

Planning Commission Chair	Zeke Swander
Planning Commission Vice-Chair:	Michelle Roberts
Commissioners:	Todd Burton Glen Woolsey Scott Dixon
Secretary:	Amanda Shipley
City Council Representative:	Greg Johnson

**UINTAH CITY**  
**PLANNING COMMISSION MEETING**  
**Tuesday, January 27, 2015**  
**7:00 PM**



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2191 East 6550 South – Uintah, Utah 84405

(801) 479-4130 Fax: (801)476-7269

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## MEETING MINUTES

**MEETING CALLED TO ORDER:** Zeke Swander called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE:** Led by Planning Commission Vice-Chair Michelle Roberts.

**MEMBERS OF COMMISSION PRESENT:**

Zeke Swander- Chair, Michelle Roberts- Vice Chair, Glen Woolsey-Member, Scott Dixon-Member

**MEMBERS OF COMMISSION EXCUSED:**

Todd Burton

**MEMBERS OF THE CITY COUNCIL OR OTHER CITY STAFF PRESENT:**

Greg Johnson- City Council Member, Don Pearson- City Council Member, Gordon Cutler- City Council Member, Amanda Shipley-Secretary

**VISITORS:** Cindy McCollum, Pat Ford, Lori Woolsey, Dixon Pitcher, Jay Kramer, Randy Minson, Bob Minster, Mike & Colleen Greenwell, Lance Redd, Alex Vest, Michelle Vest, Terri Nelson, Matthew Kay

**CONFLICT OF INTEREST:** Commission members are required by law to file a public disclosure statement with the Secretary listing business interests and investments that could create a conflict of interest with the duties of the Commission Member. When a matter in which a Commission member has a business or investment interest appears on the agenda, the Commission member must publicly disclose that interest; there were no conflicts with tonight's agenda.

**New Business**

1. **Public Comment (2 minutes per person)** \*(recording 00: 00:39)
  - There were none.
2. **Approval of minutes for the Planning Commission meeting held November 25, 2015.**  
**Presenter: Zeke Swander** \*(recording: 00:02:08)
  - Zeke Swander asked if there were any questions on the minutes, there were none.
  - Glen Woolsey made a motion to approve the Planning Commission meeting minutes for November 25, 2014.
  - Seconded by Michelle Roberts.
  - All in favor. Motion passed.
3. **Discussion/Action on appointment of a Planning Commission Chair and Vice-Chair for 2015.**  
**Presenter: Zeke Swander** \*(recording 01:16:59)
  - Michelle Roberts stated she would like to continue with Zeke Swander as Chair.
  - Scott Dixon asked Zeke Swander and Michelle Roberts if they are enjoying their positions.
  - They both said they were happy in their positions.
  - Scott Dixon nominated Zeke Swander to continue as Chair and Michelle Roberts to continue as Vice Chair.
  - Seconded by Glen Woolsey.
  - All in favor, motion passed.
4. **Discussion/Action on CUP Application #2014-0187 for Cindy McCollum & Margie Stutz; Outstanding by Design located at 6719 S. 1800 E., Uintah, UT.**  
**Presenters: Cindy McCollum & Margie Stutz** \*(recording 00:03:03)

- Cindy McCollum explained Outstanding by Design consists of business strategy, team development and personal coaching.
- Glen Woolsey asked if she would be conducting large meetings at her home.
- Cindy explained most of her business will be away from home. She may have small group strategy sessions and lunch meetings at her home; it would never be a large group.
- Zeke Swander asked if she has adequate parking.
- Cindy replied she does have adequate parking but she does not like to have a lot of meetings in her home.
- Glen Woolsey stated since this is in residential area, traffic is always a concern; our roads in Uintah are narrow and the speed limits are low for a reason. We always have to take this into consideration when approving a Conditional Use Permit. He asked if Cindy plans on having any signage.
- Cindy stated she will not have any signs.
- Glen Woolsey asked how much space in her home she will be using.
- Cindy stated she has one bedroom dedicated to the business and she may use a portion of her basement in the future if the space is needed.
- Glen Woolsey stated the ordinance restricts the space to be less than 400 square feet.
- Cindy stated this will not be a problem.
- Glen Woolsey also stated a fire inspection will need to be done and Cindy must apply for a business license.
- Cindy stated the fire inspection is scheduled for later in the week.
- Zeke Swander reminded Cindy her business license application must be in by January 29<sup>th</sup> and she must attend City Council on February 3<sup>rd</sup>.
- Michelle Roberts made a motion to approve CUP #2014-0187 for Cindy McCollum & Margie Stutz; Outstanding by Design located at 6719 S. 1800 E., a minor CUP with a five year review date with the following conditions:
  - The Home Occupation should not include more than 400 square feet or 25% of the ground area of the home.
  - The Occupation must obtain a fire inspection and annual business license.
  - Shall provide adequate off street parking.
- Seconded by Scott Dixon.
- All in favor, motion passed.

**5. Discussion/Action on CUP Application #2014-0188 for Robert Minster; Minster Concrete & Design located at 1476 E. 6650 S., Uintah, UT.**

**Presenter: Robert Minster** \*(recording 00:07:45)

- Robert Minster was present at the meeting.
- Zeke Swander explained to Robert, as we were reviewing Conditional Use Permits, we realized we only had an application for Intermountain Turf Specialist and not one for Minster Concrete & Design and that is why we had him fill out a new application and come to the meeting tonight.
- Robert stated he has been running this business for years and everything is still the same.
- Glen Woolsey verified that Robert has no signs, adequate parking and he is using the same amount of space.
- Robert replied most of his business is by phone, he has one part-time employee.
- Glen Woolsey made a motion to approved CUP #2014-0188 for Robert Minster; Minster Concrete & Design located at 1476 E. 6650 S., a major CUP with a five year review date and the following conditions:
  - Must provide adequate off street parking.
  - The Occupation must have a valid business license.
  - The Home Occupation should not include more than 400 square feet or 25% of the ground area of the home.
  - Must have a fire inspection.
- Seconded by Scott Dixon.
- All in favor, motion passed.

**6. Discussion/Review on CUP #2005-043 for Robert Minster; Intermountain Turf Specialists located at 1476 E. 6650 S., Uintah, UT.**

**Presenter: Robert Minster** \*(recording 00:07:45)

- Robert Minster explained this Conditional Use Permit is no longer needed; it has been closed for 15 years.
- Glen Woolsey made a motion to close CUP #2005-043 for Robert Minster; Intermountain Turf Specialists located at 1476 E. 6650 S., due to the closing of the business.
- Seconded by Scott Dixon.
- All in favor, motion passed.

**7. Discussion/Action on CUP Application #2015-0189 for Russell & Michelle Vest; MVM Transcription LLC located at 6630 S. 2275 E., Uintah, UT.**

**Presenters: Russell & Michelle Vest** \*(recording 00:15:27)

- Michelle Vest requested Russell's name to be taken off the application. Michelle explained she will have a home office about 300 square feet where she will be typing, no one will come to the home and she will not have any employees.
- Michelle Roberts stated the same rules will apply with traffic and signage.
- Zeke Swander informed Michelle Vest she must have a fire inspection and attend City Council on February 3<sup>rd</sup>.
- Michelle Vest stated she called the Fire Department today.
- Michelle Roberts made a motion to approved CUP #2015-0189 for Michelle Vest; MVM Transcription LLC located at 6630 S. 2275 E., a minor CUP with a five year review with the following conditions:
  - The Home Occupation should not include more than 400 square feet or 25% of the ground area of the home.
  - The Occupation must obtain a fire inspection and annual business license.
- Seconded by Glen Woolsey.
- All in favor, motion passed.

**8. Discussion/Action on CUP Application #2015-0190 for Russell & Michelle Vest; Utah Fairy Dust Spice, LLC located at 6630 S. 2275 E., Uintah, UT.**

**Presenters: Russell & Michelle Vest** \*(recording 00:18:42)

- Michelle Vest explained she is going to grow rare and hot chili peppers, dry them on a dehydrator, grind them in a vita mix and put them into containers to sell. Customers will not come to the house. Michelle said her husband, Russell, works in the oil fields and these spices are in high demand. She is working on getting a display case made and she will sell the spices at farmers markets and fairs.
- Michelle Roberts wanted to discuss a letter the Planning Commission had received regarding growing peppers on another person's land. Michelle Roberts asked if Michelle Vest was going to grow these peppers on her own property.
- Michelle Vest responded she will be growing on her property and a neighbor's property. Her neighbor was having issues keeping their property cleaned up, so the Vest's agreed to take care of the property for them and the Vest's grew a couple hundred plants on the property to experiment. Michelle said if she cannot acquire property here, she has been offered some in Syracuse.
- Zeke Swander asked if Michelle has enough room to transplant the plants onto her property after she grows them in the green house.
- Michelle Vest stated she does not have enough property.
- Michelle Roberts stated if anyone else's property is used, the owner must come in and apply for a Conditional Use Permit.
- Glen Woolsey stated our signage is by ordinance. It is tight and strict for a residential area. As a rule of thumb, the ordinance is geared around other residents and homes in the area; we can't arbitrarily allow certain things just so you understand that going in. Michelle Vest was given a copy of the signage ordinance.
- Michelle Roberts made a motion to approve CUP #2015-0190 for Russell & Michelle Vest; Utah Fairy Dust Spice, LLC located at 6630 S. 2275 E., a minor CUP with a one year review date with the following conditions:
  - Any signage must adhere to Uintah City's sign and lighting regulations ordinance.
  - Must provide adequate off street parking.
  - The Occupation must obtain a fire inspection and annual business license.
  - If applicant uses someone else's property for growing the product, the property owner must come in and apply for a CUP.
- Seconded by Glen Woolsey.

- All in favor, motion passed.
- 9. Discussion/Action on CUP Application #2015-0191 for Randy Minson; Speak by Design located at 2390 E. 6600 S. Unit 5, Uintah, UT.**
- Presenter: Randy Minson** \*(recording 00:29:47)
- Randy Minson stated he resides in West Point but is moving his printing business to Uintah in Dixon Pitcher's new complex. He prints brochures, business cards, logos, and t-shirts. The majority of his screen printing is done in Salt Lake City. Right now only 10% of his printing is done in house, his growth idea is to eventually perform all the printing in-house.
  - Scott Dixon questioned how much traffic will be coming to the business.
  - Randy said occasionally one or two people will come to the shop.
  - Michelle Roberts verified Randy is the only employee.
  - Glen Woolsey asked if Randy has had a fire inspection and was wondering if he stored any combustible materials.
  - Randy has not had an inspection yet and any combustible materials will be put in containers, he does not have anything that would be a fire danger.
  - Scott Dixon asked how often he would get deliveries.
  - Randy responded Dixon Pitcher has allowed him to use his shipping docks and he would only have deliveries when he had big projects.
  - Scott Dixon noticed on the application the business will not be open 8 a.m. to 5 p.m.
  - Randy answered not right now, hopefully in the future. Right now Randy plans to be open 12 p.m. to 5 p.m.
  - Scott Dixon made a motion to approve CUP #2015-0191 for Randy Minson; Speak by Design located at 2390 E. 6600 S. Unit 5, a minor commercial CUP with a five year review date and the following conditions:
    - Must provide at least 3 parking spaces.
    - Any signage must adhere to Uintah City's sign and lighting regulations ordinance.
    - The business must obtain a fire inspection and annual business license.
    - Certificate of occupancy must be given prior to opening business.
  - Seconded by Michelle Robert.
  - All in favor, motion passed.
- 10. Discussion/Action on CUP Application #2015-0192 for Jay Kramer; Java Junction located at 6640 S. Highway 89, Uintah, UT.**
- Presenter: Jay Kramer** \*(recording 00:39:31)
- Jay Kramer and Matthew Kay present. Jay Kramer explained they plan on opening a coffee shop that also serves a light breakfast and lunch.
  - Zeke Swander verified this is business will be located at the west end of the Winterton's property.
  - Scott Dixon asked if this coffee shop would interfere with Winterton's business.
  - Matthew Kay explained the drive thru will go around the pond and up to the building with easy access out of the property. They would like to request a green arrow be added to the light.
  - Zeke Swander referred them to Utah Department of Transportation.
  - Scott Dixon stated Utah Department of Transportation is not very quick to act or change, the sooner they ask the better. Scott also said when they wanted a used car lot the commission was concerned about parking and he has also noticed excavation over there has started and then stopped, it has not gone anywhere for a while.
  - Michelle Roberts asked how many parking spots they have.
  - Jay responded they have twelve spaces.
  - Michelle Roberts stated our building inspector, Jeff Monroe, recommended a minimum four spaces and one for an employee, so they have adequate parking. Jeff Monroe also stated they will need to have a building permit for any remodeling.
  - Michelle Roberts made a motion to approve CUP #2015-0192 for Jay Kramer; Java Junction located at 6640 S. Highway 89, a major CUP with a one year review date and the following conditions:
    - Must provide a minimum of 5 parking spaces.
    - Must take out a building permit for remodel and alteration to building for inspection.
    - Any signage must adhere to Uintah City's sign and lighting regulations ordinance.
    - The business must obtain a fire inspection and annual business license.
  - Seconded by Scott Dixon.
  - All in favor, motion passed.

**11. Discussion/Action on recommending approval of Weber County Cooperative Pathways Master Plan to the City Council.**

**Presenter: Zeke Swander \*** (recording 01:01:52)

- Zeke Swander began by reminding the Commission of the last work session we had regarding Weber Pathways and what their plans are for the City. We are not approving the Weber Pathways Master plan, we are just recommending to the City Council to add Weber Pathways to Uintah City's master plan, the verbiage will come later.
- Scott Dixon asked what the general lay out would be.
- Michelle Roberts answered Uintah City would connect to the trail that runs to Riverdale, the trail will run along the river with a bridge to come over into Uintah. We are not agreeing on money or how or where to develop the pathway.
- Zeke Swander said that is correct we are just recommending the pathways be in our master plan.
- Don Pearson said he has been working with Weber County and we will have to show the advantage of having a pathway to the developers of land in the area we would like the pathway to be placed. Don stated we need pathways in our City, it is important and having the pathways in our master plan will help us receive funding.
- Glen Woolsey made a motion to recommend to City Council to forward a recommending approval of the Weber County Cooperative Pathways Master plan to the City Council.
- Motion not seconded.
- The motion was discussed and it was decided we needed to take out the word approval.
- Michelle Roberts made a motion to recommend to City Council to consider Weber Pathway's and make the pathways a part of our master plan in the City.
- Seconded by Glen Woolsey.
- All in favor, motion passed.

**12. Discussion/Review of Conditional Use Permit #2005-064 for Patrick Ford; Beehive Cheese Company located at 6658 S. Hwy 89, Uintah, UT.**

**Presenter: Patrick Ford \***(recording 00:50:32)

- Patrick Ford was present and had requested a copy of the original Conditional Use application and reviewed it and everything is the same.
- Michelle Roberts stated as we have done in the past, with no complaints or concerns and running within the Conditional Use we approve the renewal.
- Michelle Roberts made a motion to renew CUP #2005-064 for Patrick Ford; Beehive Cheese Company located at 6658 S. Highway 89 with a five year review date.
- Seconded by Glen Woolsey.
- All in favor, motion passed.

**13. Discussion/Review of Conditional Use Permit #2005-069 for Lance & Vickie Redd; a kennel located at 6746 S. 1400 E., Uintah, UT.**

**Presenters: Lance & Vickie Redd \***(recording 00:52:44)

- Lance Redd was present at the meeting.
- Zeke Swander confirmed he still has his kennel and dogs.
- Lance stated he has eight dogs currently but that should be reduced to six in a couple weeks.
- Glen Woolsey asked if he has been inspected by the county.
- Lance stated every year a lady comes to his home and does an inspection of the area and paperwork.
- Glen Woolsey made a motion to renew CUP #2005-069 for Lance & Vickie Redd; a kennel located at 6746 S. 1400 E. with a five year review date.
- Seconded by Michelle Roberts.
- All in favor, motion passed.

**14. Discussion/Review of Conditional Use Permit #2005-071 for Todd & Annette Sholly; a kennel located at 6644 S. 1540 E., Uintah, UT.**

**Presenters: Todd & Annette Sholly \***(recording 1:01:17)

- Zeke Swander stated Annette Sholly called the City Office and requested this Conditional Use Permit be closed due to it no longer being used.
- Glen Woolsey made a motion to close CUP #2005-071 for Todd & Annette Sholly; a kennel located at 6644 S. 1540 E.
- Seconded by Michelle Roberts.

- All in favor, motion passed.
- 15. Discussion/Review of Conditional Use Permit #2005-072 for Mike & Colleen Greenwell; a hobby kennel located at 1407 E. 6600 S., Uintah, UT.**  
**Presenter: Mike & Colleen Greenwell** \*(recording 00:55:03)
- Mike & Colleen Greenwell present.
  - Zeke Swander asked if there have been any changes on the Conditional Use.
  - Mike Greenwell said he has added a new dog, one has passed away and they have added another acre of land.
  - Michelle Roberts asked Mike if he is inspected by Weber County yearly.
  - Mike Greenwell responded he was surprised he has a Conditional Use application and has never had an inspection.
  - Glen Woolsey explained the rules have changes, Uintah City contracts with Weber County now and they come and inspect all the kennels every year.
  - Michelle Roberts informed Mike & Colleen that they need to contact Weber County.
  - Glen Woolsey made a motion to renew CUP # 2005-072 for Mike and Colleen Greenwell; a hobby kennel located at 1407 E. 6600 S. with the condition they contact Weber County Animal Shelter with a five year review date.
  - Seconded by Michelle Roberts.
  - All in favor, motion passed.
- 16. Discussion/Review of Conditional Use Permit #2005-073 for Johnny Nelson; a hobby kennel located at 2175 E. 6595 S., Uintah, UT.**  
**Presenter: Johnny Nelson** \*(recording 00:59:04)
- Johnny Nelson's wife Terri was present at the meeting
  - Zeke Swander asked if there were any changes on the Conditional Use.
  - Terri responded there were no changes. They have four dogs and three kennels; Betty from Weber County comes out every year to do an inspection.
  - Michelle Roberts made a motion to renew CUP #2005-073 for Johnny Nelson; a hobby kennel located at 2175 E. 6595 S. with a five year review date.
  - Seconded by Glen Woolsey.
  - All in favor, motion passed.
- 17. Commissioner's Responsibility reports and follow-up from previous meeting.** \*(recording 01:18:04)
- **CUP's- Michelle Roberts:** Nothing new to report.
  - **Commercial Building- Scott Dixon:** Scott was concerned about Winterton's track hoe not moving for months. Glen Woolsey asked if he should be on a timeline to have all the work completed. It was suggested by Zeke Swander we have our Building Inspector, Jeff Monroe, follow up on this. Scott's second concern is the renting of U-Hauls at Kent's Repair, and whether his Conditional Use Permit allows this. Zeke Swander said we will follow up on this.
  - **Training- Glen Woolsey:** Nothing to report.
  - **Nuisance- Todd Burton-** Todd Burton was excused from the meeting.
- 18. Meeting Adjourned** \*(recording 01:23:53)
- Glen Woolsey made a motion to adjourn the Planning Commission Meeting for January 27<sup>th</sup>, 2015 at 8:24 p.m.
  - Seconded by Michelle Robert.
  - All in favor, meeting adjourned.

APPROVED by the Planning Commission this 24 day of February, 2015.

Amanda Shipley  
 Planning/Commission Secretary

Date 2/24/15

Zeke Swad  
 Planning Commission Chairperson

**\* Recording time noted on items is for a quick reference.  
 Contact the Uintah City Hall for access to the CD recording of this meeting.**