

UTAH COUNTY PLANNING COMMISSION

Minutes February 17, 2026

Present:

Lorraine Davis
Sullivan Love
Glen Roberts
Seth Cox
Stanford Sainsbury

Excused:

Shayne Pierce
Robert McMullin

Also Present:

Bryce Armstrong
Greg Robinson
Marie Patten
Kevin Stinson
Dale Eyre

A. CALL TO ORDER

Seth Cox called the meeting to order at 5:30 PM at 100 E Center St, Room 1400, of the Utah County Administration Building, located in Provo, Utah.

B. PLEDGE OF ALLEGIANCE

Lorraine Davis led the Pledge of Allegiance.

C. APPROVAL OF MINUTES

Motion: Lorraine Davis Second: Sullivan Love

Motion to **approve** the minutes of the January 20, 2026, meeting of the Utah County Planning Commission. The motion passed with the following vote: "Aye" Lorraine Davis, Sullivan Love, Glen Roberts, Seth Cox, Stanford Sainsbury. "Nay" none.

D. ITEMS SUBJECT TO PUBLIC HEARING

- 1. Utah County Planning Commission - Proposed Utah County Land Use Ordinance text amendment to Sections 8.16, and any other applicable section, related to frontage requirements of temporary uses and structures.**

Kevin Stinson explained that the item before the commission included a slight modification from the original packet after staff reviewed the proposal and made adjustments they believed better aligned with county needs and would better serve residents. He stated that the changes

were largely housekeeping updates related to temporary uses, such as seasonal events like corn mazes. He described that staff is recommending a frontage requirement for specific temporary uses. The staff redlines previously provided originally referenced a width requirement of 250 feet, and permitted a property owner who owns two adjacent parcels, one along the road and one hosting the event, that access across both parcels would be allowed if under the same ownership. He noted that the primary change was ensuring that events gain access through parcels that have frontage to a road. He also stated that similar language had been applied to other temporary uses such as Christmas tree sales, seasonal holiday events, and agrotourism activities.

Seth Cox asked where the ordinance specified the 250-foot frontage requirement.

Bryce Armstrong clarified that the updated ordinance provided at this meeting did not impose a specific frontage width, such as 250 feet. He explained that these types of uses often occur on irregularly shaped lots and therefore would only be required to have frontage rather than a specific width like residential lots. He stated that other ordinances already regulate driveway access and required distances, so those provisions would still apply.

Seth Cox confirmed that it was acceptable for the ordinance to require frontage without specifying an exact length.

Glen Roberts asked what criteria would be used to determine frontage and whether it would be handled on a case-by-case basis.

Kevin Stinson explained that the intent was simply to ensure the parcel hosting the event abutted a public road so that traffic could access the site directly rather than crossing other private properties.

Glen Roberts asked whether that meant the property must have road access.

Greg Robinson added that other provisions in the land use ordinance already require a minimum 10-foot access width to a road. He stated that the purpose of the change was to ensure temporary uses had direct road access and did not rely on crossing another property whose owner might later revoke permission. He noted the goal was to prevent situations where a temporary business could lose access in the future.

Glen Roberts asked whether an existing curb cut or highway approval would still be required.

Greg Robinson confirmed that applicants would still need the appropriate public works permits, including county road access permit, UDOT permits for state highways, or city curb-cut approvals where applicable.

Glen Roberts asked what prompted the proposed change.

Kevin Stinson stated that the issue arose when someone inquired about establishing a temporary use on a landlocked property by accessing it through a neighbor's property. Although the current landowner allowed it, staff realized that if the neighbor later sold the property and the new owner

revoked access, the temporary business could lose its investment. He explained that the change was intended to ensure reliable road access.

Glen Roberts clarified that the proposal would not require a large easement, such as 250 feet, but only the standard access width.

Motion: Sullivan Love Second: Stanford Sainsbury

Motion to **open** public hearing. The motion **passed** with the following vote: "Aye" Lorraine Davis, Sullivan Love, Glen Roberts, Seth Cox, Stanford Sainsbury. "Nay" none.

Motion: Stanford Sainsbury Second: Sullivan Love

Motion to **close** public hearing. The motion **passed** with the following vote: "Aye" Lorraine Davis, Sullivan Love, Glen Roberts, Seth Cox, Stanford Sainsbury. "Nay" none.

Motion: Sullivan Love Second: Glen Roberts

Motion to recommend **approval** of the proposed text amendments to Section 8.16 of the Utah County Land Use Ordinance, with modifications as specified in the staff report, along with the supplemental handout given at the meeting, and any applicable renumbering and reformatting in each section based on the findings listed in the staff report. The motion **passed** with the following vote: "Aye" Lorraine Davis, Sullivan Love, Glen Roberts, Seth Cox, Stanford Sainsbury. "Nay" none.

E. CONDITIONAL USE APPLICATION(S)

- 1. GreenHollow Ranch LLC - Application #CU2026-01 - Request for conditional use for a proposed reception center in the Residential Agricultural (RA-5) Zone. Located at 14048 South HWY 89, Section 5, T10S R4E, Thistle area of unincorporated Utah County**

Greg Robinson presented the staff report for a proposed reception center in the Thistle area. He explained the general location and surrounding zoning, noting that the application involved three parcels. He stated that the smallest parcel, about 9.49 acres within a subdivision, was expected to host most of the activities. The other parcels were approximately 136 acres and 50 acres and contained split zoning. He explained that the zoning requirements for a reception center differed depending on the zone: the RA-5 zone required a minimum of 10 acres and 500 feet of frontage, while the CE-1 zone required at least 50 acres and 330 feet of frontage. He noted that the parcel where most activities were planned did not currently meet the acreage or frontage requirements, and the applicant would need to address this before any permits could be issued. He stated that the issue could likely be resolved relatively easily by adjusting parcel boundaries or otherwise meeting the ordinance requirements. He described surrounding land uses as primarily agricultural, recreational, and residential, with the nearest residence approximately half a mile away. He noted that the property appeared to have access to the Spanish Fork City water system, which would be beneficial if the applicant obtained permission to use it. He explained that a

condition had been added to address water supply concerns raised by Commissioner Love regarding an easement noted in the property deed. He stated that if access to Spanish Fork water were not available, the applicant could pursue a state-approved public water system. He explained that the property had access from Highway 68 and an existing bridge that raised some concerns from the fire marshal regarding fire access requirements. A condition had been added to ensure compliance. Because the road was under UDOT jurisdiction, the applicant would also need approval from UDOT for access. He noted that the property previously served as a residential treatment center or facility for individuals with disabilities, so an access point already existed, but UDOT would still need to review the change in use. He added that the applicant would need to meet other conditions, including public works requirements such as stormwater permits if construction occurred, fire suppression and fire flow standards required by the fire marshal, and building code compliance through a new building permit for assembly use. He also explained that the applicant had not specified the number of required parking spaces but had identified the location of parking areas. He stated that the county ordinance required one parking stall per 30 square feet of guest assembly area, and the applicant would need to demonstrate compliance with this requirement and provide appropriate surfacing. He noted that two existing structures on the property had agricultural permits and could not be used for assemblies unless new building permits were issued. He concluded by offering to answer questions.

Seth Cox asked if commissioners had questions for staff.

Stanford Sainsbury asked whether the state primarily cared about the type of use or simply about traffic volume and access when reviewing access permits.

Greg Robinson explained that the type of use sometimes mattered because it could affect traffic volume. He stated that in some cases, large gatherings could generate significant traffic at one time, which might require additional road improvements such as turn lanes or deceleration lanes, particularly if the road were a county road.

Seth Cox noted that UDOT planned to perform improvements at the Highway 68 and U.S. 89 junction to increase safety.

Greg Robinson agreed that the improvement would benefit reception center traffic.

Seth Cox invited the applicant to speak.

Robert Munson introduced himself as a representative of Green Hollow Catering, which had recently purchased the property and was exploring converting it into an event center. He explained that the property had previously operated as a residential treatment center and that some existing fire safety features might help with compliance. He stated that they had begun contacting UDOT regarding property access. He explained that when they purchased the property, they believed the previous owner would complete a parcel adjustment to meet the 10-acre requirement for the reception center zoning. He stated that if that process had not been completed, they could address it because they owned the surrounding property and could easily adjust the acreage to meet the requirement.

Seth Cox asked if the commission had questions for the applicant.

Stanford Sainsbury asked whether a site plan could cross parcel boundaries.

Bryce Armstrong responded that site plans could include multiple parcels, but buildings would still need to comply with setbacks from property lines.

Sullivan Love asked whether the property received water from Spanish Fork.

Robert Munson confirmed that it did. He explained that a Spanish Fork City water pipeline ran through the property and that the previous owner had obtained permission to connect to it. He added that they could provide documentation confirming that connection.

Sullivan Love expressed surprise that Spanish Fork had water infrastructure in that canyon.

Lorraine Davis asked whether the applicant had researched whether people would be willing to travel up Highway 6 to attend events, noting that the road could be treacherous in winter.

Robert Munson responded that their catering company had operated for 20 years and regularly served events at distant venues. He stated that the property was about 37 minutes from their kitchen in Orem and that many clients were willing to travel for destination-style weddings or outdoor venues. He acknowledged that winter conditions could sometimes affect access but stated that their experience suggested there was strong demand for such venues.

Seth Cox asked whether the applicant had concerns about any of the proposed conditions.

Robert Munson responded that they had reviewed the conditions and believed they were reasonable and feasible to meet.

Lorraine Davis asked whether the site was near the former town of Thistle.

Robert Munson responded that the historic town site was slightly south of the property.

Sullivan Love asked staff about the process for verifying UDOT access approval.

Greg Robinson explained that staff would require a letter confirming that UDOT had approved the access and use.

Bryce Armstrong clarified that the planning commission itself was the land use authority for this conditional use and that the matter would not go to the county commission.

Seth Cox joked that this placed the pressure on the planning commission. He then asked if any members of the public wished to comment, noting that the item was not subject to public comment but checking briefly anyway.

Lorraine Davis asked staff whether approving the project might set a precedent for additional event centers along Highway 89.

Greg Robinson responded that reception center requests were occasional and that this was one of the few locations in the county with access to a suitable water system. He stated that this was the first request along that highway and did not believe it would create a broader precedent beyond what the ordinance already allowed.

Bryce Armstrong added that reception centers were already designated as conditional uses in the applicable zone. He explained that if applicants met the ordinance requirements, they were generally entitled to approval, and the purpose of the conditional use review was to identify potential impacts and apply conditions to mitigate them.

Sullivan Love recalled that the commission had previously reviewed a similar request in the area several years earlier.

Bryce Armstrong noted that the earlier proposal had received conditional use approval but had not yet progressed to the building permit stage.

Greg Robinson added that the earlier project had been delayed while working through health department requirements related to establishing a public water system for the number of people expected to use the facility.

Seth Cox concluded that the conditions appeared to address the relevant concerns and asked whether there was any further discussion before requesting a motion from the commission.

Motion: Glen Roberts

Second: Lorraine Davis

Motion to **approve** the conditional use permit CU 2026-01, which is a request for a reception center located at 14048 South Highway 89 in the Thistle area of unincorporated Utah County, subject to the staff findings included in the staff report and the 12 minimum conditions that are listed in the staff findings. The motion **passed** with the following vote: "Aye" Lorraine Davis, Sullivan Love, Glen Roberts, Seth Cox, Stanford Sainsbury. "Nay" none.

F. AGRICULTURE PROTECTION AREA

1. Notification of creation/continuation of agricultural protection areas - Creation of the Beck Farm 2025, Thompson Family Farm 2025, Reshlar 2025 & DW Miller and Livestock 2025

Bryce Armstrong explained that the item was being presented because state code requires the planning commission to be informed when agricultural protection areas are approved. He clarified that the purpose of the item was simply to notify the commission about recently approved protection areas.

Kevin Stinson confirmed that explanation and stated that the agricultural protection areas had been approved by the commission the previous month. He noted that the approvals included modifications for additional properties and that road right-of-way areas had been removed at a smaller width than what Public Works had originally requested.

2. South Fork Land 2026 - Proposed agriculture protection area in the Residential Agricultural (RA-5) Zone, Section 10, T9S R3E, East of Payson City in unincorporated Utah County, approximately 21.38 acres

Kevin Stinson explained that the South Fork Land item was a new agricultural protection area application. He stated that the property was located near Payson Hospital, between Payson and Salem, and pointed out nearby landmarks on the map, including the care center and surrounding development. He explained that the application involved two parcels owned by the same applicant. The applicant had requested that the agricultural protection area include the parcels themselves rather than the entire surrounding perimeter, which resulted in the adjacent road being excluded from the designation.

Kevin Stinson noted that the property was located in the RA-5 zone and that Payson City had been notified because the area falls within Payson's annexation policy plan. He stated that Payson had raised no objections. He described the surrounding land uses as primarily farmland and agricultural activity, though there was a large apartment complex to the north and additional residential development farther west. He stated that the land was currently used for grazing and that the applicant was seeking agricultural protection status for that use. He confirmed that the property met state code requirements for agricultural protection areas, totaling approximately 21.38 acres. He also noted that no objections or modification requests had been submitted during the protest period.

Glen Roberts asked Kevin Stinson to return to the previous slide and asked about a carve-out shown on the southern parcel.

Kevin Stinson explained that the blue boundary represented the parcels requested for the agricultural protection area, while the yellow line represented the road corridor. He noted that Public Works had requested a 56-foot right-of-way removal for the road.

Glen Roberts clarified that he was referring to the section between the blue and yellow boundaries.

Kevin Stinson explained that the configuration was the result of how the parcels had originally been dedicated and that the road right-of-way had already been anticipated in that layout.

Glen Roberts commented that it appeared to represent the road width and noted that the county might eventually need to address that property as development occurs.

Seth Cox asked whether there was any further discussion. Seeing none and noting that no members of the public were present to comment, he moved toward concluding discussion of the item.

Bryce Armstrong clarified that state law requires a public hearing at the county commission level for the agricultural protection area, and additional public notice would be provided at that stage.

Motion: Lorraine Davis Second: Sullivan Love

Motion to recommend **approval** to the Utah County Commission of the proposed creation of the South Fork Land 2026 Agricultural Protection Area for agricultural protection, which includes approximately 21.38 acres, less the 56 foot right-of-way for 2100 West as requested by Utah County Public Works, and based on the staff report and findings listed in section III of the staff report. The motion **passed** with the following vote: "Aye" Lorraine Davis, Sullivan Love, Glen Roberts, Seth Cox, Stanford Sainsbury. "Nay" none.

G. OTHER BUSINESS

1. Training and discussion on the Utah Open and Public Meetings Act and general powers and duties under Title 17, Chapter 79, County Land Use, Development, and Management Act

Bryce Armstrong informed the commission that the regularly scheduled planning commission meeting in March had been canceled because the Republican Party caucuses would be held that night. He noted that one applicant had agreed to wait until the April meeting, so there was no need to schedule a special meeting. He stated that, since commissioners were already present, staff would proceed with the required training, and he introduced Dale Eyre from the attorney's office.

Dale Eyre stated that the training was required by law and explained that the Open and Public Meetings Act existed to ensure government transparency. He emphasized that meetings were presumed open to the public unless legally closed, and he referenced statutory language requiring public bodies to take actions and deliberate openly. He explained how to determine whether a group qualified as a public body, noting that the planning commission met the statutory definition. He then explained the importance of a quorum and stated that staff needed attendance confirmations so meetings could proceed and applicants could be notified in advance if a meeting could not be held.

Bryce Armstrong added that commissioner responses about attendance were especially helpful because applicants sometimes traveled from out of state and needed advance notice if a meeting could not occur. Lorraine Davis noted that Marie was persistent about tracking down responses when needed, and Bryce Armstrong stated that follow-ups were necessary to ensure a quorum.

Dale Eyre explained the statutory definition of a meeting and stated that OPMA requirements applied once a quorum was present. He described a newer statutory concept requiring that a meeting be "convened" by someone authorized, typically the chair, for the purpose of receiving public comment, deliberating, or taking action.

Seth Cox wondered whether recent changes related to challenges faced by three-member commissions where two members constituted a quorum.

Dale Eyre stated the issue had existed for decades and explained that state law provided limited allowances for three-member commissions to discuss managerial or operational matters.

Dale Eyre explained recent legislative changes aimed at preventing “predetermined action,” describing it as members acting together outside a meeting in a concerted and deliberate way to predetermine a decision that would later be taken in a public meeting. He stated that communications by any means, including texts, could apply, and he warned that even asking a member’s inclination on a vote could potentially create risk. He noted that, for the planning commission, two members speaking would not constitute a quorum, but he emphasized that similar conduct could be problematic in other bodies.

Glen Roberts asked who carried the burden of proving a violation.

Dale Eyre stated it was on the complaining party, while also noting that OPMA violations could be enforced in multiple ways and were a Class B misdemeanor.

Dale Eyre reviewed notice requirements, stating that the public generally must receive at least 24 hours’ notice and that notice must be posted on the Utah Public Notice Website and the county’s website. He commented that notice often existed, but people sometimes failed to pay attention to it.

Bryce Armstrong added that public hearings typically required longer notice and stated that the county generally sent notices 10 days in advance to align with statutory requirements.

Dale Eyre clarified that affected landowners also received a direct mailed notice in addition to the general public notice.

Lorraine Davis asked for clarification on the difference between a public meeting and a public hearing.

Dale Eyre explained that meetings were the broader category whenever a public body gathered, while a public hearing was a specific, legally required portion of a public meeting where the law mandated public input on a particular topic.

Stanford Sainsbury summarized that a public meeting could contain multiple public hearings.

Dale Eyre agreed.

Greg Robinson stated that, for the planning commission, public hearings most commonly occurred for text amendments, zone map amendments, and general plan amendments.

Dale Eyre noted these were legislative decisions where public input was required.

Bryce Armstrong added that state law required public hearings at the planning commission level, emphasizing the commission's role in legislative matters.

Dale Eyre also noted that conditional use approvals did not require a public hearing because they were administrative decisions with limits on what could be considered.

Dale Eyre explained that OPMA required written minutes and recordings for meetings and stated that approved minutes became the official record that could be used in court or other proceedings.

Seth Cox stated that he reviewed the minutes carefully for anything attributed to him.

Bryce Armstrong encouraged commissioners to flag mistakes or missing information and noted that recordings could be reviewed to verify accuracy.

Dale Eyre stated that speakers who provided materials needed to provide copies so they could be included in the official record.

Dale Eyre reviewed closed meetings, stating that meetings could only be closed for specific statutory reasons, would require a vote, and could only be used to discuss the permitted topic without taking official action.

Sullivan Love asked whether the possibility of a closed session needed to be posted on the agenda.

Dale Eyre confirmed it did and noted that the county commission typically listed it and announced it at the start of meetings. He explained that closed sessions were recorded but not made public, except for sessions closed to discuss an individual's character, competence, or health, which were not recorded due to sensitivity. He also reviewed emergency meeting provisions and electronic meeting requirements, including notice and roll-call votes for documentation. He concluded by warning again that OPMA violations were Class B misdemeanors and encouraged commissioners to keep core principles in mind to avoid problems.

Lorraine Davis raised concerns about controversial items, describing a prior situation where members of the public sought out commissioners at their workplace regarding the Pacificorp issue, which she found awkward.

Dale Eyre stated that this was more related to ex parte contact concerns than OPMA. He emphasized that commissioners could contact staff or the attorney's office at any time if something like that occurred and said staff could help direct the public to the proper channels. Lorraine Davis stated she had told the individuals she could not discuss the matter and instructed them to communicate through Marie.

Seth Cox stated he was frustrated that people continued contacting commissioners directly after being told it was inappropriate.

Bryce Armstrong stated the county took commissioner privacy seriously, did not provide personal information in response to requests, and had created a dedicated planning commission email address that the public could use, which was included on notices.

Dale Eyre described common OPMA violations and noted that the predetermined action concept was the one most likely to occur outside staff presence.

Seth Cox noted the training was useful beyond the planning commission because members also served on other boards.

Dale Eyre discussed ex parte contacts and stated that commissioners should disclose any outside communications about agenda matters at the beginning of a meeting.

Lorraine Davis asked what “ex parte” meant.

Dale Eyre explained that disclosure allowed the commission to assess whether bias concerns existed and whether recusal might be appropriate. He stated that commissioners did not need to identify the person by name, but the commission needed to know that a contact occurred.

Seth Cox emphasized that disclosure put everything in the open and prevented later accusations of improper coordination.

Lorraine Davis asked whether she could have recused herself in prior situations and how those discussions should happen.

Dale Eyre stated she could consult with him or staff via email, text, or phone before a meeting to determine whether recusal was appropriate.

Stanford Sainsbury emphasized that decisions should be based on information available to all commissioners and that private presentations could create unequal information and undermine fairness.

Dale Eyre agreed and stated that materials should be submitted through staff in advance so all commissioners could review them.

Dale Eyre encouraged commissioners to ask staff to restate what was actually before them in contentious hearings so the public understood the legal scope of the decision.

Seth Cox referenced a prior Snowbird-related item as an example where the decision was limited to an extension rather than re-litigating earlier approvals.

Stanford Sainsbury gave an example where a citizen might argue something irrelevant to land use, such as business viability, and suggested asking staff to clarify what factors could legally be considered.

Dale Eyre agreed and offered an additional example from agricultural protection area hearings where members of the public mistakenly believed an APA would close a road, requiring staff clarification that APAs addressed inclusion or exclusion for protection purposes rather than road status.

Stanford Sainsbury stated the commission was fortunate to have strong staff support and legal guidance, which made their work safer and more effective.

Dale Eyre agreed and stated the process was well run.

Seth Cox thanked staff and noted there was no one present for public comment.

H. PUBLIC COMMENT

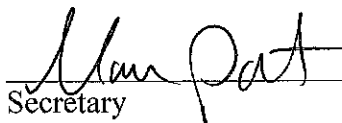
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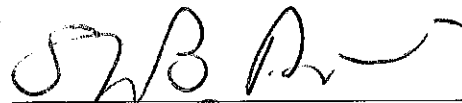
The meeting was adjourned at 06:49 PM.

Utah County Planning Commission
February 17, 2026

Minutes respectfully submitted by:

APPROVED BY:


Secretary


Chair
