

**BRIGHAM CITY PLANNING COMMISSION
BRIGHAM CITY COUNCIL CHAMBERS
Tuesday, 8/4/2026 6:00 p.m.**

PRESENT:	Garl Waldron	Commissioner – Vice Chair
	Donny Constantineau	Commissioner
	Isaac Herbert	Commissioner
	Vince Crane	Commissioner
	Wayne McConkie	Commissioner
	Rachel Ekman	Commissioner
	Jake Barker	Commissioner
EXCUSED:	Roger Manning	Commissioner – Chair
	Jason Coppieters	Commissioner
ALSO PRESENT:	Mark Bradley	City Planner
	Zane Billings	Assistant Planner
	Destry Larsen	Administrative Assistant

AGENDA

Pledge of Allegiance

Approval of Minutes

Application #26-074 / Conditional Use Permit ¹ / Major Home Occupation / Daisy Lane
Preschool / 762 West 850 North / Jennifer Barrow

Application #26-067 / Parking Requirement within the Historic Brigham City Downtown / 95
North 100 East / Travis Stokes

REGULAR MEETING

Regular session opened at 6:00 p.m. by Vice Chairman Waldron and the Pledge of Allegiance was recited.

APPROVAL OF MINUTES

Commissioner Herbert moved to approve the minutes with clarification on line 109 as noted for July 21, 2026, meeting. Commissioner Crane seconded the motion and it passed unanimously.

Application #26-074 / Conditional Use Permit ¹ / Major Home Occupation / Daisy Lane Preschool / 762 West 850 North / Jennifer Barrow

Staff Presentation

Assistant Planner Zane Billings presented an application for a Conditional Use Permit to allow a major home occupation for a preschool at 762 West 850 North. He reviewed the application and site plan. Staff supported the preschool but expressed concerns regarding traffic, parking, and the concentration of vehicles during student drop-off and pick-up. Staff also wanted to prevent parents from using the adjacent church parking lot and unauthorized fire-lane access.

Applicant Presentation

Jennifer Barrow stated she had been an elementary school teacher for ten years and described her plan to minimize neighborhood impacts. Ms. Barrow explained that parents would receive written instructions regarding parking, neighborhood courtesy, and drop-off and pick-up procedures. She stated she would supervise dismissal, verify authorized individuals before releasing children, and encourage passenger-side loading and unloading.

Ms. Barrow stated she did not anticipate beginning with the maximum enrollment of fourteen students per class because enrollment was already late in the season and classes could be combined during the first year if needed.

Public Comment

Assistant Planner Billings read the following written comments into the record:

Dee and Beth Jepson: “The Barrows have our full support. They are an impressive young family. (We are the neighbors just a few doors down.)”

Bart and Michelle Vance: “We wish to notify the Planning Commission that we are in favor of allowing Jennifer Barrow to have a preschool in their home. Thank you for the notice about what’s going on.”

Teresa Fuller: Teresa Fuller asked how children would be released only to authorized individuals. Ms. Barrow explained that parents would provide authorized pick-up information at the beginning of the school year and notify her of any changes.

Planning Commission Discussion

Commissioner Constantineau discussed traffic concerns and the proposed class schedule. Ms. Barrow stated she had adjusted the afternoon session to provide additional time between classes and reduce traffic congestion.

Commissioner Crane asked whether parents could be directed to approach the home from one direction during drop-off and pick-up. Ms. Barrow stated she had considered that option but was concerned it could create vehicle queues because young children often require assistance entering and exiting vehicles.

Commissioner Herbert asked how repeated late parent pick-ups would be handled. Ms. Barrow stated she intended to establish a late pick-up policy, including a financial penalty for repeated late arrivals.

Commissioner Ekman asked about the proposed class size, state licensing requirements, and access during inclement weather. Ms. Barrow stated the proposed enrollment complied with state requirements, was consistent with comparable preschool programs, and could utilize the front entrance during poor weather. Commissioner Ekman encouraged parents to accompany children to and from the entrance during drop-off and pick-up.

Commissioner Barker asked whether the east side of the home could provide an alternate entrance. Ms. Barrow explained that access was limited by a fence and the home's air-conditioning unit. Commissioner Barker also noted neighboring property owners supported the preschool and encouraged additional caution while nearby construction remained active.

City Planner Mark Bradley reiterated that staff's primary concern was traffic safety during scheduled arrival and dismissal times because of the curve in the roadway and limited visibility. He stated staff supported the home business but wanted traffic impacts carefully managed and suggested a temporary child safety sign during class hours.

Motion: Commissioner Crane moved that the Planning Commission, acting as the Land Use Authority, approve application #26-074 subject to Staff comments, Findings of Fact, and stipulations as noted. Commissioner Barker seconded the motion and it passed unanimously.

Application #26-067 / Parking Requirement within the Historic Brigham City Downtown / 95 North 100 East / Travis Stokes

Staff Presentation

City Planner Mark Bradley presented an application requesting Planning Commission consideration of parking requirements for a property within the Historic Brigham City Downtown. He explained that the Pregnancy Care Center wished to lease an accessory office space within the building to generate additional revenue. Because the property has no off-street parking, staff had previously advised that only one business could occupy the building. The application was brought before the Planning Commission because City Code allows parking requirements within the Historic Downtown to be evaluated on a case-by-case basis.

Mr. Bradley reviewed the property's history and explained that previous uses had generated varying levels of traffic. He stated that the City's primary concern was not the current Pregnancy Care Center, but the potential intensity of future office uses and the resulting parking demand.

Staff recommended improving and extending the driveway to provide two on-site parking stalls while remaining cautious about allowing multiple office users on the property.

Applicant Presentation

Applicant Travis Stokes, representing the Pregnancy Care Center Board, explained that the nonprofit had served Brigham City for approximately thirty years and recently purchased the building to provide a permanent home for its services. He stated that leasing the accessory office would provide supplemental income to help maintain the building and support the long-term financial sustainability of the organization.

Mr. Stokes explained that the Pregnancy Care Center currently experiences relatively little client traffic and that the accessory office would be limited to low-intensity office use. He also stated that the Board was willing to widen the existing driveway and construct two off-street parking stalls as recommended by staff.

Planning Commission Discussion

Commissioner McConkie asked about the current level of activity at the Pregnancy Care Center and how the nonprofit was funded. Mr. Stokes explained that the center currently serves only a few clients each week and operates primarily through donations from local churches.

Commissioner Constantineau asked for clarification regarding the City's concerns with the existing IMT tenant. Mr. Bradley explained that the concern was not the office itself, but the industrial nature of IMT's operations, including employees arriving with trucks and trailers. He stated that the City would not approve that type of business at the location because of the site's parking limitations.

Commissioner Constantineau also asked about the proposed parking improvements. Mr. Stokes explained that the existing driveway would be widened to create two off-street parking stalls.

Commissioners discussed the property's parking requirements and the Planning Commission's authority to consider parking reductions within the Historic Downtown. Mr. Bradley explained that while public street parking and nearby public parking lots could be considered as part of the overall parking situation, they did not satisfy the City's minimum off-street parking requirements. He stated that the proposed on-site parking improvements would reduce the parking deficiency but would not fully satisfy the code requirements, leaving the decision to the Planning Commission under the Historic Downtown provisions.

Commissioner Barker asked whether additional angled on-street parking could provide a better solution than constructing two off-street parking stalls. Mr. Bradley explained that while additional on-street parking could increase the total number of spaces, off-street parking remained preferable because of winter maintenance, pedestrian access, and overall site safety.

Vice Chair Waldron discussed the importance of considering the intensity of future office uses, noting that a low-traffic professional office would have a much different parking impact than a more intensive commercial operation.

Commissioner Ekman asked whether the Commission was considering approval of a second business or the property's parking requirements. Mr. Bradley clarified that the Commission's

decision was whether the proposed parking improvements and the Historic Downtown parking provisions justified allowing an additional low-intensity office use at the property.

Commissioner Barker asked how important the rental income was to the nonprofit. Mr. Stokes explained that the additional revenue would help stabilize the organization's finances and reduce its reliance on donations while allowing it to continue serving the community.

Commissioner Constantineau asked whether approving the request would establish a precedent for future applications. Mr. Bradley explained that the Historic Downtown parking ordinance requires each property to be evaluated individually and that future applications would continue to be reviewed on a case-by-case basis.

Motion

Commissioner Herbert moved that the Planning Commission, acting as the Land Use Authority, approve Application #26-067 for parking requirements within the Historic Brigham City Downtown, with the installation of the parking stalls on site. Not allowing industrial-type parking to be located on site. Knowing parking is limited with all stipulations, staff comments and findings of fact. Commissioner Constantineau seconded the motion.

Following clarification that the motion required installation of the on-site parking stalls and prohibited industrial-type parking, the motion passed unanimously.

Motion to adjourn

Motion: Commissioner Crane moved to adjourn the meeting. Commissioner Herbert seconded the motion, which passed unanimously.

The meeting was adjourned at 7:20 p.m.

This certifies that the regular meeting minutes of August 4, 2026, is a true and accurate copy as approved by the Planning Commission on August 18, 2026.

Signed: Destry Larsen

Destry Larsen, Administrative Assistant