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MINUTES

Oakley City Planning Commission
Meeting
January 3, 2024

Meeting was noticed incorrectly as being held on Wednesday January 2, 2024 when it was actually held on Wednesday January 3, 2024.

Zoom Meeting Platform
6:00 PM

AGENDA

- 1. **Open Meeting**
- 2. **Public Comment:** *Public comment is for any matter not on the agenda and not the subject of a pending land use application. If you would like to submit comments to Commission, please email stephanie@oakleycity.com
- 3. **Possible Action: Approval of meeting minutes from 12.6.2023**
- 4. **Discussion/Possible Action: Review of Conditional Use Permit: Prime Landscaping: 45 E. Boulderville Road.** Prime Landscaping was issued a conditional use permit in October 2021. Since that time, the scope of work of the business has changed and a complaint has been received in regards to the current conditions of the permit.
- 5. **Planner Items**
 - a. **City Center Update**
 - b. **River Haven Update**
 - c. **Other**
- 6. **Adjourn**

MINUTES

- 1. Call to order and roll call:
 - a) Planning Commission: Chairman Cliff Goldthorpe; Commission Members: Kent Woolstenhulme, Jan Manning, Doug Evans, Steve Maynes, Richard Bliss
 - b) City Staff: Stephanie Woolstenhulme, City Planner; Tristin Leavitt, City Treasurer

38 c) Other: Anna Hortin, Elroy Hortin, Nick Tarrant, Kevin Barker, Charlene Barker,
39 Kerbee Leavitt, Kelly Edwards
40 Zoom: Toria Barnhart (Park Record), Matthew Harper, Daniel Chavez, Dewain
41 Campbell
42

- 43 2. **Public Comment:** Public comment is for any matter not on the agenda and not the subject
44 of a pending land use application.
45

46 **None.**
47

- 48 3. **Possible Action: Approval of meeting minutes from 12.6.2023**
49

50 **Jan Manning** makes a motion to approve the minutes of 12.6.2023 as recorded.

51 **Kent Woolstenhulme** seconds the motion.

52 **All in favor.**
53

- 54 4. **Discussion/Possible Action: Review of Conditional Use Permit: Prime Landscaping: 45 E.**
55 **Boulderville Road.** Prime Landscaping was issued a conditional use permit in October 2021.
56 Since that time, the scope of work of the business has changed and a complaint has been
57 received in regards to the current conditions of the permit.
58

59 **Planner Stephanie Woolstenhulme** provides the following information to the Planning
60 Commission:
61

- 62 • Conditional Use Permit issued on this property for a contractor's yard in October
- 63 2021
- 64 • At the time there were fluctuations in property – possibly temporary so a 1 year
- 65 review period was placed on the permit.
- 66 • Moved business out of Oakley for a bit, but business is back.
- 67 • Scope of business has changed – operations elsewhere too
- 68 • City did receive a complaint
- 69 • Need to look at scope of work
- 70 • Feels that either way it does qualify for a Conditional Use Permit
- 71 • Look at mitigating factors to mitigate any negative effects of the business.
72

73 **Daniel Chavez** provides the following information to the Planning Commission in regards to
74 the scope of work at the Oakley property:
75

- 76 • Orders trees and mulch for the summer
- 77 • Someone might be at the property fixing equipment
- 78 • Backhoe is there to unload trees
- 79 • Stores a trailer or two – no one is there much.
- 80 • Still lives at the house
- 81 • Has another location in the Kamas Valley
- 82 • No employee vehicles at Oakley location
- 83 • Removed beeping noise from backhoe for neighbors
84

85 **Planner Stephanie Woolstenhulme** makes it clear to Daniel that he needs to take the scope
86 of business to the potential max scope of business because if he underestimates it, the
87 Conditional Use Permit will not cover it.

88
89 **Chairman Cliff Goldthorpe** asks about the trees and if the scope of business will change in
90 the spring, employee parking, number of tree deliveries each month. **Daniel Chavez** answers
91 that one or two trucks might show up to pick up trees, no employee parking at the house,
92 deliveries of trees will still be two a month even in the summer.

93
94 **Doug Evans** asks about the Browns Canyon property. **Daniel Chavez** answers that they are
95 working on getting permits for that property for another type of work.

96
97 Additions to previous conditions:

- 98 1. **DUST:** More gravel to help with dust also water down material when it is being handled
- 99 2. **FUMES:** No changes
- 100 3. **NOISE:** Oakley City noise ordinance will be added, no jake brakes will stay in.
- 101 4. **DEBRIS:** No changes
- 102 5. **SCREENING:** Keep screening looking as nice as possible with live trees and appropriate
103 mulch.
- 104 6. **STORING OF VEHICLES/PARKING:** Vehicles, including all fleet vehicles and employee
105 personal vehicles will be limited to no more than 4 at the property at any given point of
106 time. One dump truck there occasionally for maintenance (no idling).
- 107 7. **TRAFFIC:** No changes
- 108 8. **SIGNAGE:** No changes
- 109 9. **DARK SKY INITIATIVE:** No changes
- 110 10. **RESIDENCY:** No changes
- 111 11. **Approval of CUP will be tied to the business license and not the property.** No changes
- 112 12. **Conditional Use Permit is to be reviewed by Oakley City Planning Commission**
113 **annually:** CHANGES TO SCOPE OF WORK: Should the scope of work change at this
114 location, business owner should notify Oakley City immediately. Conditional Use Permit
115 may be subject to review by Planning Commission

116
117 Reminder given to Daniel to get his business license with the city for 2024.

118
119 **Jan Manning** makes a motion to accept the new amendments to the existing Conditional
120 Use Permit.

121 **Richard Bliss** adds to motion that should the scope of work change it needs to be brought
122 back to Planning Commission to look at conditions.

123 **Jan Manning** approves the addition made to her motion.

124 **Kent Woolstenhulme** seconds the motion.

125 **All in favor.**

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127 5. **Planner Items**

128 **b. City Center Update**

- 129 • No updates – Next Planning Commission meeting take vote on zoning
130 changes

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c. River Haven Update

- Neither the plat nor the Development Agreement have been recorded – working through financing

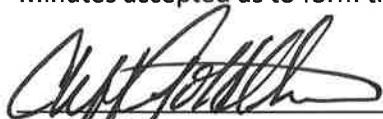
d. Other

- Discussion on accessory dwellings, nightly rentals, and other code amendments that need done.
- Finding a place to do a Light Industrial zone

6. Adjourn

Doug Evans makes a motion to adjourn.

Minutes accepted as to form this 8th day of FEB. 2024.



Cliff Goldthorpe, Chairman



Tristin Leavitt, City Treasurer