



**PLEASANT GROVE CITY
PLANNING COMMISSION MEETING MINUTES
AUGUST 14, 2025**

PRESENT: Chair Alicia Redding, Commissioners Dustin Phillips, Karla Patten, Wendy Shirley, Denise Trickler, Kenna Nelson

STAFF: Jacob Hawkins, City Planner; Aaron Wilson, City Engineer; Christina Gregory, Planning & Zoning Assistant

EXCUSED: Commissioners Jeffrey Butler, Todd Fugal, Jim Martineau

Chair Alicia Redding called the meeting to order at 7:00 p.m.

REGULAR SESSION

Commission Business:

1. Pledge of Allegiance and Opening Remarks: Commissioner Nelson led the Pledge of Allegiance.

2. Agenda Approval.

Chair Redding reported that item 1 had been cancelled, and item 5 had been moved to the August 28, 2025, Planning Commission meeting.

- **MOTION:** Commissioner Patten moved to APPROVE the agenda, as amended. Commissioner Trickler seconded the motion. The Commissioners unanimously voted "Yes". The motion carried.

3. Staff Reports:

- **MOTION:** Commissioner Shirley moved to APPROVE the Staff Reports. Commissioner Phillips seconded the motion. The Commissioners unanimously voted "Yes". The motion carried.

4. Declaration of Conflicts and Abstentions from Commission Members.

There were no declarations or abstentions.

ITEM 1 – Public Hearing: Vicinity Map Amendment – Located at Approximately 3300 North 1100 West

(Manila Neighborhood)

Public Hearing to consider the request of Hunter Smith for a vicinity plan amendment, located at approximately 3300 North 1100 West and delineated by 3300 North, 900 West, 1240 West, and north of 1130 West. (Legislative Item)

****ITEM HAS BEEN CANCELLED****

ITEM 2 - Public Hearing: Rezone – Located at Approximately 3195 North 1240 West.

(Manila Neighborhood)

Public Hearing to consider the request of Hunter Smith for a zone change on approximately 0.56 acres of land from the A-1 (Agricultural) Zone to the R-R (Rural Residential) Zone, located at approximately 3195 North 1240 West. (Legislative Item)

City Planner, Jacob Hawkins, reported that items 2 through 4 on the agenda were rezoning requests. The applicant for each item likely had some form of development in mind. However, the Planning Commission was only considering the rezoning request, not any potential future development. Development would require separate approval through a Subdivision Plat, Land Use Permits, or Building Permits. Approval of a rezoning application does not guarantee that development will be approved.

Planner Hawkins presented the Staff Report and indicated that the request was to rezone a portion of the subject property, which is located along 3300 North. The property was annexed into the City within the past two years and had not been included in a previous Subdivision Plat. As it was historically used for agricultural purposes, it was zoned A-1 at the time of annexation. The property owners had since considered additional development. The applicant, Cadence Homes, had been working with Staff on a new Subdivision Plat for the subject property that would be on an upcoming Planning Commission agenda.

The applicant requested to rezone approximately 0.56 acres of land from A-1 to R-R, which would allow development of a single lot. The A-1 Zone is intended primarily for agricultural use and requires a minimum lot size of one acre and a width of 200 feet, whereas the R-R Zone is primarily residential with a 0.5-acre minimum lot size and a width of 110 feet. While animal rights are permitted, they are only allowed in limited quantities and do not require as much land as the A-1 zone. Agricultural uses are also more narrowly defined in the R-R zone.

Planner Hawkins reported that the proposal complied with the area's General Plan designation of Rural Residential, which includes the A-1, R-R, and R1-20 zones. The designation is characterized by older single-family homes that maintain an agricultural use on their property and newer estate lots that are arranged as part of subdivisions. As the proposed rezoning complied with the General Plan and met all requirements of the R-R zone, Staff recommended approval.

In response to a question raised by Commissioner Trickler, Planner Hawkins clarified that road width requirements would be addressed with the Subdivision Plat. The applicant, Hunter Smith, stated that the road is built out to its full width. There is currently no sidewalk, but all frontage improvements would be installed as required.

1 In response to a question from Commissioner Phillips, Planner Hawkins clarified that the lot had not
2 yet been subdivided, but the rezoning application had been submitted in anticipation of subdividing
3 the property. A Subdivision Plat could not be approved if the rezoning request was denied because
4 it would not meet minimum zoning requirements.

5
6 Mr. Hunter Smith, the applicant, stated that the property owners requested that Cadence Homes help
7 them with the rezoning request so they could build one home on the property. They did not intend to
8 develop it further.

9
10 Chair Redding opened the public hearing. There were no public comments. The public hearing was
11 closed. The Chair invited the Commissioners to either continue the discussion regarding the item or
12 bring a motion if no further discussion was necessary.

13
14 **MOTION:** Commissioner Nelson moved to forward a recommendation of APPROVAL to the City
15 Council for the request of Hunter Smith for the rezone of approximately 0.56 acres of land located at
16 3195 N 1240 W from the A-1 (Agricultural) Zone to the R-R (Rural Residential) Zone; and adopting
17 the exhibits, conditions, and findings of the Staff Report. Commissioner Phillips seconded the
18 motion. The Commissioners unanimously voted "Yes". The motion carried.

19
20 **ITEM 3 - Public Hearing: Rezone – Located at Approximately 644 North Homestead Circle**
21 **(Grove Creek Neighborhood)**

22 Public Hearing to consider the request of Ben Kjar for a zone change on approximately 2.19 acres of
23 land from the R1-20 (Single-Family Residential) Zone to the R1-12 Zone, located at approximately
24 644 North Homestead Circle. (Legislative Item)

25
26 Planner Hawkins presented the Staff Report and reviewed the Zoning and Land Use Maps. The
27 applicant previously requested to rezone the property to R-R with the intent of having horses. The
28 request was sent with a recommendation of denial from the Planning Commission and subsequently
29 denied by the City Council. Mr. Kjar had been working with Staff on a Subdivision Plat to combine
30 his lots and then came across an opportunity to acquire an adjacent vacant lot that is now a part of the
31 subject property. His request was to rezone the 2.19 acres of property to R1-12 to match the zone of
32 one of the 3 lots that he now owns.

33
34 The subject property is currently zoned R1-20, so there would be no changes to the permitted uses.
35 Animal rights are not permitted in either the R1-20 or R1-12 zones. The R1-20 Zone requires a
36 minimum lot size of 20,000 square feet and a width of 100 feet, whereas the R1-12 Zone requires a
37 minimum lot size of 12,000 square feet and a minimum lot width of 90 feet.

38
39 The General Plan designates the property as Single-Family Residential Low Density, which includes
40 the R1-15, R1-12, and R1-10 zones. As rezoning the property to R1-12 would be in alignment with
41 the General Plan and in alignment with neighboring properties, Staff recommended approval of the
42 application.

43
44 Ben Kjar, the applicant, stated that one of the last requirements to combine his lots was to obtain the
45 neighboring property owner's approval. Instead of approving his request to provide him with four
46 feet, his neighbor offered to sell the parcel to Mr. Kjar. The additional property will allow him to

1 build his family home on a larger lot. He intends to live on the upper portion of the property and has
2 no plans to develop anything other than what is similar to the properties to the south of his property.

3
4 Chair Redding opened the public hearing.

5
6 *Adam Ellison* stated that he lives across the street from the subject property. He asked why the
7 property needed to be rezoned if the applicant only intended to build one house on it. He also
8 indicated that neighbors use a dirt road on the property to access nearby trails.

9
10 Mr. Kjar stated that his property consists of over three undeveloped acres, and the process has
11 involved a lot of work. His neighbors' concerns were valid. He would speak with them after the
12 meeting to ensure that everyone was aware of and comfortable with his plans.

13
14 There were no further public comments. Chair Redding closed the public hearing and invited the
15 Commissioners to either continue the discussion regarding the item or bring a motion if no further
16 discussion was necessary.

17
18 In response to a question raised by Commissioner Nelson, Planner Hawkins reviewed the aerial map
19 and indicated that only a portion of Mr. Kjar's property would be rezoned. He noted that the property
20 lines indicated on the aerial map are approximated from the Utah County Parcel Map and may not be
21 accurate. However, if the neighbor to the north has installed landscaping on the subject property, that
22 would be a civil matter.

23
24 Commissioner Trickler noted that the applicant's previous request was to increase the lot size and the
25 new request was for a zone that allows for a smaller lot size. Commissioner Shirley stated that, per
26 the Staff Report, Mr. Kjar's plan changed when he acquired the new parcel. Planner Hawkins added
27 that the previous request was made with the intention of having horses on the property, but the City
28 Council denied that request due to the difference in allowed uses in the R-1 and R-R Zones. The
29 current request would not change the allowed uses but would allow more development flexibility.

30
31 **MOTION:** Commissioner Shirley moved to forward a recommendation of APPROVAL to the City
32 Council for the request of Ben Kjar for the rezone of approximately 2.19 acres of land located at
33 approximately 644 North Homestead Circle from the R1-20 Zone to the R1-12 Zone; and adopting
34 the exhibits, conditions, and findings of the Staff Report. Commissioner Patten seconded the motion.
35 The Commissioners unanimously voted "Yes". The motion carried.

36
37 **ITEM 4 - Public Hearing: Rezone – Located at Approximately 555 East 1100 North**
38 **(Big Spring Neighborhood)**

39 Public Hearing to consider the request of Russell Jacobson for a zone change on approximately 1.15
40 acres of land from the R1-20 (Single-Family Residential) Zone to the R1-10 Zone, located at
41 approximately 555 East 1100 North. (Legislative Item)

42
43 Planner Hawkins presented the Staff Report and indicated that the subject property is approximately
44 1.15 acres in size and is located at 555 East 1100 North. The applicant requested a rezone prior to
45 applying for a Subdivision Plat that would allow him to sell a portion of his property to neighbors.

1 The Zoning and Land Use Maps were reviewed. The General Plan designates the property as Single-
2 Family Residential Low Density, which includes the R1-15, R1-12, and R1-10 zones. As with the
3 previous item, the rezone request is from R-1 (single-family residential) to another R-1 zone and
4 rezoning the property would bring it into alignment with the low-density designation within the
5 General Plan. Planner Hawkins reported that neighboring property owners had expressed concern
6 that the proposed rezone could increase the density of the area beyond what can be supported by
7 existing infrastructure. A copy of that email was provided to the Planning Commission.

8
9 Differences between the current and proposed zones were discussed. Both the R1-20 and R1-10
10 Zones have the same permitted uses. R1-10 allows properties as small as 10,000 square feet in size
11 and 90 feet in width, which would allow more development flexibility. However, due to the width of
12 the subject property, only one flag lot would be permitted if the property were subdivided. The
13 applicant had indicated that his intention was to sell a portion of the property to neighbors and retain
14 the remaining land for future development. Staff recommended approval of the application.

15
16 In response to a question from Commissioner Trickler regarding a small parcel on the Zoning Map,
17 Planner Hawkins reported that Lance Newman owns the oddly shaped parcel in the area.

18
19 Russell Jacobson, the applicant, stated that a few of his neighbors would like to purchase portions of
20 his property to increase the size of their yards, and those neighbors are in the R1-10 Zone. In response
21 to a question from Commissioner Trickler, Mr. Jacobson clarified that his home will remain on the
22 property, but they are currently performing excavation and tree removal.

23
24 Chair Redding opened the public hearing. There were no public comments. The public hearing was
25 closed. The Chair invited the Commissioners to either continue the discussion regarding the item or
26 bring a motion if no further discussion was necessary.

27
28 **MOTION:** Commissioner Patten moved to forward a recommendation of APPROVAL to the City
29 Council for the request of Russell Jacobson for the rezone of approximately 1.15 acres of land located
30 at 555 East 1100 North from the R1-20 Zone to the R1-10 Zone; and adopting the exhibits, conditions,
31 and findings of the Staff Report. Commissioner Phillips seconded the motion. The Commissioners
32 unanimously voted "Yes". The motion carried.

33
34 **ITEM 5 – Code Text Amendment: Section 10-14-25-2: Permitted, Conditional, and Accessory**
35 **Uses in The Grove Business Park Overlay**
36 **(City Wide)**

37 Public Hearing to consider the request of St. John Properties to amend City Code Section 10-14-25-
38 2: Permitted, conditional, and accessory uses in the Grove Business Park (GBP) Overlay, by
39 modifying the provisions and requirements for permitted principal uses within the Grove Business
40 Park Overlay, to add a series of multiple new uses or categories to the list of permitted uses within
41 the overlay zone. (Legislative Item)

42
43 This item was moved to the August 28, 2025, Planning Commission meeting.
44

ITEM 6 – Code Text Amendment: Section 10-12A-2-C: Permitted Uses in the BMP Zone (City Wide)

Public Hearing to consider the request of Jacob Busby to amend Section 10-12A-2-C: Permitted, conditional, and accessory uses in the Business and Manufacturing Park (BMP) Zone, to add Use #2185 – Bottling and canning soft drinks and carbonated waters, non-alcoholic (including drink powders and concentrates) to the list of permitted uses within the BMP Zone. (Legislative Item)

Planner Hawkins presented the Staff Report and indicated that Use #2185 is categorized as the bottling and canning of soft drinks and carbonated waters, including drink powders and concentrates, but not including alcoholic beverages. The applicant explained that the process for the proposed use begins with the delivery of supplies for the base materials to manufacture the drinks such as sugar, flavoring, aluminum cans, plastic or glass bottles, etc. They anticipate delivery of approximately two truckloads of supplies each day. The liquid is then made onsite in blending and holding tanks, and the aluminum cans are filled. City water would be utilized, and those requirements would be reviewed by the Engineering Department during the Building Permit process. Once the drinks are made, they are packaged onto pallets and then moved and stored off-site for distribution to other businesses. They anticipate four truckloads of completed products per day. No individual sales are made onsite, the operation will take place completely inside the building, and no outside storage is utilized.

The BMP Zone is intended to serve as a buffer between the Grove Zone and Manufacturing Zone by permitting research, office, and specialized light manufacturing uses in a park-like atmosphere. Design requirements are similar to the Grove Zone. Per Pleasant Grove City Code § 10-12A-1: *Light manufacturing uses shall include fabricating, processing, testing, assembling, packaging and storage associated with the manufacturing of products which have a high value in relation to bulk, from previously prepared materials, but not including uses involving primary production of wood, metal, concrete, asphalt, petroleum or chemical products from raw materials. Such operations shall not include on-site milling, forging, or heavy grinding of parts or similar manufacturing operations.*

International Zoning Code defines light manufacturing as: *The manufacturing, compounding, processing, assembling, packaging or testing of goods or equipment, including research activities, conducted entirely within an enclosed structure, with no outside storage, serviced by a modest volume of trucks or vans and imposing a negligible impact on the surrounding environment by noise, vibration, smoke, dust or pollutants.*

Planner Hawkins reported that the facility will be fully enclosed and have a limited number of deliveries, so there would be no negative impact on the surrounding area. Staff recommended approval of the proposed Code Text Amendment.

In response to a question from Commissioner Trickler, Planner Hawkins clarified that there is only one area with the BMP Zone in the City. Regarding a question about water usage from Commissioner Shirley, Planner Hawkins explained the business will require a substantial amount of water to manufacture the beverages, but that would be reviewed by the Engineering Department during the Business License and Building Permit processes.

The applicant, Jacob Busby, stated that he is a process engineer at Keystone Co-Pack Manufacturing, which is a family business owned by his father, Kevin Busby. The business has been in Pleasant Grove since January 2025 and will bring jobs to the City. They specialize in nutritional products,

1 including protein powders, and will be manufacturing a ready-to-drink version of their powdered
2 drinks.

3
4 Commissioner Shirley asked if there was enough room in the building to accommodate storage and
5 deliveries. Mr. Busby stated that they have reserved 45,000 square feet of the building for this portion
6 of the business. Bottled beverages take up substantially more room than powders, but they will be
7 shipping and storing the completed products off-site.

8
9 In response to a question from Chair Redding, Planner Hawkins clarified that some outside storage is
10 permitted in the BMP Zone with conditions. The applicant did not propose outdoor storage, but the
11 Planning Commission could recommend additional conditions at its discretion. Mr. Busby added that
12 as a food manufacturer, they are not allowed to store products outside for the safety of their products.

13
14 Chair Redding opened the public hearing. There were no public comments. The public hearing was
15 closed. The Chair invited the Commissioners to either continue the discussion regarding the item or
16 bring a motion if no further discussion was necessary.

17
18 In response to a question from Commissioner Shirley, Planner Hawkins shared that the International
19 Zoning Code description of light manufacturing had not been adopted by the City, but it aligned with
20 the City's vision.

21
22 **MOTION:** Commissioner Phillips moved to forward a recommendation of APPROVAL to the City
23 Council for the request of Jacob Busby to amend City Code Section 10-12A-2-C: Permitted,
24 Conditional and Accessory Uses, by adding Use #2185 to the list of permitted uses in the Business
25 and Manufacturing Park Zone; and adopting the exhibits, conditions, and findings of the Staff Report.
26 Commissioner Trickler seconded the motion. The Commissioners unanimously voted "Yes". The
27 motion carried.

28
29 **ITEM 7 – Public Hearing: Code Text Amendment: Section 10-15-48: Mobile Food Trucks**
30 **(City Wide)**

31 Public Hearing to consider the request of Pleasant Grove City to amend Section 10-15-48: Mobile
32 Food Trucks. This proposed text amendment would permit mobile food businesses to operate within
33 public parks, as long as a Food Truck Public Park Permit is approved and certain conditions are met,
34 such as location requirements, trash removal, permitted hours, and advertising. (Legislative Item)

35
36 Planner Hawkins presented the Staff Report and indicated that the Code Text Amendment was
37 initiated by Staff in response to food truck vendors' interest in vending food within public parks,
38 especially Cook Family Park. Mobile food businesses were only permitted to operate in public parks
39 with authorization from the Parks Director, and Staff proposes that certain conditions be implemented
40 so they could operate in parks without prior approval. The proposed conditions were then reviewed.

- 41
42 • **Permit required:** This general category ensures that the City can keep track of which mobile
43 food businesses are currently operating within a public park, how many permits are currently
44 issued for each park, and how often these businesses are operating within public parks. In so
45 doing, Staff can make sure that vending does not negatively impact the safety or traffic of
46 those nearby and can contact any vendor if something needs to be addressed.

- i. A permit is only valid for one calendar day and is valid only for the date for which it is issued.
- vii. Food truck permits shall be limited to specific public parks, designated parking stalls within those parks, and specific days of the week, as determined by the City Administrator or designee. The permit application shall list the approved parks, the number and location of available parking stalls, and the days on which food truck operations are permitted.
- ix. Food Truck Public Park permits shall not be transferable and shall be revoked should the food vending operation be changed from the approved applicant or if the person operating the food truck is not listed on the approved application.
- x. It is illegal to operate a Food Truck in a public park without a permit.

- **Permitted parking:** Similar to the above section, it is important for each mobile food business to indicate where they will park their vehicle so Staff can ensure that safety is attained, landscaping remains intact and unaffected, and traffic is not blocked.

- ii. Food trucks shall park in the designated parking stall listed on the permit and must not impede normal traffic flow. Food trucks are not allowed to block other food trucks.
- iii. Food trucks shall not park on the grass or pathways.
- viii. Food trucks shall not be parked within a public park at any time other than during regular park hours.

- **Trash removal:** Many mobile food vendors provide food inside a disposable container. Because it is important to keep the City's parks clean and free of trash, the City can provide some trash cans for the community, but it will be the responsibility of the food truck operators to ensure that all trash is removed from the immediate area where they are operating.

- iv. Food truck operators are responsible for clean-up and trash removal generated from their operation in the immediate area.
- v. Food truck operators will be assessed for all damages or extra trash clean-up within the park generated by their operation.

- **Signage:** To allow fair advertisement without disrupting the general welfare of the community, signs are permitted to be located on a food truck only.

- vi. Food trucks may display their business name and logo on their vehicle. No other advertising is allowed in the parking lot or park.

Planner Hawkins reported that the above conditions were intended to meet the purposes of Section 10-15-48, which is: *to provide clear and concise regulations for the use and operation of mobile food trucks to prevent hazards to safety, traffic, or health, as well as to preserve the peace, safety and welfare of the community.*

Staff recommended approval of the proposed Code Text Amendment, as the conditions outlined in the amendment better define the necessary requirements that would permit a mobile food business to operate within a public park without having to receive approval from the Parks and Recreation Director; and that the same conditions ensure that mobile food businesses can easily obtain a business

1 license without negatively impacting the health, safety, traffic, or general welfare of the community
2 as they operate within a public park.

3
4 In response to a question from Commissioner Shirley, Planner Hawkins reported that Community
5 Development Director, Daniel Cardenas, and Parks Director, Deon Giles, collaborated on the
6 proposed conditions.

7
8 Commissioner Shirley asked about the permit process. Planner Hawkins explained that a new permit
9 is required for each date a food truck wishes to operate in a City park. He did not know if there would
10 be a limited number of permits issued per park but assumed there would be a limit. Commissioner
11 Shirley stated that if issues arise, additional conditions could be placed or a system could be set up to
12 ensure that the process is fair. Planner Hawkins stated that his assumption is that permits will be
13 issued on a first-come, first-served basis.

14
15 Commissioner Nelson stated that Harvey Park has a roundabout for food trucks to park in, so visitor
16 parking is not affected. Cook Family Park does not have a similar location that could be allocated to
17 food trucks. Planner Hawkins stated that as the program comes online and the city gains more
18 experience, the maps can be updated and food truck owners can be directed to appropriate parking
19 locations to ensure that they do not impede traffic flows. Safety issues and the limited parking at
20 Cook Family Park were discussed, as well as potential limitations that could be placed to mitigate
21 those concerns.

22
23 Chair Redding stated that the proposed conditions were intended to allow food trucks to operate in
24 City parks without prior approval by the Parks Director. The Code Text Amendment would simply
25 formalize conditions already imposed by the Parks Director and make the process easier.

26
27 Chair Redding opened the public hearing. There were no public comments. The public hearing was
28 closed. The Chair invited the Commissioners to either continue the discussion regarding the item or
29 bring a motion if no further discussion was necessary.

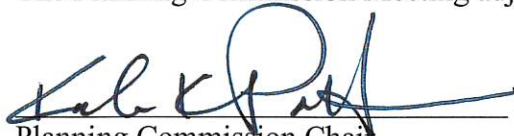
30
31 **MOTION:** Commissioner Patten moved to forward a recommendation of APPROVAL to the City
32 Council for the request of Pleasant Grove City to amend City Code Section 10-15-48: Food Trucks,
33 to permit mobile food businesses to operate in a public park with conditions; and adopting the
34 exhibits, conditions, and findings of the Staff Report. Commissioner Shirley seconded the motion.
35 The Commissioners unanimously voted "Yes". The motion carried.

36
37 **ITEM 8 – Review and Approve the Minutes from the July 23, 2025, Meeting.**

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39 **MOTION:** Commissioner Trickler moved to APPROVE the minutes from the July 23, 2025,
40 Meeting. Commissioner Patten seconded the motion. The Commissioners unanimously voted "Yes".
41 The motion carried.

42
43 **MOTION:** Commissioner Phillips moved to ADJOURN. The Commissioners unanimously voted
44 "Yes". The motion carried.

1 The Planning Commission Meeting adjourned at 8:00 PM.

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4 
5 Planning Commission Chair

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8 
9 Christina Gregory, Planning & Zoning Assistant

10
11 8-28-2025
12 Date Approved