



**Planning Commission Meeting
Thursday, December 17, 2020
City Hall Council Chambers
5249 S. South Pointe Dr. Washington Terrace City
801-393-8681**

Note: The Centers for Disease Control and Utah Department of Health have declared a national and state pandemic for COVID-19 where social distancing and other requirements are in place to prevent the spread of this infectious disease. Members of the public at the Public Meeting may view the meeting via the City's Facebook page at: [WashingtonTerraceCity.com](https://www.facebook.com/WashingtonTerraceCity). Comments on appropriate agenda items may be emailed to: amy@washingtonterracecity.org. or typed into the Facebook live stream at the Public Hearing agenda item.

1. ROLL CALL

6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. WELCOME

4. RECURRING BUSINESS

4.1 MOTION: APPROVAL OF AGENDA

Any point of order or issue regarding items on the Agenda or the order of the agenda need to be addressed here prior to the approval of the agenda.

4.2 MOTION: APPROVAL OF MINUTES FOR SEPTEMBER 24, 2020

5. NEW BUSINESS

6.1 MOTION: APPROVAL OF 2021 ANNUAL MEETING SCHEDULE

6. BUILDING AND PLANNING UPDATES

7. MOTION: ADJOURN THE MEETING

In compliance with the Americans with Disabilities Act, persons who have need of special accommodation should contact the City Recorder at 395-8283

CERTIFICATE OF POSTING

The undersigned, duly appointed City Recorder, does hereby certify that the above notice and agenda was posted in three public places within the City of Washington Terrace City limits and faxed to the *Standard Examiner* at least 24 hours prior to the meeting.
Amy Rodriguez, Washington Terrace City Recorder

City of Washington Terrace

Minutes of the Planning Commission Meeting held on Thursday, September 24, 2020 City Hall, 5249 South 400 East, Washington Terrace City, County of Weber, State of Utah

Note: The Centers for Disease Control and Utah Department of Health have declared a national and state pandemic for COVID-19 where social distancing and other requirements are in place to prevent the spread of this infectious disease. Members of the public at the Public Meeting may view the meeting via the City's Facebook page at: [Washingtonterracecity.com](https://www.facebook.com/WashingtonTerraceCity). Comments on appropriate agenda items may be emailed to: amy@washingtonterracecity.org. or typed into the Facebook live stream at the Public Hearing agenda item.

PLANNING COMMISSION AND STAFF MEMBERS PRESENT

Chairman Scott Larsen
Commissioner Wallace Reynolds
Commissioner Charles Allen
Commissioner T.R. Morgan- excused
Commissioner Steve Jacobson
Commissioner Dwight Henderson
Commissioner Dan Johnson - excused
Chief Building Inspector Tyler Seaman
City Recorder Amy Rodriguez
Planning Attorney Bill Morris

Others Present

1. ROLL CALL

6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. WELCOME

4. RECURRING BUSINESS

4.1 MOTION: APPROVAL OF AGENDA

Motion by Commissioner Henderson
Seconded by Commissioner Reynolds
To approve the agenda
Approved unanimously (5-0)

4.2 MOTION: APPROVAL OF MINUTES FOR AUGUST 27, 2020

Motion by Commissioner Allen
Seconded by Commissioner Jacobson
to approve the minutes for August 27, 2020
Approved unanimously (5-0)

49
50 **5. SPECIAL ORDER**
51

52 **5.1 PUBLIC HEARING: TO HEAR COMMENT IN SUPPORT AND**
53 **OPPOSITION OF AMENDING VARIOUS PARKING REGULATIONS SET**
54 **FORTH IN CHAPTER 10.12 “PARKING REGULATIONS” OF THE**
55 **MUNICIPAL CODE, AND AMENDING CHAPTER 8.16 “INSPECTION**
56 **AND CLEANING” IN REGARDS TO PARKING REGULATIONS**
57

58 **Chair Larson opened the public hearing at 6:06 p.m.**

59 There were no citizen comments.

60 **Chair Larson closed the public hearing at 6:07 p.m.**
61

62 **6. NEW BUSINESS**

63 **6.1 MOTION/ORDINANCE 20-06: RECOMMENDATION TO APPROVE**
64 **PARKING REGULATION AMENDMENTS**

65 Seaman stated that our code currently states that vehicles must be parked 3 feet from the
66 sidewalk, and 9 feet from the curb if there is no sidewalk. He stated that there are a lot of
67 driveways in the City that struggle with making this distance. Seaman stated that one of
68 the proposed changes is to remove the 3 foot and 9 foot rule and restate it that you cannot
69 park on the sidewalk , or over the curb.

70 Seaman stated that the goal is to not force pedestrians to have to walk out into the road if
71 the vehicle is on the sidewalk. He stated that this also is a lot easier to enforce than the 3
72 foot rule.
73

74 Seaman stated that staff is proposing a change to the length of time that a recreational
75 vehicle can be parked on the road. He stated that his is condensing the time down to 24
76 hours, to be consistent with all of our vehicles. He stated that the goal of the city is to
77 protect our residents.
78

79 Seaman stated that he has gone on a ride a-long and discussed different scenarios in the
80 City. He stated that the goal is to not block sidewalks.
81

82 Commissioner Jacobson stated that he does not understand the 24 hour justification on
83 the recreational vehicles, stating that he does not believe that is a long enough time to
84 load or unload a trailer. Commissioner Reynolds stated that he agrees that 24 hours is not
85 enough time. Seaman stated that commercial vehicles are not allowed to be on the road at
86 all, unless they are performing a service. Seaman stated that commercial vehicles over
87 14,000 pounds are not allowed to be parked in residential zones at all. Chairman Larsen
88 stated that he agrees that we should allowed more time for vehicles to be loaded and
89 unloaded. Seaman stated that the original time frame was 72 hours. Seaman stated that he
90 understands the issue. Commissioner Jacobson stated that he would like it changed back
91 to 72 hours. Commissioner Reynolds stated that the issue is that people leave the vehicles
92 on the street, move it for a few days, and then the vehicle is back again. He agrees that
93 the time should be moved back to 72 hours. He stated that he has noticed that big box
94 trailers block traffic and potentially cause an accident. Seaman stated that if there is
95 advertising on the box trailers, it is considered commercial. Seaman stated that people are

getting frustrated with vehicles being parked on the road. He stated that he feels that it will be inconsistent to allow trailers for 72 hours and a vehicle only 24 hours.

Chairman Larsen stated that the difference is the use of the vehicle and trailers may not be out on the street for a long period of time. Commissioner Henderson stated that there are cars on both sides of the street on various streets of the city, making them one lane roads.

Chairman Larsen stated that he recommends changing the ordinance to keep the 72 hours for the RV's to remain on the road and to keep the changes proposed concerning the 3 and 9 foot rule. Hearing no objections, the ordinance has been amended to reflect such.

**Motion by Commissioner Jacobson
Seconded by Commissioner Reynolds
To approve the ordinance as amended
Ordinance 20-06 Parking Regulation Amendments
Approved unanimously (5-0)**

7. BUILDING AND PLANNING UPDATES

Seaman stated that he is inundated with plans right now. He stated that there are several large projects, including the hospital improvements and infill developments.

Seaman stated that he is expecting plans on the surgical center any day.

Commissioner Reynolds stated that we have many ordinances on the books. He stated that it appears to him that they are not always being enforced. He stated that there are many areas in the city where shrubs and grass are overgrown. He wanted to know how they are enforced and if there is any teeth behind our ordinances.

Seaman stated that some cities put liens on properties that were not being taken care of. He stated that this is very aggressive. He stated that these are items that he is thinking about, noting that there is not great follow through on code enforcement. He stated that there are struggles with the court system being consistent and some of the cases are being thrown out. He stated that there are different avenues that could be addressed, such as sending them through civil court instead of the justice court system.

Commissioner Reynolds stated Ogden City has large fines attached to their code enforcement. He stated that the Council should discuss how we can address certain types of code issues.

Commissioner Allen stated that Seaman has just come on board and we should not push too hard, and suggests that the Commission gives him time to figure out the issues.

8. MOTION: ADJOURN THE MEETING

**Motion by Commissioner Reynolds
Seconded by Commissioner Jacobson
To adjourn the meeting
Approved unanimously (5-0)
Time: 6:39 p.m.**

Date Approved

City Recorder

Planning Commission Staff Report

Author: Amy Rodriguez
Subject: 2021 Meeting schedule
Date: December 17, 2020
Type of Item: Discussion and Action



Summary Recommendations: Commission may review and adopt the 2021 annual meeting schedule

Description:

A. Topic: 2021 Annual meeting Schedule

State law mandates that if regular meetings are held throughout the course of a year, a meeting schedule must be adopted and posted at least once during the year.

B. Analysis: It is recommended that the Commission adopt a meeting schedule for 2021. The proposed meeting schedule would include regular meetings to be held on the last Thursday of each month, with a few exceptions due to holidays. If time or dates change, notice will be given accordingly.

Attached is a tentative calendar with meeting dates, tentative topics and other important dates in the city.

C. Department Review: City Recorder

Alternatives:

A. Approve the Request: The Commission can approve the proposed 2021 meeting schedule and meet on the last Thursday of each month, with the exception of November, where there is a holiday conflict.

B. Amend the Request: Council can decide to amend the meeting schedule.

Recommendation: Staff recommends that the Commission adopt the 2021 annual meeting schedule as outlined in report.

City of Washington Terrace
Planning Commission

2021 Meeting Schedule

Planning Commission meeting schedule for 2021, meetings will be held at 6:00 pm on **the last Thursday of each month**, at the city hall. (with the exception for holidays)

All items for agenda need to be submitted 15 days prior to the date of the meeting or the Wednesday two weeks before.

Agenda items
Due date: **Meeting date**

Month	Wednesday	Thursday
January	13 th	28 th
February	10 th	25 th
March	10 th	25 th
April	14 th	29 rd
May	12 th	27 th
June	9 th	24 th
July	14 th	29 th
August	11 th	26 th
September	8 th	23 rd
October	13 th	28 th
November	10 th	18 th
December	15 th	30 th

CALENDAR OF EVENTS - Tentative

JANUARY 2021

Friday, 1ST New Year's Observance- City Offices closed

Tues. 5th City Council Meeting 6:00p.m.

- Council Training Open Meetings

Mon. 18th Martin Luther King JR. Day- City Offices closed

Tues. 19th – City Council Meeting 6:00 p.m.

Thur.28th Planning Commission Meeting 6:00 p.m.

- Nominate and elect Chair and Vice Chair

FEBRUARY 2021

Tues. 2nd City Council Meeting 6:00 p.m.

Sheriff office quarterly report

- Fire Dept Quarterly
- Finance Quarterly
- Animal Control Quarterly

Mon. 15th President's Day- City Offices closed

Tues. 16th City Council Meeting 6:00 p.m.

Thur. 25th Planning Commission meeting 6:00 p.m.

MARCH 2021

Tues 2nd Terrace Days Planning 5:00 p.m.

Tues.2nd City Council Meeting 6:00 p.m.

Tues. 16th City Council Meeting 6:00 p.m.

Thur. 25th Planning Commission meeting 6:00 p.m.

APRIL 2021

Tues. 6th Budget meeting 5:00 p.m.

Tues. 6th City Council Meeting 6:00 p.m.

Tues. 20th City Council Meeting 6:00 p.m.

- Sheriff's office quarterly report
- Fire Department quarterly report
- Finance Department quarterly report
- Animal Control quarterly report

Wed. April 21st-23rd – ULCT (tentative)

Thur. 29th Planning Commission meeting 6:00 p.m.

MAY 2021

Tues.4th Budget Meeting 5:00 p.m.

Tues. 4th City Council Meeting 6:00 p.m.

Tues. 18th Budget Meeting 5:00 p.m.

Tues. 18th City Council Meeting 6:00 p.m.

Mon. 31st Memorial Day- City offices closed

Thur. 27th Planning Commission meeting 6:00 p.m.

JUNE 2021

Tues. 1st Budget Meeting 5:00 p.m.

Tues. 1st City Council Meeting 6:00 p.m.

Sat. 12th TERRARCE DAYS

Tues.15th City Council Meeting 6:00 p.m.

Thur. 2th Planning Commission meeting 6:00p.m.

JULY 2021

Monday July 5th : City Offices closed in observance of Independence Day

Tues 6th : City Council Meeting 6:00 p.m.

Tues 20th City Council Meeting

- Sheriff Office Quarterly
- Fire Dept Quarterly
- Finance Dept Quarterly
- Animal Control Quarterly

Friday 23rd Pioneer Day Observed – City offices closed

Thurs.29th Planning Commission meeting 6:00 p.m.

AUGUST 2021

Tues. 3rd City Council Meeting 6:00 p.m.
Tues. 10th PRIMARY Election (if needed)
Tues. 17th City Council Meeting 6:00 p.m.
Tues. 24th : Special Council Meeting (Board of Canvass) if needed
Thurs. 26th Planning Commission Meeting 6:00 p.m.

SEPTEMBER 2021

Mon. 6th Labor Day- City offices closed
Tues. 7th City Council Meeting 6:00 p.m.
ULCT Conference TBD
Tues. 21st City Council Meeting 6:00 p.m.
Thur.30th Planning Commission meeting 6:00 p.m.

OCTOBER 2021

Tues.5th City Council Meeting 6:00 p.m.
Mon. 11th Columbus Day- City offices closed
Tues. 19th City Council Meeting 6:00 p.m.
- Sheriff's office Quarterly report
- Fire Department Quarterly report
- Finance Department Quarterly report
- Animal Control Quarterly report
Thur 28TH Planning Commission meeting 6:00 p.m.

NOVEMBER 2021

Tues.2nd ; Election Night
Tues. 2nd City Council Meeting 6:00 p.m.
Thurs. 11th Veteran's Day observed- City offices closed
Tues. 16th City Council Meeting 6:00 p.m.
Thur. 18th Planning Commission Meeting 6:00 p.m.
Thur- Fri. 25-26 Thanksgiving Holiday- City Offices closed

DECEMBER 2021

Tues. 7th City Council Meeting 6:00 p.m.
- Annual Meeting Schedule
Frid. 24th Christmas Holiday- City Offices closed
Thurs. 30th Planning Commission 6:00 p.m.