

Chair

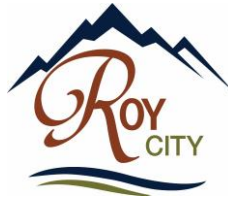
- Ryan Cowley

Vice-Chair

- Jason Felt

City Planner

- Steve Parkinson

**Commission Members**

- Brody Bailey
- Samantha Bills
- Torris Brand
- Christopher Collins
- Janel Hulbert
- Jason Sphar
- Daniel Tanner

PLANNING COMMISSION AGENDA

February 13, 2024

6:00 p.m.

The Roy City Planning Commission regular meeting will be held in the City Council Chamber / Court Room in the Roy City Municipal Building located at 5051 South 1900 West. The meeting will commence with the Pledge of Allegiance, which will be appointed by the Chair.

[This meeting will be streamed live on the Roy City YouTube channel.](#)

Agenda Items

1. Declaration of Conflicts
2. Approval of the December 12, 2023, regular meeting minutes
3. Approval of the January 9, 2024, regular meeting minutes

Legislative Items

Administrative Items

4. A request for Site Plan and Architectural approval for Roy 66 located at approximately 1930 West 6000 South
5. Commissioners Minute
6. Staff Update
7. Adjourn

In Compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should contact the Administration Department at (801) 774-1040 or by email: ced@royutah.org at least 48 hours in advance of the meeting.

Pursuant to Section 52-4-7.8 (1)(e) and (3)(B)(ii) "Electronic Meetings" of the Open and Public Meetings Law, any Commissioner may participate in the meeting via teleconference, and such electronic means will provide the public body the ability to communicate via the teleconference.

Certificate of Posting

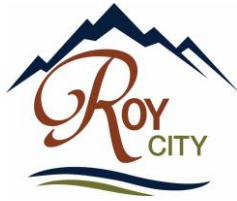
The undersigned, does hereby certify that the above notice and agenda was posted in a public place within the Roy City limits on this 9th day of February 2024. A copy was also provided to the Standard Examiner, posted on the Roy City Website, Public Notice Website and at the Roy City Municipal Building on the same date.

Visit the Roy City Web Site @ www.royutah.org

Roy City Planning Commission Agenda Information – (801) 774-1027

Steve Parkinson, City Planner





ROY CITY
Planning Commission Regular meeting
December 12, 2023 – 6:00 p.m.
City Council Chambers/Courtroom
5051 South 1900 West

1 The meeting was a regularly scheduled work-session designated by resolution. Notice of the
2 meeting was provided to the *Standard Examiner* at least 24 hours in advance. A copy of the
3 agenda was posted.

4
5 The following members were in attendance:

6
7 Jason Felt, Vice Chair
8 Samantha Bills
9 Chris Collins
10 Janel Hulbert
11 Jason Sphar
12 Daniel Tanner

Steve Parkinson, City Planner
Patrick Tan, Assistant City Attorney

13
14 Excused: Commissioner Torris Brand and Chairman Ryan Cowley

15
16 Others in attendance: Glenda Moore, Kevin Homer, and Connor Petersen.

17
18 Pledge of Allegiance: Commissioner Tanner

19
20 1. DECLARATIONS OF CONFLICT

21
22 There were none.

23
24 2. TO CONSIDER A REQUEST FOR SITE PLAN & ARCHITECTURAL REVIEW APPROVAL
25 FOR FAYE'S LAUNDRY LOCATED AT APPROXIMATELY 5421 SOUTH 1900 WEST

26
27 The applicant, Connor Petersen presented his request and stated that he and his team had
28 designed their own site plan, although noted they had considered hiring an architect to design
29 their site plan and could do that if it was needed. He shared an overview of the site plan, and
30 said he was unsure if he was responsible for reaching out to UDOT for a property assessment.
31 Vice Chair Felt replied that he was and detailed the process moving forward. Mr. Peterson
32 apologized that they had moved forward with construction without proper approval and explained
33 he had not realized how the permit process worked. He expressed that he loved being in Roy
34 City and clarified that they did have the proper permitting to move forward now.

35
36 Mr. Parkinson summarized the request and oriented the Planning Commission to the location of
37 the site. He said it was within the downtown area and noted that its use as a laundry was fine
38 within the zone, although he explained since there was a change in use this request also required
39 approval from UDOT, and he noted UDOT could be unpredictable with their approvals.

40
41 Mr. Parkinson explained the request was to add a drive-through window for people to drop off and
42 pick up their laundry, and he shared an image showing how this would look. Mr. Parkinson
43 explained laundry was not actually done on the site; this was more of a pick-up and drop-off
44 location. He added that the Fire Department also needed to give approval and reported that he
45 had sent the request to the Fire Department for their approval.

46

He summarized that Staff recommended approval with DRC comments, although noted that with the need for UDOT approval there may be other changes. He asked if there were any questions, and lastly clarified that the only change they were making was the addition of the drive-up window.

Commissioner Collins asked if the building would need to follow the new guidelines for the downtown Code, and Mr. Parkinson explained the building was considered legal non-conforming. He elaborated that all they were doing was making a modification to the door and not making any major changes to the exterior paint or materials, so they were not subject to the new design guidelines.

Commissioner Collins moved to approve the Site Plan for Faye's Laundry with the conditions as stated in the staff report. Commissioner Sphar seconded the motion. Commissioners Bills, Collins, Hulbert, Felt, Sphar and Tanner voted "aye." The motion carried.

Mr. Parkinson told Mr. Peterson would review the Fire Department's comments and email the comments to him to incorporate into his site plan. He also expressed he would share contract information for UDOT.

Commissioner Tanner moved to approve the Architectural review for Faye's Laundry with the conditions as stated in the staff report. Commissioner Hulbert seconded the motion. Commissioners Bills, Collins, Hulbert, Felt, Sphar and Tanner voted "aye." The motion carried.

3. COMMISSIONERS MINUTE

No comments or questions

4. STAFF UPDATE

Mr. Parkinson stated that Roy City was part of Western Weber Active Transportation Plan and said Roy and the other cities that were part of the Plan were going to get together to discuss trail connectivity. He said there would be a public open house on January third, and emphasized it was important for the Commissioners to attend. He discussed that trails were important to many Roy residents and thought it would be great if the Commissioners could come to the meeting, although he acknowledged it was at the same time that they usually held their work session.

Mr. Parkinson also noted they would not hold their December work session meeting since it was the day after Christmas, and indicated they might hold one in January.

5. ADJOURN

Commissioner Tanner moved to adjourn at 6:48 p.m. Commissioner Brand seconded the motion. Commissioners Bills, Collins, Hulbert, Felt, Sphar and Tanner voted "aye," Commissioner Collins voted "nay." The motion carried.

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dc: 12-12-23

Jason Felt
Vice-Chair



ROY CITY
Planning Commission Regular meeting
January 9, 2024 – 6:00 p.m.
City Council Chambers/Courtroom
5051 South 1900 West

1 The meeting was a regularly scheduled work-session designated by resolution. Notice of the
2 meeting was provided to the *Standard Examiner* at least 24 hours in advance. A copy of the
3 agenda was posted.

4
5 The following members were in attendance:

6
7 Ryan Cowley, Chair

Steve Parkinson, City Planner

8 Torris Brand

Patrick Tan, Assistant City Attorney

9 Jason Felt

10 Janel Hulbert

11 Jason Sphar

12 Daniel Tanner

13
14 Excused: Commissioners Samantha Bills and Chris Collins

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16 Others in attendance: Kevin Homer, and Cambria Hulbert

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18 Pledge of Allegiance: Commissioner Felt

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20 1. DECLARATIONS OF CONFLICT

21
22 There were none.

23
24 2. APPROVAL OF THE NOVEMBER 14, 2023, REGULAR MEETING MINUTES

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26 **Commissioner Tanner moved to approve the November 14, 2023; regular meeting minutes**
27 **as written. Commissioner Hulbert seconded the motion. Commissioners Brand, Cowley,**
28 **Felt, Hulbert, Sphar and Tanner voted “aye.” The motion carried.**

29
30 3. PUBLIC HEARING – TO CONSIDER AMENDMENTS TO TITLE 13 SIGN
31 REGULATIONS, AMENDING CH 4 – POLITICAL/CAMPAIGN SIGNS; AND VISUAL
32 CLEARANCE TRIANGLE.

33
34 Mr. Parkinson summarized the purpose of this hearing was to consider political campaign signs
35 and explained how the language currently was stated in Title 13. Mr. Parkinson discussed a
36 recent Supreme Court case which had concluded that there could not be a time frame on signs,
37 and he explained this meant there could not be rules in their Code about how many days before
38 and after an election that signs could be posted. He also addressed the sight triangle, and
39 explained there were discrepancies within the Code which needed to be clarified. He elaborated
40 that in some sections of the Code, all signs were prohibited from the sight triangle, although in
41 other sections it was stated that monument signs were allowed as long as they did not block the
42 view.

43
44 Mr. Parkinson said they needed to clarify these issues as well as define “sight triangle” for
45 purposes of the Code. Mr. Parkinson recommended that they send these updates to the City
46 Council for approval, and he discussed these updates would make everything much more clear
47 and would also make enforcement much more feasible.

48

Chairman Cowley expressed that he was in favor of these changes and thanked Mr. Parkinson for his work in making the document more consistent.

Commissioner Sphar moved to open the public hearing. Commissioner Tanner seconded the motion. Commissioners Brand, Cowley, Felt, Hulbert, Sphar and Tanner voted “aye.” The motion carried.

He opened the floor for public comments and reminded the public of the rules for public comments.

Kevin Homer of 5398 S. 4000 W. Roy thanked Mr. Parkinson and Staff for their work and thought it was important that these updates be made. He noted that the Supreme Court case in question was Reed vs. the City of Gilbert Arizona, and he added that this case had been back in 2015 so it was past time for Roy to address their inconsistencies. Mr. Homer then opined it was inappropriate to censor the content of a sign and noted that particularly it should be okay for residents to post whatever kind of signs they wanted on their own private property. He advocated for the approval of this amendment.

There were no additional comments,

Commissioner Tanner moved to close the public hearing. Commissioner Felt seconded the motion. Commissioners Brand, Cowley, Felt, Hulbert, Sphar and Tanner voted “aye.” The motion carried.

Commissioner Sphar moved to recommend to the City Council that they approve the proposed amendments to Title 13 Sign Regulations, amending CH 4 – Political/Campaign Signs; and Visual Clearance Triangle as written. Commissioner Brand seconded the motion. Commissioners Brand, Cowley, Felt, Hulbert, Sphar and Tanner voted “aye,” The motion carried.

Mr. Parkinson noted this item would be on City Council’s agenda for the following week.

4. ELECTIONS OF CHAIR AND VICE-CHAIR FOR 2023.

Chairman Cowley turned the time over to Mr. Parkinson to handle the elections.

Mr. Parkinson opened the floor for nominations for Planning Commission Chair. There was a brief conversation about term length restrictions.

Commissioner Felt nominated Ryan Cowley as Chair. Commissioner Tanner seconded the motion.

No additional nominations were made.

Commissioners Brand, Felt, Hulbert, Sphar and Tanner voted “aye” for Ryan Cowley. The motion carried.

Mr. Parkinson opened the floor for nominations for Planning Commission Vice-Chair.

Commissioner Tanner nominated Jason Felt as Vice-Chair. Commissioner Cowley seconded the motion.

No additional nominations were made.

Commissioners Brand, Cowley, Hulbert, Sphar and Tanner voted “aye” for Jason Felt. The motion carried.

5. DISCUSSION OF SB 174 (2023) REGARDING I-ADU'S

Mr. Parkinson discussed that several items had been brought up in regard to I-ADUs during the legislative discussion of SB 174. Mr. Parkinson said that Roy City Code currently allowed for the conversion of a garage into a living space, with the only stipulation being that there still needed to be at least two legal parking spaces somewhere on the property. He explained that Staff did not feel their Code needed to be changed since they felt this was in line with SB 174, although he expressed they could have a conversation about this if the Planning Commission thought the language did not match the intent of SB 174.

Mr. Parkinson discussed the other change was that cities could require an additional parking stall for an ADU, although they did not specify where on the property the parking stall could be located. He wondered if parking should be allowed in the side yard or only in the backyard, and he also asked the Planning Commission for feedback as to if they should allow parking spaces to be outside of the setback area.

Mr. Parkinson said this would be a large conversation and said he wanted to get the Commissioners thinking about these items before they formally discussed it.

Chairman Cowley asked Mr. Parkinson if he could bring in some examples of houses that could not meet setback requirements for their work session discussion and Mr. Parkinson said he would do so.

Mr. Parkinson also clarified that this was not a discussion about amending the materials for parking spaces, but just if they wanted to amend where on the property a parking space could legally be placed. He also noted that not all cities had a third parking space requirement.

6. COMMISSIONERS MINUTE

There were none.

7. STAFF UPDATE

Mr. Parkinson invited the Planning Commission to attend the West Weber Active Transportation Plan, although it took place on the same evening as a scheduled work session. He explained the purpose of this meeting and said it was for stakeholders. He added if the Commissioners could not attend the meeting, there was also going to be an open house and he urged them to attend at least the open house, if possible. He said there would also be a public meeting from 5- 6 PM.

8. ADJOURN

Commissioner Tanner moved to adjourn at 6:27 p.m. Commissioner Felt seconded the motion. Commissioners Brand, Cowley, Felt, Hulbert, Sphar and Tanner voted “aye”. The motion carried.

Ryan Cowley
Chair

dc: 01-09-24



STAFF REPORT

Planning Commission

February 13, 2024

Agenda Item # 4

SYNOPSIS

Application Information

Applicant: Jason Ohlin
Request: Request for Site Plan & Architectural approval for Roy 66.
Address: Approximately 1930 West 6000 South

Land Use Information

Current Zoning: DT-G; Downtown Gateway
Adjacent Zoning: North: DT- G; Downtown Gateway South: DT- G; Downtown Gateway
East: DT- G; Downtown Gateway West: DT- G; Downtown Gateway

Staff

Report By: Steve Parkinson
Recommendation: Recommends approving, with conditions

APPLICABLE ORDINANCES

- Roy City Zoning Ordinance Title 10, Chapter 13 – Mixed Use
 - 10-13-3 – Building Type
 - 10-13-4 – Open Space
 - 10-13-5 – Landscaping
 - 10-13-6 – Parking

ANALYSIS

Project Overview:

The property is on the north side of 6000 South, just west of 7-11 which is on the NW corner of 1900 West and 6000 South. Across the street from Lawn World. (Exhibit “A”) The property is 0.67 acres (29,185.2 sq.-ft.) in lot area.

The applicant is looking to add a “Accessory Storage Structure” on the north side of the existing building.

Staff Review & Comments:

History: The eastern portion of the property and building originally received PC approval in 1998. Over the years the business expanded onto the western portion of the property without any improvements as required by City ordinances.

Aerial history shows that around 2007 a small accessory building appeared behind the main building on the northwest corner of the asphalt area. No building permit nor site plan approval was issued.

Sometime around 2021 the small accessory building moved east, and the “existing building” as shown on the proposed site plan (exhibit “B”) took its place, on the northwest corner of the asphalt area, again without building permit or site plan approval.

Sometime between 2022 & 2023 a fence was installed on the western unimproved area, from the building to the western property line.

Sometime in late 2023 the “existing building” moved westward off of the asphalt area to where it is shown on the proposed site plan.

Site Plan: Most of the proposed changes occur within the unimproved western portion of the property and will need to be improved according to all zoning codes, including the “Existing Accessory Building”.



The Site Plan can meet the minimum code requirements but may take some time to finish due to budget.

Elevations: The proposed building is a single level garage type building. It appears that the exterior of the building is corrugated metal which isn't an approved material. It is unknown what color the material will be either. The southern elevation is required to have at least 15% glazing.

As for the "existing accessory building" because it never received approval from this body it will need to comply with today's standards, regarding setbacks, exterior materials, etc.

The building elevation can also meet the minimum code requirements, depending on what the LAP siding material is, and which secondary material is proposed.

Summary: The Planning Commission will need to determine if the proposed development meets or can meet the intent of the Zoning Ordinance.

CONDITIONS FOR APPROVAL

1. Compliance to the requirements and recommendations within this report.
2. Compliance to all requirements as discussed in this meeting.

FINDINGS

1. The proposed site plan can meet all of the requirements of the Zoning Ordinance.

ALTERNATIVE ACTIONS

The Planning Commission can Approve, Approve with conditions, or Table.

RECOMMENDATION

Staff recommends approving both the Site Plan and Architectural review with the condition that all current and future DRC review comments are complied with along with any conditions as stated in the Staff report or during this Planning Commission meeting.

EXHIBITS

- A. Aerial Map
- B. Proposed Site Plan
- C. Proposed Building Elevations
- D. The February 7, 2024, DRC Review Memo

EXHIBIT "A" – AERIAL

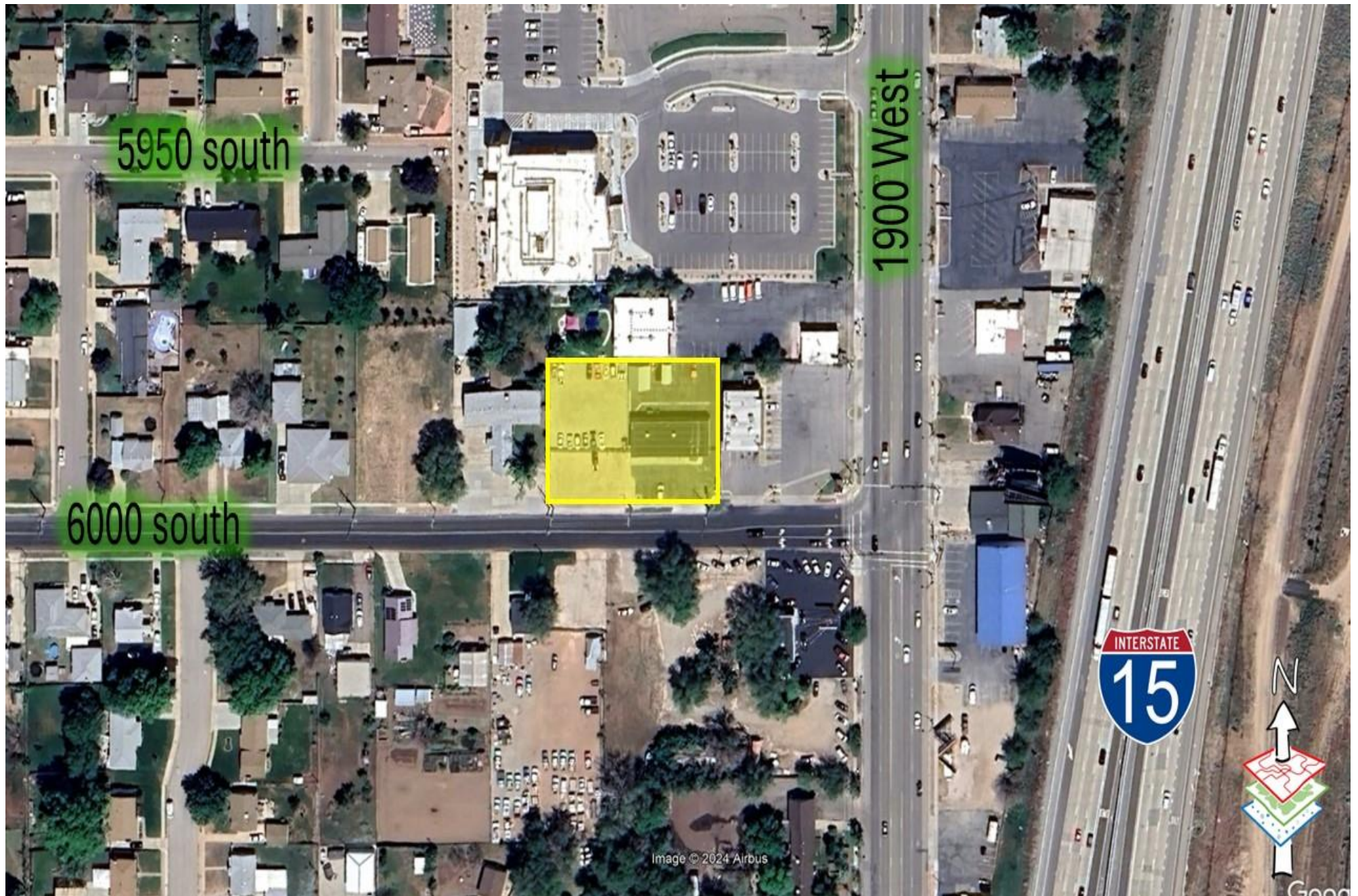


EXHIBIT "B" – SITE PLAN

Jason Ohlin
1930 W 6000 S,
Roy, UT 84037

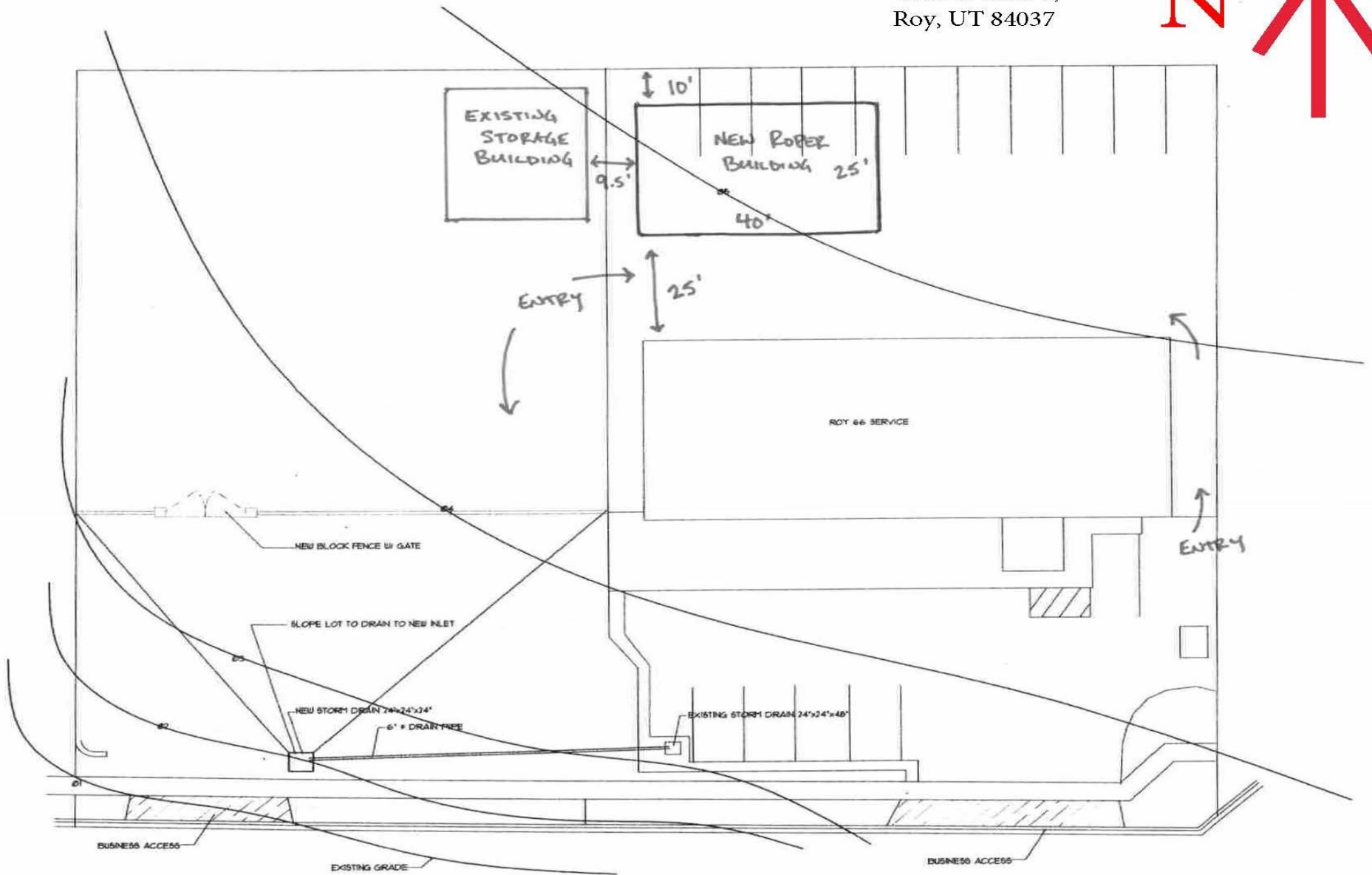
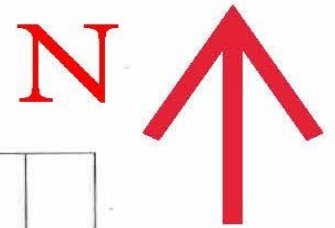
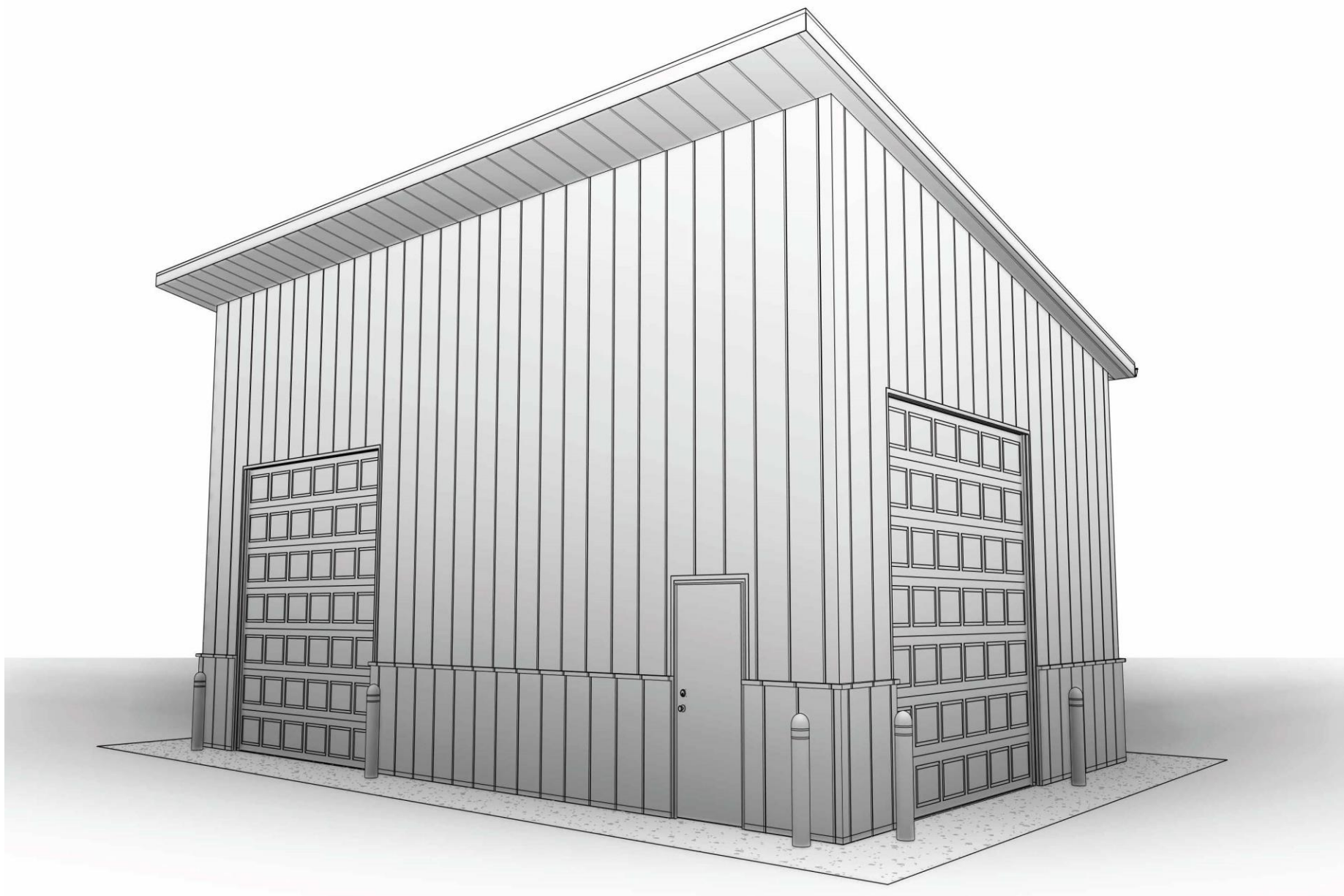
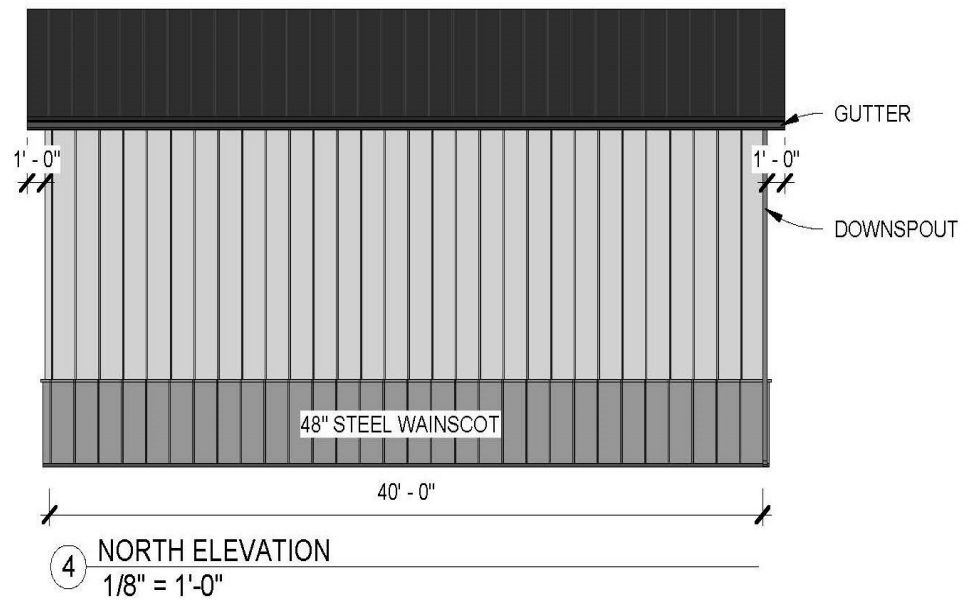
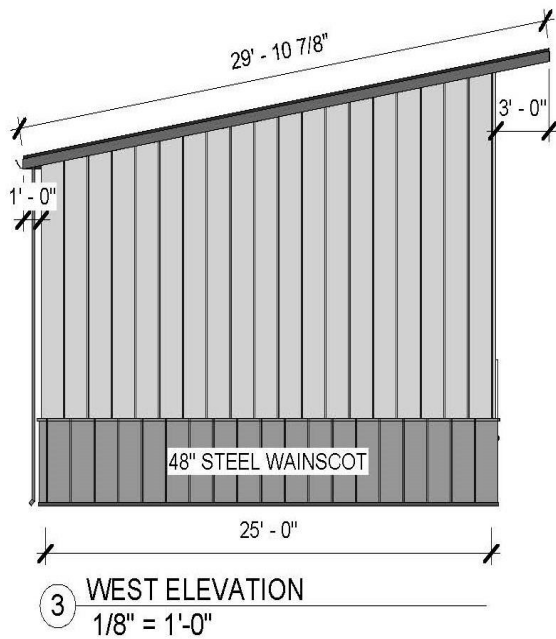
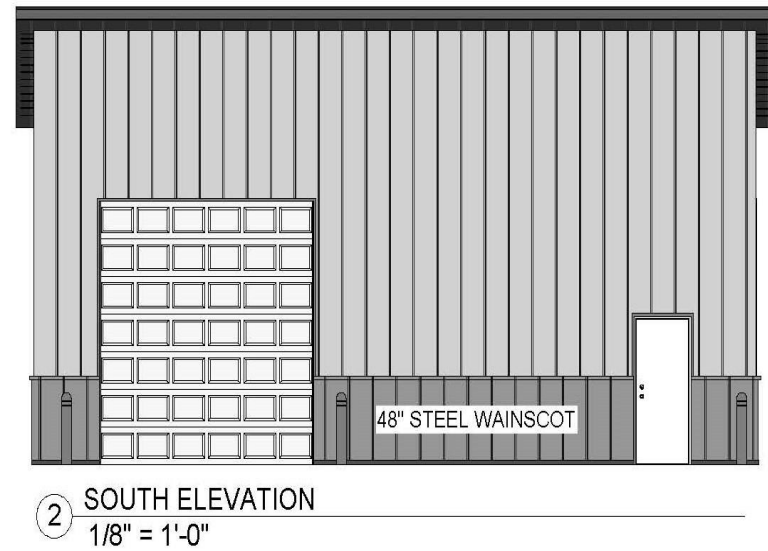
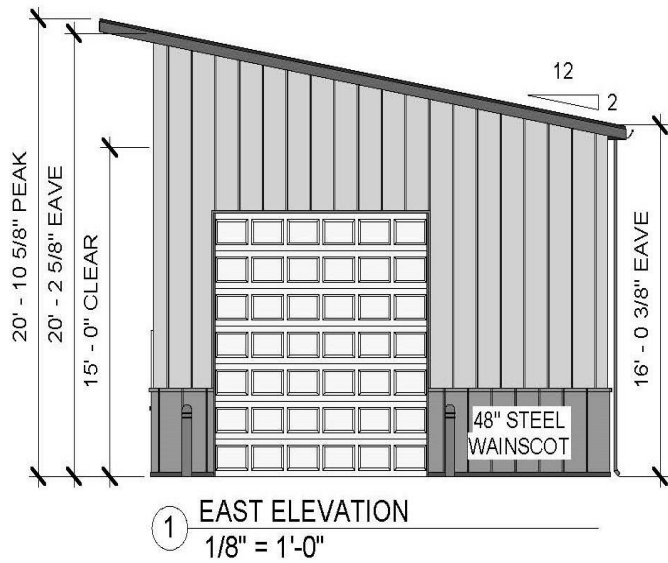


EXHIBIT “C” – BUILDING ELEVATIONS







Date: 7 February 2024
To: Jason Ohlin
From: Steve Parkinson – Planning & Zoning Administrator
Wasatch Civil – City Engineer
Mike King – Deputy Fire Chief
Gaile Supp – Building Official
Ross Oliver – Public Works Director
Subject: The Roy 66 – 1930 We. 6000 So. – plans submitted January 8, 2024

If there are comments below that require corrections OR changes to plans, resubmittal of plans is required.

We have tried to address all items of concern with reference to all applicable City codes or for the general Health, Safety and Welfare of the public, however, this review does not forego any other items of concern that may come to our attention during additional reviews.

Engineering –

A. Traffic and Access

1. The plan does not accurately represent the site's conditions. The existing storage building and the new storage building do not appear to be shown in the correct locations. Some fencing and gates are also not shown when compared to recent aerial photographs. We recommend updating the site drawing with the current conditions and the intended design layout. An accurate depiction of the site layout is important for the fire department's evaluation of emergency access.

B. Water System

1. No issues

C. Storm Drainage Design

1. It's not clear if the drainage features shown on the plan are existing or proposed. If new facilities are proposed, they should be clearly called out. Similarly, existing features should be clearly labeled.
2. The site needs to comply with Roy City standards for runoff discharge, which will require retention or detention. The applicant should provide calculations for the storage volume required for the 100-year storm event, and the site plan should demonstrate compliance with the storage and discharge requirements.
3. Site runoff should be directed toward the detention or retention area. The site plan contours indicate that a significant amount of runoff from the site could be flowing onto the adjoining property west of the site. If this is the case, the runoff pattern should be corrected by grading, drainage swales, or storm drain piping.

D. Water Quality Report

1. Water Quality Report and LID - A water quality report is required.
2. SWPPP and NOI – Not required.
3. Land Disturbance Permit – required.

Building – (All comments below are Site Plan Review only)

1. One Accessible parking stall shall be provided and shall be identified with the International Symbol of Accessibility.
 - a. The width of the accessible parking stall shall be a minimum of 96 inches for a car and 132 inches for a van.
 - b. The slope of the parking stall shall not exceed 2%.
2. Provide an accessible ramp outside the front door.
 - a. The ramp must not have a slope greater than 8%.
 - b. The ramp shall have a 60-inch landing at the top and bottom and have minimum clear width of 36 inches.



3. The distance between buildings shall be a min of 10' or a fire wall must be constructed.
4. Our records also indicate the existing storage building was not permitted to be constructed and shall also attain a building permit.

Fire – (All review comments below are for Site Plan only)

The developer is responsible for International Fire Code and National Fire Protection Association compliance for all aspects of the building.)

- I. Nothing of concern at this time.

Public Works -

A. Street Division

- I. No comment at this time.

B. Sewer & Water System

- I. Backflow containment Device needs to be installed on the property side of water service.

C. Storm Water (all items must be reviewed & approved before work begins)

- I. The Roy City Land Disturbance Permit will need to be filled out and approved prior to work beginning.

Planning –

A. General

1. Original Site Plan approval was in 1998. The following did not receive Planning Commission approval:
 - a. Expansion onto the western portion of this property
 - b. The “Existing Storage Building”.
 - c. Fencing west of the building.
2. The “Existing Storage Building” did not receive a building permit.
3. The “Existing Storage Building” appears to have moved from a location on the asphalt in 2023 to its current location in 2024.

B. Site Plan

1. The proposed Site Plan doesn't depict correctly how the property is being used.
2. The proposed building takes up six (6) of the twelve stalls along the northern property line per 1998 Site Plan approval. Today's standards require the same number of stalls, where will the replacements be located?
3. Where is the dumpster and corresponding enclosure?
4. Plans don't indicate but is the western portion of the property going to be paved? Development standards require it to be if it's going to be used.
5. Setbacks along 6000 South is fifteen (15) feet, area can be landscaped. If parking is to be abutting it they will need to be screened.
6. Need to submit a Landscaping plan.
7. Need to submit an Irrigation plan.
8. How much of the site is impervious vs pervious.
9. What is the height of the fence? barber-wire or razor-wire are not allowed. The gate entrance into the northern area is depicted on the site plan differently than what exists.

C. Architectural

1. What are the exterior materials of the existing and proposed buildings?
2. Provide a materials and colors board for both buildings.
3. 15% of the façade of each building facing towards the street must be transparent.
4. What will the proposed buildings be used for.
5. What is the overall height of the primary building?

D. Site Lighting

- I. Nothing was provided, but will there be any exterior lighting within the parking lot?