

City of Washington Terrace

Minutes of a Regular City Council meeting

Held on June 2, 2026

City Hall, 5249 South 400 East, Washington Terrace City, Utah

MAYOR, COUNCIL, AND STAFF MEMBERS PRESENT

Mayor Mark C. Allen
Council Member Anna Davidson
Council Member Zunayid Z. Zishan
Council Member Cheryl Parkinson
Council Member Jeff West
Council Member Michael Thomas - Excused
Finance Director Shari' Garrett
Chief Building Inspector Tyler Seaman
City Recorder Amy Rodriguez
City Manager Tom Hanson
Lt. Sean Endsley, Weber County Sheriff

OTHERS PRESENT:

Eli McConkie, Matthew McConkie, Kathleen Craynor, Glenda Lynn

1. ROLL CALL

6:00 P.M.

2. PLEDGE OF ALLEGIANCE

3. WELCOME

4. CONSENT ITEMS

4.1 APPROVAL OF AGENDA AND MAY 19, 2026, COUNCIL MEETING MINUTES

Item 4.1 was approved by general consent.

5. CITIZEN COMMENTS

Kathleen Craynor wanted to thank Martin Nish for following up on her lighting issue and said that he has kept her informed.
She stated that several people are upset about the green boxes that have been being placed around the city.

6. RECURRING BUSINESS

6.1 PRESENTATION: PROPOSED PROPERTY TAX IMPACT SCHEDULE

Hanson stated that the tentative budget will be presented with a proposed tax rate increase. He stated that the Impact Schedule is projected on the wall, printed out and available on the sign in table, and is

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presented on several places on our city website. He presented the Property Tax Impact Schedule:

Washington Terrace City will consider an increase to its property tax rate from 0.001667 to 0.00179 (estimated) to generate an additional \$98,100. The following information is intended to provide decision makers and the public with an explanation of how the City's operations would be affected if the proposed property tax increase is adopted.

Washington Terrace City's current property tax rate : 0.001667

Washington Terrace City's current property tax revenue: \$1,350,283

Proposed revenue with tax change: \$1,448,383

New Property Tax Revenue to Washington Terrace City \$98,100

Estimated increase to Washington Terrace City Property Tax Rate 7.3%

Estimated increase to a primary residence of \$409,000 \$29.61

Estimated increase to a business valued at \$409,000 \$53.83

Affected Department : Police Proposed Budget: \$1,300,314 Budget without Tax Change: \$1,202,214
Budget Change:\$98,100

Impact of Tax Increase – To fund contractual increases for law enforcement services entered into with the Weber County Sheriff's Office.

Hanson stated that if City proceeds with the tax increase, a public hearing will be conducted as required at which members of the public will have an opportunity to provide comments on the proposed increase

6.2 DISCUSSION/STATEMENT: STATEMENT OF INTENT TO PREPARE AN IMPACT FEE FACILITIES PLAN AND IMPACT FEE WRITTEN ANALYSIS FOR PARKS, TRAILS AND RECREATION

Hanson stated that the statement is not only for parks, but that there will be an intent to review all of our impact fees at some point. He made a required statement in case the city decides to evaluate all impact fees.

Statement:

Washington Terrace City hereby gives notice of its intent to prepare and/or update Impact Fees Facilities Plans and Impact Fee Analyses in accordance with the Utah Impact Fees Act, Utah Code Title 11, Chapter 36a.

The City intends to evaluate existing and future infrastructure needs associated with growth and development and may consider the adoption, amendment, or update of impact fees for the following public facilities:

Parks and Recreation Facilities

Culinary Water System Facilities

Storm Water System Facilities

Transportation Facilities

Sanitary Sewer System Facilities

Public Safety and Capital Facilities

The purpose of these studies is to identify future capital facility needs, determine the proportionate share of

those costs attributable to new growth, and evaluate whether impact fees are appropriate to fund eligible growth-related improvements.

Hanson stated that we are moving forward for Parks and Recreation, while the other studies will be separate from this study.

Hanson stated that impact fees are related costs associated with new growth that developers or builders pay to support new travel, new parks, police services, and other systems. He stated that it does not affect current residents.

6.3 DISCUSSION/MOTION: APPROVAL OF CONTRACT WITH ZIONS BANK TO PREPARE AN IMPACT FEE FACILITIES PLAN AND IMPACT FEE WRITTEN ANALYSIS FOR PARKS, TRAILS AND RECREATION

Hanson stated that we have a successful professional relationship with Zions Bank in several capacities. He stated that we reached out to them to help us to put together and evaluate and present a legal document that can be supported for park infrastructure and the buy-in for parks around the city. The document will be bundled so that our impact fees are able to be defensible if they are challenged. He stated that the contract includes an hourly/ not to exceed rate that is very competitive.

Hanson stated that the last impact fee analysis was completed in 2010 by our contracted engineers. He stated that we have begun inventory work that is needed to begin the analysis. Hanson stated that it is anticipated that the project will be completed within a few months. He stated that a new contract would be needed for any additional analysis that would be needed.

**Motion by Council Member Parkinson
Seconded by Council Member Davidson**

**To approve the contract with Zions Bank to prepare an impact
Fee facilities plan and impact fee written analysis for parks, trails and recreation
As recommended by staff
Approved unanimously (4-0)**

7. NEW BUSINESS

7.1 PRESENTATION: FRAUD RISK ASSESSMENT

Garrett stated that this is a yearly assessment developed by the state auditor in 2021 to assist the Council in understanding and assessing risks and fraud within the city. Garrett stated that the criteria have not changed. She stated that we continue to maintain a low-risk assessment score. Garrett recommended that Council take the opportunity to speak with our independent auditors if they have questions concerning fraud or internal controls. Garrett noted that we have two areas in which we did not score: internal auditor and the use of the audit committee. She stated that staff and Council have discussed the risks of not including the two control measures as well as the cost benefit. Garrett stated that we have not received any new direction from Council or our independent auditors to change anything. Garrett stated that her goal is for Council to feel comfortable with where the city is at concerning fraud risks.

7.2 MOTION/ORDINANCE 26-01: ZONING MAP AMENDMENT: AMENDING THE ZONING FOR A CERTAIN PARCEL; ADOPTING THE CONCEPT PLAN; AND AMENDING THE O-1 ZONE

Hanson stated that the area would be rezoned to an Open Space Zone to accommodate a Veteran's

Cemetery. He stated that the Development Review Committee met with the developers this morning. Hanson stated that they have a good plan to move forward. Hanson stated that the area is in a sensitive land area and they have done extensive geo-technical work to determine what the risks are. Hanson stated that the state and federal government feel that it is an appropriate use of the land. Hanson stated that the cemetery has received federal funding and will be managed by Veterans Affairs. Seaman stated that they will receive the state awarded contract in September. Seaman stated that Veterans Affairs will manage the site. He stated that there are a few concerns to be worked through concerning water. Seaman stated that they have 100 acres, however, the first phase of the build will be 30 acres. Seaman stated that this is great use of Open Space.

**Motion by Council Member West
Seconded by Council Member Zishan
To approve Ordinance 26-01
Amending the zoning for a certain parcel, adopting the concept plan and
Amending the O-1 zone
Approved unanimously (4-0)
Roll Call Vote**

**7.3 MOTION/RESOLUTION 26-07: APPROVAL OF THE DEVELOPMENT
AGREEMENT BETWEEN WASHINGTON TERRACE CITY AND HARVEST
POINTE TOWNHOMES,LLC**

Seaman stated that staff has worked this property for over three years to find the right type of development that would fit into the community.

Seaman stated that the proposal is a four plex accessible to the street and there will be minimal infrastructure. He stated that the setback will be consistent with what is in the area. Seaman stated that they will have a 30-foot setback. He stated that they are over the requirements for onsite parking. Seaman stated that the house behind the development will be staying. He stated that an HOA will take care of the common areas. Seaman stated that each property will be individually owned. Hanson stated that the four units will have a separate HOA from the fifth home that exists.

Seaman stated that staff worked on concerns regarding parking. There were grading concerns, but the developer has since supplied a grading plan. Seaman stated that the retaining walls will not be over four-foot walls. Seaman stated that the developer will maintain a two to one grade so there would not be any sloughing off.

Seaman stated that the Fire Chief has reviewed the driveway that services the back house and concluded that there are no concerns with fire apparatus getting up to the house. Seaman stated that there is an easement agreement between the development and the other property owner.

Seaman stated that the fence on the east side of the property will match the existing fence. Seaman stated that there will be a shared mailbox.

Seaman stated that Hanson worked through some of the concerns of neighbors in the area. He stated that he believes that it is a win-win for the city to be able to add density without it going overboard.

Council Member Zishan stated that it is expected that single family homes be developed in the area and asked if Hanson has heard from residents concerning the project. Hanson stated that the goal of Washington Terrace is to use the infill process to help with affordable housing while being a good neighbor. Hanson stated that the neighbors asked if the homes would be individually sold and occupied by

the owner. The development will not be sold to a corporation. This is included in the development agreement. Seaman stated that the homes surrounding the lot meets the same density as the lot. He stated that four units is the maximum amount of units that can be constructed on this lot size.

Hanson stated that the configuration will be very clean. He stated that this allows us to use the property for affordable housing. He stated that this pre-empts the state from mandating what we can do with the property. Hanson stated that we have a high level of trust with Matt McKonkie and Harvest Point. Hanson stated that the neighbors are delighted that it is not a 64-unit structure as was initially proposed. Council Member West asked if the plan meet the finish material requirements. Seaman stated that it does. Council Member Parkinson stated that she appreciates the Planning Commission's cautiousness with proceeding with this project as well as the developers who worked with the resident's concerns and worked them into the Development Agreement.

**Motion by Council Member Parkinson
Seconded by Council Member Davidson
To approve Resolution 26-07**

**Approving the development Agreement between Washington Terrace City
And Harvest Pointe Townhomes, LLC.
With the property located at 445 West 5100 South
Approved unanimously (4-0)
Roll Call Vote**

**7.4 MOTION/ORDINANCE 26-02: AN ORDINANCE AMENDING TITLE 10
"TRANSPORTATION CODE" OF WASHINGTON TERRACE MUNICIPAL CODE,
ADOPTING E-BIKE REGULATION IN ACCORDANCE WITH STATE CODE**

Hanson stated that there has been an influx of auxiliary transportation devices. He stated that the intent is to reflect and tie back to State Code requirements regarding E-bikes. Hanson stated that this will give clear directions to law enforcement on how to manage e-bikes, e-motorcycles, golf carts and any other recreational vehicle that goes over 25 miles an hour.

Lt. Endsley stated that the state code is already in effect, and he anticipates that neighboring cities will be adopting a similar ordinance.

**Motion by Council Member West
Seconded by Council Member Parkinson
To approved Ordinance 26-02 amending title10
"transportation code" adopting E-bike regulations
In accordance with state code
Approved unanimously (4-0)
Roll Call Vote**

7.5 DISCUSSION: STATUS OF WEBER TRANSFER STATION

Hanson stated that Weber County has been in discussion with Waste Management to lease the property and transfer station operations. Hanson stated that they are very close to having an agreement. Hanson stated that we are anticipating the agreement to be approved at the second meeting in June. Hanson stated

that he will bring Waste Management and Republic Services proposals for waste disposal at the next meeting. Mayor Allen stated that the Commission will approve the proposal at the meeting next Tuesday. Mayor Allen stated that we pay around \$50.00 per tonnage, and he expects it to decrease since there is competition within the county.

8. COUNCIL COMMUNICATION WITH STAFF

Council Member Davidson thanked Carlos for his work with her husband for a surprise party for her birthday at Rohmer Park.

Council Member Zishan stated that 4700 South residents were requesting extra police presence in the area and he asked for an update on the request. Lt. Endsley stated that the request went through. Council Member Zishan stated that he hasn't heard any complaints from residents recently.

Council Member Parkinson thanked Mrs. Craynor for bringing up the cable boxes. She stated that the new system coming in is hitting the city with above ground boxes and it is affecting the appearance of the city. She stated that residents are concerned about who is coming into the city next and what they will dig up or put in. Council Member Parkinson asked what is allowed within the city. She stated that Connex internet installed their fiber underground. She stated that we need to address what is going on and what will be happening in the future. Hanson stated that he has met with the contractor who is putting in the fiber and expressed concern for the vertical pedestals. Hanson stated that we are restricted as to what we can require of them because of the easement agreements. Hanson stated that the city requested vertical flush mounts. Hanson stated that the city cannot regulate what they are allowed through the franchise agreement. Council Member Parkinson asked if we have to allow any cable or fiber company to come into the city. Hanson stated that it is challenging. He stated that the city did not have any meetings with the company before they began installing. Hanson stated that they are using an existing franchise agreement.

Seaman stated that staff is now requiring a pre-construction meeting before any other companies can come in and do work. He stated that this caught the city off-guard. Hanson stated that we will need to have pre-cons when the project is impacting on the community. Seaman stated that a public works employee is working with the company at this time for checks and balances.

Seaman stated that our city standard for line of site triangle is three feet. Seaman stated that at this time we do not have much of control over fiber installation.

Seaman stated that staff is reviewing Public Works standards to see what we can do to mediate any issues. He stated that staff are trying to learn how to manage fiber optic companies. Hanson stated that the city is restricted by law to regulate fiber. Hanson stated that there is a limit to what we can do with the public access utility easements. Council Member Parkinson stated that residents are concerned about them boring and digging in people's backyards. She suggested getting a notice out to let residents know that there are easements for backyards and that the companies have rights to access as well. Hanson stated that the companies should be contacting the property owners before they start digging or entering their property.

Hanson stated that Centurylink is paying the same boring permit fees as Connex paid, even though they have an older franchise agreement. Mayor Allen stated that he fears that the boxes will be accidentally run over or hit. He stated that the busted boxes may turn into an eyesore.

Seaman stated that the vertical boxes are for the older phone systems and that fiber optics do not need to be above ground. He stated that he and Hanson are still waiting for an answer as to why the boxes need to

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276 be above ground if they do not need to be.

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278 **9. ADMINISTRATION REPORTS**

279 Hanson stated that Grava will send out information to Council concerning Terrace Days instructions.

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281 **10. UPCOMING EVENTS**

282 June 12-13th: Terrace Days!!!

283 June 16th: City Council Meeting (6:00 p.m.)

284 June 19th: City Offices closed in observance of National Freedom Day (Juneteenth)

285 June 25th: Planning Commission Meeting (tentative 6:00 p.m.)

286 July 3rd: City Offices closed for Independence Day Holiday

287 July 7th : City Council Meeting (6:00 p.m.)

288 July 21st: City Council Meeting (6:00 p.m.)

289 July 24th: City Offices closed for Pioneer Day Holiday

290 July 28th : Town Hall Meeting to discuss Truth-in-Taxation 6:00 p.m.

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292 **11. ADJOURN THE MEETING**

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294 **Motion by Council Member Parkinson**

295 **Seconded by Council Member Davidson**

296 **To adjourn the meeting**

297 **Approved unanimously (4-0)**

298 **Time: 7:33 p.m.**

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Date approved

City Recorder