



# MINUTES

## November 5th, 2025

Joint Session  
Oakley City Council  
Oakley City Planning Commission  
6:30 PM  
Oakley City Hall

Zoom Meeting Platform  
Meeting ID 820 258 4629  
Passcode 777869

Anchor Location: 960 West Center Street, Oakley UT 84055

**In Attendance:**

22 **City Administration:** Mayor Zane Woolstenhulme; Councilmembers: Joe Frazier, Dave Neff, Tom Smart,  
23 and Steve Wilmoth. Planning Commissioners: Richard Bliss (Chair), Cliff Goldthorpe, Kent  
24 Woolstenhulme, Jan Manning, Doug Evans. *Commissioner Steve Maynes via Zoom. Councilmember Kelly*  
25 *Kimber is absent.*

## 27 City Staff: City Recorder, Amy Rydalch; City Planner, Stephanie Woolstenhulme

## 29 Other City Administration: City Attorney, Lisa Baskin Watts.

31 **Members of the Public:** In Person: Shad Sorensen, Amy Regan, Heather Massa, Googs Berosset, Kevin  
32 Barker, Charlene Barker, Heidi Smart, Stacey Arent (?) Jeff Juip, Stacey Kaminer, Marissa Dillman, Chris  
33 Dillman, Kerbee Leavitt, Robbie Atkinson, Rebecca Roberts. Via Zoom: Krista Kelly, Matt Wirthlin, Carla  
34 Wilmoth, AF, Jerrie, MacBook, Kerry Bringhurst, DeAnn Woolstenhulme, Samsung SM-A426U, Connor  
35 Thomas KPCW.

1. Mayor Woolstenhulme opened the meeting.
  - Invocation: Mayor Zane Woolstenhulme
  - Pledge of Allegiance: Councilmember Joe Frazier

42      **2. PRESENTATION OF OAKLEY CITY CENTER AMENDED MASTER PLANNED DEVELOPMENT**  
43      **APPLICATION: City Planner Stephanie Woolstenhulme**

45      **Mayor Z. Woolstenhulme** stated that the presentation is intended to be informative and to  
46      apprise the City Council of the work that Planning Commission has performed and to gather  
47      context from Planning Commission regarding the application.

49      **Planner S. Woolstenhulme** presented the group with the most recent proposed site plan for the  
50      City Center development. The site plan includes proposed usage of both the North and South  
51      property areas in City Center. She briefly reviewed the timeline and previous versions of the  
52      application to demonstrate how the current site plan had evolved. She reviewed the efforts to  
53      gather information from the public through multiple public hearings, open houses, and  
54      collection of public comments through survey, email, and in regular public meetings. She then  
55      reviewed the recent formal actions of the Planning Commissions and City Council.

57      Planning Commission formal action from the October 1<sup>st</sup>, 2025, Planning Commission Meeting:

59      *Formal motion by Commissioner Steve Maynes. Second by Commissioner Cliff Goldthorpe.*  
60      *"I move that this {matter} proceed to the City Council for evaluation, enumerating the*  
61      *considerations that have been articulated by the Planning Commission."*  
62      *Motion passed 4-1 in the affirmative.*

64      City Council formal action(s) from the October 8, 2025, City Council Meeting:

- 65      1. *To "accept the Planning Commission's recommendation." Motion passed 4-1 in the*  
66      *affirmative.*
- 67      2. *To "authorize city staff, city attorney, and development group to prepare a draft*  
68      *development agreement subject to and taking into consideration the Planning*  
69      *Commissions concerns." Motion passed 5-0 in the affirmative.*

72      **Planner S. Woolstenhulme** presented the current proposal, which includes retail spaces, a new  
73      post office location, residential apartments, dining, and combined grocery/hardware store. She  
74      discussed the square footage of proposed commercial, retail, civic, and residential space as  
75      currently proposed. The proposed relocation of the gas station was presented along with the  
76      requirement for a text amendment or inclusion in a development agreement should the council  
77      be favorable to a gas station in the mixed-use zone.

78      She then reviewed the points of consideration from the Planning Commission outlined in the  
79      staff report, by enumeration. (See numbered items 1 through 12 under the heading **Items for**  
80      **Discussion and Consideration in Development Agreement** in the staff report.)

82      Key considerations pointed out by **Planner S. Woolstenhulme**:

83                     • By code anything in the Village Mixed Use Zone requires a development  
84                     agreement which is ultimately approved at the City Council level.  
85                     • Each time the application is amended it requires a public hearing.  
86                     • The application for the City Center has been through multiple public hearings.  
87                     The various iterations of this application have had lengthy opportunities for  
88                     public input. She has reviewed every comment from the public hearings, written  
89                     comments, and points of discussion from Planning Commission.  
90                     • As proposed the project includes 88,000 Sq. Ft. of commercial space.  
91                     • As proposed, it includes two additional access points onto State Road 32.  
92                     Planning Commission prefers not to have additional access onto State Road 32.  
93                     • Consideration given to the drive thru. Does it work in City Center; does it  
94                     contribute to congestion; safety concerns.  
95                     • Consideration given to through roads from North to South side of project.  
96                     Should they be offset to mitigate speeding traffic?  
97                     • Clarification regarding the US Post Office and lease with the Federal  
98                     Government. Currently it is inadequate to serve the community's needs. USPS  
99                     will potentially look for a more centralized larger location in the Kamas Valley or  
100                    if located within 500 ft. of the existing facility will consider a new facility and  
101                    does not require a formal RFP process because of the proximity.  
102                    • Consideration of a phased plan for City Center development. What should be  
103                    included in Phase I, the timing, and conditions for additional phasing.  
104                    • Concern regarding the amount of retail proposed for the City Center. How  
105                    much dedicated to retail, what types of retail, favorable to agritourism based?  
106                    • Consideration of an Amazon lockers location.  
107                    • Is proposed parking sufficient?  
108                    • Green Space and walkability.  
109                    • Height of buildings. i.e., are three stories acceptable for proposed housing?  
110                    Planning Commission recommendation to keep height no greater than City Hall.  
111                    • Consideration of Attainable Housing and potential locations, and requirements  
112                    for qualification for the housing.  
113                    • Consideration of additional gas station and environmental impact, potential  
114                    scope and size of fuel station, location.  
115                    • Need to define the Architectural Review committee as to structure and scope of  
116                    responsibility.  
117                    • Consideration of signage and lighting requirements.

118  
119                   Upon conclusion of **Planner S. Woolstenhulme's** summary of points for consideration, the  
120                   **Mayor** asked Council members to direct their questions to the **Planner or Chair of the Planning**  
121                   **Commission**. Planning Commissioners and City Councilmembers were able to participate by  
122                   indicating with a raised hand and recognition by the Mayor.  
123

124      **Chairman Bliss** summarized the efforts of the Planning Commission in their efforts to vet and  
125      review the application. He discussed that the application is now at a point where the City  
126      Council needs to weigh in regarding disposal of land and other legislative considerations.  
127

128      Discussion amongst Councilmembers and Planning Commissioners regarding the various points  
129      of consideration. Among the topics discussed were attainable housing, gas station location,  
130      renovation/relocation of Cattlemen's Hall, drive-thru, the Post Office location, and process for a  
131      development agreement.  
132

133      After much discussion, **Mayor Z. Woolstenhulme** asked if there was consensus on the need for a  
134      new post office. Consensus among planning commission and City Council in favor of a new post  
135      office. Discussion ensued around considerations regarding access, loading bay, and location.  
136

137      **Mayor Z. Woolstenhulme** asked if there was consensus on the new store. Discussion regarding  
138      wanting this in Phase 1 of the development, square footage, and location. Agreement among  
139      planning commissioners and City Council regarding the store. **Mayor Z. Woolstenhulme** asked  
140      the group about their thoughts on the Creamery and the possible easement for access to the  
141      Creamery on the South City parcel. Discussion regarding not including other items on the  
142      southern portion currently and focusing on the access to the Creamery. Several voiced concerns  
143      regarding whether the easement was premature as the parking area is located on land not  
144      currently owned by the developer. Concern was also raised regarding the need for this  
145      easement as access to the Creamery from State Road 32 was unlikely to be approved by UDOT.  
146      It was discussed that access through the south city center lot was generally agreed upon but  
147      that inclusion of the easement in a development agreement may not be necessary and could be  
148      managed as a separate matter.  
149

150      **Mayor Z. Woolstenhulme** asked for closing thoughts from each Planning Commissioner and  
151      Councilmember. **Councilmembers Smart and Neff** invited newly elected Councilmembers Amy  
152      Regan and Chris Dillman to join the discussion and share their closing thoughts on the project.  
153

154      Brief discussion on next steps including a presentation of the current application to the City  
155      Council by the development team at the next City Council meeting.  
156

157      **Councilmember Frazier** motioned to adjourn the meeting.  
158

159      Approval is to form this 18<sup>th</sup> day of November, 2025.  
160

161        
162      Zane K. Woolstenhulme, Mayor  
163

164        
165      Amy Rydalch, City Recorder  
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