MINUTES OF A REGULAR MEETING
OF THE EPHRAIM CITY PLANNING COMMISSION
EPHRAIM CITY BUILDING, 5 SOUTH MAIN, EPHRAIM, UTAH
WEDNESDAY, February 25, 2026
6:00 PM

Commission Members Present: Planning Commission Chair Lisa Murray, Board Members; Larry Smith, Chevi Sutton, Carol Jacobsen, Desiree Funk, Scott Swenson, and Joe Howe.
Commission Members Present via Zoom:
Commission Members Absent: Darren Glathar
Staff Members' Present: City Planner Megan Spurling, Community Development Clerk Guadalupe Kenison, and City Council Liaison Jack Dalene are present. City Engineer Bryan Kimball was present via Zoom.
Others Present: Mike Ballard and Joe Gallagher were present via zoom. Heather Harward.

Planning Commission Chair, Lisa Murray called the meeting to order at 6:00 p.m.

APPROVAL OF MINUTES

The Commission postponed the approval of the minutes of January 28, 2026 as they need time to review the minutes and they are quite lengthy, the Planning Commission meeting.

The Commission reviewed the minutes of February 11, 2026, the Planning Commission meeting.

Planning Commission Member Larry Smith moved to approve the minutes from February 11, 2026, with the suggested amended. The motion was seconded by Planning Commission member Carol Jacobsen. All were in favor. The motion carried.

PUBLIC HEARING ACTION ITEMS:

Planning Commission Chair Lisa Murray opens the public hearing to review the proposed item: CVG Rezone

CVG Rezone: The applicant, Mike Ballard with CVG-Ephraim South LLC is requesting the Amendment to the Ephraim City Zoning Map to rezone property located near Larson Lane and 800 W to the Industrial (I) Zone for the purpose of adding to the Industrial Zone to promote business growth. The property is currently zoned Agricultural (A). This rezone requests aligns with Ephraim City's Future Land Use Map.

Megan informs the board of the property where the proposed rezone will take place. The request does meet the future general plan, being industrial, which is also close to the airport protection zone. Staff feel good about the proposed change to the estimated 56 acres. Paul Thompson agrees this is close to his property and Soap Creek. There is questions regarding the response from the neighbors that were noticed, Megan confirms no response was received. Mike states they are planning on developing a multi-tenant small industrial building, another location as well for metal fabrication, and they have been contacted two food processing businesses.

Planning Commissioner Chevi Sutton made a motion to close the public hearing. Planning Commission Member Scott Swenson seconded the motion. The motion carried.

Planning Commissioner Scott Swenson made a motion to approve the recommendation for the rezoning of the property near Larson Lane and 800 West to the Industrial Zone. Planning Commission Member Carol Jacobsen seconded the motion. The motion carried.

Planning Commission Chair Lisa Murray opens the public hearing to review the proposed item: Update to the Setback Table

Update to the Setback Table-The update would add language to the setback table to add clarity to residential developments in the C2 zone.

Megan states there were questions about the language when it came before the board previously. She reviews the clarity added to the setback table confirms that it is now in both locations. Mike Ballard asks if there is a new apartment building put right in on main street, will they also need to meet the setbacks even if it is rural? Could exceptions be granted. Megan states as of right now, it has not happened to need exceptions. Nordic Point also had to meet the setbacks and the old theater homes will also need to meet the setbacks. Megan states that if needed in the future, it may be taken up for consideration.

Planning Commissioner Chevi Sutton made a motion to close the public hearing. Planning Commission Member Larry Smith seconded the motion. The motion carried.

Planning Commissioner Larry Smith made a motion to recommend to the City Council that the setback table is amended as shown in our packet to be consistent with the other place in the code. Planning Commission Member Chevi Sutton seconded the motion. The motion carried.

DISCUSSION ITEMS:

AIRBNB REQUIREMENTS

Megan states they would like to prepare for the future and things are being marketed as affordable housing. She explains some thoughts she has had with the need to protect affordable housing, management must be local, one license per development, and no subletting. Discussion is held regarding whether a sliding scale or percentage is appropriate. Larry asks how enforcement would take place if it is not allowed to use the Airbnb website, not all people apply for a business license. Megan states they may use reviews from Airbnb, showing proof that people have stayed there. Discussion is held regarding the occupancy, short-term regulations, and enforcement of regulations the owner of the property would need to follow.

Joe Howe joins the meeting at 6:35 pm

GREENSPACE/AMENITIES REQUIREMENTS FOR HIGH DENSITY HOUSING

Megan and the commission discuss Desiree's email provided; starting with greenspace/ amenity being 10% more than what is already required. Discussion is held regarding what amenity may be considered and if it would depend on the type of housing that is being proposed.
Megan and the board members discuss if they would like to add the requirement based on a sliding scale, by the number of dwelling units, mileage from a city park. Discussion is held regarding having a density cap for R4, C zones, and design standards.

PROJECT ON 200 WEST

Megan informs the board that her and Bryan discussed the proposed project with the applicant and they will move the amenities to a central location but will also add an additional location for amenities. She informs the board that she has asked they still like to see the single family in the project. When they were doing the modified town home plat and if they do the addition of the duplexes, they have to technically convert them into condos. Currently a condo must come with one covered parking requirement, however it can be waived by the planning commission board if desired. Megan feels that if the covered parking is required, the applicant may say they'll need to take one of the amenities away where they are not required and it may be worth more for the tenants to have. Lisa asks if the covered parking would only be for the condo buildings? Megan confirms it is only for that part of the housing. If it is likely that the covered parking will not be waived, she would like to inform the applicant, and they would be able to do it as part of their plat B if still required. Chevi states he would be willing to compromise with something, especially with Paul's efforts to be in good standing with the community. Larry agrees with Chevi, Larry asks if it could be other developers could claim unfairness? Megan states it could be a possibility; however, it is stated in the code that the board could waive the covered parking. Lisa agrees that if it could be well documented as what the exchange is happening and why the covered parking it being waived. Megan states Paul is adding the amenities at a request and suggestion of the board for the tenants. Carol asks Heather Harward from the public what her opinion is regarding the green space amenities being added. Heather states that it is very nice of the applicant to do not just add one central greenspace but two and a great compromise.

PLANNER'S REPORT

City Planner Megan Spurling states she is presenting at APA in April, the flex home project is underway and have agreed to a private showing to the P & Z board and City Council.

ADJOURNMENT

Planning Commission Member Larry Smith moved to adjourn the meeting at 7:30 pm. Planning Commission Member Desiree Funk seconded the motion. The motion carried.

Minutes approved on: 3·11·2026

Lisa Murray

Lisa Murray, Chair

M. Guadalupe Kenison

M. *Guadalupe Kenison, Community Development Clerk*