

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

The minutes of the Woods Cross Planning Commission meeting held December 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
Jake Hennessy

COMMISSION MEMBERS EXCUSED:

David Lewis IV
Mariah Wall

STAFF PRESENT:

Curtis Poole, Community Development Director
Leah Seawright, Code Enforcement Officer

STAFF EXCUSED:

Bonnie Craig, Administrative Assistant

CITY COUNCIL MEMBERS EXCUSED:

Gary Sharp

VISITORS:

Jennie Weese
Annie Smith

PLEDGE OF ALLEGIANCE:

Jake Hennessy

MINUTE APPROVAL

Chairman Rupp called for the review of the Planning Commission minutes for the Planning Commission meeting held November 25, 2025.

Following the review of the minutes, Commissioner Blackley made a motion to approve the minutes as written with Commissioner Hennessy 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 for items that were not on the agenda.

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

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THREADWORKS HOME OCCUPATION—DIANE SMITH

Mr. Curtis Poole, the Community Development Director, introduced Ms. Leah Seawright who works as the Code Enforcement Officer for the City of Woods Cross. Mr. Poole noted that Ms. Seawright would be helping with some of the home occupation and conditional use requests as part of her new responsibilities. Ms. Seawright reviewed this item with the Commission. She noted that Ms. Diane Smith is requesting approval of a home occupation permit for the purpose of establishing an embroidered apparel business at her residence. She said Ms. Smith has indicated there will be one employee associated with the business that does not reside in the home. She noted the employee would park in the driveway while on-site conducting business. She also noted all material and tools used in the business would be stored in the one room office space. She also noted that completed orders will be shipped to customers via online orders and that no customers would be coming to the home.

Following the information given to the Commission, Ms. Diane Smith addressed the Commission. She said she had lived in the city for 32 years and had nothing further to add to what had already been said about the business.

Commissioner Hennessy asked if Ms. Smith thought the business would grow and she would need more than one employee. Ms. Smith said it might, but if it were to grow, she would have to move the business.

Commissioner Doxey asked if Ms. Smith had any problems with the conditions that had been presented. Ms. Smith said she had no issues with the conditions as they were presented.

There were no further questions or comments, and Commissioner Doxey made a motion to approve the home occupation request for an embroidered apparel contracting business use for Threadworks Embroidery, 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.

Commissioner Goodman seconded the motion, and all voted in favor of the motion through a roll call vote.

SAGE MECHANICAL CONDITIONAL USE—2391 SOUTH 1560 WEST—JENNIE WEESE

Ms. Seawright reviewed this item with the Planning Commission. She noted that Jennie Weese, is requesting approval of a conditional use permit for the purpose of establishing an HVAC contractor business, in the warehouse at this location. She noted the proposed HVAC business would be focusing on fabricating duct work. She also said Ms. Weese has indicated that all business activities and storage will be maintained within the warehouse. She said there is no anticipation for outside storage. She also noted there will be anticipated deliveries of necessary materials as well as shipping fabricated duct work to job

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sites. Ms. Seawright said the company currently has 4 employees with 10 designated parking spaces available. She also said hours of operation are 8:00 AM to 5:00 PM.

Following the information given, Ms. Jennie Weese addressed the Commission. She said she was the office manager for this business, and she said they have outgrown their current location and they need more space to grow and do their fabrication.

Commissioner Hennesey asked how the HVAC parts were put together. Ms. Weese explained how the ducts are built and put together. She said all of the machines will be located inside and the loudest piece of machinery is the air compressor and it the quietest one they could find. The Commission asked if she anticipated noise being an issue with this business and she said she did not. She said the machines are not working all day long, only when there is a job that needs to be done. She noted she would be the only one in the office much of the time. The Commission asked about deliveries, and she said they would be receiving deliveries, but they will forklift them off the trucks and put the items inside. Ms. Weese said the deliveries will be during business hours. Ms. Weese also said there would be one piece of equipment stored outside at the business.

There were no further questions or comments, and Commissioner Blackley made a motion to approve the conditional use request for an HVAC contracting business use for Sage Mechanical, 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.

Commissioner Hennessy seconded the motion, and all voted in favor of the through a roll call vote.

COUNCIL REPORT

There was no City Council report at tonight's meeting.

GENERAL AND PENDING BUISNESS

Mr. Poole noted that there will be no meeting held December 23.

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AJDOURNMENT

There was no further business before the Commission and Commissioner Goodman made a motion to adjourn the meeting at 6:45 PM.

Joe Rupp, Chairman

Bonnie Craig, Administrative Assistant