



Planning Commission Meeting
Thursday, November 29, 2018
City Hall Council Chambers
5249 S. South Pointe Dr. Washington Terrace City
801-393-8681

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 OCTOBER 25 ,2018**
5. **SPECIAL ORDER**
Special orders will proceed as follows: Chair introduction of item, staff/applicant presentation, questions by commission, Chair opens public hearing, citizen input; Chair closes public hearing, then commission final discussion.
 - 5.1 **PUBLIC HEARING: TO HEAR COMMENT IN SUPPORT OR OPPOSITION TO A PROPOSED INFILL SUBDIVISION “HARVEST POINT ESTATES” TO BE LOCATED AT 114 EAST 5000 SOUTH**
6. **NEW BUSINESS**
 - 6.1 **MOTION: PRELIMINARY INFILL SUBDIVISION APPROVAL FOR HARVEST POINT ESTATES, LOCATED AT 114 EAST 5000 SOUTH**
 - 6.2 **MOTION: APPROVAL OF CONDITIONAL USE PERMIT FORE AN AMUSEMENT ENTERPRISE BUSINESS, CLUE INN ESCAPE ROOM GAMES, LOCATED AT 5100 SOUTH 375 EAST A**
7. **UPDATE COMMISSION ON CURRENT DEVELOPMENT PROJECTS AND ZONING ISSUES**
8. **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

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City of Washington Terrace

Minutes of a Regular Planning Commission Meeting held on
Thursday, October 25, 2018
City Hall, 5249 South 400 East, Washington Terrace City,
County of Weber, State of Utah

12 **PLANNING COMMISSION AND STAFF MEMBERS PRESENT**

13 Chairman Wallace Reynolds
14 Commissioner Dwight Henderson
15 Commissioner Dan Johnson
16 Commissioner Charles Allen
17 Commissioner Darren Williams- excused
18 Vice- Chair Scott Larsen – excused
19 Commissioner T.R. Morgan- excused
20 Chief Building Inspector Jeff Monroe
21 City Recorder Amy Rodriguez

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23 **Others Present**

24 None

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26 **1. ROLL CALL**

6:00 p.m.

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28 **2. PLEDGE OF ALLEGIANCE**

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30 **3. WELCOME**

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32 **4. RECURRING BUSINESS**

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34 **4.1 MOTION: APPROVAL OF AGENDA**

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36 **Motion by Commissioner Johnson**
37 **Seconded by Commissioner Allen**
38 **to approve the agenda**
39 **Approved Unanimously (4-0)**

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41 **4.2 MOTION: APPROVAL OF MINUTES FOR AUGUST 30 ,2018**

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44 **Motion by Commissioner Allen**
45 **Seconded by Commissioner Johnson**
46 **to approve the minutes from August 30,2018**
47 **Approved Unanimously (4-0)**

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5. NEW BUSINESS

**5.1 DISCUSSION: REVIEW OF MUNICIPAL CODE CHAPTER 8.16,
“INSPECTION AND CLEANING”**

Monroe stated that the Commission has been reviewing the chapter over the last few months. He stated that the prosecuting attorney recommended cleaning up the language so that the code can be enforceable. He stated that he has reviewed the notes given to him by the Commission to incorporate new language into the code.

Monroe reviewed some of the changes in the proposed amendments.

Chairman Reynolds suggested that we may want to add the types of materials and objects that can be “abandoned”, ie. appliances, furniture, tires, and items as such. He stated that other items are pretty well covered within the ordinance.

Commissioner Allen stated that he has 39 items that he would like to be reviewed by Monroe and added to the ordinance under Monroe’s discretion.

Monroe stated that staff tried a different approach this year in dealing with nuisances, and unfortunately, it failed. The discussions are a bi-product of the knowledge learned this year while dealing with the court processes.

Monroe stated that he tried to cross reference city codes within the ordinance. He stated that if the prosecutor cannot process under the nuisance code, they should be able to pull up the original code referenced in the amendment and prosecute under that code.

Chairman Reynolds asked what the consequences are if they fail to come into compliance.

Monroe stated that a ten dollar fine can be set onsite. Monroe stated that every citation has to come to court, and if the resident continues to remain out of compliance, the judge may impose penalties with a possible \$750.00 fine, up to and including jail time.

Monroe stated that he does not have the resources to clean up issues and properties right now. He stated that there used to be money in the budget under his per view to clean up properties.

Monroe stated that the city has a lien process, however, it could be years before someone sells that house so that the city could recoup the money. Commissioner Johnson stated that he understands why we would want the property cleaned up, however, he does not believe that the city should have to pay for it. Monroe stated that the city does not bring residents to civil court. He prefers to bring them to criminal court. Monroe stated that it is a long process once the citation is issued. Monroe stated that the process works if he can get the offender in front of the judge. He stated that he realizes that it is frustrating to staff, Council, and residents, when code violations are drawn out.

Chairman Reynolds stated that the city is trying to do everything they can to get residents to take care of their property. He stated that that it seems like it takes forever to get the violators in compliance. He stated that the new ordinance has more teeth and hopefully will encourage residents to take care of their property. He noted that the newsletter has articles on what is expected, and yet there are many residents who do not read the newsletter.

94 Commissioner Henderson asked what it would take to increase the minimum fine. Monroe
95 stated that it could be changed in the ordinance. Chairman Reynolds stated that we should
96 research neighboring cities on their fines, stating that he believes they are higher than our fines.
97 Monroe stated that other cities are leasing the properties, as well as charging a daily fee. Monroe
98 stated that the city would like to do that, however, there have been instances where the cases
99 have been dismissed. Monroe stated that only the prosecutor should be the one dismissing a fine,
100 or a citation. Monroe stated that this is part of a civil case.

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102 Monroe stated that landlords are not the main problem, stating that he sees more issues with the
103 property management companies. Monroe stated that many times violations are taken care of,
104 just to be repeated a few weeks later. Chairman Reynolds stated that he agrees with
105 Commissioner Henderson's suggestion to increase the fines. Commissioner Johnson stated that
106 Monroe needs to have the power to enforce the code, otherwise making changes is pointless.

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108 Monroe stated that he will give the nuisance code to staff to be handed out to new residents to
109 the city when they sign up for services.

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111 **5.2 MOTION: APPROVAL OF THE 2019 ANNUAL MEETING SCHEDULE**

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113 Changes were suggested for Thanksgiving, Halloween, and Christmas holidays. The dates will
114 be adjusted to accommodate these dates.

115 **Motion by Commissioner Henderson**
116 **Seconded by Commissioner Johnson**
117 **to approve the 2019 annual meeting schedule**
118 **Approved Unanimously (4-0)**

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121 **6. UPDATE COMMISSION ON CURRENT DEVELOPMENT PROJECTS AND**
122 **ZONING ISSUES**

123 Monroe stated that the property located at 140 E 5000 S will be coming before Development
124 Review Committee next month to discuss a possible infill development.
125 He stated that he has not heard anything from Dingman concerning the new shop that was
126 proposed a few months ago.
127 Monroe stated that there are only 3 lots left on the Fieldcrest Subdivision.

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130 **7. MOTION: ADJOURN THE MEETING**

131 **Motion by Commissioner Johnson**
132 **Seconded by Commissioner Henderson**
133 **to adjourn the meeting**
134 **Approved Unanimously (4-0)**
135 **time: 6:58 p.m.**

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137 _____
Date approved

137 _____
City Recorder

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**Planning Commission
Staff Report**

Author: Planning Dept.

Subject: Harvest Pointe In-fill Subdivision for Matt McConkie, Preliminary Subdivision & Site Plan approval, located between 114 East 5000 South.

Date: November 29, 2018, Thursday at 6:00pm, City Washington Terrace City Hall

Type of Item: Action to approve Preliminary Subdivision & Site Plan for Harvest Pointe.

Summary: Approve Preliminary Subdivision & site plan for Harvest Pointe Subdivision for Matt McConkie located between 114 East 5000 South (It is the field/open space west of 150 East).
If given Preliminary Approval, the developer will finalize the site plan and subdivision by providing the Mylar and construction drawing and include the development agreement. This will then be brought back to the Planning Commission for Final Approval.

Description:

This Parcel has been previously used as agricultural for growing award winning pumpkins. This parcel has been identified and considered as a property that qualifies for In-fill development within the City of Washington Terrace.

In-fill housing allows for buildable sites on vacant lands that have been left as open space area and surrounded by different Uses. With the adoption of the In-fill housing ordinance allows the property Owners to build or develop their property.

In-fill ordinance provides for higher density and adjustments to the City standards for zoning, modifications to setbacks, road widths. The Developer shall also continue to maintain a single family element to the exterior appearance of the structures by maintaining two car garages no stucco to the front of the building and adding varied roof lines with dormers and etc. The In-fill development ordinance has become a key component of growth within the City of Washington Terrace.

Benefits of In-fill:

- Reduce unsightly nuisance lots
- Smart growth
- Improve appearance of an area
- Contribute to the economy, (taxes – fees)
- Diverse housing for Single Family- low moderate housing compliance
- Reduce crime
- Affordable housing

Topic: In-fill Subdivision

Overview, the applicant is proposing a Single Family townhome project consisting of 20 Single Family Units, each lot being sold as Single Family units, the lot sizes and number of lots comply with the In-fill requirements to be considered for an In-fill subdivision.

The scheme and design of the buildings comply with architectural requirements of the Ordinance.

The parking requirement is for a two car garage and two allowable spaces, the developer has complied with the Ordinance.

The submitted plans and renderings comply with the In-fill development procedures and will accomplish the desired outcome.

- The Planning Commission should evaluate the In-fill proposed Site Plan & Subdivision for its practicality and potential Land Use benefit for the desired area, does the Site Plan submitted work.
- The impact of newer homes being built in the area, can increase property values to surrounding homes.

Analysis:

The objective is to provide the Landowners an opportunity to develop their ground. The intent is to also allow for development that will not distract from the area or City and will be a positive improvement to the City of Washington Terrace.

Department Review:

The Staff has reviewed the Site Plan and Harvest Pointe Subdivision development the opinion at this time is to give a favorable recommendation for the Preliminary Site Plan and In-fill Subdivision approval for the Matt McConkie property. The benefit of the development for the following reason

- This development will contribute to the area.
- It complies with the allowable lots for the bonus for the surrounding area.
- The minimum lot sizes conform to the In-fill Ordinance
- Renderings for the buildings comply with the In-fill architectural description as outlined in the code. (Two car garages, parking, materials to be used on exterior and curb appeal to the front and roof lines of the buildings).
- It meets the allowable parking spaces
- The overall design of the development meets the Cities goal for In-fill development?
- Has been given approval by Fire.

Alternatives:

A. **Approve the Request:** The Planning Commission should by motion give their favorable recommendation for the Preliminary Site Plan and In-fill Subdivision approval.

B. **Deny the Request:** The Planning Commission can deny the request with direction.

C. **Continue the Item:** The Planning Commission may table the request to a later meeting; requesting additional information, or seek additional changes or clarification and or staff items have been completed.

WASHINGTON TERRACE CITY
PLANNING AND ZONING APPLICATION

Application for the following:

_____ Site Development Plan Approval _____ Preliminary Plat
_____ Final Plat _____ Conditional Use Permit _____ Zoning/Rezone
_____ Review fee _____ Annexation/Boundary Adjustment Request
_____ Board of Adjustments _____ Engineering Review
_____ Subdivision _____ Preliminary Plat _____ Final Plat
_____ Other Specify _____

Project location/Address: _____
Existing Use: _____
Description/Type of Project: _____

Name of Applicant (Property Owner): _____
Applicant Address: _____ Phone: _____
Name of Agent: _____
Agent Address: _____ Phone: _____

Project Info: Name of Subdivision/Business/Development:
Development Type: _____ Residential _____ Multi-family _____ Commercial
Number of lots _____ # of Units _____ Size of lots _____
If Development is to take place in phases, please describe:

Engineering/Surveying Firm: _____
Bond/Surety Provider: _____
Contact Person: _____ Phone: _____
Email: _____

A plat of the survey with legal description and a set of current engineering plans (including sewer, water, roads, grading, and detention) must accompany this application and be submitted on a cd or disk
Approval State: _____ Conceptual _____ Preliminary _____ Final

Signature of Owner/Agent Date

Note: If the applicant is not the same as the owner, the owner should sign the application or submit a letter authorizing the applicant to proceed with the application.
Application fees must be paid prior to receiving a hearing date with the City Council or Planning Commission. Plus additional review cost in excess of minimum shall be paid as those costs are incurred, before improvements can be started and/or permits can be issued

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| OFFICIAL USE ONLY: Fee paid on: _____ Hearing Date: _____ Application # _____ Zone: _____ Received by: _____ |
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- + Infill Ordinance
 - 2 car / 2 guest
 - Brick
 - City street
 - Etc.

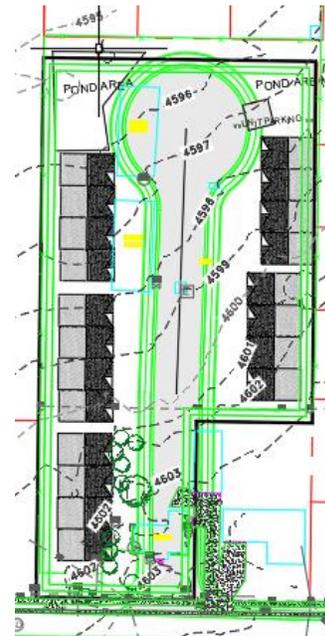
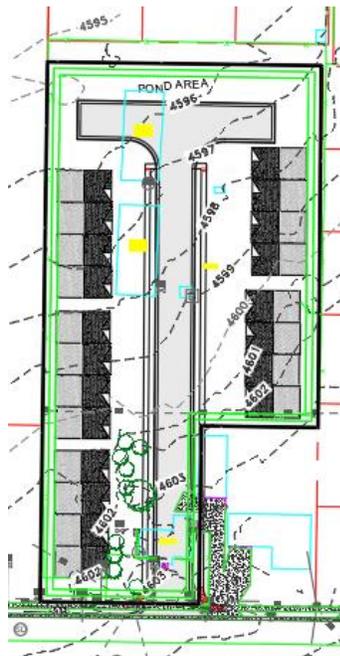
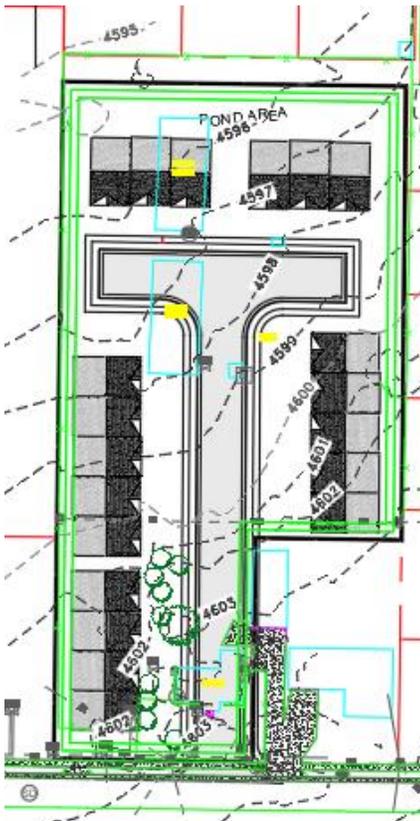
- + Acres: ORIGINAL 1.89 ACRES
- + AREA AVERAGE: 4,000 SF / UNIT
- + $1.89 \text{ ACRES} * 43,560 / 4,000 = 20.58 \text{ HOMES} = 20$

INITIAL CONSIDERATIONS WITH STAFF:

Preferred Concept

Second

Third



BEST OPEN SPACE/STORM DRAIN

EASIEST TO PLOW/MORE OIL

TYPICAL TURNABOUT

“T” IS USED – NOT PARKED

ALL 4 PLEX

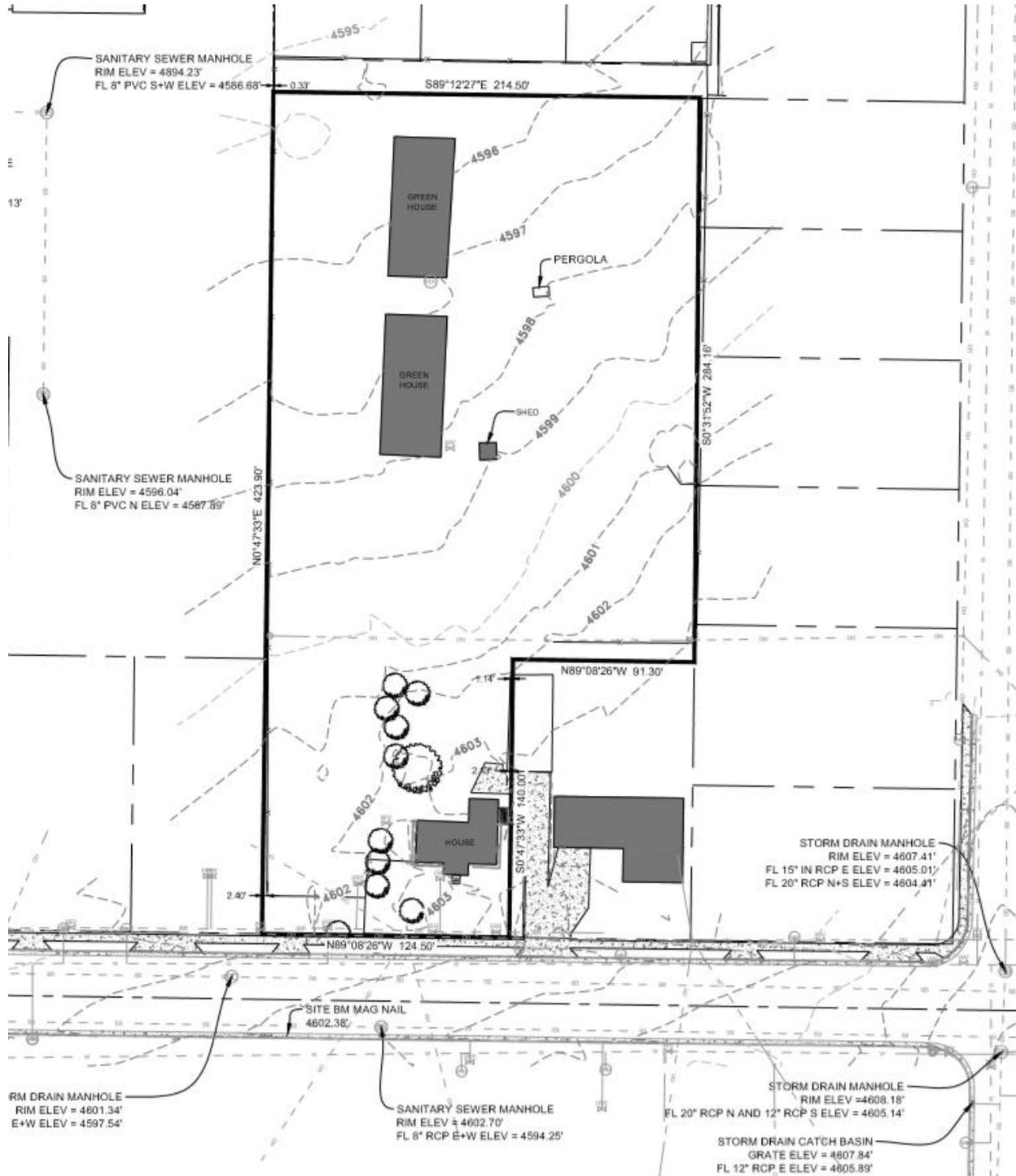
ALL FOUR PLEX

26’ street, 10’ rear

5’ rear- 36’ oil – reduced units

Would consider working with others (front and rear) - not essential to the project

RECORD OF SURVEY



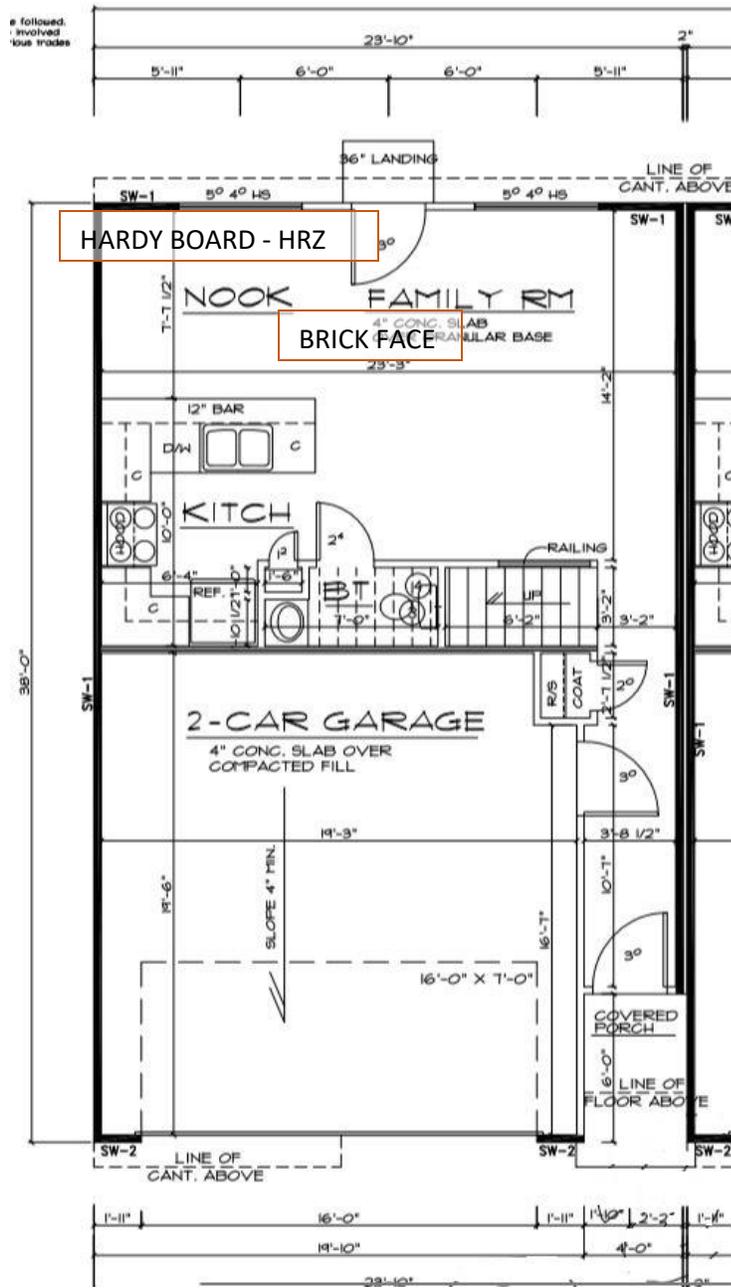
ARCHITECTURE / FLOOR PLANING SHRUBS MIN

(FROM SOUTH WEBER JUST OF 89)

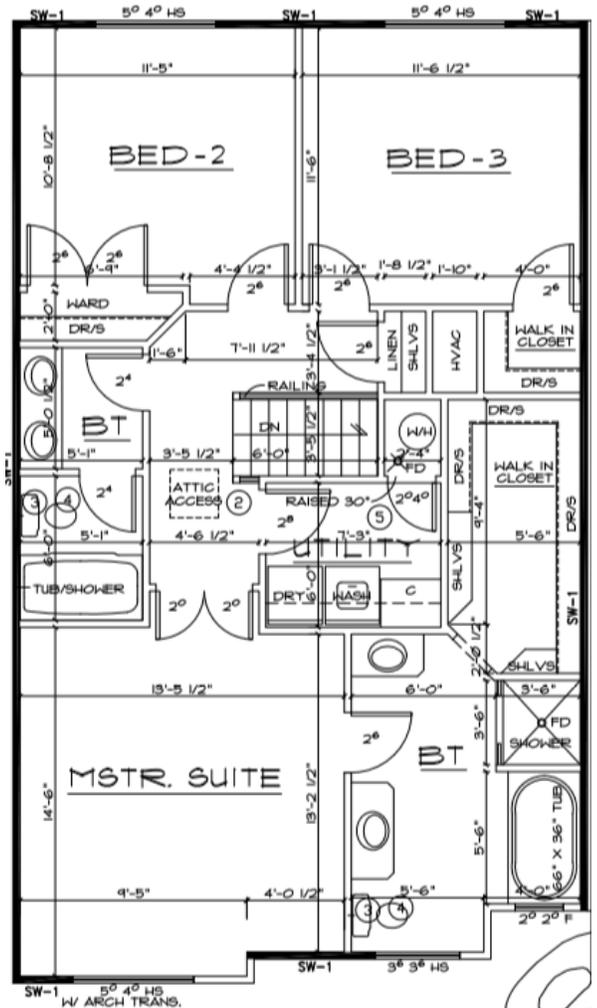


SAMPLE FLOOR PLAN

MAIN FLOOR



UPPER FLOOR



- ~2,100 SF TOTAL : LIVING ~1,600
- 2 OR 3 BEDROOM

PER REVIEW WITH STAFF: Low Impact Storm Drain – and roadway design required (50' RIGHT-OF-WAY / 26' OF ASPHALT) or dramatically smaller or less livable units required

26' width – 10' setback and 20' parking...

CONCLUSIONS PER STAFF AND PRELIMINARY ANALYSIS:

HARVEST POINT TOWN HOME COMMUNITY

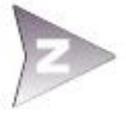
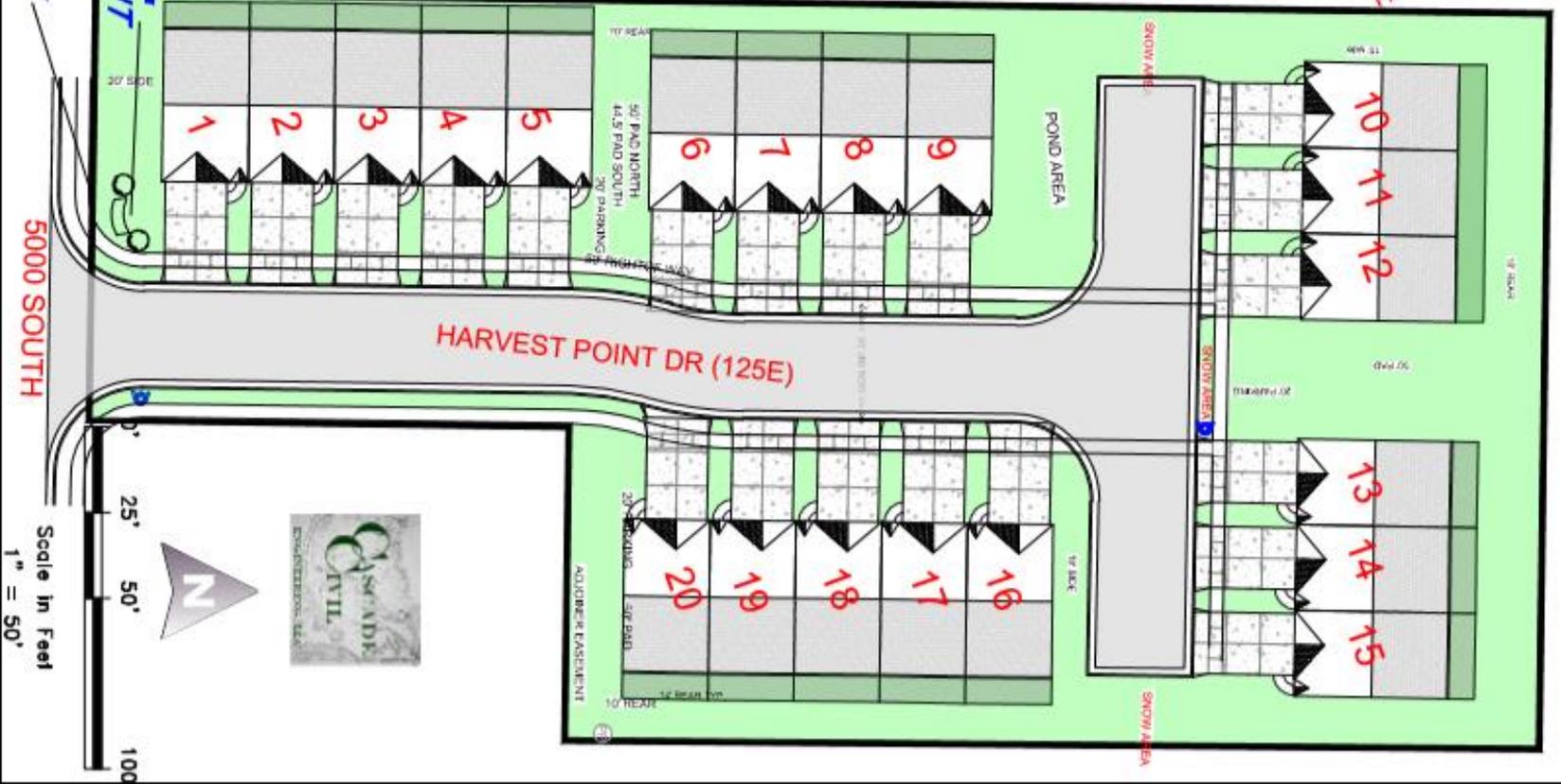


IN FILL ORDINANCE

WASHINGTON TERRACE
 6000 S 1000 E DRIVEN
 ▲ Acres: 0.688841 @ 2.25 ACRES
 ▲ ACCOMMODATIONS: 4,000 SF / UNIT
 ▲ 1.25 ACRES * 41,250 / 8,000 SF * 21.25 UNITS * 20



HARVEST POINT TOWN HOME COMMUNITY
 WASHINGTON TERRACE, UTAH



Scale in Feet
 1" = 50'

5000 SOUTH

Planning Commission Staff Report

Building & Planning

Author: PLANNING & BUILDING DEPT.
Subject: CONDITIONAL USE PERMIT, FOR AN AMUSEMENT ENTERPRISE BUSINESS, CLUE INN ESCAPE ROOM GAMES, OWNERS CATHY POMMIER & ANGIE HAWKINS, LOCATED AT 5100 SOUTH 375 EAST.

Date: November 29, 2018, 6:00pm at City Hall

Type of Item: A Conditional Use Permit (CUP) is required by the City of Washington Terrace Municipal Code, in chapter 17.28.050, required for this type business 'Use'

Summary Recommendations: To grant by motion a Conditional Use Permit (CUP) for Escape Room games business.

Description:

A. Topic: The Planning Commission approves Conditional Use Permits (CUP). The proposed 'Use' located at 5100 South 375 East will be Amusement business for Escape Room games. Escape Room Games consist of puzzles and challenging team to use their wit, problem solving skills and detective skills to solve a designed scenario in a specified amount of time to complete the task or challenge to escape or complete the challenge prior to running out of the allotted time. The Commission has the undertaking to review the application and see if the business complies with City business license codes.

B. Background:

1. Clue Inn Escape Room Business at 5100 South 375 East, as per Chapter 17.28.050, Zoning Use Regulation is required to be approved by the Planning Commission for a Conditional Use Permit (CUP).
2. This is in the C-2 zone requires approval by a Conditional Use Permit (CUP) process.
3. The site previous use was for Office space. The Escape Room Business and the previous office space has had a walk through by the Inspection department and the business has indicated they will not be remodeling or demoing any part of the structure. No substantial remodeling.
4. After the site review by the planning department the requirements for commercial parking equal 25 spaces for amusement businesses, per Chapter 17.52.030.11.C
5. Means of Egress requirements meet the exiting and discharge per the ICC Building code Chapter 10, Means of Egress.
6. Shall comply with the Fire Department requirements for Business license inspection. (fire extinguishers are in place)
7. ADA, Accessible will need to install a ramp to be wheelchair accessible and compliant.
8. The proposed Use complies with the regulations and conditions in the Washington Terrace City Municipal Code.
9. The Business complies with adequate utilities, drainage, lighting, landscaping and open space, fire protection hydrants and safe & convenient access are available.
10. It shall not create a need for added City services which cannot be reasonably met, (Planning Department review does not see any increase in city services.)
11. No occupancy shall be given until the Conditional Use Permit has been granted.
12. Business hours will be mostly afternoon into the evening. Other than weekends.

C. Department Review:

The development review team recommends granting the Conditional Use to Clue Inn Escape Business, so long as they have complied with Conditional Use Permit as established by the Planning Commission.

Alternatives:

A. Approve the Request:

The Planning Commission should grant a motion to approve the Conditional Use Permit (CUP).

B. Deny the Request:

The Planning Commission can deny the request.

C. Continue the Item:

The Planning Commission could table the item to a later meeting, for action at that time. With Recommendations

WASHINGTON TERRACE CITY
PLANNING AND ZONING APPLICATION

Application for the following:

Site Development Plan Approval Preliminary Plat
 Final Plat Conditional Use Permit Zoning/Rezone
 Review fee Annexation/Boundary Adjustment Request
 Board of Adjustments Engineering Review
 Subdivision Preliminary Plat Final Plat
 Other Specify _____

Project location/Address: _____
Existing Use: _____
Description/Type of Project: _____

Name of Applicant (Property Owner): _____
Applicant Address: _____ Phone: _____
Name of Agent: _____
Agent Address: _____ Phone: _____

Project Info: Name of Subdivision/Business/Development: _____
Development Type: Residential Multi-family Commercial
Number of lots _____ # of Units _____ Size of lots _____
If Development is to take place in phases, please describe: _____

Engineering/Surveying Firm: _____
Bond/Surety Provider: _____
Contact Person: _____ Phone: _____
Email: _____

A plat of the survey with legal description and a set of current engineering plans (including sewer, water, roads, grading, and detention) must accompany this application and be submitted on a cd or disk
Approval State: Conceptual Preliminary Final



Signature of Owner/Agent Date

Note: If the applicant is not the same as the owner, the owner should sign the application or submit a letter authorizing the applicant to proceed with the application.
Application fees must be paid prior to receiving a hearing date with the City Council or Planning Commission. Plus additional review cost in excess of minimum shall be paid as those costs are incurred, before improvements can be started and/or permits can be issued

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|--|
| OFFICIAL USE ONLY: Fee paid on: _____ Hearing Date: _____ Application # _____ Zone: _____ Received by: _____ |
|--|

Washington Terrace City
Planning and Zoning Application
Attachment

Catherine Pommier
CLUE Inn Escape
573 N 600 E
Brigham City, Utah 84302
435-730-2223
Cathy@ClueInnEscape.com

Reference:
Stone Ridge Point LLC property at
5100 S 375 E Ste A Washington Terrace

Description/Request type of project:

CLUE Inn Escape is expanding. We are currently a mobile escape room business originating out of Brigham City and Perry, Utah.

We have located a building at 5100 S 375 E Ste A which is excellent for our expansion. The building was previously used as office space. There will be no need for extensive remodeling or change to the structure of the building. Escape games will be designed in the existing rooms and space.

CLUE Inn Escape provides escape room games to its clientele. Escape rooms are filled with puzzles and enigmas challenging a team to use their wits, problem solving and detective skills to solve the designed scenario. Rooms are decorated and themed. The team has a specified amount of time to complete their challenge.

CLUE Inn Escape also provides mobile escape games available to clients and traveling to their location. Table- Top, a full mobile venue and pop-up games run with the same concept where groups of people are given a scenario, challenged with problem solving puzzles and must complete their tasks in a specified amount of time. CLUE Inn Escape is contracted to provide this service at the clients event, party, school or other location.

I have provided an eagle view of the location which includes the suite location and parking (including 2 handicap parking locations and overflow area).

