

Woodland Hills Planning Commission Meeting – Summary of Minutes

Date: May 21, 2025

Time: 7:05 p.m.

Presiding: Vice Chair Larry Henry

1. Public Hearing

- Opened to hear comments on:
 - Amendments to the Accessory Dwelling Unit (ADU) ordinance.
 - Proposed changes to City Code 10-16-9 to allow driveway gates.

Public Participation:

- No members of the public attended or provided comment.

Commission Discussion:

- **Gate Functionality & Inspections:**
 - Members debated if the city should re-inspect gates after repair and how to ensure compliance.
 - Language was proposed to require property owners to notify the city once a gate is repaired.
 - The importance of a follow-up inspection by the city was agreed upon.
- **\$500 Fine Clause:**
 - Concerns were raised about fairness if fines were imposed immediately after a gate fails a test.
 - A consensus emerged that fines should only apply if issues aren't resolved within a set period (e.g., 30 days).
 - Additional discussion emphasized public safety if gates block emergency access, especially when manually chained.
- **Manual vs. Automatic Testing:**
 - It was agreed that the city should have the option to test gates "at least once yearly," removing the word "manually" for clarity.

- **Gate Placement:**

- Requirement amended to mandate gates be installed a minimum of 20 feet from the street property line (increased from 19 feet).
-

2. Regular Meeting

- **Invocation:** Given by Severin Johnson
- **Pledge of Allegiance:** Led by John Stout

Approval of Prior Minutes:

Minutes from the previous meeting were not approved.

3. Motions & Voting

- **Motion #1: Recommend ADU Ordinance Changes to Council**
 - **Motion by:** Severin Johnson
 - **Seconded by:** [Simon Kirschman](#)
 - **Vote:** Unanimously approved
 - **Motion #2: Amend City Code 10.16.9 (Driveway Gates)**
 - Amendments included:
 - Removal of the word “manually” from Section 6.
 - Addition of “at least once yearly” to gate testing language.
 - Clarification that the city will re-test gates after repair.
 - Gate placement changed to 20 feet from the property line.
 - **Motion by:** John Stout
 - **Seconded by:** Severin Johnson
 - **Vote:** Motion passed unanimously
-

4. Adjournment: 7:40 pm.

- **Motion by:** Severin Johnson

- **Seconded by:** John Stout

Meeting Adjourned.

MINUTES OF WOODLAND HILLS CITY, UTAH, PLANNING COMMISSION PUBLIC HEARING AND PUBLIC MEETING HELD ON JUNE 18, 2025

On June 18, 2025, the planning commission held a public hearing to take public comment on a number of issues, including proposed ordinance changes. They are included below:

1. Proposed change to city code 9.1.7 Wildland Urban Interface code to adopt both the Utah and International Wildland Urban Interface code as adopted by the State of Utah.

The public hearing commenced and ended at 7:05pm pm with no public comments being made.

Chairman Frandsen then called the Planning Commission public meeting to order. Present were Commissioners Severin Johnson, Larry Henry, John Stout, Lori Thomas, Simon Kirschman, and Wayne Frandsen. Chairman Frandsen called on Commissioner Lori Thomas to offer the invocation and Commissioner Simon Kirschman to lead the pledge of allegiance.

Chairman Frandsen opened the meeting for public comment and there was none.

Item number 6 on the agenda was to approve planning commission meeting minutes of May 21, 2025. Commissioner Stout made a motion to approve the minutes, which motion was seconded by Commissioner Johnson. All voted in favor of the motion.

Item number 7 on the agenda was a discussion of the proposed change to our city ordinances to adopt both the Utah and International Wildland Urban Interface Codes. Chairman Frandsen advised that through apparent oversight the city had never formally adopted these ordinances even though we had been following them. Following a brief discussion, Commissioner Henry made a motion to recommend these two ordinance changes to the city council, which motion was seconded by Commissioner Stout. All voted in favor of the motion.

Item number 8 on the agenda was a discussion lead by Chairman Frandsen of an upcoming change to our city ordinances relative to the job title of Building Official. This person will be designated as the city's Community Development Director. This person at the present time is Ted Mickelsen and he will have all of the authority of the previous titled Building Official, except for approving Temporary Occupancy Permits and Permanent Occupancy Permits and Certificates of Completion. This is being done in order to comply with a new State law on the matter which requires a city's building official to have further certifications which Ted does not have. Instead, we will be going to Sunrise Engineering, our present building inspectors, to approve the issuance of these documents.

There being no further business to conduct, Commissioner Thomas made a motion to adjourn the meeting which motion was seconded by Commissioner Johnson. All voted in favor of the motion and the meeting was adjourned at 7:40pm.

Wayne Frandsen, Chairman