

BOX ELDER COUNTY PLANNING COMMISSION MINUTES APRIL 17, 2025

The Board of Planning Commissioners of Box Elder County, Utah met in the Box Elder County Commission Chambers at 7:00 p.m. The following members were present by a roll call, constituting a quorum:

Roll Call

Mellonee Wilding	Chairman
Jed Pugsley	Vice-Chair
Lonnie Jensen	Member
Bonnie Robinson	Member
Jared Holmgren	Member
Jennifer Jacobsen	Member
Brandon East	Member
Brian Bowen	Alternate/Member

the following Staff was present:

Scott Lyons	Comm Dev Director
Marcus Wager	County Planner
Destin Christiansen	County Planner
Stephen Hadfield	County Attorney
Boyd Bingham	Co. Commissioner
Diane Fuhrman	Executive Secretary

Chairman Mellonee Wilding called the meeting to order at 7:00 p.m.

The Invocation was offered by Commissioner Lonnie Jensen.
Pledge was led by Commissioner Jared Holmgren.

The following citizens were present & signed the attendance sheet

See Attachment No. 1 – Attendance Sheet.

The Minutes of the March 20, 2025 meeting were made available to the Planning Commissioners prior to this meeting and upon review a **Motion** was made by Commissioner Jed Pugsley to approve the minutes as written. The motion was seconded by Commissioner Brandon East and passed unanimously.

APPOINT NEW CHAIR AND VICE CHAIR

MOTION: A Motion was made by Commissioner Jared Holmgren to nominate Mellonee Wilding as chair and Jed Pugsley as Vice-Chair of the Planning Commission for a term of one (1) year. The motion was seconded by Commissioner Jennifer Jacobsen and passed unanimously.

UNFINISHED BUSINESS – NONE

PUBLIC HEARINGS

ORDINANCE TEXT AMENDMENT, Z25-005, Request for a text amendment to Chapter 5-2 Off Street Parking Requirements in the Box Elder County Land Use Management & Development Code. ACTION

Staff stated a request has been made to amend Chapter 5-2, Off-Street Parking Requirements, by amending the verbiage in multiple Sections. Staff read the standards for reviewing text amendments as they apply to this request as follows:

A. Whether the proposed amendment is consistent with goals, objectives and policies of the County's General Plan; The proposed amendment is consistent with the goals, objectives, and policies of the County's General Plan.

B. Whether the proposed amendment is harmonious with the overall character of existing development in the vicinity of the subject property; This text amendment would apply to all areas of unincorporated Box Elder County.

C. The extent to which the proposed amendment may adversely affect adjacent property; and The proposed amendment should not adversely affect adjacent property. The public hearing process may shed additional light on this subject.

D. The adequacy of facilities and services intended to serve the subject property, including, but not limited to, roadways, parks and recreation facilities, police and fire protection, schools, storm water drainage systems, water supplies, and waste water and refuse collection. The proposed text amendment should not have an effect on the adequacy of facilities.

(Attachment No. 2 – Proposed Amendments.)

The public hearing was then opened for comments. There were no comments.

Hearing no comments, a motion was made by Commissioner Jed Pugsley to close the public hearing on Ordinance Text Amendment Z25-005. The motion was seconded by Commissioner Lonnie Jensen and passed unanimously.

ACTION

Staff recommends approval with the conditions listed below.

MOTION: A Motion was made by Commissioner Bonnie Robinson to forward a recommendation of approval to the County Commission for application Z25-005 an ordinance text amendment to Chapter 5-2 Off Street Parking Requirements and adopting the conditions and findings of staff . The motion was seconded by Commissioner Jared Holmgren and passed unanimously.

CONDITIONS:

1. Compliance with Article 5 of the Box Elder County Land Use Management & Development Code.
2. Compliance with Section 2-2-080, Zoning Map and Text Amendments, of the Box Elder County Land Use Management & Development Code.
3. Compliance with all applicable County, State, and Federal laws regulating the proposed use, including all current licenses, permits, etc.

NEW BUSINESS

GRIFFITH AG PROTECTION AREA APA25-001, Request for an agriculture protection area on multiple parcels located in the Harper Ward area of Unincorporated Box Elder County. ACTION

Staff said the applicant is requesting to establish an Agriculture Protection Area across multiple parcels in the Harper Ward area. The request includes 14 parcels and range in size from 3.11 acres to 118.43 acres. The parcels range in agricultural use from pastures for horses, cattle or goats to grass and hay production. The surrounding zones are RR-5, MU-160 and A-20. Staff read the approval standards for reviewing the creation of Agriculture Protection Areas as follows:

These standards also apply to the following two (2) APA Requests.

A. The effect of the creation of the proposed area on the planning policies and objectives of the county; At this time, the County has nothing in place promoting or restricting the creation of Agriculture Protection Areas. The one aspect of Agriculture Protection Areas that affects county planning is that the county cannot change the zoning of or a zoning regulation affecting land within a protection area without written approval from all landowners within the protection area that is affected by the change.

B. Analyzes and evaluates the proposal by applying the criteria contained in Section 17-41-305;

a. Whether or not the land is currently being used for agriculture production; State code defines agricultural production as:

Agricultural production means production for commercial purposes of crops, livestock, and livestock products. Agricultural production includes the processing or retail marketing of any crops, livestock, and livestock products when more than 50% of the processed or merchandised products are produced by the farm operator.

Staff can't say whether more than 50% of the production from the proposed parcels is for commercial purposes. This may be something the Planning Commission desires to bring up during their meeting.

b. Whether or not the land is zoned for agricultural use; All parcels are zoned RR-5. This zone allows for agriculture as a land use.

c. Whether or not the land is viable for agricultural production; According to BEC Ordinance 556, Section 2, any area in an agriculture protected area must have 5.5 continuous acres. The full area proposed exceeds 5.5 continuous acres. Staff believes the land is viable for agricultural production.

- d. **The extent and nature of existing or proposed farm improvements; and** All parcels have some sort of pasture area, outbuilding, or crop on the property, with some of the parcels having a home on the property as well.
- e. **In the case of an agriculture protection area, anticipated trends in agricultural and technological conditions applicable to the use of the land in question.** This is something with which Planning Commissioners familiar with agricultural production may be more familiar.
- C. **Recommends any modifications to the land to be included in the proposed agricultural protection area;** The Planning Commission must determine if all parcels should be included in the proposed agriculture protection area.
- D. **Analyzes and evaluates any objections to the proposal; and** No objections have been received by staff.
- E. **Includes a recommendation to the applicable legislative body either to accept, accept and modify, or reject the proposal.** This recommendation must come from the Planning Commission to the County Commission. Following the Planning Commission motion, staff will prepare a recommendation to the County Commission on behalf of the Planning Commission

MOTION: A Motion was made by **Commissioner Jared Holmgren** to forward a recommendation to the County Commission to accept the proposal to create Agriculture Protection Area APA25-01 on multiple parcels in the Harper Ward area in unincorporated Box Elder County. The motion was seconded by **Commissioner Bonnie Robinson** and unanimously carried.

MUNNS AG PROTECTION AREA APA25-002, Request for an agriculture protection area on multiple parcels located in the Harper Ward area of Unincorporated Box Elder County.
ACTION

Staff said the applicant is requesting to establish an Agriculture Protection Area across multiple parcels in the Harper Ward area. The parcels range in size from half-acre to 95 acres and are used primarily for beef cattle and hay production. The surrounding zoning is RR-5 and A-20 and the surrounding land uses are agricultural and residential. The approval standards from the first request, also apply here.

MOTION: A Motion was made by **Commissioner Jared Holmgren** forward a recommendation to the County Commission to accept the proposal to create Agriculture Protection Area APA25-02 on multiple parcels in the Harper Ward area in unincorporated Box Elder County. The motion was seconded by **Commissioner Lonnie Jensen** and unanimously carried.

ADAMS AG PROTECTION AREA APA 25-003, Request for an agriculture protection area on multiple parcels located in the Harper Ward area of Unincorporated Box Elder County.
ACTION

Staff said the applicant is requesting to establish an Agriculture Protection Area across multiple parcels in the Harper Ward area. The area is close to Honeyville annexation boundary. The parcel

range in size from 1.5 acres to 96.34 with a variety of agricultural uses. The surrounding zoning RR-5 and MU 160. The approval standards from the first request, also apply here.

MOTION: A Motion was made by Commissioner Jed Pugsley to forward a recommendation to the County Commission to accept the proposal to create Agriculture Protection Area APA25-03 on multiple parcels in the Harper Ward area in unincorporated Box Elder County. The motion was seconded by Commissioner Brandon East and unanimously carried.

LITTLE MOUNTAIN LOOKOUT 1ST AMENDMENT SS25-004, Request for an amendment to the final plat of the Little Mountain Lookout Subdivision located in the Bear River area of Unincorporated Box Elder County. ACTION

Staff said the applicant is requesting an amendment to the final plat of the Little Mountain Lookout Subdivision in the Bear River area of unincorporated Box Elder County. The surrounding land uses are Agriculture and Rural Residential. The surrounding zones are Unzoned. The proposed amendment adjusts existing Lot 1 from 6 acres to 2 acres, and creates two additional 2-acre lots. The amendment adjusts the lot property lines, and renames Lot 1 of the original subdivision to Lot 3. Staff explained the Planning Commission's role is to ensure a proposed amended subdivision is consistent with established ordinances, policies and planning practices of the county.

MOTION: A Motion was made by Commissioner Jared Holmgren to approve application number SS25-004, amending the Little Mountain Lookout Subdivision 1st Amendment, located in unincorporated Box Elder County, and adopting the exhibits, conditions and findings of staff. The motion was seconded by Commissioner Jed Pugsley and passed unanimously.

CONDITIONS:

1. Compliance with Sections 17-27a-608 and 609 of the Utah State Code.

WORKING REPORTS

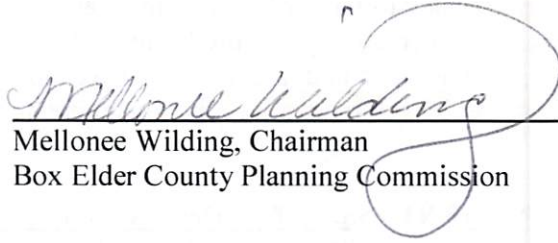
Fire Marshal Presentation

Box Elder County Fire Marshal Kevin Lloyd stated Box Elder County adopted International Fire Code 2024 and is the standard used for approving subdivisions. He explained the requirements for fire suppression systems and informed the commission of the challenges of enforcing fire codes in one-lot subdivisions. A discussion ensued between Fire Marshal Lloyd and the Commissioners regarding the need for better infrastructure. There was also discussion of the impact of insurance companies on construction and the need for better fire protection in the county.

PUBLIC COMMENTS - NONE

ADJOURN

MOTION: A Motion was made by Commissioner Jared Holmgren to adjourn commission meeting. The motion was seconded by Commissioner Bonnie Robinson and meeting adjourned at 8:06 p.m.


Mellonee Wilding, Chairman
Box Elder County Planning Commission

PLANNING COMMISSION MEETING
Thursday April 17, 2025

[illegible]

Proposed Amendments:

Chapter 5-2 – Off-Street Parking Requirements

Box Elder County Zoning Ordinance

Sections.

- 5-2-010. Off-Street Parking Required.
- 5-2-020. Size of Parking Space.
- 5-2-030. Access to Individual Parking Space.
- 5-2-040. Number of Parking Spaces Required.
- 5-2-050. Access Requirements.
- 5-2-060. Maintenance of Parking Lots.
- 5-2-070. Location of Off-Street Parking.

5-2-010. Off-Street Parking Required.

At the time any building or structure is erected or enlarged or increased in capacity or any use is established, there shall be provided off-street parking spaces for automobiles in accordance with the following requirements; nonetheless, sufficient parking shall be provided off street to avoid the necessity of parking on the street except for certain areas designated by the County where off-street parking requirements cannot be met by past development and redevelopment and there are other programs in effect to mitigate the parking problem;~~or as may be required and established by conditional use permit.~~

5-2-020. Size of Parking Space.

The dimensions of each off-street parking space, exclusive of access drives or aisles, shall be at least nine (9) feet by twenty (20) feet for diagonal and ninety-degree spaces; and nine (9) feet by twenty-two (22) feet for parallel spaces.

5-2-030. Access to Individual Parking Space.

Except for single-family and two-family dwellings, direct access to each parking space shall be from a private driveway and not from a public street. All parking spaces shall have independent access not blocked by another parking space or other obstacle.

5-2-040. Number of Parking Spaces Required.

- A. When calculating the floor area of a building to establish parking requirements, reasonable reductions for hallways, closets & storage space, restrooms, kitchens and mechanical equipment may be deducted.
- B. **Business or Professional Offices:** One parking space for each two hundred (200) square feet of net usable or leasable floor area.
- C. **Churches with Fixed Seating:** One parking space for each three and one-half (3.5) fixed seats, or one parking space for each seven (7) feet of linear pew, whichever is greater.
- D. **Churches without Fixed Seats, Sports Arenas, Auditoriums, Theaters, Assembly Halls, Meeting Rooms:** One parking space for each three (3) seats of maximum seating capacity.
- E. **Dwellings:** Two parking spaces for each dwelling unit.
- F. **Event Center:** one space for each 3 persons, based on occupancy as determined by the architect, or one space per 100 sq. ft. of the building, whichever is greater.
- G. **Furniture and Appliance Stores:** One parking space for each six hundred (600) square feet of floor area.
- H. **Hospitals and Clinics:** Two parking spaces for each bed, and/or examining room.
- I. **Hotels, Motels, Motor Hotels:** One space for each living or sleeping unit, plus parking space for all accessory uses as herein specified.
- J. **Nursing Homes:** Four parking spaces, plus one (1) space for each five (5) beds.
- K. **Restaurants, Taverns, Private Clubs, and all other similar dining and/or drinking establishments:**
 - 1. One parking space for each three and one-half (3.5) seats or 1 parking space for each 100 square feet of floor area, whichever is greater.
 - 2. In addition, drive-in facilities shall provide stacking area for at least six (6) cars in a drive through lane.
- L. **Retail Stores:**
 - 1. One parking space for each hundred (100) square feet of retail floor space.
 - 2. In addition, convenience stores which sell gasoline shall provide stacking area for six (6) cars in lanes serving the gas pumps, which stacking area may be considered to help fulfill basic parking requirements.

M. Wholesale Establishments, Warehouses, Manufacturing Establishments and All Industrial

Uses: ~~As determined by conditional use permit or by planned unit development requirements, if applicable, or by the Planning Commission, but in no case less than~~ **One (1) space per 500 gross square feet or one (1) space for each employee projected for the highest employment shift, whichever is higher.**

N. Shopping Center or other groups of uses not listed above: One parking space for each one hundred and fifty (150) square feet of total floor space, ~~or as determined by conditional use permit.~~

O. All Other Uses not listed above: ~~As~~ **Will be** determined ~~by conditional use permit~~ based on the nearest comparable use standards **by the Zoning Administrator**. Sufficient parking should be provided to ensure:

1. maximum utilization of the facilities on site will not unduly impose on neighbors rights in the vicinity;
2. that in the future if there is a change of use that the parking is adequately related to the site so that a new use has a reasonable chance to provide satisfactory parking;
3. where the precise parking standards are not known or have proven unsatisfactory in other instances that care is given in the analysis of the parking requirements of the site and its proposed use to ensure a reasonable number of parking spaces that cannot become an excuse for failure of the use on the site to perform its function properly; and
4. the intent of minimum parking requirements is that normal or competitive functions are not to be curtailed due to lack of sufficient parking and therefore the use or function of the principal user of the site fails or otherwise deteriorates.

~~**P. It shall be the responsibility of the reviewing body to prepare its analysis of parking requirements in writing and make copies available to the property owner(s)/lessee(s) and other parties of interest, as well as the County Commission.**~~

5-2-050. Access Requirements

Adequate ingress and egress to and from all uses shall be provided as follows:

- A. Residential Lots.** For each residential lot not more than 1 access driveway which shall be a maximum of 20 feet wide at the street lot line, except lots with a frontage greater than 100 feet have the option to provide two (2) access driveways each up to twelve (12) feet wide for circular driveways and other special type circulation and parking.

B. Other than Residential Lots. Access shall be provided to meet the following requirements:

1. Not more than two (2) driveways shall be used for each one hundred (100) feet of frontage on any street.
2. No two of said driveways shall be closer to each other than twelve (12) feet, and no driveway shall be closer to a side property line than three (3) feet.
3. Each driveway shall be not more than thirty-five (35) feet wide, measured at right angles to the center line of the driveway, except as increased by permissible curb return radii, ~~or as established by conditional use permit.~~ The entire flare of any return radius shall fall within the right-of-way.
4. No driveway shall be closer than fifty (50) feet to the point of intersection of two property lines at any corner as measured along the property line, and no driveway shall extend across such extended property line.
5. On a street where there are no curbs and gutters, all driveways shall be well marked and protection provided the entire length of the frontage exclusive of the driveways as per approved plans.

5-2-060. Maintenance of Parking Lots.

Every parcel of land used as a public or private parking lot shall be developed and maintained in accordance with the following requirements:

A. Surfacing

1. Each off-street parking lot in the R-1-20 Zone shall be surfaced with an asphaltic or Portland cement or other binder pavement and permanently maintained so as to provide a dustless surface. All other Zoned and Un-Zoned areas may have a gravel surface parking lot with a Mag-Chloride mixture being applied at least once per year.
2. The parking area shall be so graded as to dispose of all surface water.
3. If such water is to be carried to adjacent streets, it shall be piped under sidewalks.
4. Each parking spot shall be marked with clearly delineated lines and shall be restriped when fading.

- B. Screening.** In the R-1-20 Zone, the sides and rear of any off-street parking lot which adjoins an area which is to remain primarily residential shall be screened from such area by a masonry wall or solid visual barrier fence not less than four (4) nor more than six (6) feet in height.

-
- C. **Landscaping.** Each parking lot shall be adequately landscaped to comply with a plan approved by the Planning Commission and such landscaping shall be permanently maintained.
- D. **Lighting.** Lighting ~~used to illuminate any parking lot shall be arranged to reflect the light away from adjoining residential premises and from street traffic~~ shall conform to Chapter 5-9, Outdoor Lighting Standards of the Box Elder County Land Use Management & Development Code.

5-2-070. Location of Off-Street Parking.

Off-street parking shall not be allowed in required front yard setbacks except ~~by conditional use permit and then only~~ in areas where the character of the street and general landscaping plan will not be adversely affected. Landscaping plan and ingress/egress points shall be shown on the site plan.