



2191 East 6550 South – Uintah, Utah 84405

(801)479-4130

Office Hours M-W 9:00-5:00 Thr-Fri 9:00-1:00

Planning Commission Chair:

Planning Commission Vice-Chair:

Commissioners:

Scott Dixon Brandon Minster

Jake Wayman Aaron Stuart

Glenn Williams

Secretary: Joan Dailey

City Council Representative: Ross Patterson

AGENDA

UINTAH CITY PLANNING
COMMISSION MEETING
TUESDAY, JANUARY 27th, 2026
6:00 p.m.

Agenda items are flexible and may be moved in order, sequence, *and time to meet the needs of the Commission.*

AGENDA ITEMS:

1. **MEETING CALL TO ORDER:**

PLEDGE OF ALLEGIANCE:

CONFLICT OF INTEREST:

2. **DISCUSSION/ACTION:** Discuss Planning Commission Chair and Vice Chair

Presenter: Council Member Ross Patterson

3. **OATH OF OFFICE FOR THE NEWLY APPOINTED PLANNING COMMISSION MEMBERS:**

Presenter: City Recorder Michelle Mortensen

4. **PUBLIC COMMENT (2 minutes per person):**

We would like to thank those of you who take the time to comment. We will not be addressing comments, and if it is appropriate, we will have staff investigate those items and get back to you or add them as future agenda items.

5. **CONSENT AGENDA:** Action Item

Approval of Planning Commission Meeting Minutes – November 25, 2025

6. **Discussion/ Action: CUP's and Land Use**

Presenter: Planning Commission Chair

7. **Discussion/ Action: Consideration for 89 construction Vicinity to do a Land Overlay**

Presenter: Planning Commission Chair

8. **Commissioner's Responsibility Reports and follow-up from previous meeting.**

- New Business Licenses – Joan Dailey
- CUPs –
- Commercial Building – Scott Dixon
- Training –
- Nuisance – Glenn Williams
- Other –

9. **MEETING ADJOURNMENT:**

THE UNDERSIGNED PLANNING COMMISSION SECRETARY FOR THE CITY OF UNTAH HEREBY CERTIFIES THAT A COPY OF THE FOREGOING NOTICE WAS POSTED TO: CITY OF UNTAH - CITY HALL, AND UTAH PUBLIC NOTICE WEBSITE, TO EACH MEMBER OF THE PLANNING COMMISSION AND REPRESENTATIVE MEMBERS OF THE GOVERNING BODY. INCOMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, INDIVIDUALS NEEDING SPECIAL ACCOMMODATIONS DURING THIS MEETING SHOULD NOTIFY UNTAH CITY, 2191 E 6550 S, UNTAH, UT 84405 (801) 479-4130 AT LEAST TWO DAYS PRIOR TO THE MEETING

Joan Dailey, Planning Commission Secretary

Date

Planning Commission Chair:	Aaron Stuart
Planning Commission Vice-Chair:	Glenn Williams
Commissioners:	Scott Dixon
	Brandon Minster
Secretary:	Jake Wayman
	Joan Dailey
City Council Representative:	Ross Patterson

UINTAH CITY
PLANNING COMMISSION MEETING
NOVEMBER 25, 6:00 PM



2191 East 6550 South – Uintah, Utah 84405 (801) 479-4130

Attendees: Don Pearson, Marilyn Pearson, Natalie Smith, Kevin Smith, Ross Patterson, Jeff Monroe

Meeting Called to Order by. Debra Wickizer

Pledge of Allegiance led by Christie Blackner

Roll Call: Jake Wayman, Brandon Minster, Debra Wickizer, Glenn Williams

Conflict of Interest None

Agenda Items:

1. Public Comment (2 minutes per person)

- Don Pearson: Wanted to say Thank for Christie and Debra. For all your good work over the last, how many years? For Christie is has been just a few months short of 7 years and Debra, it has been 6 years.
- Maryland Pearson: I too want to say thank you. You've done an amazing job.

1. Approval of the Planning Commission Meeting Minutes held October 25, 2025

Presenter: Debra Wickizer

We have a set of planning commission meeting minutes for the. Planning Commission held on October 20, 2025. And commissioners, if you would look over those, if they look correct to you, we would be ready for a motion.

- **Glenn Williams** I'd like the motion that the Planning Commission accept the minutes for October 28, 2025, as written.
- **Jake Wayman** Seconded the motion.
- **Motion Carried**

2. Discussion/ Action: CUP's and Land Use

Presenter: Debra Wickizer

- Scope: Land use is the Commission's core mandate; overlaps with water, sewer, and development standards via the development ordinance
- CUP definition/use cases:
 - Mechanism to authorize property uses outside current permitted uses.
 - Examples: short-term rentals, home-based businesses, certain commercial activities not listed as permitted in C1/C2
- Commercial zones (C1, C2) updates needed:
 - Ordinance described as archaic.
 - Misalignment between permitted vs. conditional uses.

- Missing categories for existing business types
- Call for comprehensive review of permitted and conditional uses.

CUP Compliance Status and Administration

- Activity since 2022:
 - No CUPs processed since 2022 except for short-term rentals.
 - Over half of legacy CUPs are expired (per internal color-coded report)
 - Includes home-based businesses, operational status unknown without verification.
- Coordination needs:
 - Align CUP tracking with business licensing to keep current/expired status accurate.
 - Ensure law enforcement/emergency services have correct context (e.g., number of animals on premises)
 - Staff to update CUP lists during business license renewals and communicate renewals/expirations.

Kennel Permits and Animal Control Alignment

- Discrepancy:
 - Weber County (amended 2020): CUP required for 4+ dogs/cats.
 - Uintah City: CUP required for 3+ dogs (limit of 2 adult dogs without CUP)
- Enforcement inconsistency:
 - Multiple households with 4–6 dogs without CUP; at least one neighbor holds a CUP.
 - Leads to inconsistent enforcement and potential legal exposure.
- Contracting/legal posture:
 - City contracts with Weber County Animal Control
 - Mayor believed county standards were adopted with the contract; staff cannot find formal adoption in city code.
- Proposed remedy:
 - Planning Commission to recommend City Council adopt county animal control/kennel standards by ordinance.
- Motion/outcome:
 - Motion passed to place review of city kennel ordinance and alignment with Weber County ordinance on the January 2026 Planning Commission agenda.
 - Clarification: Commission reviews land use and recommends ordinance changes; City Council must enact them.
- **Glenn Williams** motioned to add CUP's and Land Use to the January Agenda and review the Kennel Ordinance.
- **Brandon Minster** Seconded

- **Motion Carried**
- 3. **Discussion/ Action: Governance and Commission Assignments**
Presenter: Debra Wickizer
- **Governance alignment issue:**
 - Current ordinance: Mayor appoints Commission; Commission elects its Chair.
 - Common/state-recommended practice: Mayor appoints both Commission members and Chair.
 - Staff intends to propose ordinance updates to reflect standard practice.
- **Work assignments:**
 - Commercial CUPs (Glenn): Audit commercial CUP landscape; assess permitted vs. conditional lists; identify misalignments in C1/C2; research NAICS implications for uses and parking/ingress/egress standards.
 - Residential (Debra): Lead kennel review and residential CUPs; evaluate alignment with county; identify noncompliance patterns with focus on first-responder safety and liability.
 - Legislative radar (Glenn): Track state-level land use bills/regulatory changes affecting local ordinances.
 - Coordination with staff (Brindy): Obtain business license renewal updates to reconcile current/expired CUPs and clean up lists.
 - Put on January Agenda "consideration for Zoning Overlay
 - **Brandon Minster** motioned to Add Zoning Overlay to January Agenda
 - **Glenn Williams** Seconded
 - **Motion Carried**
- 4. **Commissioner's Responsibility reports and follow-up from previous meeting.**
 - a. **New business Licenses**- Christie: None
 - b. **CUP's**- **Commercial**- Jake Wayman
Residential- Brandon Minster
 - c. **Commercial Building**- Scott Dixon
 - d. **Training- Notification of Land Use/State** **Glenn Williams**
 - e. **Nuisance**- Glenn Williams
 - f. **Other**: Debra Wickizer
- 5. **Meeting was adjourned.**
 - **Jake Wayman** motioned to adjourn
 - **Glenn Williams** Seconded
 - **Motion Carried**

APPROVED by the Planning Commission this _____ day of _____ Planning
Commission Chair

Planning Commission Chair