



MEETING NOTICE AND AGENDA

Notice is hereby given that the Kaysville City Council will hold a regular council meeting on Thursday, September 21, 2023, starting at 7:00 PM in the **Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT**. The meeting will be streamed on YouTube, and the link to the meeting will be posted on www.KaysvilleLive.com.

Public comment is only taken during a meeting for Action Items, "Call to the Public", or for a public hearing. **Those wishing to speak during these times must sign-up in person before the meeting begins.** Comments may also be directed to the City Council via email to publiccomment@kaysville.gov. Emailed comments will NOT be read out-loud at the meeting.

CITY COUNCIL Q&A – 6:30 PM

The City Council will be available to answer questions or discuss any matters the public may have.

CITY COUNCIL MEETING – 7:00 PM

The agenda shall be as follows:

- 1) OPENING
 - a) Presented by Mayor Tamara Tran
- 2) CALL TO THE PUBLIC (3 MINUTE LIMIT, MUST SIGN UP IN PERSON)
- 3) PRESENTATIONS AND AWARDS
 - a) A Proclamation designating October 1-7, 2023 as Public Power Week
 - b) Employee of the Quarter Award, Dan Jessop
 - c) "Wreaths Across America" Presentation - Nancy Tippetts
 - d) Parks and Recreation Department Annual Report - Parks and Recreation Advisory Board and Cole Stephens, Parks and Recreation Director
- 4) DECLARATION OF ANY CONFLICTS OF INTEREST
- 5) CONSENT ITEMS
 - a) Approval of Minutes of August 17, 2023
 - b) Award of Bid for the FY2024 Crack Seal Project
- 6) COUNCIL MEMBERS REPORTS
- 7) CITY MANAGER REPORT
- 8) ADJOURNMENT

KAYSVILLE BUSINESS PARK ARCHITECTURAL REVIEW COMMITTEE MEETING

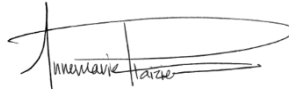
The agenda shall be as follows:

- 1) OPENING
- 2) CONSIDERATION OF A VARIANCE REQUEST FOR STORAGE UNITS FOR ALUMINUM SHINGLE COMPANY AT 524 NORTH 900 WEST (TABLED ITEM)

3) ADJOURNMENT

Kaysville City is dedicated to a policy of non-discrimination in admission to, access to, or operations of its programs, services, or activities. If you need special assistance due to a disability, please contact the Kaysville City Offices at (801) 546-1235 at least 24 hours in advance of the meeting to be held.

I hereby certify that I posted a copy of the foregoing Notice and Agenda at Kaysville City Hall, Kaysville City website at www.kaysville.gov, and the Utah Public Notice website at www.utah.gov/pmn. Posted on September 15, 2023.

A handwritten signature in black ink, appearing to read "Annemarie Plaizier", written over a horizontal line.

Annemarie Plaizier
City Recorder

**PROCLAMATION RECOGNIZING PUBLIC POWER WEEK, OCTOBER 1-7;
A WEEK-LONG CELEBRATION OF KAYSVILLE POWER & LIGHT'S
YEAR-ROUND SERVICE TO KAYSVILLE CITY**

WHEREAS, Kaysville City places a high value on being able to operate a community-owned, not-for-profit electric utility, where our citizens, who are customers and owners of our electric utility, have a direct say in utility operations and policies;

WHEREAS, Kaysville Power & Light provides our homes, businesses, schools, and social service and local government agencies with reliable, efficient, and safe electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates;

WHEREAS, Kaysville Power & Light is a valuable community asset that contributes to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development and safety awareness;

WHEREAS, Kaysville Power & Light is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place to live and work, and contributes to protecting the global environment;

NOW, THEREFORE BE IT RESOLVED, that Kaysville Power & Light will continue to work to bring low-cost, safe, reliable, and sustainable electricity to community homes and businesses just as it has since 1908, the year when the utility was created to serve all the citizens of Kaysville City; and

BE IT FURTHER RESOLVED, that the week of October 1-7, 2023 be designated **Public Power Week** to recognize the people behind public power at Kaysville Power & Light for their contributions to the community and to educate customer-owners, policy makers, and employees on the benefits of public power; and

BE IT FURTHER RESOLVED, that our community joins hands with more than 2,000 public power systems in the United States in this celebration of public power, which puts our residents, businesses, and the community before profits.

IN WITNESS WHEREOF, I have cause the Seal of the City of Kaysville City, to be affixed on this 21st day of September 2023.

Mayor



KAYSVILLE CITY COUNCIL
August 17, 2023

Minutes of a regular Kaysville City Council meeting held on August 17, 2023 at 7:00 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, Council Member Nate Jackson, and Council Member Perry Oaks

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Public Works Director Josh Belnap, Information Systems Manager Ryan Judd, Information Systems Assistant Ardi Harsono, David Sanders, LuAnn Sanders, Dani Sanders, Jason Sanders, Lily Sanders, Brian Saddler, Merilyn Johnson, Jill Dredge, Jake Stapp

OPENING

Council Member Hunt opened the meeting with a thought and led the audience in the Pledge of Allegiance.

CALL TO THE PUBLIC

Jill Dredge raised concerns about sustainability in relation to water and electricity resources in Kaysville. She said she had received a mailer about ten years ago, asking residents to be more mindful about water usage due to rapid development of west Kaysville. About that same time, she had seen a national program introducing the idea of high-density, low-income housing. We are now seeing these kinds of units being built all over and she is concerned that they will not be sustainable. Utah has been in a drought, and adding more people here puts more demand on water and electricity resources. The state has encouraged many high-tech companies to locate in Utah, and those companies require a great deal of water. Why would they come to a desert in a drought? Have these companies been promised preferential access to water resources? Will the consequences of high-density housing involve factors like temperature, CO2 emissions, traffic, schools, and emergency services? High-density housing projects tend to have little green space. A cooling effect occurs when there are more green spaces in urban areas. There has been some discussion about substantial water tax increases being imposed around the state and Ms. Dredge said that she wonders if this will be done in order to encourage high-density housing and discourage single home units. Is there a reason why single home units cannot continue to be part of the American dream and part of Kaysville? The city could potentially be fined if they do not comply with the state and federal government's desire for more high-density housing. Our State government seems to be assuming more power over the cities. Are we being forced to give up local control? The city needs to consider sustaining the lifestyle that we already have.

Lily Sanders said that she and her cousin operate a business selling snow cones and other treats.

They recently attempted to sell treats at Pioneer Park but were informed that they could not sell them at the park. They were disappointed because their treats seem to be popular after soccer games and while children are playing at the playground. This makes it hard for a kid-owned business when they are trying to find opportunities to be productive during the summer months. Miss Sanders said that she was here tonight to urge the city to consider allowing youth-owned businesses to operate in city parks. She understands the need for regulations, but suggested that youth-owned stands be allowed to operate at specific times in certain parks, or follow similar regulations as required by the concessions at Barnes Park. While Kaysville has done a great job providing facilities for young kids, sports teams, and athletes, it restricts these spaces for entrepreneurial kids. Miss Sanders said that she believes there should be a way for these kids to have access to these spaces as well, and proposed that the city conduct a trial run to allow kids at parks to sell their goods.

PRESENTATIONS AND AWARDS

COMMUNITY DEVELOPMENT DEPARTMENT REPORT

Melinda Greenwood, Community Development Department Director, presented a report of the Community Development Department reviewing their previous year. Mrs. Greenwood explained that their department includes business licensing, building, planning and zoning, code enforcement, and economic development. We have eight full-time staff members in our department. Currently, we do not have a specific employee assigned to the code enforcement role, but the department collectively handles code enforcement to address issues. In 2021, our building department issued 966 building permits. However, in 2022, only 780 building permits were issued. We attribute this decline to factors such as the economy, supply chain issues, interest rates, and inflation. Typically, the lowest number of building permits issued occurs after a recession. We do not anticipate the number of building permits issued to drop much lower. In 2020, the building department implemented a new web-based building permit software, allowing our staff to handle plan review submittals electronically. This software also tracks the number of completed inspections. Last year, our inspectors conducted nearly 8,000 inspections, averaging 25 to 30 inspections per day. We have witnessed a significant increase in pool permit applications over the last couple of years. While permits for new homes have decreased, we are still issuing a considerable number of permits for new homes. Approximately 92% of the land in Kaysville is zoned for single-family use, so business licensing and building permits align with these land use trends. We have a substantial number of home occupations in our community. The number of business licenses issued by the city has remained fairly stable at around 1,000 licenses, as well as the revenue generated. About 15% of the licenses issued last year were new businesses. These numbers dipped slightly during the pandemic. The planning and zoning aspect of our department remains busy, primarily processing conditional use permit applications. Subdivision applications have slowed considerably, likely due to economic factors and the limited developable land within the city. We received fewer rezone applications, but we saw an increase in text amendment applications in 2022. Code enforcement poses its challenges. Residents who contact the city are often at a point where they are tired of a situation, have endured it for some time, and are seeking the city's assistance. Enforcement actions can be an unwelcome situation usually. The majority of code enforcement cases pertain to issues like weeds, junk and debris, and sidewalk obstructions. We make every effort to address each case in a manner that encourages voluntary compliance. We

strive to maintain positive relationships with our citizens and approach each case pragmatically and methodically to achieve compliance. However, there are instances where individuals in violation of the laws are reluctant to comply. Code enforcement has its limitations, and it often takes longer than some might expect. Additionally, in Kaysville, code enforcement is complaint-driven; we do not have staff members actively seeking enforcement issues.

Council Member Jackson asked when police are involved in code enforcement. There may be instances where it might be unsafe for city staff to do code enforcement.

Melinda Greenwood responded that certain issues are referred to the police department because the police have authority to enforce those issues. They also have access to determine who owns a vehicle that may be out of compliance. City staff investigates complaints from the public right-of-way. We do not want to go onto someone's private property to take any photos. However, that becomes part of the challenge when the issue is something that cannot be visibly seen from the street.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

CONSENT ITEMS

Council Member Hunt made a motion to approve the following consent item:

- a) Approval of Minutes of July 20, 2023.

Council Member Oaks seconded the motion.

The vote on the motion was as follows:

Council Member Blackham, yea
Council Member Adams, yea
Council Member Hunt, yea
Council Member Oaks, yea
Council Member Jackson, yea

The motion passed unanimously.

WORK ITEMS

FARMINGTON BOUNDARY LINE ADJUSTMENT DISCUSSION

City Manager Jaysen Christensen explained that on June 15, 2023, the City Council adopted a resolution to initiate proceedings to consider adjusting the boundary line between Farmington and Kaysville. The proposed boundary line would place the entire length of the new connector road within Farmington as well as approximately 6.5 acres of land that is currently in Kaysville and south of the new connector road. City staff completed a financial analysis of the proposed boundary adjustment and recommends against adjusting the boundary due to the potential for

significant future revenue from the 6.5 acres, particularly if that land is rezoned for commercial use. Staff is recommending that the Council direct staff to prepare a resolution to terminate proceedings for the proposed boundary adjustment and initiate the process to rezone the approximately 6.5 acres of land south of the connector road from the Residential Agricultural (R-A) zoning district to the General Commercial (GC) zoning district.

Council Member Hunt asked if there would be a significant amount of man-hours needed in order to maintain this area of land.

Public Works Director Josh Belnap responded that there would not be a huge increase to man-hours to maintain this area. Mr. Belnap said that he and the Parks and Recreation Director had identified what major annual work items would be performed in this area. Those types of items included maintaining the interchange, such as garbage removal and mowing the grass along the interchange, garbage removal and snow removal at the park-and-ride lot, as well as snow removal on 950 South Street. They also considered how much it would cost for street maintenance over a twenty-year lifespan. This review took into account the cost for labor, materials, and equipment. This is an estimate from city staff and has been broken down to an annual cost of about \$14,600.

Council Member Oaks asked if there were any plans for the property.

Jaysen Christensen responded that nothing had been planned or proposed.

Council Member Adams made a motion to move this item to an action item and to direct Staff to prepare a resolution to terminate the proceedings for the proposed boundary adjustment.

Jaysen Christensen asked if the council wanted to consider beginning the process of rezoning this property as well.

Council Member Adams responded that he would like to delay rezoning the property until the city could inquire about purchasing the property from UDOT.

The motion was seconded by Council Member Hunt.

The vote on the motion was as follows:

Council Member Adams, yea
Council Member Hunt, yea
Council Member Oaks, yea
Council Member Jackson, yea
Council Member Blackham, yea

The motion passed unanimously.

CITY MANAGER REPORT

City Manager Jaysen Christensen said the city was told that next year UDOT is planning to repave

200 North Street between Main Street and I-15. This section of road has been experiencing many water main leaks over the last year, and while it was not originally in our plans to replace the water main lines until next year, with UDOT resurfacing the road, it is a good opportunity for the city to replace the water lines at the same time. This repair was not included in the budget, and it is estimated to cost \$1.4 million to replace the water lines. However, it will cost the city less if we work alongside UDOT with their construction plans.

Josh Belnap commented that the city has had six water leaks along this section of road in the last thirteen months. Prior to that we had not had any leaks for about six years.

Council Member Adams asked if there would need to be an addendum to the budget to include this project.

Josh Belnap responded that the plan is to include it on next year's fiscal budget. They will also be exploring opportunities for funding both locally and from the state.

RECESS OF CITY COUNCIL MEETING AND CONVENE A MEETING OF THE KAYSVILLE BUSINESS PARK ARCHITECTURAL REVIEW COMMITTEE

Council Member Oaks made a motion to recess the City Council meeting and reconvene a meeting of the Kaysville Business Park Architectural Review Committee at 7:46 p.m. The motion was seconded by Council Member Hunt and passed unanimously.

The Kaysville Business Park Architectural Review Committee meeting was adjourned and the City Council reconvened into the City Council meeting at 8:35 p.m.

CLOSED SESSION

Council Member Hunt made a motion to recess the city council meeting at 8:35 p.m. and convene into a closed session to discuss the character, professional competence, or physical or mental health of an individual or individuals, in conformance with Utah State Code §52-4-205. The motion was seconded by Council Member Oaks and it passed unanimously.

Council Member Oaks made a motion to recess the closed session at 9:40 p.m. and reconvene into the city council meeting, seconded by Council Member Adams. The motion passed unanimously.

Council Member Oaks made a motion to extend the city council meeting past 10:00 p.m., seconded by Council Member Jackson. The motion passed unanimously.

Council Member Adams made a motion to recess the city council meeting at 9:41 p.m. and reconvene into the closed session. The motion was seconded by Council Member Hunt and it passed unanimously.

Council Member Blackham made a motion to adjourn the closed session at 10:40 p.m. and reconvene into the city council meeting, seconded by Council Member Oaks. The motion passed unanimously.

ADJOURNMENT

Council Member Hunt made a motion to adjourn the City Council meeting at 10:40 p.m. The motion was seconded by Council Member Blackham and passed unanimously.

DRAFT

KAYSVILLE BUSINESS PARK
ARCHITECTURAL REVIEW COMMITTEE MEETING
August 17, 2023

Minutes of a Kaysville Business Park Architectural Review Committee Meeting held on August 17, 2023 at 7:46 p.m. in the City Council Chambers of the Kaysville City Municipal Center at 23 East Center Street, Kaysville, UT.

Committee Members present: Chairperson Tamara Tran, John Swan Adams, Mike Blackham, Abbigayle Hunt, Nate Jackson and Perry Oaks

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Public Works Director Josh Belnap, Information Systems Assistant Ardi Harsono, Brian Saddler, Marilyn Johnson, Jill Dredge, Jake Stapp

OPENING

Chairperson Tran opened the meeting by welcoming those present.

CONSIDERATION OF A VARIANCE REQUEST FOR STORAGE UNITS FOR ALUMINUM SHINGLE COMPANY AT 524 NORTH 900 WEST

Community Development Director Melinda Greenwood explained that in September 2020, the Architectural Review Committee for the Kaysville Business Park was presented with comprehensive plans for the development of the property at 524 North 900 West. At that meeting, Aluminum Shingle Company was granted unanimous approval for a new office/warehouse building, which has subsequently been constructed. Aluminum Shingle Company has now applied for approval for storage units that would be solely for their use. The concept for the storage area was included in the original concept plans as discussed with the Committee in 2020. The proposed storage units will consist of four units, be 960 square feet in size, and will be located in the southeast corner of the property, across the north fork of Holmes Creek. The Kaysville Business Park's Development Guide does not permit buildings smaller than 5,000 square feet in size. Mr. Jake Stapp, the company owner, has asked for a variance to the Business Park's Guidelines regarding building size. While the Kaysville Business Park guide allows variances to be granted, it lacks specific criteria for approval or denial. Section 3.10 of the Guide, provides some circumstances in which considering a variance is appropriate, including topography, hardship, environmental considerations and natural obstructions. Mr. Stapp's reasons for the request include the following points:

1. The location of Holmes Creek creates a hardship for the developing property.
2. There are easements on the property that create a hardship for developing the property.
3. The original plans included the main building and bridge across Holmes Creek to the storage unit building. He indicates that he was not informed that a building

- under 5,000 square feet would not comply with the guidelines.
4. The City approved the plans for the bridge and required it to be wide enough for fire access. Mr. Stapp spent \$69,275 on a box culvert and constructing a drive across the creek.
 5. The storage units will not be visible to the public from the street and will be in a secluded location.
 6. The storage units will be for storage of his own equipment and materials, and the units will not be accessible to the public or be rented out.

Mrs. Greenwood continued by explaining that the Kaysville Business Park is similar to a Homeowners Association, so the Architectural Review Committee has broad discretion in approving or denying a variance request. It is important to note the variance request is for a variance to the Kaysville Business Park Guide, and not to the Light Industrial zoning code. The applicant has supplied architectural drawings and renderings of the storage units, which have been provided to the Committee. The materials used in the construction of the storage units will be consistent with the materials used on the main building. Because the Business Park Guide does not prescribe specific criteria for approvals or denials, city staff is unable to provide a recommendation on the outcome. However, the nature of the request, which cite complications with the creek, the setback requirements and easements on the property, are reasonable justifications to grant a variance if the Committee chooses to do so.

Committee Member Blackham expressed concerns about the size of the storage units. He commented that typical storage units in the business park that are used for storing materials are large enough to accommodate a forklift. The proposed storage units seem more suitable for storing boats or RVs. Having four separate units instead of one open building may not be advantageous. It appears that the intended use does not align with the apparent purpose of these units.

Jake Stapp explained that the storage units would primarily be used for items that will not be needed on a daily basis in the warehouse. On occasion, a work vehicle may also be stored in these units. These units will not be used for personal storage. Due to their proximity to the power line easement, there are height restrictions on the building. Because of that high limitation, they will not be able to fit a forklift inside the building. They felt it more preferable to have separate units because of the way items will be stored inside. They will allow them to be able to drive a truck inside for item drop-offs, which is the most convenient for their specific storage needs.

Chairperson Tran said that it seems the committee is looking for some kind of reassurance that these units will not be rented out or utilized for personal storage. There has been significant investments made by business owners in the business park, and they want everyone to be held to the same standards that were initially established.

Committee Member Blackham commented that when the city initially created the business park, the city owned the land and have gradually sold parcels over the years. Many of the businesses within the park are locally owned, and the covenants were established to safeguard these businesses. Numerous requests have been made in the past for items like metal siding and open storage, which are not permitted according to the covenants, and all such requests were denied. Committee Member Blackham suggested that since the city no longer owns much, if any, land in

the business park, that it would be more appropriate to seek for input from the business owners within the park regarding this variance request. These business owners are the ones who have adhered to the park's covenants and are truly invested in the business park.

Chairperson Tran asked if notices were sent to the property owners in the business park regarding this request.

Melinda Greenwood responded that no notices were mailed, as it is not a requirement.

Committee Member Jackson asked about the long-term goal for the business and how these storage units would benefit those goals.

Jake Stapp said that it has been difficult to figure out a feasible layout that would work for them with this property because of the creek that runs through the property. This limits their options, making every inch of available space very valuable. They initially constructed the building as large as they could, but as their business has expanded, their need for additional space has grown. They frequently receive custom color orders, which often results in leftover materials that they store and sell for smaller projects. Everyday items are stored within the warehouse, while these remnants and infrequently used items would be stored in the proposed storage units. The ability to store these types of items in a building outside of the warehouse would enhance the efficiency of their business operations. All of their storage would remain indoors, and no materials would be stored outside where it would be visible. Each storage unit would be designated for specific types of items.

Committee Member Blackham commented that the Business Park Guide does not allow exterior walls to be metal or painted metal, and therefore the use of the aluminum shingles as an exterior finish on the building would not be allowed.

Jake Stapp responded that they would like to use the aluminum shingles because that is what they manufacture.

Committee Member Blackham suggested tabling this item until the city could get more feedback from the business owners in the business park.

City Attorney Nic Mills commented that if the committee were to table the item, it should not be tabled indefinitely since the applicant is eager to proceed with their plans.

Committee Member Blackham made a motion to table the request for a variance for storage units for Aluminum Shingle Company at 524 North 900 West in order to give staff time to gather input from the business owners in the business park.

Committee Member Oaks said that one question he had about the request was if there were any comments made about the storage units when the warehouse building was first presented to the Committee for approval in 2020.

Jake Stapp commented that the original plans shown in 2020 showed the storage units on the land.

If he had received any concerns about them building the storage units on the property at that time in 2020, he would not have invested the money into building the bridge that goes across the creek.

Committee Member Blackham said that if we grant one person a variance, why would we not do the same for someone else who wanted to building similar storage units. It is only fair to see what other businesses in the park think about this variance to the covenants.

Committee Member Hunt commented that she had driven by the property earlier and it is unique. There will not be many other properties with this situation of having a creek running through the property, as well as a power line easement. These storage units are not something that will be visible from the street. The committee also needs to consider property rights. If the Committee were to approve this variance, it does not mean that we have to approve other ones. Committee Member Hunt said that she does not see an issue with allowing someone to maximize their usage of their property as long as we can take them at their word that they are not going to abuse the right by using the storage units for any other use than what they have told us they were doing.

Committee Member Jackson said that he does not want to get in the way of what a business needs for their business. Committee Member Jackson suggested being able to walk through the business to get a better understanding of how the business works. In addition, he is concerned about the use of aluminum shingle siding on the exterior of the building because it is against the business park covenants and it does not fit in with the established look of the buildings in the business park.

Committee Member Blackham's motion was seconded by Committee Member Oaks.

The vote on the motion was as follows:

Committee Member Hunt, nay
Committee Member Oaks, yea
Committee Member Jackson, yea
Committee Member Blackham, yea
Committee Member Adams, yea

The motion passed with a vote of four to one.

CONSIDERATION OF A ROOF ADDITION FOR CLOSET BUTLER AT 1272 WEST SPORTSPLEX DRIVE

Melinda Greenwood explained that in the Architectural Review Committee meeting on September 1, 2022, Closet Butler received approval for a 1,392 square foot addition to their existing building located at 1272 West Sportsplex Drive. The addition will provide warehouse storage for their expanding business and is currently under construction. Through the course of construction, Closet Butler has decided they would like to extend a roof over the area between the main building and the addition, where an alcove is currently located. In Section 2 of the Kaysville Business Park Guide Development Procedures, it specifically states that all approvals must go through the Architectural Review Committee. Because this portion of the roof area was not included in the

project approval it received last fall, staff is bringing this item for the Architectural Review Committee to review. The submitted plans show that the roof addition will match existing materials. Staff has verified that the proposed roof addition meets the development guidelines. Mrs. Greenwood added that she had driven by the building earlier and found that the roof had already been constructed; however, it has not been approved by the Architectural Review Board, or by the plan review or building permit process. No inspections have been conducted on the building.

Brian Saddler, representing Closet Butler, said prior to building the roof, their contractor had called the city's building official to see if he saw any issue with them proceeding ahead with construction prior to receiving approval from the Architectural Review Committee. The building official told the contractor that he did not foresee any issues with the roof construction, as long as the Architectural Review Committee approved it.

Committee Member Jackson asked if this roof addition would help the business function better.

Brian Saddler said that he does not feel it would help the business function any better but would provide more covered area for the business. They will likely put a table in the alcove for employees to use while on break. There will be no outside storage.

Melinda Greenwood said that she had spoken with the building official earlier, right after she had seen that the roof was already built. He told her that he had informed the contractor that he would not red-tag the roof, but that by building the roof prior to approval, they were doing it at their own risk. Closet Butler did receive a permit for the addition, just not for this roof extension.

Committee Member Blackham said that he would like the motion to include the restriction of any outside storage.

Brian Saddler said that the materials they use must be stored inside.

Committee Member Jackson said that he did not feel it necessary to include a restriction on outside storage as the code already includes that restriction.

Committee Member Oaks made a motion to approve the roof addition for Closet Butler at 1272 West Sportsplex Drive, seconded by Committee Member Jackson.

The vote on the motion was as follows:

Committee Member Oaks, yea
Committee Member Jackson, yea
Committee Member Blackham, yea
Committee Member Adams, yea
Committee Member Hunt, yea

The motion passed unanimously.

DISCUSSION ON THE ARCHITECTURAL REVIEW COMMITTEE ASSIGNING KAYSVILLE BUSINESS PARK AUTHORITY TO PROPERTY OWNERS

Melinda Greenwood explained that the Kaysville Business Park was approved and created by the City Council many years ago. Along with that came the creation of a Master Declaration of Covenants, Conditions, Restrictions, and Standards Affecting Kaysville Business Park West. The Master Declaration spells out specific development guidelines for all properties within the park boundaries and an approval process, and assigns that authority to the City Council who serves in the capacity of the Architectural Review Committee. In the years since the Kaysville Business Park was created, the vast majority of the properties have been developed. Article 7.1 of the Business Park Covenants states that the Committee would be allowed to transfer responsibility after a specific timeframe. That timeframe has since surpassed and the Architectural Review Committee can now consider whether they would like to subrogate the authority of the Kaysville Business Park to those who own property within the park. The current process of having the Architectural Review Committee approve projects, modifications and alterations creates a burden on city staff to draft staff reports, and causes a few weeks delays to the development and building permit process. Simplification of any development process is always a positive change to facilitate. Consideration should also be given to the minimal amount of property within the Business Park that is left to develop. Should the Committee Members wish to transfer their responsibilities, it would have to go through a legal process to record a declaration about the transfer.

Committee Member Adams said that he would like to hear the opinions of the business park property owners and businesses on this issue. We need to hear if there is any interest from them to take over the Committee. Committee Member Adams suggested sending out a notice to those owners involved and consider holding a meeting to discuss this topic with them.

Committee Member Blackham said that these property owners and businesses in the Business Park have invested a lot of time and money into their buildings, and we need their input. If they want to change responsibilities, we need to know how they feel about it. If they do want to take over the Committee, the city could still make up one of the seats on the board so that we continue to be involved in the business park.

Nic Mills said that in order to change the covenants of the business park, we would need to get the approval from 60% of the owners in the park. If the city were to transfer responsibility, it would reduce the city's liability. There are good reasons to keep one of the Committee Members to serve on the new board, if that is what the owners of the park would like to do.

The Committee agreed to direct city staff to reach out to property and business owners of the Kaysville Business Park and ask for their input on whether the city should transfer responsibilities of the Committee to the owners within the business park.

ADJOURNMENT

Committee Member Adams made a motion to adjourn the Kaysville Business Park Architectural Review Committee Meeting at 8:35 p.m. and reconvene into the City Council meeting, seconded by Committee Member Jackson and passed unanimously.

DRAFT

CITY COUNCIL STAFF REPORT



MEETING DATE: September 21, 2023

TYPE OF ITEM: Consent Items

PRESENTED BY: Josh Belnap

SUBJECT/AGENDA TITLE: Award of Bid for the FY2024 Crack Seal Project

EXECUTIVE SUMMARY:

Public Works recently opened bids for a project to apply crack seal to various city streets as part of our preventative maintenance efforts.

The City received two bids; Advanced Paving was the low bid with a total of \$87,200. City staff have met with Advanced Paving following the bid, and recommend negotiating a contract with them for this work.

City Council Options:

1) Approve, 2) Approve with suggested changes, 3) Table

Staff Recommendation:

Approve

Fiscal Impact:

Road utility funds

ATTACHMENTS:

1. FY 24 Crack Seal Project Bid Tab

FY 24 CRACK SEAL PROJECT				Advanced Paving and Construction		Asphalt Preservation	
BID ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
A. 1	Mobilization	LS	1	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00
A. 2	Traffic Control	LS	1	\$ 1,200.00	\$ 1,200.00	\$ 2,500.00	\$ 2,500.00
A. 3	Crack Seal	TON	8	\$ 3,800.00	\$ 30,400.00	\$ 3,175.00	\$ 25,400.00
A. 4	Mastic Seal	TON	1	\$ 4,250.00	\$ 4,250.00	\$ 4,380.00	\$ 4,380.00
A. 5	Remove and Replace HMA - 4"	SF	7,500	\$ 5.30	\$ 39,750.00	\$ 6.40	\$ 48,000.00
A. 6	Base Soft Spot Repair	CF	900	\$ 9.00	\$ 8,100.00	\$ 2.42	\$ 2,178.00
Totals				\$	87,200.00	\$	87,458.00



KAYSVILLE BUSINESS PARK

ARCHITECTURAL REVIEW COMMITTEE STAFF REPORT

ARC MEETING DATE: September 21, 2023

TYPE OF ITEM: Action

PRESENTED BY: Melinda Greenwood, Community Development Director

SUBJECT/AGENDA TITLE: Consideration of a Variance Request for Storage Units for Aluminum Shingle Company at 524 North 900 West (Continued from August 17, 2023)

EXECUTIVE SUMMARY:

The Architectural Review Committee initially heard this variance request to allow a building under 5,000 square feet at their August 21, 2023 meeting. At the conclusion of the Committee's discussion, staff was directed to solicit input from the Kaysville Business Park (KBP) property owners so the Committee could make a more informed decision on the variance request.

A notice of the variance request (attached) was mailed to all 42 property owners and the deadline for feedback was Wednesday, September 13. Staff received input from two individuals; one was an email and was in support of the variance request (attached). The other was a phone call from a gentleman who wished to remain anonymous, but is against the variance request, citing concerns about the need for interior walls and potential to rent the units out to the public.

If the variance on the building size is approved, the Mr. Stapp has indicated his desire to use his shingle product on the storage units. The KBP development standards section states:

LC MATERIALS

1. One dominant material should be selected and expressed with its own natural integrity on exterior walls. Materials which convey permanence, substance, timelessness, and restraint are required.
2. Ease of maintenance should be a major consideration.
3. Materials shall blend with those existing in the adjacent area of the Park.
4. Walls with metal or painted metal as the outer layer are not allowed.

Allowing the metal shingles to be utilized would also require a variance.

The Kaysville Business Park Guide allows a variance to be granted, but as discussed at the August 17, 2023 meeting, no criteria for approval or denial is provided. However, Section 3.10, pasted below, gives some circumstances in which considering a variance is appropriate.

3.10 VARIANCES

The Committee may authorize variances from compliance with any of the provisions of the Development Standards when circumstances such as topography, natural obstructions, hardship, aesthetic, or environmental considerations require, but only in accordance with rules and regulations approved by the Committee. The Declarant may, but need not, reject, accept, or amend such rules and regulations of the Committee. Such variances may only be granted, however, when unique circumstances dictate and no variance shall:

- (i) be effective unless in writing,
- (ii) be contrary to the restrictions set forth in the body of this Master Declaration, or
- (iii) estop the Committee from denying a variance in other circumstances.

For purposes of this Section, the inability to obtain approval of any governmental agency, the issuance of any permit or the terms of financing shall not be considered a hardship warranting a variance.

Mr. Stapp's reasons for the request include the following summarized points.

1. Holmes Creek creates a hardship for developing the property.
2. There are easements on the property that create a hardship for developing the property.
3. The original plans included the main building, bridge across Holmes Creek to the storage unit building. He indicates he was not informed that a building under 5,000 square feet would not comply with the guidelines.
4. The City approved the plans for the bridge and required it be wide enough for fire access. He spent \$69,275 on a box culvert and constructing a drive across the creek.
5. The storage units will not be visible to the public from the street and will be in a secluded location.

Mr. Stapp states the purpose for the storage units will be for storage of their own equipment and materials and the units will not be accessible or rented to the public.

Because the Business Park Guide does not prescribe specific criteria for approvals or denials, staff is unable to provide a recommendation on the outcome. However, the nature of the request, which identifies complications with the creek, setback requirements and easements on the property are reasonable justifications to grant a variance if the ARC wishes to do so.

Committee Options:

1. Approve the variance request and the building plans for construction of 960 square foot building with four storage bays and the use of aluminum shingle materials.
2. Deny the variance request.

Recommended Option: No recommendation.

Fiscal impact: Building permit fees and increased property tax revenues.

Attachments:

1. September 12, 2023 Public Comment from Heidi Herron
2. Public Comment Mailer: Aluminum Shingle Variance Request
3. August 17, 2023 ARC Aluminum Shingle Staff Report and Packet Materials

Melinda Greenwood

From: heidi herron <[REDACTED]@com>
Sent: Tuesday, September 12, 2023 10:06 AM
To: Melinda Greenwood
Subject: Variance for 524 N

We received your letter regarding business input for the property located at 524 N 900 W. While I understand and appreciate the city's ordinance of 5,000 square feet this piece of property doesn't look big enough to accommodate a building of that size and if it did, would not have enough room for parking which would effect the surrounding properties more. As a business owner in the area I support the proposed variance assuming the same standard of upkeep that is expected of surrounding businesses if expected there as well. Thanks.

Heidi Herron
Red Brick Holdings
[REDACTED]



Kaysville Business Park Architectural Review Committee

The Kaysville Business Park Architectural Review Committee (ARC) is seeking input from Kaysville Business Park property owners on a variance request from Jake Stapp with Aluminum Shingle Company, which is located at 524 North 900 West. The ARC will hold a meeting on Thursday, September 21, 2023 at 7:00 p.m. to consider the variance request.

The [Kaysville Business Park Guide](#) (see excerpt below) requires buildings to be at least 5,000 square feet in size. The applicant is requesting approval for a 960 square foot four-unit storage building that would be located on the southeast corner of his property.



SECTION 3 BUILDINGS

All buildings shall be at least 5,000 square feet in ground floor area, with the exception of public service buildings.

The Kaysville Business Park Guide sets forth the following guidelines for a variance.

3.10 VARIANCES

The Committee may authorize variances from compliance with any of the provisions of the Development Standards when circumstances such as topography, natural obstructions, hardship, aesthetic, or environmental considerations require, but only in accordance with rules and regulations approved by the Committee. The Declarant may, but need not, reject, accept, or amend such rules and regulations of the Committee. Such variances may only be granted, however, when unique circumstances dictate and no variance shall:

- (i) be effective unless in writing,*
- (ii) be contrary to the restrictions set forth in the body of this Master Declaration, or*
- (iii) estop the Committee from denying a variance in other circumstances.*

For purposes of this Section, the inability to obtain approval of any governmental agency, the issuance of any permit or the terms of financing shall not be considered a hardship warranting a variance.

The applicant has indicated the following justification (summarized by staff) for why the variance should be approved.

1. Easements and accompanying setback requirements for Holmes Creek, the power line and rail line create a hardship for developing the property.
2. Original plans submitted to the city and presented to the ARC on September 3, 2020 included the main building as well as a bridge across Holmes Creek to the storage unit building. Mr. Stapp indicates he was not informed that a building under 5,000 square feet would not comply with the guidelines.
3. The City approved plans for a bridge across Holmes Creek and required it be wide enough for fire access. The bridge was specifically needed for access to the proposed storage units. He subsequently he spent \$69,275 on a box culvert and constructing a driveway across the creek.

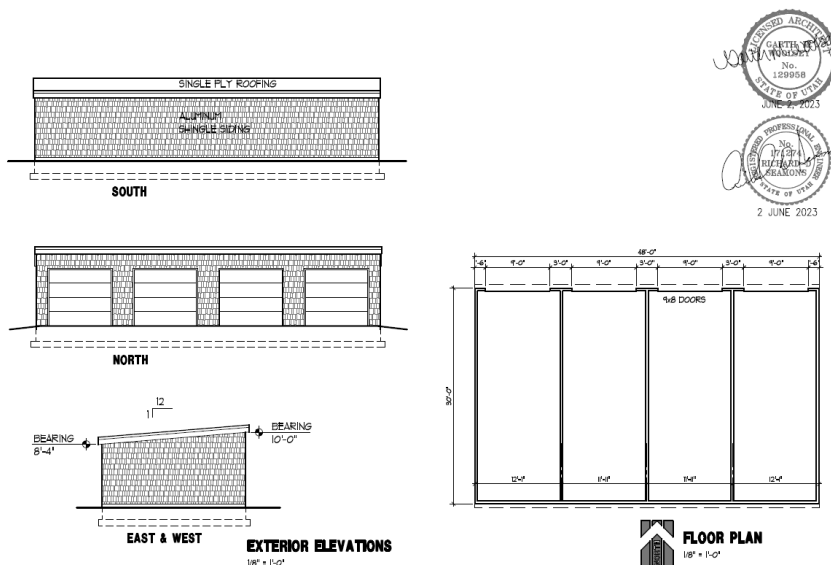
A rendering of the proposed building is below, though the notation of aluminum shingle siding would not be allowed per the development guidelines.

Please submit any comments you have on this variance request **by 5:00 p.m. on Wednesday, September 13, 2023** to Melinda Greenwood, Community Development Director, by email at mgreenwood@kaysville.gov. Alternatively, you may attend the meeting and speak to the ARC to voice your opinion on the variance.

The ARC will consider any lack of response as support for the variance request.

The [Kaysville Business Park Guide](https://kaysville.municipalcodeonline.com/) is available in its entirety by visiting <https://kaysville.municipalcodeonline.com/> and clicking on the Kaysville Business Park Guide

Please call 801-497-7021 with questions or comments.





KAYSVILLE BUSINESS PARK

ARCHITECTURAL REVIEW BOARD STAFF REPORT

ARB MEETING DATE: August 17, 2023

TYPE OF ITEM: Action

PRESENTED BY: Melinda Greenwood, Community Development Director

SUBJECT/AGENDA TITLE: Consideration of a Variance Request for Storage Units for Aluminum Shingle Company at 524 North 900 West

EXECUTIVE SUMMARY:

In September of 2020, the Architectural Review Board (ARB) for the Kaysville Business Park was presented with comprehensive plans for the development of the property at 524 North 900 West. At that meeting, Aluminum Shingle Company was granted unanimous approval for a new office/warehouse building, which has subsequently been constructed. (The staff report and minutes from that meeting are attached.)

Aluminum Shingle Company has now applied for approval for some storage units that would be solely for their use. The concept for the storage area was included in the original concept plans discussed with the ARB in 2020. The proposed storage units will have four units, be 960 square feet in size and will be located in the southeast corner of the property, across the north fork of Holmes Creek.

The Kaysville [Business Park's Development Guide](#) does not allow for a building less than 5,000 square feet in size and states the following:

SECTION 3 BUILDINGS

All buildings shall be at least 5,000 square feet in ground floor area, with the exception of public service buildings. (1.7)

No building, structure or combination of such shall cover more than 70% of the total lot area. (17- 21-6)

Mr. Jake Stapp, the company owner, has asked for a variance to the Business Park Guideline's on building size. Please see his email and explanation in the attached document.

The Kaysville Business Park Guide allows a variance to be granted, but is void of criteria for approval versus denial. Section 3.10, pasted below, gives some circumstances in which considering a variance is appropriate, and includes topography, hardship, environmental considerations and natural obstructions as such circumstances.

3.10 VARIANCES

The Committee may authorize variances from compliance with any of the provisions of the Development Standards when circumstances such as topography, natural

obstructions, hardship, aesthetic, or environmental considerations require, but only in accordance with rules and regulations approved by the Committee. The Declarant may, but need not, reject, accept, or amend such rules and regulations of the Committee. Such variances may only be granted, however, when unique circumstances dictate and no variance shall:

- (i) be effective unless in writing,
- (ii) be contrary to the restrictions set forth in the body of this Master Declaration, or
- (iii) estop the Committee from denying a variance in other circumstances.

For purposes of this Section, the inability to obtain approval of any governmental agency, the issuance of any permit or the terms of financing shall not be considered a hardship warranting a variance.

Mr. Stapp's reasons for the request include the following summarized points.

1. Holmes Creek creates a hardship for developing the property.
2. There are easements on the property that create a hardship for developing the property.
3. The original plans included the main building, bridge across Holmes Creek to the storage unit building. He indicates he was not informed that a building under 5,000 square feet would not comply with the guidelines.
4. The City approved the plans for the bridge and required it be wide enough for fire access. He spent \$69,275 on a box culvert and constructing a drive across the creek.
5. The storage units will not be visible to the public from the street and will be in a secluded location.

Mr. Stapp states the purpose for the storage units will be for storage of their own equipment and materials and the units will not be accessible to the public or be rented out.

The Kaysville Business Park Guide is akin to a Homeowners Association, so the ARB has broad discretion for approving or denying a variance request. It is important to note the variance request is for a variance to the Kaysville Business Park Guide, and not to the Light Industrial zoning code.

The applicant has supplied some architectural drawings and renderings of the storage units, and those documents have been attached to this report. The materials used in the construction of the storage units will be consistent with the materials used on their main building.

Because the Business Park Guide does not prescribe specific criteria for approvals or denials, staff is unable to provide a recommendation on the outcome. However, the nature of the request, which cite complications with the creek, setback requirements and easements on the property are reasonable justifications to grant a variance if the ARB wishes to do so.

Committee Options:

1. Approve the variance request and the building plans for construction of 960 square foot building with four storage bays.
2. Deny the variance request.

Recommended Option: No recommendation.

Fiscal impact: Building permit fees and increased property tax revenues.

Attachments:

1. August 9, 2023 Email Variance Request for Aluminum Shingle Company for Storage Units
 2. Architectural Details for Proposed Storage Units
 3. Minutes Excerpt ARB September 3, 2023
 4. ARB Staff Report Aluminum Shingle September 3, 2020
-

Melinda Greenwood

From: Jake Stapp [REDACTED]
Sent: Wednesday, August 9, 2023 9:11 AM
To: Melinda Greenwood
Cc: Dan Jessop; Jim Day
Subject: RE: Storage Building - Business Park Code

Melinda,

Thanks for your help with clarifications. We definitely would like to see if we would be allowed a variance on this project. Below is the explanation as to why we think we should be allowed a variance to build these storage units. Not sure if I need to submit this elsewhere or if this email is sufficient.

We started building our warehouse for the manufacturing of aluminum shingles in early 2021. This included building our warehouse and a bridge over the river to access our future storage units and yard.

We have a river that goes through our property. It has created a plot of land that is .4 acres on the east side. This plot goes all the way up to the railroad tracks that back up to I-15. There are multiple easements involved in this area with multiple agencies; Rocky Mountain Power, The Railroad Company and Kaysville City wanting access to the river banks. Due to the easements and location of the river a building size of 5000 sq ft is not achievable. The maximum size of storage units that we can build without feeling cramped and not enough space to maneuver around is 1000 sq ft. These storage units would not be rented out or used by anyone but ourselves. We simply need more space and this is an excellent place to have some units to store things. This area is completely hidden and not seen by the general public. It is tucked behind our building to the east side and backs up to the railroad tracks. It is very secluded and hidden.

I came before the Council and presented our plans a couple years ago. We submitted all of our drawings and were approved to build our manufacturing facility. We had the bridge and the storage units drawn up and they were included with our submissions. The City approved the bridge and the bridge was constructed in the first phase of the project. The original bridge was to be only 1 lane but the City required us to make it bigger so that if needed, a fire truck could cross the river and have access to the building. This bumped the cost of the bridge exponentially due to engineering. Jeff Parry was the inspector for our project the entire time and he knew that we were constructing this bridge for our future storage units that were to be built. We spent \$69,275.00 to construct the bridge for this project. If needed I can supply supporting documents of the total cost.

We wouldn't have done this if we were aware that we couldn't have our storage units built. We should have been more proactive with making sure that we were in accordance with the rules and regulations but we simply weren't aware of them. This was an extreme oversight on our part. If we would have been told of this we would have applied for a variance before building the bridge to make sure we would be in compliance.

We are hoping that we are allowed to build these 4 storage units. It will greatly enhance the area instead of just having weeds and trees grow everywhere. It will help out our business being able to store items that are not needed as often in our warehouse. We have loved being in Kaysville and are excited to grow and expand.

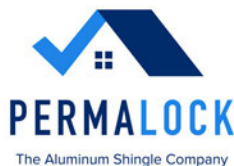
Let me know what you think and if you have any questions or concerns.

Thanks for your time in reviewing this.

Also, on a side note we would love to talk with city managers or whoever is in charge to see if our aluminum shingle would work for outbuildings or buildings that the city owns. You spend more money up front with our shingles but they have a 100 year warranty, 165 mph wind rating, Cool Roof rated, Class A Fire rated and we have manufactured our shingles since 1948 so it is a proven system.

Thanks again.

Jake Stapp
The Aluminum Shingle Co.
Perma Lock Products



On 07/28/2023 9:08 AM MDT Melinda Greenwood <mgreenwood@kaysville.gov> wrote:

Jake,

I can certainly understand your perspective on this and while I can't speak to what happened or didn't happen in the past, as a property owner, ultimately the responsibility lies on you to determine what is allowed. You can view all the regulations for the business park online at:
https://kaysville.municipalcodeonline.com/book?type=resolutions#name=DEVELOPMENT_GUIDE

There is a section for a variance, I've pasted it in below. If you want to submit a narrative explaining your request and justifications for a variance, we can put that before the Committee/Council to see if they will approve it. I'd suggest you include in your request details about that initial presentation to them, costs of the bridge, easement information, visibility, etc.

3.10 VARIANCES

The Committee may authorize variances from compliance with any of the provisions of the Development Standards when circumstances such as topography, natural obstructions, hardship, aesthetic, or environmental considerations require, but only in accordance with rules and regulations approved by the Committee. The Declarant may, but need not, reject, accept, or amend such rules and regulations of the Committee. Such variances may only be granted, however, when unique circumstances dictate and no variance shall:

(i) be effective unless in writing,

(ii) be contrary to the restrictions set forth in the body of this Master Declaration, or

(iii) estop the Committee from denying a variance in other circumstances.

For purposes of this Section, the inability to obtain approval of any governmental agency, the issuance of any permit or the terms of financing shall not be considered a hardship warranting a variance.

Let us know how you would like to proceed.

Thank you,

Melinda Greenwood

Community Development Director

801-497-7021 (O)

385-245-6768 (M)

mgreenwood@kaysville.gov

<https://www.kaysville.gov/>



From: Jake Stapp [REDACTED]
Sent: Friday, July 28, 2023 7:52 AM
To: Melinda Greenwood [REDACTED]
Cc: Dan Jessop [REDACTED]; Jim Day [REDACTED]
Subject: Re: Storage Building - Business Park Code

Melinda,

I met with city council a couple years ago and we presented plans for our new building and a bridge for these storage units. They were included with the original drawings and the city never said anything about this. They were excited that the land was now going to be developed. So, we went ahead and spent a ton of money to make a bridge that made the land accessible. The city inspected the bridge and accepted money for the permits yet no-one told us that we could only build a 200 sq ft out building?

The land is under .4 acres. What else are we to do with the land? Don't you think it would have been courteous of the city to let us know that we couldn't do these units before we spent all this money on a bridge? Because of the easements and the land size it is not possible to build something over 5000 sq ft. The city requires an easement along the river and the railroad/utilites requires an easement as well on the other side.

There is a river that goes through the property so it is not possible to attach it to the current building.

Is there someone I can talk with to see if we can get a variance for this project? The units are not even visible because they are tucked back behind the building and go right up to the railroad and !-15.

Let me know your thoughts.

Thanks

Jake Stapp

The Aluminum Shingle Co.

Perma Lock Products



On 07/27/2023 5:57 PM MDT Melinda Greenwood

██████████ wrote:

Good evening Jake and Garth,

I have finally been able to take a look at your project and I am sorry to be the bearer of bad news – but the storage units you have submitted are not compliant with our code. All buildings in the Kaysville Business Park are subject to the [Kaysville Business Park Guide](#).

At more than 200 square feet and less than 5,000 square feet, the proposed units (960 square feet) are not compliant with the following two sections:

SECTION 3 BUILDINGS

All buildings shall be at least 5,000 square feet in ground floor area, with the exception of public service buildings. (1.7) No building, structure or combination of such shall cover more than 70% of the total lot area. (17- 21-6)

1A SITE PLAN DESIGN CRITERIA

1. The facilities entrance drive shall be readily observable to the first-time visitor.
2. Minimum conflict shall exist between service vehicles, private automobiles, and pedestrians within the site.
3. Visitor building entries shall be readily identifiable and accessible to the first-time visitor.
4. Passive solar-design orientation is to be encouraged.
5. Architecture will be evaluated based on its compatibility and relationships to the landscape and vice-versa.
6. Accessory structures necessary for incidental on-site services, such as landscape maintenance, may be approved by the Architectural Review Committee if such structures are less than 200 square feet in size, are located in the rear of the Lot, are built on a permanent foundation, are appropriately screened, and utilize materials and architecture that harmonizes with the architecture, design, and materials of the buildings on the Lot. Such structures shall be limited to a maximum of one per Lot.

You will have to rethink this. Is there a way to add the storage units on to the building?

Melinda Greenwood

Community Development Director

801-497-7021 (O)

385-245-6768 (M)

mgreenwood@kaysville.gov

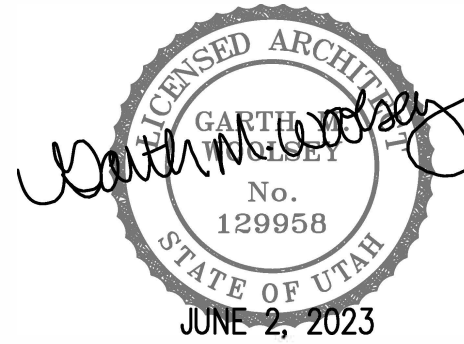
<https://www.kaysville.gov/>



KAYSVILLE BUSINESS PARK 27 AMENDED

524 NORTH 900 WEST (LOT 2)

KAYSVILLE, UTAH



LAND OWNER

JACOB STAPP, ET AL.
102 ELLISON ST.
LAYTON, UTAH 84041
(801)633-1259
jake@aluminumshingle.com

ARCHITECT

GARTH M. WOOLSEY
WOOLSEY DESIGN, LLC
WEST BOUNTIFUL, UTAH 84087
(801) 589-9234
woolseydesign@q.com

BUILDING SIZE

STORAGE – 960 S.F.

OWNERSHIP OF DOCUMENTS
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File Number
STORAGE

Date
JUNE 2, 2023

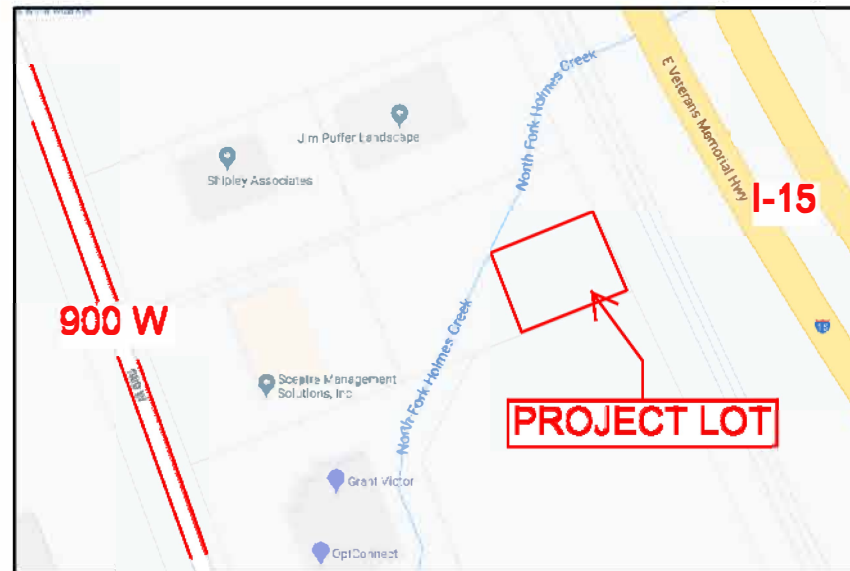
Revisions
-

WOOLSEY
DESIGN
(801) 589-9234
woolseydesign@q.com

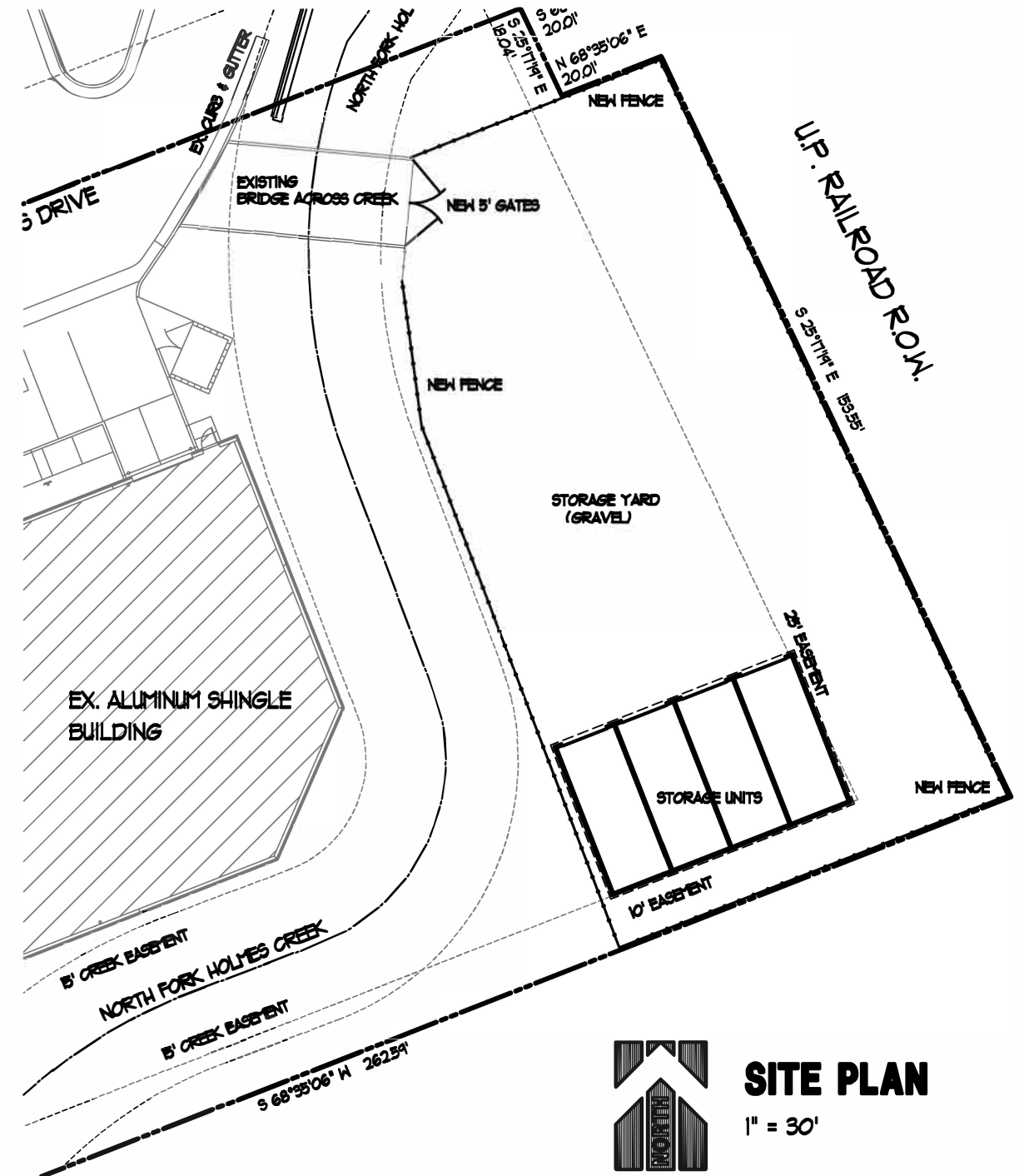


STORAGE UNITS FOR
ALUMINUM SHINGLE CO.
524 NORTH 900 WEST
KAYSVILLE, UTAH

Sheet
A1



VICINITY PLAN



SITE PLAN

1" = 30'

File Number

1299558

Date

JUNE 2, 2023

Revisions

JUNE 2, 2023



2 JUNE 2023



WOOLSEY
DESIGN

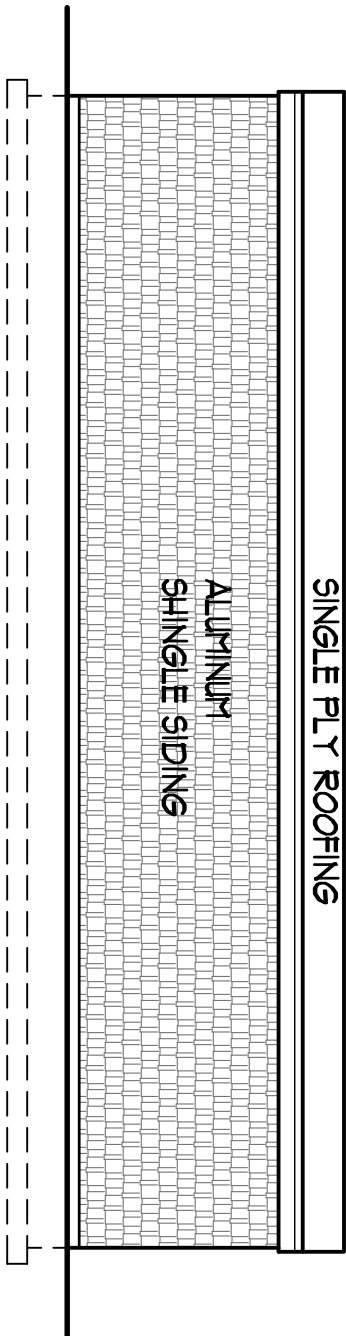
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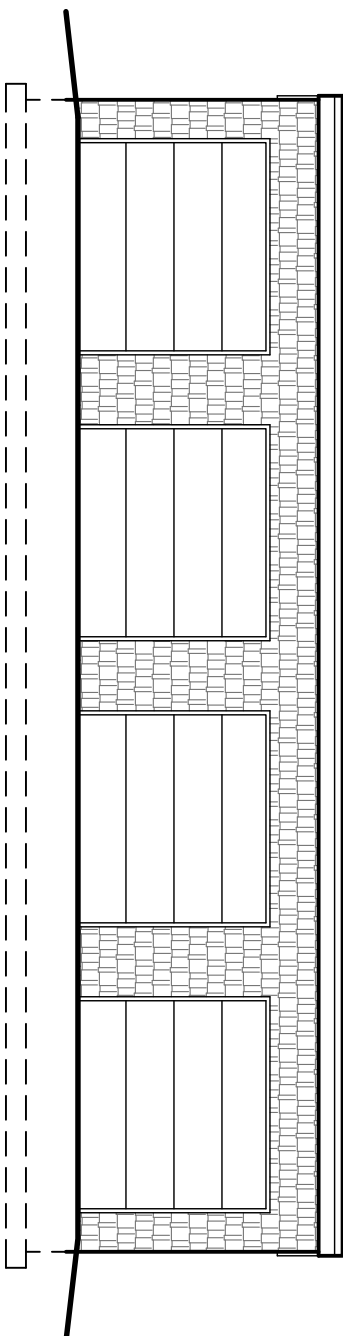
STORAGE UNITS FOR
ALUMINUM SHINGLE CO.
524 NORTH 900 WEST
KAYSVILLE, UTAH

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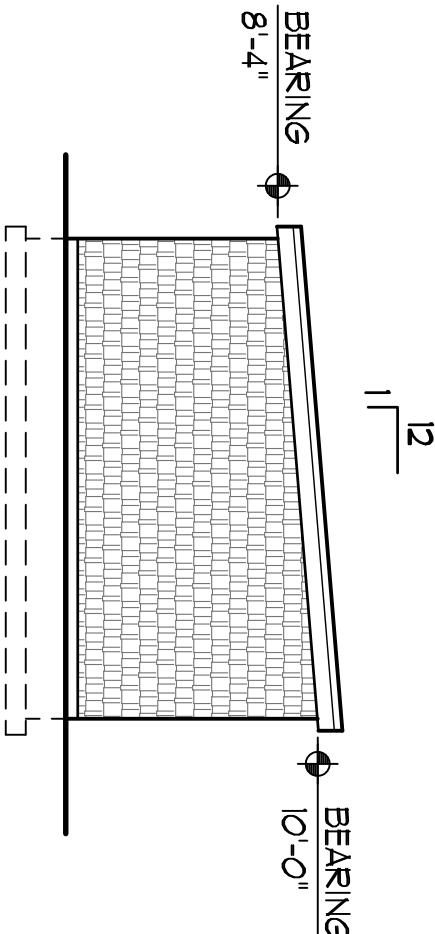
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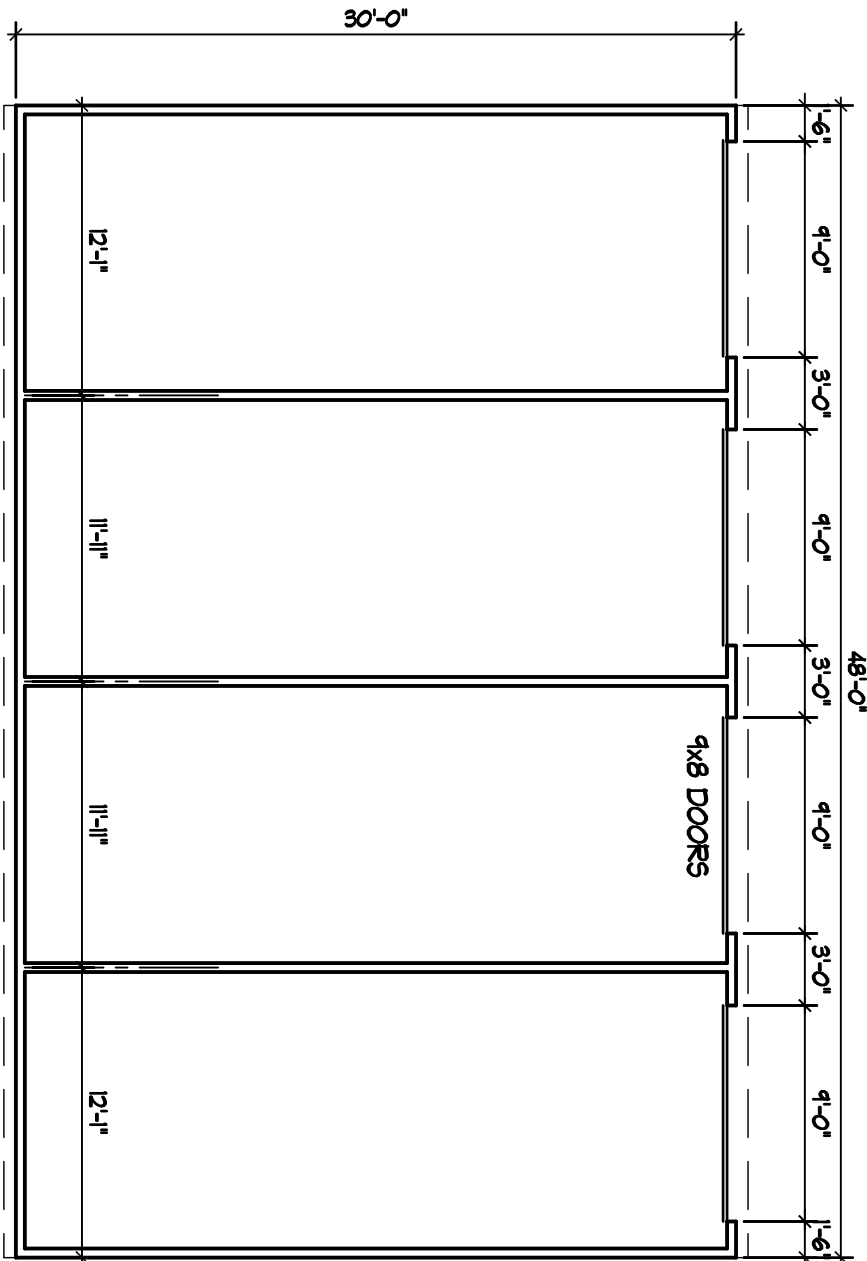
NORTH



EAST & WEST

EXTERIOR ELEVATIONS

1/8" = 1'-0"



FLOOR PLAN

1/8" = 1'-0"



Council Member Tran said that the business outreach that was done using Cares Act funding was greatly received and the Hometown Values magazine will be published within the next week. It was a great opportunity for our local businesses to advertise.

Mayor Witt commented that in a recent Council meeting one of the Council Members had asked where the Cares Act money was being spent within the city. Mayor Witt read of a list of items that had been purchased by each department. These purchases were made after discussion about how to best use the money received.

Council Member Adams asked if there was any money left to try to address HVAC systems in our buildings.

Shayne Scott responded that the city has received 2 out of the 3 installments of the funding and we might have some leftover funds we might be able to use for something like that.

Mayor Witt said that Cade Bradshaw was promoted to a Sargent yesterday. Also, Wasatch Integrated Waste's new sorting facility is now online which sorts through all the trash received to pull out recyclables. This is putting less in our landfill and helping to extend its life.

ADJOURNMENT

Council Member Adams made a motion to adjourn the City Council meeting at 8:48 p.m., seconded by Council Member Barber and passed unanimously.

8:50 - KAYSVILLE BUSINESS PARK ARCHITECTURAL REVIEW COMMITTEE MEETING

APPROVAL OF A NEW OFFICE/WAREHOUSE BUILDING LOCATED AT 524 NORTH 900 WEST FOR ALUMINUM SHINGLES

Lyle Gibson explained that this property is a previously approved flag lot located against the rail-line and freeway and has a section of property impacted by Holmes Creek. The lot is just over an acre in size. A part from the regulations of the LI zoning district where this property is located within, buildings are subject to following additional standards regulated by the covenants of the Business Park. The proposed building is a single-story structure with a footprint of approximately 11,500 square feet, standing 18 feet in height. The construction is concrete tilt-up with a flat roof on the main warehouse portion of the building, and some office space in front using stucco and single materials as access to the concrete. Bays are provided for delivery and parking has been added for customers on site, with additional parking to be added with parking stalls on the property directly west, including a parking and access agreement with that adjacent neighbor. This business is a clean manufacturing where metal roofing products are produced and shipped. There are some spaces for the occasional customer. The office staff is few, limited to primarily a secretary who currently works remotely. Other employees will work in the production/warehouse area. Staff finds that the proposal meets the minimum specifications required and recommends approval of the proposed construction of a new office warehouse building as proposed.

Council Member Blackham commented that he is concerned that the proposal is not including landscaping on the entire lot. There is an area on the opposite side of the creek, on the southeast side of the lot, that isn't showing to have landscaping. He would like to see some kind of landscaping installed so that it looks completed and doesn't become an area for weeds to grow.

Jake Stapp, the owner of this property, said that they are trying to see if they can get a bridge across the creek and how much it will cost. That will be one factor in determining what kind of landscaping is done. The space will be unused if they aren't able to get a bridge installed because the area is otherwise inaccessible. They hope to install gravel, fencing and some storage units in that area. They are also having to deal with some power line and railroad easements back there.

Lyle Gibson said that there's a 10 percent landscape requirement he has met, as well as the tree coverage requirement.

Council Member Blackham commented that while you might not be able to see the back area from the street in front of the building, people will still be able to see it from the freeway. We want to make sure that the area is required to be landscaped so it doesn't become an eyesore.

Mayor Witt asked if there would be a showroom on the property.

Jake Stapp responded that they will have some roofing contractors that will come from time to time to pick up product, but we won't have a showroom for customers to come and see the product.

Council Member Barber made a motion to approve a new office/warehouse building located at 524 North 900 West for Aluminum Shingles, seconded by Council Member Barber.

The vote on the motion was as follows:

Council Member Barber, yea
Council Member Lortz, yea
Council Member Tran, yea
Council Member Blackham, yea
Council Member Adams, yea

The motion passed unanimously.

Council Member Adams made a motion to adjourn the Kaysville Business Park Architectural Review Committee meeting at 9:00 p.m., seconded by Council Member Barber and passed unanimously.

Architectural Review Committee

STAFF REPORT



MEETING DATE: 9/3/2020

TYPE OF ITEM: New Construction Review

PRESENTED BY: Community Development Staff

SUBJECT/AGENDA TITLE: Approval of a new office/warehouse building at 524 North 900 West for Aluminum Shingles.

EXECUTIVE SUMMARY:

The Kaysville City Council also functions as the Architectural Review Committee for the Kaysville Business Park where the Committee reviews new development and approves the use of land within the Business Park.

The subject property is a previously approved flag lot located against the rail line and freeway and has a section of property impacted by Holmes Creek. The lot is just over an acre in size. Apart from the regulations of the LI zoning district that is over the Kaysville Business Park, buildings are subject to following additional standards regulated by the covenants of the Business Park.

The proposed building is a single story structure with a footprint of approximately 11,500 sq. ft. standing 18 feet in height. The construction is concrete tilt-up with a flat roof on the main warehouse portion of the building with some office space in front using some stucco and single materials as accent to the concrete. Bays are provided for delivery and parking has been added for customers on site with additional parking to be added with new parking stall on the property directly west done with a parking and access agreement with the neighbor.

The applicant will be available at the meeting to more fully detail how the business operates. In short it is a clean manufacturing where metal roofing products are produced and shipped from. There are some spaces for the occasional customer. The office staff is small limited primarily to a secretary who currently works remotely. The other employees work in the production, warehouse area.

Staff has reviewed the proposed plans and has identified items below that need consideration of the Committee for approval.

The primary considerations from the Kaysville Business Park Development Guide are as follows:

Architecture

Buildings shall have a horizontal appearance, be visually reduced to human scale, and not have radical themes. (I.B.) (to be considered by the Committee)

Building materials shall convey permanence, substance, and restraint, and blend with those existing in the adjacent area of the Park. (I.C.) (to be considered by the Committee)

Walls with metal or painted metal as the outer layer are not allowed. (I.C.) (Some metal as accent on

walls and metal roofing, not metal construction, needs Committee approval)

Buildings

All buildings shall be at least 5,000 square feet in ground floor area, with the exception of public service buildings. (1.7) (Complies)

No building, structure or combination of such shall cover more than 70% of the total lot area. (17-21-6) (Complies)

Fences

Fences are allowed when required for security or screen purposes. The Committee must approve the location and design of all fences. (5.7) (See future storage area on plans)

Height

The maximum height of structures is 35 feet, unless a conditional use permit is granted. (17-21-5) (Complies)

Landscaping

Ten percent of each lot plus the right-of-way to the curb must be landscaped in accordance with an approved site plan. (18-4-11. 5.5, II) (Complies – 4,617 sq. ft. required ... 6,890 sq. ft. provided + creek (9,020 sq. ft.)

Landscaping must be developed in accordance with Section II of the Development Standards. Thirty (30) trees per acre of landscaping are required. (Complies – 5 trees required ... 6 provided)

Landscaping plans must be approved by the committee. (5.5, II) (to be considered by the Committee)

Lighting

Lighting shall not be installed which permits the light to penetrate beyond the property in such a manner as to annoy or interfere with the use of adjacent properties. (6.1) (Complies – down lighting on building)

All exterior lighting shall be concealed source except for pedestrian oriented accent lights. (IV.A) (Complies – down lighting on building)

Lighting fixtures (poles) for all parking lot and large area lighting must be approved by the Committee. (IV.B) (N/A)

Loading Areas

For every building or part thereof having a gross floor area of 10,000 square feet or more, to or from which delivery of materials or merchandise are regularly made by motor vehicle, there shall be provided and maintained, at least one off-street loading space plus one for each additional 20,000 square feet or major fraction thereof. (17-32-3) (Complies)

Each loading space shall be not less than 14 feet in width, 25 feet in length, and 15 feet in height. (17-32-3) (Complies)

Loading areas must be at least 75 feet from a property line fronting upon a street unless otherwise approved by the Committee. (5.9) (Complies)

Mechanical Equipment

Any exterior components of plumbing, processing, heating, cooling, and ventilating systems shall be kept to a visible minimum, shall be installed in a neat and compact fashion, and shall be finished so as to allow their visual blending with the buildings. (6.10) (Complies)

Parking

Off-street parking of at least 3.5 spaces for each 1,000 square feet of office floor area and 1.2 spaces for each industrial employee per shift shall be provided. The number of spaces and configuration must be approved by the Architectural Review Committee. (17-31-5, 5.8) (9 minimum required ... 13 provided + loading bays)

The size of parking spaces, interior driveways, and other features shall be in accordance with Section 17-32-5 of the Ordinances. (Complies)

Parking areas must be set back from property lines abutting streets 25 feet unless reduced setback is allowed by additional building setback, with a minimum setback of ten feet. (5.2) (Complies)

Performance Standards

Compliance with performance standards as set forth in Section 17-23-4 of the Ordinances is required. No nuisance shall be permitted to exist or operate upon any parcel so as to be offensive or detrimental to any adjacent parcel or property or to its occupants. (17-21-7, 6.3)

Refuse Collection Areas

All outdoor refuse collection areas shall be visually screened so as not to be visible from neighboring property or streets. No refuse collection area shall be permitted between a street and the front of a building. (Complies)

Setbacks

Only those improvements listed in Section 5.3 of the Master Declaration are allowed closer than 25 feet from a property line fronting a dedicated street unless reduced setback is allowed by additional building setback, with a minimum setback of ten feet. (5.2, 5.3)

The minimum front setback for any building or structure is 30 feet. (17-21-6, 5.2) (Complies)

Loading areas must be set back from abutting streets 75 feet unless reduced setback is allowed. (5.9) (Complies)

Storage

Outside storage of materials, supplies, or equipment, including trucks or other motor vehicles, is not permitted unless it is incidental to the activities regularly conducted in connection with the business, the area is screened and is located upon the rear portions of the lot, unless otherwise approved by the Committee. (5.9) (Future storage area ... to be considered by the Committee)

Uses

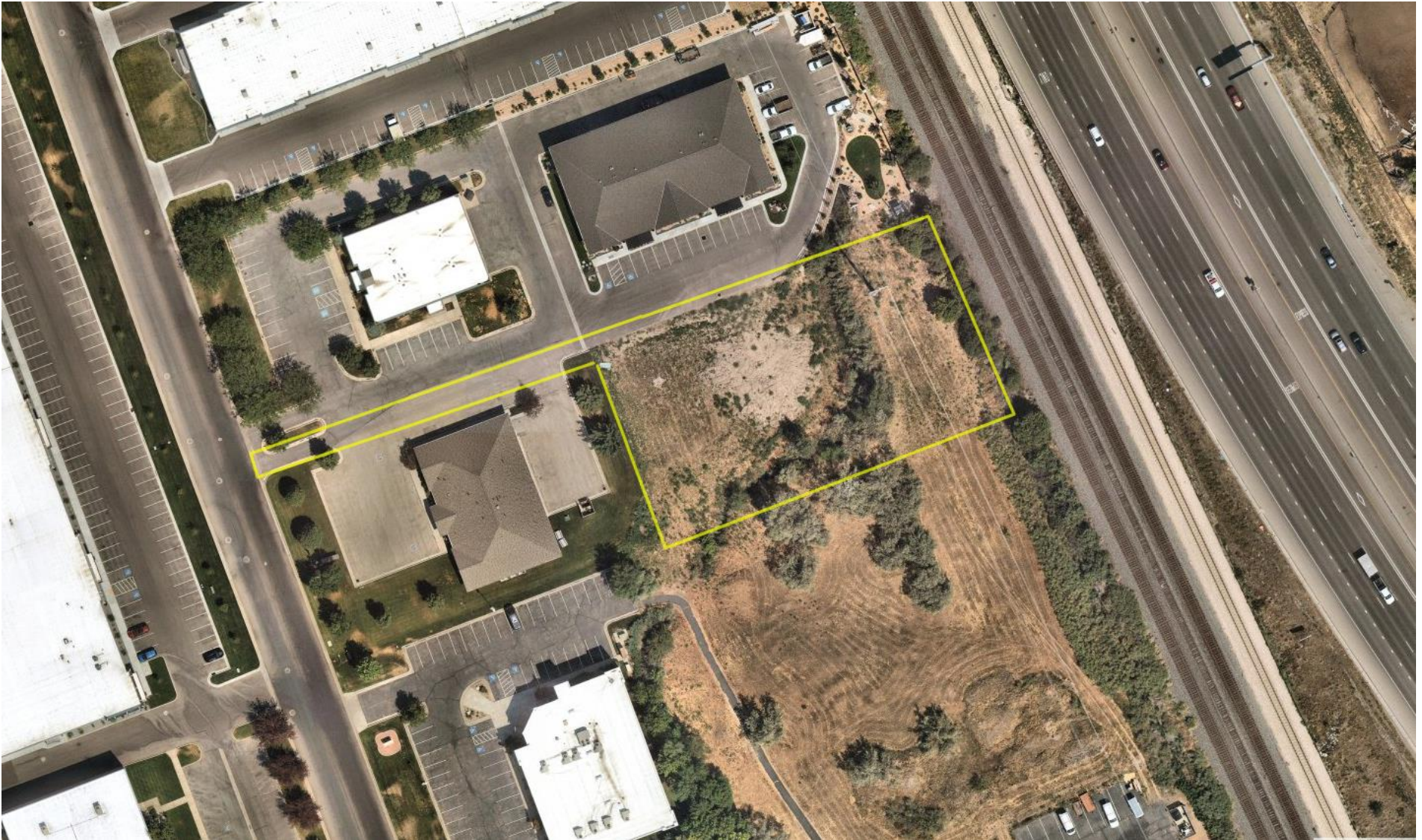
Any business, recreational, or light industrial operation and use will be permitted upon a site, if the Committee consents. The use must be performed or carried out entirely within a building that is so designed and constructed that the operations and uses do not cause or produce a nuisance to other property. (6.1, 6.12) (meets zoning, not listed as a prohibited use, to be considered by the Committee, staff believes it meets)

Committee Options: Approve, Deny, Table for more information

Recommended Options: Staff finds that the proposal meets the minimum specifications required and recommends approval of the proposed construction of a new office warehouse building as proposed. The Committee should review the items above in yellow to ensure it is okay with the architecture, future storage area, and site plan as proposed.

Attachments: plans for new building.

524 North 900 West
Lot 2 – Kaysville Business Park 27



CODE ANALYSIS

CLASSIFICATION:
OCCUPANCY GROUP --- S-1
CONSTRUCTION TYPE --- VB
EXISTING BUILDING:
ALLOWABLE BUILDING AREA --- 9,000
FRONTAGE INCREASE --- .6159% (5,544)
ALLOWABLE AREA --- 14,543 SF
ACTUAL AREA --- 11,765 SF

BUILDING IS NOT FIRE SPRINKLERED

APPLICABLE CODES:
MOST RECENT CODES AS ADOPTED BY STATE OR MUNICIPALITY

INTERNATIONAL BUILDING CODE 2018
INTERNATIONAL PLUMBING CODE 2018
NATIONAL ELECTRICAL CODE 2017
INTERNATIONAL FIRE CODE 2018
INTERNATIONAL MECHANICAL CODE 2018
ANSI A117.1 2009 (HANDICAP CODE)
INTERNATIONAL FUEL GAS CODE 2018
INTERNATIONAL ENERGY CONSERVATION CODE 2018

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SP11	DEMOLITION SITE PLAN	A12	DOOR & FINISH SCHEDULES
SD1	SITE DETAILS	A2	EXTERIOR ELEVATIONS & DETAILS
LI	LANDSCAPE PLAN	A3	BUILDING SECTIONS & WALL SECTIONS
SITE/CIVIL		M100	FIRST LEVEL MECHANICAL PLAN
C0.00	COVER SHEET	M101	WAREHOUSE MECHANICAL
C0.01	GEN. NOTES, LEGEND & ABBR	M200	MECHANICAL SCHEDULES
C1.01	HORIZONTAL CONTROL PLAN	M201	MECHANICAL NOTES
C2.01	GRADING & DRAINAGE PLAN		
C2.10	EROSION CONTROL PLAN		
C4.01	SITE UTILITY PLAN		
C5.01	MISCELLANEOUS SITE DETAILS		
C5.02	MISCELLANEOUS EROSION DETAILS		
C5.03	MISCELLANEOUS UTILITY DETAILS		
STRUCTURAL		P100	WATER PIPING
S0.0	GENERAL NOTES	P101	WASTE & VENT PIPING
S0.1	GENERAL NOTES	P102	GAS PIPING
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S1.1	TILT WALL PANEL PLAN	P201	LEGENDS & NOTES
S1.2	SLAB PLAN	P202	SCHEDULES
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S3.0	CROSS SECTIONS		
S4.0	FOOTING DETAILS		
S4.1	FOOTING DETAILS		
S4.2	CONCRETE DETAILS & SECTIONS		
S5.0	TILT WALL ELEVATIONS - DIMENSIONS	EE-001	GENERAL NOTES & DETAILS
S5.1	TILT WALL ELEVATIONS - REINFORCING	EE-002	SCHEDULES & ONE-LINE DIAGRAM
S5.2	TILT WALL ELEVATIONS-EMBED PLATES	EE-003	PANEL SCHEDULES
S5.3	TILT WALL DETAILS	EL-101	LIGHTING PLAN & NOTES
S6.0	FRAMING DETAILS	EP-101	POWER PLAN & NOTES
S6.1	FRAMING DETAILS	ES-101	ELECTRICAL SITE PLAN
S6.2	FRAMING DETAILS		

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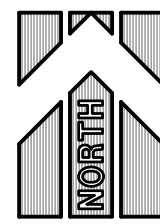
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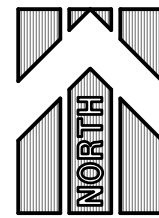
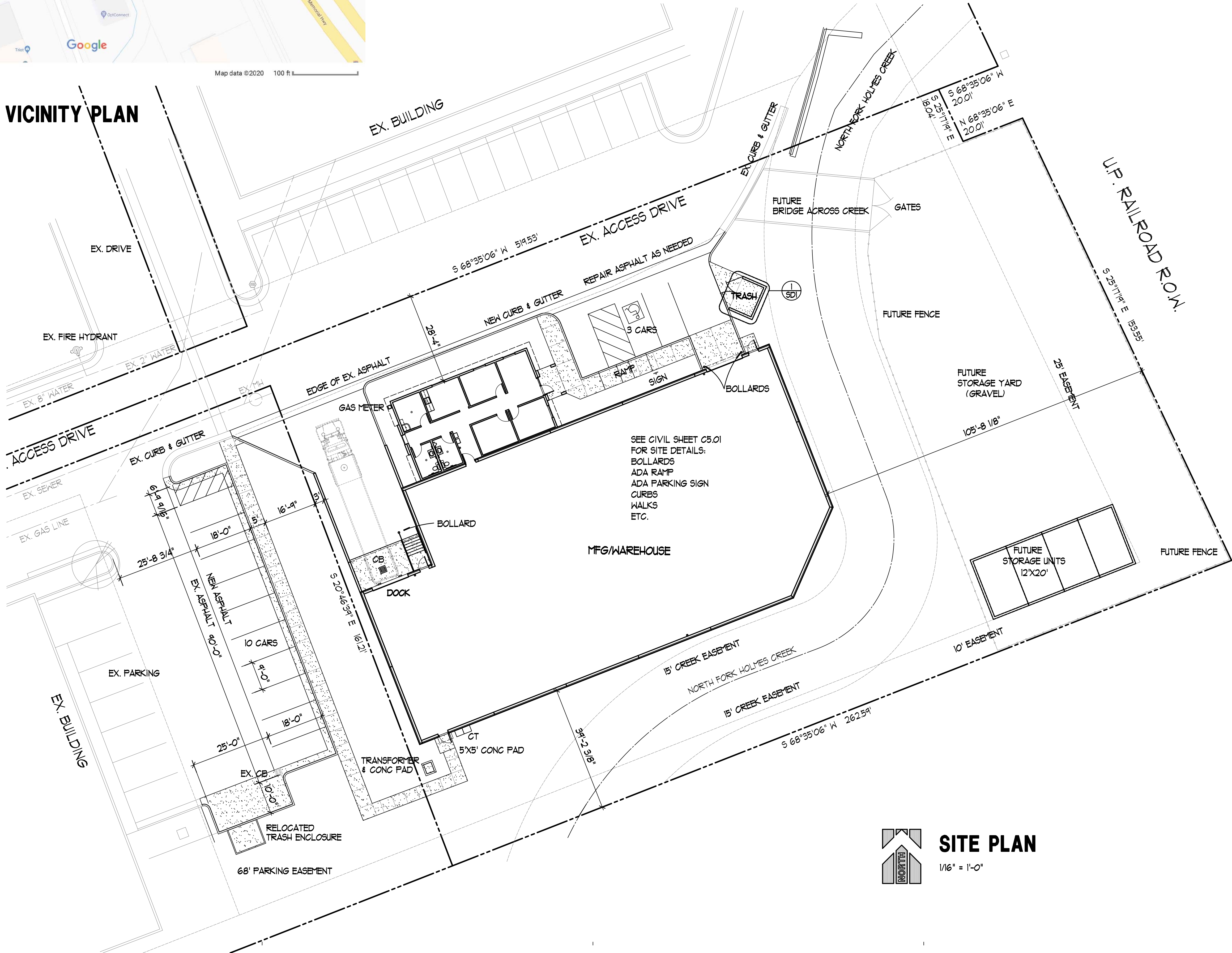
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(801) 486-2222
MANSOUR@EE-LD.COM



VICINITY PLAN



SITE PLAN

1/16" = 1'-0"

KAYSVILLE BUSINESS PARK 27 AMENDED

524 NORTH 900 WEST ILOT 21

KAYSVILLE, UTAH

LAND OWNER

JACOB STAPP, ET AL.
102 ELLISON ST.
LAYTON, UTAH 84041
(801) 633-1259
jake@aluminumshingle.com

ARCHITECT

GARTH M. WOOLSEY
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woolseydesign@q.com

BUILDING SIZE

OFFICE - 1,230 SF
WAREHOUSE/MFG - 10,538 SF

PARKING

OFFICE: (1230 SF) 3.5/1000 SF = 4
WAREHOUSE/MFG: 1.2/EMPL/SHIFT = 5
= 9 REQUIRED
= 15 PROVIDED

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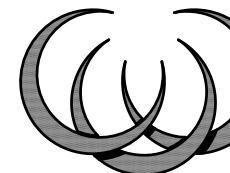
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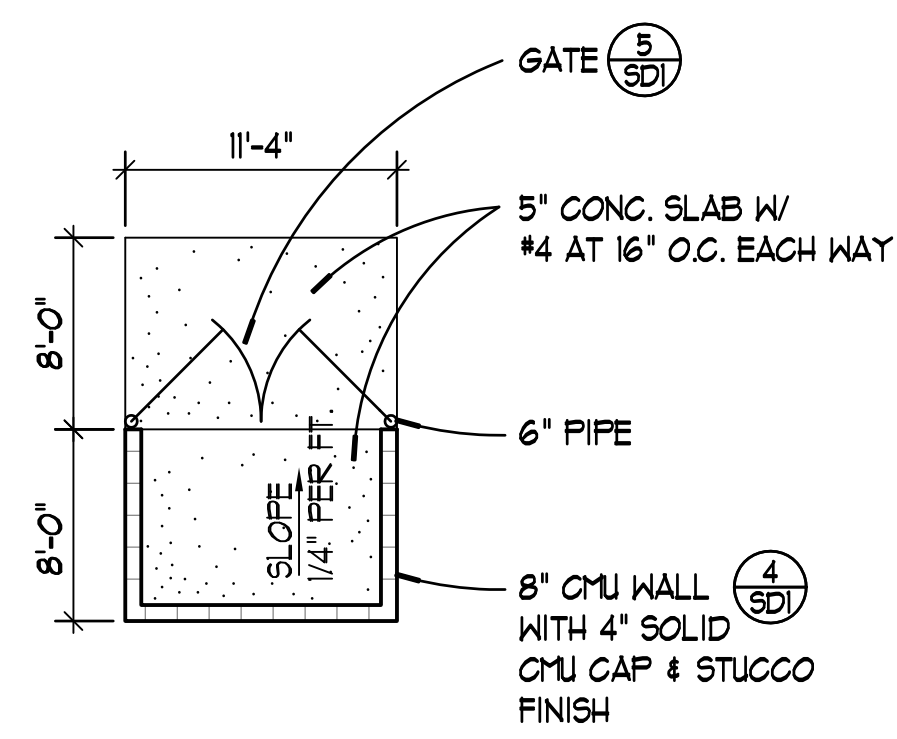
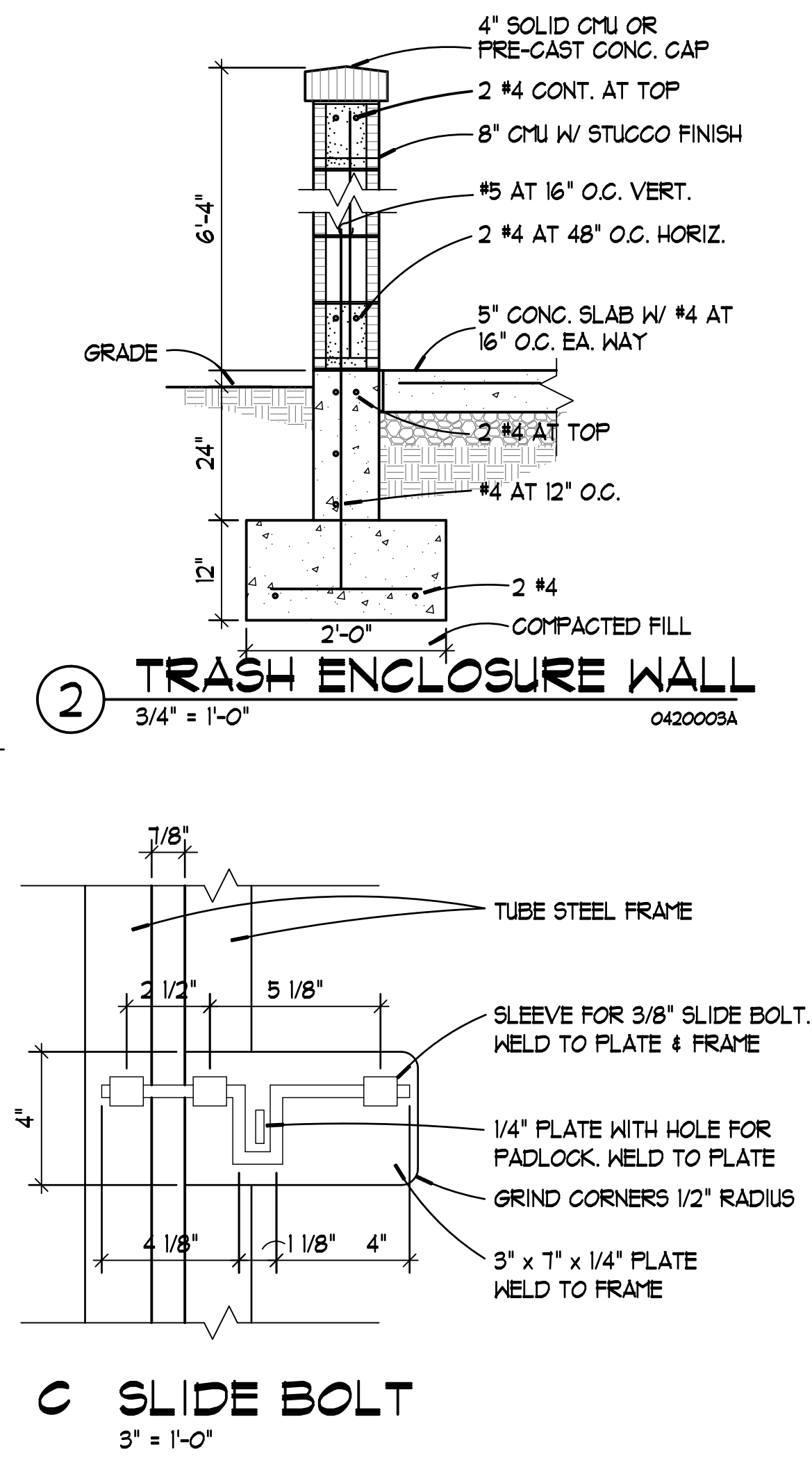
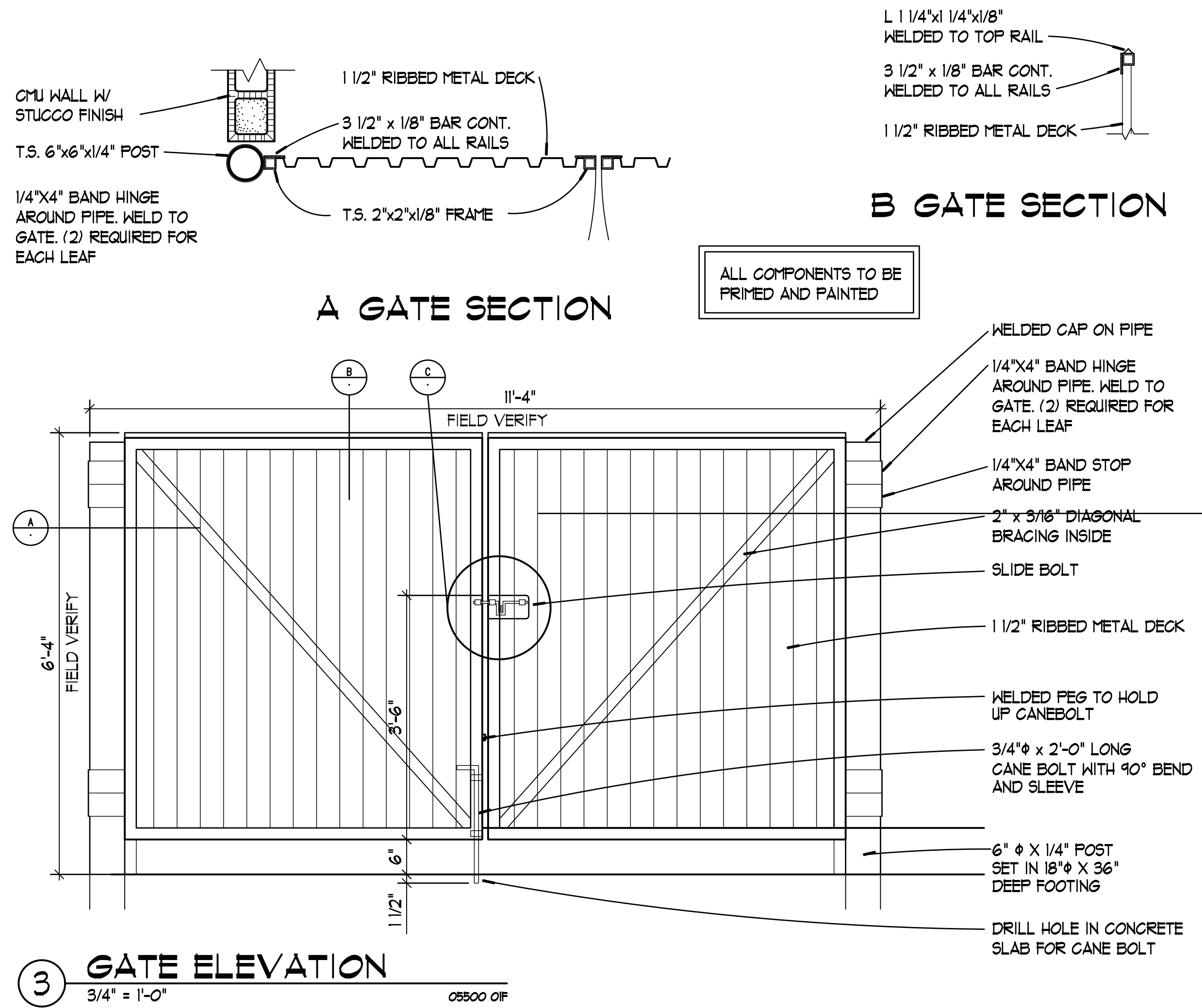
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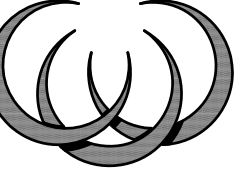
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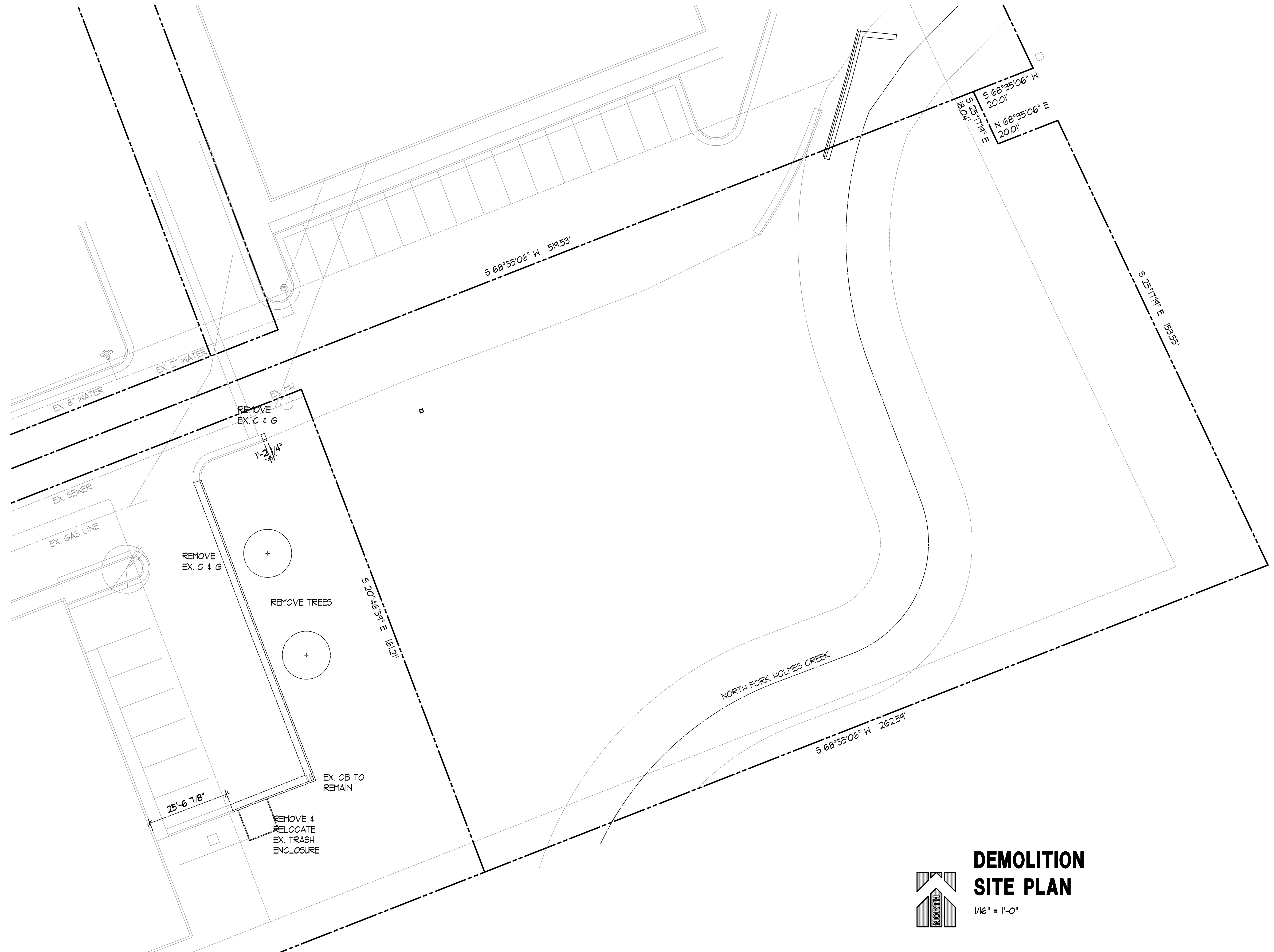
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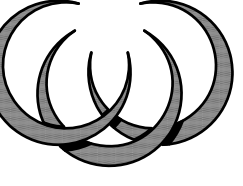
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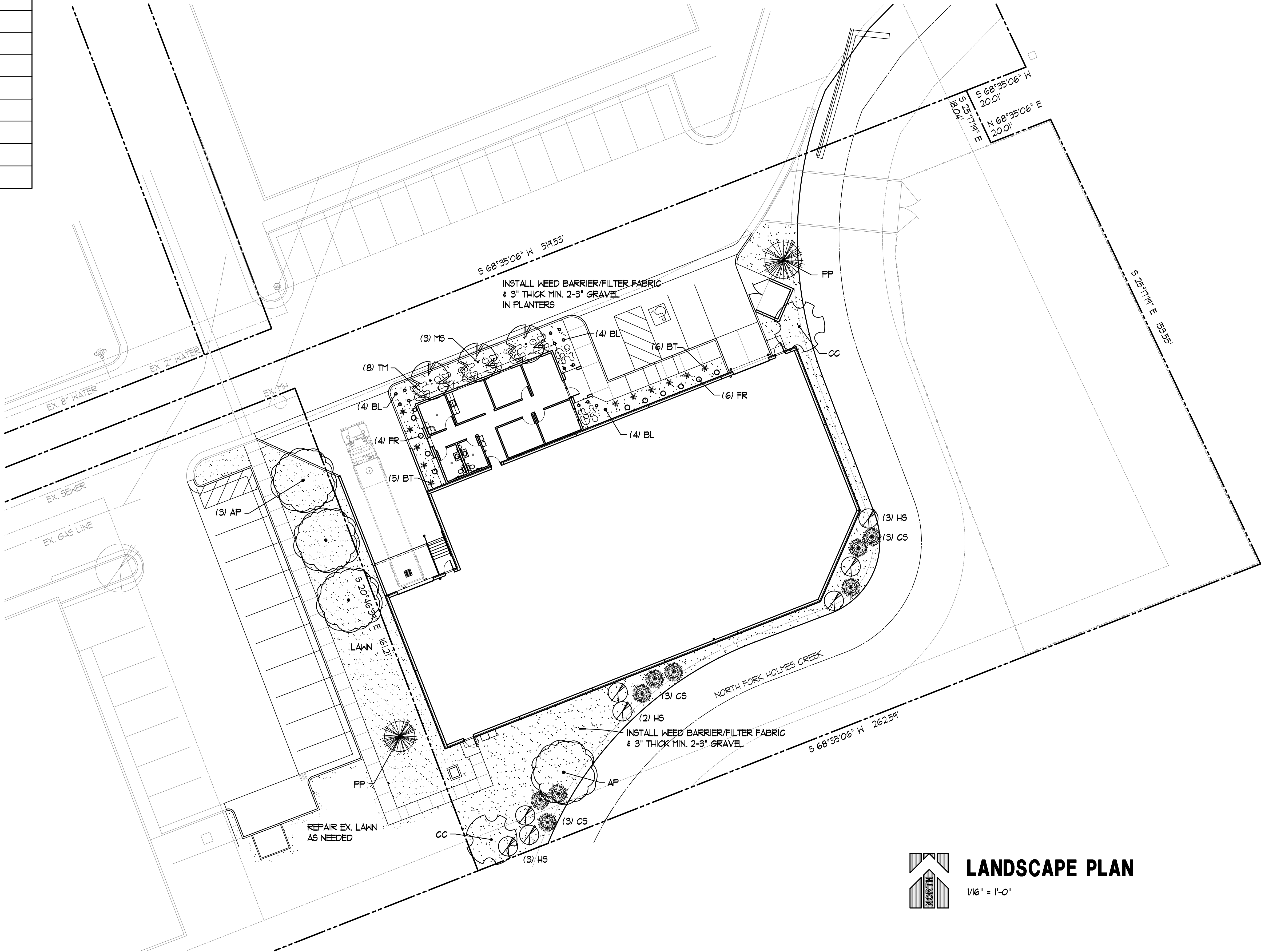
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Sheet
SP1.2

PLANT SCHEDULE				
KEY	SCIENTIFIC NAME COMMON NAME	SIZE	SPACING	REMARKS
TREES				
AP	ACER PLATANOIDES 'CRIMSON KING' CRIMSON KING MAPLE	2" CAL.	20' O.C.	-
CC	CERCIS CANADENSIS 'FOREST PANSY' FOREST PANSY REDBUD	2" CAL.	AS SHOWN	-
MS	MALUS SARGENTII SARGENT CRABAPPLE	2" CAL.	16' O.C.	-
PP	PICEA FUNGENS 'GLAUCOA' COLORADO BLUE SPRUCE	6'-0"	AS SHOWN	-
SHRUBS				
BT	BERBERIS THUNBERGII 'CRIMSON PYGMY' CRIMSON PYGMY BARBERRY	1 GAL.	6' O.C.	-
CS	CORNUS STOLONIFERA 'BAILEY' BAILEY'S RED OSIER DOGWOOD	5 GAL.	8' O.C.	-
HS	HIBISCUS SYRIACUS 'HELENE' HELENE ROSE OF SHARON	5 GAL.	8' O.C.	-
TM	TAXUS X MEDIA 'DENSIFORMIS' DENSE SPREADING YEW	5 GAL.	8' O.C.	-
FR	FEATHER REED GRASS KARL FOERSTER'	1 GAL.	6' O.C.	-
BL	HEMTEROCALIS 'BELA LUGOSI' BELA LUGOSI DAYLILY	1 GAL.	3'-0" O.C.	-



LANDSCAPE PLAN
1/16" = 1'-0"

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A1.1

Page 10 of 10



BREAK



UTILITY

INTERIOR ELEVATIONS


$$1/8'' = 1'-0''$$

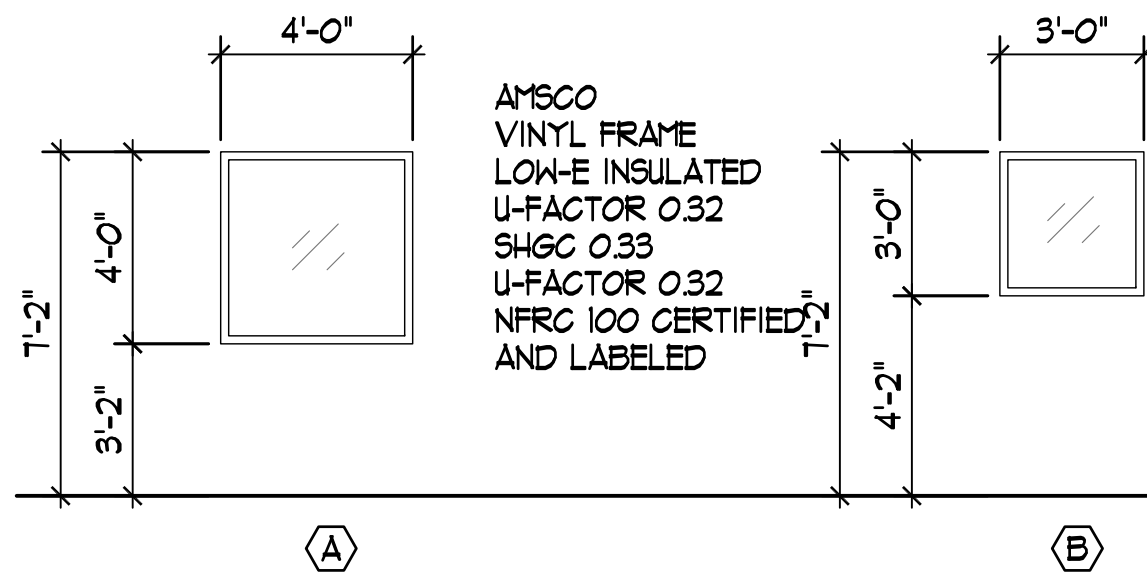
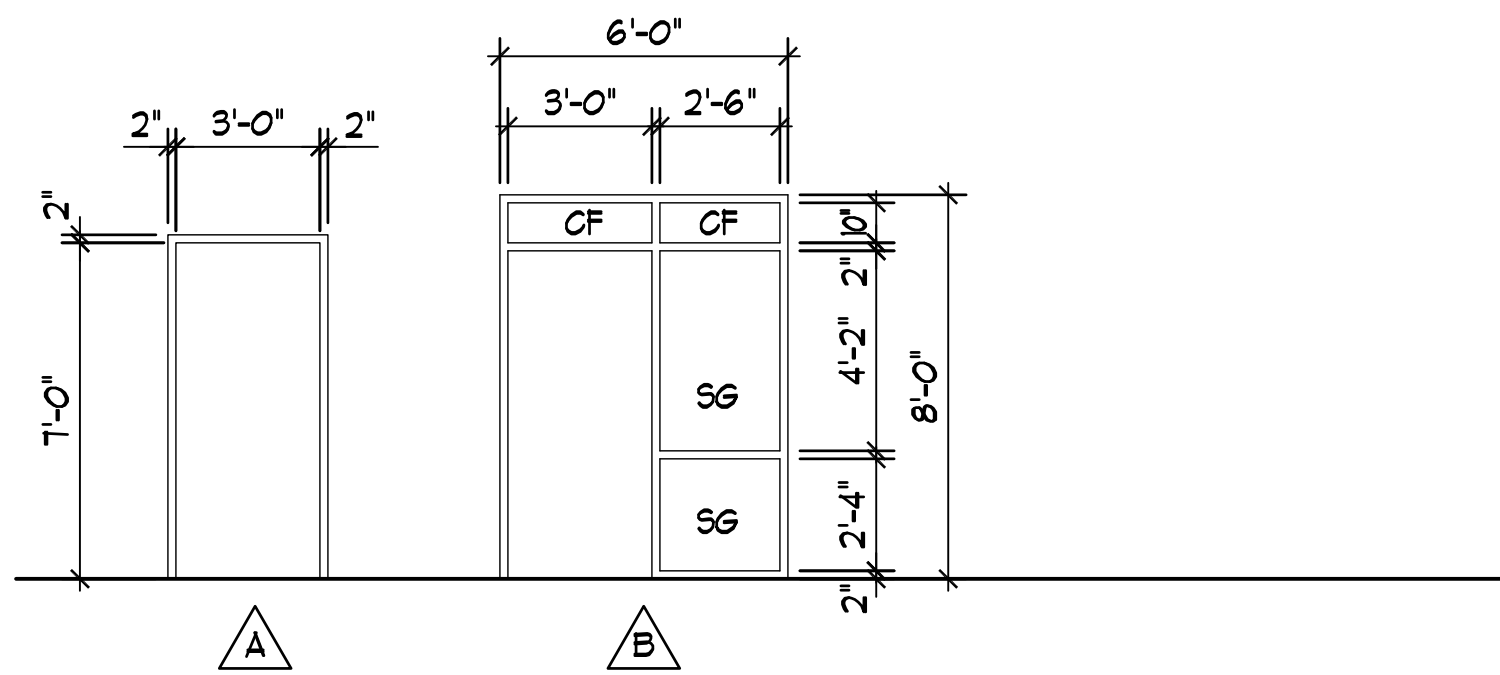
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GROUP 1 - SINGLE ENTRY	GROUP 2 - OFFICE/STORAGE	GROUP 3 - TOILET	GROUP 4 - OH DOOR
1/2 PAIR BUTTS	1/2 PAIR BUTTS	1/2 PAIR BUTTS	1 ELECTRIC OPENER
1 LOCKSET W/ LEVER	1 LOCKSET W/ LEVER	1 PRIVACY LOCKSET W/ LEVER	1 RETOTE CONTROL
1 CLOSURE W/ STOP	1 WALL STOP	1 LOCKER	1 OTHER HARDWARE BY
1 KICKPLATE		1 WALL STOP	DOOR MANUFACTURER
1 THRESHOLD			
1 WEATHERSTRIP			
1 SKEEP			

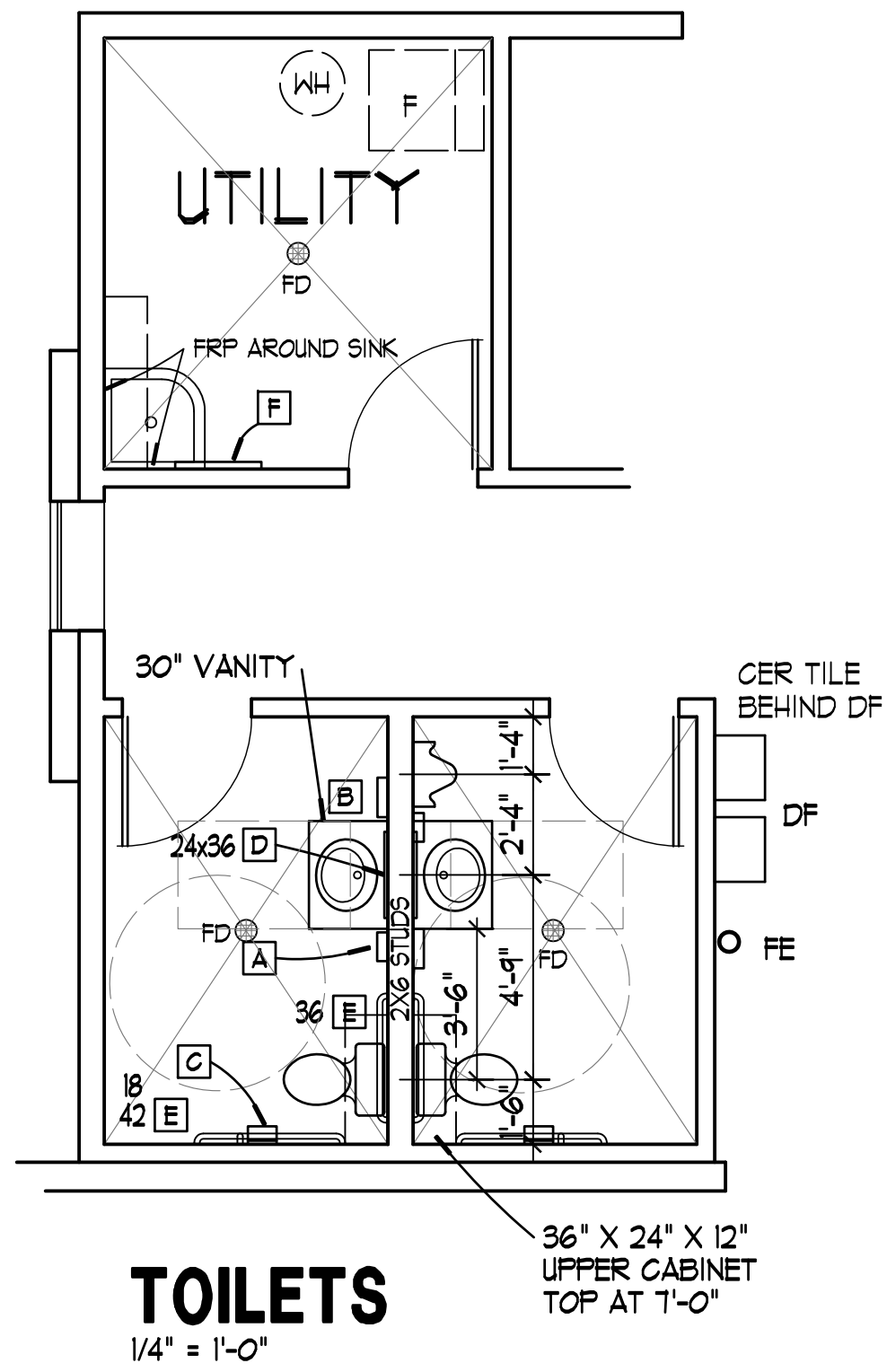
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FINISH MATERIALS					
FLOOR/BASE		WALLS/WAINSCOT		CEILINGS	
1	STAINED SEALED CONCRETE/ 4" COVERED RUBBER	A	PAINTED GYP. BD.	1	PAINTED GYP. BD. TEXTURED
2	SEALED CONCRETE/	B	CERAMIC TILE TO 4'-6"/ PAINT. GYP. BD.	2	EXPOSED STRUCTURE
3	STAINED SEALED CONCRETE/ 6" CERAMIC TILE	C	EXPOSED STRUCTURE	3	
4		D			

1. CERAMIC TILE TO FLOOR AT DRINKING FOUNTAIN
APPROX. 4" EACH SIDE & 12" ABOVE
2. B.O. STRUCTURE.
3. "FRAME" AROUND MIRROR WITH ONE COURSE OF BULLNOSE CERAMIC TILE
4. 2'-0" FRP PANELS AROUND MOP SINK
5. SOLID SURFACE WINDOW SILLS
6. SOLID SURFACE VANITIES

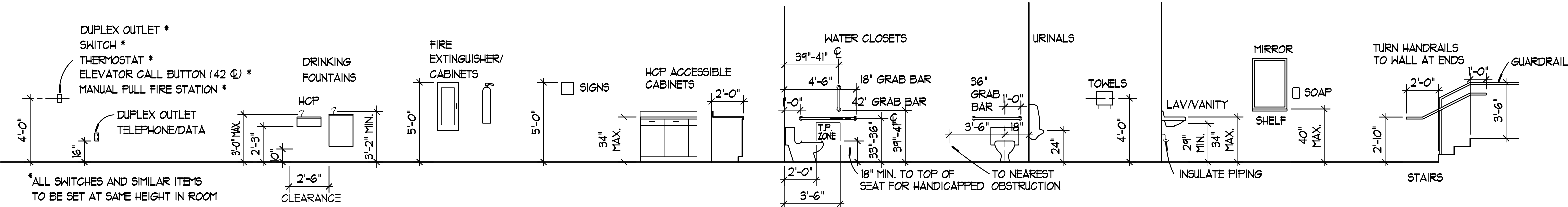

$$1/4'' = 1'-0''$$

$$1/4'' = 1'-0''$$

ALL FRAMES ARE
5 3/4" U.N.O.



- ☐ A SOAP DISPENSER
- ☐ B PAPER TOWEL DISPENSER
- ☐ C TOILET PAPER DISPENSER
- ☐ D MIRROR (WIDTH x HEIGHT)
- ☐ E GRAB BAR (LENGTH AS SHOWN)
- ☐ F MOP/BROOM HOLDER

NOTES:
PROVIDE 2x BLOCKING IN STUD WALLS
BEHIND ALL ACCESSORIES & PARTITIONS
INCLUDING FUTURE ITEMS



REFER TO ANSI A117.1 (LATEST ADOPTED VERSION)
NOT ALL ITEMS SHOWN ARE USED

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LICENSED ARCHITECT
GARTH WOOLSEY
No.
129958
STATE OF UTAH

AUG. 26, 2020

File Number
ALUM-SIDE20

Date
AUG. 26, 2020

Drawn By
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Revisions

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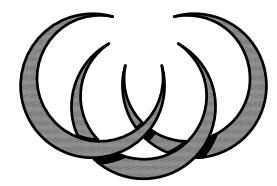
524 NORTH 900 WEST
KAYSVILLE, UTAH

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A1.2



File Number
ALUM-SIDE20
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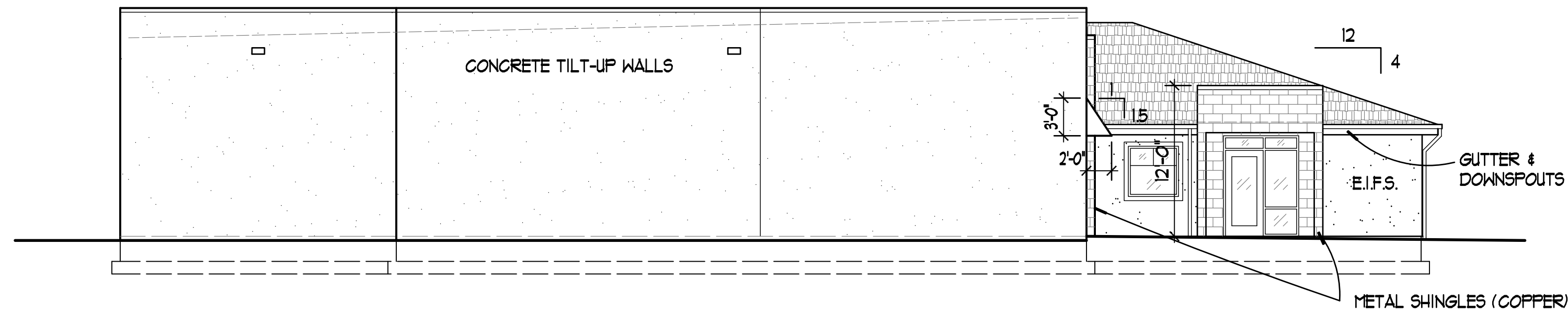
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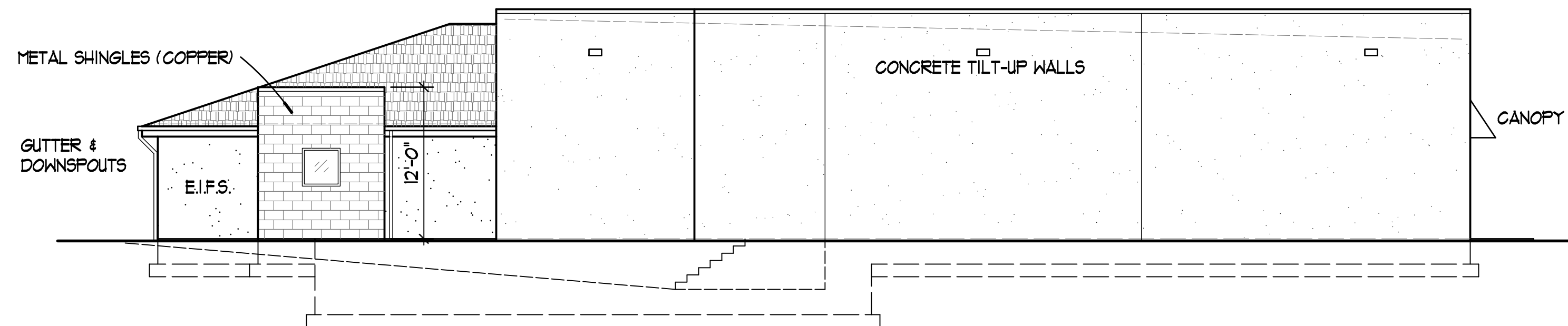
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A2

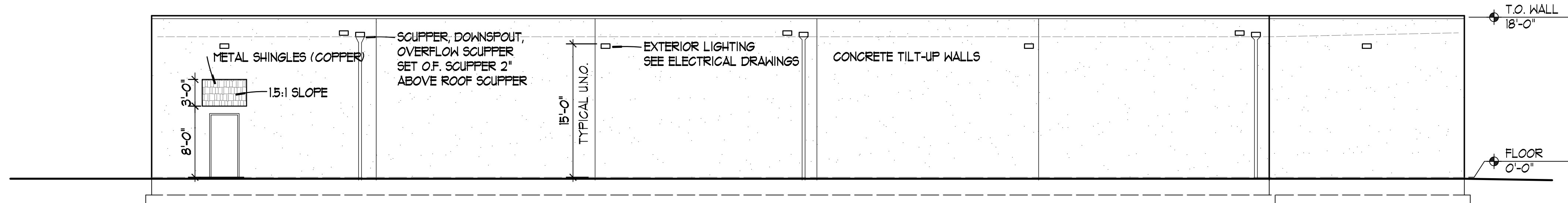
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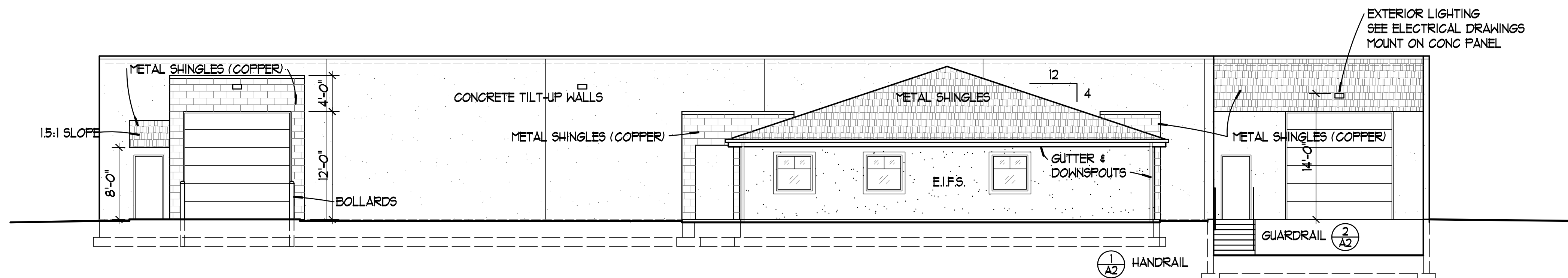
EAST ELEVATION



WEST ELEVATION



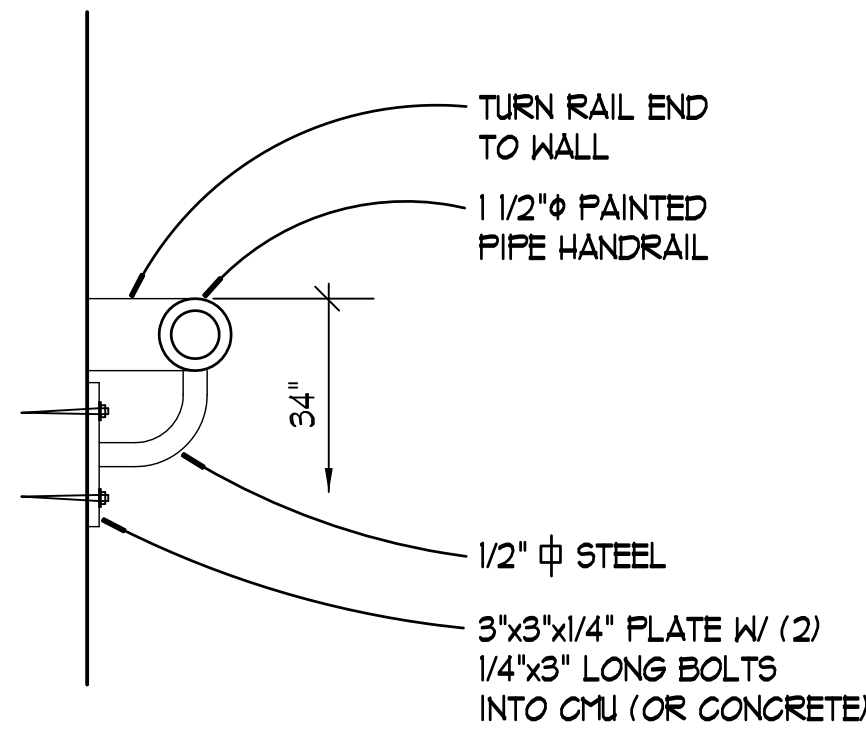
SOUTH ELEVATION



NORTH ELEVATION

EXTERIOR ELEVATIONS

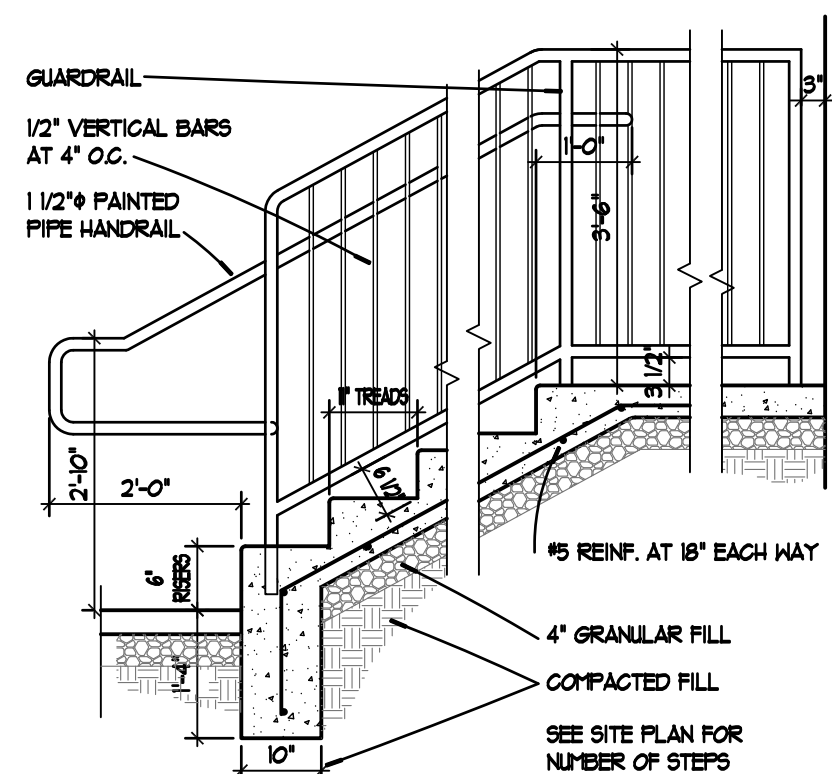
1/8" = 1'-0"



2 HANDRAIL

3" = 1'-0"

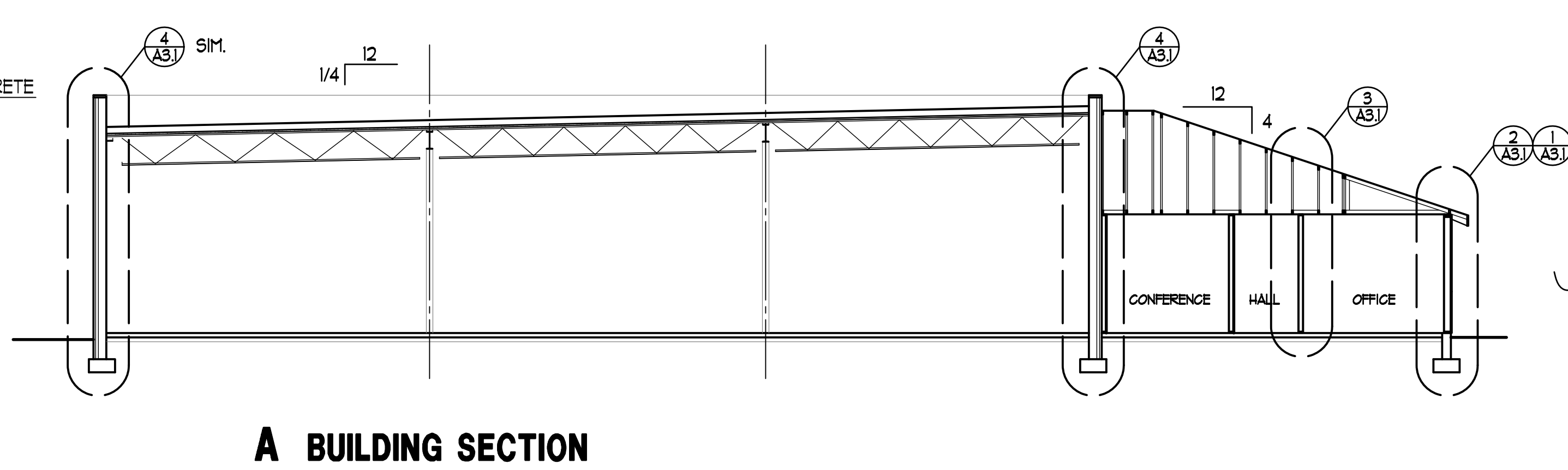
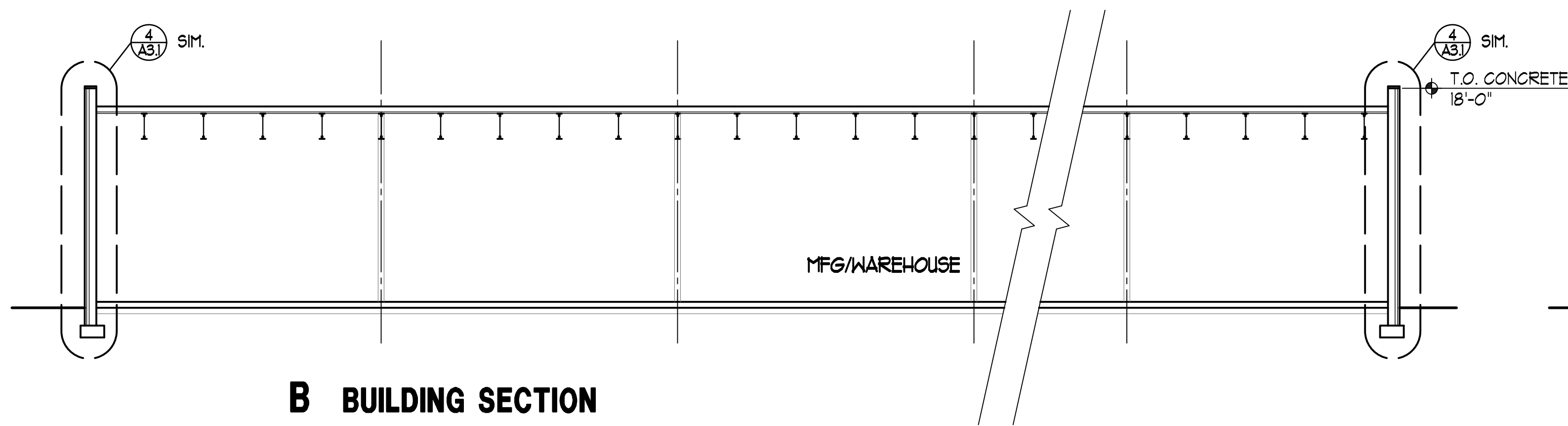
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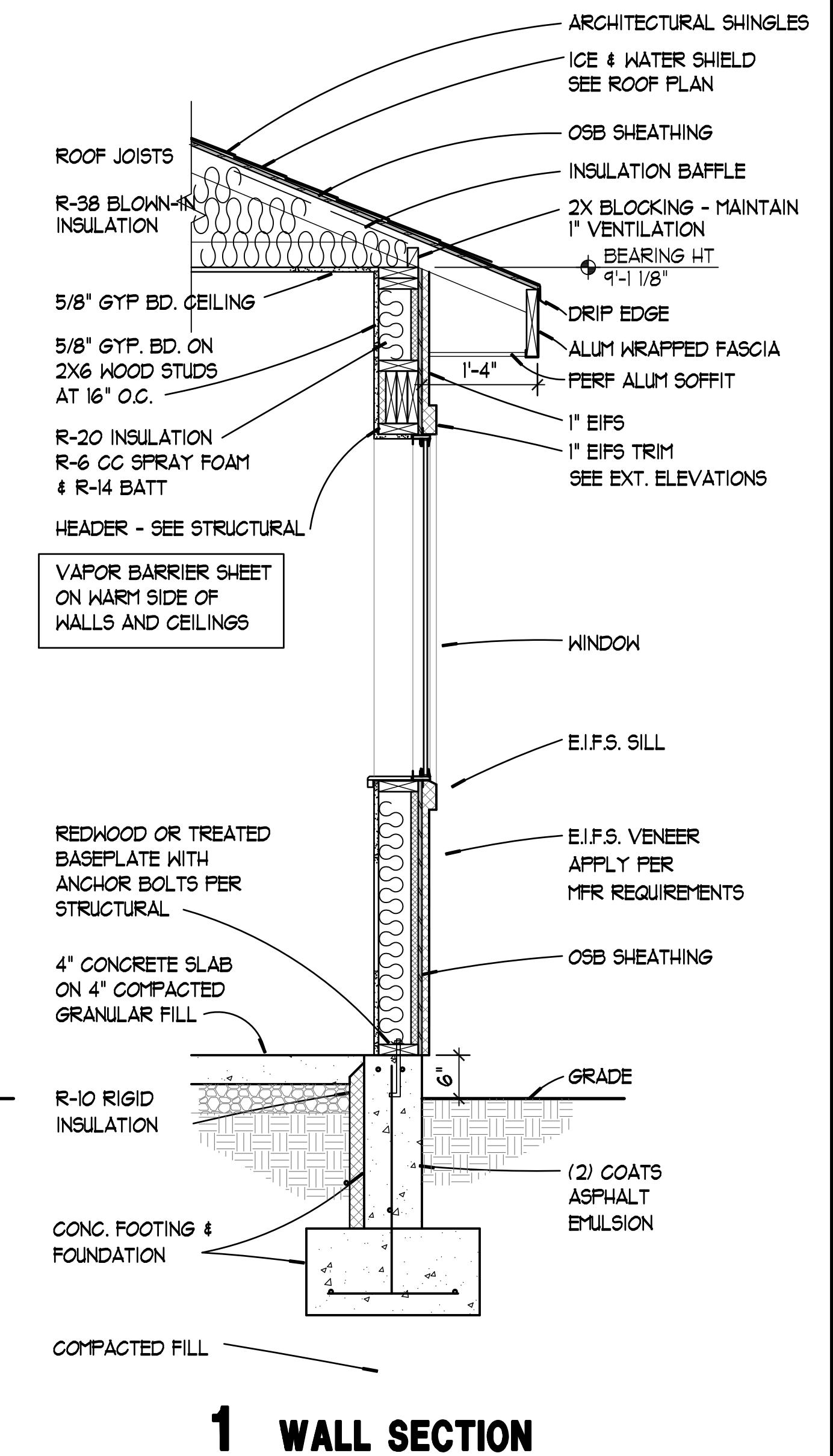
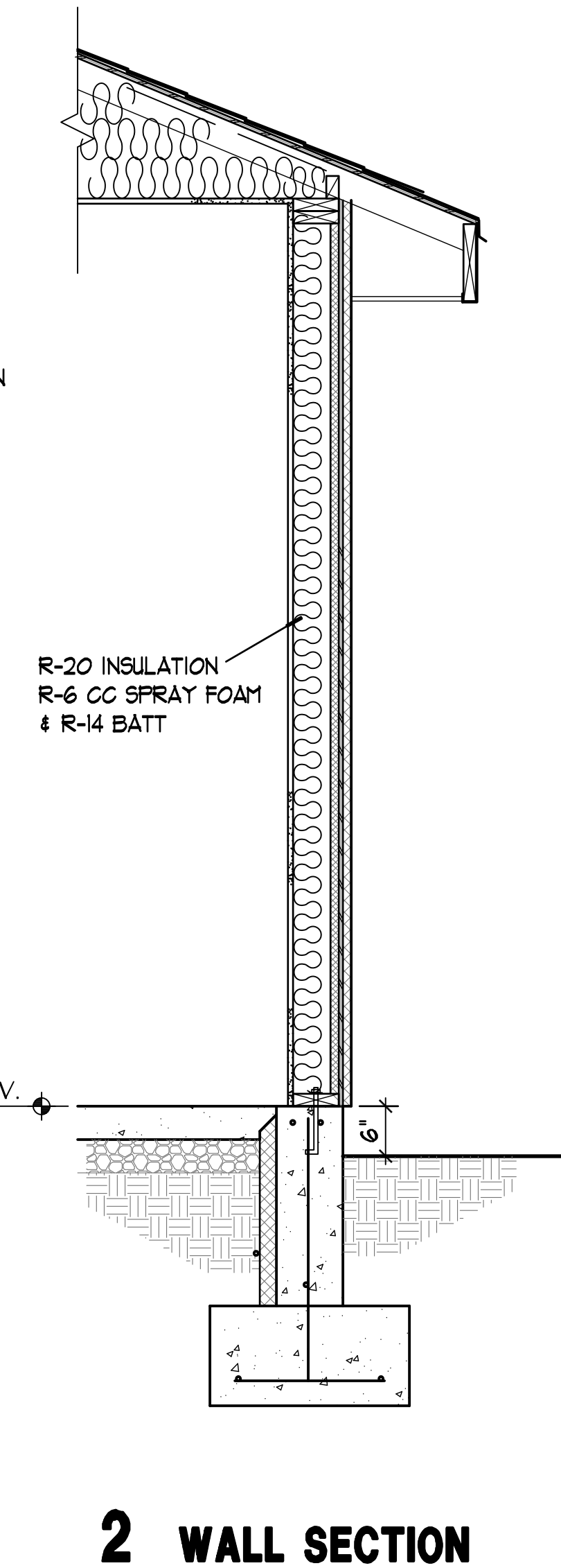
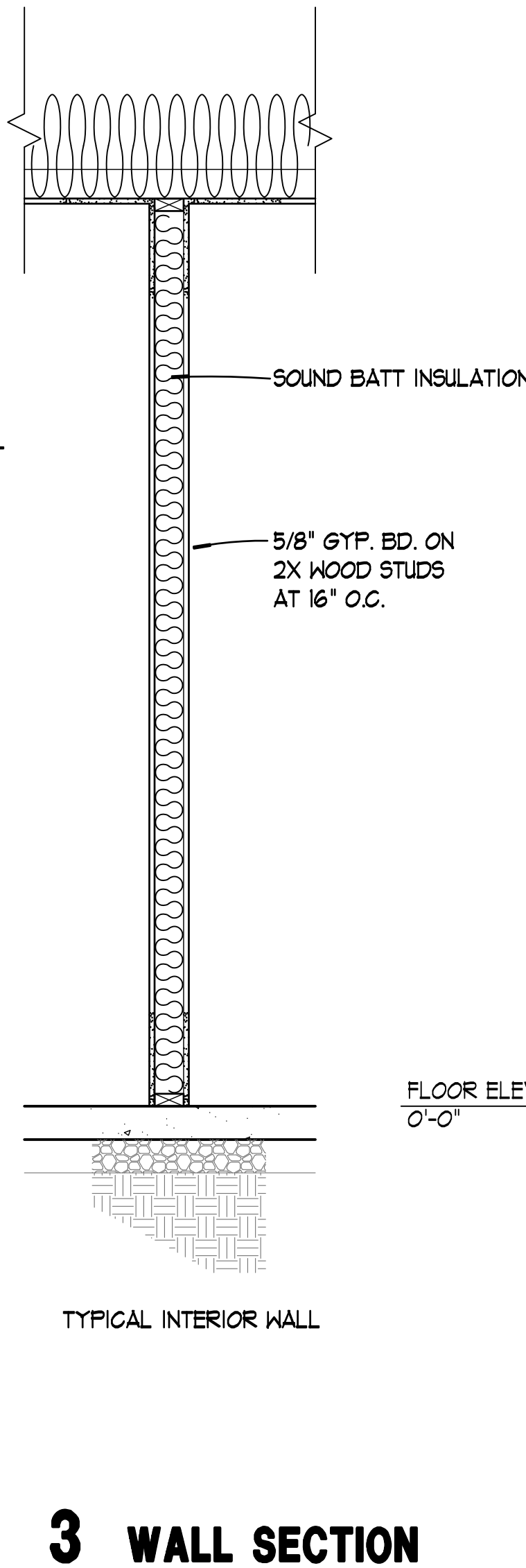
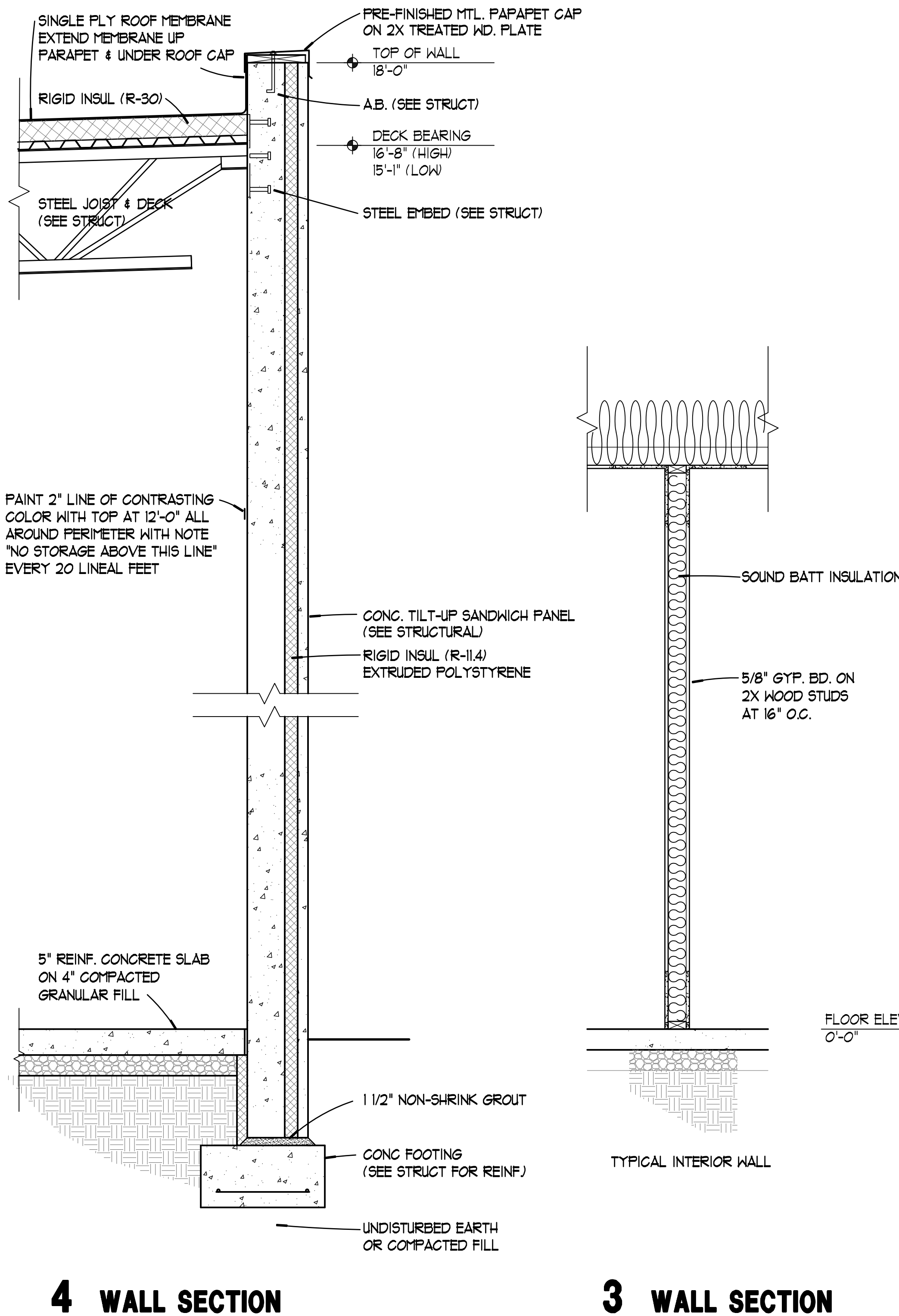
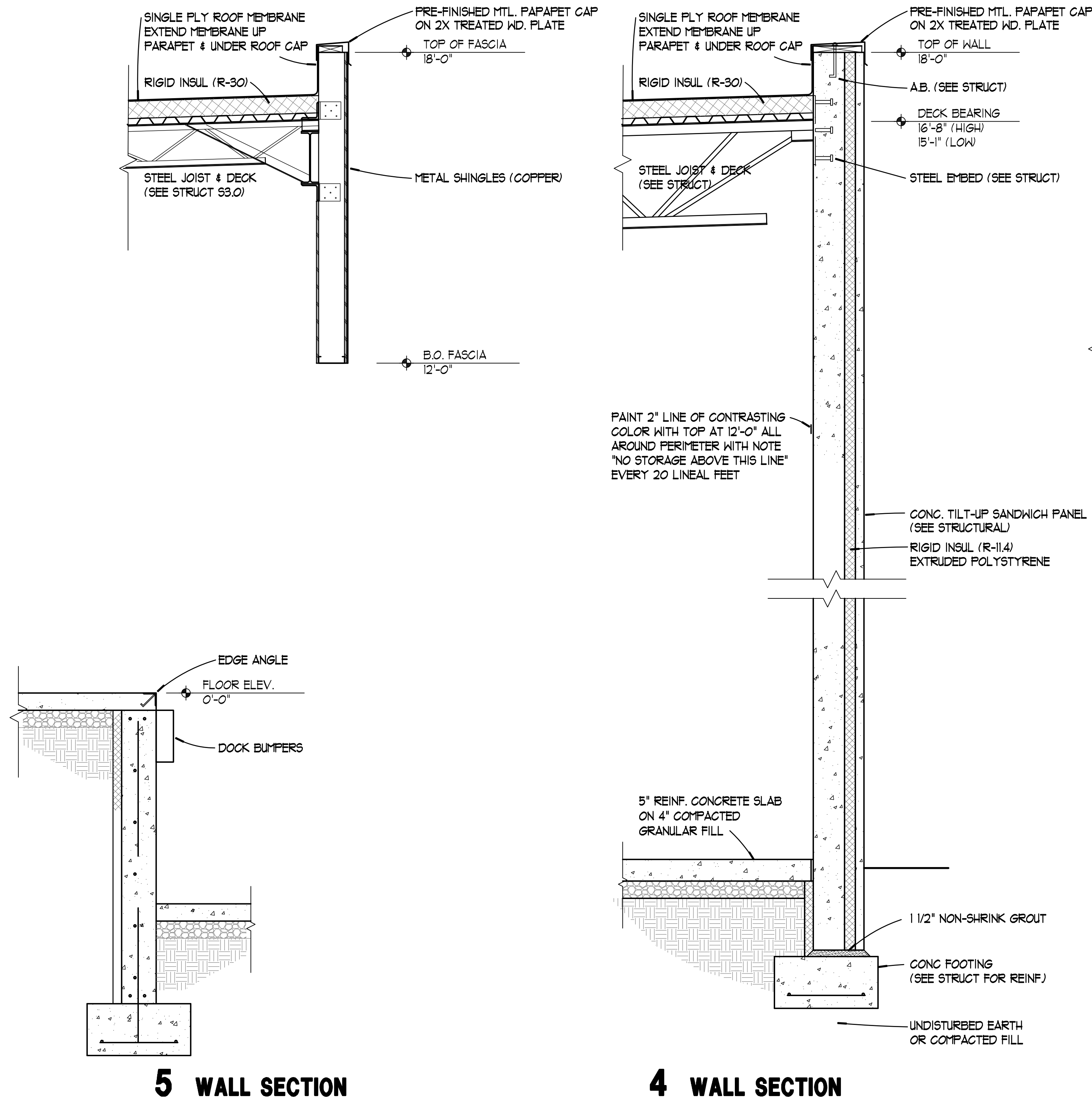
1 STAIR & HANDRAIL

1/2" = 1'-0"

09300 04J



BUILDING SECTIONS



WALL SECTIONS

3/4" = 1'-0"

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GARTH M. WOOLSEY
No. 129958
STATE OF UTAH
AUG. 26, 2020

File Number
ALUM-SIDE20
Date
AUG. 26, 2020
Drawn By
-
Revisions

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