

# Woods Cross Planning Commission

Meeting Held at the Woods Cross Municipal Building  
1555 South 800 West, Woods Cross, Utah

This meeting will be held in person and via Zoom.

To join using Zoom, click here <https://us02web.zoom.us/j/9358074960> or go to zoom.us and select JOIN A MEETING. Meeting ID: 935 807 4960. Please mute your microphone except during the open comment period. Questions and comments are best made in the CHAT feature.

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## AGENDA

SEPTEMBER 23, 2025

6:30 P.M.

1. PLEDGE OF ALLEGIANCE  
(Michael Doxey)
2. MINUTE APPROVAL  
(Joe Rupp)
3. OPEN SESSION  
(Joe Rupp)
4. PUBLIC HEARING – LIGHT COMMERCIAL FLEX MANUFACTURING TEXT AMENDMENT  
(Marc Croft)
5. LIGHT COMMERCIAL FLEX MANUFACTURING DISCUSSION/VOTE  
(Joe Rupp)
6. AUTO BOSS CONDITIONAL USE  
2454 South 1250 West (I-1 Light Industrial Business Park Zone)  
(Dan Mickelson)
7. AUTO BOSS SITE PLAN  
2454 South 1250 West (I-1 Light Industrial Business Park Zone)  
(Dan Mickelson)
8. CITY COUNCIL REPORT  
(Gary Sharp)
9. GENERAL & PENDING BUSINESS

The Public is invited to participate in all Planning Commission meetings. If you need special accommodation to participate in the Planning Commission meeting, please call the Community Development Director's Office at 801-292-4421.

**WOODS CROSS PLANNING COMMISSION MEETING  
SEPTEMBER 9, 2025**

The minutes of the Woods Cross Planning Commission meeting held September 9, 2025, at 6:30 P.M. in the Woods Cross City Hall located at 1555 South 800 West, Woods Cross, Utah.

**COMMISSION MEMBERS PRESENT:**

Joe Rupp, Chairman  
LeGrande Blackley  
Mike Doxey

Robin Goodman  
David Lewis IV  
Mariah Wall

**COMMISSION MEMBERS EXCUSED:**

Jake Hennessy

**STAFF PRESENT:**

Curtis Poole, Community Development Director  
Bonnie Craig, Administrative Assistant

**CITY COUNCIL MEMBERS PRESENT:**

Gary Sharp

**VISITORS:**

Don Schrader                      Lois Schrader

**PLEDGE OF ALLEGIANCE:**

David Lewis IV

**MINUTE APPROVAL**

Chairman Rupp called for the review of the Planning Commission minutes for the Planning Commission meeting held August 12, 2025.

Following the review of the minutes, Commissioner Goodman made a motion to approved the minutes as written with Commissioner Lewis seconding the motion and all voted in favor of the motion through a roll call vote.

**OPEN SESSION**

Chairman Rupp then opened the meeting for comments from the public on items that were not on the agenda.

There were no public comments and Chairman Rupp closed the open session.

**SECOND DRIVEWAY TEXT AMENDMENT-DISCUSSION/VOTE**

The Community Development Director, Mr. Curtis Poole, reviewed this item with the Commission. He noted that during a City Council meeting in May of this year, a concern was raised about standards for

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installing a second driveway in single-family zones. He noted that on May 27<sup>th</sup>, the Planning Commission discussed whether the code needed to be amended to address this concern. He explained the challenge presented to the Commission was that current code only addresses installing a second driveway to properties on arterial and collector streets. Mr. Poole said that over the years second driveways have been permitted in the city on streets other than arterial or collectors; however, existing code does not provide any guidance on how they are regulated.

Mr. Poole noted on August 12<sup>th</sup> the Planning Commission discussed the proposed text amendment, held a public hearing, and tabled the item. He said the Commission directed staff to review items such as circular driveway specifications, separation between driveways on the same lot, driveway widths, and utility access points.

Mr. Poole noted that staff has discussed the concerns raised by the Planning Commission and are making the following revisions to the proposed text amendment:

- Minimum driveway width of a second driveway has been reduced from 15 to 10 feet.
- Removing the language regarding utility access points from code.
- Removing the reference regarding separation of driveways on the same lot.
- Increasing the amount of hard surface coverage from 50% to 60%
- Adding language requiring recreational vehicles and trailers parked on the property be registered to the property owner or renters of the property.

Mr. Poole said staff are concerned regarding permitting circular driveways on arterial or collector streets for lots with frontages less than 150 feet. This was discussed as a safety issue with the Planning Commission during the August 12<sup>th</sup> meeting. Mr. Poole said there were two reasons staff is not recommending circular driveways on lots with under 150 feet of frontage:

1. **SAFETY.** This was brought up during the August 12<sup>th</sup> Commission meeting. Having multiple access points along busier streets presents more of a safety challenge for pedestrians navigating the sidewalks. The emphasis from the city over the years has been on the safety of pedestrians. While a circular driveway would allow a vehicle to make a forward motion onto the street, the increased number of driveway approaches may also increase the challenges to pedestrians.
2. **POLICY.** City Specifications and standards for streets and roads have not permitted multiple drive approaches on properties with less than 150 feet of frontage. These specifications and standards are required to be passed every few years, last year being the most recent. This has been city policy for many years. Current city code reflects policy. Amending code to allow for additional drive approaches or circular driveways would be contrary to that policy.

Following the information given by the Community Development Director, Chairman Rupp asked for a clarification on some of the language. It was noted there was an error with one of the numbers which needed to be changed from 50% to 60% to make it consistent.

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Chairman Rupp said he had gone out and measured concrete on some of the houses around the city. He said there were several homes that had 60% concrete, particularly if they had a three car garage.

Mr. Poole mentioned there was one more change that needed to be added that would not allow a parking pad directly in front of the home. It was noted there were some driveways in front of homes that curved to garages. These would not be considered parking pads because they were leading to the garage of the home.

The Commission looked at the changes that were being made and felt they had addressed some of their concerns. There were still some concerns with the language for the requirement of vehicles on the property that were owned by the residents living in the home. Chairman Rupp said he did not feel like the registered property owners were the problem but permitting additional driveways allowing more vehicles to be parked will be more of a problem. There was input and discussion regarding this problem and how multiple vehicles that were not registered to an owner or occupant of the home might be handled. Chairman Rupp asked if this would be an issue with being grandfathered in and Mr. Poole said no, it would not as it has not been formally approved in code. Mr. Poole noted that the problem of people parking multiple vehicles on a property where they do not live could be regulated if it were to be put into city code now. There was discussion about changing the wording to read "property owner or occupant" so it would include renters or other people who might be residing in the home such as a child or other family member. The Commission said that it would be a good way to phrase this so it could be added to code to be regulated better within the city.

There was also discussion on allowing circular driveways throughout the city. Some of the Commission opposed having circular driveways and multiple drive approaches for safety reasons, unless you have more than 150 feet of frontage. Other members of the Commission felt like circular drives were safer than a traditional driveway as you do not have to back up. It was noted that backing a vehicle can also be very dangerous since you cannot always see what is behind you when back out of a driveway. The Commission had questions about vehicle safety with multiple drive approaches such as circular drives and whether it increases or decreases pedestrian safety. Mr. Poole said the city engineer noted the city has leaned more towards pedestrian safety than vehicular safety. Mr. Poole said multiple drive approaches decrease pedestrian safety because they will have to navigate different drive approaches.

Mr. Poole said the portion they are discussing is already in code and is policy. He said the policy has been in force for several years so the city engineer and public works director felt it should continue to be followed, and the circular driveway restrictions should stay as it is in the code as presently noted. Mr. Poole noted if the Commission did decide to change this, code and policy would have to be changed. He said recommendation by staff is to leave that portion of the code as it is currently written.

There were some questions asking if there were actual numbers that were sighting problems regarding the circular driveways. Commissioner Goodman said she felt like backing up can be a real safety issue as well.

Mr. Poole said it has been in code for many years. He said it is prohibited in code, and the changes are being added to the code, and the format is just being reformatted.

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Chairman Rupp asked where the 150 feet frontage number came from. Mr. Poole said it had been in code for many years, and he was not sure how that was decided on.

Commissioner Goodman asked if someone is building a home how is a circular driveway decided on. Mr. Poole said on side roads are still allowed to have circular drives, just not on main roads because of traffic.

Commissioner Goodman said she was impressed with how Mr. Poole had been able to simplify what had been discussed in the previous Planning Commission meeting, making it understandable for the Commission after the lengthy discussion they had. She said Mr. Poole had done well with capturing the intent of the discussion.

Commissioner Lewis said he was unclear on the no more than 60% coverage. Chairman Rupp clarified that it is no more than 60% of hard surface. Commissioner Lewis said his other concern was with the parking of multiple vehicles, if there is non-traditional family living at the home and they are not on the title it could be a problem if a neighbor wanted to complain about it. Commissioner Lewis said he believes good planning policy makes for less accesses on main roads he said he is trying to balance that with property rights. He said he would advise staff and City Council representatives to make good design choices as undeveloped land is taken into consideration and good design is not prohibited. He said please look at good sight plans and not be too restrictive with new developments.

Commissioner Blackley said he does not have any problems with the changes being presented. He said he felt like it is a good representation of everyone on the Commission as they did not agree on everything, but it can work moving ahead.

Commissioner Doxey said he also felt like what was written is good and will work for what is needed.

Commissioner Wall said she agrees with public works about not having more driveways approaches is good especially with all of the kids in the community that walk to and from school. She said she has almost been hit by people pulling forward and backward. She said she is comfortable moving forward.

Commissioner Goodman said there have been changes and compromises and everyone has been heard, and she felt with the changes the code is in a good spot with the one typographical error that was mentioned.

Commissioner Sharp asked if the new code prevents the situation with parking multiple vehicles from what was the old code. Mr. Poole said the old code was silent on this matter. Mr. Sharp said he felt like the changes are going in a good direction and he is hopeful that some of the changes will help with improving areas of city. Council Member Sharp said he felt like some of the property owners are in need of getting their properties kept up. He said he would like to see the code enforced when there are issues. He said there are some residents that need encouragement to help keep up with their properties and having extra vehicles that may need to be looked at. He also mentioned residents with circular driveways can be a concern for safety. He said there are acceptable circular driveways, but he does not like to see residents put in all asphalt drives on their property.

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Chairman Rupp made the suggestion to change the wording for parking multiple vehicles to be "property owner, occupant, or renter." Mr. Poole noted this would cover just the people who reside at the home.

Council Member Goodman made a motion to forward the Planning Commission's recommendation for approval for second driveway text amendment to City Council with the change of replacing 50% to 60% as noted above and changing the wording to be "property owner, occupant, or renter" with the parking of multiple vehicles on a residential property. Commissioner Blackley seconded the motion and Commissioner's Goodman, Wall, Blackley, Doxey, and Lewis voted for the motion. Chairman Rupp voted against the motion. The motion carried with a vote of 5-1.

Chairman Rupp said he felt like there was room for more discussion on some of the changes, and that is why he voted nay to this vote.

**CITY COUNCIL REPORT**

Council Member Sharp reported on the City Council meeting held 9-2-25. Please see the minutes of that meeting for the details of his report.

**GENERAL AND PENDING BUSINESS**

Mr. Poole noted that they would be seeing a conditional use and site plan at their next meeting.

**ADJOURNMENT**

There being no further business before the Planning Commission, Commissioner Goodman made a motion to adjourn the meeting at 7:34 P.M.

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Joseph Rupp, Chairman

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Bonnie Craig, City Administrator

# STAFF REPORT

**To:** Planning Commission

**From:** Curtis Poole, Community Development Director

**Date:** September 23, 2025

**Re:** Code Text Amendment – Light Commercial Flex Manufacturing



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## Background

Recently Marc Croft came to the Planning Commission to discuss adding light commercial flex manufacturing as an allowed use to the C-2 (General Commercial) zone. The Commission discussed potential negative impacts such as noise and outdoor storage to other properties in the zone. The Commission was open to a text amendment to allow for light commercial flex manufacturing but would be more comfortable if it was added as a conditional use to provide some safeguards to the approval process.

Existing code defines light commercial manufacturing as an “indoor manufacturing process that may utilize electronic or automated machines (such as 3D printers, laser cutters, copiers/printers, engraver or embroidery machines) and hand-powered machines and instruments (such as presses, rolling machines, bending machines) to assemble, alter, convert, fabricate, finish process or treat products or components for wholesale direct sale. An accessory retail storefront area may be included to sell manufactured goods to the general public.”

## Staff Review

The applicant is proposing the following text amendment:

- Adding light commercial flex manufacturing as a conditional use in the C-2 zone.

The applicant is not recommending any changes to the definition of light commercial flex manufacturing.

## Recommendation

Staff recommends the Planning Commission review the proposed text amendment and forward a positive recommendation to the City Council approving the amendment adding light commercial flex manufacturing as a conditional use in the C-2 zone.

# STAFF REPORT

**To:** Planning Commission

**From:** Curtis Poole, Community Development Director

**Date:** September 23, 2025

**Re:** Conditional Use Request – Automotive Repair Use



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**Location:** 2476 South 1250 West

**Zoning:** I-1 (Light Industrial/Business Park) Zone

## Background

The applicant, Dan Mickelson, is requesting approval of a conditional use permit for the purpose of operating an automotive repair business from this location. The property is surrounded by other properties within the I-1 zone. Automotive repair is an allowed use within the I-1 zone subject to a conditional use review.

City code authorizes the Planning Commission to review conditional use requests and section 12-22-104 outlines the standards by which the Commission may impose conditions to mitigate potential adverse impacts to surrounding property owners.

## Staff Review

The applicant is proposing to construct a new building, the site plan will be reviewed as a separate agenda item, in connection with this business. The applicant's business, Auto Boss, is a used car dealership and this building will provide vehicle service and maintenance for the business. Auto Boss is located on a separate property to the south. The vehicle bays will not be open to the public.

The business will operate Monday through Friday from 7:00 am to 6:00 pm. It is anticipated that there will be two to four employees working from this site. Four parking stalls will be provided with the new building. Code requires three stalls for every vehicle bay, which would require a total of nine stalls. The applicant will establish and record a cross-parking easement with the property to the south.

Staff does not anticipate any potential negative impacts to surrounding property owners. Staff finds that the use complies with City codes, is consistent with the General Plan, and is compatible with neighboring properties within the zone.

## Recommendation

Staff recommends the Planning Commission approve the conditional use request for an automotive repair use, with the following conditions:

1. Obtain and maintain a business license.



2. Obtain a South Davis Metro Fire inspection, if required, and submit a copy to the city prior to the issuance of a business license.
3. Business shall be in compliance at all times with any government entity having jurisdiction over the business or the subject property.
4. Business operations shall not negatively impact the adjacent businesses and properties.
5. Establish and record a cross-parking easement with the property to the south. A copy of the recorded easement needs to be submitted to the city.

## C1.1



# STAFF REPORT

**To:** Planning Commission

**From:** Curtis Poole, Community Development Director

**Date:** September 23, 2025

**Re:** Site Plan Review – Auto Boss



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**Location:** 2476 South 1250 West

**Zoning:** I-1 (Light Industrial/Business Park) Zone

## Background

The applicant, Dan Mickelson, on behalf of Auto Boss, is requesting site plan approval to develop a vacant property. The property is located in the I-1 zone and is surrounded by similar properties within the zone.

In its review the Planning Commission shall determine if the site is compliant with City Code.

## Staff Review

The applicant is proposing to build a 4,200 square foot single story building with three vehicle repair bays. The use will be connected to Auto Boss to the south and will provide vehicle maintenance and repair for the business. This property is separate from the property to the south.

The proposed building will face 1250 West with three vehicle bay doors and three pedestrian doors. The building will be a brown, vertical Hardie siding, with light wood accents and dark trim around the doors and windows. Awnings are placed over each pedestrian door to provide articulation in the façade as required by code. Windows above the doors also help to break up the building façade and provide relief.

As noted in the conditional use staff report, code requires three parking stalls for every vehicle bay, which would require a total of nine stalls. The applicant is proposing four parking stalls and will provide a recorded cross-parking easement with the property to the south for the additional five parking stalls. With the recorded cross-parking easement, the parking will meet code.

The landscape plan shows the required street trees along the frontage of 1250 West and an additional tree on the interior of the property. The street to the north of the property is a private drive and does not require a landscape buffer or street trees. The landscape beds surrounding the property show a mix of stone mulch and shrubs. The landscape plan meets standards of code.

All utilities have been reviewed and approved by the Public Works Director and City Engineer. The photometric lighting plan shows there will be a measurement of zero footcandles at the public right-of-way and will not affect the residential subdivision to the east.

The building meets the height standards and front and side yard setbacks for the I-1 zone. The applicant is requesting relief from the rear yard setback as provided in code. The applicant is

proposing to reduce the minimum rear yard setback from 15 feet to seven feet. The Commission can review the request and judge if the reduction will provide a “more attractive and more efficient use of the property,” or create negative impacts to adjacent properties. With the nearest residential property over 200 feet away and a storm detention basin behind this property, Staff does not anticipate any negative impacts to adjacent property owners or the residential subdivision that would be created by this request.

**Recommendation**

Staff recommends the Planning Commission approve the proposed site plan with the rear yard setback reduction for Auto Boss with the following conditions:

1. Provide the city with an approval certificate from South Davis Metro Fire and inspection reports during construction phases.
2. Obtain a building permit.
3. Establish and record a cross-parking easement with the property to the south. A copy of the recorded easement needs to be submitted to the city.

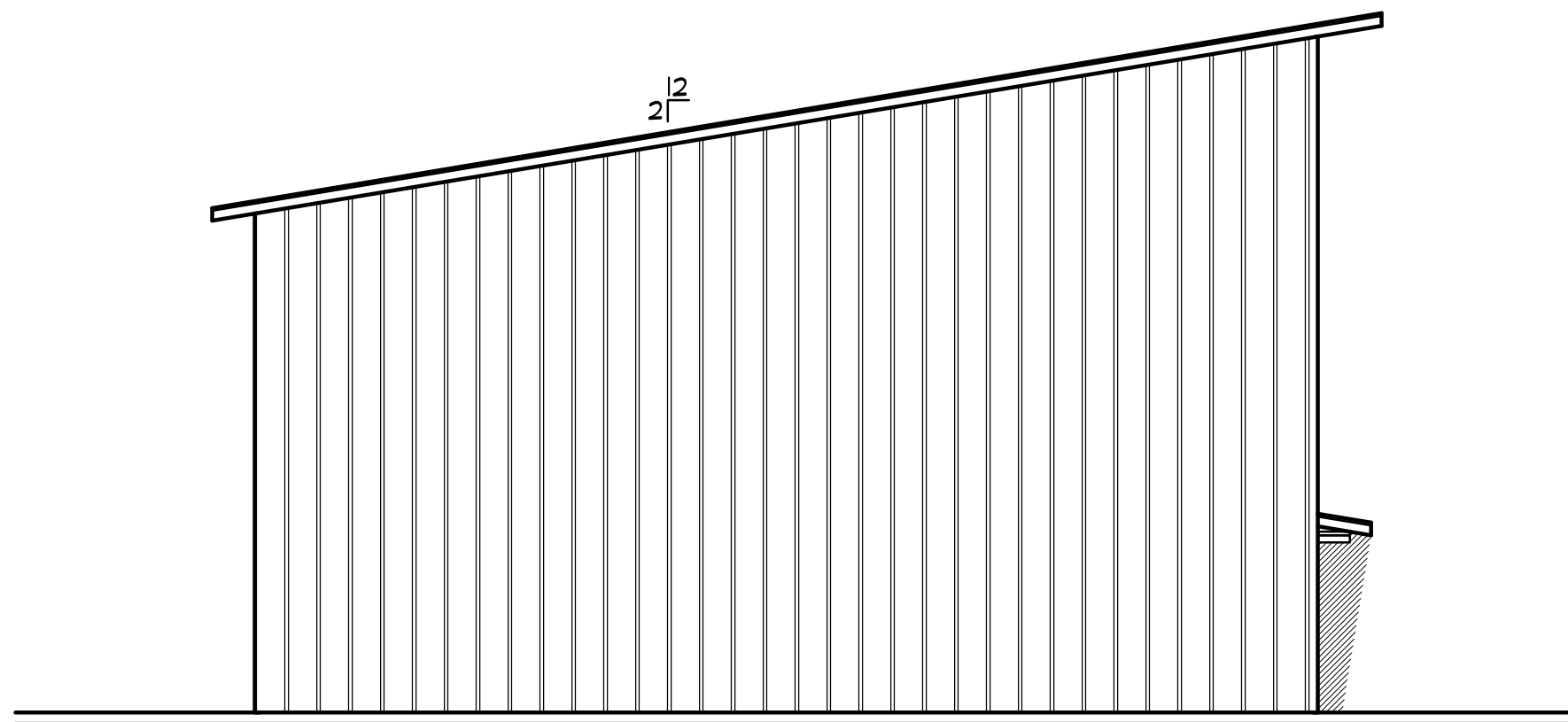
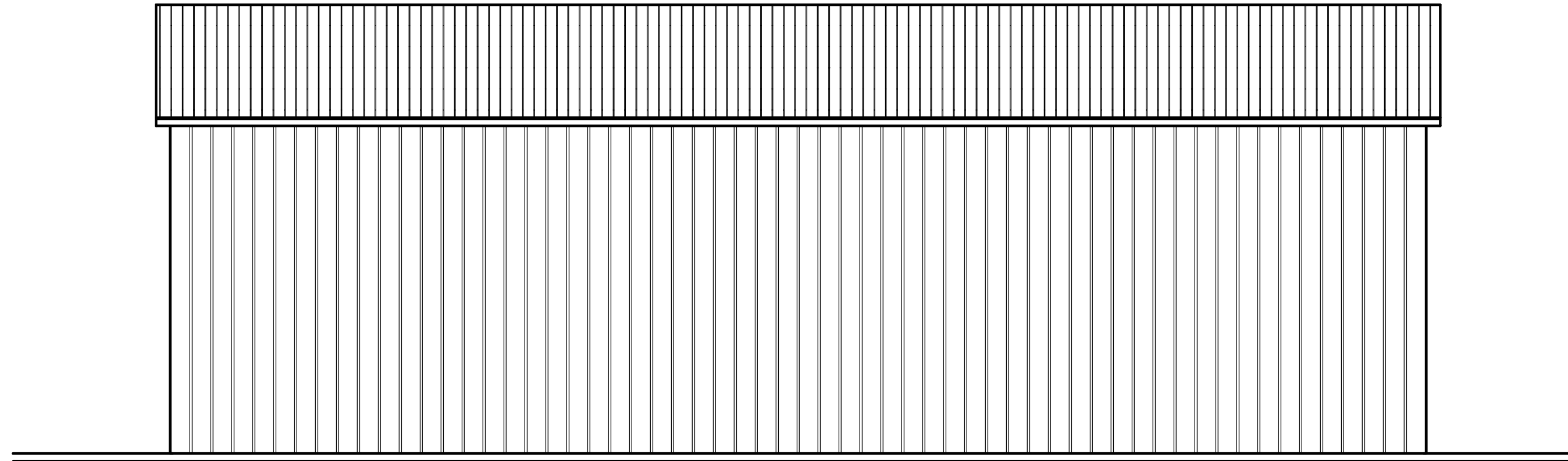


## C1.1



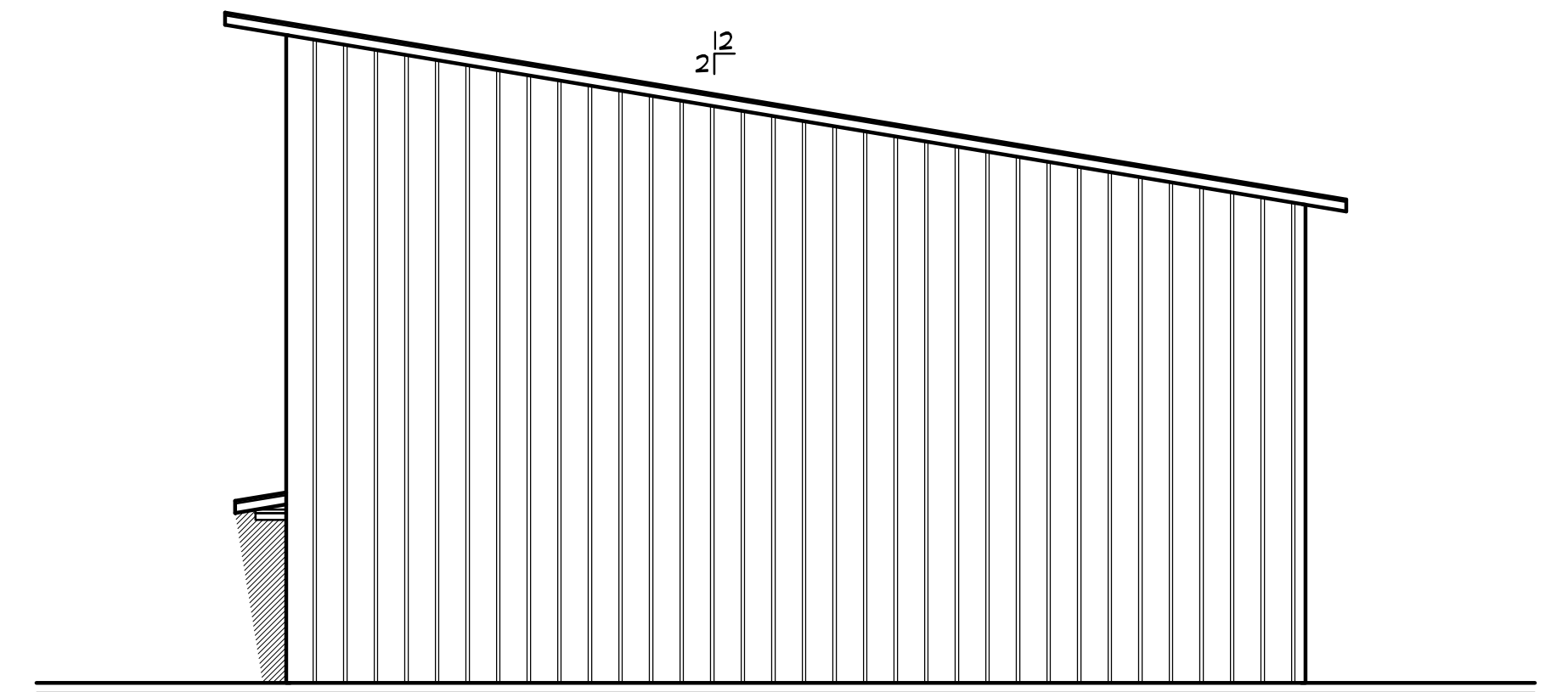






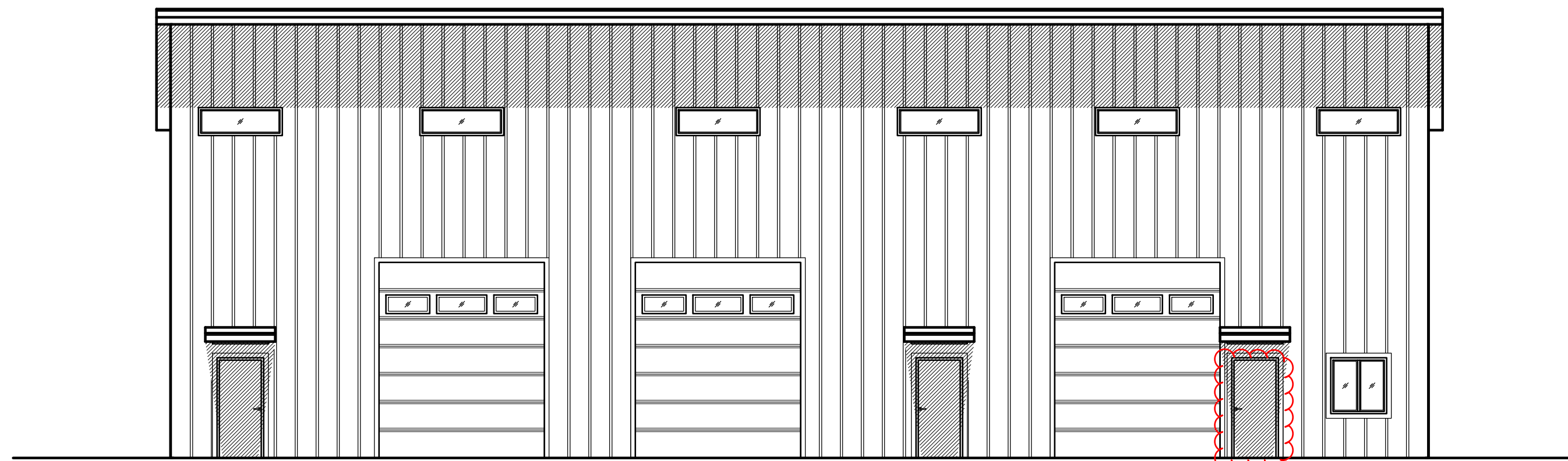
SIDE ELEVATION

SCALE 1/8"=1'-0"



SIDE ELEVATION

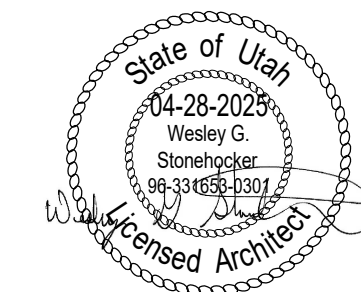
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FRONT ELEVATION

SCALE 1/8"=1'-0"

Door to be Labeled  
as Main Entrance



EXTERIOR ELEVATIONS				A3
RIDGE LINE DESIGN ARCHITECTS			date 04-28-2025 job no. 2505 revisions	
1708 E. 5550 S. #20 SOUTH OGDEN, UT 84403 Phone 801-392-6882 Fax 801-621-1494			project AUTO BOSS BUILDING 2478 SOUTH 620 WEST	
			WOOD CROSS, UT	

