that the team has been able to complete the requirements, often before the deadlines.
- 329 Building permits. Seaman stated that the permits have generated around \$245,000, which is trending lower this year due to various issues.
- Business Licensing. Working on standardizing a process for business license reviews for around 500 licenses. Team effort with Heidi Gerritsen and Clay Peterson.
- Golden West Credit Union. Seaman stated that there was a lot of effort on this project, from RDA issues, construction and re-routing of a new road, and the construction of the building.

Fire Department: Clay Peterson

- Grants to be able to purchase the brush truck. Grants were also used to purchase the new fire truck. Peterson stated that it is a morale booster.
- Staffing.

Justice Court: Jean Blair

- Mandated by court and local law. Sharing of knowledge between the clerks.

Law Enforcement- Garth Cowley

- Parking issues. Working on new ordinance to address the uniqueness of the Terrace. Cowley stated that they are working on reflecting what the Council would like for the Terrace and making sure they are in line with state statute.
- School and park issues. Working on issues installing cameras in the parks.

Recorder/Human Resources: Amy Rodriguez

- Staffing. Working on compensation plan for continued competitiveness. Salary, culture, training attributing to retention.
- CDBG grant navigation and grant management.

Code Enforcement: Martin Nish

- Transportation code and parking ordinance.
- Urban Chickens Ordinance is closer to completion.
- Will address the issues with unsightly lots. Nish stated that it is an ongoing process. Efforts through communication with residents and working the cases through the court process.
- Soft surface parking. Ongoing efforts to help see a drastic effort on lots in the spring.

Finance: Shari' Garrett. Hanson read Garrett's report.

- AMI installation system and process. Team effort to integrate system. Customer portal coming in 2025.
- Success in water shut off and reporting systems.

9:00 a.m. Visioning exercise:

2024 Council Retreat Minutes

November 22-23, 2024

- Visioning exercise: homework... What does our future look like...what do we want to become?
TRUST
SAFE
RELIABLE
COMMUNIVATION: COMMUNITY AND INNOVATION

NEW VISION STATEMENT:

An innovative community embracing trust, safety, and respect.

NEW MISSION STATEMENT:

Making life better in our community: We pledge to provide essential and progressive services in a timely manner through openness and reliability.

9:30 a.m. SWOT exercise

- SWOT Exercise: Homework...What are our Strengths, Weaknesses, Opportunities and Threats? Homework Teams worked on the SWOT exercise to compile strengths, weaknesses, opportunities and threats within the city. Discussion on how to mitigate threats and maximize strengths.

11:30 P.m. Working lunch Friday and Saturday

12:00 a.m. Survey review and takeaways.

- Survey results review

Discussion on the city wide survey which was completed in November, 2024.

Highlights:

- Future surveys to have more characters for response from residents.
- Results show that 83 percent of respondents marked that they have a good quality of life in the Terrace.
- Paperless billing is available currently, with the newsletter distributed by email.
- Communication satisfaction has increased since the last survey.
- Results show that 74 percent of respondents marked that they are satisfied with the communication with Utility Billing and Public Works if they have received communication concerning utilities (shut offs, construction, etc.)

2:00 p.m. Adjourn

The Training for the day adjourned at 1:20 p.m.

Saturday November 23, 2024

MAYOR, COUNCIL AND STAFF PRESENT

2024 Council Retreat Minutes

November 22-23, 2024

Mayor Allen
Council Member Cheryl Parkinson
Council Member Jeff West
Council Member Mike Thomas
Tom Hanson, City Manager
Shari' Garrett, Finance Director
Jake Meibos, Public Works Director
Tyler Seaman, Community Development
Martin Nish, Code Enforcement
Jean Blair, Court Supervisor
Clay Peterson, Fire Chief
Amy Rodriguez, City Recorder

7:30 a.m. Breakfast

8:00 a.m. Welcome

8:10 a.m. Policy Priority

- Continue Policy priority work

Identify Strategic priorities. Council and staff worked in teams and collaboratively to identify the main priorities of the Mayor and Council for the upcoming year, as well as future planning.
The brainstorm notes will be compiled into budget priorities.

FISCAL RESPONSIBILITY

COMMUNITY ENGAGEMENT (POSSIBLY JUST COMMUNITY)

SAFETY AND WELL-BEING

COMMUNITY AND ECONOMIC GROWTH

OPERATIONAL EXCELLENCE

LUNCH 11:45

TOP THREE PRIORITIES

Council reviewed the Policy/Priority headings and rated the top three priorities in those categories.
The results will be compiled into statements. The Council will review and refine the policies during a work session.

Adjourn

The training adjourned at 12:48 p.m.

This retreat is for information, discussions, and planning considerations. No motions were made at this meeting.

City Council Staff Report

Author: Amy Rodriguez
Subject: 2025 Meeting schedule
Date: December 3, 2024
Type of Item: Discussion and Action



Summary Recommendations: Council may review and adopt the 2025 annual meeting schedule

Description:

A. Topic: 2025 Annual meeting Schedule

State law mandates that if regular meetings are held throughout the course of a year, a meeting schedule must be adopted and posted at least once during the year.

B. Analysis: It is recommended that Council adopt a meeting schedule for 2025. The proposed meeting schedule would include regular city council meetings on the first and third Tuesday of every month. Additional meetings, such as work sessions or retreats, can be added with proper noticing requirements. If time or dates change, notice will be given accordingly.

The proposed schedule includes two possible dates for the National Freedom Day (Juneteenth) observance. It is anticipated that the Utah State day of observance will be changed during the 2025 legislative session to make the day of observance uniformed within the state, as some cities and towns observe on the 19th, and some observe on the third Thursday of June along with State Law.

The proposed schedule also includes an added meeting for the Board of Canvass to meet after the Primary (if needed), the Board of Canvass for the General election will be held on a regular scheduled meeting date.

Attached is a tentative calendar with meeting dates, tentative topics and other important dates in the city.

C. Department Review: City Recorder

Alternatives:

A. Approve the Request: Council can approve the proposed 2025 meeting schedule and meet on the first and third Tuesday of each month, with the exception of December, where there will be only one regular scheduled meeting due to holiday schedules.

B. Amend the Request: Council can decide to amend the meeting schedule.

Recommendation: Staff recommends that Council adopt the 2025 annual meeting schedule as outlined in report.

CALENDAR OF EVENTS - Tentative

JANUARY 2025

Wed. 1st New Year's Observance- City Offices closed

Tues. 7th Work Session 5:00 p.m.

Tues.7th City Council Meeting 6:00p.m.

- Council Training Open Meetings
- Ethical Behavior Pledge (staff and council included)

Mon. 20th Martin Luther King JR. Day- City Offices closed

Tues. 21st – Work Session 5:00 p.m.

Tues. 21st – City Council Meeting 6:00 p.m.

Thur.30th Planning Commission Meeting 6:00 p.m.

- Nominate and elect Chair and Vice Chair

FEBRUARY 2025

Tues. 4th Work Session 5:00 p.m.

Tues. 4th City Council Meeting 6:00 p.m.

Sheriff office quarterly report

- Fire Dept Quarterly
- Finance Quarterly
- Animal Control Quarterly

Mon. 17th President's Day- City Offices closed

Tues.18th City Council Meeting 6:00 p.m.

Thur. 27th Planning Commission meeting 6:00 p.m.

MARCH 2025

Tues.4th Budget Planning 5:00 p.m.

Tues.4th City Council Meeting 6:00 p.m.

Tues. 18th Budget Planning 5:00 p.m.

Tues. 18th City Council Meeting 6:00 p.m.

Thur. 27th Planning Commission meeting 6:00 p.m.

APRIL 2025

Tues 1st Budget meeting 5:00 p.m.

Tues.1st City Council Meeting 6:00 p.m.

Tues. 15th Budget Planning Meeting 5:00 p.m.

Tues. 15th City Council Meeting 6:00 p.m.

- Sheriff's office quarterly report
- Fire Department quarterly report
- Animal Control quarterly report

Wed. April 16th-18th– ULCT (tentative)

Thur. 24th Planning Commission meeting 6:00 p.m.

MAY 2025

Tues.6TH Budget Meeting 5:00 p.m.

Tues. 6TH City Council Meeting 6:00 p.m.

Tues 6th RDA- tentatively approve tentative budget

Tues.20th Budget Meeting 5:00 p.m.

Tues.20th City Council Meeting 6:00 p.m.

Tues 20th RDA meeting

Mon. 26th Memorial Day- City offices closed

Thur. 29th Planning Commission meeting 6:00 p.m.

JUNE 2025

Tues.3rd Budget Meeting 5:00 p.m.

Tues.3rd City Council Meeting 6:00 p.m.

- Fraud risk assessment

Sat. 14th TERRARCE DAYS

Mon. 16th National Freedom Day (Juneteenth) observance- City Offices closed

Thur. 19th National Freedom Day Observance- City Offices closed

(observance day pending 2025 state legislation decision)

Tues.17th City Council Meeting 6:00 p.m.

Thur. 26th Planning Commission meeting 6:00p.m.

JULY 2025

Tues.1st City Council Meeting 5:00pm.

Fri. July 4th : City Offices closed in observance of Independence Day

Tues 15th City Council Meeting

- Sheriff Office Quarterly
- Fire Dept Quarterly
- Finance Dept Quarterly
- Animal Control Quarterly

Thus.24th Pioneer Day Observed – City offices closed

Thurs.31st Planning Commission meeting 6:00 p.m.

AUGUST 2025

Tues. 5th City Council Meeting 6:00 p.m.

Tues. 12th Primary Election if needed

Tues. 19th City Council Meeting 6:00 p.m.

Tues. 26th Board of Canvas if needed

Thurs. 28th Planning Commission Meeting 6:00 p.m.

SEPTEMBER 2025

Mon. 1st Labor Day- City offices closed

Tues.2nd City Council Meeting 6:00 p.m.

ULCT Conference TBD

Tues. 16th City Council Meeting 6:00 p.m.

Thur.25th Planning Commission meeting 6:00 p.m.

OCTOBER 2025

Tues. 7th City Council Meeting 6:00 p.m.

Mon. 13th Columbus Day- City offices closed

Tues. 21st City Council Meeting 6:00 p.m.

- Sheriff's office Quarterly report
- Fire Department Quarterly report
- Finance Department Quarterly report
- Animal Control Quarterly report

Thur 30th Planning Commission meeting 6:00 p.m.

NOVEMBER 2025

Tues 4th ; Election Night

Tues. 4th City Council Meeting 6:00 p.m.

Tues. 11th Veteran's Day observed- City offices closed

Tues. 18th City Council Meeting 6:00 p.m.

Thur. 20th- Planning Commission Meeting 6:00 p.m

Friday 21st- 22nd : COUNCIL RETREAT

Thur- Fri. 27-28 Thanksgiving Holiday- City Offices closed.

DECEMBER 2025

Tues.2nd City Council Meeting 6:00 p.m.

- Annual Meeting Schedule
- Audit Presentation

Thurs. 18th Planning Commission 6:00 p.m.

Thursday 25th Christmas Holiday- City Offices closed

**CITY OF WASHINGTON TERRACE
ORDINANCE NO 24-07**

URBAN CHICKENS

**AN ORDINANCE OF THE CITY OF WASHINGTON TERRACE CITY, UTAH,
ADOPTING CHAPTER 17.86 REGULATING URBAN CHICKENS; SEVERABILITY;
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Washington Terrace (“City”) is a municipal corporation, duly organized and existing under the laws of the State of Utah;

WHEREAS, *Utah Code Annotated* §§ 10-8-84 and 10-8-60 allow municipalities in the State of Utah to exercise certain police powers and nuisance abatement powers, including but not limited to providing for safety and preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the City;

WHEREAS, Title 10, Chapter 9a, of the *Utah Code Annotated*, 1953, as amended, enables municipalities to regulate land use and development;

WHEREAS, there is renewed interest in raising chickens in the urban environments and the City desires to allow for such while mitigating adverse impacts;

WHEREAS, after publication of the required notice the Planning Commission held its public hearing on August 29, 2024, to take public comment on this proposed Ordinance, and subsequently gave its recommendation to approve this Ordinance;

WHEREAS, the City Council received the recommendation from the Planning Commission and held its public meeting on _____, and desires to act on this Ordinance;

NOW, THEREFORE, be it ordained by the City Council of the City of Washington Terrace as follows:

Section 1. Repealer. Any Ordinance that conflict with this Ordinance is repealed.

Section 2. Amendment. Chapter 17.86 is hereby adopted to read as follows:

**Chapter 17.86
URBAN CHICKENS**

Sections:

17.86.010	Purpose.
17.86.020	Land Use Permit.
17.86.030	Application.
17.86.040	Regulations.
17.86.050	Inspection.
17.86.060	Enforcement and Appeal.

17.86.010 Purpose.

The purpose of this Chapter is to permit the keeping and/or raising of chickens in **single-family dwellings** as provided in this Chapter for the sole purpose of family food production. Any chicken kept as provided in this Chapter is not considered or otherwise deemed a household pet.

17.86.020. Land Use Permit.

Any person keeping and/or raising one or more chickens in the City shall first obtain a Land Use Permit under this Chapter. Any Land Use Permit issued under this Chapter shall be made by application of the property owner and continue under this Chapter for the duration of ownership upon which time any Land Use Permit shall cease. No Land Use Permit under this Chapter shall run with the land.

17.86.030 Application.

A complete application for a Land Use Permit filed with the City under this Chapter shall include:

1. A one-time license fee in accordance with adoption of city fee schedule. **Initial inspection and re-inspection allowed. A re-inspection fee may apply if additional inspections are needed.**
2. Property Owner Authorization and Affidavit that states: The undersigned, being duly sworn, depose that I/we is/are the owner(s), occupant(s), applicant(s) of the property involved and that I/we agree to abide by the provisions contained herein and acknowledges that I/we am/are responsible to know and understand all local, state, or federal regulations related to the keeping of **no more than the number of hens allowed for by regulation 17.86.040 4(b)** at the location of the property listed in the application.
3. Applicant's contact information, including:
 - a. Legal name.
 - b. Phone number.
 - c. Email.
 - d. Other contact information as needed.
4. Address of the property where chickens are proposed to be located and proof of ownership.
5. **Property is required to be in compliance with Washington Terrace City Code 8.16.030 Nuisance Declared.**
6. Site Plan showing the:
 - a. North arrow.
 - b. Building lot size in square feet.
 - c. All property boundaries.
 - d. All existing streets.
 - e. Location of all existing structures and accessory buildings on the property with accurate square footage.
 - f. Location of proposed chicken coop and/or run and/or proposed additions to existing **accessory non-residential** structures with proposed square footage.

17.86.040 Regulations.

The keeping and/or raising of one or more chickens is subject to the following regulations:

1. Compliance. Any chicken shall be kept in a manner consistent with this Chapter.
2. Family Only. Any chicken shall be kept strictly for family food production, and not for commercial sale or personal income. No egg sales whatsoever.
3. Prohibited. No roosters shall be kept, and no breeding is permitted on the property.
4. Keeping. Only chicken hens may be kept on a residential lot in accordance with the following standards:

- a. Lot is owner-occupied.
 - b. Lot size. The maximum number of hens permitted is a function of the total residential lot size as indicated below:
Under 6,000 square feet : up to Two.
6,000-8,000 square feet: up to Four.
Above 8,000 square feet: up to Six.
 - c. Any chicken shall be kept in one coop or one properly enclosed area/chicken run at all times in the rear yard as depicted on an approved Site Plan.
 - d. No chicken shall be permitted to roam outside a coop or enclosed area.
 - e. A coop shall be covered, ventilated, and rodent and predator resistant.
 - f. A coop shall not be constructed of scrap or dilapidated materials.
 - g. The coop shall be built with a finished, all weather exterior material.
 - h. Any crowing hen shall be culled.
5. Setbacks. The coop or enclosure shall be located:
 - a. At least fifteen (15) feet from any primary residential dwelling.
 - b. At least twenty-five (25) feet from any primary residential dwelling on an adjoining property.
 - c. At least **ten (10) feet** from any property line.
 - d. Maximum coop height is seven (7) feet, at its highest point.
 - e. Any time a heating device **is used** in an **enclosure or coop**, **enclosure or coop** must be separated at least fifteen (15) feet from any residential dwelling.
6. Maintenance.
 - a. Any coop and/or enclosure shall be maintained:
 - i. In an orderly and sanitary condition, and in a manner that prevents a detectable odor at the property line.
 - ii. **Chicken feed shall be kept secure from rodents and other wildlife. Feed containers shall be made of rodent-and predator-proof materials. Spillage and leftover feed must be removed daily. Coops and runs are required to be kept clean and maintained to promote chicken health, mitigate odor, and limit the presence of rodents, insects, vermin, pests, and diseases.**
 - b. Dead animals shall be immediately removed from the lot and disposed of in a lawful dump.
 - c. Chicken feed shall be stored in a covered container and in a manner that prevents access from rodents or other animals.
 - d. **Chicken manure must be placed in compost containers or in airtight containers for off-site disposal. No open-air storage of manure or other by-products is permitted on the property.**
 - e. **Eggs that are produced by the hens are not permitted to be sold and are for family food production of the occupants of the single-family dwelling only.**
 - f. No **combustible** vegetation is permitted within five (5) feet of any coop. **If heaters are to be used, no growth or vegetation other than sod grass is permitted within five (5) feet of any coop.**
 - g. The area within five (5) feet of the perimeter of any coop shall be unobstructed, except the side where a coop may be attached to an accessory building.
 - h. No coop, pen, cage, or similar structure shall exceed one hundred fifty (150) square feet (including the coop, run, and/or enclosure).
 - i. Any chicken found at-large of the rear yard of owner's lot is subject to being culled **and/or** confiscated.

17.86.050 Inspection.

The property will be inspected upon **paid** application and periodically to verify compliance with this Chapter. Upon an initial application, reinspection is required if property does not meet requirements of this Chapter. For each reinspection, **after the initial inspection and allowed re-inspection**, the applicant is subject to reinspection fee.

17.86.060 Enforcement and Appeal.

A Land Use Permit may be denied, suspended, or revoked for a violation of this Chapter. A violation of this Chapter is subject to an infractions and a fine not to exceed \$750 per violation. Appeals are subject to this Title.

Section 3: Severability. If a court of competent jurisdiction determines that any part of this Ordinance is unconstitutional or invalid, then such portion of this Ordinance, or specific application of this Ordinance, shall be severed from the remainder, which shall continue in full force and effect.

Section 4: Effective date. *This Ordinance takes effect immediately upon passage of the city fee schedule subject to completion of a cost analysis, and upon proper posting.*

PASSED AND ADOPTED by the City Council on this ____ day of _____, 20__.

Mayor

ATTEST:

City Recorder

RECORDED this ____ day of _____, 20__.

PUBLISHED OR POSTED this ____ day of _____, 20__.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

According to the provision of U.C.A. §10-3-713, 1953 as amended, I, the City Recorder of Washington Terrace City, hereby certify that foregoing ordinance was duly passed and published, or posted at: 1) _____, 2) _____, and 3) _____ on the above referenced dates.

City Recorder

DATE: _____