



**FARMINGTON CITY
PLANNING COMMISSION**

August 20, 2026



FARMINGTON

MORE TIME FOR LIVING

PLANNING COMMISSION MEETING NOTICE AND AGENDA Thursday August 20, 2026

Notice is given that Farmington City Planning Commission will hold a regular meeting at City Hall 160 South Main, Farmington, Utah. A work session will be held at **6:30 PM** prior to the **regular session which will begin at 7:00 PM** in the Council Chambers. The link to listen to the regular meeting live and to comment electronically can be found on the Farmington City website at farmington.utah.gov. Any emailed comments for the listed public hearings, should be sent to crowe@farmington.utah.gov by 5 PM on the day listed for meeting.

SPECIAL EXCEPTION APPLICATION – no public hearing

1. Andrew Hiller – Applicant is requesting approvals for concept site plan and special exception for building height for proposed office building located at approximately 255 S 200 W., in the BP (Business Park) zone.

SUBDIVISION / PLAT AMENDMENT APPLICATION – no public hearing

2. STACK – The applicant is requesting approval for a plat amendment to the Stack Master Plat for Parcel C3 (QuikTrip 7484), located at approximately 1050 N Innovator Drive., in the OMU (Office Mixed Use) zone.

SUMMARY ACTION AND OTHER BUSINESS

5. Applications and Approval of Minutes
 - a. Planning Commission Minutes August 06, 2026
6. City Council Reports, Upcoming Items & Trainings.
 - a. City Council Report
 - b. Other

Please Note: Planning Commission applications may be tabled by the Commission if: 1. Additional information is needed in order to act on the item; OR 2. If the Planning Commission feels, there are unresolved issues that may need additional attention before the Commission is ready to make a motion. No agenda item will begin after 10:00 p.m. without a unanimous vote of the Commissioners. The Commission may carry over Agenda items, scheduled late in the evening and not heard to the next regularly scheduled meeting. Any person wishing to address the Commission for items listed as Public Hearings will be recognized when the Public Hearing for such agenda item is opened. At such time, any person, as recognized by the Chair, may address the Commission regarding an item on this meeting agenda. Each person will have up to three (3) minutes. The Chair, in its sole discretion, may reduce the speaker time limit uniformly to accommodate the number of speakers or improve meeting efficiency.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations due to a disability, please contact DeAnn Carlile, City recorder at 801-939-9206 at least 24 hours in advance of the meeting.

***CERTIFICATE OF POSTING** I hereby certify that I posted a copy of the foregoing Notice and Agenda at Farmington City Hall, Farmington City website www.farmington.utah.gov and the Utah Public Notice website at www.utah.gov/pmn. Posted on August 19, 2026. Carly Rowe, Planning Secretary.*



Farmington City Planning Commission Staff Report August 20, 2026

Item 1: Conceptual Site Plan Review and Consideration of Special Exception for additional building height for a proposed office building.

Public Hearing: No
Application No.: 25-37
Property Address: Approximately 255 S. 200 W.
General Plan Designation: FLX (Business Park / Flex Spaces / Commercial Ag)
Zone: BP (Business Park)
Area: 1.79 Acres
Property Owner/Applicant: Kodiak Properties, LLC – Andrew Hiller

Request: *Initial Review of a proposal for a new office building.*

Background Information

The applicant is looking to build a 3-story office building at the subject property. Because the property exceeds 1 acre in size a conceptual plan review is required by FMC 11-14-040, furthermore the building itself is over 30,000 square feet which requires the Planning Commission review the plans per 11-7-040 (F).

The zoning district allows for office use, it also allows for a 3-story office building. However, there is a height limit of 45 feet on a 3-story building under the existing code. Recently the Planning Commission made a recommendation to the City Council to allow consideration of additional height. The City Council is yet to review that proposal; thus, the recommendation of this report comes with a condition that the city council approve the proposed code change.

Staff review of concept plan:

Use: Business and Professional Office – Permitted / **Complies**

Landscaping – Required: 15% ... 11,700 sq. ft. – Provided 14,300 – **Complies**

(will be required to meet water efficient landscaping standards)

Parking – Required 3 per 1,000 sq. ft. (98) – Provided – 120 - **Complies**

Height – Per code definition – 48 ft., tallest point at parapet – 51 ft. - **Requires special exception – conditioned upon council updating ordinance)**

Setbacks – Side - Current Code – 20 ft. – Proposed update 30 ft. – **Complies if City Council updates code as recommended by the Planning Commission.**

Front – 30 feet – **Complies**

Rear – 30 Feet with a 10-foot landscape buffer from parking area. – **Complies**

Access – Driveway should be 15 feet from property line – **Needs addressing.**

The Development Review Committee (DRC) has done an initial lookover of the proposed project and finds that at a concept level the project can be serviced. Additional engineering and planning will be required under a new application for a final approval before any construction will be approved.

The Planning Commission may wish to see the plan again once it is in its final form, or may choose to delegate the final site plan approval to staff.

Suggested Motion

Move that the Planning Commission approve the concept site plan and Special Exception for an additional 3 feet of height subject to the following conditions:

1. The special exception is subject to final approval of a pending ordinance by the City Council. Should this ordinance fail to pass in a form that permits additional height, the building must meet the current standard.
2. Setbacks must meet current standards unless the referenced pending ordinance is passed by the City Council.
3. Access be addressed to satisfy the requirements of 11-32-060.
4. Landscaping design comply with water efficient landscaping regulations.

Findings:

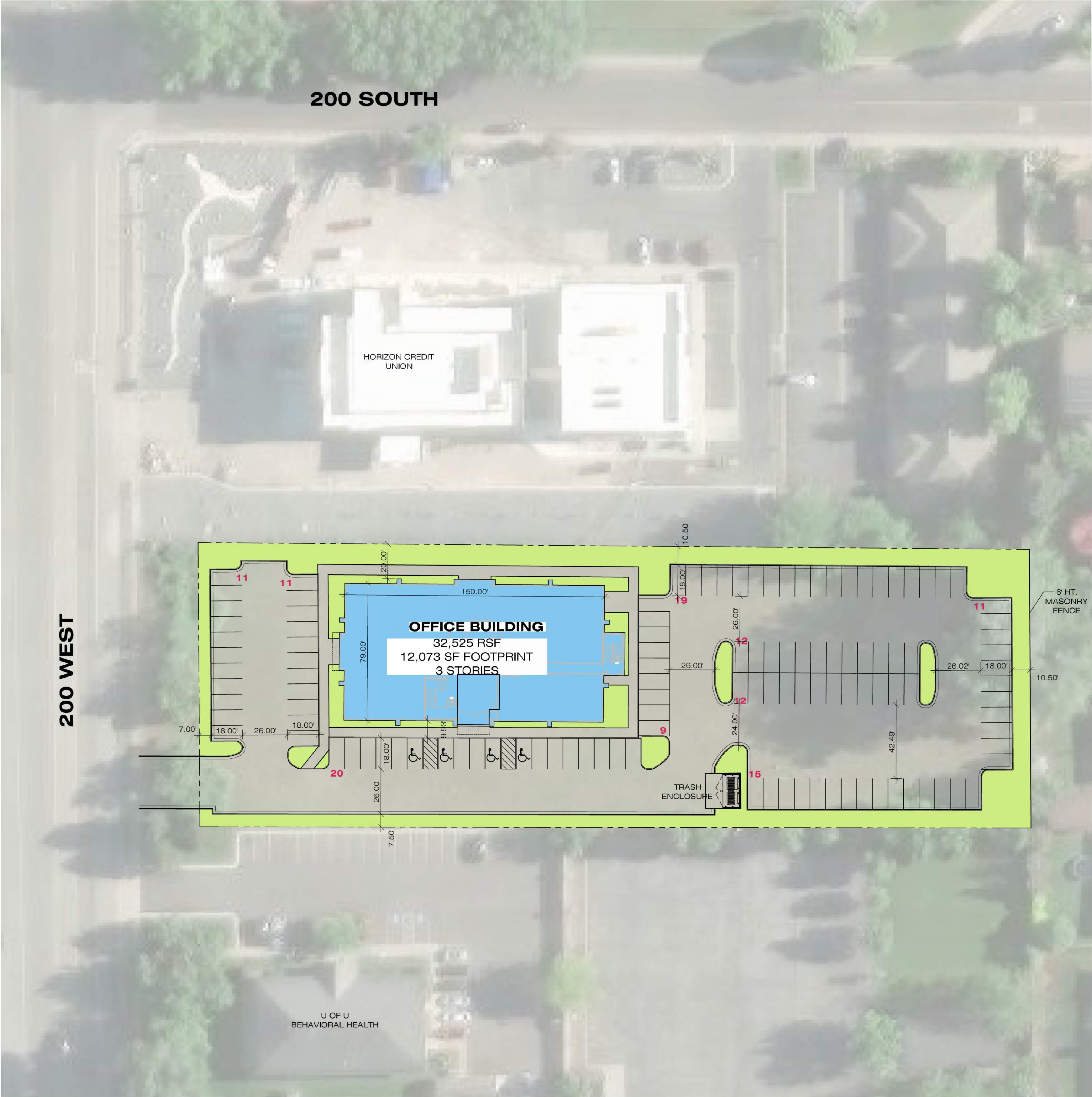
1. The project meets or is consistent with the regulations of the existing BP zoning district.
2. Conflicts with current code may be addressed through the passage of a current pending ordinance update. Failing the passage of an ordinance which accommodates the project as proposed, the applicable conditions require that the plans be modified to meet current code.
3. Small deviations from code such as access can be addressed during final site design with updated plans and drawings which should remain consistent with what has been proposed.

Supplemental Information

1. Vicinity Map
2. Concept plans.



PROJECT SUMMARY	
ZONE	BP BUSINESS PARK
GROSS LAND AREA	1.79 ACRES
BUILDING	
NEW BUILDING AREA	32,525 SF
PROFESSIONAL OFFICE	3/1,000SF
PARKING STALLS REQ'D	98
PARKING STALLS PROVIDED	120



200 E. South Temple
Suite 160
Salt Lake City, Utah 84111
(801) 595-1752
www.sambrady.com

NOTE: THIS DRAWING IS PROVIDED
FOR TENANT APPROVAL OF THE
SPACE NOTED AND IS NOT FOR
CONSTRUCTION. ACTUAL SITE
DIMENSIONS COULD VARY.

FARMINGTON OFFICE BUILDING
255 SOUTH 200 WEST
FARMINGTON, UTAH

SITE PLAN

SCALE: 1" = 30'-0"

JULY 2, 2026
26106501SB.dwg



AS.1



SAMUEL J.
BRADY
ARCHITECTS

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FARMINGTON OFFICE BUILDING
255 SOUTH 200 WEST
FARMINGTON, UTAH

**PROPOSED
BUILDING**

RENDERINGS

SCALE:
JULY 2, 2026
26106501

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FARMINGTON OFFICE BUILDING
255 SOUTH 200 WEST
FARMINGTON, UTAH

**PROPOSED
BUILDING**

FIRST FLOOR
FLOOR PLAN

SCALE: 1/8" = 1'-0"
JULY 2, 2026
26106501



A1.1

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FARMINGTON OFFICE BUILDING
255 SOUTH 200 WEST
FARMINGTON, UTAH

**PROPOSED
BUILDING**

**SECOND FLOOR
FLOOR PLAN**

SCALE: 1/8" = 1'-0"
JULY 2, 2026
26106501



A1.2



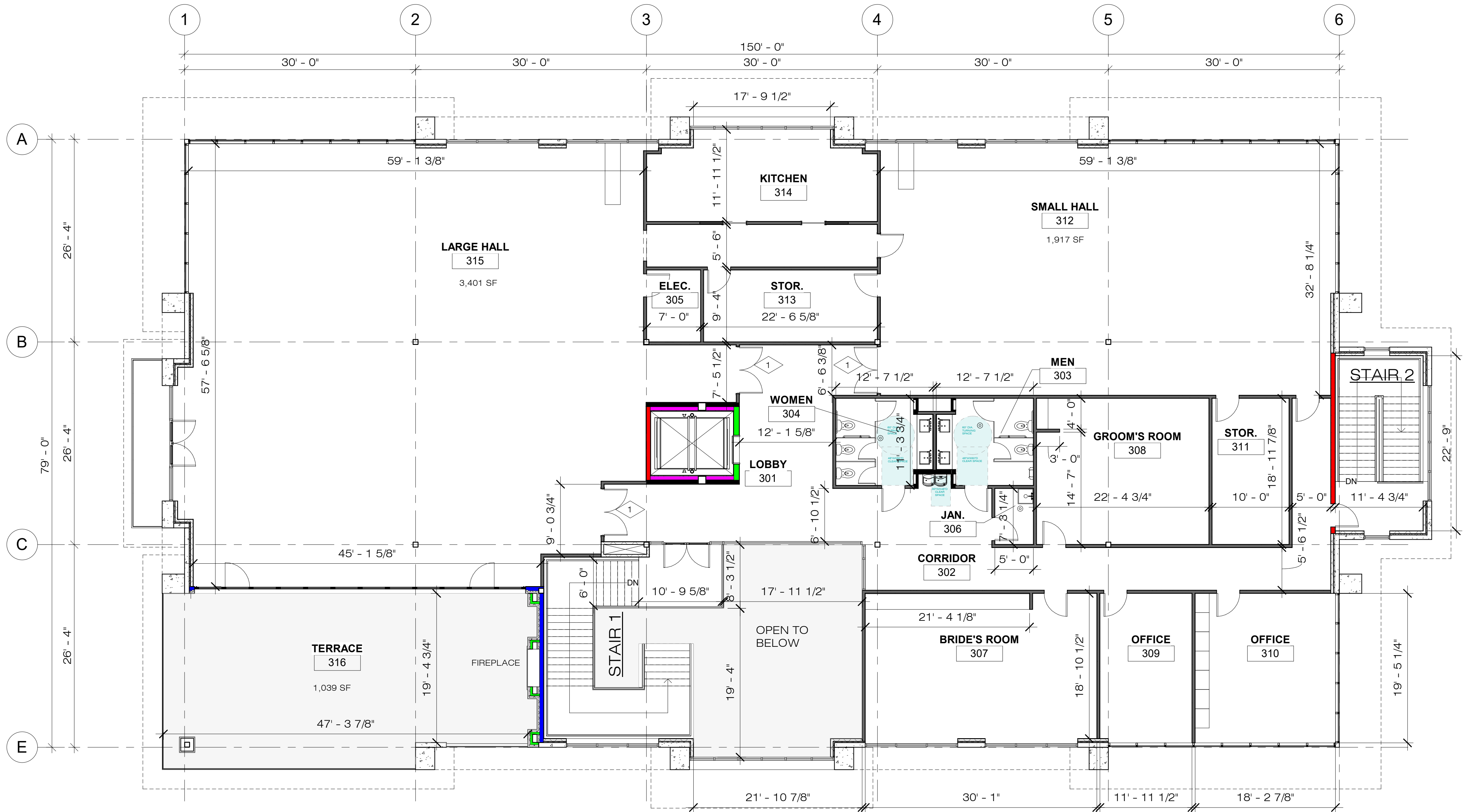
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FARMINGTON OFFICE BUILDING
255 SOUTH 200 WEST
FARMINGTON, UTAH

**PROPOSED
BUILDING**

**THIRD FLOOR
FLOOR PLAN**

SCALE: 1/8" = 1'-0"
JULY 20, 2026
26106501



KEY NOTES:
1 PROVIDE TRANSOM WINDOW ABOVE DOUBLE DOORS



NOTE:
 PROVIDE ADDRESS SIGNAGE TO MEETS 2021 IBC 502.1
 REQ'S. OF MIN. 6" HIGH AND MIN. .5" WIDE AND SHALL
 BE ARABIC NUMBERS OR ALPHABETIC LETTERS AND
 SHALL BE CONTRASTING COLOR OF THE
 BACKGROUND.



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FARMINGTON OFFICE BUILDING
 255 SOUTH 200 WEST
 FARMINGTON, UTAH

**PROPOSED
 BUILDING**

**EXTERIOR
 ELEVATIONS**

SCALE: 1/8"=1'-0"
 JULY 20, 2026
 26106501

A3.1

NOTE:
PROVIDE ADDRESS SIGNAGE TO MEETS 2021 IBC 502.1
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WEST ELEVATION



EAST ELEVATION

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FARMINGTON OFFICE BUILDING
255 SOUTH 200 WEST
FARMINGTON, UTAH

PROPOSED
BUILDING

EXTERIOR
ELEVATIONS

SCALE: 1/8"=1'-0"
JULY 2, 2026
26106501



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FARMINGTON OFFICE BUILDING
255 SOUTH 200 WEST
FARMINGTON, UTAH

**PROPOSED
BUILDING**

RENDERINGS

SCALE:
JULY 2, 2026
26106501

A3.3



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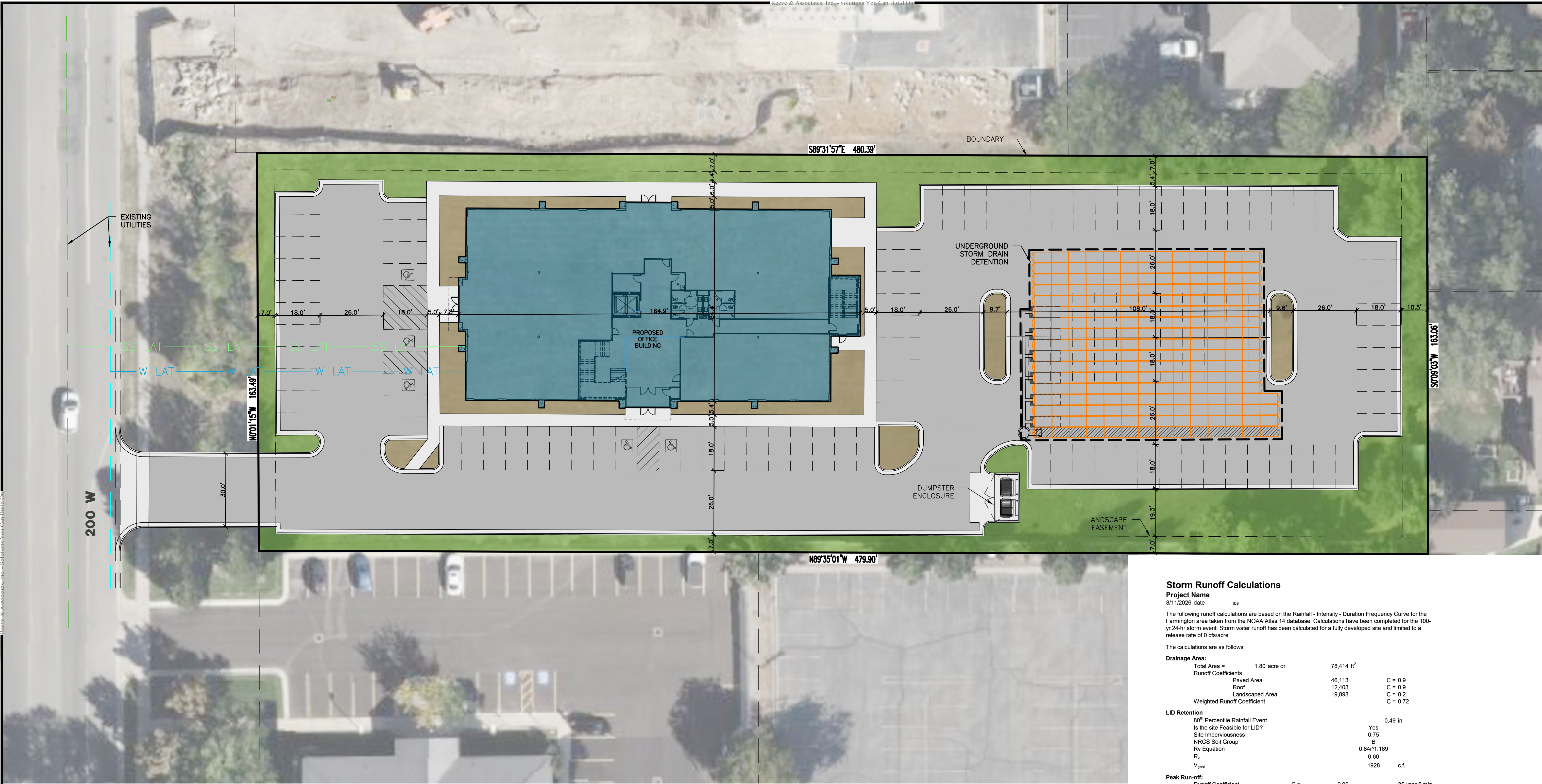
FARMINGTON OFFICE BUILDING
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FARMINGTON, UTAH

**PROPOSED
BUILDING**

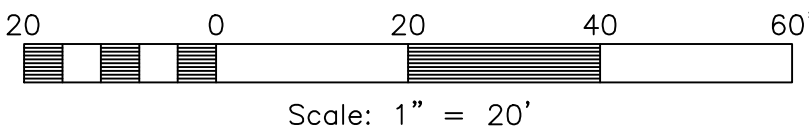
SAMUEL J.
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ARCHITECTS

RENDERINGS

SCALE:
JULY 2, 2026
26106501



SITE DATA		
PROJECT ADDRESS:	225 S 200 W FARMINGTON, UTAH	
PARCEL ID	070340100	
ZONING:	C-2	
BUILDING SF:	32,575 S.F.	
PARKING:	115 STALLS PROVIDED (5 A.D.A.) 98 REQUIRED	
PARCEL AREA:	78,394 S.F. (1.80 ACRES)	
BUILDING AREA:	12,403 S.F.	15.8%
PAVEMENT AREA:	46,113 S.F.	58.8%
LANDSCAPE AREA:	19,878 S.F.	25.4%



Storm Runoff Calculations

Project Name
9/1/2026 date
The following runoff calculations are based on the Rainfall - Intensity - Duration Frequency Curve for the Farmington area taken from the NOAA Atlas 14 database. Calculations have been completed for the 100-yr 24-hr storm event. Storm water runoff has been calculated for a fully developed site and limited to a release rate of 0 cfs/acre.

The calculations are as follows:

Drainage Area:			
Total Area =	1.80 acre or	78,414 ft ²	
Runoff Coefficients			
Paved Area	46,113	C = 0.9	
Roof	12,403	C = 0.9	
Landscaped Area	19,898	C = 0.2	
Weighted Runoff Coefficient		C = 0.72	
LID Retention			
80 th Percentile Rainfall Event		0.49 in	
is the site Feasible for LID?	Yes		
Site Imperviousness	0.75		
NRCS Soil Group	B		
Rv Equation	0.84+1.169		
R _z	0.60		
V _{goal}	1928	c.f.	
Peak Run-off:			
Runoff Coefficient	C =	0.90	25 year 5 min
Rainfall Intensity	I =	3.76 IN./HR.	
Acreage	A =	1.80 ACRES	
Q	Q =	6.09 cfs	

Volume of Run-off for 100-year Storm Event:						
C =	0.72					
I =	See Below in/hr					
A =	78414.00 ft ²					
Q(out) =	0.00 ft ³ /s					
time (min)	time (sec)	i (in./hr.)	Q (cfs)	Vol in (cf)	Vol out (cf)	Difference (cf)
0	0	0.00	0.00	0	0	0
5	300	7.36	9.65	2895	0	2895
10	600	5.6	7.34	4406	0	4406
15	900	4.63	6.07	5464	0	5464
30	1800	3.12	4.09	7364	0	7364
60	3600	1.93	2.53	9110	0	9110
120	7200	1.13	1.48	10668	0	10668
180	10800	0.777	1.02	11003	0	11003
360	21600	0.417	0.55	11810	0	11810
720	43200	0.25	0.33	14161	0	14161
1440	86400	0.145	0.19	16427	0	16427
Orifice Sizing						
Given:	Q =	0.00	cfs			
	2g =	64.4	ft/s ²			
	H =		ft			
	Cd =	0.62				
	R =	SQRT(Q/pi/(0.7*(64.4*H)^0.5))				
	R =	#DIV/0!	feet			
	R =	#DIV/0!	inches			
	D =	#DIV/0!	inches			
	A =	#DIV/0!	inches *2			
				#DIV/0!	ft *2	

SUMMARY:		
The required 100-yr storage volume is	16,427	cubic feet
The required LID Retention volume is	1,928	cubic feet
Orifice size is	N/A	inches

Atrium Investments Office Building

225 S 200 W Farmington, Davis County, Utah



REVISIONS	DESCRIPTION
DATE	

Atrium Investments Office Bldg
PART OF THE SW 1/4 OF SECTION 19 T.3N. R.1E., S.L.B. & M., U.S. SURVEY
FARMINGTON, DAVIS COUNTY, UTAH

Site Plan

Project Info.
Engineer: J. Draper
Planner: C. Cave
Designer: P. Toone
Date: 08-10-2026
Name: Atrium Investments Office Building
Number: 8768-01

PLANT TABLE

TREES

Quantity	Symbol	Scientific Name	Common Name	Size
1		Celtis occidentalis 'Prairie Sentinel'	Prairie Sentinel Hackberry	2" cal.
4		Gleditsia triacanthos 'Imperial'	Imperial Honey Locust	2" cal.
9		Gymnocladus dioicus	Kentucky Coffeetree	2" cal.
6		Juniperus scopulorum 'Skyrocket'	Sky Rocket Juniper	6' Ht
8		Juniperus virginiana 'Taylor'	Taylor Juniper	6' Ht
3		Pinus nigra	Austrian Pine	6' Ht
4		Zelkova serrata 'Village Green'	Village Green Zelkova	2" cal.

SHRUBS

Quantity	Symbol	Scientific Name	Common Name	Size
12		Buddleia x weyeriana 'Sungold'	Sungold Butterfly Bush	5 gal.
41		Cornus sericea 'Insanti'	Insanti Dwarf Dogwood	5 gal.
24		Cotoneaster dammeri 'Lowfast'	Lowfast Cotoneaster	5 gal.
25		Juniperus 'Buffalo'	Buffalo Juniper	5 gal.
12		Juniperus communis 'Mondap'	Alpine Carpet Juniper	5 gal.
4		Pinus mugo 'Slowmound'	Slowmound Mugo Pine	5 gal.
8		Prunus x cistena 'UCONNPC001'	Darkstar Purple Sand Cherry	5 gal.
8		Prunus laurocerasus 'Otto Luykens'	Otto Luykens' Laurel	5 gal.
4		Rhamnus frangula 'Columnaris'	Tallhedge Columnar Buckthorn	5 gal.
8		Rhus aromatica 'Autumn Amber'	Autumn Amber Sumac	5 gal.
27		Rhus aromatica 'Gro-Low'	Gro-Low Sumac	5 gal.
3		Ribes Alpinum 'Green Mound'	Green Mound Alpine Currant	5 gal.
21		Rosa sp. 'Blushing Knockout'	Blushing Knockout Rose	5 gal.
12		Symphoricarpos alba	Common Snowberry	5 gal.
40		Syringa pubescens Patula 'Miss Kim'	Miss Kim Korean Lilac	5 gal.
21		Taxus baccata repandens	Dwarf English Yew	5 gal.
14		Taxus media 'Hicksii'	Hicks Yew	5 gal.
45		Thuja occidentalis 'Little Giant'	Little Giant Arborvitae	5 gal.
14		Thuja occidentalis 'Smaragd'	Emerald Green Arborvitae	5 gal.
22		Viburnum opulus nanum	Dwarf European Cranberry	5 gal.

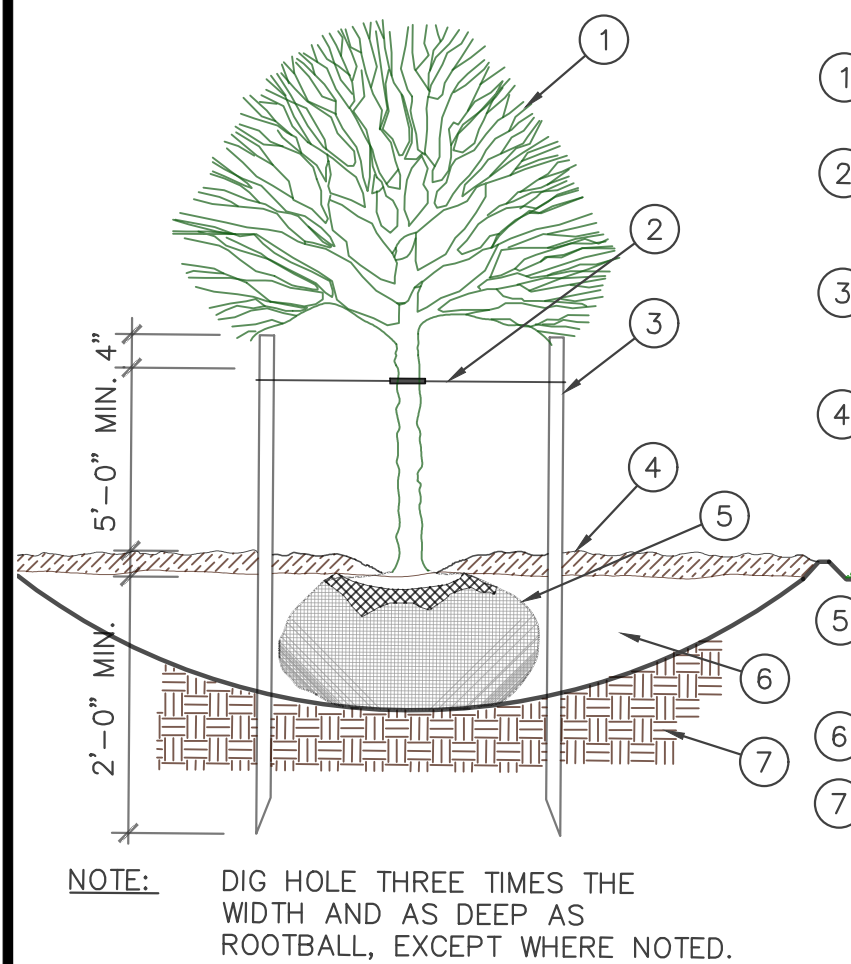
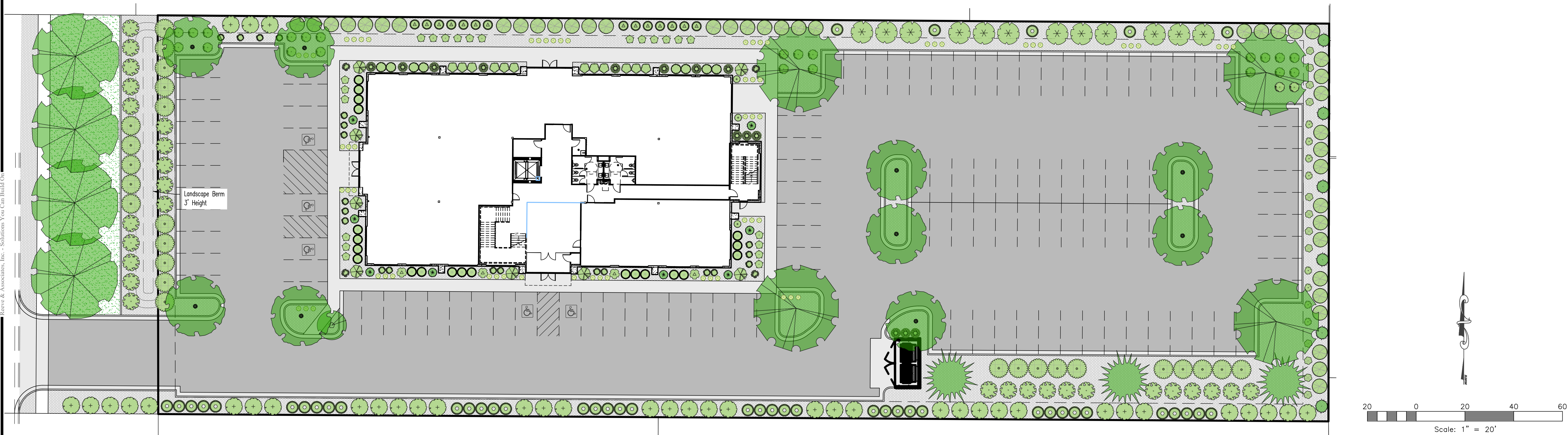
PERENNIALS

Quantity	Symbol	Scientific Name	Common Name	Size
64		Lavandula angustifolia 'Munstead'	Munstead Lavender	1 gal.

OTHER

Symbol	Description	Type
	Turf Grass - Sod	Sod
	Kentucky Bluegrass Mix - 3 Species Minimum	
	Rock Mulch	1" Diameter
	Place mulch over 5 ounce Professional weed barrier cloth in all planting beds. Contractor to provide samples to owner for approval prior to delivery.	3" Depth
	Concrete Mow Strip	6"x6"

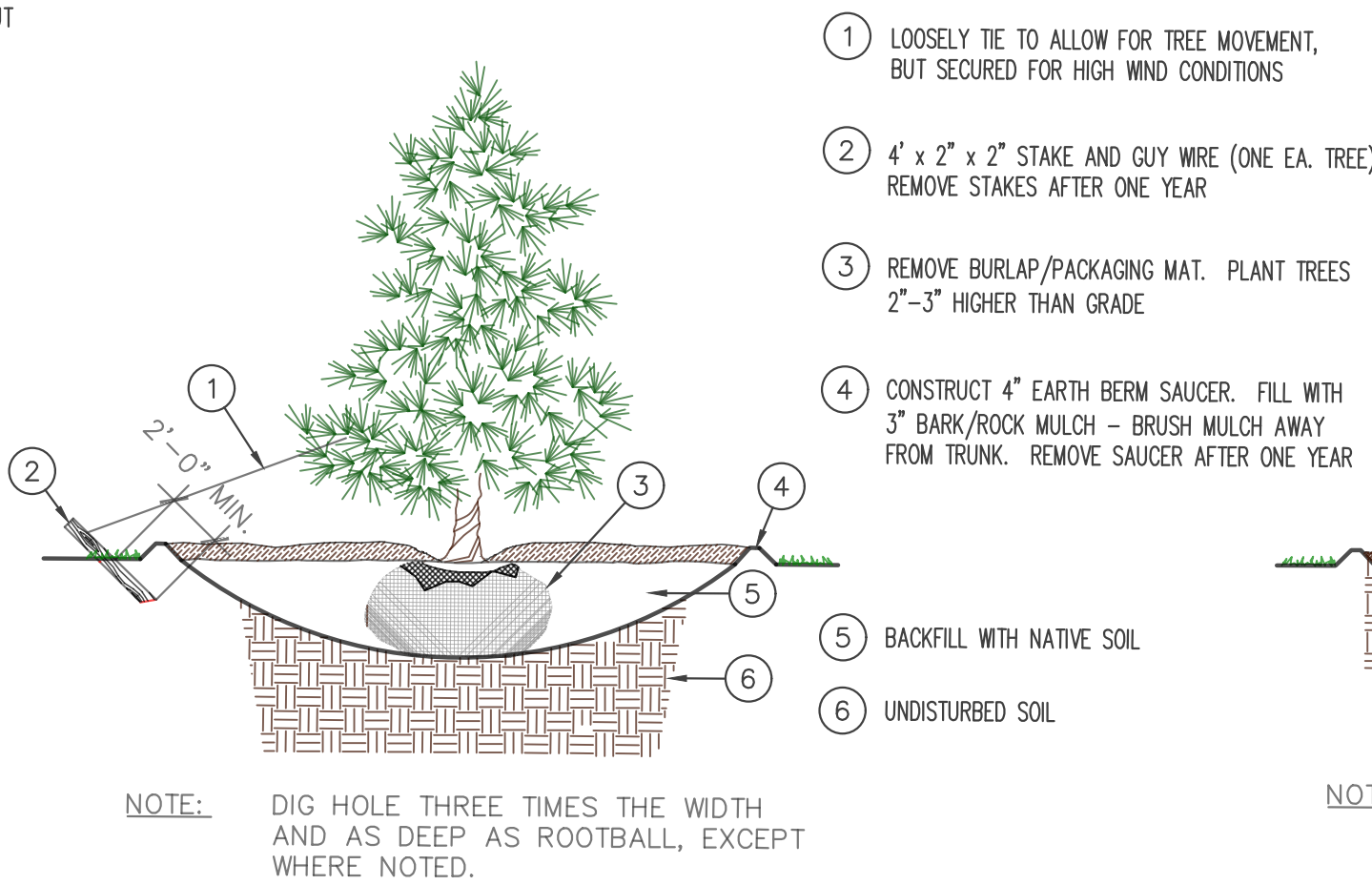
Total Landscape Area.....	27,032 SF
Lawn Area Allowed.....(15%).....	4,055 SF
Lawn Area Provided.....(13%).....	3,557 SF



NOTE: DIG HOLE THREE TIMES THE WIDTH AND AS DEEP AS ROOTBALL, EXCEPT WHERE NOTED.

DECIDUOUS TREE PLANTING

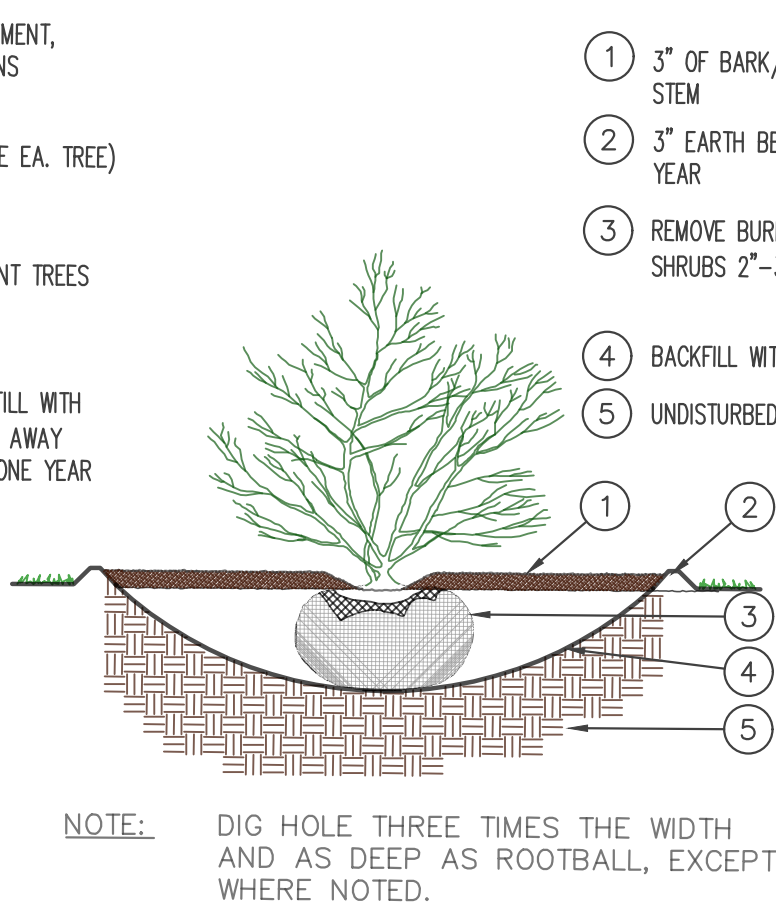
NTS



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CONIFEROUS TREE PLANTING

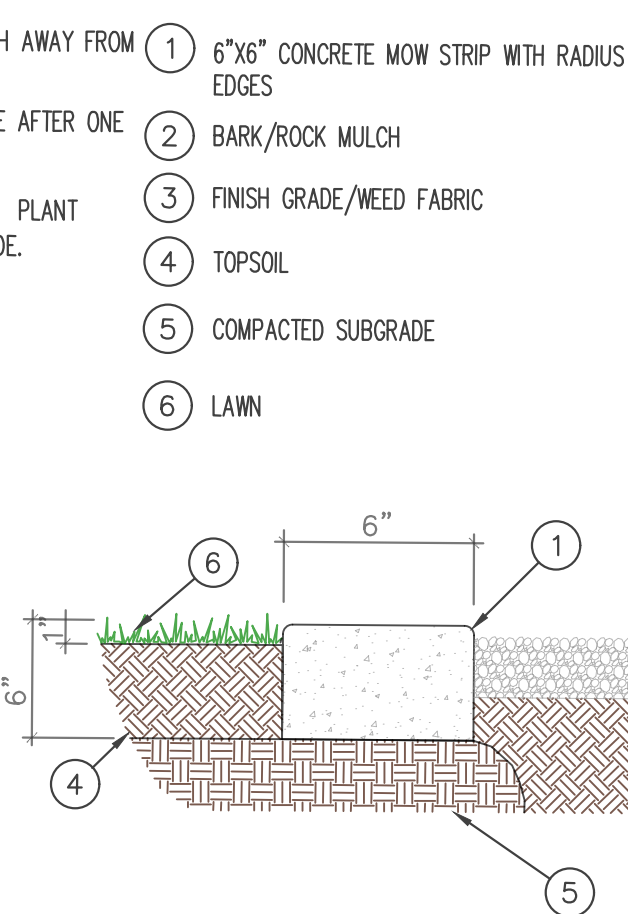
NTS



NOTE: DIG HOLE THREE TIMES THE WIDTH AND AS DEEP AS ROOTBALL, EXCEPT WHERE NOTED.

SHRUB PLANTING

NTS



CONCRETE MOW STRIP

NTS

PLANTING NOTES

- This planting plan is diagrammatic and plant locations are approximate. Contractor to verify all quantities and do their own takeoffs.
- Field survey, stake, and string the layout and locations of site construction features for approval before actual construction. The layout shall conform to the exact location and grades of the intended work to be done.
- Coordinate all aspects of the planting plans with the irrigation system and call the attention of the owners representative to any conflict in placement of plants in relation to sprinkler heads, lines and valves at the time the landscape installation phase takes place.
- Finish grade of soil in lawn areas shall be 2" below pads, walks, paving, headers and curbs to accommodate sod. Grades in areas when seeded shall be 1" lower than adjacent edge.
- Native topsoil shall be stockpiled and stored on site whenever possible for use in landscape areas.
- All sod areas shall receive a minimum 4" depth of native topsoil and shrub beds shall receive a minimum of 8" of native topsoil.
- Imported topsoil, when required, shall come from a reputable source, have a loam consistency and be free of weeds and debris.
- Face each shrub to give the most pleasing look as seen from a line perpendicular to the wall or walk to/from which it is viewed.
- Edging or Curbing shall be installed as shown on the plan to separate grass from shrub beds.
- Shrub beds shall drain properly to prevent standing water from occurring. Call improperly draining planters or planting beds to the attention of the owners representative before planting. Provide positive drainage away from all structures and walls. Slope landscape areas 2% minimum.
- Place mulch in all shrub beds and perennial areas. See schedule for depth and type. Do not crowd out small perennial plants with excessive mulch.
- Provide a 3" minimum diameter circle "tree ring" around trees that are placed within lawn areas. Place a 3" min. depth of mulch. Use shredded bark mulch or match mulch being used for shrub beds.
- The contractor shall maintain all work until work is complete and accepted by the Owner. The contractor shall maintain and guarantee all work for a period of THIRTY DAYS from the date of final acceptance by the Owner. Maintenance shall include mowing, weeding, fertilizing and irrigating.

REVISIONS	DESCRIPTION
DATE	



Project Info.

Designer: NATHAN PETERSON

Drafter: N. PETERSON

Begin Date: AUGUST, 2026

Name: ATRIUM INVESTMENTS
OFFICE BLDG.

Number: 8768-01



Farmington City Planning Commission Staff Report August 20, 2026

Item 2: Plat Amendment – STACK C3 Quik Trip

Public Hearing:	No
Application No.:	25-20
Applicant:	Spencer Hymas
Property Owner:	QuikTrip Corporation
Address:	1050 N Innovator Drive
Zone:	OMU (Office Mixed Use)
General Plan Designation:	Office Mixed Use/Business Park
Acres:	2.14 ac

Request: *The applicant is requesting approval for a plat amendment to the Stack Master Plat for Parcel C3*

Background

The Stack Master Plat recorded all land divisions as parcels, which are different from building lots, in that a parcel is simply a specific piece of land identified for tax or selling purposes; whereas a lot must also comply with underlying zoning and development rules, including easements. Because of this, each parcel in the Stack Master Plat must undergo a plat amendment to add appropriate easements concurrent with the specific site plan assigned to each.

The City Council approved the schematic site plan/project master plan/development agreement for the Stack Master Plat including C3 on November 18, 2025, and the site plan has been in review with the Development Review Committee since. However, without the plat amendment to record C3 as a building lot, the building permit process cannot move forward.

Motion:

Move that the Planning Commission approve the plat amendment to Stack Parcel C3/QuikTrip 7484 subject to all applicable Farmington City development standards and ordinances, and the following condition:

1. All remaining DRC comments are addressed for both the site plan and plat describing C3.

Findings:

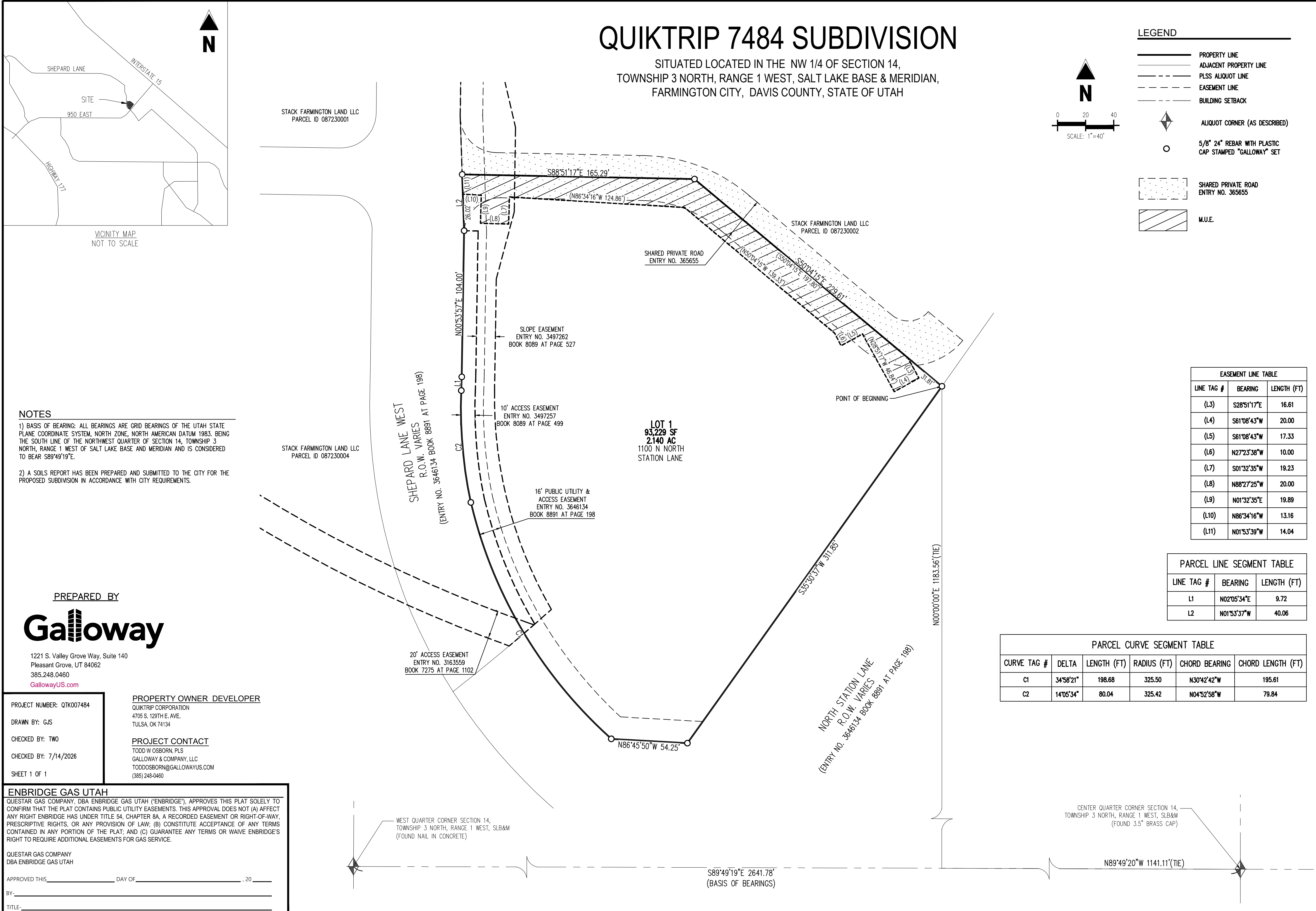
1. The plat amendment is consistent with the Stack PMP/DA approved in 2024.
2. The schematic site plan is consistent with the approval on November 18, 2025.
3. The site plan does not need to return to Planning Commission for final approval as it is under 5 acres and the building is less than 30,000 sf.

Supplemental Information:

1. Vicinity Map
2. Stack C3 – QuikTrip 7484 Plat



 FARMINGTON MORE TIME FOR LIVING	VICINITY MAP 1050 N Innovator Dr	0 75 150 225 300 Feet 0 20 40 60 80 Meters	 Disclaimer: This map was produced by Farmington City GIS and is for reference only. The information contained on this map is believed to be accurate and suitable for limited uses. Farmington City makes no warranty as to the accuracy of the information contained for any other purposes.
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SURVEYOR'S CERTIFICATE

I, TODD W. OSBORN, DO HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR AND THAT I HOLD LICENSE NO. 4938746 IN ACCORDANCE WITH TITLE 58, CHAPTER 22, OF UTAH STATE CODE. I FURTHER CERTIFY BY AUTHORITY OF THE OWNER(S), THAT I HAVE COMPLETED A SURVEY OF THE PROPERTY DESCRIBED IN THIS PLAT IN ACCORDANCE WITH SECTION 17-23-17, OF SAID CODE AND HAVE SUBDIVIDED SAID TRACT OF LAND INTO LOTS AND EASEMENTS, HEREAFTER TO BE KNOWN AS:

QUIKTRIP 7484 SUBDIVISION

AND THE SAME HAS OR WILL BE CORRECTLY SURVEYED, STAKED, AND MONUMENTED ON THE GROUND AS SHOWN ON THIS PLAT, AND THAT THIS PLAT IS TRUE AND CORRECT.

Todd W. Osborn
TODD W. OSBORN
PROFESSIONAL LAND SURVEYOR
LICENSE NO. 4938746

7/14/2026
DATE

BOUNDARY DESCRIPTION

PARCEL C3, OF THE NORTH STATION MASTER PLAT, FILED 12/10/2025 IN THE DAVIS COUNTY RECORDER'S OFFICE. ENTRY NUMBER 3646134, BOOK 8891, PAGES 198-199.

OWNER'S DEDICATION AND CONSENT TO RECORD

I (WE), THE UNDERSIGNED OWNER(S) OF THE HEREON DESCRIBED TRACT OF LAND, HEREBY SET APART AND SUBDIVIDE THE SAME INTO LOTS AND STREETS AS SHOWN ON THE PLAT, AND NAME SAID TRACT QUIKTRIP 7484 SUBDIVISION, AND DO HEREBY DEDICATE, GRANT AND CONVEY TO FARMINGTON CITY, DAVIS COUNTY, UTAH, ALL THOSE PARTS OR PORTIONS OF SAID TRACT OF LAND DESIGNATED AS STREETS, THE SAME TO BE USED AS PUBLIC THOROUGHFARES FOREVER AND ALSO DEDICATE TO FARMINGTON CITY THOSE CERTAIN STRIPS AS DESIGNATED AS EASEMENTS FOR PUBLIC UTILITY AND DRAINAGE PURPOSES AS SHOWN HEREON, THE SAME TO BE USED FOR THE INSTALLATION, MAINTENANCE AND OPERATION OF PUBLIC UTILITY SERVICE LINES AND DRAINAGE, AS MY BE AUTHORIZED BY FARMINGTON CITY.

SIGNED THE _____ DAY OF _____, 20____

SIGNATURE _____ PRINT NAME _____ TITLE & ENTITY _____

ACKNOWLEDGMENT

STATE OF _____
COUNTY OF _____

ON THIS _____ DAY OF _____, 20____, PERSONALLY APPEARED BEFORE ME

(PRINT NAME) _____ (TITLE) _____ (ENTITY) _____

WHO BEING BY ME DULY SWORN, DID PROVE TO ME, ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE/SHE/IT/HEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THIS PLAT WITH FULL AUTHORITY OF THE OWNER(S).

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF _____ THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

NOTARY PUBLIC SIGNATURE _____ COMMISSION NUMBER: _____

PRINT NAME AS COMMISSIONED _____ MY COMMISSION EXPIRES: _____

A NOTARY PUBLIC COMMISSIONED IN _____

QUIKTRIP 7484 SUBDIVISION

SITUATED LOCATED IN THE NW 1/4 OF SECTION 14, TOWNSHIP 3 NORTH, RANGE 1 WEST, SALT LAKE BASE & MERIDIAN, FARMINGTON CITY, DAVIS COUNTY, STATE OF UTAH

RECORDED #

STATE OF UTAH, DAVIS COUNTY, RECORDED AND FILED AT THE REQUEST OF _____

DATE _____ TIME _____ BOOK _____ PAGE _____

FEE \$ _____ DAVIS COUNTY RECORDER

**FARMINGTON CITY
PLANNING COMMISSION**

August 06, 2026

WORK SESSION Present: Chair Tyler Turner; Commissioners Frank Adams, Scott Behunin, Randy Hopkins, Spencer Klein. Alternate Commissioner Kevin Sanders. Staff: Community Development Director Lyle Gibson, City Planner Shannon Hansell. Excused: Vice Chair Joey Hansen, George (Tony) Kalakis, Alt. Commissioner Brian Shepard and Staff, Carly Rowe.

Chair **Tyler Turner** said the second agenda item (Smoot subdivision and zone change application for 1.6 acres for daycare and office building at 77 and 111 S. 650 West) will not be heard tonight.

Regarding the summary action items, Community Development Director **Lyle Gibson** said Commissioner **Frank Adams** and an ad hoc committee had been reviewing multiple zone texts regarding Title 11, SPARC, bond requirements, update to home occupation allowances and provisions related to Planning Commission.

Regarding Agenda Item #1 lot coverage special exception, Commissioner **Randy Hopkins** questioned the intent of the code for 35% and 5,000 feet. He would rather it just say 35% and drop the 5,000 feet, as it doesn't consider the different sizes of lots. **Hansell** said she has been researching why the 5,000 feet was included, as Staff is considering changing this code. **Gibson** said the more lot that is covered, the less storm water can permeate the ground, which can cause problems. He feels some wanted the foothill ordinance to be restrictive to prevent eyesores. **Hopkins** said he likes the 35%, which would be 14,000 square feet; but the applicant is requesting 17,000 square feet, which is closer to 42%. While he believes in exceptions, holding people to certain numbers may not be helpful if exceptions are always made. Commissioners said that numbers are often based on particular cases in other parts of the state and country. **Hansell** said retention and detention may be needed if the lot percentage increases. Aesthetics and coverage may both be considerations in this code. **Adams** said he still has questions about this special exception. **Hopkins** doesn't want the percentage to exceed 35%.

Agenda Item #3 involves amendments to Chapter 11-14 to update minimum lot and setback standards as well as height standards in the Business Park (BP) zoning district. **Gibson** said there are a few cases where developers have been interested in constructing a three-story office building, and such is the case on the property near Horizon Credit Union. While the BP zone allows it, the height restrictions have presented a challenge. Staff would like to allow a few more feet to accommodate a modern office building. This would impact areas such as at 200 East and the freeway offramp and around the jail and court. Also, agenda Item #1 was considering asking for a rezone to BP.

Agenda Item #4 is the Cole West rezone, schematic subdivision, and preliminary Planned Unit Development (PUD) for the Avocet Subdivision (originally called Primrose Lane Subdivision) consisting of up to 19 lots at 44 W. 1600 South and 1575 S Frontage Road. Cole West is contemplating purchasing Transfer of Development Rights (TDR) lots to increase the density. **Gibson** said when presented to them last time, the Planning Commission expressed some concern over the density. Therefore, the applicant is now presenting two alternatives including 17 or 15 lots. The layout is the same as the original with a private road, but some lot sizes have increased, which would lead to higher purchase prices. **Adams** said the Development Agreement is not ready for signatures yet. There will be a lot of private improvements needed before it can be recorded. **Turner** said his biggest concern is water. The higher the density, the more affordable the single-family home with a yard. Homes would be as low as \$675,000 or as high as \$820,00 or \$875,000 depending on the number of lots the City approves.

REGULAR SESSION Present: Chair Tyler Turner; Commissioners Frank Adams, Scott Behunin, Randy Hopkins, Spencer Klein. Alternate Commissioner Kevin Sanders. Staff: Community Development Director Lyle Gibson, City Planner Shannon Hansell. Excused: Vice Chair Joey Hansen, George (Tony) Kalakis, Alt. Commissioner Brian Shepard and Staff, Carly Rowe.

Chair **Tyler Turner** opened the meeting at 7:00 PM.

SPECIAL EXCEPTION APPLICATION – public hearing

Item #1: Sean Davis – Applicant is requesting a Special Exception approval to allow impervious surface exceeding 5,000 square feet at 663 Emerald Oaks Drive. The additional lot coverage would accommodate a new proposed home.

City Planner **Shannon Hansell** presented this agenda item. The property owner is preparing to build a new home on the site. While the Large Residential (LR) zoning district has no coverage restrictions as it relates to the primary structure, which is just under 1 acre in size. The Foothill overlay in Section 11-30-040 F places a maximum impervious material coverage area of 35% or 5,000 square feet, whichever is smaller. While fairly restrictive, the code does allow for consideration of additional impervious material coverage by way of a Special Exception. Such exceptions require on-site detention/retention as recommended by the City Engineer to meet volume calculations for a 100-year storm event.

The subject property is a large lot including 0.98 acres or 42,688 square feet. 35% of this lot coverage would be 14,941 square feet of impervious material coverage. The new structures—including driveway, patio and pool area, as well as retaining walls—come to about 17,963 square feet of impervious surface, which is about 42% of the total lot area. Staff is suggesting the lot coverage allowance be capped at 43%, or 18,355 square feet, to allow for changes that may come up during the building/permit process, if the applicant plans to build a small shed, or for landscaping. The criteria for

consideration of a Special Exception are included with the Staff Report along with plans and renderings showing the work to be completed.

Applicant **Sean Davis** addressed the Commission, saying that he has paid particular attention to stormwater retention and drainage so as not to affect his neighbors. He feels they will increase the aesthetics of the area with their landscaping. Commissioner **Randy Hopkins** mentioned that the current ordinance requires up to 35% to help handle both aesthetics as well as a 100-year event. He is concerned that this application exceeds 35% lot coverage.

Chair Tyler Turner opened the public hearing at 7:09 pm.

Mark Ross said he is the neighbor who would get the most water if this was approved. He supports **Davis** because he has come to the table with several options to mitigate the water.

Turner closed the public hearing at 7:10 pm.

Commissioners noted that the aerial view of that area revealed several residences with over 35% lot coverage.

MOTION:

Spencer Klein made a motion that the Planning Commission approve the Special Exception allowing impervious material coverage of the subject property up to 43% of the total lot area.

Findings 1-3:

1. Will not be detrimental to the health, safety or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity;
2. Will not create unreasonable traffic hazards; and
3. Is located on a lot or parcel of sufficient size to accommodate the special exception.

Supplemental Information 1-3:

1. Special Exception Code
2. Vicinity Map
3. Proposed Site Plan with grading and drainage

Scott Behunin seconded the motion.

Chair Tyler Turner	X Aye ____ Nay
Commissioner Spencer Klein	X Aye ____ Nay
Commissioner Randy Hopkins	X Aye ____ Nay
Commissioner Frank Adams	X Aye ____ Nay
Commissioner Scott Behunin	X Aye ____ Nay
Commissioner Kevin Sanders	X Aye ____ Nay

SUBDIVISION AND ZONE CHANGE APPLICATIONS *APPLICATION PULLED FROM AGENDA PER APPLICANT REQUEST UNTIL FURTHER NOTICE. A NEW NOTICE WILL BE SENT PRIOR TO ANY FUTURE HEARINGS.*

Item #2: Smoot – Applicant is requesting consideration of a rezone of approximately 1.6 acres of property from the AE (Agriculture Estates) zone to the BP (Business Park) zone and Consideration of the Conceptual Plan for the Mountain View Business Park project consisting of a daycare and office building at 77 and 111 South 650 W.

ZONE TEXT AMENDMENT – *public hearing*

Item #3: Farmington City – Applicant is requesting amendments to Chapter 11-14 to update minimum lot and setback standards as well as height standards in the BP (Business Park) zoning district.

Gibson introduced this agenda item. There are currently just a couple of areas within the City which are governed by the BP zoning district. Most sites within this district are currently developed, including the property around the jail and Utah Justice Complex as well as commercial properties along 200 West Street just off of I-15. While it is important to consider how this will impact new construction, it is important to note that any redevelopment or changes to existing developed sites would also be subject to the proposed changes.

The regulations of the BP district are found in [Chapter 11-14](#) of the City's code. 11-14-010: "The purpose of this zone is to provide areas primarily for planned general office and business park developments and related services which will be compatible with, and serve as a transition to, nearby residential areas and will promote a quiet, clean environment. In certain unique locations, residential planned unit developments may also be appropriate to provide this transition. Development in this zone should emphasize a high level of architectural and landscape excellence. These zone districts will generally be established along high volume arterial streets in order to buffer the impacts of these streets from less intensive land uses. The intent is to create an attractive environment that will complement, and serve as a transition to,

surrounding land uses. For some time now, one property within the BP district has been listed for sale. As Staff has worked with potential builders for this site, interested users have run into conflict with the requirements of the zone on potentially desirable uses for the city.

The proposed text amendment caters better to a taller building by not pushing it further back from the street and allowing the Planning Commission to consider a special exception for additional height. The current height allowance accounts for a three-story building. The proposed amendments keep the three-story height limit in effect but would allow for the Planning Commission to grant potentially as much as 9 extra feet of height to account for architecture. Staff is in support of this consideration as expectations of ceiling height in modern office buildings have increased. The amendment will allow for the consideration of higher value space and potentially improved architecture. Recently two office buildings have been erected in the mixed-use zoning districts that do not have a height limit, only a limit to the number of stories on a building. Each of these buildings exceed 45 feet in height.

Chair Tyler Turner opened and closed the public hearing at 7:14 pm, as no comments received.

MOTION:

Randy Hopkins made a motion that the Planning Commission recommend approval of the zone text amendment as included with this report.

Finding:

1. The amendments allow for more flexibility in site planning within the BP district and give the city by way of the Planning Commission the ability to consider whether additional height is appropriate or not.

Frank Adams seconded the motion.

Chair Tyler Turner	X Aye ____Nay
Commissioner Spencer Klein	X Aye ____Nay
Commissioner Randy Hopkins	X Aye ____Nay
Commissioner Frank Adams	X Aye ____Nay
Commissioner Scott Behunin	X Aye ____Nay
Commissioner Kevin Sanders	X Aye ____Nay

RETURNING ITEMS – *previously tabled or item has been heard before / no public hearing 13:56*

Item #4: Cole West – Rezone from Agricultural Very Low Density (AA) to Large Residential (LR) and Schematic Subdivision and Preliminary Planned Unit Development (PUD) for the Avocet Subdivision (originally called Primrose Lane Subdivision) consisting of up to 19 lots at 44 W. 1600 South and 1575 S. Frontage Road

Gibson presented this agenda item. The public hearing was previously held on July 16, when the project included 19 units. The Commission requested different density options, so the item was tabled at that time. Options now include 15, 17, and the original 19. The subject property is undeveloped land just east of I-15 adjacent to the frontage road and the northbound flyover from I-15 to the West Davis Corridor (WDC). The AA zoning currently applies to this and a handful of nearby properties to the north and south. The requested LR zone can be found to the east and south with some higher density Residential (R) and R-2 zoning in neighborhoods to the north near the park. Development of the property is highly limited under the current zoning.

The applicant is seeking a rezone to the LR district to develop single-family lots. The 20,000 square foot conventional lot size found in the LR zone would yield a subdivision of 5 total lots. Most of the development in the area includes homes on lots of approximately 10,000 square feet in size having used the Alternative Standards found in the LR district by providing open space. Rather than providing open space within the project area, the current proposal includes a Development Agreement which established the parameters for the purchase of Transfer of Development Right (TDR) lots. The TDR concept is specifically outlined as an option within the LR zoning district. The use of TDR lots allows for the consideration of adding additional lots into a project. In the case of this proposal, the applicant is seeking to purchase 14 TDR lots from the City to bring the total number of lots to 19. The TDR purchase supports open space off site and, if accepted, would allow for lots of 4,500 square feet in size or larger as proposed. A nearby example of lots of this nature can be found on the south side of 1700 South in Centerville's Woods Park Subdivision.

The project includes a single larger lot that fronts 1600 South Street and 18 smaller single-family home lots along a private drive accessed from the frontage road. A schematic plan has been provided along with example architecture to be used in the construction of homes. The project as proposed includes a private street along with a request to use setbacks which vary from the standards of the LR zone. As such, a PUD overlay is being requested and the provisions accounting for the requested deviations are found in the Development Agreement. Notably, the applicant is seeking approval of the lot sizes and reduced setbacks in the side, front, and rear yards.

Together with the rezone request, the applicant has submitted a schematic subdivision design. The Development Review Committee (DRC) has undertaken an initial review of the design and generally recognizes the ability to serve the project as proposed. There are known questions or issues to be fully resolved related to storm water management, flood plain alteration, and wetland delineation. Should the City grant approvals of the current request, the applicant would be required to do more extensive design and engineering and provide proof of resolution related to all applicable requirements including any documentation needed resolving water-related concerns or issues from applicable entities such as Federal Emergency Management Agency (FEMA) or the Army Corp of Engineers. The Planning Commission is tasked with providing a recommendation to the City Council regarding the proposal and whether or not it is a good direction for the use of the subject property.

Applicant **Chase Freebairn** representing Cole West addressed the Commission. This would provide attainable housing stock that is truly needed in the area, serving a market in between \$2 million on the hillside and apartments next to Station Park. This would provide private yard space on a single-family lot. The 19-lot plan would offer homes in the \$675,000-\$750,000 range. The 17-lot plan would offer homes in the \$700,000 -\$820,000 range. And the 15-lot plan would offer homes in the \$770,000 -\$875,000 range, although costs and the market could affect these estimates.

Behunin would accept the 15-lot option at the most. **Turner** said he liked the 19-lot proposal because it offers the most affordable options for homeowners. **Adams** wanted to see a 10-unit rendering. **Freebairn** said a 10-unit model would keep the same side yard measurements, but the square footage of the homes would be widened while the backyard could change, but not drastically. **Adams** wants to see the Development Agreement locked in. He is not willing to change the zone before he knows what the developer intends to do. **Gibson** said the DA would specify the architecture, setbacks, general layout, and total lot number. **Freebairn** said they are under contract with the **Fadel** family, who are long-time property owners. He said 10 lots would result in \$1 million homes.

MOTION:

Adams made a motion that the Planning Commission recommend the requested rezone to the LR district, PUD Overlay, Schematic Subdivision Plan, and the included Development Agreement allowing for 15 lots (Option C) with the changes indicated in i-v, findings in A, and conditioned upon what Freebairn repeated and Fadel's committing on the record that 15 is the number they are committing to, and nothing greater than that when they go to the City Council.

Changes i-v:

- i. **Section 3 of the Development Agreement shall be amended to read: Vested Rights.** As of the Effective Date, Developer has the vested right to proceed with application for preliminary and final plat approval for the Project in accordance with the Preliminary PUD Master Plan, with the maximum of fifteen (15) lots for the Property, conditioned upon the Developer completing its obligations under this Agreement.
- ii. **Section 4.2 of the Development Agreement shall be amended to read: Maximum Lots Permitted.** The Project shall be allowed to proceed with a maximum lot number of fifteen (15) lots, as provided on the Preliminary PUD Master Plan and conditioned upon the Developer completing its obligations under this Agreement.
- iii. **Section 4.4.4. of the Development Agreement shall be amended to read:** Lot size. Lots shall be allowed to include a minimum of 5,500 square feet in area.
- iv. **Section 5.3.2 of the Development Agreement shall be amended to read:** The value of each TDR is nine-thousand dollars (\$9,000.00), and the total value of all TDRs for this project is ninety thousand dollars (\$90,000.00) (the "TDR Amount"). The Developer must pay the TDR Amount to the City prior to recordation of the final plat (the "Final Plat") of the Project. Notwithstanding any other provision of Utah or Farmington codes, the Developer agrees that City may withhold plat approval and recordation indefinitely until the TDR Amount is paid.
- v. **Exhibit B** shall be updated to include exhibits included with this report which show 15 lots.

Finding:

- a. The requested zoning and PUD overlay creates development which is consistent with the City's adopted General Plan and which is appropriate at the subject property in relation to its surroundings.

Freebairn said Cole West as the developer commits to Option C 15 units. Doug Fadel, one of four trustees cooperating with Cole West to sell the property, said he is selling the property and thereafter will not be part of the development. None of the four trustees will recommend anything other than 15 units.

Scott Behunin seconded the motion.

Chair Tyler Turner
Commissioner Spencer Klein
Commissioner Randy Hopkins
Commissioner Frank Adams
Commissioner Scott Behunin
Commissioner Kevin Sanders

_____ Aye **X** Nay
X Aye _____ Nay
_____ Aye **X** Nay
X Aye _____ Nay
X Aye _____ Nay
X Aye _____ Nay

The motion passed 4-2.

Item #5: Boyer Company – Preliminary Plat and Final PUD Master Plan for the Brickmoor Subdivision at approximately 1700 North Main Street consisting of 128 townhomes and 40 single-family detached lots.

Hansell presented this agenda item. For more than a decade, Farmington City owned several acres of property between Main Street and Highway 89 just south of the interchange. The property, which is zoned Neighborhood Mixed Use (NMU), had previously received entitlement for development as a commercial shopping center. Only the bank at the intersection ever developed and the commercial demand has since shifted towards Station Park. The City acquired the property when the commercial development failed. The City has sat on the property until recently when the City Council decided that the best use of the property for the City was to enter into an agreement with Boyer Company to develop the site, while providing revenue to the City that could be used to help fund City needs, specifically the newly-under-construction Fire Station 72.

Once Boyer was selected, both the City and Boyer engaged with the community in multiple open houses and public hearings regarding the purchase agreement and concept for the site. Then the Planning Commission held two public hearings on the schematic subdivision plan, preliminary PUD master plan, and development agreement, and ultimately recommended the 168-unit plan on September 4, 2025, which was approved by the City Council after a public hearing on September 16, 2025. Comments during the hearings were varied, with notable concerns about liquefaction, wetlands, and waterways. The developer has been working with all applicable entities to address known concerns such as the Army Corps of Engineers and has enhanced construction plans to include items such as helical piers on homes to account for those items.

The City Engineer has been included in conversations with the Army Corps and Utah Division of Water Resources, and is comfortable with the status of the wetlands on site and plans related to water on site. The development daylights the waterway and also provides even more open space through the single-family detached portion to accommodate a secondary water easement. At the original approval, the Council conditioned that pedestrian access through the southwest of the development be preserved, and that assignment to other parties is subject to approval of the City. This has been accounted for.

The NMU district requires that development be considered through the PUD process. The purpose of a PUD is to provide public benefits that would not otherwise be required, while also achieving better site design through flexibility. The NMU district requires all development to go through this process. Alternative allowances and flexibility permitted through the PUD process are typically memorialized through a Development Agreement, which was approved on September 16, 2025, by the Council. This final PUD consideration is to ensure that the plan remains consistent with what was originally approved given the additional details and work that has been done.

Brickmoor features varied architecture, common areas with a clubhouse and other amenities, access to the City's wellhouse, and trails including a 12-foot-wide multi-use shared path that is included as a key concept in the South Davis Greenway. Townhomes include two-story units that are either front- or rear-loaded, with three-story, rear-loaded units near the highway. Lots for detached single-family homes are located closest to existing residential on the west side of Main Street. Private streets serve the development with two access points onto Main Street. A traffic study was provided at, and prior to, Council approval on September 16, 2025. Since, Boyer has been working with the DRC to flesh out the preliminary plat aspect of the project including construction drawings, wetlands, Army Corp, easement details, and meeting the DA through the final PUD Master Plan including landscaping and architecture.

MOTION:

Frank Adams made a motion that the Planning Commission approve the preliminary plat and Final Planned Unit Development (PUD) Master Plan for the Brickmoor subdivision, subject to all applicable Farmington City ordinances and development standards, as well as the following **Items 1-6:**

1. That any remaining conditions of the DRC are met to the satisfaction of the DRC.
2. That any conditions included in the Development Agreement (DA) approved September 16, 2025, are observed according to the agreement.
3. Access to the UDOT parcel is provided to the satisfaction of the DRC.
4. The developer indicates which 9 townhome units, spread across multiple buildings, are set aside for deed-restricted affordable housing according to the PMP. The proposed deed restriction was included as an exhibit to the DA.
5. Designated parking be provided for the historic building.
6. The perimeter trail be completed through the UDOT parcel as shown in the PMP.

Findings 1-5:

1. The project features the maximum density as prescribed by the Development Agreement.
2. The project generally complies with PMP regarding site design standards.
3. The developer has provided access to the well-site.
4. The developer is providing a public trail as shown in the PMP.

5. The project features integration of open, amenity, and community garden space into areas surrounding the historic building (Aly Rose Home – Buttered Bake Shop).

Supplemental Information 1-2:

1. Vicinity Map
2. Preliminary Plat, including components of the Final PUD Master Plan.

Randy Hopkins seconded the motion, which passed unanimously.

Chair Tyler Turner	X Aye ____Nay
Commissioner Spencer Klein	X Aye ____Nay
Commissioner Randy Hopkins	X Aye ____Nay
Commissioner Frank Adams	X Aye ____Nay
Commissioner Scott Behunin	X Aye ____Nay
Commissioner Kevin Sanders	X Aye ____Nay

SUMMARY ACTION AND OTHER BUSINESS

Item #6: Applications and Approval of Minutes

6. Applications and Approval of Minutes
 - a. Planning Commission Minutes July 16, 2026
 - b. Multiple Zone Texts: This item was tabled after being introduced at the last Planning Commission meeting. The Commission at the time asked that an ad-hoc committee be formed to discuss and improve on any direction related to vehicles and equipment tied to a home business. The committee members have been selected and are scheduled to meet at a future date. The language related to home business vehicles and equipment has been removed from the draft included with the report and may be considered as a stand-alone ordinance update at a future date. The included amendments seek to accomplish a variety of things to improve the City's codes including:
 - Compliance with state law
 - Removal of overburdensome demolition regulations.
 - Reflect actual status of a long defunct and unused SPARC
 - Clarity on other provisions.

Findings 1-2:

1. The amendments create compliance, improved clarity, and more fair regulation.
2. The amendments bring the code into alignment with actual practice as it relates to the SPARC.

Item #7: City Council Reports, Upcoming Items & Trainings.

- a. **Gibson** mentioned the said Utah Chapter of the American Planning Association (APA) conference on September 9 and 10 in Layton. There will be some tours of Frontrunner and Lagoon in Farmington.

Frank Adams made a motion to approve the minutes under 6a, approval of 6b with modifications as discussed during the work session (to be included with the minutes), and 7.

Kevin Sanders seconded the motion, which was unanimous.

Chair Tyler Turner	X Aye ____Nay
Commissioner Spencer Klein	X Aye ____Nay
Commissioner Randy Hopkins	X Aye ____Nay
Commissioner Frank Adams	X Aye ____Nay
Commissioner Scott Behunin	X Aye ____Nay
Commissioner Kevin Sanders	X Aye ____Nay

ADJOURNMENT

Randy Hopkins motioned to adjourn at 7:46 PM.

Chair Tyler Turner	X Aye ____Nay
Commissioner Spencer Klein	X Aye ____Nay
Commissioner Randy Hopkins	X Aye ____Nay
Commissioner Frank Adams	X Aye ____Nay
Commissioner Scott Behunin	X Aye ____Nay
Commissioner Kevin Sanders	X Aye ____Nay

Tyler Turner, Chair

11-3-010: PLANNING COMMISSION:

There is hereby created, pursuant to Utah Code Annotated sections 10-20-301 et seq., as amended, a planning commission of the city to recommend and monitor the planning and development of the city, whose primary duty shall be to act as an advisory commission to the city council on all matters pertaining to planning and zoning. The planning commission shall be known and may be referred to as the Farmington City planning commission.

11-3-020: MEMBERS:

- A. Number: The planning commission shall be comprised of seven (7) members, who shall be appointed by the mayor with the advice and consent of the city council.
- B. Appointment Procedure: The Mayor shall submit the name of a candidate to the city council for their consideration and consent.
- C. Terms: The members shall be appointed to staggered terms of four (4) years; provided, that members may be appointed to terms shorter than four (4) years when necessary to provide for staggered terms and efficient operation of the commission. Typically members serve 1 term; however, members may be reappointed for 1 successive term.
- D. Alternate Members: Two (2) alternate members may be appointed by the mayor, with the advice and consent of the city council. An alternate member may take the place and serve in the same capacity as a regular member in the event that a regular member is absent from a meeting. Alternate members shall serve for terms of one year, which may be renewed annually at the discretion of the mayor, with the advice and consent of the city council.
- E. Removal: The members shall serve at the pleasure of the city council, and the city council may remove any member of the planning commission for any reason, including the following:
 - i. Cause:
 - a. using public funds for a political purpose under Title 20A, Chapter 11, Part 12, Political Activities of Public Entities Act;
 - b. violating a provision of Title 10, Chapter 3, Part 13, Municipal Officers' and Employees' Ethics Act; or
 - c. acting with the intent to influence a land use decision or an appeal of a pending land use application in a manner that creates actual impermissible bias or an unacceptable risk of impermissible bias in the planning commission member's administrative or quasi-judicial duties;
 - d. A finding of censure by the Commission.
 - ii. Exception:

- a. A planning commission member is not subject to removal due to deliberating about a specific pending land use application in a planning commission meeting with municipal staff, an elected official, or the land use applicant;

F. Recusal: Members of the Planning Commission shall recuse themselves from deliberating or voting on land use applications when:

- i. the application poses a conflict of interest for that Planning Commission member of sufficient magnitude that a reasonable person's decision on the application would be influenced by the conflict.

G. Vacancy: A vacancy occurring on the planning commission by reason of death, resignation, removal or disqualification, shall be promptly filled by a replacement appointed by the mayor, with the advice and consent of the city council, for the unexpired term of the replaced member.

H. Compensation: The city council may fix per diem compensation for the members of the planning commission, based upon necessary and reasonable expenses and on meetings actually attended by the members.

I. Status: The members shall be deemed "volunteers" for purposes of city ordinances, rules, regulations and policies concerning personnel; provided, however, they shall be included in the definition of "employee" for purposes of the Utah governmental immunity act as set forth in Utah Code Annotated section 63G-7-101 et seq., as amended.

11-3-030: ORGANIZATION AND PROCEDURE:

The planning commission shall be organized and exercise its powers and duties as follows:

A. Chair: The planning commission shall elect one of its members as chair to oversee the proceedings and activities of the planning commission and one of its members to act as vice chair to assist the chair and to act as chair in the event the chair is unable to attend a meeting or act for any reason. The chair and vice chair shall serve for a term of one year. The chair or vice chair acting as the chair shall have the power to vote on all matters. The chair and vice chair may be elected for successive terms.

B. Rules: The Planning Commission may adopt reasonable policies and procedures for governing the conduct of its meetings, the processing of applications, and for any other purposes considered necessary for the functioning of the Planning Commission. Such policies and procedures shall be approved by the City Council before taking effect.

C. Meetings: The Planning Commission shall generally meet in person but may conduct an electronic meeting on the first and third Thursday of each month at the hour of seven o'clock (7:00) P.M., and/or such other times as deemed necessary by the Chair, City Manager or City

Council. All meetings shall be properly noticed and held in accordance with the Open Meetings Law set forth in Utah Code Annotated title 52, chapter 4, as amended. Written minutes of all meetings of the Planning Commission shall be prepared and filed in the Office of the City Recorder for review and access by the public in accordance with the City government records access and management ordinance.

D. Quorum: No official business shall be conducted by the Planning Commission unless a quorum of the members is present. Four (4) members or alternate member of the Planning Commission shall constitute a quorum. While participation in person is preferred, members may also participate remotely via electronic communication as necessary. Unless otherwise provided by law or City ordinance, the minimum number of yes votes required for the Planning Commission to take action on any matter shall be by majority vote of the members of the quorum present. The concurring vote of four (4) members is necessary to reverse any order, requirement, decision or determination of any administrative official or agency or to decide in favor of the appellant.

11-3-040: FUNCTIONS AND DUTIES:

It shall be the function of the Planning Commission to oversee the proper development of property within the City in accordance with pertinent City ordinances and provisions of Utah Code Annotated title 10, chapter 9a, as amended. The duties of the Planning Commission shall include, but shall not be limited to, the following:

- A. Prepare and recommend a General Plan, street plan, zoning map, zoning ordinances, and any other relevant proposals or recommendations to the City Council for the proper development of property within the City;
- B. Prepare and recommend any additions, changes or amendments to the City's General Plan, street plan, zoning map, zoning ordinances or other relevant items to the City Council for the proper development of the City;
- C. Administer the provisions of the zoning ordinances;
- D. Recommend subdivision ordinances and regulations and amendments thereto to the City Council;
- E. Review non-conventional subdivision applications;
- F. Advise the City Council on matters requested by the City Council;
- G. Hear or decide any matter that the City Council designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits;

H. Prepare and recommend programs for public improvements and the financing thereof to the City Council; and

I. Exercise any other powers that are necessary to enable the Planning Commission to perform its function or that are delegated to it by the City Council.

11-3-060: RULES OF ORDER

These rules are for the order and convenience of the Planning Commission and shall not be interpreted to provide an independent basis for invalidating or in any way altering a final decision of the Commission unless otherwise provided by City Ordinance or State Code. All regular meetings of the Farmington City Planning Commission shall be conducted according to these rules where these rules so provide.

I. GENERAL PROVISIONS

1. Basic Principles

- a. Equality of Members – As the Planning Commission conducts its affairs in accordance with these rules, each member has the same rights, privileges, and duties as any other member.
- b. Freedom of Discussion – The right to be heard and to hear what others have to say about a motion before voting on it is basic to intelligent group action.
- c. One Main Motion – Only one main motion may be considered at any given time.
- d. Members Right to Know – Members have a right to know at all times what the immediately pending motion is and to have it restated before any vote is taken.
- e. Meeting Properly Called – The Planning Commission may take official action only in meetings properly called and with a quorum of members present.
- f. Actions Must Be Lawful – Actions taken by the Planning Commission must be in accord with City Ordinance and State and Federal Law

2. Seconding Motions

All motions of the Commission shall require the second except:

- a. A motion to amend the amendment;
- b. A motion to adjourn; or
- c. A motion to withdraw.

3. General Consent

A formal vote shall be taken on all main motions. The formal vote shall include a second (when required), the polling of each eligible member, and the recording of votes by the secretary. For all motions other than a main motion, at the discretion of the Chair, the Chair may call for approval of the Commission by verbally polling the Commission for any objections. If there is an objection from any member of the Commission, the motion shall be put to a formal vote.

4. Making the Motion

A motion may be made by any member of the Commission except the Chair or, in his/her absence, the Vice-Chair. Each motion proposed must be recognized by the Chair.

5. Debate on a Motion

Except as otherwise provided by these rules, all motions shall be subject to debate by the Commission only after a second to the motion has been made and accepted by the Chair (where a second is required). Where no second is required, debate on the motion may begin immediately after the motion is accepted by the Chair.

6. Duties of the Chair

- a. The Chair shall conduct all meetings of the Commission and shall have the power to administer the rules at each meeting of the Commission in a manner not inconsistent with these Rules, City Ordinance, or State Law.
- b. The Chair should, to the extent practical, remain impartial.
- c. Whenever the Chair rules a motion out of order, he or she should explain why it is out of order and advise the mover when it would be in order, or how the mover's intent, if known, might be accomplished by use of another procedure. “Out of Order shall mean any motion that does not comply with these rules and Roberts Rules of Order as incorporated herein by reference.”
- d. No member of the Commission, applicant, witness, or any other individual should speak in an open meeting of the Commission without first being

recognized by the Chair. This rule may be specifically set aside by the Chair as the circumstances may require.

7. Disciplinary Measures

- a. Disturbance by Parties other the Commissioners. If, during any meeting of the Commission any party other than a Commission causes any disturbance so as to upset the orderly conduct of the business of the Commission, the Chair shall invite the offending party(s), after appropriate warning, to leave the meeting. “Appropriate Warning” should include a clear statement to the offending party(s) indicating that they are “out of order,” stating the specific reason why they are out of order, and specifically what they may do to bring their actions into order. If the offending party(s) continue the disturbance, the Chair shall invite the offender(s) to cease and be seated or to leave the meeting, depending on the seriousness of the disturbance. If the offender(s) refuse to leave, the Chair may order the person(s) removed by the Police Department.
- b. ~~Appeal of Order of~~ Expulsion – The Action to expel any individual is a ruling from the Chair and may only be appealed by only by a ~~any~~ member of the Commission. ~~but not by the non-Commission member~~. If an appeal is not called for, or if the decision of the Chair to expel the offender is upheld by the Commission, the person may be properly excluded from the meeting and in addition be charged with violation of the law where applicable.
- c. Motion to Appeal an Order of Expulsion: – A motion to appeal an order of expulsion shall subject the ruling of the Chair to examination discussion and debate by the other members of the Commission to secure their support for reversal of the ruling. A motion to appeal is debatable and may not be amended or postponed.
- d. Disturbance by Commission Members – Commission members who demand the floor after exhausting their right to debate or who continue to talk without being recognized by the Chair may be dealt with in the following manner.
 - i. A warning from the Chair;
 - ii. A second warning from the Chair;
 - iii. The Chair may invite a motion to censure the offending Commission member and or a motion to expel the offending

Commissioner. The Chair shall advise that a vote of censure is considered cause for removal from the Commission by the City Council and that it by explaining that this becomes a matter of record in the minutes of the Commission. The offending member shall be permitted to speak in his/her own defense. and the secretary may be called to read examples of offensive remarks that he/she had directed to the record during the proceedings. Members excluded from a meeting by a vote of the Commission, but who refuse to leave, may invite more serious action such as eviction by a police officer and possible criminal charges.

II. MOTIONS

1. **Main Motion** – A Main Motion is the statement of request for action, an idea for evaluation, or the introduction of a resolution stating the Commission’s position on a subject. Main Motions should be clear and concise and should be accompanied by specific facts that support the motion. If the motion is to be based on the requirements of an ordinance, each of the requirements of the ordinance should be addressed in the motion and supported by facts.
2. **Motion for Continuance or Tabling** – A motion for continuance shall be considered a motion to table and vice versa and removes the subject from consideration until a future time or meeting. A motion for continuance may be made by either continuing the matter to a time certain or indefinitely. A continuance to a time certain is preferred since all parties are given actual notice of the time and date that the matter will be heard next. A continuance to an indefinite time in the future would require re-advertising of the matter in order to ensure that all interested parties are informed of the date and time that the matter will be heard again. Any motion for continuance should be accompanied by specific reasons for continuing the matter.
3. **Motion to Withdraw a Motion** – A motion is required to remove a motion which is before the Commission. The member who has made a motion pending before the Commission may move to withdraw that motion at any time prior to the Chair putting the motion to a vote of the Commission. Withdrawal of a second is not necessary. Any member may move to withdraw a motion pending before the Commission prior to the Chair putting the motion to a vote unless there is an objection from any other member of the Commission, in which case the withdrawal of the motion shall be put to a vote.
4. **Motion to Amend a Motion** – A motion may be made to change the wording of a motion pending in order to make it express more accurately what the majority wants it to say. When a motion is pending before the Commission, any member may amend the motion at any time prior to the Chair putting the motion to a vote provided the motion to amend

receives a second and an affirmative vote of the Commission.

5. **Motion to Amend the Amendment** – A motion may be made to change the wording of a proposed amendment to a pending motion. This may be done by motion, no second required, and the Chair may merely ask if there is any opposition. Only if there is opposition does the amendment to the amendment need to be put to a formal vote.
6. **Motion to Rescind** – A motion is required to cancel or make void, the results of a motion passed. A prior motion may only be rescinded when the applicant and other persons directly affected by the motion have not materially changed their position in reliance on the Commission's action on the motion.
7. **Motion to Reconsider** – A motion is required to call back for further consideration by the Commission any action taken in the same meeting, or in the immediately preceding meeting, for the purpose of reconsidering a motion. If it is determined by the Commission that the motion should stand as previously approved, no formal vote is necessary. If the former motion is to be amended or rescinded, the motion shall be put to a formal vote of the Commission.
8. **Motion to Recess** – A motion to recess may be made to break for a specific purpose while also stipulating a time to reconvene the meeting. The time to reconvene must be during the same day as the meeting in which the motion to recess was made.

III. VOTING

An affirmative vote of a majority of the members of a quorum shall decide any matter under consideration in accordance with Section 11-3-030(d) of the Farmington City Zoning Ordinance.

1. Decisions

Decisions of the Commission which are not recommendations to the City Council and for which approval or ratification are required shall be considered final, for the purposes of any appeal, at the end of the meeting at which the matter is heard and a decision rendered. The Zoning Administrator shall send a written notification or email of the decision to the applicant within a reasonable time after the date such decision was made. Such notification shall include the reasons for the Commission's decision.

2. Re-Hearing

The Commission may re-hear an application upon written request by the applicant and a showing that there is substantial new evidence that was unavailable at the time of the original hearing through no fault on the part of the applicant. The Commission shall, by **majority** vote, make a determination as to whether or not to reconsider its prior decision. In the event a

re-hearing is approved, the matter shall be considered only after notice has been given in the same manner as was given for the original application. The applicant shall pay any costs incurred in re-advertising the hearing.

3. Tie Vote

In the event of a tie vote on any decision before the Commission, the motion shall fail and the Chair may ask for another motion. If no other motion is made, or in the event the second motion also ends in a tie vote, the matter shall be continued until the next regular meeting of the Commission. In the event that a final decision is not made at the next meeting, the application shall be deemed denied and the applicant shall have a right to appeal as provided in the Farmington City Code.

IV. ADJOURNMENT

Any meeting of the Commission may be adjourned by a motion from any member and an affirmative vote of the Commission. The Chair shall also have the power to adjourn a meeting where there is no objection from any other member and where all business items and orders of the day have been completed.

11-3-070 POLICIES AND PROCEDURES

FARMINGTON PLANNING COMMISSION POLICIES AND PROCEDURES

I. PURPOSE

These policies and procedures are designed and adopted for the purpose of providing guidance and direction to the members of the Farmington Planning Commission in the performance of their duties. The Planning Commission shall be governed by the provisions of all applicable State Statutes, City Ordinances, and these policies. Nothing in these policies shall be interpreted to provide an independent basis for the invalidation or alteration of a final decision of the Commission unless otherwise provided by City Ordinance or State Law.

II. OFFICERS AND DUTIES

Election of Officers – The Planning Commission shall annually elect a Chair, Vice-Chair, ~~and representative to the Board of Adjustment~~ at its last meeting of the calendar year. The officers and Board Member shall be elected from the duly appointed members of the Commission by a majority of the total membership and may be elected for subsequent terms. Terms of office shall be from January 1st to December 31st of the year following the election.

The Chair shall preside over all meetings and hearings. The Chair shall have the same rights, privileges, and duties as any other member, including the right to vote on any matter before

the Commission. The term “Chair,” as used throughout this document, shall mean the Chair of the Planning Commission, or in the absence or incapacity of the Chair, the Vice-Chair unless otherwise designated. In the event that the Chair is only able to participate remotely, the Vice-Chair shall preside over meetings unless all meeting participation is conducted remotely. In the event the Planning Commission is scheduled to meet and the Chair or Vice-Chair is unable to conduct the meeting, the meeting may continue with the presence of a quorum who shall elect a Chair Pro-Temp to preside over that meeting. Selection of a Chair Pro-Temp requires a nomination and a simple majority vote.

The Chair shall execute official documents and letters on behalf of the Commission. In the absence of the Chair, the Vice-Chair may fill this role. The Community Development Director or designee may execute time sensitive documents on behalf of the Planning Commission to formalize an action taken in a public meeting.

III. MEETINGS

1. **Time and Place of Meetings** – Regular public meetings of the Planning Commission will generally be held on the first and third Thursday of each month at 7:00 p.m. in accordance with Farmington City Code Section 11-3-030 (C). In person meetings will be held in the City Offices located at 160 South Main Street when there is business to conduct unless otherwise noted on the agenda. A preparation meeting may be held prior to regular meetings, typically starting at 6:30 p.m. This preparation meeting is still a public meeting and the start time of the preparation meeting must also be published on the agenda. As determined by the Chair or City Staff, meetings may be held to facilitate participation either entirely or partially via remote electronic means.
2. **Special meetings** may be called by the Chair, or upon an affirmative authorization of at least four members of the Commission.
3. **Open to the Public** – All meetings of the Planning Commission are open to the public unless closed pursuant to law.
4. **Public Comment.** - Any person wishing to address the Commission for items listed as Public Hearings will be recognized when the Public Hearing for such agenda item is opened. At such time, any person, as recognized by the Chair, may address the Commission regarding the agenda item. Each person will have up to three (3) minutes. The Chair, in its sole discretion, may reduce the speaker time limit uniformly to accommodate a large number of speakers. The Chair, in its sole and absolute discretion, may allow additional time to any speaker should it be deemed reasonable to do so. The allotted time for each individual for public comment is personal to each such individual and may not be ceded, aggregated or shared with any other individual.

5. **Order of Business** – Applications submitted to the Planning Commission shall appear on the agenda in such order as City staff may deem appropriate giving due consideration for the amount of time each item is anticipated to require. The following are examples of items that may appear on the Commission’s agenda. This list is not exclusive:

- a. Approval of Minutes;
- b. City Council Report
- c. Subdivision and Planned Unit Development applications – hearings and decisions;
- d. Master Plan and Zoning Amendment applications – hearings and decisions;
- e. Conditional Use / Site Plan review applications – hearings and decisions.
- f. Annexation applications;
- g. Zoning Text Changes – hearings and decisions;
- h. Other Business;
- i. Adjournment.

The Chair may change the order of business or consider matters out of order if there is no objection from any member of the Commission, or by majority vote of the Commission.

6. **Presentation of Application** – Staff shall present the application. The applicant is then invited to offer written or oral comments and clarification if needed. An applicant may represent themselves in person or remotely, and is not subject to three-minute time limits imposed on members of the public. The applicant may also choose to be represented by an attorney or other authorized agent at any meeting of the Commission, and the representing party may participate in person or remotely.

7. **Order of Procedure** – Except as otherwise provided in these rules, the order of procedure in the hearing of each application shall be as follows:

- a. Staff makes presentation;
- b. Applicant offers written or oral comments and clarification if needed;
- c. Public provides comments;
- d. Applicant given opportunity to answer comments and provide additional information;
- e. Public hearing is closed by the Chair.
- f. Discussion by the Commission

The Chair may change the order of procedure if there is no objection from any member of the Commission or by majority vote of the Commission.

IV. NOTICE

In order to make residents of the City more aware of the various hearings conducted by the Planning Commission, and particularly those residents or businesses which may be affected by changes in land use, procedures are established below for notification of affected property owners. These notice provisions are provided as a courtesy to these property owners and are not intended to subject the City to a greater notice requirement than required by Federal or State Law. Failure of any person to receive notice shall not invalidate, or serve as basis for appeal, of any Planning Commission decision.

1. **Meetings** – The Planning Commission shall give public notice at least once each year of its schedule for all regular meetings scheduled for that year specifying the date, time, and place of such meetings. In addition to public notice of the Planning Commission’s annual meeting schedule, the Planning Commission shall give not less than 24 hours’ public notice of the agenda, date, time, and place of each of its public meetings. Public notice shall be provided by:
 - a. Posting written notice:
 - i. at the Farmington City Offices, 160 South Main Street; and
 - ii. on the City’s website; and
 - iii. on the Utah Public Notice Website (www.pmn.utah.gov); and
 - b. In addition to the required notice above, reasonable effort shall be made to provide notice via relevant social media platforms such as (e.g. Facebook, Instagram).
2. **Special Emergency Meetings** – When, because of unforeseen circumstances, it is necessary for the Planning Commission to hold an emergency meeting to consider matters of an urgent nature, the notice requirements as listed above may be disregarded and the best notice practicable given. No such emergency meeting of the Planning Commission shall be held unless an attempt has been made to notify all of its members and a majority votes in the affirmative to hold the meeting. (Utah Code Ann. 52-4)
3. **Legislative Consideration (Recommendations to the City Council)** –
Example Items: Planned Unit Developments and Zoning Map Amendments
 - a. Applications for items which are legislative in nature and require a recommendation from the Planning Commission to the City Council shall be noticed prior to the meeting in the following manner:
 - i. Applications shall be identified by name on the Planning Commission agenda;
 - ii. **Zoning Map Amendments/Planned Unit Developments**
The City Planner shall notify all property owners within 300 feet from the boundaries of the affected property, by mail, of any meeting where a public hearing is required by state law or local ordinance. At the discretion of the City Planner, and with the concurrence of the Chair, the mailing

area may be extended beyond 300 feet from the subject property in order to notify additional parties. The mailing area may also be extended by a majority vote of the Commission;

iii. **Ordinance Amendments**

The City Planner shall cause that notice be posted in accordance with applicable state law and local ordinances.

iv. **General Plan Amendments**

The Planning Commission shall prepare and/or review all proposed amendments to the City General Plan and shall hold a public hearing on such proposed amendments. After the public hearing, the Planning Commission shall make any changes to the proposed amended Plan and forward its recommendations regarding the same to the City Council for its consideration. Notice of the public hearing before the Planning Commission on the proposed amended General Plan amendments shall be provided in accordance with City Ordinances and State Law regarding the same.

- b. Other meetings at which a legislative matter will be considered need not be noticed by individual mailing, but shall be identified by name on the agenda;
 - i. More than one public hearing for the same item may be required when determined to be appropriate by majority vote of the Commission.
 - ii. Significant alteration of an application may also merit an additional hearing(s) as determined by the City Planner, and with the concurrence of the Chair or by majority vote of the Commission:
- c. The City Planner shall send a letter or email to the applicant within a reasonable time after the final recommendation of the Planning Commission indicating the action taken on the application.

4. **Administrative Consideration–**

- a. Applications which are considered administrative in nature including Conditional Use approval, Subdivisions, and Special Exceptions, shall be noticed prior to the meeting in the following manner when city code requires that a public hearing is applicable:
 - i. Applications shall be identified by name on the Planning Commission agenda;
 - ii. The City Planner shall notify all property owners within 300 feet from the boundaries of the affected property, by mail, of the meeting at which the application will be considered. At the discretion of the City Planner, and

with the concurrence of the Chair, the mailing area may be extended beyond 300 feet from the subject property in order to notify additional parties. The mailing area may also be extended by a majority vote of the Commission;

- b. The City Planner shall send a letter or email to the applicant within a reasonable time after the final decision of the Planning Commission indicating the action taken on the application.
- c. ~~The notice procedure for a new Conditional Use application shall also be followed if it becomes necessary to commence proceedings to revoke a Conditional Use Permit.~~ Revocation of any Conditional Use: Noticing requirements for Revocation of Conditional use shall be the same as for those required to grant a Conditional Use.

5. Other

- a. **Street Dedication, or Major Street Plan Amendment** – Notice shall be provided in the following manner:
 - i. An application for a street name change, Major Street Plan change, or street dedication shall be identified by name on the Planning Commission agenda.
 - ii. The City Planner shall notify all affected utilities of the date of the hearing and the proposed change;
 - iii. The City Planner shall mail notice to all owners-of-record of land abutting the street on which the change or dedication is proposed and may also publish such notice on the City's webpage and the Utah Public Meeting Notice website within a reasonable time prior to the meeting date.
- b. **Vacation of Alleys or Streets** – No requirement exists in State Law for sending street and alley vacations to the Planning Commission for a recommendation. If the City Council determines that a recommendation from the Commission is desirable, then notice shall be given in the following manner:
 - i. An application for a street or alley vacation shall be identified by name on the Planning Commission agenda;
 - ii. The City Planner shall notify all affected utilities of the date of the hearing and the proposed change;

- iii. The City Planner shall mail notice to all owners-of-record of land abutting the street on which the change is proposed and may also publish such notice on the City's webpage and the Utah Public Meeting Notice website within a reasonable time prior to the meeting date.
- iv. At the discretion of the City Planner, and with the concurrence of the Chair, the mailing area may be extended in order to notify additional parties. The mailing area may also be extended by a majority vote of the Commission.

V. APPLICATION REQUIRED

An application for approval of any land use as provided in the City Code and for which Planning Commission approval is required may not be heard by the Planning Commission unless an application form is adequately filled out and accompanied by the appropriate fee and required plans drawn to scale with dimensions clearly indicated and with sufficient detail and clarity to show what is being requested. Applications must be received at least two weeks prior to the meeting at which they will be considered.

VI. RECORDS

1. **Written Minutes** – Written minutes shall be kept of all Planning Commission meetings. Such minutes shall include:
 - a. The date, time, and place of the meeting;
 - b. The names of members present and absent;
 - c. The substance of all matters proposed, discussed, or decided, and a record, by individual member, of the votes taken.

The minutes are public records and shall be available within a reasonable time after the meeting. An official copy of the minutes shall not be made available until after formal approval by the Commission.

2. **Recording** – All proceedings of the Planning Commission shall be electronically recorded and the audio recording retained in the office of the City Planner for a minimum of six months following the meeting at which the recording was made. Such recordings may be used in the event a Commission Member misses a meeting and wishes to qualify to vote on a particular item, or if it is necessary to produce a verbatim transcript of all, or part, of a meeting.

- ~~3. A No~~ recording of all or any part of a Planning Commission Meeting may be made by any person other than the official recording referenced above, in attendance provided that the recording does not interfere with the conduct of the meeting.

VII. RULES OF ETHICAL CONDUCT

1. Definitions – The following definitions shall apply to this section:

- a. **Assist** means to act, offer, or agree to act, in such a way as to help, represent, aid, advise, furnish information to, or otherwise provide assistance to a person or business entity.
- b. **Business Entity** means a sole proprietorship, firm, partnership, association, joint venture, trust, corporation, foundation, or other organization or entity used in carrying on a business.
- c. **Compensation** means anything of economic value which is paid, loaned, granted, given, donated, or transferred to any person or business entity for, or in consideration of, personal services, materials, property, or any other thing whatsoever.
- d. **Substantial interest** means ownership, either legal or equitable, by an individual, a spouse, or minor children, of at least 10% of the outstanding shares of a corporation or a 10% interest in any other business entity.

2. A Commission member shall not:

- a. Disclose confidential information acquired by reason of his/her official position or use such information to secure special privileges or exemptions for him/herself or others;
- b. Use, or attempt to use, his/her official position to secure special privileges for him/herself or others;
- c. Knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift or loan for him/herself, or another, if the gift or loan tends to influence him/her in the discharge of his/her official duties, except for:
 - i. An occasional nonpecuniary gift having a value of less than \$50.00;
 - ii. An award presented publicly;
 - iii. Any bona-fide loan made in the ordinary course of business;
 - iv. Political campaign contributions actually used in a political campaign.

- d. Participate in any Commission action which may result in a private benefit;
 - i. The private benefit may be direct or indirect, create a material, personal gain, or provide an advantage to relations, friends, groups, or associations which hold some share of a person's loyalty. However, mere membership in a group or organization shall not be considered a conflict of interest unless a reasonable person would conclude that such membership in itself would prevent an objective consideration of an issue.
 - ii. A Commission member experiencing, in his/her opinion, a conflict of interest, shall declare this interest publicly, abstain from voting on the action, and shall be excused from his/her seat on the Commission during consideration of the action. He/she should not discuss the matter privately or publicly with any other Commission member. The vote of a Commission member experiencing a conflict of interest who fails to disqualify oneself shall be disallowed.
 - iii. A conflict of interest may exist under these rules even though a Commission member may not believe he/she has an actual conflict. A Commission member who has a question as to whether a conflict exists should raise the matter with the other members and the City Attorney in order that a determination may be made.
- 3. **Compensation** –
 - a. A Commission member shall not receive or agree to receive compensation for assisting any person or business entity in any transaction connected with an action being considered by the Commission or which may come before the Commission.
 - b. Any Commission member who is an officer, director, agent, employee, or owner of a substantial interest in any business entity which does, or anticipates doing business with the City shall disclose the nature of his/her interests in that business entity prior to any discussion by the Commission of any matter concerning such business entity.
 - c. Any personal investment by a Commission member which creates a substantial conflict between the Member's personal interests and his/her public duties shall be fully disclosed.

11-4-050: DUTIES OF THE ZONING ADMINISTRATOR:

F. Administrative Determination For Uses Not Listed: Determination as to the classification of uses not specifically listed in chapters 10 through 26 of this title may be made by the zoning administrator:

1. An application requesting such determination shall be filed with the zoning administrator. The application shall include a detailed description of the use and other such information as may be required.

2. The zoning administrator shall make such investigations as are deemed necessary to compare the nature and characteristics of the proposed use with those of uses specifically listed in this title and shall make a determination of its classification based on his investigations. The determination shall state the zone classification(s) in which the use will be allowed and whether the use will be a permitted use or a conditional use in the zone(s).

3. The determination and all information pertaining to it shall be assigned a file number classifying it as an administrative determination and shall become a permanent public record in the office of the planning and zoning department.

4. For a use which is determined by the zoning administrator to be a new or unlisted business use that cannot be classified as a permitted or conditional use based on similarity to existing uses identified in a zoning district, an applicant may submit an application for review by the City Council requesting that a land use ordinance be adopted which permits the new or unlisted business as a permitted or conditional use. The City Council's consideration and determination of this application shall comply with the provisions of section 10-20-507(2) of the Utah Code. This application shall not be presented to the Planning Commission for a consideration or recommendation.

11-6-050:RESERVED:

11-10-010: PURPOSE:

D. All lands within agricultural zones are intended, to some extent, for either private or commercial agricultural production, farming, protection of environmentally sensitive areas and/or open space. Owners, occupants and users of these properties, or neighboring properties, may be subjected to inconvenience, discomfort and the possibility of injury to property and health arising from normal and accepted agricultural practices and operations, including, but not limited to, noise, odors, dust, the operation of machinery, including crop dusting aircraft, the storage and disposal of manure, and the application of fertilizers, soil amendments, herbicides and pesticides. Owners, occupants and users of these properties, or neighboring properties, should be prepared to accept such inconveniences, discomfort and possibility of injury from normal agricultural operations and are hereby put on official notice

that Utah Code Annotated section 78B-6a-404, as amended, may bar them from obtaining a legal judgment against such normal agricultural operations.

11-18-070: DEVELOPMENT REVIEW PLAN:

B. 4. Review, Recommendation Decision And Time Frames: Review shall comply with the terms and conditions of the PMP and applicable city ordinances in accordance with the site development review process set forth in chapter 7 of this title and the following standards and criteria. Notwithstanding this, the city planner/zoning administrator, and the site plan and architectural review committee (SPARC) will review all applications in the mixed use districts. After adequate review, the SPARC will provide recommendations to the city planner/zoning administrator and an application, or particular phase of review, may be approved, approved with conditions, continued for further study, or disapproved. The SPARC will also provide recommendations to the planning commission for applications that are forwarded to them for review and approval. Appeals of any such decision may be submitted as set forth in this title.

a. Applications that meet one or all of the following conditions will be forwarded to the planning commission for review and approval:

(1) The application includes a structure that exceeds thirty thousand (30,000) square feet in size;

(2) The application is asking for flexibility with the design criteria and development standards of this section, while still meeting the intents and purposes of said criteria and standards;

(3) The application is a planned development area (in excess of 5 acres in size);

(4) The application includes a use or element that requires a special review process.

b. Review at the schematic design phase shall be completed within thirty (30) days after the submission of a complete application to the community development department. The planning office, or the SPARC, shall consider any written comments received and make a determination of consistency of the application with adopted plans, the standards and criteria and any applicable rules and regulations and guidelines and shall identify additional design issues to be addressed in the design development phase. After adequate review, the application may proceed to the design development phase of the development plan review process.

c. Review by the community development department at the design development phase shall be completed within thirty (30) days after the submission of a complete application. The planning office shall make a determination of consistency of the application with the adopted

plans, standards and criteria and any applicable rules and regulations and guidelines and shall make a recommendation to the city planner/zoning administrator or the SPARC. The city planner/zoning administrator shall have fifteen (15) days to approve, approve with conditions, continue for further study, or deny the application; or determine if review by the planning commission is necessary according to the conditions stated above.

d. Review periods may be extended by an amount of time equal to any delay caused by the applicant or by failure of the applicant to obtain comments from related reviewing entities and delivering these comments to the community development department, or with the applicant's consent.

e. Any person or entity with standing aggrieved by the decision of the city planner/zoning administrator and/or the planning commission in the administration of this development plan review process may appeal such decision as provided in chapter 3-7 of this code.

11-27-090: FINAL PUD MASTER PLAN:

A. Submittal: Following the public hearing on a preliminary PUD Master Plan and prior to designation of a planned unit development, in combination with an underlying zone, the final PUD Master Plan shall be submitted to the City Planner. Any failure to submit a final PUD Master Plan on the proposed planned unit development or any portion thereof within one year of the approval of the planned unit development designation and the preliminary PUD Master Plan shall terminate all proceedings and render the proposed planned unit development null and void. Termination of proceedings and expiration of the preliminary PUD Master Plan shall take effect only if the requirements related thereto have changed during the year following its approval, otherwise the PUD Master Plan shall remain valid for a period of 3 years.

11-27B-020: STANDARDS AND REQUIREMENTS:

C. Zoning regulations of the underlying zone shall apply except as otherwise set forth in an AP District, which shall be as established by the General Development Plan and Development Agreement and may include:

2. Minimum development area or lot size;

11-27B-060: TIME LIMIT:

Unless there is substantial action leading toward completion of an AP District or an approved phase thereof within a period of twelve (12) months from the date of approval, except as otherwise established by the development agreement, such approval shall expire, unless, after reconsideration of the progress of the project, an extension is approved by the City Council.

11-28-120: TEMPORARY USE OF LAND AND STRUCTURES:

D. Administrative Review Process:

1. Uses: The following uses may be reviewed and approved by the city planner:
 - a. Christmas tree lots;
 - b. Construction trailers;
 - c. Fireworks stands;
 - d. Temporary offices;
 - e. Uses related to natural disasters;
 - f. Warehouse sales.

11-28-170: PUBLIC IMPROVEMENTS REQUIRED:

No building, electrical or plumbing permit shall be issued for any building or structure, and no conditional use permit or site plan approval shall be given, if the property in question abuts a public street, unless one of the following alternative requirements is satisfied with respect to the property in question. Which of the alternatives is selected for specific property shall be decided by the city administration, after the owner or developer of the property in question has received an opportunity to express their preference. For purposes of this section, the "property in question" includes all real property adjacent to the site to be developed, which is owned by the same person, or by a corporation or other entity in which that person has an interest, or by a relative, partner, agent or trustee of that person. The alternative requirements are as follows:

A. Alternative A: The property in question has curb, gutter and sidewalk along the full length of the side abutting the public street.

B. Alternative B: The property owner in question agrees in writing to provide curb, gutter and sidewalk along the full length of the side abutting the public street, and that agreement is secured by a deposit in a Utah bank, which deposit the city may withdraw in the event of a default by the owner or developer. The amount of the deposit shall equal the city engineer's

estimate of the cost of installing curb, gutter and sidewalk as required, together with an additional ten percent (10%) of that amount to cover contingencies. The agreement and deposit shall be substantially similar to the agreements and deposits used by the city for subdivision improvements.

11-28-230: DEMOLITIONS:

D. Issuance Of Demolition Permit For A Main Building:

1. Except as otherwise provided in subsection D4 of this section, a demolition permit shall be issued only upon compliance with subsections D2 and D3 of this section, if applicable, and if:

a. The City receives a cash, letter of credit, escrow, or property performance bond in a form acceptable to the City equal in amount to the valuation, as determined by the building official, of the costs associated with clearing debris from the demolition site and rendering the site safe after demolition; or

11-33-100: EXCEPTIONS:

In cases where unusual topographical or other exceptional conditions exist which qualify for a variance, such a variance may be reviewed as provided in section 11-5-080 of this Code.

11-35-020: LICENSE REQUIRED:

A. Unless otherwise provided for a low-impact home occupation, it shall be unlawful for any person or entity to engage in a home occupation in any agricultural or residential zone without first obtaining a home occupation business license to do so from the City Recorder. The procedure to be followed and applicable fees for a home occupation business license are set forth in the business licensing regulations, title 6 of this Code.

B. A low-impact home occupation is a business whose combined offsite impacts of the home based business and the primary residential use do not exceed the impact of the residential use alone. Low-impact home occupation businesses are not required to obtain a license. The city may issue a low-impact home occupation business license to one that voluntarily seeks it, in which case the business shall pay a licensing fee to cover the cost of issuing the license, as set forth in the City's consolidated fee schedule.

11-36-030: PERMITS:

E. Appeal: Any person whose application for a permit under this chapter has been denied may appeal that denial as provided in chapter 3-7 of this Code.

11-36-040: LICENSES:

E. Appeal: Any person whose application for a license under this chapter has been denied may appeal that denial as provided in chapter 3-7 of this Code.

11-18-070: DEVELOPMENT PLAN REVIEW:

2. Application, How Filed And Noticed: All applications shall be filed with the community development department. Such applications shall be reviewed for completeness and, if found to be complete, shall be transmitted to the planning office for review. The community development department shall notify members of the city council and the planning commission of all applications received for the schematic review phase for developments on sites equal to or larger than thirty thousand (30,000) square feet. Such council or commission member may request additional information and may submit written comments to the planning office within twenty (20) days after notice is sent.

Plans and any accompanying information for each phase of the development plan review process shall be delivered by the applicant to such city departments, special districts, governmental boards, bureaus, utility companies and other agencies, which will need to provide facilities and services to the site, which together constitute the city's development review committee (DRC), for information and comment. The community development department is responsible for coordinating the comments received from all public and private entities, and shall decide which agencies to refer site plans to, but the applicant is responsible for obtaining the comments back from these entities within a reasonable time in a manner and/or form as prescribed by the community development department.

3. Application, Contents: Applications shall contain the following information:

a. Schematic (Concept) Design Phase: Site plan and context photos of the site and immediately adjacent properties, building elevations and other supporting information as requested;

b. Design Development Phase: All information set forth in chapter 7 of this title, except as otherwise provided in this chapter, including, but not limited to, such things as landscaping, lighting, screening and sign requirements, and all items required to make a determination of consistency for the schematic design phase, and other supporting information as requested.

4. Review, Recommendation Decision And Time Frames: Review shall comply with the terms and conditions of the PMP and applicable city ordinances in accordance with the site development review process set forth in chapter 7 of this title and the following standards and criteria. Notwithstanding this, the city planner/zoning administrator will review all applications in the mixed use districts. After adequate review, an application, or particular phase of review, may be approved, approved with conditions, continued for further study, or disapproved. Appeals of any such decision may be submitted as set forth in this title.

a. Applications that meet one or all of the following conditions will be forwarded to the planning commission for review and approval:

(1) The application includes a structure that exceeds thirty thousand (30,000) square feet in size;

(2) The application is asking for flexibility with the design criteria and development standards of this section, while still meeting the intents and purposes of said criteria and standards;

(3) The application is a planned development area (in excess of 5 acres in size);

(4) The application includes a use or element that requires a special review process.

b. Review at the schematic design phase shall be completed within thirty (30) days after the submission of a complete application to the community development department. The planning office, shall consider any written comments received and make a determination of consistency of the application with adopted plans, the standards and criteria and any applicable rules and regulations and guidelines and shall identify additional design issues to be addressed in the design development phase. After adequate review, the application may proceed to the design development phase of the development plan review process.

c. Review by the community development department at the design development phase shall be completed within thirty (30) days after the submission of a complete application. The planning office shall make a determination of consistency of the application with the adopted plans, standards and criteria and any applicable rules and regulations and guidelines and shall

make a recommendation to the city planner/zoning administrator. The city planner/zoning administrator shall have fifteen (15) days to approve, approve with conditions, continue for further study, or deny the application; or determine if review by the planning commission is necessary according to the conditions stated above.

d. Review periods may be extended by an amount of time equal to any delay caused by the applicant or by failure of the applicant to obtain comments from related reviewing entities and delivering these comments to the community development department, or with the applicant's consent.

e. Any person or entity aggrieved by the decision of the city planner/zoning administrator and/or the planning commission in the administration of this development plan review process may appeal such decision as provided in chapter [3-7](#) of this code.

f. If the applicant does not obtain and maintain a current building permit within six (6) months of any development plan approval, such approval shall be null and void. This time period may be extended for additional six (6) month periods by the community development director if he or she finds it is the best interest of the city and there are compelling reasons to do so. The applicant must petition for an extension, prior to the expiration of the original six (6) months, or an extension previously granted. An extension may be granted only if it is determined that it will not be detrimental to the city. If any of the fees charged as a condition of approval, including, but not limited to, inspection fees, impact fees, as well as the amounts the city uses to estimate bonds to ensure completion of improvements, have increased, the community development director, after receiving approval from the city manager may require that the bond estimate be recalculated and that the applicant pay any applicable fee increases as a condition of granting the extension.

5. Standards And Criteria: Development plan review shall be based on the following building and site design standards and criteria, which are formulated to achieve the intents and purposes of the mixed use districts in the short and long term. These standards and criteria shall be met unless an acceptable alternative is proposed that, upon review by the, better meets the intents and purposes of the area:

11-18-080: PROJECT MASTER PLAN:

C. Application And Submittal: The PMP shall be submitted to the community development department for review by the DRC.

D. PMP Requirements: In addition to the submittal requirements set forth in any PMP rules and regulations adopted by the city, all PMPs shall include the following information:

3. Development Standards And Design Guidelines: Development standards and design guidelines shall be required for development in the mixed use districts. The PMP may be approved without development standards and design guidelines, but these shall be approved prior to development plan approval for any development project within the PMP area.

F. Review Of PMP: Upon receiving a complete PMP application and pursuant to the distribution process set forth in the development plan review section of this chapter, the applicant shall deliver such applications and obtain comments from the DRC.

G. Recommendations: The DRC shall prepare recommendations regarding the PMP based on criteria set forth herein and in the PMP rules and regulations. In response to a recommendation from any member of the, the applicant may revise and resubmit the PMP to the DRC. The community development department shall obtain recommendations as set forth in the development plan review section of this chapter.

K. Major And Minor Amendments: An approved PMP may be amended at any time using the process set out herein, and may be amended simultaneously with the processing of a site plan application or a site plan amendment. The city planner/zoning administrator shall determine whether a proposed amendment is a "major" or "minor" amendment. In order to initiate an amendment, the applicant shall submit to the city planner those PMP submission items that would change if the proposed amendment were approved. Review of applications for amendment shall be governed by those criteria set forth for a PMP. Approved amendments shall be recorded as set forth for a PMP.

1. Major Amendments: Major amendments shall be reviewed by the city and approved by the planning commission. Changes of the following types shall define an amendment as major:

a. To significantly modify or reallocate the allowable height, mix of uses or density of a development;

b. To significantly alter the location or amount of land dedicated to parks, trails, open space, natural areas or public facilities;

c. To significantly change the location of land use areas as shown on the original PMP;

d. Any change from, or addition to, the PMP of a type that would require a PMP in a non-TMU district; or

e. Modify any other aspect of the PMP that would significantly change its character.

2. Minor Amendments: Amendments that are not major amendments shall be termed "minor amendments" and shall be referred to the city planner/zoning administrator for review, who may also refer the application to other departments or agencies for comment using the

process set out in this section. The city planner/zoning administrator shall approve, approve with conditions, or deny such amendment within twenty (20) calendar days after the date of applicant's submission of a complete application for amendment. Any person or entity aggrieved by the decision of the city planner/zoning administrator may appeal such decision as set forth in the development plan review section of this chapter.

H. Planning Commission Public Hearing: Upon receipt of a recommendation from the DRC, the planning commission shall hold a public hearing on the proposed project master plan. The planning commission shall approve, approve with conditions, continue the application for further study, or deny the PMP. For applications where the PMP is part of a Development Agreement, the Planning Commission shall make a recommendation to be forwarded to the City Council for review where an official approval or denial will be determined.

11-18-120: MASTER DEVELOPMENT GUIDELINES:

A. Requirements: The developer of each area of land that is designated and mapped on the Farmington City zoning map as a TOD mixed use districts shall prepare and submit master development guidelines (MDG) to be recorded against the property, which MDG shall define the standards for design within the district for architectural controls, open space, buildings, structures, landscaping, lighting, signs and similar external improvements. It is specifically contemplated that development throughout the entire TOD mixed use districts will meet certain development standards that are determined and adopted by the city to assure compatible, high quality development within the TOD mixed use districts, especially in regard to streetscape and landscaping elements, and that such development standards will be incorporated into the master development guidelines for each project. In addition to any other notice provisions set forth in the city ordinances or state law, the city shall be required to provide notice of all pending PMP approvals within a TOD mixed use district area to all property owners within the same contiguous TOD mixed use district area or within the TMU area identified in the land use master plan to allow comment from such property owners regarding the consistency of any proposed project or master development guidelines with those development standards determined by the City to be applicable to all development within the TOD Mixed Use Districts.

B. Preparation; Submittal: The MDG shall be prepared by the developer and in all cases submitted to the City for review and comment before the City shall grant any approval for any improvements within any mapped zone district under the TOD Mixed Use Districts regulations. All construction in the TOD Mixed Use Districts shall comply with applicable MDGs and common area management plan (CAMP). The MDG and/or CAMP may contain specific lien and other enforcement provisions to ensure adequate compliance. Any requirement of an MDG or CAMP

may be more restrictive or require a higher standard or quality than the TOD Mixed Use Districts regulations or development standards determined by the City to be applicable to all development within the TOD Mixed Use Districts.

CHAPTER 29 ANIMALS AND FOWL

11-29-030: GENERAL PROVISIONS:

E. Structures:

- i. Animals must be kept within an enclosed area or structure sufficient to contain the animals on site.
- ii. No animal shelter, hay barn, silo, equipment shed, storage building and similar accessory buildings to the agricultural use of land may be located closer than ten feet (10') to any side or rear boundary line.

CITY COUNCIL MEETING AGENDA

Notice is given that the Farmington City Council will hold a regular meeting on **Tuesday, August 18 2026** at City Hall 160 South Main, Farmington, Utah at **7:00 pm** in the Council Chambers.

This meeting is open to the public. Citizens may attend in person, or participate virtually via Zoom at the following link: <https://us02web.zoom.us/j/86005544531> or go to zoom.us > select JOIN A MEETING > Meeting ID: 860 0554 4531.

Instructions for Virtual Participants Wishing to Make Public Comment

When it is time for the public hearing, virtual participants must utilize the “Raise Hand” feature to signal their intention to provide public comment. This is done by clicking the “Reactions” or “React” button on Zoom’s toolbar, and selecting “Raise Hand.” Virtual participants who do not raise their hand using the “Raise Hand” feature will neither be acknowledged nor given the floor.

If you wish to email a comment for the public hearings, you may do so to dcarlile@farmington.utah.gov

CALL TO ORDER:

- Invocation – Brigham Mellor, City Manager
- Pledge of Allegiance – Melissa Layton, Councilmember

PUBLIC HEARING:

- Public hearing regarding the proposed FY 2027 property tax increase. Public comment is limited to approximately three (3) minutes per participant.

BUSINESS:

- Consider Resolution Adopting the Final Tax Rate
- Consider Resolution Adopting the Final Budget

ADJOURN

In compliance with the Americans with Disabilities Act, individuals needing special accommodations due to a disability, please contact DeAnn Carlile, City recorder at 801-939-9206 at least 24 hours in advance of the meeting.

I hereby certify that I posted a copy of the foregoing Notice and Agenda at Farmington City Hall, Farmington City website www.farmington.utah.gov and the Utah Public Notice website at www.utah.gov/pmn. Posted on August 6th, 2026