

AGENDA

Francis City Council Meeting
Thursday, August 13th, 2026, 6:00 p.m.
2317 So. Spring Hollow Rd. Francis, Utah

The meeting will be streamed via Francis City YouTube channel
<https://www.youtube.com/channel/UC-9wahpEELShvGQZShXGIXg>
You can also comment by email to comments@francisutah.gov

1. Welcome, Call to Order and Pledge of Allegiance
2. Consent Agenda---Approval of Invoice Register dated August 13th, 2026, and Approval of Minutes from July 13th, 2026.
3. Public Comment
Comments will be taken on any item not scheduled for a public hearing, as well as on any other City business. Comments are limited to two minutes per speaker. The Council cannot act on items not listed on the agenda, and therefore, the Council may or may not respond to non-agenda issues brought up under Public Comment. Those wishing to comment should state their full name and address, whom they represent and the subject matter to be addressed. No person shall interrupt legislative proceedings. Total time allocated to public comments will be no more than 10 minutes.
4. Public Hearings
 - A. Car Wash Code Text Amendment Ordinance No. 2026-06
5. Discussion, Updates and Approval on Potential Action Items
 - A. Lot 301 Francis Commons
 - B. Online Residential Permitting
 - C. Frontier Days
6. Council Business
 - A. Council Reports
 - B. Planner Reports
 - C. Engineer Reports
 - D. Mayor Reports
7. (As Needed) Closed Executive Session to Discuss Pending or Reasonably Imminent Litigation, Purchase, Exchange, or Lease of Property and/or the Character, Professional Competence or Physical or Mental Health of an Individual.
8. Adjournment



Francis City Council Attendance Roll

August 13th, 2020

Please Print Name Legibly

- | | |
|------------------------|-----------|
| 1. BRETT MACDONOUGH | 19. _____ |
| 2. Francisco Saurrieta | 20. _____ |
| 3. _____ | 21. _____ |
| 4. _____ | 22. _____ |
| 5. _____ | 23. _____ |
| 6. _____ | 24. _____ |
| 7. _____ | 25. _____ |
| 8. _____ | 26. _____ |
| 9. _____ | 27. _____ |
| 10. _____ | 28. _____ |
| 11. _____ | 29. _____ |
| 12. _____ | 30. _____ |
| 13. _____ | 31. _____ |
| 14. _____ | 32. _____ |
| 15. _____ | 33. _____ |
| 16. _____ | 34. _____ |
| 17. _____ | 35. _____ |
| 18. _____ | 36. _____ |



Staff Report

To: Francis City Council

From: Erin O'Keefe

Report Date: July 20, 2026

Meeting Date: August 13, 2026

Title: Car Wash RT 32-5

Type of Item: Code Text Amendment

Executive Summary:

Wade Souza with Western Endeavors has submitted an application to amend the code text to allow car wash as a permitted business use in the C-1 Commercial Zone. The proposed amendment is consistent with the Francis City General Plan's goal to foster economic development by supporting new commercial uses that serve the growing community. If approved, Mr. Souza intends to develop the car wash on parcel RT32-5.



Background

On June 8, 2026, Wade Souza met with City staff to discuss the possibility of opening a Self Service Car Wash on parcel RT32-5. A formal code amendment application was received by the City on July 1, 2026.

The subject parcel is currently a part of the Harwood development and is in a C-1 Commercial zone. The surrounding area is predominantly C-1 zoned.

The applicant has submitted a conceptual Site Plan proposing the car wash use which includes two automatic bays and three self service bays. The facility would also have seven vacuum stalls. Traffic would circulate one way to maintain the flow of traffic.

During the preliminary meeting, staff and the applicant discussed several items that will require further attention as the project moves forward, including noise generated by the dryers and blowers, water rights and usage, parking and on-site traffic circulation.

Water shares will need to be clarified and if necessary amended within the 5-year start window to ensure proper water rights are secured, both paper water and wet water. The proposed development would include a water reclamation system capable of recycling up to 50% of the water used in the wash bays. According to the applicant, this reclaim system would use 8-18 gallons per wash, compared to 20-200 gallons of water typically used for a single car washed at home.

Given the site's proximity to residential areas, noise levels will need to be carefully managed. Blower hours in particular may be a concern, especially in the evening when sound carries further. The business will have to follow the city noise ordinance for noise. The applicant has proposed that vacuum equipment would shut off at night to avoid disturbing neighboring properties.

Parking and Circulation: Parking needs, including stalls for the vacuum dryers and adequate space for one-way traffic circulation, will be evaluated during the commercial building permit process.

The applicant notes that the facility would help meet a growing community need, as existing car washes in the Kamas area frequently experience high demand.

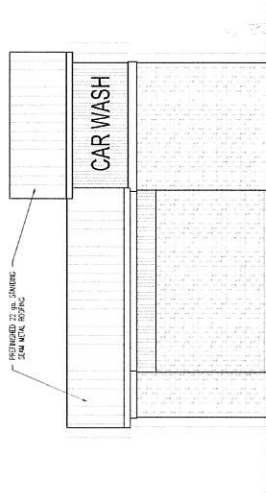
Note: Approval of this code only allows for the business use case. The construction of the car wash and parameters will be reviewed in the commercial building permit process.

[illegible]FRANCIS, UTAH
SITE PLAN

DATE	REVISION

SHEET TITLE
ARCHITECTURAL -





WATER USAGE 2 BAY AUTO 3 BAY SELF SERVE CAR WASH FRANCIS, UT.

CAR/DAY	GAL/CAR	GAL/DAY AUTO	CAR/DAY AUTO BAY	GAL/CAR	GAL/DAY AUTO BAY	CARS/DA Y/SS	GAL/DAY 3 SS BAYS	GAL/DAY FACILITY	28DAYS/MO	YRL AVG
AUTO BAY 1	50	2500	50	50	2500	50	850	5850	163,800.00	1,965,600.00
50										

FRSH WATER USED
RECLAIMING 20% YRL
AVG
1,572,480.00

FRSH WATER USED
RECLAIMING 50%
YRL AVG
982,800

CURRENT PROPERTY WATER SHARE
469,225.00
REQUIRED
1,572,480.00
BALANCE
1,103,255.00
SHARES TO PURCHASE
3.39

PROPOSED CODE AMENDMENT

Western Endeavors is proposing a code amendment for Lot 5 of the Harwood Route 32 subdivision. We are seeking a zoning code for the use of a self serve car wash. A self serve car wash is usually appropriate in the area of other general commercial uses. This proposed self serve car wash is positioned on the back of the development placed against undeveloped property. The site plan attached shows ample stacking for vehicles and good circulation for vehicles entering and exiting the facility.

The noise level of the vacuum equipment is listed as follows;

5'-86db

30'-71db

60'-65db

100'-60db

The noise level of the blowers in the Automatic Bays are as follows;

10' doors closed-76db doors open-89db

20' doors closed-72db doors open-87db

30' doors closed -70db doors open-82db

40' doors closed-66db doors open- 78db

50' doors closed -66db doors open-78db

Wester Endeavors

2230 Doc Holiday Dr.

Park City, UT. 84060

Westernendeavorsusa.com

801-891-5227

City Code:

FCC § 18.140 – Code Amendment

FCC Chapter § 18.45.020. Commercial Business Use

FCC Chapter § 18.100.100 Off-street Parking

Analysis of Code:

FCC Chapter § 18.45.020. Commercial Business Use

FCC § 18.45.020 lists permitted commercial business uses in the C-1 zone. Car washes are not currently identified as a permitted use. This code text amendment would add car wash as an allowable commercial use. Staff recommends that if the use is adopted, conditions be established around parameters around water shares, noise management, and traffic impact.

Type C-1 Use	Impact tier	Allowed	CUP	Business License
Car Wash, none other located within 2,500 sq. ft.	Tier 2*	Yes	No	yes

**Tier 2 Buffer requirements states adjacent parcels in an AG-1 Zone that is not by any residences require 4 ft. farm fence and 10 ft buffer.*

FCC Chapter § 18.100.100 Off-street Parking

FCC § 18.100.100 establishes off-street parking requirements for commercial uses. If car wash is adopted as a permitted use, staff recommends that the code be updated to include specific parking standards for this use type. These standards should account for adequate stall counts for vacuum dryers and cued cars waiting to enter the wash. Specific parking counts and layout will be reviewed and confirmed through the commercial building permit process.

The staff recommends in the parking plan to require two parking spaces plus two stacking spaces per wash bay and one parking space per employee on shift.

Francis City General Plan:

The Francis City General Plan fosters a pro business environment and bring economic opportunities to broaden the city's tax base. Staff has reviewed the application against the relevant goals and policies of the General Plan.

Policy 1A	Promote a positive environment for businesses to strengthen and improve the City's tax base and quality of life.	Consistent. Allowing this use would improve the city's tax base.
Policy 1C	Encourage businesses to locate along State Road 32 in existing Commercial and City Center zones.	Consistent. This business is just off of SR 32 and in a c-1 commercial zone
Policy 2A	Improve, diversify, and increase the tax base. Seek revenue growth from economic development activities to mitigate residential property tax increases.	Consistent. This business will help diversify the economic climate and help offset taxpayer costs
Policy 2C	Buffer commercial and industrial uses from existing single family residential areas.	Consistent. The surrounding zone is C-1 which will minimize impact on residents.

Staff Recommendation:

The staff finds the proposed code text amendment is consistent with the goals and policies of the Francis City General Plan as described above.

Planning Commission

Staff forwards a positive recommendation from the Planning Commission to adopt a code text amendment to FCC § 18.45.020, adding "car wash" as a permitted use in the C-1 Commercial Zone, subject to the conditions outlined in this report. During its deliberations, the Planning Commission expressed concern regarding the potential proliferation of car wash facilities within Francis City. To address this concern, the Commission recommended a 2,500-foot separation requirement between car wash uses.

Chapter 18.45

C-1 COMMERCIAL ZONE

Sections:

- 18.45.010 C-1 commercial zone established.
- 18.45.020 Permitted and conditional uses.
- 18.45.030 Permitted accessory uses.
- 18.45.040 Lot area.
- 18.45.050 Lot width.
- 18.45.060 Lot frontage.
- 18.45.070 Setback requirements.
- 18.45.080 Building height.
- 18.45.090 Signs.
- 18.45.100 Architectural design and materials.
- 18.45.110 Parking areas.

18.45.010 C-1 commercial zone established.

The commercial zone, hereinafter also referred to as the C-1 zone, is established to encourage commercial and retail development. Businesses that provide services directly to the residents of Francis will be highly encouraged. Transportation and other concerns may limit the types of businesses approved in the C-1 zone. The provisions contained herein should be used to encourage greater integrity and aesthetic improvements as these areas are developed and improved. Integrated and coordinated landscaping, parking, ingress, egress, signing and building design should be encouraged. New construction should be in harmony with the characteristics of the surrounding developed commercial and residential areas.

Special approval procedures, landscaping requirements, buffering, and design guidelines are applicable in the C-1 zone. These regulations can be found in Chapter 18.115 FCC. (Ord. 2021-02 § 2 (Exh. B), 2021; Ord. 2016-09 § 1, 2016; Ord. 66 § 5.3, 1993.)

18.45.020 Permitted and conditional uses.

Any use not listed in this table shall be strictly prohibited. Any business with any hours of operation between 11 pm and 5 am shall be considered a Tier 1 impact.

Type: C-1 Use	Impact Tier	Allowed	Conditional Use Permit	Business License
Accessory structure unoccupied	3	✓		
Art gallery smaller than 5,000 sq ft	3	✓		✓
Athletic club or recreational facility smaller than 10,000 sq ft	3	✓		✓
Athletic club or recreational facility smaller than 20,000 sq ft	2	✓		✓
Bakery smaller than 5,000 sq ft	3	✓		✓
Banking, financial services	2	✓		✓
Bar, tavern, lounge as per Utah State Code. Only allowed after local consent is given per FCC 18.15.110.	1	✓		✓
Barber shops and hair salons smaller than 5,000 sq ft	3	✓		✓
Bowling alley	2	✓		✓
Car Wash	2	✓		✓
Child care business	2	✓		✓

Type: C-1 Use	Impact Tier	Allowed	Conditional Use Permit	Business License
Cinema, indoor	2	✓		✓
Computers/electronics sales and repair smaller than 5,000 sq ft	3	✓		✓
Convenience goods, sales	2	✓		✓
Dry cleaning establishment smaller than 5,000 sq ft	3	✓		✓
Food trucks, FCC 18.15.230	3	✓		✓
Farm stands, selling only locally grown or produced goods	3	✓		✓
Furniture sales, new and used smaller than 20,000 sq ft	2	✓		✓
Gas stations smaller than 5,000 sq ft, none other located within 1,000 ft	1	✓		✓
Health care center or dentist smaller than 5,000 sq ft	3	✓		✓
Health care center or dentist, smaller than 10,000 sq ft	2	✓		✓
Home occupation as regulated by business license and Chapter 18.80 FCC	3	✓		✓
Hospital	1	✓		✓
Large animal clinic	2	✓		✓
Landscape services smaller than 5,000 sq ft, no outdoor storage	3	✓		✓
Laundromat	2	✓		✓
Liquor store, only allowed after local consent is given per FCC 18.15.110	2	✓		✓
Manufacturing, compounding, processing, fabrication and warehousing of goods and materials. Only within fully enclosed warehouses with retail fronts; set back a minimum of 150 feet from state roads. Smaller than 20,000 sq ft.	2	✓		✓
Mortuary	2	✓		✓
Museum smaller than 5,000 sq ft	3	✓		✓
Museum smaller than 20,000 sq ft	2	✓		✓
Nursery/greenhouse	3	✓		✓
Office and professional, retail shops smaller than 20,000 square feet	2	✓		✓
Outdoor recreational facility smaller than a half-acre	2	✓		✓
Packaging and delivery services smaller than 5,000 sq ft	3	✓		✓
Pet grooming smaller than 5,000 sq ft	3	✓		✓
Pharmacy smaller than 20,000 sq ft	2	✓		✓
Photo lab/studio smaller than 5,000 sq ft	3	✓		✓
Printing/publishing smaller than 5,000 sq ft	3	✓		✓
Reception center smaller than 10,000 sq ft	2	✓		✓
Recreational equipment rental smaller than 5,000 sq ft	3	✓		✓

Type: C-1 Use	Impact Tier	Allowed	Conditional Use Permit	Business License
Recreational equipment rental smaller than 10,000 sq ft	2	✓		✓
Religious structures and related activities	2	✓		
Repair services, small appliances smaller than 5,000 sq ft	3	✓		✓
Restaurant, fast food, drive through, none other located within 1,000 ft, queue traffic impact study required, sign stating no idling for 1 minute or longer.	1	✓		✓
Restaurant or cafe	2	✓		✓
Retail sales and service smaller than 20,000 sq ft	2	✓		✓
Retail grocery store smaller than 20,000 sq ft	2	✓		✓
Retail grocery store smaller than 30,000 sq ft	1	✓		✓
School, preschool, private school, not overnight or boarding and smaller than 20,000 sq ft	2	✓		✓
Small animal clinic smaller than 10,000 sq ft	2	✓		✓
Surplus, secondhand store smaller than 10,000 sq ft	2	✓		✓
Theater, concert hall, indoor	2	✓		✓

(Ord. 2021-15 § 1 (Exh. A), 2021; Ord. 2021-02 § 2 (Exh. B), 2021; Ord. 2016-09 § 1, 2016; Ord. 2008- § 5.3.2, 2008; Ord. 1999-1 § 5.3.1, 1999; Ord. 66 §§ 5.3.1, 5.3.2, 1993.).

Chapter 18.100

OFF-STREET PARKING

Sections:

- 18.100.010 General requirements.
- 18.100.020 Remodeling or enlargement of buildings.
- 18.100.030 Quantity of parking spaces.
- 18.100.040 Landscaping.
- 18.100.050 Conversion of parking to other uses.
- 18.100.060 Area of spaces.
- 18.100.070 Mixed or combined parking uses.
- 18.100.080 Parking surfaces.
- 18.100.090 Parking vehicles on vacant lots.
- 18.100.100 Specific requirements by use.

18.100.010 General requirements.

There shall be provided and maintained at the time of erection of any main building or structure off-street parking space with adequate provisions for ingress and egress by standard-sized vehicles as hereinafter set forth. Such parking space shall be located on the same lot as the building it is to serve. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.1, 1993.)

18.100.020 Remodeling or enlargement of buildings.

Whenever existing buildings are enlarged or increased in capacity, or a change in use occurs, additional off-street parking spaces shall be provided which will meet the requirements applying to such enlargement or change in use. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.2, 1993.)

18.100.030 Quantity of parking spaces.

The number of parking spaces for uses not specified herein shall be determined by the Planning Commission being guided where appropriate by the regulations set forth herein and Table 1 for uses of buildings which are similar to the use or building under consideration. Handicap parking shall be provided in accordance with the Americans with Disabilities Act. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.3, 1993.)

18.100.040 Landscaping.

In reviewing the landscape plans, the Planning Commission shall consider the location, number, size, and type of plants, the method of irrigation to be used and other similar factors. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.5, 1993.)

18.100.050 Conversion of parking to other uses.

Space allocated to comply with these regulations shall not be used later for additional structures or uses unless other space so complying is provided. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.6, 1993.)

18.100.060 Area of spaces.

For the purpose of this section, a space of not less than nine feet by 20 feet of lot area with access to public or private streets by standard-sized automobiles shall be deemed to be parking space for one vehicle. (Ord. 2022-01 § 1 (Exh. A), 2022; Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.7, 1993.)

18.100.070 Mixed or combined parking uses.

In the case of mixed uses on the same site the amount of off-street parking spaces required shall be the sum of the parking required under this chapter for the principal use together with a reasonable amount for all accessory uses. A reasonable amount shall be determined in light of the uses, location and circumstances of the building or structure and in consideration of the provisions of this title.

Up to 25 percent of nonresidential parking facilities required by this chapter for a use considered to be primarily a daytime use may be provided by the parking facilities for a use considered to be primarily a nighttime use. Such reciprocal parking areas shall be contiguous, and the joint use of such facilities must be assured by covenant of the owner(s) of said properties and recorded in the Summit County Recorder's office. The Planning Commission may, upon application by the owner or lessee of any property, authorize the joint use of parking facilities under the conditions specified herein. (Ord. 2022-06 § 1 (Exh. A), 2022; Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.8, 1993.)

18.100.080 Parking surfaces.

All required parking areas shall be surfaced with either concrete or bituminous asphalt as approved as to specifications by the City Engineer. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.9, 1993.)

18.100.090 Parking vehicles on vacant lots.

It shall be unlawful for the owner of a motor vehicle to park it or allow it to be parked on the property of another person for the purpose of displaying it for sale, unless the person upon whose property it is parked or the lessee of such property has a business license to engage in the business of selling motor vehicles at that location. A business license may be subjected first to the requirements of obtaining a temporary conditional use permit or temporary use permit as deemed by the City as per this title and FCC Title 17. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.10, 1993.)

18.100.100 Specific requirements by use.

Minimum on-site and off-street parking spaces for individual or similar uses shall be provided for in accordance with Table 1 as follows and as interpreted by the Planning Commission for uses not specific to those listed in the following table:

Uses	Parking Requirement
Adult Oriented Business	4 spaces per 1,000 square feet
Animal Hospital	3 spaces per 1,000 square feet
Auto, Truck, RV Sales and Rental	3 spaces per 1,000 square feet
Automotive Repair Establishment	2 spaces per service bay plus 3 stalls per 1,000 square feet for office and retail areas

Uses	Parking Requirement
Banking, Financial Services	4 spaces per 1,000 square feet
Bed and Breakfast	3 spaces for residence plus 1 space per room for rent
Bowling Alley	4 spaces per lane
Car Wash	2 parking spaces, plus 2 stacking spaces per wash bay and 1 parking space per employee on shift
Child Care Facility/Center	1 space per on-duty employee and 1 per 6 children
Church	4 spaces per 1,000 square feet
Cinema, Indoor	1 space per 2 seats
Dwelling, Single-Family	3 spaces per dwelling unit
Dwelling, Two-Family	3 spaces per dwelling unit
Dwelling, Multifamily 2+ Bedrooms	3 spaces per dwelling unit
Dwelling, Multifamily Studio and 1 Bedroom	2 spaces per dwelling unit
Equipment Rental	2 spaces per 1,000 square feet
Food Truck	5 spaces
Group Home	2 spaces per 3 beds
Gym	2.5 spaces per 1,000 square feet
Health Care Center	5 spaces per 1,000 square feet
Hospital	2 parking spaces per hospital bed
Hotel, Motel	1 parking space for each room, plus 2 spaces for each hotel suite
Industrial Park	2 spaces per 1,000 square feet
Laundromat	3 spaces per 1,000 square feet
Laundry, Dry Cleaning	3 spaces per 1,000 square feet
Light Industry	2 spaces per 1,000 square feet
Mortuary	5 spaces per 1,000 square feet
Museum	1 space per 2,000 square feet
Nursery	2 spaces per 1,000 square feet
Office, Business or Professional	2 spaces per 1,000 square feet
Office, Government	4 spaces per 1,000 square feet
Public and Quasi-Public Institution, Public Utility, Municipal Facility	4 spaces per 1,000 square feet
Reception Center	4 spaces per 1,000 square feet
Restaurant, Fast Food	1 space per 3 seats or 1 space per 100 square feet when number of seats is unknown
Restaurant, Cafe	1 space per 3 seats or 1 space per 100 square feet when number of seats is unknown
Retail Sales Establishment	4 spaces per 1,000 square feet

Uses	Parking Requirement
Schools, Elementary, Middle Schools, High Schools Private and Higher Learning	1 parking space for each faculty member and other full-time employee plus 1 parking space for every 2 students
Shopping Center, Community	4 spaces per 1,000 square feet
Theater, Concert Hall	1 space per 2 seats
Warehouse Storage, Commercial Only	1 space per 2,000 square feet gross floor area plus 1 space per employee on the maximum shift

(Ord. 2022-06 § 1 (Exh. A), 2022; Ord. 2022-01 § 1 (Exh. A), 2022; Ord. 2016-09 § 1, 2016; Ord. 1999-1 § 3.18.11, 1999; Ord. 66 § 3.18.11, 1993.)



FRANCIS CITY

ORDINANCE NO. 2026-06

**AN ORDINANCE CREATING A CODE TEXT AMENDMENT TO FRANCIS CITY
CODE 18.140 ADDING CHAPTER 18.45.020 COMMERCIAL BUSINESS USE AND
CHAPTER 18.100.100 OFF-STREET PARKING**

WHEREAS, the City Council of Francis City desires to create a code for Car Washes; and

WHEREAS, the City Council finds that it is in the best interest of the residents of the City to establish regulations regarding Car Washes; and

WHEREAS, the City Council of the City of Francis as follows:

Section 1. Amendment. Adding Section 18.45.020 Commercial Business Use and Section 18.100.100 Off-Street Parking, to the Francis City code and is hereby adopted to read in its entirety as set forth in Exhibit "A", attached hereto, and incorporated herein by reference.

Section 2. Severability. If any section, part, or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts and provisions of this Ordinance shall be severable.

Section 3. Effective Date. This Ordinance shall take effect upon publication or posting.

PASSED AND ADOPTED by the Francis City Council the 13th, day of August 2026.

AYE

NAY

Mayor Jeremie Forman
Councilmember Atkinson
Councilmember Sam Hunter
Councilmember Clayton Querry
Councilmember Summers

Mayor Jeremie Forman
City Seal

City Recorder Suzanne Gillett

Chapter 18.45

C-1 COMMERCIAL ZONE

Sections:

- 18.45.010 C-1 commercial zone established.
- 18.45.020 Permitted and conditional uses.
- 18.45.030 Permitted accessory uses.
- 18.45.040 Lot area.
- 18.45.050 Lot width.
- 18.45.060 Lot frontage.
- 18.45.070 Setback requirements.
- 18.45.080 Building height.
- 18.45.090 Signs.
- 18.45.100 Architectural design and materials.
- 18.45.110 Parking areas.

18.45.010 C-1 commercial zone established.

The commercial zone, hereinafter also referred to as the C-1 zone, is established to encourage commercial and retail development. Businesses that provide services directly to the residents of Francis will be highly encouraged. Transportation and other concerns may limit the types of businesses approved in the C-1 zone. The provisions contained herein should be used to encourage greater integrity and aesthetic improvements as these areas are developed and improved. Integrated and coordinated landscaping, parking, ingress, egress, signing and building design should be encouraged. New construction should be in harmony with the characteristics of the surrounding developed commercial and residential areas.

Special approval procedures, landscaping requirements, buffering, and design guidelines are applicable in the C-1 zone. These regulations can be found in Chapter 18.115 FCC. (Ord. 2021-02 § 2 (Exh. B), 2021; Ord. 2016-09 § 1, 2016; Ord. 66 § 5.3, 1993.)

18.45.020 Permitted and conditional uses.

Any use not listed in this table shall be strictly prohibited. Any business with any hours of operation between 11 pm and 5 am shall be considered a Tier 1 impact.

Type: C-1 Use	Impact Tier	Allowed	Conditional Use Permit	Business License
Accessory structure unoccupied	3	✓		
Art gallery smaller than 5,000 sq ft	3	✓		✓
Athletic club or recreational facility smaller than 10,000 sq ft	3	✓		✓
Athletic club or recreational facility smaller than 20,000 sq ft	2	✓		✓
Bakery smaller than 5,000 sq ft	3	✓		✓
Banking, financial services	2	✓		✓
Bar, tavern, lounge as per Utah State Code. Only allowed after local consent is given per FCC 18.15.110.	1	✓		✓
Barber shops and hair salons smaller than 5,000 sq ft	3	✓		✓
Bowling alley	2	✓		✓
Car Wash	2	✓		✓
Child care business	2	✓		✓

Type: C-1 Use	Impact Tier	Allowed	Conditional Use Permit	Business License
Cinema, indoor	2	✓		✓
Computers/electronics sales and repair smaller than 5,000 sq ft	3	✓		✓
Convenience goods, sales	2	✓		✓
Dry cleaning establishment smaller than 5,000 sq ft	3	✓		✓
Food trucks, FCC 18.15.230	3	✓		✓
Farm stands, selling only locally grown or produced goods	3	✓		✓
Furniture sales, new and used smaller than 20,000 sq ft	2	✓		✓
Gas stations smaller than 5,000 sq ft, none other located within 1,000 ft	1	✓		✓
Health care center or dentist smaller than 5,000 sq ft	3	✓		✓
Health care center or dentist, smaller than 10,000 sq ft	2	✓		✓
Home occupation as regulated by business license and Chapter 18.80 FCC	3	✓		✓
Hospital	1	✓		✓
Large animal clinic	2	✓		✓
Landscape services smaller than 5,000 sq ft, no outdoor storage	3	✓		✓
Laundromat	2	✓		✓
Liquor store, only allowed after local consent is given per FCC 18.15.110	2	✓		✓
Manufacturing, compounding, processing, fabrication and warehousing of goods and materials. Only within fully enclosed warehouses with retail fronts; set back a minimum of 150 feet from state roads. Smaller than 20,000 sq ft.	2	✓		✓
Mortuary	2	✓		✓
Museum smaller than 5,000 sq ft	3	✓		✓
Museum smaller than 20,000 sq ft	2	✓		✓
Nursery/greenhouse	3	✓		✓
Office and professional, retail shops smaller than 20,000 square feet	2	✓		✓
Outdoor recreational facility smaller than a half-acre	2	✓		✓
Packaging and delivery services smaller than 5,000 sq ft	3	✓		✓
Pet grooming smaller than 5,000 sq ft	3	✓		✓
Pharmacy smaller than 20,000 sq ft	2	✓		✓
Photo lab/studio smaller than 5,000 sq ft	3	✓		✓
Printing/publishing smaller than 5,000 sq ft	3	✓		✓
Reception center smaller than 10,000 sq ft	2	✓		✓
Recreational equipment rental smaller than 5,000 sq ft	3	✓		✓

Type: C-1 Use	Impact Tier	Allowed	Conditional Use Permit	Business License
Recreational equipment rental smaller than 10,000 sq ft	2	✓		✓
Religious structures and related activities	2	✓		
Repair services, small appliances smaller than 5,000 sq ft	3	✓		✓
Restaurant, fast food, drive through, none other located within 1,000 ft, queue traffic impact study required, sign stating no idling for 1 minute or longer.	1	✓		✓
Restaurant or cafe	2	✓		✓
Retail sales and service smaller than 20,000 sq ft	2	✓		✓
Retail grocery store smaller than 20,000 sq ft	2	✓		✓
Retail grocery store smaller than 30,000 sq ft	1	✓		✓
School, preschool, private school, not overnight or boarding and smaller than 20,000 sq ft	2	✓		✓
Small animal clinic smaller than 10,000 sq ft	2	✓		✓
Surplus, secondhand store smaller than 10,000 sq ft	2	✓		✓
Theater, concert hall, indoor	2	✓		✓

(Ord. 2021-15 § 1 (Exh. A), 2021; Ord. 2021-02 § 2 (Exh. B), 2021; Ord. 2016-09 § 1, 2016; Ord. 2008- § 5.3.2, 2008; Ord. 1999-1 § 5.3.1, 1999; Ord. 66 §§ 5.3.1, 5.3.2, 1993.).

Chapter 18.100

OFF-STREET PARKING

Sections:

- 18.100.010 General requirements.
- 18.100.020 Remodeling or enlargement of buildings.
- 18.100.030 Quantity of parking spaces.
- 18.100.040 Landscaping.
- 18.100.050 Conversion of parking to other uses.
- 18.100.060 Area of spaces.
- 18.100.070 Mixed or combined parking uses.
- 18.100.080 Parking surfaces.
- 18.100.090 Parking vehicles on vacant lots.
- 18.100.100 Specific requirements by use.

18.100.010 General requirements.

There shall be provided and maintained at the time of erection of any main building or structure off-street parking space with adequate provisions for ingress and egress by standard-sized vehicles as hereinafter set forth. Such parking space shall be located on the same lot as the building it is to serve. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.1, 1993.)

18.100.020 Remodeling or enlargement of buildings.

Whenever existing buildings are enlarged or increased in capacity, or a change in use occurs, additional off-street parking spaces shall be provided which will meet the requirements applying to such enlargement or change in use. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.2, 1993.)

18.100.030 Quantity of parking spaces.

The number of parking spaces for uses not specified herein shall be determined by the Planning Commission being guided where appropriate by the regulations set forth herein and Table 1 for uses of buildings which are similar to the use or building under consideration. Handicap parking shall be provided in accordance with the Americans with Disabilities Act. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.3, 1993.)

18.100.040 Landscaping.

In reviewing the landscape plans, the Planning Commission shall consider the location, number, size, and type of plants, the method of irrigation to be used and other similar factors. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.5, 1993.)

18.100.050 Conversion of parking to other uses.

Space allocated to comply with these regulations shall not be used later for additional structures or uses unless other space so complying is provided. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.6, 1993.)

18.100.060 Area of spaces.

For the purpose of this section, a space of not less than nine feet by 20 feet of lot area with access to public or private streets by standard-sized automobiles shall be deemed to be parking space for one vehicle. (Ord. 2022-01 § 1 (Exh. A), 2022; Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.7, 1993.)

18.100.070 Mixed or combined parking uses.

In the case of mixed uses on the same site the amount of off-street parking spaces required shall be the sum of the parking required under this chapter for the principal use together with a reasonable amount for all accessory uses. A reasonable amount shall be determined in light of the uses, location and circumstances of the building or structure and in consideration of the provisions of this title.

Up to 25 percent of nonresidential parking facilities required by this chapter for a use considered to be primarily a daytime use may be provided by the parking facilities for a use considered to be primarily a nighttime use. Such reciprocal parking areas shall be contiguous, and the joint use of such facilities must be assured by covenant of the owner(s) of said properties and recorded in the Summit County Recorder's office. The Planning Commission may, upon application by the owner or lessee of any property, authorize the joint use of parking facilities under the conditions specified herein. (Ord. 2022-06 § 1 (Exh. A), 2022; Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.8, 1993.)

18.100.080 Parking surfaces.

All required parking areas shall be surfaced with either concrete or bituminous asphalt as approved as to specifications by the City Engineer. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.9, 1993.)

18.100.090 Parking vehicles on vacant lots.

It shall be unlawful for the owner of a motor vehicle to park it or allow it to be parked on the property of another person for the purpose of displaying it for sale, unless the person upon whose property it is parked or the lessee of such property has a business license to engage in the business of selling motor vehicles at that location. A business license may be subjected first to the requirements of obtaining a temporary conditional use permit or temporary use permit as deemed by the City as per this title and FCC Title 17. (Ord. 2016-09 § 1, 2016; Ord. 66 § 3.18.10, 1993.)

18.100.100 Specific requirements by use.

Minimum on-site and off-street parking spaces for individual or similar uses shall be provided for in accordance with Table 1 as follows and as interpreted by the Planning Commission for uses not specific to those listed in the following table:

Uses	Parking Requirement
Adult Oriented Business	4 spaces per 1,000 square feet
Animal Hospital	3 spaces per 1,000 square feet
Auto, Truck, RV Sales and Rental	3 spaces per 1,000 square feet
Automotive Repair Establishment	2 spaces per service bay plus 3 stalls per 1,000 square feet for office and retail areas

Uses	Parking Requirement
Banking, Financial Services	4 spaces per 1,000 square feet
Bed and Breakfast	3 spaces for residence plus 1 space per room for rent
Bowling Alley	4 spaces per lane
Car Wash	2 parking spaces, plus 2 stacking spaces per wash bay and 1 parking space per employee on shift
Child Care Facility/Center	1 space per on-duty employee and 1 per 6 children
Church	4 spaces per 1,000 square feet
Cinema, Indoor	1 space per 2 seats
Dwelling, Single-Family	3 spaces per dwelling unit
Dwelling, Two-Family	3 spaces per dwelling unit
Dwelling, Multifamily 2+ Bedrooms	3 spaces per dwelling unit
Dwelling, Multifamily Studio and 1 Bedroom	2 spaces per dwelling unit
Equipment Rental	2 spaces per 1,000 square feet
Food Truck	5 spaces
Group Home	2 spaces per 3 beds
Gym	2.5 spaces per 1,000 square feet
Health Care Center	5 spaces per 1,000 square feet
Hospital	2 parking spaces per hospital bed
Hotel, Motel	1 parking space for each room, plus 2 spaces for each hotel suite
Industrial Park	2 spaces per 1,000 square feet
Laundromat	3 spaces per 1,000 square feet
Laundry, Dry Cleaning	3 spaces per 1,000 square feet
Light Industry	2 spaces per 1,000 square feet
Mortuary	5 spaces per 1,000 square feet
Museum	1 space per 2,000 square feet
Nursery	2 spaces per 1,000 square feet
Office, Business or Professional	2 spaces per 1,000 square feet
Office, Government	4 spaces per 1,000 square feet
Public and Quasi-Public Institution, Public Utility, Municipal Facility	4 spaces per 1,000 square feet
Reception Center	4 spaces per 1,000 square feet
Restaurant, Fast Food	1 space per 3 seats or 1 space per 100 square feet when number of seats is unknown
Restaurant, Cafe	1 space per 3 seats or 1 space per 100 square feet when number of seats is unknown
Retail Sales Establishment	4 spaces per 1,000 square feet

Uses	Parking Requirement
Schools, Elementary, Middle Schools, High Schools Private and Higher Learning	1 parking space for each faculty member and other full-time employee plus 1 parking space for every 2 students
Shopping Center, Community	4 spaces per 1,000 square feet
Theater, Concert Hall	1 space per 2 seats
Warehouse Storage, Commercial Only	1 space per 2,000 square feet gross floor area plus 1 space per employee on the maximum shift

(Ord. 2022-06 § 1 (Exh. A), 2022; Ord. 2022-01 § 1 (Exh. A), 2022; Ord. 2016-09 § 1, 2016; Ord. 1999-1 § 3.18.11, 1999; Ord. 66 § 3.18.11, 1993.)



Staff Report

To: Francis City Council

From: Erin O'Keefe

Report Date: August 4, 2026

Meeting Date: August 13, 2026

Title: Francis Commons Development Agreement

Type of Item: Administrative

Location: FC-3-301-AM | Lot 301

Executive Summary

The developer of Lot 301 within the Francis Commons subdivision (Parcel FC-3-301-AM) has two requests that would require amendments to the recorded Francis Commons Development Agreement. First, they have asked whether the City Council would entertain allowing the required commercial and residential uses to be built in two separate buildings, rather than in a single mixed-use building with residential above and/or adjacent to retail as contemplated in the Agreement. Second, they have asked whether Council would entertain building 15 affordable multifamily housing rental units, where the recorded Agreement contemplates 12 multifamily units. Staff is bringing both items to Council to gauge interest before the developer invests in a formal amendment application.

Background

The Francis Commons Development Agreement was executed and recorded on March 15, 2022, between Ivory Development, LLC and Francis City. It governs the roughly 17.87-acre Francis Commons project, which spans three zones: City Center (CC), Residential Multifamily (M-F), and Residential Cottage (R-C). Lot 301 falls within the City Center (CC) portion of the project. Staff and the City Engineer met with the developer several weeks ago, at which point staff identified that the recorded Agreement anticipates the commercial and residential components on this lot to be combined in a mixed-use configuration. Splitting them into two standalone buildings would depart from that description and therefore requires an amendment to the Development Agreement.





What the Development Agreement Says

Recitals, Paragraph C (Page 1):

“Developer intends to develop the Property as one or more subdivision(s) consisting of three different zones. 1.63 acres City Center Zone (CC Zone)... Developer will likely build in multiple phases, containing a combined total of approximately 30 single family lots, 12 multifamily units (above and or adjacent to retail) and 56 townhome lots.”

This is the language that describes the mixed-use expectation. The phrase “above and or adjacent to retail” ties the multifamily/residential units to the retail component in a single-building (or immediately adjacent) mixed-use form. The developer’s proposal to place commercial and residential in two separate buildings is a departure from this description.

Request 2 — Increase from 12 to 15 Moderate-Income Units

The same Recital C language also establishes the unit count. It describes the project as containing:

Recitals, Paragraph C (Page 1):

“... a combined total of approximately 30 single family lots, 12 multifamily units (above and or adjacent to retail) and 56 townhome lots.”

The developer is asking to build 15 rental units where the Agreement contemplates 12 multifamily units — an increase of three. The Agreement uses the word “approximately,” but staff’s position is that a jump from 12 to 15 units is significant enough to warrant a formal amendment rather than treating it as within an “approximately” margin.

The developer has confirmed these units are intended for rent and will meet affordable housing standards. Staff notes this because Chapter 17.55 (Moderate Income Housing) of the Francis City Code defines “moderate income housing” as owner-occupied units offered for sale to households at 81–120% of Eastern Summit County area median income (§ 17.55.020). Because the proposed units are rental rather than for-sale, they do not meet that definition, and Chapter 17.55’s density-bonus incentives, dispersal standards, and separate moderate income housing agreement requirements do not apply to this request. This request is therefore best understood as a straightforward density increase under the Development Agreement rather than a moderate income housing proposal under the Code.

The Ask

Staff is asking Council whether it would be willing to entertain a formal amendment to the Development Agreement that would allow the commercial and residential uses on Lot 301 to be constructed in two separate buildings and allow 15 affordable housing rental units. This is a request for direction only.



SHUMS CODA ASSOCIATES

July 1, 2026

Erin O'Keefe
Francis City
2317 S Spring Hollow Rd
Francis, UT, 84036-9610

RE: Permit Tracking Platform

Dear Erin O'Keefe,

Shums Coda Associates, Inc (SCA) is pleased to submit this proposal to provide a permit tracking platform for Francis City. SCA understands that Francis City is looking to move their application and permitting process to a digital system in order to have a full digital history available of prior applications, approved permits, inspection notes, etc. SCA can provide and maintain a permit tracking system through our partnership with Baseline.

The permit tracking platform will provide:

- **Permit Management:** Building, trade, and other permit types in one place, with online applications, fee calculation, and full tracking from intake to final.
- **Plan Review:** File submittals are stored with permit information, making it easy to see the current status of reviews & any markups that have been made.
- **Field Inspections:** Inspectors complete and record results with photos from a tablet or phone in the field. No paper roundtrips.
- **Citizen Portal:** Residents and contractors apply, pay, and check permit status online, 24/7, cutting front-counter and phone load on staff.

With the permit tracking platform, permits can be managed and tracked while any contracted plan reviewers and inspectors do their work in the same system. Everyone works from one record in real time, so nothing gets emailed back and forth or lost between offices. The platform also connects with finance systems, ArcGIS / GIS, Bluebeam document markup, and online payment processors, so data stays in sync without manual entry. Cloud-hosted with role-based access controls and a SOC 2 Type II audit in progress.

A live walkthrough will be done with your team in addition to videos and documentation available so staff can reference them on their own time as needed.

Compensation for Permit Tracking Platform:

Those services outlined above will be provided at a proposed fee outlined below.

Annual software subscription (permitting module)	\$5,000 per year
One-time implementation fee	\$3,000
Data import fee (if applicable)	Varies (dependent on data scope & quality)

Corporate Headquarters

5776 Stoneridge Mall Road, Suite 150, Pleasanton, CA 94588 | (925) 463-0651
Tel (844) 674-5179 | Fax (925) 463-0691 | www.shumscoda.com

Regional Offices

Folsom, CA | Irvine, CA | Las Vegas, NV | Salt Lake City, UT | St. George, UT | Goodyear, AZ | Denver, CO | Dallas, TX



Standard Billing Terms

Recurring Fees:

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$3,850.00	Annual Invoice	08-01-2026 - 07-31-2027

Setup Fees

Standard Invoice Date	Amount	Invoice Purpose	First Year Service Period
30 Days Prior to the Period Start	\$770.00	Agreement Setup Amount	60 Days after Kickoff

Annual Subscription Fees

Application ID	Classification	Application Name	Agreement Pricing
600	PKG - Added	Permit Management	\$3,850.00
400	PKG - Added	Code Enforcement	\$0.00
1000	PKG - Added	Portal Home	\$0.00

Subscription Fee Total (This amount will be invoiced each year) \$3,850.00

One-Time Setup

Service(s)	Agreement Pricing
Implementation and Setup Cost (Year 1)	\$770.00

Recurring Agreement Pricing \$3,850.00

Agreement Setup \$770.00

Total Due Year 1 \$4,620.00

NOTES AND SERVICE DESCRIPTION



Proposal

Cloudpermit

11911 Freedom Drive, Ste. 720
Reston, Virginia 20190
United States

Proposal #: Q-06959-1
Customer #: CUST-0043325
Date: 6/26/2026
Expires On: 7/25/2026
Sales Person: Mitch Coughlin
Sales Person Email: mitch.coughlin@cloudpermit.com
Delivery Method: E-Mail

Ship To

Erin OKeefe
Francis City
2317 Spring Hollow Road
Kamas, Utah 84036
United States
4352804040
eokeefe@francisutah.gov

Bill To

Francis City
2317 Spring Hollow Road
Kamas, Utah 84036
United States

Product Name		Year 1	Year 2	Year 3	Year 4	Year 5
Building	Total	USD 5,000	USD 5,200	USD 5,408	USD 5,624	USD 5,849
Code Enforcement	Total	USD 1,500	USD 1,560	USD 1,622	USD 1,687	USD 1,755
Licensing and Registration	Total	USD 2,500	USD 2,600	USD 2,704	USD 2,812	USD 2,925
Mobile App for Inspections	Total	USD 800	USD 832	USD 865	USD 900	USD 936
Planning	Total	USD 3,500	USD 3,640	USD 3,786	USD 3,937	USD 4,095
Public Works Permits	Total	USD 3,500	USD 3,640	USD 3,786	USD 3,937	USD 4,095
Public Works Work Order	Total	USD 1,500	USD 1,560	USD 1,622	USD 1,687	USD 1,755
Total:		USD 18,300	USD 19,032	USD 19,793	USD 20,585	USD 21,408

Professional Services

Description	Total
Implementation Total	USD 8,050
Professional Services Total - Year One Cost:	USD 8,050

Customer Total First Year: **USD 26,350**

Terms & Conditions

Validity of this quote: 30 days from date of creation

Term: 5 Years, billable annually

Payment Term: Net 30 days from Invoice Date

Invoicing: Subscription invoice to be sent after contract is signed and then annually. Implementation invoice to be sent after contract is signed.

All stated prices are exclusive of any taxes.