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3 **City of Washington Terrace**
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6 **Minutes of the Planning Commission Meeting held on**
7 **Thursday, April 30, 2026**
8 **City Hall, 5249 South 400 East, Washington Terrace City,**
9 **County of Weber, State of Utah**

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12 **PLANNING COMMISSION AND STAFF MEMBERS PRESENT**

13 Chairman Steve Jacobson
14 Commissioner Dwight Henderson
15 Vice-Chair Amy Morgan – Excused
16 Commissioner Kirt Freeland
17 Commissioner Jethro Dee Watson – Excused
18 Commissioner Morgan Wilkins
19 Commissioner Matthew Roper – Excused
20 General Planner Tyler Seaman
21 Amy Rodriguez, City Recorder

22
23 **Others Present**

24 Developer Matthew McConkie, Josh Koshkan, Kylie Koshkan, Eli McConkie, Mark Allen, Tina
25 Thompson, Darin Thompson, Antonio and Elizabeth Rosales

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27 **1. ROLL CALL** **6:00 p.m.**

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29 **2. PLEDGE OF ALLEGIANCE**

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31 **3. WELCOME**

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33 **4. OATH OF OFFICE**

34 Rodriguez administered the oath of office to Commissioner Kirt Freeland.

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36 **5. RECURRING BUSINESS**

37 **5.1 MOTION: APPROVAL OF AGENDA**

38 Item 5.1 was approved by general consent

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40 **5.2 MOTION: APPROVAL OF MINUTES FOR JULY 31, 2025**

41 Item 5.2 was approved by general consent.

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43 **6. PRESENTATION**

44 **6.1 CERTIFICATE OF APPRECIATION TO COMMISSIONER DAN**
45 **JOHNSON**

46 Mayor Allen stated that Dan Johnson has served the Planning Commission and the community
47 for seventeen years. He thanked Johnson for his years of service and dedication to the serving the

48 residents and also thanked the entire Commission for their participation in the job that they do.
49 Mayor Allen presented a certificate of appreciation to Dan Johnson.

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51 **7. SPECIAL ORDER**

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53 **7.1 PUBLIC HEARING: TO HEAR COMMENT IN SUPPORT AND**
54 **OPPOSITION TO THE APPROVAL OF THE PROPOSED IN-FILL**
55 **OVERLAY ZONE AND MASTER DEVELOPMENT AGREEMENT AND**
56 **SITE PLAN TO ALLOW FOUR ATTACHED TOWNHOME UNITS, WITH**
57 **THE EXISTING RESIDENCE TO REMAIN, AT 445 WEST 5100 SOUTH**

58 Seaman stated that this is an overlay zone, meaning that the zone is a R-1-8 and due to city code,
59 the land was able to be put on the in-fill map a year or so ago to allow for an infill property
60 development. He stated that the proposed development was tabled due to a high-density unit
61 proposal by a different owner.

62 He stated that this proposal by a new owner is a significantly less dense area that falls within city
63 code allowance. He explained that the allowed infill density per code is based off of the density
64 of surrounding properties and the size of the lot. Seaman stated that the property is capable of
65 having six units and the developer is proposing four units, plus the existing home.

66 Seaman stated that the caveat to the infill ordinance is that developments must be approved with
67 a Development Agreement. He stated that the group of townhomes will have a CCR and an
68 association that will take care of the property. He stated that the infill code allows the developer
69 to have different setbacks and distances from property lines than typically are allowed in an R-1-
70 8 zone. He stated that the proposed plans meet the requirements of the R-1-6 zone setbacks and
71 he has noted that he has required them to push the setbacks back by 30 feet in order to be
72 approved. He stated that the setback change is the only condition that would make the proposed
73 development acceptable or not in accordance with code.

74 He stated that the convenience is under review with the city attorney. Seaman stated that it is
75 important to recognize that the development falls into line in which the city code allows.

76 Seaman stated that if the proposal meets the city code, he does not have the legal right to not
77 allow the development. He stated that he could put conditions on the development if concerns are
78 present, giving examples of a fence, or lighting.

79 Seaman stated that there will be individual four units with a flag lot mentality and a road back to
80 the existing home on the property.

81

82 Chairman Jacobson asked about the 25-foot future easement. Seaman stated that the intent has
83 been to allow access to the other property to the east of this property. This condition has not
84 been ironed out by staff as of yet. He stated that this would have to have approval if it comes to
85 pass. Seaman stated that this request by a different owner does not have anything to do with the
86 item for discussion tonight. He stated that there would have to be an access agreement between
87 owners. Developer Matthew McConkie stated that the current owner who is selling the property
88 is reserving the right to have access to his property. He stated that there would be a deeded
89 easement with joint access.

90

91 McConkie stated that there will be retention on the west side and retain between the existing
92 home and the townhomes, noting that the grade difference is large. He stated that there would be
93 a four-foot maximum wall. He stated that he does not want to affect the neighborhood.

94 Seaman stated that the code states that there needs to be 2.5 parking spaces, and the townhomes
95 will have four, with two car garages with two spaces in front of the garages. Chairman Jacobson

96 stated that he is concerned about parking. He stated that some of the parking may block current
97 residents' mailboxes. McConkie stated that the homes will have four parking spaces per unit ,
98 exceeding the 2.5 requirement. Seaman stated that the city has approved many infill properties
99 without this requirement and cautions the Commission to be careful with the parking
100 requirements. He stated that he understands that it will bring more people to the area. McConkie
101 stated that there will be 30 feet between the road and the garages. Seaman stated that he and the
102 city manager feel that the setbacks need to be in line with the homes already in the area. They do
103 not want the setbacks to be less than 30 feet.
104 Seaman stated that the Fire Chief has stated that the narrow road to the back home meets fire
105 code and does not need a hammer head or turn around area. Seaman stated that there is a fire
106 hydrant on the corner of the property.

107
108 **Chairman Jacobson opened the public hearing at 6:26 p.m.**
109

110 Ryan Schulffer stated that he wants it known that he 100 percent disagrees with the development.
111 He stated that he wants the city to enforce parking requirements and on street parking. He stated
112 that he does not agree with the city taking every square inch of dirt and develop more homes and
113 rentals. He stated that people will be parking all over the streets and in front of the church. He
114 also stated that he does not think a four-foot wall without an engineer will do anything as it is a
115 steep drop. He stated that he does not want this property. He stated that there will be too many
116 homes and rentals in an acre lot, making the aesthetic of the city go downhill because we are
117 trying to shove a lot of rentals inside a one-acre lot.

118 Mr. Schulffer stated that he does not believe that the parking ordinance is enforced by the city.
119 He stated that he does not want this development to happen. Mr. Schulffer stated that the
120 driveway is super narrow and he does not believe that a fire truck would fit up the driveway
121 without being widened. He asked commission to take some time to look at the property and take
122 note of the driveway to see if it meets fire requirements.

123
124 Tina and Darren Thompson stated that they are neighbors to the west of the property. Mrs.
125 Thompson stated that they did not move here and buy their home to live next to townhomes or
126 apartments. She stated that they moved here to live in a neighborhood of family homes. Mrs.
127 Thompson stated that she is concerned about if the owner is going to rent out the townhomes or
128 sell them. She stated that they are concerned with the building process and does not look forward
129 to that process. She stated that there is nothing to stop other developers from buying property and
130 asking for more variances for townhomes on other property.

131 Mr. Thompson stated that he is concerned about what will happen to the other properties beyond
132 the four proposed.

133
134 Joshua Koskan stated that he lives across the street and was concerned about parking, although
135 he noted that concern has been alleviated. He stated that he is concerned about the architectural
136 and construction designs for the development, stating that he doesn't believe that the garage
137 design and housing design will allow the units to fit in the area properly. He agrees that there
138 will be development snuck into the remaining property. He stated that he is also concerned about
139 how the development will be built and will look as it will be two stories high. He stated that he
140 would encourage ownership of the units and not renter ship as part of the development
141 agreement.
142

143 Antonio and Elizabeth Rosales live in the neighborhood and are concerned about obstruction of
144 view in front of their property. She stated that they are concerned about future developments in
145 the neighborhood. She stated that they face the huge acre and purchased their home because of
146 the view of the trees and the acre lot. She stated that she feels that this is her home where she is
147 raising their children and they are concerned that the area will never be the same again. She
148 stated that she and her husband are very upset about the development and asked if the
149 development could be blocked.

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151 Kylie Koskan stated that she is concerned about future developments and stated that she
152 understands that this development is within the law. She stated that she shares the neighbor's
153 concerns about future developments on the property behind the townhomes and how high the
154 density will continue to rise. Mrs. Koskan is interested in how long construction will take and
155 what construction restrictions will be in place for timeline and for the parking of the equipment.

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157 **Chairman Jacobson closed the public hearing at 6:38 p.m.**

158

159 Chairman Jacobson stated that he realizes it is difficult to accept high density going up in the
160 community. He stated that he is also worried about the grade and the parking, noting that they
161 are legitimate concerns.

162 He stated that there is a 35-foot height restriction within the city and the property will not exceed
163 that height.

164 He stated that the property has already been approved on the infill map.

165 Seaman stated that the city ordinance allows construction to begin at 7:00 a.m., noting that it
166 may be two to three weeks for framing, which is the loudest part of the process. Seaman stated
167 that he believes the construction will be around five months. He stated that they cannot stage
168 their equipment on the road.

169

170 Seaman stated that it is important to remember that any land use concerns with new
171 developments must go through the same process. Seaman explained that the city has a
172 Development Review Committee with employees with different expertise. He stated that he
173 focuses on what is required for building code. He stated that the Committee is comprised of
174 himself, the Public Works Director, the City Manager, the Fire Chief, and the City Attorney.
175 Seaman stated that there is potential for growth behind the property, noting that they would have
176 to go through the same vetting process. Seaman stated that the expectation of the Development
177 Review Committee is that people will have questions on the developments and staff wants to be
178 prepared by vetting the development before it comes to Planning Commission.

179 Seaman stated that a retaining wall over four feet has to be engineered and permitted.

180 Seaman stated that the driveway will remain as it is. He stated that nothing is proposed to be
181 built for a road at this time. He stated that the deeded road has nothing to do with this process.

182 Seaman noted the first developer wanted 64 units on the same property and he stated that the
183 Commission tabled the initial proposal and the council didn't even entertain that suggestion.

184 Seaman stated that the city allows for infill and the parcel was put on the infill map two years
185 ago. Seaman stated that the ordinance states that houses in good condition are not to be torn
186 down to build more units.

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188

189 Seaman stated that the city does not have any control over renting verses ownership unless there
190 is a building code violation. McConkie stated that the plan is to build and sell each individual
191 unit to individual owners.

192
193 Seaman stated that the surrounding density determines how many units can be built noting that
194 the property behind this development would probably have the same density if they propose to
195 be on the infill map. Chairman Jacobson stated that the information is available on our website
196 and any new development proposals would have the same calculations applied.

197 Seaman stated that there will be a landscaping plan as part of the development agreement.

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199 There were no more questions or discussions from the Commission.

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201 **8. NEW BUSINESS**

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204 **8.1 DISCUSSION/MOTION: RECOMMENDATION OF APPROVAL OF THE**
205 **IN-FILL OVERLAY ZONE AND MASTER DEVELOPMENT**
206 **AGREEMENT TO ALLOW FOUR ATTACHED TOWNHOME UNITS,**
207 **WITH THE EXISTING RESIDENCE TO REMAIN, AT 445 WEST 5100**
208 **SOUTH**

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210 Chairman Jacobson stated that he does not feel that the information provided tonight is complete
211 enough to be voted upon. He stated that the plan is redlined. He stated that there is not a CCR ,
212 HOA, or landscape plan and wanted to state that he feels that the proposal is incomplete.

213

214 Chairman Jacobson asked for a motion for approval. There were no motions made to approve a
215 recommendation for the project.

216

217 **Motion by Commissioner Henderson**

218 **Seconded by Commissioner Wilkins**

219 **To table the discussion until they have more information that the Commission needs**
220 **to make a rational decision on the project**

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Approved unanimously 4-0

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224 **8.2 MOTION: NOMINATION AND ELECTION OF CHAIRMAN AND**
225 **VICE-CHAIR**

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Motion by Commissioner Wilkins

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Seconded by Commissioner Henderson

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To nominate Chairman Jacobson

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To serve as Chairman

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And Commissioner Amy Morgan

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To serve as vice-chair

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Approved unanimously 4-0

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9. UPCOMING BUSINESS

Seaman stated that he has spoken with the state concerning a proposed Veteran’s Cemetery to be constructed on Jim Harveys property near the old restaurant. He stated that he has seen the rough draft of the plans and it looks like a great project.

Seaman stated that he has been reviewing the Overland Construction site and it is coming along nicely.

Seaman stated that the property being built at the old city property is moving along.

He stated that he has not received any residential construction requests lately besides the request tonight.

10. MOTION TO ADJOURN THE MEETING

**Motion by Commissioner Henderson
Seconded by Commissioner Wilkins
To adjourn the meeting
Approved unanimously
Time: 7:00 p.m.**

Date Approved

City Recorder