

CITY OF NORTH SALT LAKE  
PLANNING COMMISSION MEETING  
CITY HALL-10 EAST CENTER STREET, NORTH SALT LAKE  
DECEMBER 9, 2025

**FINAL**

Commission Chair Larson called the meeting to order at 6:32 p.m.

PRESENT: Commission Chair BreAnna Larson  
Commissioner Ryan Holbrook via Zoom  
Commissioner Jonathan Marsh  
Commissioner Irene Stone  
Commission Vice Chair William Ward

EXCUSED: Commissioner Ron Jorgensen  
Commissioner Brandon Tucker

STAFF PRESENT: Sherrie Pace, Community Development Director; Caden Baines, Planning Intern; Wendy Page, City Recorder.

OTHERS PRESENT: Dee Lalliss, resident.

**1. PUBLIC COMMENTS**

There were no public comments.

**2. PUBLIC HEARING: CONSIDERATION OF A PROPOSED CODE AMENDMENT TO  
TITLE 9, BUILDING AND CONSTRUCTION CODES, ADOPTING WILDLAND  
URBAN INTERFACE CODE AND OVERLAY MAP**

Sherrie Pace reported that during the 2025 Legislative session, HB 49 was approved with an effective date of January 1, 2026. She noted that this bill had two components including a requirement that municipalities adopt the International Wildland Urban Interface (WUI) code by 1/1/2026. She reviewed the second component which was a requirement for the State Division of Forestry, Fire and State Lands to create an administrative rule establishing a classification for properties deemed to be at the highest risk for wildland fires. She said there would be a yearly assessed fee (property tax collection) for 2026 and 2027.

Ms. Pace clarified that every property on the State's map would start as a Class 1 and over the next two years property owners would have the ability to make improvements to their property and home to reduce their classification to Class 2 or 3 which would reduce the assessment fee. She continued that these fees would be used to pay for wildfire mitigation. She noted that previously counties have adopted the WUI code and now the State has made it mandatory for cities to adopt the code before January 1, 2026. She said the WUI would be implemented in high risk assessment areas as determined by the State with additional areas of low to moderate risks as determined by an overlay zone. She shared that City staff and the Fire District would prepare a draft map proposal for adoption in 2026.

Sherrie Pace said staff would take the time to modify the draft map to ensure that only relevant properties were included in the City's WUI map. She shared that each property owner within the proposed WUI boundary would be notified of the public hearing prior to adoption of the WUI Overlay Map. She reviewed who the City's WUI code would apply to:

- New construction, alteration, movement, repair, maintenance and use of any building, structure or premise within the WUI area
- Any addition or alteration must be constructed in conformance to WUI code
- Exemptions include single story accessory structures less than 120 square feet in size which are more than 50 feet from any adjacent structure
- All properties in the WUI subject to defensible space requirements
- Alternative materials and methods allowed by code official

Ms. Pace provided the permit application requirements:

- Site plans
  - Topography
  - Slope and width of adjacent road
  - Landscape and vegetation details
  - Location of structures (existing and proposed) on and within 300 feet
  - Building envelopes
  - Overhead utilities
  - Occupancy classifications
  - Type of ignition resistant construction
  - Roof classification
  - Water supply system information
- Vegetation management plan if requesting reduction in the fire hazard severity classification
- Fire protection plan (subdivisions) as required by code official

- Other data as needed, fuel loading, classification of fire-resistant vegetation

She shared the WUI code requirements related to access, water supply, and special construction:

#### Access

- Key boxes for gated access
- Driveways longer than 150 feet require
  - 12 feet wide
  - 13.5 feet clearance height
  - Turnarounds
  - Turnouts (longer than 200 feet and narrower than 200 feet)
  - Maximum of five homes per driveway
- Fire apparatus access road
  - All weather surface, 20 feet wide and 13.5 feet clearance
  - Grade negotiated by specific fire apparatus normally used in the area, maximum 12%
  - Signage (size, reflective, mounting location/height)
  - Hydrant marking
  - Address markers at driveway entrance (both directions)

#### Water Supply

- Water source locations
- Defensible space around water sources
- Standby power for water sources

#### Special Construction Regulations

- Fire hazard severity rating (Appendix C checklist)
  - Moderate
  - High
  - Extreme
- Ignition resistance construction based upon rating
  - Roof covering
  - Protection of eaves
  - Exterior wall construction
  - Appendages and projections over 10% slope
  - Exterior glazing and doors
  - Vents
  - Detached accessory structures less than 50 feet away/fire walls

- Replacement and repair of roof coverings (25% or more in 12 month period) must be ignition resistant construction for rating class

Ms. Pace noted that anytime a building permit was applied for in the in the WUI area that staff would have to review the Fire Hazard Severity Form (Appendix C) and score the property based on the characteristics and determine the classification. She said the higher the score the higher the risk which would govern the construction requirements (as shown above). She continued with the requirements of the WUI code including defensible space:

Defensible Space (applies to all properties in the WUI area)

- Fuel modifications by classification (Appendix C)
  - Moderate 30 feet
  - High 50 feet
  - Extreme 100 feet
- Trees only allowed in defensible space if pruned 10 feet from power lines, deadwood and litter removed annually
- Community modification zones
  - HOA properties
  - Modification plans shown on a site grading and elevation plan
    - Existing vegetation
    - Photos of natural conditions
    - Grading plan with building locations, setbacks from slopes
- Maintenance
  - Annual
  - Modified area kept clear of structures for fire operations
  - Responsibility of owners, lessors, controlling parties
  - Prune tree crowns 10 feet from structures
  - Prune branches 6 feet above ground
  - Remove deadwood and litter
- Spark arrestors for sources with solid or liquid fuels
  - Fireplaces
  - Barbeques
  - Incinerators
  - Decorative heating appliances
- LP gas storage required to be in defensible space area
- Storage of firewood and combustible materials in unenclosed spaces is prohibited:
  - Under structures
  - On decks

- Under eaves, canopies, or other projections or overhangs
- In defensible space, unless minimum 30 feet from structures and 15 feet from crown of trees

Sherrie Pace then reviewed Appendix A, B, and C:

#### Appendix A

- Vegetation control
  - 10 feet on each side of road or driveway
  - Clearance of brush/vegetation near power poles minimum of 10 feet
  - Trimming from power lines based on voltage (4-15 feet)
  - Maintain clearance minimums based on voltage (6-155 inches)
- Access Restrictions
  - Closure by code official
  - Subjects to trespassing when posted closed
  - Motor vehicles access restricted when gated or signed
  - Use of motor vehicles or ultralight aircraft prohibited without permit except on public or private roads
- Ignition Source Control
  - Clearance 30 feet
  - Smoking within 15 feet of combustible materials
  - Equipment generating heat, sparks, flames not used without permit except in habituated premises or designated campsites and 30 feet from vegetation
  - Fireworks prohibited without permit
  - Outdoor fires prohibited except by permit for permanent or portable BBQ, outdoor fireplace, or grill from combustible material
  - Permit conditions for outdoor fires prohibited:
    - High winds
    - Without supervision of someone 17 or older at all times
    - When public announcements of open burning prohibition
  - Permits required for outdoor fireplaces, BBQs, and grills with spark arrestors
- Control of storage
  - Hazardous materials in excess of 10 gallons, 200 cubic feet of gas, 10 pounds of solids require permit
  - Explosives prohibited
  - Outdoor storage of combustibles standards for wood, tires, building materials, paper products
    - Pile restriction

- Separation distances
- Protection of pumps and water storage
  - Defensible space of 30 feet
  - Trees minimum of 30 feet from storage
  - Standby power required where power is overhead
- Temporary land uses permit required and road access minimum 24 feet with no parking posted

#### Appendix B Vegetation Management Plan

- Management plan describing all actions taken to prevent a fire from being carried toward or away from a building
- Utah fire resistant species list
  - Grasses
  - Perennials
  - Shrubs and woody vines
  - Trees

#### Appendix C Fire Hazard Severity Form

- Subdivision design
- Vegetation
- Topography
- Roofing material
- Fire protection of water source
- Siding and decking materials
- Utilities

Ms. Pace clarified that the actual code amendment would be added to Chapter 9 Buildings and Construction as 9-8-6 Wildland Urban Interface Code and would include reference and a link to Utah Code, Title 15A, Chapter 2, Section 102 per Commissioner Jorgensen's suggestion to ensure it referenced current State code.

Commissioner Ward mentioned the proposed map and asked how "wildland" would be defined. He asked if there was guidance related to proximity. Sherrie Pace replied that this would be up to the City to decide and that any property that touched open space or had a draw would be considered for inclusion in the map.

Commissioner Ward asked about the proposed fee. Sherrie Pace said the State would determine the areas where the fee would be assessed related to highest risk areas. She said those homes in the highest risk area would then be assessed the fee. She noted that this could apply to properties

on the hillside as well as near the marsh areas. She explained that the fire marshal had shared that the Uintah Fire had started with embers blowing across the interstate and how embers could travel up to a mile in high wind events.

Sherrie Pace explained that the reason for this code was to avoid an incident similar to the Palisades Fire in California. She said residents had expressed concern about property insurance rates increasing or loss of coverage. She shared that the State was working to add restrictions that rates could not be raised more than 20% or drop those already insured.

Commissioner Marsh asked about the proposed fee for each classification from the State. Sherrie Pace responded that the first year that each identified property would be Class 1 with \$20-100 per year for 2026 and 2027. She noted that she was unsure if this was per property or based upon the building square footage. She continued that in 2028 the State would then assess the fee based on the property classification and square footage.

Chair Larson commented on the map location and potential areas in the west side of the City and a discussion of new firework restrictions. Sherrie Pace replied that fireworks would be prohibited in WUI areas unless by permit (generally for commercial use only). She said staff had discussed adopting defensible spaces rules for every property in the City to protect from fire.

**At 7:01 p.m. Chair Larsen opened the public hearing.**

Dee Lalliss, resident, spoke on his experience with wildfires and said this was a great idea that should be enforced. He said most people were not aware of the concerns (sparks, wind, fire safety, building materials) related to fire. He was in favor of adopting City code to help mediate fire concerns.

**At 7:05 p.m. Chair Larsen closed the public hearing.**

Commissioner Marsh asked what work was being done to ensure similar code with neighboring cities (Bountiful, Centerville, etc.). Sherrie Pace replied that adjacent cities were all part of the same fire district who would advise on where to clear and priority areas. She mentioned other programs and volunteer groups that could clear out brush, etc. in those priority areas. She noted that Bountiful received a grant to identify risk areas and would then use that map to clear out those areas.

**Commissioner Ward moved that the Planning Commission recommend to the City Council the proposed amendments to City Code sections 9-8-6 adopting the International Wildland Urban Interface Code with the following findings:**

- 1) The proposed amendment is in accord with the comprehensive general plan, goals and policies of the City.**
- 2) Changed or changing conditions make the proposed amendment reasonably necessary to carry out the “purposes” stated in this title.**

**Councilmember Marsh seconded the motion. The motion was approved by Commissioners Holbrook, Larson, Marsh, Stone, and Ward.** Commissioners Jorgensen and Tucker were excused.

### 3. FAREWELL TO COMMISSIONERS BILL WARD AND BRANDON TUCKER

Chair Larson expressed gratitude for Commissioners Ward and Tucker in creating an environment for healthy discussions and the ability to work together. She spoke on balancing property rights and citizen rights with the expertise of staff while integrating Commissioner experiences. She mentioned the growth of the Commission, staff, and the City over the last eight years. Commissioner Marsh was in agreement with the sentiments expressed.

Commissioner Ward spoke on a sense of place which was a tenant of good planning. He said serving on the Commission had helped him to be more involved and create a feeling of connection to the City.

Sherrie Pace mentioned the different boards and commissions in the City and the opportunity for residents to be involved and build a great space to live. She commended the Planning Commission and the City Council.

### 4. REPORT ON CITY COUNCIL ACTIONS ON ITEMS RECOMMENDED BY THE PLANNING COMMISSION

Sherrie Pace reported that the City Council approved code amendment Title 10-10-3 and 10-19-17, modifying the setback and maximum size for an accessory structure as well as code amendment Title 10-1-39 and 10-12 related to the buildable envelopes for properties which are located within sensitive lands on December 2, 2025.

She noted that Mackenzie Johnson recently had her baby and would be on maternity leave until February.

### 5. APPROVAL OF PLANNING COMMISSION MINUTES

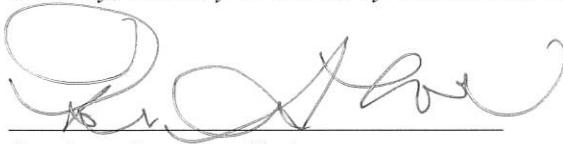
The Planning Commission meeting minutes of November 25, 2025 were reviewed and approved.

**Commissioner Ward moved to approve the Planning Comision minutes of November 25, 2025. Commissioner Marsh seconded the motion. The motion was approved by Commissioners Holbrook, Larson, Marsh, Stone, and Ward. Commissioners Jorgensen and Tucker were excused.**

6. ADJOURN

Commission Chair Larson adjourned the meeting at 7:14 p.m.

*The foregoing was approved by the Planning Commission of the City of North Salt Lake on Tuesday, January 13, 2026 by unanimous vote of all members present.*



BreAnna Larson, Chair



Wendy Page, City Recorder

