



Francis City Planning Commission Meeting

Thursday, April 17th, 2025, 6:00 pm
2317 South Spring Hollow Road, Francis, UT

The meeting will be streamed live on the Francis City YouTube channel:
<https://www.youtube.com/channel/UC-9wahpEELShvGQZShXGIXg>

Agenda:

1. Call Meeting to Order
2. Discussion about Title 18 Code Text Amendment
3. Approval of Minutes from 11/21/2024, 03/05/2025
4. Staff Update
5. Adjourn

In Compliance with the Americans Disabilities Act, individuals needing special accommodations during this hearing should notify Antini Henderson at (435) 783-6236 at least three days prior to the hearing. I certify that this notice has been posted in two (2) public places and on the Utah State Public Notice Website and the Francis City website. Attested by Antini Henderson.

Chapter 18.05

GENERAL PROVISIONS AND PROCEDURES

Sections:

- 18.05.010 Purpose.
- 18.05.020 Short title.
- 18.05.030 Authority, legislative intent and statement of purpose.
- 18.05.040 Conflict with other laws or ordinances.
- 18.05.050 Effect on previous ordinances and maps.
- 18.05.060 Notices.
- 18.05.070 Creation of land use districts and zone map.
- 18.05.080 Licensing.
- 18.05.090 Zoning map adopted.
- 18.05.100 Permit procedure under this code.
- 18.05.110 Appearance before boards, commissions and councils.
- 18.05.120 Relation to prior development and subdivision ordinance.
- 18.05.130 Vesting of zoning rights.
- 18.05.140 Savings clause and continuation of prior ordinances.
- 18.05.150 Conflicts within this code.
- 18.05.160 Annexations.
- 18.05.170 Plat approval.

18.05.010 Purpose.

This chapter describes the general rules and regulations necessary to effectively administer the City of Francis development code. Procedures for permitted use and conditional use applicants are defined. Code and zoning amendments, as well as appeal procedures and nonconforming uses, are explained in detail. Other important procedures and provisions are defined in this chapter as well. (Ord. 2016-09 § 1, 2016; Ord. 66, 1993.)

18.05.020 Short title.

This title and FCC Title 17 shall be known as the City of Francis development code, and is referred to herein as this code, this development code or the code. (Ord. 2016-09 § 1, 2016; Ord. 66 § 1.1, 1993.)

18.05.030 Authority, legislative intent and statement of purpose.

The City Council of Francis adopts the ordinance codified in this title and FCC Title 17 pursuant to the Municipal Land Use Development and Management Act, Title 10, Chapter 9a, Utah Code Annotated, and such other authorities and provisions of Utah statutory and common law that are applicable.

Unless otherwise specified in this title or FCC Title 17, the City Council shall serve as the land use authority pursuant to Utah law for all land use applications in the City.

This title and FCC Title 17 contain standards, provisions and requirements intended to protect the health, safety and welfare of the citizens of Francis by ensuring that neighbors and adjacent and neighboring properties are protected from potential negative impacts in developing and using a parcel of land. It is further the intent to provide a means of ensuring predictability and consistency in the use of land and guiding and directing the development of land to achieve a balance in realizing the desires of property owners and the citizens of Francis. The purpose of this title and FCC Title 17 is to:

1. ~~1.~~ Promote a living environment that is safe and pleasant for individuals and families who choose to live in or visit Francis.
2. ~~2.~~ Maintain current housing and neighborhoods and guide future residential development in a manner which enhances the current appeal of the City, rather than destroying the very atmosphere which makes Francis an attractive place to live.

Commented [KH1]: Moving forward, do we want to eliminate conditional uses?

Pros: Site-specific control and oversight by PC and possibly CC
Cons: Public misunderstanding and potential for litigation

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Francis Application Notice Matrix

ACTION	POSTED	MAILED
Conditional Use Permit CUP	At least 10 days prior. One informational hearing before the Planning Commission and City Council. Agenda posted at least 24 hours prior to public meeting.	Courtesy notice to all owners of property within 600 feet, 10 days prior to hearing.

Commented [KH2]: If we keep CUPs, should we have public hearings for them? State law does not require it. The Utah League of Cities and Towns discourages public hearings for administrative items.

(Ord. 2021-15 § 1 (Exh. A), 2021; Ord. 2017-05, 2017; Ord. 2016-09 § 1, 2016; Ord. 66 § 1.6, 1993.)

18.05.070 Creation of land use districts and zone map.

In order to carry out the purposes of this title and FCC Title 17, land use districts have been established as set forth in the City of Francis general plan and a zoning map has been established in FCC 18.05.090. The zoning map is adopted as a part of this title and FCC Title 17 and this title and FCC Title 17 are intended to be consistent with the zoning map. In interpreting the zoning map, the following standards shall apply:

- ~~1.~~ ~~1.~~ The zoning boundary lines are intended to conform to existing property boundary lines when not in a public right-of-way, or to follow the center line of public rights-of-way (including prescriptive rights-of-way), unless the lines are located by specific dimensions, in which case the dimensions shall control. Where the zoning district lines approximately follow the lot lines as they exist at the date of adoption of the ordinance codified in this title and FCC Title 17, the district lines shall be conformed to the lot lines.
- ~~2.~~ ~~2.~~ Where the zoning district lines appear to have intentionally divided a lot or parcel between two or more districts, the applicable zoning for each portion of the lot or parcel shall be determined by using the scale shown on the map. If the placement of the district line cannot be determined, the standards of the zone allowing the less intensive land use shall be applied to the entire parcel.
- ~~3.~~ ~~3.~~ Where the district lines are intended to follow natural land contours, such as the ridge tops, hillsides or waterways, the line shall be determined at the point at which the general slope of the land changes 15 percent in grade or in the case of waterways, the average centerline of the waterway. In the event of a dispute as to the location of the change in grade, the point shall be fixed with reference to topographic data submitted to the City. Where land of less than 15 percent slope is surrounded by land of 15 percent or greater slope, the Planning Commission may entertain an application to rezone the land of less than 15 percent slope to a suitable residential use if the City staff determines that the land is adequately accessible and not within a sensitive lands overlay zone or designation.
- ~~4.~~ ~~4.~~ If the Planning Commission, City Council, or member of the public requests an interpretation of a zoning district the matter shall be forwarded to the City Planner for an interpretation. (Ord. 2016-09 § 1, 2016; Ord. 66 § 1.7, 1993.)

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18.05.080 Licensing.

All departments, officials and public employees of the City who are vested with the duty or authority to issue permits or licenses, including business licenses, shall conform to the provisions of this title and FCC Title 17 and state code, and shall issue licenses and permits only in conformance with the provisions of these codes. Licenses issued in violation of these codes shall take no effect, and are null and void. (Ord. 2016-09 § 1, 2016; Ord. 66 § 1.9, 1993.)

18.05.090 Zoning map adopted.

The Francis zoning map is the official zoning map for Francis. Upon amendment to the zoning map, the Mayor shall execute a new map, or reexecute the existing map with the amendments noted in a timely manner. (Ord. 2016-09 § 1, 2016; Ord. 66 § 1.10, 1993.)

18.05.100 Permit procedure under this code.

No building permit(s) shall be issued for any project without final approval. Proposals shall be reviewed according to either the permitted use review under Chapter 18.60 FCC or the conditional use review under Chapter 18.65 FCC. Permitted use applications shall be reviewed by the City Planner for approval. Appeals of the City Planner may be

These reductions are only made to help in the preservation of the open space, common areas, pedestrian walkways or pathways, sensitive natural features, and common parking lots. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.11, 1993.)

18.15.100 Height provisions.

The height of any structure shall not exceed the maximum height of 32 feet in residential zones, 40 feet in the C-1, LI-1, and P-F zones, and 45 feet in the City Center (CC) zone, unless an express exception in this code applies, nor exceed the recommendation of the South Summit Fire District. To allow for attachments which are unoccupied and clearly accessory in nature, the following exceptions apply:

1. Antennas, chimneys, flues, vents, or similar structures may extend up to 10 feet above the specified maximum height limit for the zone.
2. Water towers and mechanical equipment in nonresidential zones may extend up to 10 feet above the specified maximum height limit.
3. Church spires, bell towers, clock towers, cupolas, and like architectural elements on nonresidential lots may extend over the specified maximum height limit but shall not contain any habitable spaces above the maximum zone height stated. These elements must be approved as part of the site plan review and under no circumstances shall be more than 50 feet above grade unless approved as part of a conditional use permit. (Ord. 2024-07 § 1 (Exh. A), 2024; Ord. 2024-03 § 1 (Exh. A), 2024; Ord. 2016-09 § 1, 2016; Ord. 2008- § 3.13, 2008; Ord. 1999-1 § 3.13, 1999; Ord. 66 § 3.13, 1993.)

18.15.110 Establishments offering alcoholic beverages for sale.

Any application for a permit to operate an establishment that offers alcoholic beverages for sale must first be reviewed for local consent by the City Council, which the City Council may grant or deny, in its sole and absolute discretion. If the City Council votes to grant local consent, the application will then be considered by the Planning Commission and City Council as a conditional use in accordance with FCC Title 17 and this title and in accordance with governing Utah law. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.15, 1993.)

18.15.120 Right to farm provisions.

Francis has areas that have traditionally been agriculture. The City Council places a high value on the protection and preservation of agricultural land. At the discretion of the City staff, developments that border an agricultural area, contain within them an agricultural or irrigation right-of-way or easement, or will contain an agricultural open space or preservation, shall have additional requirements imposed upon the developer in the form of an analysis to be reviewed and implemented as part of the conditional use process or subdivision process. This impact analysis shall be used to determine the impact(s) on associated farming and/or livestock operations affected by the development, and implement mitigation and protection designs in the development to alleviate conflicts with the affected agricultural operations.

The developer is responsible for the performance of the analysis with the input and review by the City. The Planning Commission and developer shall use the following review guidelines or issues in determining the impact on farming operations of the development, and will apply appropriate conditions during the approval process to insure that the farm or ranch affected is assured a right to farm without undue burden of residential or commercial growth and complaints by neighbors. All rights to farm are preserved to the best ability of the City, taking into consideration practical land use applications and private property rights and concerns.

The following factors shall be used as guidelines or issues in the preparation and review of the agricultural impact analysis. Solutions may be developed as permit conditions and restrictive covenants or agreements:

1. ~~1.~~ Protection of irrigation access and maintenance of ditches and canals.
2. ~~2.~~ Safety and protection of the public from ditches, canals, ponds and drainage systems.
3. ~~3.~~ Livestock movement corridor protections and safety concerns.
4. ~~4.~~ Fencing safety (i.e. electrical, barbed wire) and design.
5. ~~5.~~ Private property protection issues.

Commented [KH5]: Do we want to make any changes to allowed heights in the commercial and city center zones?

6. ~~6.~~ Hunting protection, access and livestock safety concerns.
7. ~~7.~~ Protection of farm equipment ingress and egress.
8. ~~8.~~ Erosion and soil protection and conservation concerns.
9. ~~9.~~ Drainage of the subdivision and designs to minimize the impact on agricultural lands and soils.
10. ~~10.~~ Noxious weeds, pests and pet (dog) controls in the subdivision.
11. ~~11.~~ Provisions, acknowledgments and understandings by new property owners (including hold harmless agreements if necessary) that farm work hours run late and begin early and that farm operations may contribute to noises and odors objectionable to some subdivision residents.
12. ~~12.~~ Screening provisions and landscaping designs to reduce noise or visual impacts.

Any other provisions or concerns that the Planning Commission deems necessary to protect the rights to farm on adjoining or appurtenant properties.

These provisions are not in any way intended to relieve an agricultural landowner of appropriate responsibility. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.21, 1993.)

18.15.130 Standards for approving storage facilities.

The intent and purpose of this section is to protect the community and neighboring properties from litter, vermin, a loss of property value, or other ill effects of unsightly or uncontained storage, junk or salvage yards.

1. Scope. The provisions of this section shall apply to storage facilities authorized by which zone they are applied for.
2. Requirements. The City Planner may grant a permit for a storage yard, provided the following conditions are met:
 - a. Such use is located in the **AG-1**, AG-2 or LI-1 zone and has main primary access off of major arterial roads: State Road 32 or State Road 35.
 - b. All facilities shall provide an attractive eight-foot sight-obscuring fence of substantial nature on surrounding property lines. The fence materials may not include vinyl, chain-link, or residential wood slat. The fence shall be set back four to eight feet from the property line(s) adjacent to public streets to allow for landscaping.
 - c. All storage facilities must meet setbacks of current property zones or uses they are adjacent to. Current use will supersede zoning.
 - d. Follow City noise ordinance.
 - e. Follow commercial design standards as outlined in the following sections: FCC 18.45.030 (Permitted accessory uses), 18.45.040 (Lot area), 18.45.100 (Trash, material storage, and pollution), 18.45.110 (Landscaping), 18.45.120 (Grading and drainage), 18.45.130 (Utilities), 18.45.170 (Service and loading areas), 18.100.100 (Off-street parking), 18.115.080(1) (Landscaping requirements), and Chapter 18.118 FCC (Commercial Outdoor Lighting).
3. Signage. If the storage yard is in an AG-1 or AG-2 zone, a maximum of two wall signs, not to exceed 32 square feet each measured from the farthest extent of the sign to form a rectangle, may be mounted on the fence at the front property line, with a maximum of one sign mounted on each side of the entrance. No part of any sign shall extend above the fence upon which it is mounted. (Ord. 2021-06 § 1 (Exh. A), 2021; Ord. 2020-06/2020-11 § 1 (Exh. A), 2020; Ord. 2016-09 § 1, 2016; Ord. 2008- § 3.22, 2008; Ord. 1999-1 § 3.31 [3.22], 1999; Ord. 66 § 3.22, 1993.)

Commented [KH6]: Should storage yards still be allowed in the AG-1 zone?

compliance with all health, building and fire codes; parking requirements; size of the ADU; utility services; and kitchen, sleeping and sanitary facilities.

d. The site plan and floor plan shall be drawn accurately to scale showing property lines and dimensions, the location of existing buildings or additions, distances from buildings or additions to property lines, the location of parking stalls, utility meters, entrances to the home, and areas within the single-family residence to be used as an ADU.

4. Noncompliance Revocation or Withdrawal of Permit. A permit for an ADU may be revoked or withdrawn in the following circumstances:

- a. The conditions upon which the permit has been issued no longer are maintained by the property owner;
- b. The requirements of this section or the permit have been violated; or
- c. The property owner applies for a withdrawal by submitting a sworn declaration that the property owner or lawful tenant is not allowing and will not allow any occupant to use the accessory dwelling unit in violation of this section.

5. Enforcement Revocation of Permit. In the event of a violation of this section, enforcement and revocation proceedings may be commenced as provided in this title. (Ord. 2024-08 § 1 (Exh. A), 2024; Ord. 2023-05 § 1 (Exh. A), 2023; Ord. 2023-04 § 1 (Exh. A), 2023; Ord. 2021-19 § 1 (Exh. A), 2021; Ord. 2020-15 § 1 (Exh. A), 2020.)

18.15.220 Short-term rentals.

1. Purpose Allowed Locations. The purpose of this section is to establish the process for permitting of short-term rentals whether as a vacation rental or otherwise. The intent is to protect the integrity and characteristics of established land use districts by ensuring that short-term or vacation rentals are operated in a manner that minimizes negative impacts of those uses on neighbors, public services, and the surrounding community. A short-term rental use is allowed as a conditional use in any residential zone.

2. Planning Commission Review. The Planning Commission is vested with authority to review and evaluate applications under this section and to approve, approve with conditions, or deny any such application.

3. Definitions.

- a. Responsible Party. The owner(s), agent(s) or management company responsible for the operation and maintenance of the short-term rental property and for its compliance with all laws, rules and regulations applicable to the same.
- b. Occupant(s). The individual(s) renting or residing in a short-term rental dwelling unit.
- c. Pets. Dogs, cats, or other domesticated animals allowed under City ordinances that, with permission of the responsible party, accompany the occupants of the short-term rental.

4. Permit Required. A conditional use permit and all licenses and permits required by the Summit County Health Department and the State shall be required for all properties used as short-term rentals. The fee required by the fee and rate ordinance shall accompany the conditional use application.

5. Application for Permit. The application for a conditional use permit shall be made on forms provided by the City and shall include a phone contact number and email address for the owner and, as applicable, the responsible party. The application shall be accompanied by a site plan and floor plan that demonstrate that all requirements of this section are met. The plans shall be drawn to scale showing the location of all buildings, property lines, distances from property lines to all buildings, the location of all parking stalls, utility meters, entrances, and such other information as may be required by the application. The drawings shall also demonstrate compliance with all applicable building, health, and fire codes. If the application is made by any person other than the owner of the property, or if the property is not owner-occupied or owner-managed, the application shall be accompanied by a signed document demonstrating the owner's permission to use the premises as a short-term rental, identifying the

Commented [KH7]: Short-term rental thoughts? Keep as CUP, eliminate, allow?

Chapter 18.30

AG-1 AGRICULTURAL ONE ACRE ZONE

Sections:

- 18.30.010 AG-1 agricultural one acre zone established.
- 18.30.020 Permitted and conditional uses.
- 18.30.030 Lot area and density.
- 18.30.040 Lot frontage.
- 18.30.050 Yard requirements for dwellings and main buildings.
- 18.30.060 Yard requirements for accessory buildings.

18.30.010 AG-1 agricultural one acre zone established.

The AG-1 agricultural zone is established to provide areas where single-family residential development and associated uses may be harmoniously integrated with agricultural pursuits. The zone is intended to allow the keeping of farm animals in conjunction with single-family dwelling units, yet retain land in parcels large enough to provide efficient and attractive development to encourage natural or agricultural open spaces. The AG-1 zone is also intended to accommodate equestrian-oriented residential developments, allowing a design which could contain noncommercial stables, training areas and equestrian or pedestrian trails as an integral part of the development. (Ord. 2016-09 § 1, 2016; Ord. 66 § 5.1, 1993.)

18.30.020 Permitted and conditional uses.

Type: AG-1 Use	Allowed	Conditional Use Permit	Business License
Accessory structure Garage, workshop, home office, exercise room, sunroom, or similar uses. No bedrooms. Half bathroom only (no bathtub or shower).			
Accessory apartments, in accordance with FCC 18.15.210			
Agriculture activities			
Animal hospital/clinic			
Contractor's equipment storage yard, CC 1 .1 .1 0???			
Contractor's storage yard, CC 1 .1 .1 0???			
Equestrian facilities, riding academics, schools and accompanying stables			
Firewood and coal yards			
Fruit and vegetable stands for the selling of farm products which are grown on the premises, not to exceed 600 square feet in area and limited to one stand per lot			
Home occupation as regulated by business license and Chapter 18.80 FCC			
Kennels			
Manufactured homes detached which satisfy the Department standards which are placed upon permanent foundation of reinforced concrete in accordance with IBC International Building Code standards and which satisfy the snow load requirements for their location			
Nurseries (trees, flowers, shrubs, plants)			
Outdoor storage yard, FCC 18.15.130			

Type: AG-1 Use	Allowed	Conditional Use Permit	Business License
Religious structure and activities			
RV park or campground			
Sawmills			
Schools, preschool, private			
Schools, public			
Single-family dwellings			
Welding, blacksmith, auto body repair, auto repair and maintenance shops???			

(Ord. 2021-15 § 1 (Exh. A), 2021; Ord. 2020-15 § 1 (Exh. A), 2020; Ord. 2020-06/2020-11 § 1 (Exh. A), 2020; Ord. 2017-04 § 1, 2017; Ord. 2016-09 § 1, 2016; Ord. 1999-1 §§ 5.1.1, 5.1.2, 1999; Ord. 66 §§ 5.1.1, 5.1.2, 1993.)

18.30.030 Lot area and density.

The minimum lot size in the AG-1 zone shall be one acre. (Ord. 2016-09 § 1, 2016; Ord. 66 § 5.1.3, 1993.)

18.30.040 Lot frontage.

The minimum lot frontage in the AG-1 zone shall be 150 feet; lots on a cul-de-sac shall abut the right-of-way for a minimum of 35 feet at the property line. (Ord. 2021-15 § 1 (Exh. A), 2021; Ord. 2016-09 § 1, 2016; Ord. 66 § 5.1.4, 1993.)

18.30.050 Yard requirements for dwellings and main buildings.

The following yard setback requirements for dwellings and main buildings shall apply on all lots in the AG-1 zone:

1. Front Yard Setback. The minimum front yard setback for all buildings in the AG-1 zone shall be 30 feet including any deck more than eight inches above the finished grade.
2. Side Yard Setback. The minimum side yard setback for all buildings on interior lots in the AG-1 zone shall be 12 feet.
3. Side Yard Setback on Corner Lots. The minimum side yard setback for all buildings on corner lots in the AG-1 zone shall be 12 feet on the side adjoining another lot and 30 feet on the side adjoining the street.
4. Rear Yard Setback. The minimum rear yard for all buildings in the AG-1 zone shall be 25 feet.
5. Easements. No dwelling or main building shall be located within a platted easement area of any kind. (Ord. 2016-09 § 1, 2016; Ord. 66 § 5.1.7, 1993.)

18.30.060 Yard requirements for accessory buildings.

The following yard setback requirements for accessory buildings shall apply on lots in the AG-1 zone:

1. Front Yard Setback. The minimum front yard setback for all accessory buildings in the AG-1 zone shall be 30 feet including any deck more than eight inches above the finished grade.
2. Side Yard Setback. An accessory building may be located in a side yard no closer than eight feet from the side property line and no closer than six feet from the dwelling or main building, except that an accessory building may not be located in the required street side yard of a corner lot.
3. Rear Yard Setback. An accessory building may be located in a rear yard no closer than eight feet from the dwelling or main building, or rear property lines.
4. Animal Accessory Buildings. Accessory buildings used for the housing or shelter of animals shall be located a minimum distance of 40 feet from any dwelling or proposed dwelling.

Chapter 18.40

R-C RESIDENTIAL COTTAGE ZONE

Sections:

- 18.40.010 R-C residential cottage zone.
- 18.40.020 Permitted and conditional uses.
- 18.40.030 Minimum lot area.
- 18.40.040 Lot frontage.
- 18.40.050 Yard requirements Dwellings and main buildings.
- 18.40.060 Setback for accessory buildings.

18.40.010 R-C residential cottage zone.

The R-C residential cottage zone is established to provide a residential environment within the City which is characterized by attractively landscaped single-family residential lots, cottage-type homes, and open space. The R-C zone is not intended to be an agricultural zone and development is intended to occur at medium densities. (Ord. 2016-09 § 1, 2016; Ord. 2008- § 5.2.2, 2008; Ord. 66 § 5.2.2, 1993.)

18.40.020 Permitted and conditional uses.

Type: R-C Use	Allowed	Conditional Use Permit	Business License
Accessory structures, unoccupied			
Home occupation as regulated by business license and Chapter 18.80 FCC			
Manufactured homes detached which satisfy the Department standards which are placed upon permanent foundation of reinforced concrete in accordance with IBC International Building Code standards and which satisfy the snow load requirements for their location			
Single-family dwelling			

(Ord. 2022-01 § 1 (Exh. A), 2022; Ord. 2016-09 § 1, 2016; Ord. 66 §§ 5.2.2.1, 5.2.2.2, 1993.)

18.40.030 Minimum lot area.

The minimum lot size in the R-C zone shall be 7,000 square feet. (Ord. 2016-09 § 1, 2016; Ord. 66 § 5.2.2.3, 1993.)

18.40.040 Lot frontage.

Each lot or parcel of land located in the R-C zone shall abut along the right-of-way of a public or private street for a minimum distance of 70 feet; lots on a cul-de-sac shall abut the right-of-way for a minimum distance of 25 feet at the property line. (Ord. 2022-01 § 1 (Exh. A), 2022; Ord. 2016-09 § 1, 2016; Ord. 66 § 5.2.2.4, 1993.)

18.40.050 Yard requirements – Dwellings and main buildings.

The following yard setback requirements shall apply on all lots in the R-C zone:

1. **Front Yard and Side Street Setback.** The minimum front yard and side street setback shall be 25 feet from the front property line or 55 feet from the center line of the right-of-way, whichever distance is greater.
2. **Side Yard Setback.** The minimum side yard for all buildings on interior lots in the R-C zone shall be 10 feet.
3. **Rear Yard Setback.** The minimum rear yard for all buildings in the R-C zone shall be 20 feet. (Ord. 2016-09 § 1, 2016; Ord. 2008- § 5.2.2.6, 2008; Ord. 66 § 5.2.2.6, 1993.)

Commented [KH8]: Should we add a provision requiring staggered setbacks and architectural variation?

Chapter 18.45

C-1 COMMERCIAL ZONE

Sections:

18.45.010	C-1 commercial zone established.
18.45.020	Permitted and conditional uses.
18.45.030	Permitted accessory uses.
18.45.040	Lot area.
18.45.050	Lot width.
18.45.060	Lot frontage.
18.45.070	Setback requirements.
18.45.080	Building height.
18.45.090	Signs.
18.45.100	Trash, material storage, and pollution.
18.45.110	Landscaping.
18.45.120	Grading and drainage.
18.45.130	Utilities.
18.45.140	Architectural design and materials.
18.45.150	Buffers, fences and walls.
18.45.160	Parking areas.
18.45.170	Service and loading areas.
18.45.180	Outdoor lighting.
18.45.190	General maintenance.
18.45.200	Highway access.

18.45.010 C-1 commercial zone established.

The commercial zone, hereinafter also referred to as the C-1 zone, is established to encourage commercial and retail development. Businesses that provide services directly to the residents of Francis will be highly encouraged. Transportation and other concerns may limit the types of businesses approved in the C-1 zone. The provisions contained herein should be used to encourage greater integrity and aesthetic improvements as these areas are developed and improved. Integrated and coordinated landscaping, parking, ingress, egress, signing and building design should be encouraged. New construction should be in harmony with the characteristics of the surrounding developed commercial and residential areas. The uses characteristic of this zone will be small retail and service stores and shops. Parking must conform to Chapter 18.100 FCC and is encouraged to be located behind the building.

Special approval procedures, landscaping requirements and design guidelines are applicable in the C-1 zone. These regulations can be found in Chapter 18.115 FCC. (Ord. 2021-02 § 2 (Exh. B), 2021; Ord. 2016-09 § 1, 2016; Ord. 66 § 5.3, 1993.)

18.45.020 Permitted and conditional uses.

Type: C-1 Use	Allowed	Conditional Use Permit	Business License
Accessory structure unoccupied			
Athletic club or recreational facility			
Automotive body/paint repair establishment, welding and blacksmith shops			
Bakery			
Banking, financial services			
Bar, tavern, lounge as per Utah State Code			

Commented [KH9]: What uses should we keep, eliminate, and add?

Type: C-1 Use	Allowed	Conditional Use Permit	Business License
Barber shops and hair salons			
Bed and breakfast			
Bowling alley			
Cabinet shop			
Child care for business			
Church			
Cinema, indoor			
Computers/electronics sales and repair			
Convenience goods, sales			
Dry cleaning establishment			
Equipment rental, light			
Furniture sales, new and used			
Gas stations			
Health care center, hospital			
Home occupation as regulated by business license and Chapter 18.80 FCC			
Hotel/motel			
Indoor/outdoor recreational facility			
Large animal clinic			
Landscape services			
Laundromat			
Liquor store, FCC 18.15.110			
Lumber sales and storage			
Manufacturing, compounding, processing, fabrication and warehousing of goods and materials. Only within fully enclosed warehouses with retail fronts; set back a minimum of 150 feet from state roads.			
Mortuary			
Museum			
Nursery/greenhouse			
Office and professional, retail shops larger than 20,000 square feet			
Office and professional, retail shops smaller than 20,000 square feet			
Packaging and delivery services			
Pet grooming			
Pharmacy			
Photo lab/studio			

Commented [KH9]: What uses should we keep, eliminate, and add?

Type: C-1 Use	Allowed	Conditional Use Permit	Business License
Printing/publishing			
Reception center			
Religious structures and related activities			
Repair services, small app.			
Restaurant, fast food, drive through			
Restaurant, cafe			
Retail sales and service			
Retail grocery store larger than 20,000 square feet			
Retail grocery store smaller than 20,000 square feet			
School, preschool, private school			
Small animal clinic			
Surplus, secondhand store			
Theater, concert hall			

Commented [KH9]: What uses should we keep, eliminate, and add?

(Ord. 2021-15 § 1 (Exh. A), 2021; Ord. 2021-02 § 2 (Exh. B), 2021; Ord. 2016-09 § 1, 2016; Ord. 2008- § 5.3.2, 2008; Ord. 1999-1 § 5.3.1, 1999; Ord. 66 §§ 5.3.1, 5.3.2, 1993.).

18.45.030 Permitted accessory uses.

Accessory uses and structures are permitted in the C-1 zone provided they are incidental to, and do not alter, the character of the permitted principal use or structure. Such permitted uses and structures include, but are not limited to, the following:

1. Accessory buildings such as garages, carports, equipment storage buildings and supply storage buildings which are customarily incidental to a principal use or structure permitted in the C-1 zone.
2. Storage of materials used for construction of buildings, including the contractor's temporary office provided, that such use be located on the building site or immediately adjacent thereto; and provided further, that such use shall be permitted only during the construction period. (Ord. 2021-02 § 2 (Exh. B), 2021; Ord. 2016-09 § 1, 2016; Ord. 66 § 5.3.3, 1993.)

18.45.040 Lot area.

There shall be no minimum lot area requirements in the C-1 zone except as may be dictated by off-street parking requirements, adequate circulation, and property site utilization. Lot area requirements shall be determined by the Planning Commission and City Council. (Ord. 2021-02 § 2 (Exh. B), 2021; Ord. 2017-04 § 1, 2017; Ord. 2016-09 § 1, 2016; Ord. 1999-1 § 5.3.4, 1999; Ord. 66 § 5.3.4, 1993.)

18.45.050 Lot width.

There shall be no requirements for lot width, provided all requirements of necessary parking regulations can be satisfied. (Ord. 2021-02 § 2 (Exh. B), 2021; Ord. 2016-09 § 1, 2016; Ord. 66 § 5.3.5, 1993.)

18.45.060 Lot frontage.

Each lot or parcel of land in the C-1 zone shall have frontage on a public or private street for a minimum distance of 35 feet. (Ord. 2022-01 § 1 (Exh. A), 2022; Ord. 2021-02 § 2 (Exh. B), 2021; Ord. 2016-09 § 1, 2016; Ord. 66 § 5.3.6, 1993.)

18.45.070 Setback requirements.

The following setback requirements shall apply in the C-1 zone:

18.45.140 Architectural design and materials.

The treatment of building mass, materials and exterior appurtenances shall create an aesthetically pleasing building and site that is in character with the proportions of other surrounding developments. Proposed developments shall be designed with a common theme that reflects the heritage and community of Francis City. Themes shall be reviewed and approved by the Planning Commission and City Council and may include but are not limited to agricultural or mountain tourism. Requirements applicable to all buildings are stated below:

1. All sides of buildings shall receive equal design consideration, particularly where exposed to vehicular traffic and adjacent properties. Facade shifts shall be encouraged on structures with a width greater than 50 feet or at neighboring property lines.
2. Basic materials shall be limited to no more than three types of materials per building and all buildings within the development shall possess a similar architectural theme. Building styles shall be compatible with existing buildings in the C-1 zone.
3. Buildings shall be designed to relate to grade conditions with a minimum of grading and exposed foundation walls.
4. Mechanical equipment shall be located or screened so as not to be visible from public and private streets. Screens shall be aesthetically incorporated into the design of the building whether located on the ground or on the roof. Screen materials shall be compatible with those of the building.
5. Plans for the exterior modifications to any existing structures must be submitted to the Planning Commission for approval and must meet the same requirements as all other structures within the C-1 zone. (Ord. 2021-02 § 2 (Exh. B), 2021; Ord. 2016-09 § 1, 2016; Ord. 66 § 5.3.16, 1993. Formerly 18.45.150.)

18.45.150 Buffers, fences and walls.

The intent in having special buffer, fence, and wall requirements is to provide quality separation between incompatible commercial uses, and to provide physical and visual protection between commercial and residential uses.

Landscape buffers are preferred over fences and walls where a separation is desirable. A visually open look should be encouraged between similar uses. Visual screening is often more important than a physical separation and the Planning Commission or City Council may, at its own option, require special treatment of such areas.

Buffer treatment may be required whenever a change occurs between residential and nonresidential uses. Additional landscaping and screening may be required at the discretion of the Planning Commission and City Council within the setback which separates the uses. Fences or walls will be reviewed for their effectiveness in screening a view, and for their color and texture in relationship to building materials.

Where differing uses are to be developed adjacent to existing residential areas, special consideration shall be made to protect the privacy of residents and requirements shall be at the discretion of the Planning Commission and City Council. As a minimum, the negative effects of noise and artificial lighting shall be minimized to protect existing residents. Outdoor lighting must meet the requirements of Chapter 18.118 FCC, Commercial Outdoor Lighting.

Service areas shall be properly screened. Outdoor lighting shall be designed to prevent exposure of light source to the view of residents. Facilities that require late-night customers and activities shall be located away from residential areas to reasonably prevent disruption of privacy. (Ord. 2021-02 § 2 (Exh. B), 2021; Ord. 2016-09 § 1, 2016; Ord. 66 § 5.3.17, 1993. Formerly 18.45.160.)

18.45.160 Parking areas.

Parking areas must meet the requirements of Chapter 18.100 FCC, Off-Street Parking.

All parking spaces and driveways shall be paved with asphaltic cement or concrete, and shall be provided with adequate drainage which shall not run across a public sidewalk. Parking spaces shall not be provided within a required front or side setback.

Parking areas shall be considered as structures since they present a three-dimensional appearance when occupied.

Commented [KH10]: This section needs a major overhaul and specifics about the mountain tourism and agriculture themes. Pitched roofs? Colors? Architectural elements?

Commented [KH11]: Suggested language to make this more objective?

Chapter 18.57
CITY CENTER ZONE

Sections:

- 18.57.010 City center zone established.
- 18.57.020 Table of uses.
- 18.57.030 Permitted uses.
- 18.57.040 Conditional uses.
- 18.57.050 Parking.
- 18.57.060 Architectural review.
- 18.57.070 Residential mixed use.
- 18.57.080 Building height.

18.57.010 City center zone established.

The city center zone, hereinafter also referred to as the CC zone, is established to:

1. Create a strong commercial identity at the heart of Francis City.
2. Encourage private and public investment, attract shoppers and visitors, and appeal to existing and new residents.
3. Promote a diverse mix of residential, business, commercial, office and institutional, educational, cultural and entertainment activities for employees, visitors, and residents.
4. Encourage pedestrian-oriented development within walking distance.
5. Create a place that represents a unique, attractive, and memorable destination for visitors and residents.
6. Enhance the community's character through the promotion of high-quality urban design.
7. To provide opportunities to increase the City sales tax base, thereby helping to fund public improvements and public services.

Special approval procedures, landscaping requirements, and design guidelines are applicable in the CC zone. These regulations can be found in Chapter 18.115 FCC.

All requirements pertaining to the commercial zone (C-1), Chapter 18.45 FCC, are applicable in the CC zone, excepting the provisions of this chapter. (Ord. 2021-08 § 1 (Exh. A), 2021; Ord. 2021-02 § 3 (Exh. C), 2021.)

18.57.020 Table of uses.

Type: City Center Zone (CC Zone)	Allowed	Conditional Use Permit	Business License
Art gallery			
Athletic club or indoor/outdoor recreational facility			
Bakery			
Banking, financial services			
Bar, tavern, lounge as per Utah State Code			
Barber shops and hair salons			
Bed and breakfast			
Bowling alley			

Commented [KH12]: What uses should be kept, eliminated, and added in the CC zone?

Type: City Center Zone (CC Zone)	Allowed	Conditional Use Permit	Business License
Car detailing			
Cinema, indoor			
Consignment, surplus or secondhand store			
Convenience goods, sales			
Floral shop			
Furniture sales, new and used			
Gas stations			
Hotel/motel			
Liquor store, FCC 18.15.110			
Museum			
Office and professional, retail shops smaller than 20,000 square feet			
Pharmacy			
Photo studio			
Reception center			
Residential mixed use			
Restaurant, fast food, drive through			
Restaurant, cafe			
Retail sales and service			
Retail grocery store smaller than 20,000 square feet			
Theater, concert hall			

(Ord. 2021-08* § 1 (Exh. A), 2021; Ord. 2021-02* § 3 (Exh. C), 2021; Ord. 2020-03 § 1 (Exh. A), 2020; Ord. 2018-05 § 1 (Exh. A), 2018. Formerly 18.57.010.)

* Code reviser's note: Ords. 2021-08 and 2021-02 inadvertently omitted amendments to this section from Ord. 2020-03 concerning car detailing. The amendments from Ord. 2020-03 have been retained at the direction of the city.

18.57.030 Permitted uses.

Storage of materials for construction of buildings, including the contractor's temporary office shall be a permitted use; provided, that such be located on the building site or immediately adjacent thereto; and provided further, that such use shall be permitted only during the construction period. (Ord. 2021-08 § 1 (Exh. A), 2021; Ord. 2021-02 § 3 (Exh. C), 2021.)

18.57.040 Conditional uses.

Accessory uses and structures shall be a conditional use in the CC zone. They must be incidental to, and should not alter, the character of the permitted principal use or structure. Such conditional accessory uses and structures include, but are not limited to: accessory buildings such as garages, carports, equipment storage buildings and supply storage buildings which are customarily incidental to a principal use or structure permitted in the CC zone. (Ord. 2021-08 § 1 (Exh. A), 2021; Ord. 2021-02 § 3 (Exh. C), 2021.)

18.57.050 Parking.

Parking shall not occur adjacent to any public street except when:

1. It has been established that such a location is needed or justified by other site conditions or building entrance orientation.

2. The use is restricted to visitors, key employees, or residents.

The provisions set forth in FCC 18.45.160(2)(c) and (d) are not applicable in the CC zone. (Ord. 2021-08 § 1 (Exh. A), 2021; Ord. 2021-02 § 3 (Exh. C), 2021.)

18.57.060 Architectural review.

Proposed developments shall undergo an architectural review by the Planning Commission and City Council. The review will determine if the developer has effectively incorporated a mountain aesthetic with neutral colors that is in harmony with the surrounding landscape and structures. Structures are limited to three stories. The maximum building coverage shall be 55 percent of the lot area. (Ord. 2021-08 § 1 (Exh. A), 2021; Ord. 2021-02 § 3 (Exh. C), 2021.)

Commented [KH13]: Major overhaul of this section - add details about mountain aesthetic. Roof pitches, colors, architectural features, etc.

18.57.070 Residential mixed use.

Residential mixed use development is encouraged in the CC zone. The following standards regulate mixed use development:

1. The maximum number of dwelling units allowed is eight units per acre. An additional four units per acre, with a maximum of 12 units per acre, are allowed if the additional units are subject to moderate income housing requirements per Chapter 17.55 FCC.

2. Each dwelling unit shall have separate kitchen and bathroom facilities, separate utilities, adequate parking provided as defined in FCC 18.100.100, and its own address.

3. Residential dwelling units are permitted on the second floor or higher, except as required for accessibility by the International Building Code Chapter 11. (Ord. 2021-08 § 1 (Exh. A), 2021.)

18.57.080 Building height.

Buildings in the CC zone shall not exceed 45 feet in height, unless an express exception in FCC 18.15.100 applies, nor exceed the recommendation of the South Summit Fire District. (Ord. 2024-07 § 1 (Exh. A), 2024.)

Chapter 18.58

R-M RESIDENTIAL MULTIFAMILY ZONE

Sections:

- 18.58.010 R-M residential multifamily zone.
- 18.58.020 Permitted and conditional uses.
- 18.58.030 Requirements for building permit review.
- 18.58.040 Dimensional standards.
- 18.58.050 Lot requirements for dwellings and main buildings.
- 18.58.060 Accessory structure requirements.

18.58.010 R-M residential multifamily zone.

The R-M residential multifamily zone is established to provide a residential environment within the City which is characterized by attractively landscaped multifamily dwellings as defined in FCC 18.10.040 and open space. The explicit purpose of the multifamily zone is to obtain affordable housing within the community. The R-M zone is not intended to be an agricultural zone and development is intended to occur at medium densities. Only lots previously zoned AG-1, R-H, or R-C may be eligible for a zone change to the R-M zone. (Ord. 2024-04 § 1 (Exh. A), 2024; Ord. 2020-08 § 1 (Exh. A), 2020.)

18.58.020 Permitted and conditional uses.

Type: R-M Use	Allowed	Conditional Use Permit	Business License
Accessory structures, unoccupied			
Home occupation as regulated by business license and Chapter 18.80 FCC			
Multifamily dwellings, up to 10 units per acre			
Multifamily dwellings, up to 16 units per acre when all bonus density allowance units are deed restricted per Chapter 17.55 FCC, Moderate Income Housing			

(Ord. 2024-04 § 1 (Exh. A), 2024; Ord. 2020-08 § 1 (Exh. A), 2020.)

18.58.030 Requirements for building permit review.

The following standards must be met for each development within the R-M zone:

1. Separate kitchen and bathroom facilities for each dwelling unit.
2. Separate utilities to each dwelling unit.
3. Each dwelling unit will have its own address.
4. A hard surface driveway or parking area (concrete or asphalt) must be installed for dwellings. (Ord. 2024-04 § 1 (Exh. A), 2024; Ord. 2020-08 § 1 (Exh. A), 2020.)

18.58.040 Dimensional standards.

1. The maximum number of dwelling units allowed is 10 units per acre.
2. A maximum of 16 dwelling units per acre are allowed when all bonus density allowance units are deed restricted per Chapter 17.55 FCC, Moderate Income Housing. (Ord. 2024-04 § 1 (Exh. A), 2024; Ord. 2020-08 § 1 (Exh. A), 2020.)

18.58.050 Lot requirements for dwellings and main buildings.

1. **Front Yard and Side Street Setback.** The minimum front yard and side street setback shall be 20 feet from the property line.

Commented [KH14]: Staggered setbacks?

Short-Term Rentals (STRs) and Community Engagement

Educating the community can help them engage better in conversations. Educating the community isn't just about posting flyers or inviting them to a meeting, but also about teaching. Leaders should help them understand what the data is showing, what you're hearing, what leaders are considering, and why. To be the most successful, there are community outreach and education efforts that can happen before, during and after an STR process.

- **Why** we're doing this, and **why** we're asking for your insight/help
- **What** the data shows
- **What** leaders can and can't do under state frameworks
- **What** the community's capacity is to address the issue
- **What** some available options could be (highlighting that you want to get their perspective)
- **What** are the benefits from STRs?
- **What** are the challenges from STRs?
- **What** is this process going to look like?

McKenna's Thoughts - I think it could be beneficial to limit STR to individual households (essentially try to cut out corporation ownership of STRs within the community). We could say that individual households can hold ownership of no more than 5 STR in total. This way it could give additional income to local (or like our most recent case) nonlocal families while still trying to mitigate STRs influence on housing market prices.

Architectural Design Standards for Agricultural Theme

1. Design Principles

- **Contextual Harmony:** New developments should complement the surrounding natural landscape and existing structures.
 - **Simplicity & Functionality:** Embrace the utilitarian roots of rural architecture — prioritize functionality without sacrificing charm.
 - **Cultural Identity:** Reflect local history, culture, and agricultural heritage in the design.
-

2. Architectural Style Guidelines

- **Preferred Styles:**
 - Farmhouse (modern or traditional)
 - Craftsman-style
 - Colonial revival or rural vernacular
 - Barn-style or agrarian architecture
 - **Avoid:** Overly urban and high-density modernism
-

3. Materials & Finishes

- **Preferred Materials:**
 - Natural stone, brick, or timber
 - Corrugated metal roofing (in muted tones)
 - Board-and-batten siding
 - Reclaimed or local wood
- **Color Palette:**
 - Earth tones (browns, greens, taupes)
 - Soft whites, greys, rust reds
 - Neon or bright palettes not allowed

4. Roof Design

- **Types:**
 - Gable and hip roofs dominate
 - Dormers and cupolas encouraged for character
- **Materials:**
 - Metal roofing, cedar shingles, clay tiles
- **Pitch:** Steep pitches are typical; flat roofs generally discouraged

5. Windows & Doors

- **Style:**
 - Double-hung or casement windows
 - Divided-light panes or wood-framed
 - Large porches with wood or stone columns
- **Doors:**
 - Wooden, barn-style, or paneled doors with natural finishes

6. Community Integration

- **Walkability:**
 - Encourage pathways that connect homes, farms, markets, and community centers
- **Porches & Gathering Spaces:**
 - Front porches or patios foster social interaction
 - Community greens or shared agricultural spaces encouraged

Architectural Design Standards for Mountain Theme

1. Contextual Integration

- **Natural materials:** Use of locally sourced wood, stone, and metal to blend buildings into the landscape.
 - **Color palette:** Earthy tones—forest greens, browns, greys, and soft whites to reflect the surrounding nature.
 - **Roof forms:** Gable, shed, or chalet-style roofs that shed snow easily and echo traditional alpine forms.
-



Architectural Style Guidelines



Common Styles

- **Craftsman/Mountain Rustic:** Exposed timber frames, stone chimneys, overhanging eaves.
- **Alpine/Chalet:** Sloped roofs, decorative woodwork, balconies.
- **Modern Cabin:** Simplified forms with large glass walls to capture views, often with timber or corten steel exteriors.



Avoid

- Flat roofs
 - Overly urban or industrial materials (e.g., reflective glass, aluminum panels)
-



Town Planning and Urban Design

- **Pedestrian-friendly design:** Sidewalks, trails, and boardwalks connecting key areas.
 - **Mixed-use centers:** Small clusters of retail, civic, and dining spaced around town squares or plazas.
 - **Dark Sky compliance:** Low-intensity, downcast lighting to reduce light pollution and preserve stargazing.
-

Example References

- **Estes Park, CO**
- **Truckee, CA**
- **Leavenworth, WA**
- **Banff, Alberta**