

City of
WASHINGTON TERRACE
Utah

Planning Commission Meeting
Thursday, April 24, 2025
City Hall Council Chambers
5249 S. South Pointe Dr. Washington Terrace City
801-393-8681

1. **ROLL CALL** 6:00 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **WELCOME**
4. **OATH OF OFFICE**
Rodriguez will administer the oath of office to Commissioner Morgan Wilkins
5. **RECURRING BUSINESS**
 - 5.1 **MOTION: APPROVAL OF AGENDA**
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.
 - 5.2 **MOTION: APPROVAL OF MINUTES FOR SEPTEMBER 26, 2024**
6. **NEW BUSINESS**
 - 6.1 **MOTION: NOMINATION AND ELECTION OF PLANNING COMMISSION CHAIR AND VICE CHAIR**
 - 6.2 **DISCUSSION/MOTION: CONSIDERATION AND ACTION REGARDING AN ADMINISTRATIVE APPLICATION FOR A SITE PLAN APPROVAL FOR THE 5580 ADAM'S AVENUE PROJECT**
7. **UPCOMING BUSINESS**
8. **MOTION TO ADJOURN THE MEETING**

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 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 faxed to the *Standard Examiner* at least 24 hours prior to the meeting.
Amy Rodriguez, Washington Terrace City Recorder

City of Washington Terrace

Minutes of the Planning Commission Meeting held on
Thursday, September 26, 2024
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

PLANNING COMMISSION AND STAFF MEMBERS PRESENT

Chairman Steve Jacobson
Vice- Chair Dwight Henderson
Commissioner Amy Morgan
Commissioner Dan Johnson - excused
Commissioner Jethro Dee Watson
Commissioner Morgan Wilkins
Commissioner Matthew Roper
General Planner Tyler Seaman
City Attorney Bill Morris

Others Present

Kimberli Gabaldon, Amanda Hartley, Joseph Huntley, Becky Parr,

1. ROLL CALL

6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. WELCOME

4. RECURRING BUSINESS

4.1 MOTION: APPROVAL OF AGENDA

Items 4.1 was approved by general consent.

4.2 MOTION: APPROVAL OF MINUTES FOR AUGUST 29, 2024

Commissioner Morgan stated that she thought that there was an error on line 192 regarding the number of chickens Chairman Jacobson stated should be allowed. The correction will be made before final posting of the minutes.

**Motion by Commissioner Roper
Seconded by Commissioner Watson
to approve the minutes with the correction
Approved unanimously (6-0)**

5. SPECIAL ORDER

48 **5.1 PUBLIC HEARING: TO HEAR COMMENT IN SUPPORT AND**
49 **OPPOSITION TO THE PROPOSED RE-ZONING OF 5580 SOUTH ADAMS**
50 **AVENUE FROM O-1 “OPEN SPACE” TO C-1 “COMMERCIAL PROPERTY”**
51

52 Seaman stated that the City has had the property on 5600 South and Adams Avenue for sale for
53 around two years. The City does not have any interest in keeping the property as green space.
54 Seaman stated that the property has been put into the Redevelopment Agency and has been put
55 out for sale. One of the stipulations for the sale of the property requested by the RDA is that the
56 parcel is rezoned from Open Space O-1 to C-1, which is Commercial property. Seaman stated
57 that there are not many differences between the designation of C-1 and C-2 zones. Seaman
58 stated that C-1 is more in line with general business/medical categories. Seaman stated that the
59 Council is interested in projects that would raise the tax base of the parcel.
60 Seaman stated that there is an interested applicant who will start presenting once the rezone has
61 been approved.

62
63 **Chairman Jacobson opened the public hearing at 6:07 p.m.**
64

65 Resident Mike stated that he is disappointed the Jones and Associates Engineering did not give
66 an accurate description of the property. He stated that he would have hoped it would be accurate.
67 He stated that he does not care what the property is zoned, stating that he only cares that people
68 are constantly being presented with wrong information. He stated that it hurts the community
69 because they don't trust the city.
70

71
72 **Chairman Jacobson closed the public hearing at 6:09 p.m.**
73

74 Seaman stated that the map that has been given to the Commission is to give the Commission a
75 general idea of what is surrounding the property, specifically showing the parcel number
76 location. Seaman stated that it is not an official map or survey of the property, as city code does
77 not require a survey of the property. Seaman stated that the official survey would be on the part
78 of the applicant as part of their site plan showing what utilities are there and parking options.
79 Seaman stated that the map is a place holder so the Commission can view where the parcel is
80 located. Seaman stated that there was a concern that the library location was misrepresented a
81 little, however, at this time, the Commission is not reviewing or talking about the location of the
82 building, only rezoning a parcel. Seaman stated that the official review of building placement
83 and fire code issues will be held at the Development Review Committee meeting when
84 appropriate and after the survey is laid out.
85

86 Chairman Jacobson stated that he has never seen anyone using the green space and believes the
87 rezone is a good use of the property.
88
89

90 **6. NEW BUSINESS**
91

92 **6.1 MOTION/ORDINANCE 24-08: MOTION TO APPROVE ORDINANCE**
93 **ADOPTING RE-ZONING OF 5580 SOUTH ADAMS AVENUE FROM O-1**
94 **“OPEN SPACE” TO C-1 “COMMERCIAL PROPERTY”**

**Motion by Commissioner Henderson
Seconded by Commissioner Morgan
To approve Ordinance 24-08 adopting Ordinance
To rezone the property at 5580 South Adams Avenue from O-1 to C-1
Approved unanimously (6-0)
Roll Call Vote was taken**

7. RECURRING BUSINESS

**7.1 MOTION/ORDINANCE 24-07: RECOMMENDATION TO APPROVE
ORDINANCE 24-07 ADOPTING CHAPTER 17.86 REGULATING URBAN
CHICKENS**

Chairman Jacobson stated that he appreciates the efforts on the re-write of the ordinance since the last meeting. He stated that he may have found an error with 5a. "the coop or enclosure shall be located at least 25 feet from the primary residence", and noted that in 5e. it states "any time a heating device is used to heat the coop it must be separated at least 10 feet from the residential building". Commissioner Morgan stated that there is no way that something could be 25 feet away from a home on an 8,000 ft lot. She stated that she worries that if her home cannot accommodate that footage, neither can a 6,000 ft lot. She stated that she wants to preserve the 5 foot perimeter from any property line. She stated that people who want chickens probably do not care that the coop is by their house, however, we need to preserve the perimeter for the neighbors.

Seaman stated that we are trying to protect the neighbors who do not want chickens close to their home, noting that most of the home setbacks are around 25 feet. He suggested changing the wording to the coop must be at least 25 feet from adjacent or neighboring properties.

Chairman Jacobson stated that 5a. would have to have the setback changed to allow it to be closer to the homeowner. It was suggested that 5a would be changed to 15 feet, as well as 5e. Morris stated that he will make those changes, as well as some typographical errors. He stated that Code Enforcement Officer Nish had some questions about the ordinance. Morris clarified that "lawful landfill" would be the area where deceased chickens would be disposed. Morris stated that a garbage can will also end up in the lawful landfill. He stated that he kept the timeframe vague, noting that the owners are responsible for taking care of it and keeping the smell down. Morris stated that depending on how people do things, the date is left open. Commissioner Jacobson stated that we will never be able to enforce a date. Commissioner Wilkins stated that it would be no different than someone not cleaning up after their dog. Morris stated that he will fix the errors and change the coop footage requirements. He stated that the Commission can make a motion to approve subject to the changes discussed and the ordinance will go before Council at a later date for approval.

A resident spoke up and said that she felt that the section concerning periodic inspections is vague and is an invasion of privacy and would like consideration to have that changed to make it clear so that the city cannot just walk on to their property to inspect whenever they want. Morris stated that under state law chapter 10, title 9, Seaman can go out there at any reasonable time and inspect on any property, noting that normally the city does not just show up. He stated that state law does give the city authority to inspect properties. Chairman Jacobson stated that it could

142 happen, however, he does not think that we have the time or manpower to inspect unless there is
143 a complaint. Seaman stated that code enforcement is very respectful and careful of privacy
144 rights. Morris stated that pictures or viewing of property from public right of ways is legal.
145

146 **Motion by Commissioner Henderson**
147 **Seconded by Commissioner Roper**
148 **To approve recommendation for Ordinance 24-07**
149 **Adopting chapter 17.06 regulating urban chickens**
150 **With the pending changes:**
151 **Change 5a and 5e to 15 feet from the house and**
152 **heater Approved (5-1)**
153 **Roll call vote was taken**
154 **Commissioner Henderson- Yes**
155 **Commissioner Roper- Yes**
156 **Commissioner Morgan- Yes**
157 **Commissioner Wilkins- Yes**
158 **Commissioner Watkins-Yes**
159 **Chairman Jacobson- No**
160

161
162 **8. MOTION: ADJOURN THE MEETING**
163

164 **Motion by Commissioner Watson**
165 **Seconded by Commissioner Wilkins**
166 **To adjourn the meeting**
167 **Approved unanimously (6-0)**
168 **Time: 6:29 p.m.**
169

170
171
172 _____
173 **Date approved**
174

175 _____
City Recorder

City Council Staff Report



Author: Tyler D. Seaman, Community
Development Director

Subject: Consideration and action regarding an administrative application, Site Plan approval for 5580 Adam's Avenue Project.

Date: 4/17/2025

Type of Item: Site plan approval

Summary Recommendation:

City staff recommends **conditional approval** of the proposed commercial site plan, subject to the following key requirements:

- **Utility Commitments:** Will-serve letters must be submitted from all relevant utility providers.
- **Engineering Approval:** The civil site and utility plans must be approved by the City Engineer.
- **Landscaping Escrow:** Developer must enter into an escrow agreement to guarantee landscaping installation, including a 10% contingency for defaults.
- **Screening Standards:** Dumpster enclosures and unattractive elements must be screened according to the city code and not visible from public view.
- **Landscape Plan:** A detailed landscape plan must be submitted and approved by the Planning Commission, showing plant types, locations, sizes, and all required landscape features.
- **Lighting Plan:** A lighting plan must meet city standards—fixtures must be downward-facing, shielded, and prevent glare or light trespass onto adjacent properties or the sky.

Description:

A. Background:

The Adam's Avenue site has been a city-owned open space for many years. During this time, the city has maintained the property and provided snow removal services. After careful consideration, city officials have decided to dispose of the property. Following an evaluation of the current real estate market, the decision was made to sell the site to a developer. The city has reached a preliminary agreement with a prospective developer to construct a commercial building on the property.

B. Analysis:

City staff—including the Fire Marshal, City Engineer, Public Works Director, Building Official/Planner, City Manager, and City Attorney—have conducted a preliminary review of the proposed site plan for the commercial building. This review included an evaluation of architectural requirements in accordance with Chapter 17 of the Washington Terrace City Code.

City staff recommends **conditional approval** of the site plan and architectural standards for the proposed commercial development, subject to the following conditions:

1. Will-Serve Letters

The applicant shall provide will-serve letters from all affected utility and service entities.

2. City Engineer Approval

Final civil site plans and utility plans must receive approval from the City Engineer.

3. Escrow for Improvements and Landscaping

The owner/developer shall enter into an escrow agreement with the City to ensure the installation of required landscaping. The escrow amount shall include:

- a. The full cost of the landscaping improvements.
- b. An additional ten percent (10%) to be applied in the event of default.
- c. A timeline for installation of the landscaping by the owner/developer.

In the event of a default, the City may use the escrow funds to complete the required landscaping.

4. Dumpster Enclosure and Screening Requirements

Dumpster enclosures and other unattractive project elements (e.g., storage areas, transformers, generators) shall comply with Section 17.29.020 of the Washington Terrace City Code. These features must be:

- a. Located in areas generally not visible from the street.

- b. Adequately screened from public view.

5. Landscape Plan Approval (per Section 17.44.200(G))

A detailed landscape plan must be submitted and approved by the Planning Commission prior to issuance of any use permit. The landscape plan must:

- a. Be drawn to scale and include names, quantities, sizes, spacing, and heights of all proposed plantings.
- b. Show the lot area and total required landscaped area.
- c. Identify dimensions and locations of all planting areas, berms, fences, walls, and pedestrian walkways.

6. Lighting Plan Approval (per Chapter 17.50)

A lighting plan must be submitted as part of the site plan application and include:

- a. Location, type, and height of all luminaires (building and ground-mounted).
- b. Specifications and catalog cut sheets of all fixtures.
- c. Photometric data showing angles of light emission.
- d. Additional information as required by the Planning Department to ensure code compliance.

All lighting must comply with the following standards:

- e. Fixtures shall be hooded, shielded, and aimed downward to prevent light trespass or sky glow.
- f. Lighting must not produce nuisance glare or disabling glare on adjacent properties or public streets.
- g. Fixtures shall be located and maintained to minimize light pollution and keep illumination within property boundaries.
- h. Accent and landscape lighting must not exceed 150 watts (2,220 lumens), must be shielded, and must not create glare or spillover.

i. Lighting in side yards must not illuminate over property lines.

Alternatives:

A. Approve the Request:

B. Deny The Request:

C. Continue the Item/Impact:

811

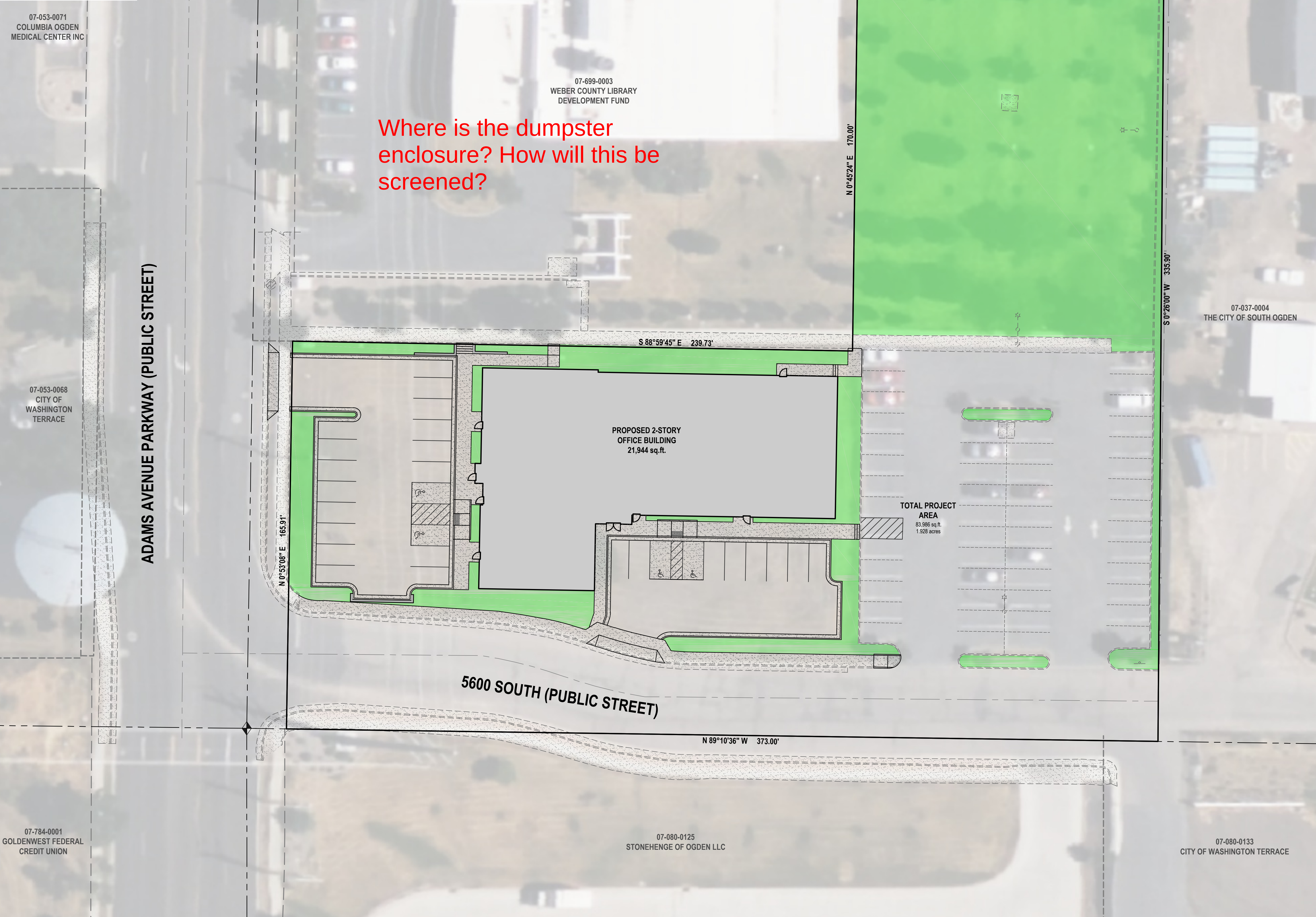
Know what's below.
Call before you dig.

CALL BLUESTAKES
@ 811 AT LEAST 48 HOURS
PRIOR TO THE
COMMENCEMENT OF ANY
CONSTRUCTION.

BENCHMARK

SOUTHWEST CORNER OF SECTION 16
TOWNSHIP 5 NORTH, RANGE 1 WEST
SALT LAKE BASE AND MERIDIAN

ELEV = 4738.02'



LAND USE TABLE	
DESCRIPTION	QUANTITY
LANDSCAPE AREA	28,012 sq.ft.
TOTAL PROJECT AREA	83,986 sq.ft. / 1.928 acres
LANDSCAPE PERCENTAGE	33.3%
EXISTING PARKING STALLS	49
PROPOSED PARKING STALLS	28
1 STALL PER 300 sq.ft. = REQD	74
TOTAL STALLS PROVIDED	77

EN SIGN

THE STANDARD IN ENGINEERING

LAYTON

919 North 400 West
Layton, UT 84041
Phone: 801.547.1100

SANDY

Phone: 801.255.0529

TOOELE

Phone: 435.843.3590

CEDAR CITY

Phone: 435.865.1453

RICHFIELD

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WWW.ENSIGNENG.COM

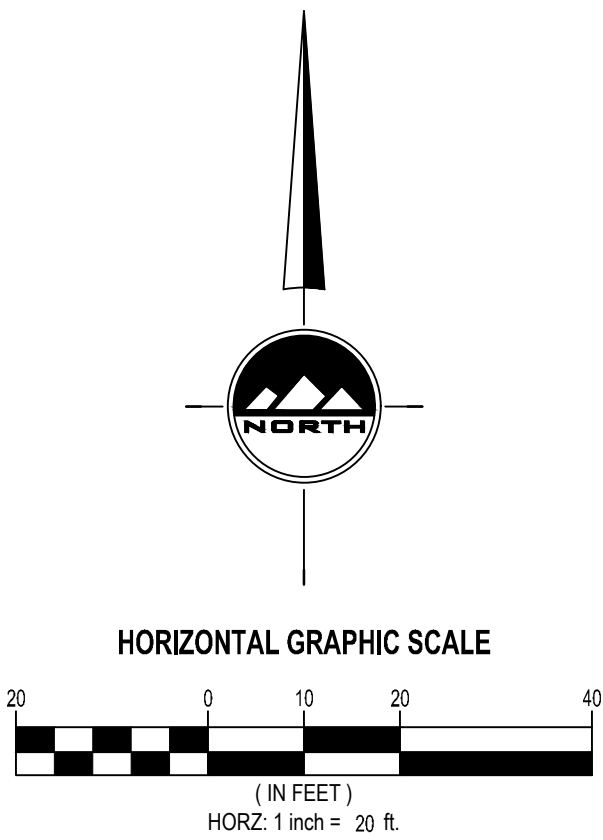
FOR:

JEREMY KRAUSE
334 NORTH MARSHALL WAY STE. E
LAYTON, UT 84041

CONTACT:

JEREMY KRAUSE
PHONE: 801.866.4809

ADAMS AVENUE OFFICE
PRELIMINARY PLAT
5580 SOUTH ADAMS AVENUE PARKWAY
WASHINGTON TERRACE, UTAH 84405



NO.	DATE	REVISION
		FOR REVIEW

OVERALL SITE
PLAN

PROJECT NUMBER
12874

PRINT DATE
2025-04-11

PROJECT MANAGER
T. SHAFFER

DESIGNED BY
T. SHAFFER

C-001



A WEST ELEVATION
A-201.1 SCALE: 1/4" = 1'-0"



B SOUTH ELEVATION
A-201.1 SCALE: 1/8" = 1'-0"



D NORTH ELEVATION
A-201.1 SCALE: 1/8" = 1'-0"



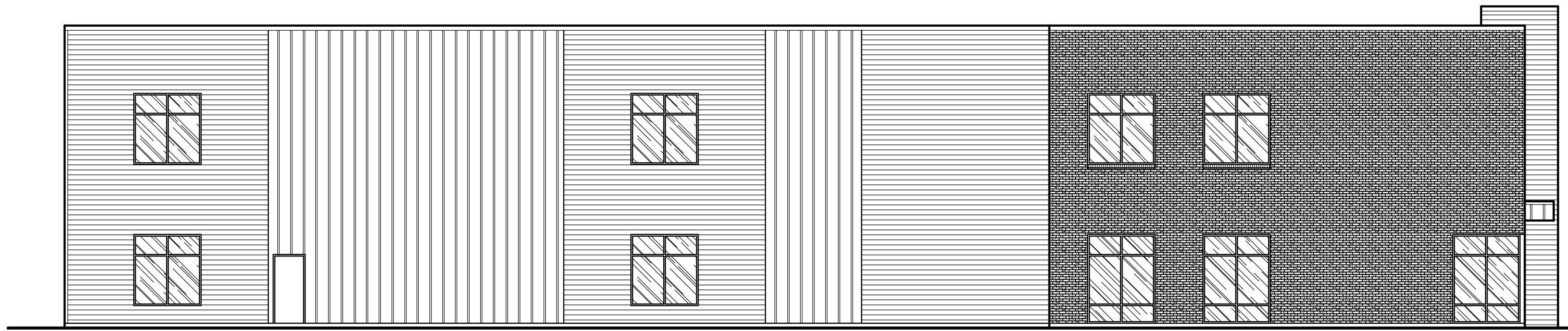
C EAST ELEVATION
A-201.1 SCALE: 1/8" = 1'-0"

Tuttle and Associates, Inc.
ARCHITECTS
8375 500W 301E102
Bountiful UT 84010
ph: (801)485-4444

ADAMS AVENUE OFFICE SUITES
5580 SOUTH ADAMS AVENUE PARKWAY
WASHINGTON TERRACE, UT 84405

EXTERIOR ELEVATIONS

DATE: Jan. 13, 2025
REVISION:
DRAWN BY:
DRAWING NO.: A-201.1



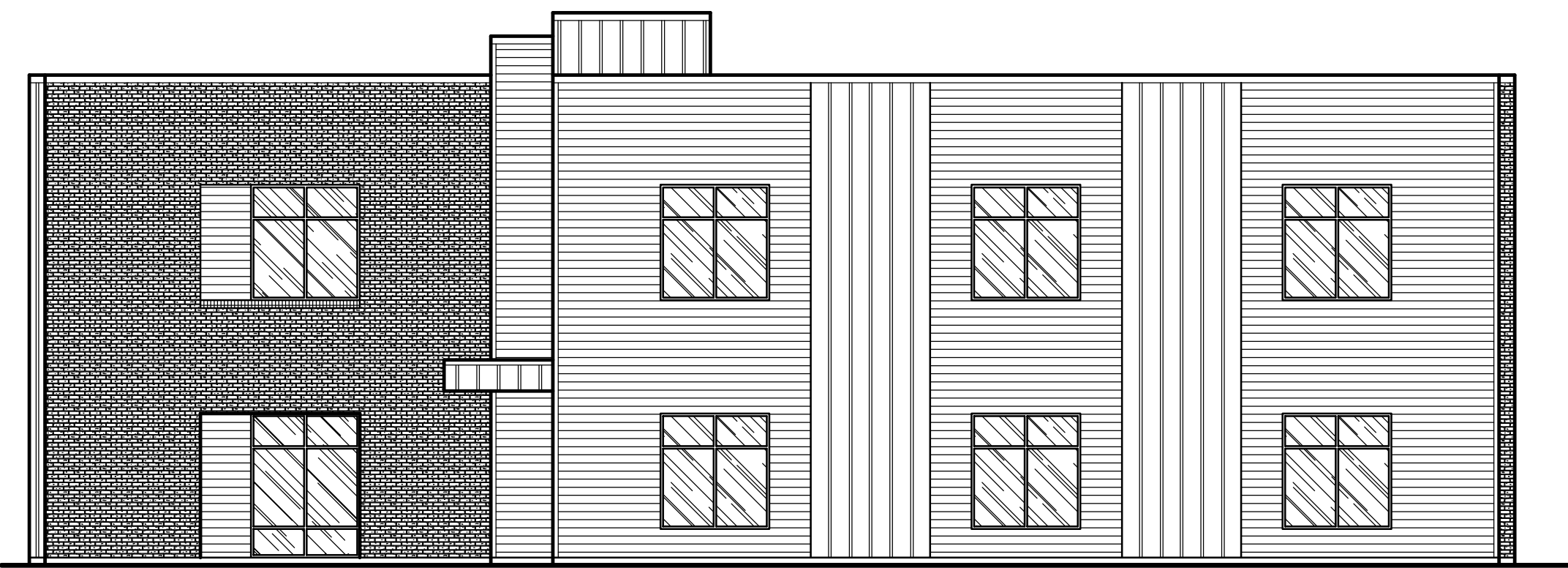
NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION