



# MEMORANDUM

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**TO:** Mayor Miller, City Council Members

**FROM:** Tony Ekins, City Planner

**SUBJECT:** Site Plan Approval – Wilcox Landscaping – Kirk Wilcox

**DATE:** March 14, 2025

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**CITY COUNCIL AGENDA:**

March 20, 2025

**OVERVIEW:**

On September 21, 2023, the City Council approved the original Wilcox Landscaping application for an office, material yard, and outdoor RV/boat storage located at 1673 Anvil Road in Blacksmith Fork Industrial Park. In January 2025, the applicant approached the City to amend the original site plan as HCC 17.08.100.B requires site plan approval for any existing expansion over 1,000 sq. ft. The site plan amendment includes the relocation of three (3) shipping containers, the installation of a new 2,240 sq. ft. pole barn building, and onsite utilities for the new building (gas, power, water, and sewer).

**PLANNING COMMISSION RECOMMENDATION:**

On March 13, 2025, the Planning Commission made a motion to recommend Site Plan Approval to the City Council (5-0 Vote) based on the Application Submitted and Staff Evaluation, and the following:

1. The applicant will meet with staff on the site for guidance and instruction for the applicant to correct the scale of the berm and utility clearance requirements.
2. The applicant will revise the landscape plan for the berm in the public right of way and install the landscaping in the Fall of 2025.
3. The Fire Department will verify the building construction type and fire protection requirements when the building permit is submitted.
4. The Fire Department will not approve a certificate of occupancy for the new building until all driveway approaches in the public right and interior 26' interior roadway is installed.

**ATTACHMENTS:**

1. Staff Evaluation



**PLANNING COMMISSION  
STAFF EVALUATION  
FIRST REVIEW (CONTINUATION)**

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**APPLICATION NO:** 25-001A  
**APPLICANT:** Wilcox Landscaping  
**PROPERTY OWNER:** Michael K Wilcox & Elaine H Wilcox Living Trust  
**PROPERTY ADDRESS:** 1673 Anvil Road  
**PARCEL NUMBER:** 01-144-0001  
**PARCEL AREA:** 2.86 Acres  
**ZONE:** Manufacturing Zone M-2  
**DATE:** March 6, 2025

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**PLANNING COMMISSION MEETING:** March 13, 2025  
**PLANNING COMMISSION ROLE:** Recommending Body to City Council  
**APPLICATION TYPE:** Site Plan Approval

**NATURE OF REQUEST:**  
Permitted Use: Storage Yard

**CURRENT ZONING DISTRICT:**  
**Manufacturing Zone M-2.** The purpose of this zone is to provide an area where medium to heavy manufacturing can occur. It allows higher levels of noise, dust, smoke and odor than is permitted in the M-1 Zone. Restrictions may be applied on proposed businesses whose levels of noise, dust, smoke or odor may be considered excessive by the planning commission. Design and landscaping requirements may also be imposed on businesses proposed for this zone.

**OVERVIEW:**  
On September 21, 2023, the City Council approved the original Wilcox Landscaping application for an office, material yard, and outdoor RV/boat storage located at 1673 Anvil Road in Blacksmith Fork Industrial Park. In January 2025, the applicant approached the City to amend the original site plan as HCC 17.08.100.B requires site plan approval for any existing expansion over 1,000 sq. ft. The site plan amendment includes the relocation of three (3) shipping containers, the installation of a new 2,240 sq. ft. pole barn building, and onsite utilities for the new building (gas, power, water, and sewer).

**UTILITIES:** Existing Power, Sewer, Water, Irrigation.

**STAFF COMMENTS:****Planning and Zoning:**

1. The new 2,240 sq. ft. pole barn building will require a building permit.
2. There is a landscape berm around the property that is located inside a 10.00' public utility easement that was requested to be modified during the original site plan approval to reflect utility access. Staff has concerns that the berms has not been modified to reflect or improve access.
3. The following original site plan improvements are not complete:
  - a. The public right of way landscaping adjacent to the public street is not complete.
  - b. The east and west side driveway accesses are not paved.
  - c. The interior asphalt roadway on site is not complete.
4. Staff recommends the applicant contact Hyrum City Business Licensing to determine if the landscape and materials yard operations requires a Business License.

**Engineering:**

1. Engineer supports Road's recommendation regarding the landscape berm.
2. Emergency Vehicles turning radii needs to be maintained between building and stored items at all times.

**Fire Department:**

1. What type of construction will it be?
2. We need 26' on the North, East and South Sides for fire truck access.
3. We would like a key box at the gate for access, so we don't have to cut the Lock.
4. Water flow, we need 1750 GPM at the hydrant for 2 hours. If it is less than that the building will need to be sprinklered

**Parks Department:**

1. No comments or concerns.

**Power Department:**

1. Berm must be removed from around all electrical facilities.
2. Maintain a 3' clearance around the sides and back and 10' clearance from the front of all electrical equipment.
3. The open excavation around the power meter base on the west side of the property needs to be filled in.

**Road / Stormwater Department:**

1. Staff would like to see the berm on the property moved back out of the utility right of way to ensure adequate access to utilities.
2. Staff would also like to see permanent vegetation on the berm such as a buffalo grass and or cabin mix to help with erosion control and would add good aesthetics to the property as well as easier maintenance.

**Sewer Department:**

1. No comments or concerns.

**Water / Irrigation Department:**

1. Staff would like to have the berm moved out of the utility right away. Staff also needs a flat surface around the culinary meter barrel with the dimensions of 6'x3'x3' with the 6' section being parallel to the road on one side or the other of the meter pit. This allows utility maintenance to take place without moving extra soil, landscaping, etc. while excavation is taking place.
  2. Staff will also need to see backflow inspections and setup. The culinary water appears to run to multiple sprinklers and outside taps for tree watering, this service line would need to have an above ground backflow installed on the service line. The backflow would also need to have yearly inspections/testing done by a certified backflow testing company and reported to the city annually.
  3. Staff also would like to point out that fire hydrants may need to be within 150 feet of all sides of the building to get proper fire protection, if the fire department fights the fires from the roadway.
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**PLANNING COMMISSION RESPONSIBILITY:**

1. Site plan approval is a function of the Planning Commission which has a wide latitude in specifying conditions and requirements for approval.
2. The Planning Commission should have a thorough discussion of the site plan, staff comments, and specifying conditions and requirements for approval.
3. The Planning Commission is a recommending body to the City Council and should be specific in their motion to the City Council.

**STAFF RECOMMENDATION:**

1. Staff recommends the Planning Commission make a motion specifying conditions and requirements, and staff comments to the City Council.

**STIPULATIONS:**

1. The City Council may approve, disapprove, approve with additional conditions and requirements, or require the requestor to return to the Planning Commission with revisions; or require the applicant to return revisions to the City Council.
2. If determined by the City Council, the requestor will address conditions, requirements, and staff comments, and return revisions to the City Council.
3. Following City Council Approval, the requestor will submit two (2) printed full-size copies of the approved plan sets which will be submitted to Staff for Staff Signatures. One (1) signed Staff copy will be issued to the requestor, and one (1) copy will be filed for Staff site improvement construction inspection and record keeping.

**FINDINGS OF FACT:**

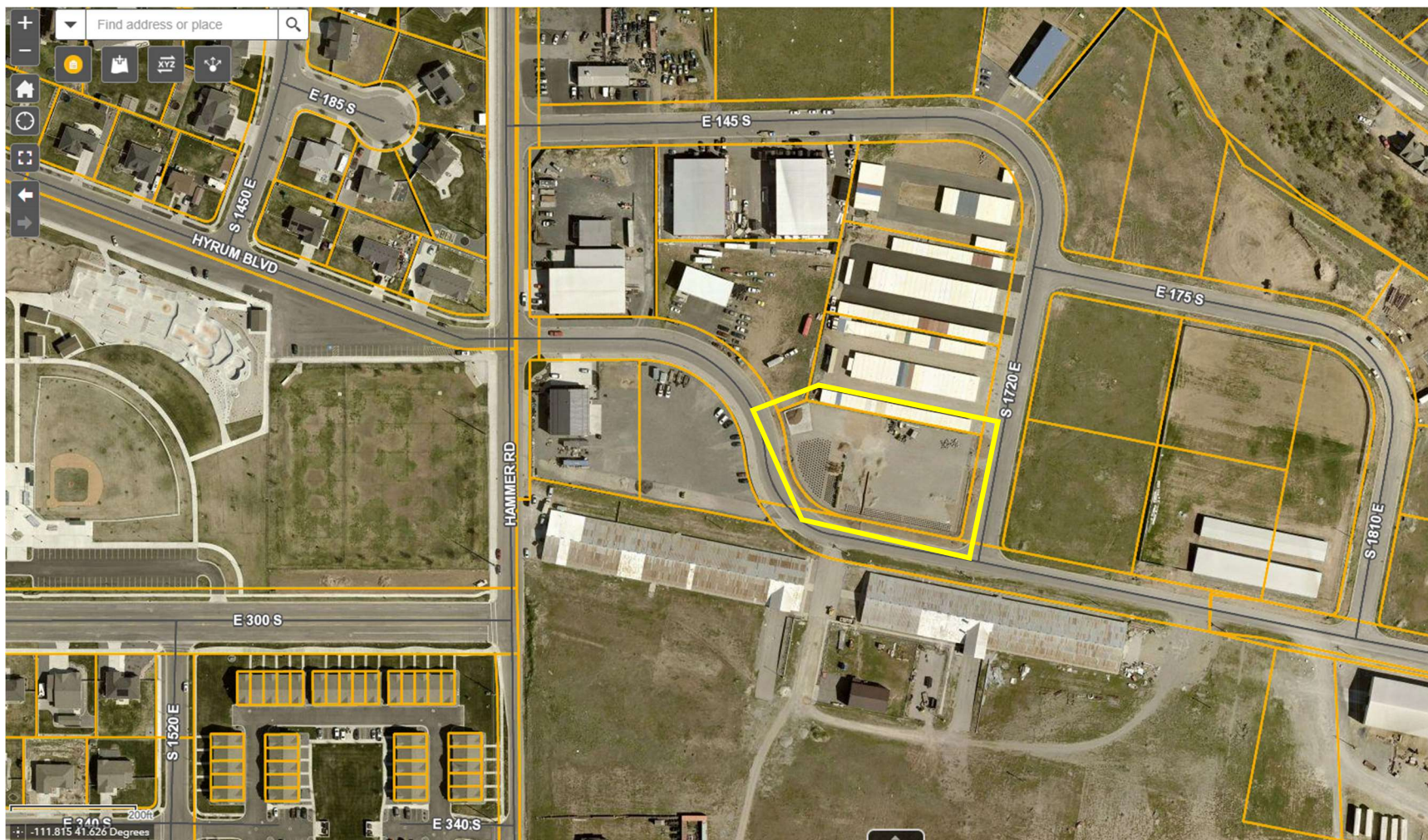
1. The property is located in the Manufacturing Zone M-2.
  2. Storage Yard is a permitted use in the Manufacturing Zone M-2.
  3. Final Approval must be obtained from the City Council, which may approve, disapprove, approve with additional conditions and requirements, or require the requester to return to the Planning Commission for significant revisions.
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**ATTACHMENTS:**

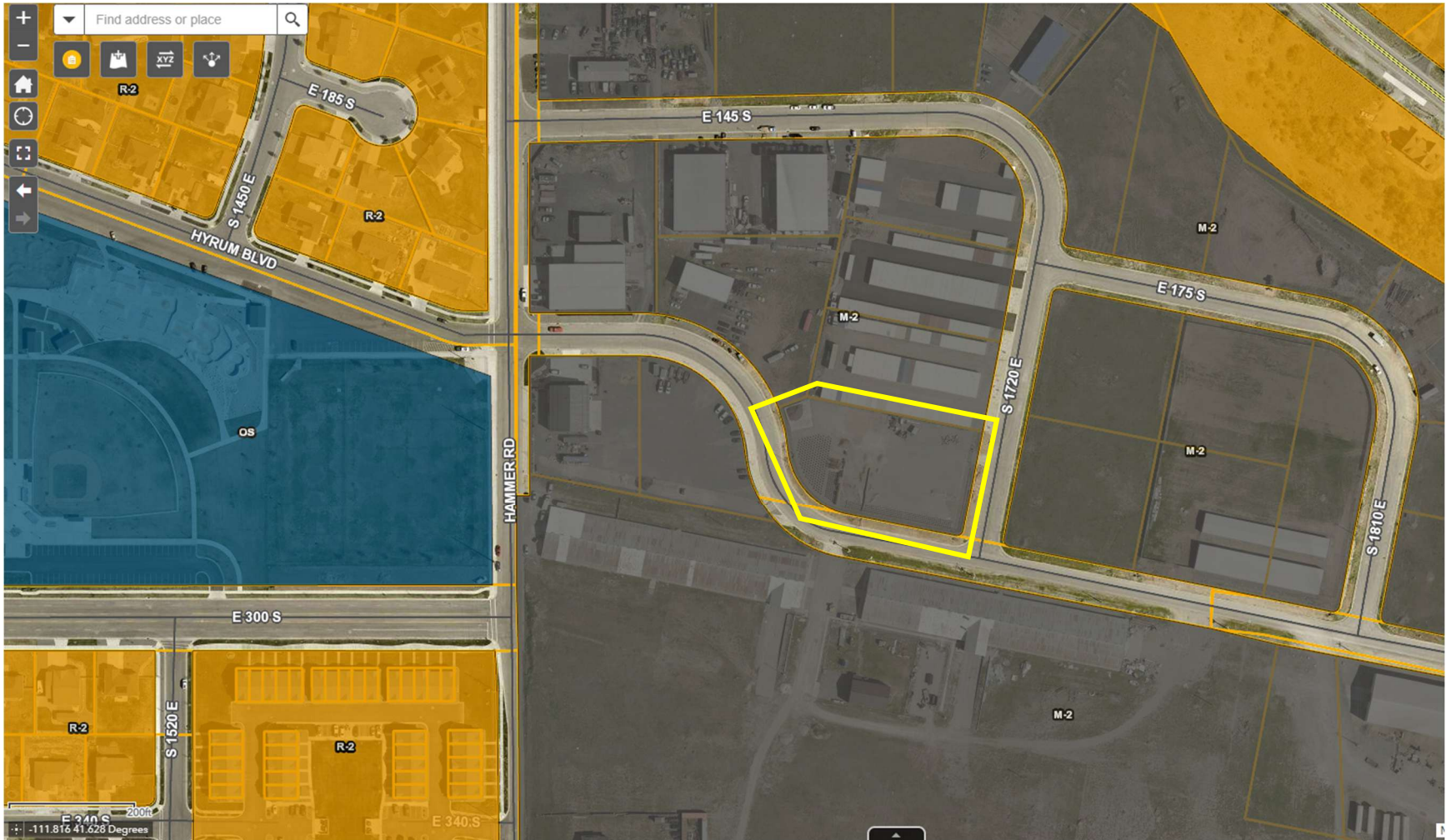
1. Cache County Parcel and Zoning Viewer – Vicinity Map

2. Cache County Parcel and Zoning Viewer – Zoning Map
3. Cache County Parcel and Zoning Viewer – Aerial Image
4. Proposed Site Plan Amendment
5. Proposed New Pole Barn Exterior Elevation
6. Original Site Plan – September 21, 2023
7. Planning Commission minutes dated July 13, 2023
8. City Council minutes dated September 21, 2023

# Cache County Parcel and Zoning Viewer – Vicinity Map



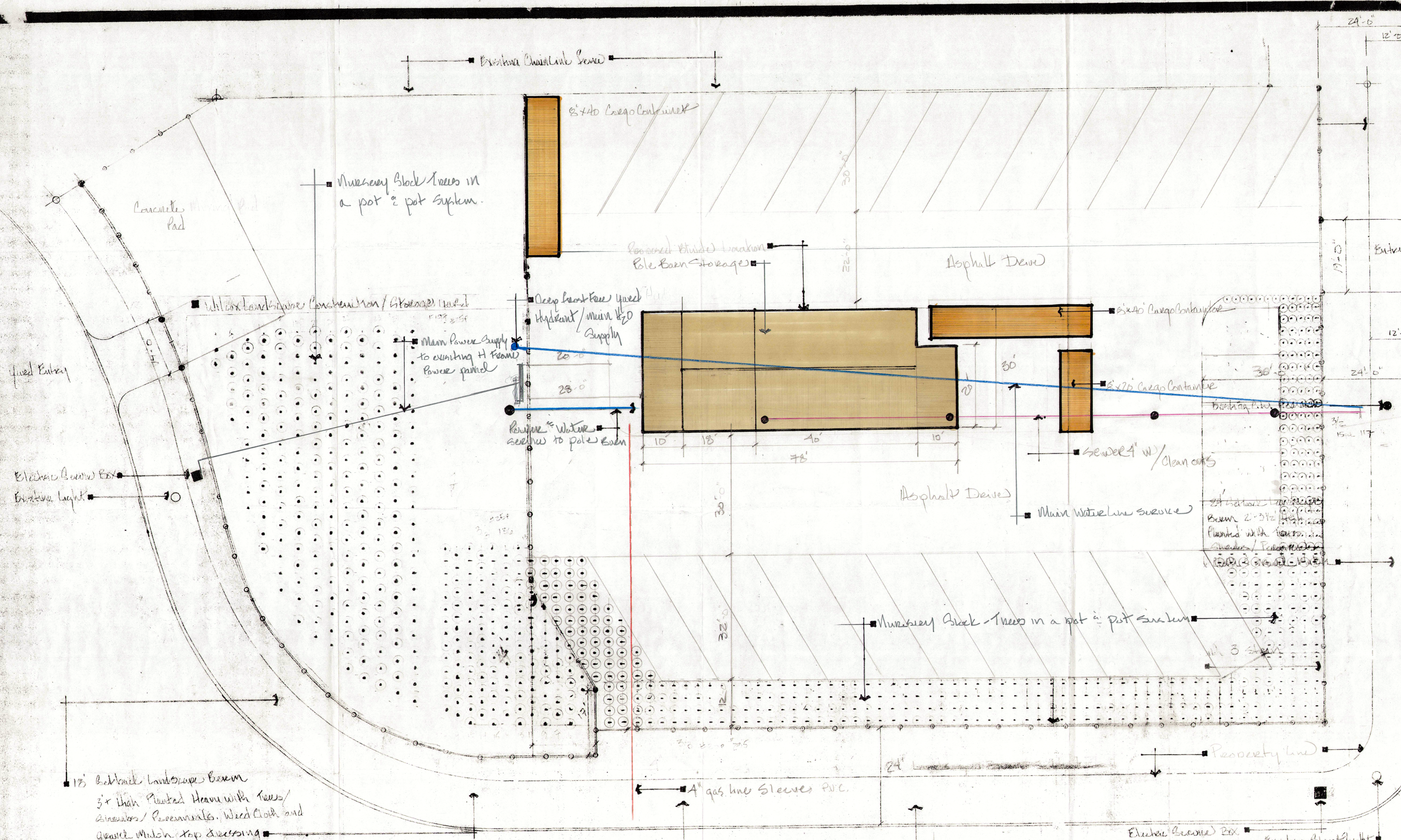
Cache County Parcel and Zoning Viewer – Hyrum City Zoning Map



Cache County Parcel and Zoning Viewer – Aerial Image





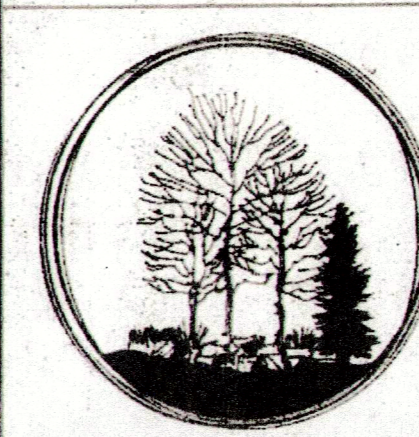


18' Backback Landscape Beem  
 3' thick Planted Heavy with Trees/  
 Shrubs / Perennials. Weed Cloth and  
 Gravel. Mulch top dressing

Asphalt Road

4" gas line Sleeves PVC

24' Backback Landscape Beem



### Site Plan Amendment 1-10-25

WILCOX LANDSCAPE / LANDSCAPE YARD / RV STORAGE  
 CONCEPTS / CONSTRUCTION

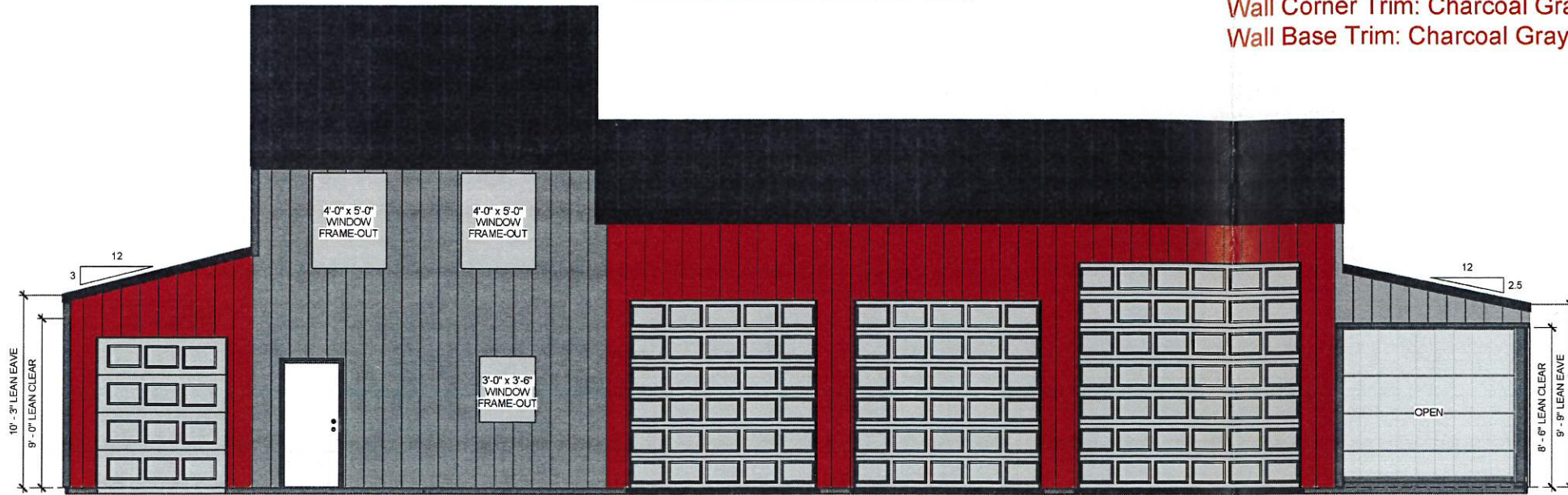
31 So. 400 E. Logan, Utah 84321  
 435.757.0328  
 wilcox38@comcast.net  
 M. Kirk Wilcox - Landscape Architect

Blacksmith Road Business Park  
 Lot #1 22850 1770 E. Hyman  
 Parcel # 01-144-0001  
 North Side 1-10-25  
 6-12-2023 10-22-2023

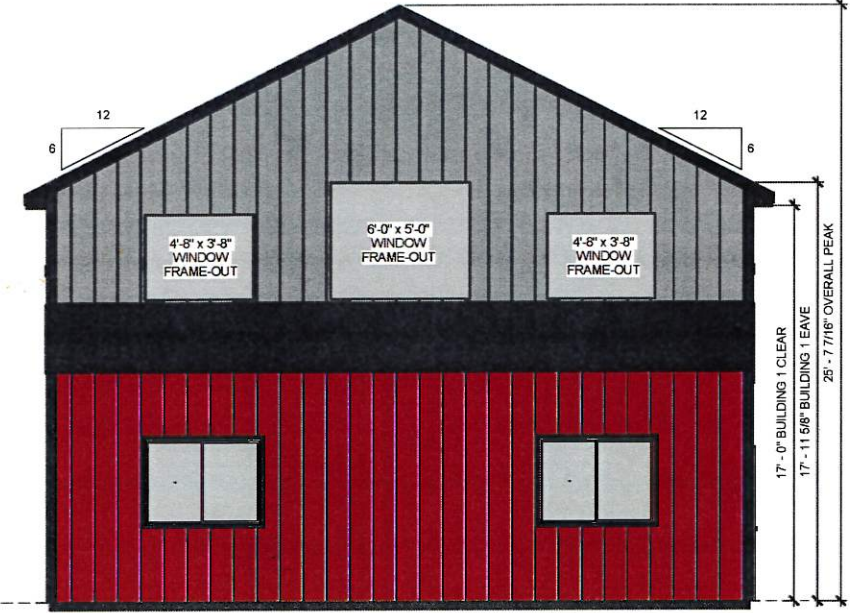
Roof Color: Charcoal Gray  
 Gable Trim: Charcoal Gray  
 Eave Trim: Charcoal Gray  
 Angle E Trim: Charcoal Gray  
 Soffit: Charcoal Gray  
 Fascia: Charcoal Gray

30X40 Building & 10X30 Enclosed Lean  
 Wall Color: Rustic Red  
 Wall Corner Trim: Charcoal Gray  
 Wall Base Trim: Charcoal Gray

30X18 & 10X20 Partially Enclosed Lean  
 Wall Color: Charcoal Gray  
 Wall Corner Trim: Charcoal Gray  
 Wall Base Trim: Charcoal Gray



① SOUTH (FRONT) ELEVATION  
 1/4" = 1'-0"



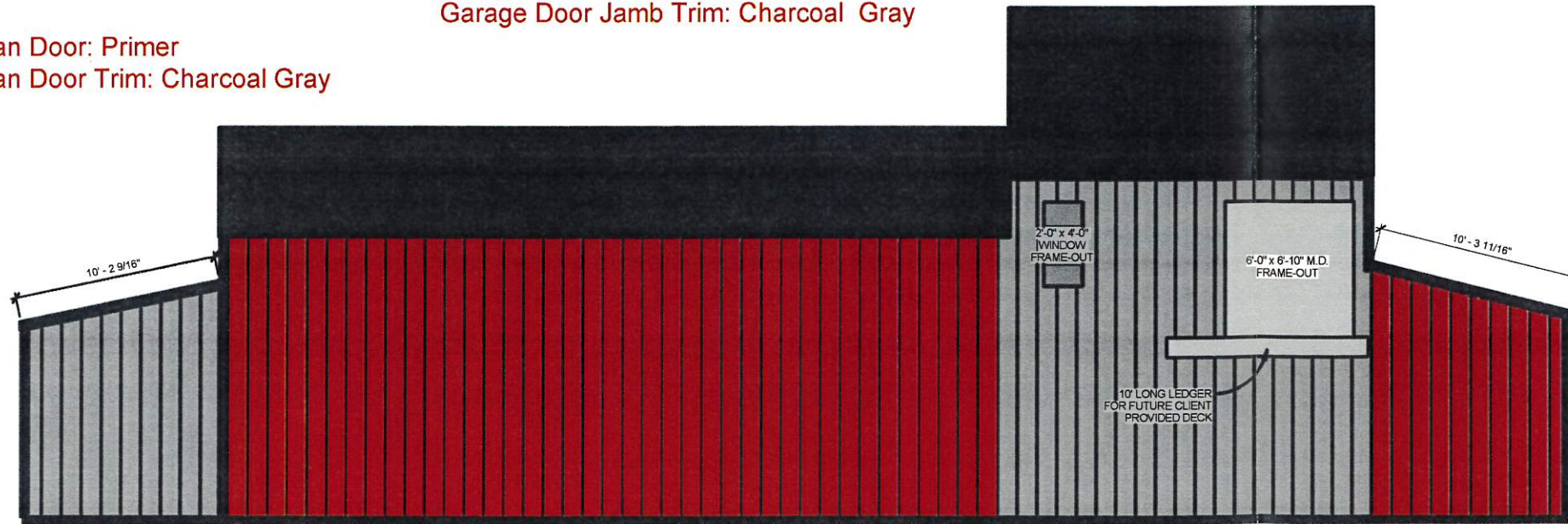
② WEST ELEVATION  
 1/4" = 1'-0"

Man Door: Primer  
 Man Door Trim: Charcoal Gray

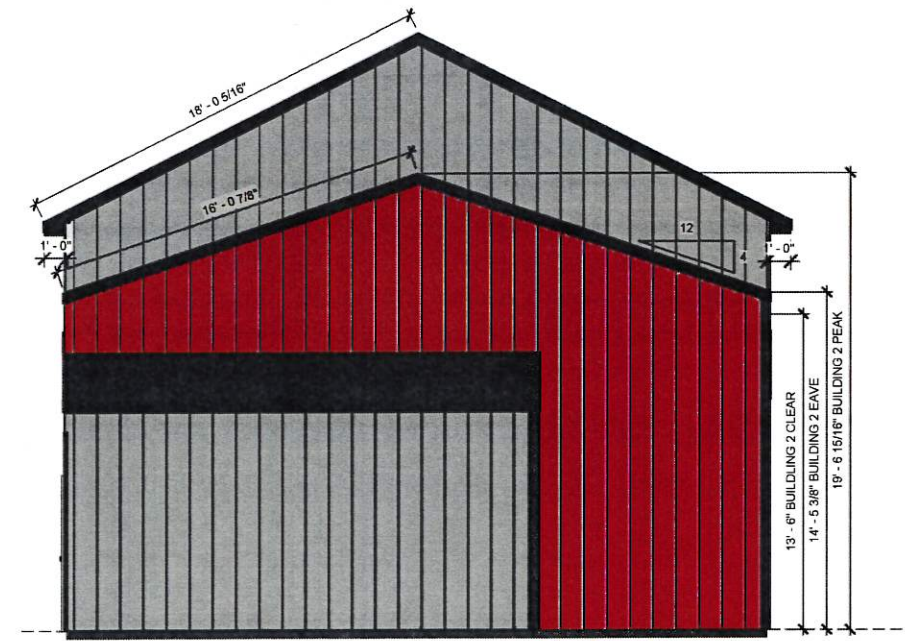
Garage Door Color: Dark Brown  
 Garage Door Panel: Short  
 Garage Door Jamb Trim: Charcoal Gray

Exposed Pole Wrap: Charcoal Gray

Window Trim: Charcoal Gray



③ NORTH ELEVATION  
 1/4" = 1'-0"



④ EAST ELEVATION  
 1/4" = 1'-0"

\* Charcoal Gray building transition trim possible where building change from color to color

**PARKING AT OFFICE AREA SHOULD BE PAVED**

■ Metal Shipping Containers  
28 8'x40'  
12 8'x20'

Landscapes Equipment & RV Parking

Existing Gravelled Roadbase Surface

**PLANNING COMMISSION RECOMMENDATIONS:**

**RESTRICTION ON TARPS, CUSTOM COVERS OR SHRINK WRAP IN GOOD CONDITION ONLY.**

**SECURITY LIGHTING SHOULD BE ADDED TO SITE.**

**SLATS SHOULD BE INCLUDED ALONG FENCE TO PROVIDE SCREENING.**

■ Wilcox Landscape Construction / Storage yard

■ Storage yard for Landscapes materials

- Soils
- Landscapes Builders/Tools
- L-sawd
- Pavers
- Timbers
- Plant Materials

Existing Gravelled Roadbase Surface

1/2 Chain Link Fence 3 strand  
Barbed wire Top

Asphalt Roadway

Automatic Entry Lock

Entry

Open RV Parking

Existing Gravelled Roadbase Surface

18'-0"

30'-0"

24'-0"

Existing City Hoa Wall

24' Back Landscape Beam 2'-3 1/2" High  
Planted with Trees  
Shrubbs / Perennials  
Weed Cloth & gravel Mulch

Asphalt Roadway

RV Parking

Existing Gravelled Roadbase Surface

1/2 Chain Link Fence with 3 strand  
Barbed wire top

**EXISTING BERM WILL BE MOVED BACK FROM ROAD**

18' Back Landscape Beam  
3" High Planted Home with Trees/  
Shrubbs / Perennials. Weed Cloth and  
gravel Mulch top dressing

Arvill Road

24' Back Landscape Beam

Electric Service Box

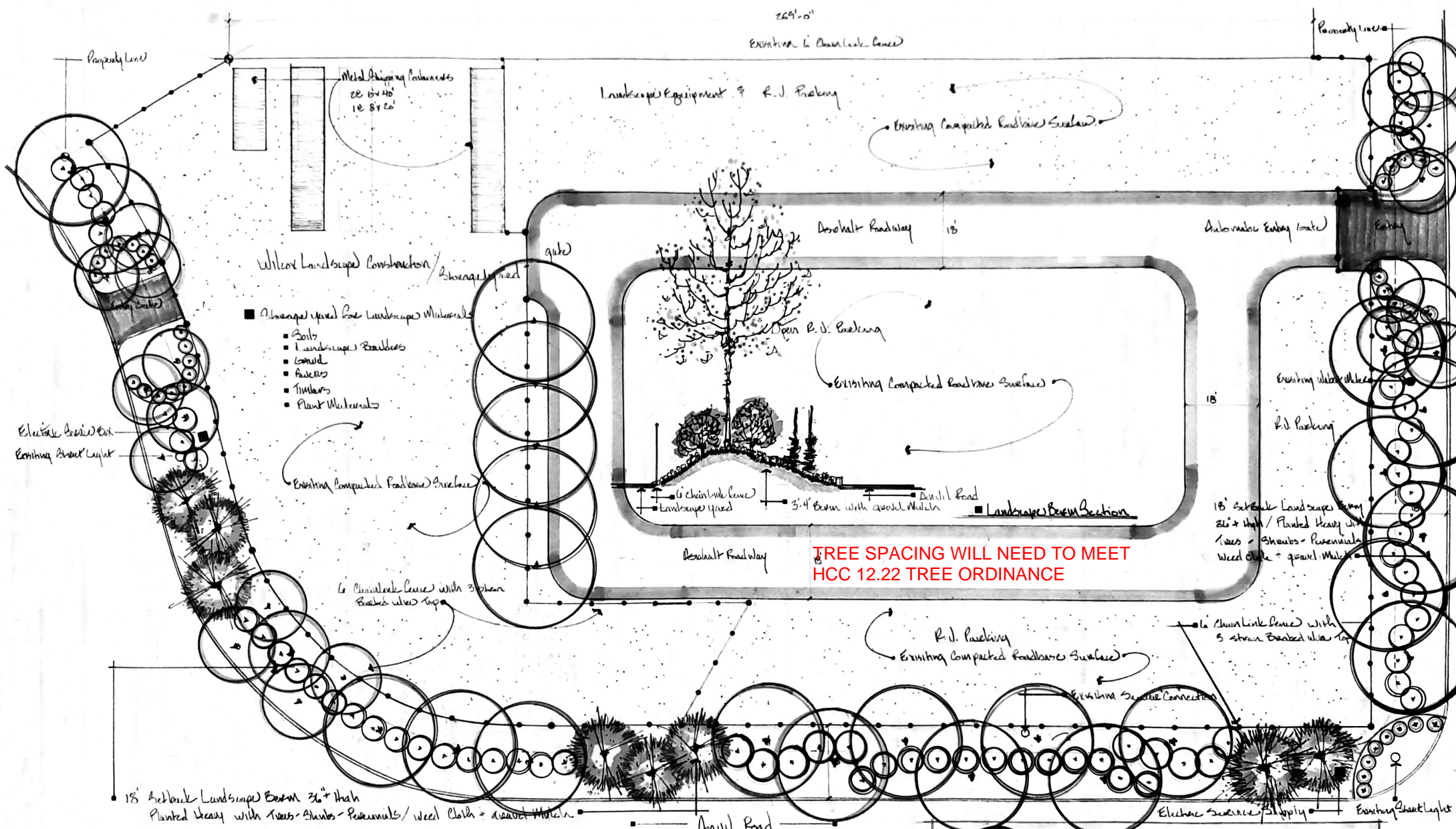
Existing Street Light



**WILCOX LANDSCAPE / LANDSCAPE YARD / RV STORAGE**  
CONCEPTS / CONSTRUCTION

31 So. 400 E. Logan, Utah 84321  
435.757.0328  
wilcox38@comcast.net  
M. Kirk Wilcox, Landscape Architect

Blacksmith Fork Business Park  
Lot # 1 22650 1720 E. Hyman  
North Scale 1"=10'-0"  
6-12-2005



Without Landscaped Construction / Shoring / Paved

■ **Change up used for Landscapes Materials**

- Soils
- Landscapes Barriers
- Gravel
- Assets
- Timbers
- Plant Materials

**TREE SPACING WILL NEED TO MEET HCC 12.22 TREE ORDINANCE**

- **Plant Material**
- **Trees**
    - Broadland Poplar
    - Quaking Aspen
    - Spruce - Pines
  - **Shrubs**
    - Invery Halo Dogwood
    - Owl Evening Bush
    - Owl Bark Willow
    - Peeking Cotoneaster



**WILCOX LANDSCAPE CONCEPTS / CONSTRUCTION**  
**LANDSCAPE YARD/RV STORAGE Planning Concepts**  
 31 So. 400 E. Logan, Utah 84321  
 435.757.0328  
 wilcox38@comcast.net  
 M. Kirk Wilcox - Landscape Architect

**Blacksmith Fork Business Park**  
 Lot #1 Danil Road @ 1700E

North Scale 1"=0'

## ACTION

Commissioner Brian Carver made a motion to recommend approval for the conditional use of a property zoned as R-2 at 25 West 200 North for a private school with the following conditions: the fence line is moved to match the city road easement line, and the doorway accessibility issued is addressed. Commissioner Angi Bair seconded the motion and Commissioners Bair, Carver, Foster, Mann, and Willardson voted aye.

KIRK WILCOX - SEEKING SITE PLAN APPROVAL AT 1673 ANVIL ROAD (LOT 1, BLACKSMITH FORK INDUSTRIAL PARK). THE PROPOSED PLAN IS FOR AN OFFICE/YARD LOCATION FOR WILCOX LANDSCAPING TOGETHER WITH AN OUTDOOR RV/TRAILER/BOAT STORAGE YARD.

Chairman Paul Willardson said Kirk Wilcox is seeking site plan approval at 1673 Anvil Road for an office/yard location with an outdoor RV/trailer/boat storage yard.

Commissioner Brian Carver said the plans mention an office location, but he doesn't see a proposed building. Is the office intended to be in the shipping container?

Zoning Administrator Matt Holmes said Kirk plans to use the smaller container for office space and then the yard for storage.

Commissioner Brian Carver said the RV/boat parking is separated by a chain link fence on the East side.

Commissioner Terry Mann said they need more permanent coverage for the storage rather than tarp coverage.

Zoning Administrator Matt Holmes said he noted they must be custom covers or non-degradable covers.

Commissioner Brian Carver said the landscaping plan is ambitious.

Zoning Administrator Matt Holmes said he told Kirk it may be wise to not landscape as heavy.

Commissioner Brian Carver said the property is presented well.

Chairman Paul Willardson said good landscape reflects his business, but they want him to understand the location this landscape will be in.

Zoning Administrator Matt Holmes said Kirk has been good to work

with on the project. Kirk first put a dirt berm near the road and was good to move it to reflect utility access.

Chairman Paul Willardson said two sides are fenced and he assumes the North portion is already fenced.

Zoning Administrator Matt Holmes said that is correct.

Commissioner Angi Bair asked where the road access is.

Zoning Administrator Matt Holmes said the water line does not run through the property, that is a GIS error.

Commissioner Angi Bair asked if the storage area is gravel.

Zoning Administrator Matt Holmes said the entry is asphalt with gravel in the storage area.

Commissioner Terry Mann asked if the berm has been moved.

Zoning Administrator Matt Holmes said it will be moved when he installs the fence.

Commissioner Terry Mann said to mention that it must be moved.

Chairman Paul Willardson asked about site lighting on the property. Lighting for the office space can be added to the building, but the storage area may be hard to light. How much lighting needs to be there for security purposes?

Zoning Administrator Matt Holmes said lighting could be a recommendation to the City Council.

Commissioner Brian Carver said insurance would probably require lights or a camera on the storage yard.

Commissioner Angi Bair asked if the fence is a privacy fence.

Zoning Administrator Matt Holmes said Kirk proposed a six-foot chain-link fence with barb wire.

Commissioner Brian Carver said the landscape of the property also helps with privacy.

Commissioner Angi Bair asked if there is a requirement to have more of a privacy fence.

Zoning Administrator Matt Holmes said Hyrum City code states all outside storage must be located more rear on the property and by a solid or more screened fence as approved by the Planning Commission. Matt asked if the Planning Commission preferred slats in the fence or if landscaping is adequate.

Commissioner Angi Bair said in the winter there is no foliage from the landscape. She thinks slats would be more consistent and safer.

Chairman Paul Willardson asked if they need a parking lot with stalls for the business.

Zoning Administrator Matt Holmes said it sounds like he will be working out of the space.

Chairman Paul Willardson said Kirk could asphalt a small section by the building if it is a business office.

Commissioner Angi Bair said he may need that space for storage as well.

Commissioner Brian Carver said if this is a retail space then parking would be needed.

Commissioner Terry Mann asked if there are gates on the fence.

Commissioner Brian Carver said there is a gate as mentioned on one side of the property.

Commissioner Terry Mann asked if everything is gravel besides the paved road. Stalls would be hard to mark in the gravel.

Commissioner Angi Bair asked if there is a limit of how many parking spaces can be in the storage area.

Commissioner Brian Carver said he can have as many as he wants to fit in there.

Chairman Paul Willardson said in summary there are several questions on lighting, screening privacy, parking/hardscape for the office/business or if it is just a yard space.

Commissioner Angi Bair asked if Kirk wanted approval tonight or at the next meeting.

Zoning Administrator Matt Holmes said Kirk would like to move along but Matt is not sure of the time frame. The Planning Commission

can make these recommendations to the City Council, and Kirk can address the recommendations with the Council for approval.

Chairman Paul Willardson said he would like to keep Kirk Wilcox moving along.

**ACTION**

Commissioner Angi Bair made a motion to recommend site plan approval for an office/yard location for Wilcox Landscaping together with an outdoor RV/trailer/boat storage yard located at 1673 Anvil Road with following recommendations; all covers need to be durable covers or custom shrink wrap if not degradable, to provide a lighting plan on the RV/storage yard, a screening fence with slats on chain link or other appropriate privacy for RV/storage or full fencing. Commissioner Brian Carver seconded the motion and Commissioners Bair, Carver, Foster, Mann, and Willardson voted aye.

Chairman Paul Willardson wanted to discuss the recommendations from previous meetings to take to the City Council.

Commissioner Brian Carver said they discussed several recommendations on senior living to bring to the Council. Brian would like to discuss multiplexes/duplexes and reconsider a separate zoning to allow small multifamily development in an R-2 zone rather than it being its own zone.

Chairman Paul Willardson said to add an agenda item to the August meeting for a discussion and recommendation to the City Council on zoning changes.

**ADJOURNMENT:****ACTION**

There being no further business before the Planning Commission, the meeting adjourned at 7:37 p.m.



Paul Willardson  
Chairman



going to end the last week of September, however, Waste Management has agreed to provide green waste service through the end of October at no extra charge. This winter once the garbage service is running, the consortium will meet to discuss green waste for next year as the city knows something needs to be done. There are different options to look at to find something affordable. If Hyrum City is not able to get green waste service for next year, the green waste can be put in the black cans.

There being no further public comment, Mayor Miller moved to the next agenda item.

**SCHEDULED DELEGATIONS:**

**BLANCA LOPEZ - TO REQUEST A HOME OCCUPATION BUSINESS LICENSE AT 320 WEST 300 NORTH FOR MAMA BEEE BEAUTY.**

Mayor Miller said the application states that there will be two-three clients daily.

Councilmember Rasmussen asked if Blanca has been doing nails somewhere else.

Blanca Lopez said she is starting new in the nail business.

**ACTION**

Councilmember James made a motion to approve a Home Occupation Business License at 320 West 300 North for Mama Beee Beauty. Councilmember Clawson seconded the motion and Councilmembers Clawson, James, and Rasmussen voted aye. The motion passed.

**KIRK WILCOX, WILCOX LANDSCAPING AND STORAGE - TO REQUEST FINAL PLAT APPROVAL FOR OFFICE AND STORAGE MATERIAL YARD, AND OUTDOOR RV/BOAT STORGAE AT 1673 ANVIL ROAD IN BLACKSMITH FORK INDUSTRIAL PARK.**

Kirk Wilcox said he is looking to continue his landscape business. He previously owned the greenhouse by Logan High School.

Councilmember James said Logan Greenhouse has been around a long time.

Councilmember Rasmussen said the landscape plan looks great, but has a hard time reading the text on the plans. The Planning Commission has made a few recommendations including the plans to show the dimension/width of the two entry ways and to confirm the

setback distance from the property line to the office as it should be thirty feet. The shipping containers are innovative, Rasmussen asked if the Planning Commission had specific requirements on the containers.

Kirk Wilcox said the small twenty-foot container is new and the other two containers are used.

Councilmember Rasmussen asked if the containers were rusted.

Kirk Wilcox said they are not rusty, and he would like to paint them nicely. The Planning Commission had recommended privacy slats in the fence, and Kirk asked if that applies around the parameter of the property. He asked if the purpose of the privacy screen is to visually hide what is on the property.

Councilmember Rasmussen said his expectation for privacy relates to the storage area.

Kirk Wilcox said he could see the reason for privacy slats if the property was a junk yard. If the reason is vandalism, people will find out what is on the property and break in if they want to. If the property had a solid privacy screen, people wouldn't be able catch vandalism happening on the property. Kirk put a birm on the plans that he will landscape for screening and beautification. Other properties nearby there are not screened for privacy.

Councilmember Rasmussen asked about the storage space on the East side if there is a gate on the accessway.

Kirk Wilcox said the property is all gated with an electrical code.

Councilmember Rasmussen said that he doesn't see the need for a screened fence.

Councilmember James said landscape would be a better aesthetic. A screened fence will be hard with the wind in the area.

Zoning Administrator Matt Holmes said the Planning Commission discussed in the winter that the landscape won't provide any privacy.

Councilmember Rasmussen said he would like to see the entrance sizes. He also asked if there is a designated ADA parking stall and how parking is delineated from the storage area.

Kirk Wilcox said the Planning Commission wanted a hard surface on the storage area. He was going to lay asphalt by the small container.

Councilmember Rasmussen said one designated ADA stall would be needed by the office.

Zoning Administrator Matt Holmes said Kirk may want one stall for him, one extra stall, and one ADA stall.

Kirk Wilcox said the business is not a retail outlet and so ADA parking is not required.

**ACTION**

Councilmember James made a motion to approve the final plat for office and storage material yard, and outdoor RV/boat storage at 1673 Anvil Road in Blacksmith Fork Industrial Park with recommendations from the Planning Commission excluding the privacy fence screening and to show dimensions of the entryways on the plans to ensure proper distances as approved by Zoning Administrator Matt Holmes. Councilmember Clawson seconded the motion and Councilmembers Clawson, James, and Rasmussen voted aye. The motion passed.

**JOSH RUNHAAR, NEIGHBORHOOD NONPROFIT HOUSING - TO REQUEST FINAL PLAT APPROVAL FOR MOUNTAIN VIEW ESTATES SOUTH PHASE 5 SUBDIVISION LOCATED BETWEEN 500 AND 700 SOUTH ALONG 1290 EAST FOR 24 SINGLE FAMILY BUILDING LOTS ON APPROXIMATELY 7.6 ACRES.**

Kris Harrold is here on behalf of his boss Josh Runhaar. Kris said the plans have been reviewed before and this is final plat approval. Zoning Administrator Matt Holmes brought up a few small edits. Kris is proposing phase five to move forward.

Councilmember Clawson said the road along 6200 South/700 South is more of a city problem because one lane is asphalt, and the other lane is unpaved. Clawson said the city may want to look at finishing out that road like 300 South. As the other side develops the costs would need to be paid back by Neighborhood Non-profit Housing. The other side of 700 South is owned by Ross Jessop and is in the county.

Councilmember Rasmussen said Hyrum's ordinance doesn't have this requirement, but other cities require the developer to provide the center line plus ten feet. This makes it hard with the Jessop property, unless they participate. The development could exclude