**MINUTES OF WOODLAND HILLS CITY, UTAH, PLANNING COMMISSION MEETING HELD ON February 19, 2025**

On February 19, 2025, the planning commission held a scheduled public hearing as well as their regular monthly meeting. The public hearing commenced at 7:03pm. Present were Planning Commissioners Severin Johnson, Simon Kirschman, John Stout, Lori Thomas and Wayne Frandsen. Commissioner Larry Henry was excused. Chairman Frandsen introduced the topics of the public hearing which were a series of ordinance changes contained in Title 10 relative to fencing, Accessory Dwelling Units, Sports Courts, and retaining walls. The proposed changes would affect 10-2-1, 10-3-1, 10-11-8-B-1-.J, 10-11-8-B-2-a, 10-11-8-B-5, 10-11-8-B-6, 10-11-8-D, 10-18-1B, E, K and L. Each of these proposed ordinance changes had been advertised in the local newspaper and on line to inform the public of the public hearing. There were no public hearing comments and the public hearing was concluded at 7:05pm.

The planning commission continued on with it’s regular scheduled public meeting. An invocation was offered by Commissioner Thomas and the pledge of allegiance was led by Commissioner Kirschman. The meeting was open for public comment, which there was none.

The next item on the agenda, item number 14, was approval of the planning commission minutes for the November 20, 2024 meeting, the last public meeting held. Commissioner Stout made a motion to approve the minutes which motion was seconded by Commissioner Thomas. All voted in favor of the motion.

The next agenda item was number 15 and consisted of training for the Commissioners given by City Recorder Jody Stones. It consisted of training on the State’s Open Public Meeting Act.

The next agenda item was number 16 wherein Chairman Frandsen presented a proposed schedule for the 2025 year planning commission meetings. It was decided to continue with the third Wednesday of each month meeting schedule. Commissioner Johnson made a motion to adopt that schedule, which motion was seconded by Commissioner Stout. All voted in favor of the motion.

The next agenda item was number 17, which consisted of nominations and selections for the planning commission chairman and vice chairman for the 2025 year. Commissioner Johnson made a motion to nominated Wayne Frandsen, the current chair to continue in that assignment. This motion was seconded by Commissioner Thomas. All voted in favor of the motion. Next, Commissioner Johson made a motion to nominate Commissioner Henry to be the Vice Chairman. The motion was seconded by Commissioner Stout and all voted in favor of this motion.

The next agenda item was number 18 which was a presentation of the planning commission by laws by Chairman Frandsen. A copy was handed out to each of the commissioners. It was suggested for each commissioner to read through them and come back in the March meeting with any questions they might have.

The next item on the agenda was number 19 and consisted of a lot line adjustment being requested by resident James Dunning. He had acquired two adjacent lots, numbers 5 and 6 in Plat C-2, of Summit Creek 7 Subdivision, and wanted to combine them into one lot. Following a brief discussion of the proposal, Commissioner Thomas made a motion to approve the lot line adjustment, combining the two lots into one. Commissioner Johnson seconded the motion and all voted in favor of the motion.

The next item on the agenda was number 20 and consisted of a discussion of the proposed ordinance changes that were part of the public hearing. See Below:

As to ordinance 6-1-2- E, an ordinance to restrict motorized vehicles in the city park. Commissioner Stout made a motion to adopt the ordinance as written. This motion was seconded by Commissioner Kirschman and all voted in favor of the motion.

As to ordinance 10-2-1, an ordinance to further define Accessory Dwelling Unit, in addition to a definition of a Wall. A motion was made by Commissioner Johnson to adopt the ordinance as written. The motion was seconded by Commissioner Stout and all voted in favor of the ordinance change.

As to ordinance 10-3-1, It is an ordinance to change the title in the code from Building Inspector to Building Official. Following some discussion, Commissioner Thomas made a motion to adopt the ordinance as written. A second to the motion was made by Commissioner Stout. All voted in favor of the motion.

As to ordinance 10-11-8-B-1-j,It is an ordinance changing the fencing requirements for a garden fence. Following some discussion, Commissioner Johnson made a motion to adopt the change with some further changes, i.e. to enlarge the size of a garden and garden fencing from 200 square feet to 600 square feet. Commissioner Johnson made a motion to adopt the changes. Commissioner Thomas seconded the motion and all voted in favor of the motion.

As to ordinance 10-11-8-B-2-a, It is an ordinance changing the materials that can be used in fencing. After some discussion Commissioner Thomas made a motion to adopt the ordinance with a few additional changes, removing natural from natural stone, and adding composite material as an approved fencing material. Commissioner Stout seconded the motion and all voted in favor of the motion

As to ordinance 10-11-8-B-5, It is an ordinance relative to how a sports court is defined. There was some discussion of the proposed changes that were being suggested. One further change was suggested regarding any court lighting, that it must conform to city code. Commissioner Stout then made a motion to adopt the proposed ordinance along with the change to include following city code in regards to any installed lighting. Commissioner Kirschman seconded the motion and all voted in favor of the ordinance changes.

As to ordinance 10-11-8-B-6, it involved changes to the fencing ordinance permit requirements. Through oversight this particular ordinance was not voted on and it will be carried over to the March meeting for consideration.

As to ordinance 10-11-8-D, it is an ordinance regarding retaining walls. It was found that the city did not have any ordinances further addressing the use and approval of retaining walls in our city ode. To remedy that, this ordinance addressed retaining wall matters. Following some discussion, Commissioner Johnson made a motion to adopt the proposed ordinance as written. A second was made by Commissioner Stout. All voted in favor of the motion.

As to ordinances 10-18-1-B, 10-18-1-E, 10-18-1-K, and 10-18-1-L all are minor changes addressing Accessory Dwelling Units allowing them to be external to the residence and otherwise updating our ordinances on ADUs, Following some discussion, Commissioner Johnson made a motion to adopt the proposed changes, adding that a building permit must be obtained to construct an external ADU and that it must be built according to all building codes and city standards as well as the need to obtain a business license to operate it. Commissioner Stout seconded the motion and all voted in favor of it.

Item number 21 on the agenda was a discussion of other proposed ordinance changes that would need a further public hearing before any recommendations could be made to the city council. The include a change to the city’s business license ordinance, further changes to the fencing ordinance, permitted building and uses under 10-8-2 and to the Development and Construction Standards under 2.9.2 relative to the city’s sewer system. These matters will all be part of a public hearing in March and further discussion in the March planning commission meeting.

Item number 22 on the agenda as other business, Chairman Frandsen stated that he understood that a new one lot subdivision would be proposed in the near future and it would be under the new subdivision ordinance.

There being no further business, a motion was made by Commissioner Johnson to adjourn and the meeting adjourned at 9:20pm.

Wayne B. Frandsen, Chairman