

Town of Cedar Fort

Planning Commission Meeting Minutes

April 14, 2026 | 7:00 PM
Town Hall, 50 East Center Street, Cedar Fort

CALL TO ORDER

Bart D Berry called the regular meeting to order on April 14, 2026 at 7:02 p.m.

1. Roll Call

Commission Members Present:

- Lynnette Groff
- Cayden Draper
- Bart D Berry

Staff Present:

- Kandice Johnson, Recorder
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2. Prayer / Thought

A prayer was offered by Bart D Berry.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Cayden Draper.

REPORTS

No reports were given.

CONSENT ITEMS

1. Approval of Minutes: Public Hearing March 5, 2026

2. Approval of Minutes: Regular Meeting March 5, 2026

The Commission reviewed the minutes for both the Public Hearing and Regular Meeting held on March 5, 2026. Members expressed no concerns with the content.

Motion:

"I'd like to make a motion to approve the meeting minutes for the public hearing and the regular meeting both on March 5th, 2026."

Motion: Lynnette Groff

Second: Cayden Draper

Vote:

- Lynnette Groff — Yes
- Cayden Draper — Yes
- Bart D Berry — Yes

Motion passed unanimously.

BUSINESS ITEMS

1. Rezone and conditional use application - Jose Carreno

The Commission discussed the submitted application and noted that the proposal lacked critical information, specifically a site map and layout showing the intended use, ingress/egress, and placement of operations.

Discussion included:

- The applicant intends to use the property for truck maintenance and storage of landscaping equipment.
- The property is approximately 6.1 acres.
- The Commission emphasized that a clear map and site plan is required for both the rezone and conditional use applications.
- Concerns were raised about existing activity occurring on the property without proper approval.

Motion:

"Motion made to table the zoning amendment application and conditional use application until a complete map and site plan are provided."

Motion: Bart D Berry
Second: Lynnette Groff

Vote:

- Lynnette Groff — Yes
- Cayden Draper — Yes
- Bart D Berry — Yes

Motion passed unanimously.

2. Accessory Building - Marcellus Troy Bronson

The Commission reviewed the request for an accessory building (pole barn).

Discussion included:

- Property size is approximately 0.437 acres.
- Review of zoning requirements under Title 10, Section 10.11.100 (AR Zone).
- Setback requirements were discussed:
 - 30 ft front setback
 - Side/rear setbacks based on structure height (minimum 10 ft)
- A previous structure (barn) had existed on the property.
- The Commission verified compliance with applicable setbacks and zoning standards.

Motion:

“I would like to make a motion that we accept and approve Marcellus Troy Bronson's accessory building approval for the pole barn on his property.”

Motion: Lynnette Groff
Second: Cayden Draper

Vote:

- Lynnette Groff — Yes
- Cayden Draper — Yes
- Bart D Berry — Yes

Motion passed unanimously.

3. Zoning map amendment - Mervyn Arnold

The Commission briefly discussed the proposed zoning map amendment. It was noted during discussion that Mervyn Arnold had decided to hold off on moving forward with the application at this time.

Due to the applicant's decision, the Commission moved past the item without further consideration.

4. Discussion and Action of Property – 510 E Station Rd

The Commission discussed concerns regarding the property at 510 E Station Rd, specifically:

- The property had been divided into two one-acre parcels without proper approval (illegal subdivision).
- One parcel lacks legal access.
- Property owners have begun work, including clearing land, fencing, and interior home renovations.
- The Commission expressed concern about continued work without proper approvals and permits.
- It was noted the owners may not fully understand the requirements and need to formally engage with the Town.

Motion:

“I’d like to make a motion that the town leadership formally send a letter notifying the owners of the illegal subdivision at 510 East Station Road and that they need to come in and present plans.”

Motion: Lynnette Groff
Second: Bart D Berry

Vote:

- Lynnette Groff — Yes
- Cayden Draper — Yes
- Bart D Berry — Yes

Motion passed unanimously.

PUBLIC COMMENT

The Commission discussed ongoing road and traffic concerns involving heavy truck use, safety hazards, and potential enforcement actions. No formal motion was made.

ADJOURNMENT

A motion was made to adjourn the Planning Commission Regular Meeting.

Motion: Bart D Berry
Second: Cayden Draper

Vote:

- Lynnette Groff — Yes

- Cayden Draper — Yes
- Bart D Berry — Yes

Motion passed unanimously.

The meeting adjourned at 7:24 p.m.

Minutes approved by the Cedar Fort Planning Commission on:

Date

Kandice Johnson, Town Recorder

DRAFT