



Planning Commission
February 24, 2026
6:00 p.m.
Minutes

Planning Commission Members Present: Scott Dixon, Aaron Stuart, Brandon Minster, Glenn Williams

Planning Commission Members Absent: Jake Wayman

Staff Present: City Council Member Michelle Roberts, Clerk Joan Dailey

Attendees: Don Pearson

AGENDA ITEMS:

1. **MEETING CALL TO ORDER:** Planning Commission Member Aaron Stuart called the meeting to order at 6:03 p.m.
PLEDGE OF ALLEGIANCE: Led by Brandon Minster
CONFLICT OF INTEREST: None

2. **OATH OF OFFICE FOR THE NEWLY APPOINTED PLANNING COMMISSION MEMBERS:**
Presenter: Planning Commission Chair, Aaron Stuart
Both alternates Daniel Buckway and Benjamin Mitchell were not present, so this item was tabled until the next meeting. Discussion raised whether outreach and role explanation had occurred; uncertainty remains about who initially contacted them. Plan to reach out directly, verify contact information, and clarify the process (oath can be administered outside a meeting). Conclusion: Postponed to the next meeting; the chair will contact the alternates and coordinate.

3. **DISCUSSION/ACTION:** Planning Commission leadership confirmation
Presenter: Planning Commission Chair, Aaron Stuart
 - Motion was made by Scott Dixon to accept Glenn Williams to serve as the Vice Chair for the planning commission.
 - Motion was seconded by Brandon Minster
 - All in favor; the motion carries.

4. **PUBLIC COMMENT:** No public comments.

5. **Discussion/ Action: Discussion on potential day and time adjustment of PC meetings.**
Presenter: Planning Commission Chair, Aaron Stuart. Scheduling conflicts noted due to Tuesday/Wednesday activities; proposal to move to Thursdays.
 - Motion was made by Scott Dixon to move meetings to the last (fourth) Thursday of each month at 6:00 p.m., effective March 2026. Social media and website updates planned.
 - Motion was seconded by Glenn Williams
 - All in favor, the motion carries.

6. **CONSENT AGENDA: Action Item**

Approval of Planning Commission Meeting Minutes – January 27, 2026

Motion was made by Scott Dixon to approve the minutes from January 27, 2026 meeting. Members commented on the preparation and timeliness by Secretary, Joan Dailey.

- Motion was seconded by Glenn Williams.
- All in favor; the motion carries.

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

- **New Business Licenses – Joan Dailey** – No new business licenses reported (staff member Brindy out). No new residential CUPs; no new commercial CUPs reported. Reminder to monitor in-home businesses and renewals; online application and payment process remains active. Conclusion: Status quo; continue tracking licenses and CUPs.
- **CUPs – Jake Wayman – Commercial & Brandon Minster – Residential** - none
- **Commercial Building** – Scott Dixon - Ongoing issues with tenants (e.g., Ziegfeld Arts, karate studio) regarding building occupancy, fire code, parking, and traffic in the area across the highway. Fire Marshal and Building Official are actively engaged with property owner(s) to resolve safety and occupancy issues; actions include prior red-tagging and tenant adjustments. Discussion noted the road is a state (UDOT) road; suggestion to have UDOT survey and mark road and parking constraints to improve organization and safety concerns about risks (children crossing, fire egress) and potential city involvement versus property owner responsibilities were discussed. Conclusion: City staff will continue coordinating with the Fire District and Building Official; research potential UDOT involvement for road delineation.
- **Training** – Glenn Williams - Training for commissioners and materials. Open Public Meetings Act training completed in January. Desire for updated land-use training materials; prior booklet is outdated. Plan to source new or electronic training resources for commissioners and alternates. Conclusion: Staff to seek updated training materials.
- **Nuisance** – Glenn Williams - Past approaches included proactive letters and complaint-driven enforcement. Preference for a hybrid model: education via newsletters, complaint-driven actions, and potential volunteer assistance for residents needing help. Aim to balance ordinance compliance with community goodwill and avoid adversarial enforcement. Conclusion: Adopt hybrid approach (education, assistance, and complaint-driven enforcement).
- **Other** – Short-term rentals (Airbnb/VRBO) issue has stabilized; prior enforcement and education improved compliance. Ordinance includes spacing limits (e.g., 500 feet between units); a CUP is required for a license. Request for current count of STR CUPs; awareness that some STRs may have operated without notice historically. Plan to use newsletters for ongoing education on STR rules and licensing. Conclusion: Staff to report the current STR CUP count at the next meeting; continue public education. Accessory Dwelling Units (ADUs) discussion on size limits and livability (avoid excessively small "cracker box" designs). Acknowledgment of existing rule (e.g., up to 25% of backyard area) and desire to ensure practical minimums for comfort. Conclusion: No change decided; consideration for future review of ADU standards. Newsletter utilization. Strong support for continuing mailed newsletters and digitizing content. Planning Commission Chair invited to contribute periodic items (before the 1st of the month deadline). Use the newsletter for reminders on nuisances, STR rules, and community assistance options. Conclusion: Chair to submit periodic content; staff to maintain the schedule.

8. **MEETING ADJOURNMENT:**

- Motion was made by Scott Dixon to adjourn planning commission meeting at 6:54 p.m.
- Motion was seconded by Brandon Minster.
- All in favor; the motion carries.



Joan Dailey, Planning Commission Secretary

3-27-26
Date