

# **TO THE PUBLIC AND RESIDENTS OF VERNAL CITY:**

Notice is hereby given that the **VERNAL CITY PLANNING COMMISSION** will hold a Regular Meeting on **Tuesday, October 13, 2026 at 5:30 PM** in the Vernal City Council Chambers at 374 East Main Street, Vernal, Utah.

## **AGENDA**

### **A. STANDING BUSINESS**

1. Welcome and Designation of Chair and Members
2. Approval of Meeting Minutes for September 8, 2026

### **B. PUBLIC HEARING – 5:30 PM**

1. Recommendation to consider approval of the Everbuilt Rezone (Jacob Speirs) for property located at 1315 West 500 North, 1189 West 500 North, and 381 North 1250 West, Parcel #'s 05:006:0012, 05:006:0013, 05:005:0029 – 2026-041-REZ.
2. Recommendation to consider approval to amend the Vernal City Planning and Zoning Code Section 16.06.010 – Amendments – Ordinance # 2026-27 - Braeden Christofferson
3. Recommendation to consider approval to amend the Vernal City Planning and Zoning Code Section 16.58.112 Subdivision Vacation Requirements – Ordinance # 2026-28 - Braeden Christofferson
4. Recommendation to consider approval to amend the Vernal City Planning and Zoning Code Section 16.60 – Master Site Plan – subsections 16.60.030, 16.60.050, 16.60.060 – Ordinance # 2026-29 - Braeden Christofferson

### **C. ACTION ITEMS**

1. Recommendation to consider approval of TCM Towing Conditional Use Permit for property located at 964 East Highway 40, Parcel # 05:039:0004 – 2026-037-CUP – Braeden Christofferson
2. Recommendation to consider approval of Cajun Consulting Conditional Use Permit for property located at 291 South Vernal Ave, Parcel # 05:032:0156 – 2026-038-CUP – Braeden Christofferson

### **D. DISCUSSION ITEM**

### **ADJOURN**

# MINUTES of the Vernal City PLANNING COMMISSION

Vernal City Council Chambers - 374 East Main Street, Vernal, Utah

September 8, 2026

5:30 pm

**Members Present:** Stephen Lytle, Samantha Chapoose, Brittany Young & Hailee Todich

**Members Excused:** Troy Allred, Aaron Bancroft & Ryan Balch

**Alternates Present:** [Click here to enter text.](#)

**Alternates Excused:**

**Staff Present:** Braeden Christofferson, Assistant City Manager; Gay Lee Jeffs, Administrative Secretary.

**WELCOME AND DESIGNATION OF CHAIR AND MEMBERS:** Chair Stephen Lytle welcomed everyone present to the meeting.

**APPROVAL OF MINUTES FROM, August 11, 2026:** Stephen Lytle Chair asked if there were any changes to the minutes from, August 11, 2026. The minutes were approved with there being one correction, Kalene Gamble's name was misspelled. *Brittany Young moved to approve the minutes of, August 11, 2026 as presented. Hailee Todich seconded the motion. The motion passed with Stephen Lytle, Samantha Chapoose, Brittany Young and Hailee Todich voting in favor.*

**RECOMMENDATION TO CONSIDER APPROVAL OF THE ASHLEY ESTATES SUBDIVISION PHASE 2 AMENDMENT (JAMES MORTON) FOR PROPERTY LOCATED AT 392 SOUTH 1070 WEST & 388 SOUTH 1070 WEST, PARCEL # 05:055:0324 & 05:055:0327 - 2026-035-SUB – BRAEDEN CHRISTOFFERSON**

Braeden Christofferson presented a request for consideration of approval of the Ashley Estate Subdivision Phase Two Amendment for property located at 392 South 1070 West and 388 South 1070 West.

Mr. Christofferson explained that the request is a subdivision amendment to combine two (2) northern lots with an adjoining portion of property. Notices were sent to affected entities ten (10) days prior to the meeting, allowing for the required protest period. No protests or issues had been received. He noted that this type of amendment would typically be handled administratively; however, because the protest period coincided with the Planning Commission meeting, the item was brought before the Commission for consideration.

## Vernal City Planning Commission Minutes

[Click here to enter text.](#)

The proposed amendment will combine the two (2) northern lots with the adjoining parcel to create one (1) lot within the subdivision. The Commission discussed the portion of property extending toward the cul-de-sac and clarified that the area is an easement providing access to the lower lot. The easement will remain in place following the amendment, ensuring continued access to the lower property.

It was noted that the property owner currently owns the three (3) affected properties but is only combining the two (2) northern lots. The amended plat will proceed through the required review and signing process, including signatures from the Planning Department, Public Works, Treasurer, Recorder's Office, and any other applicable entities.

The Commission discussed whether the item required a public hearing and was advised that it was an action item and did not require a public hearing.

*Brittany Young moved to approve the Ashley State Subdivision Phase 2 Amendment (James Morton) for property located at 392 South 1070 West & 388 South 1070 West, Parcel #'s 05:055:0324 & 05:055:0327 – 2026-035-SUB. Samantha Chapoose seconded the motion. The motion passed with Stephen Lytle, Samantha Chapoose, Brittany Young and Hailee Todich voting in favor.*

### **RECOMMENDATION TO CONSIDER APPROVAL OF THE ROBBINWOOD ACRES SUBDIVISION AMENDMENT (GERALDINE BUCKALEW) FOR PROPERTY LOCATED AT 621 WEST 1100 SOUTH, PARCEL # 05:065:0020 - 2026-034-SUB – BRAEDEN CHRISTOFFERSON**

Braeden Christofferson presented a request for consideration of approval of the Robbinwood Acres Subdivision Amendment for property owned by Geraldine Buckalew, located at 621 West 1100 South.

Mr. Christofferson explained that the request is necessary to correct the existing subdivision boundaries and legal descriptions. The current subdivision encompasses portions of several properties, creating discrepancies between the subdivision boundaries and the existing metes and bounds descriptions.

Ms. Buckalew is planning to gift the rear portion of her property to a family member. In order to complete the proposed property transaction, an amendment to the subdivision would be required. Rather than amend individual portions of the subdivision, the proposal is to vacate the subdivision lot and remove the subdivision designation from the affected properties.

Mr. Christofferson stated that the property owners within the affected area are in agreement with vacating the subdivision. He noted that Ms. Buckalew is in agreement with the vacation, and staff has also communicated with the neighboring property owner. Other affected property owners have previously signed documentation related to an amendment and have been contacted regarding the proposed vacation.

## Vernal City Planning Commission Minutes

[Click here to enter text.](#)

There was discussion of the history of the subdivision, property ownership, deeds, survey information, and the effect of the proposed vacation on the affected properties. Mr. Christofferson clarified that the action before the Commission was specifically to approve the vacation of the subdivision, Lot 12, rather than approve a subdivision amendment.

***Hailee Todich moved to approve the Robbinwood Acres Subdivision Vacation (Geraldine Buckalew) for property located at 621 West 1100 South, parcel # 05:065:0020 - 2026-034-SUB Brittany Young seconded the motion. The motion passed with Stephen Lytle, Samantha Chapoose, Brittany Young and Hailee Todich voting in favor.***

***ADJOURN:*** There being no further business, ***Brittany Young moved to adjourn. Samantha Chapoose seconded the motion. The motion passed with a unanimous vote, and the meeting was adjourned.***

---

Stephen Lytle , Planning Commission Chair

## Vernal City Planning Commission Staff Report

**Prepared By:** Braeden Christofferson

**Date:** 10/13/2026

---

### Public Hearing Items

- 1. Recommendation to consider the approval of the Everbuilt Rezone (Jacob Speirs) for property located at 1315 West 500 North, 1189 West 500 North, and 381 North 1250 West, Parcel #'s 05:006:0012, 05:006:0013, 05:005:0029 - 2026-041-REZ**

**A. Type of Decision:** Public Hearing, Recommendation to City Council (Legislative Action)

**B. Application:** Zoning Map Amendment (Rezone)

**C. Applicant:** Everbuilt

**D. Location:** 1315 W 500 N, Vernal, Utah

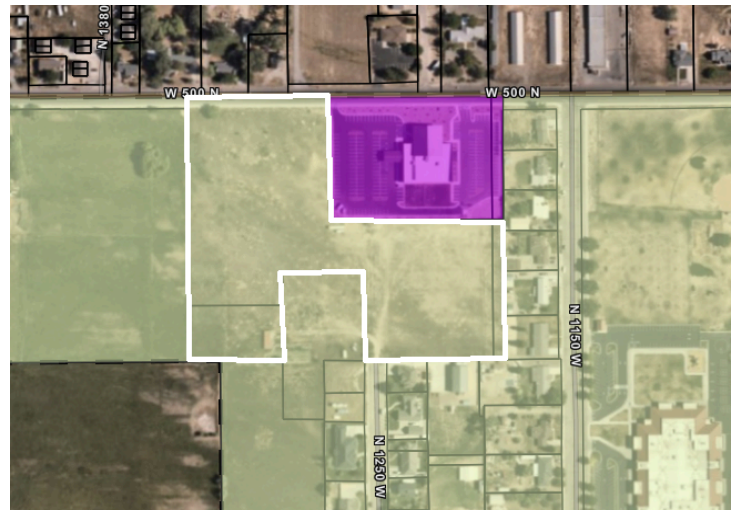
**E. Parcels:** 05:006:0012, 05:006:0013, 05:005:0029

**F. Current Zoning:** R-1 Residential

**G. Proposed Zoning:** R-3 Residential

**H. Applicable Code**

1. VCMC Chapter 16.07 – Amendments to Zoning Map
2. VCMC §16.07.050 – Review Considerations
3. VCMC Chapter 16.36 – R-1 Residential Zone
4. VCMC Chapter 16.42 – R-3 Residential Zone
5. Utah Code Title 10, Chapter 20 – Municipal Land Use, Development, and Management Act



### I. Project Description and Background

The subject properties are currently zoned R-1 Residential, and Everbuilt is requesting a zoning map amendment to R-3 Residential to allow a broader range and greater intensity of residential development. The applicant has indicated a potential townhome-style development; however, no specific development plan is being considered as part of this rezone, and any concept plan is informational only. A substantially similar zoning request involving the property was considered approximately six months ago and was not approved. Since that time, Vernal City adopted Chapter 16.07, which now governs zoning map amendments and establishes the current review process and considerations. The present application should therefore be evaluated based on the current record, applicable City plans and ordinances, public testimony, and the review considerations contained in

**J. Analysis**

1. The applicant is requesting a zoning map amendment from R-1 Residential to R-3 Residential, which would allow a broader range and greater intensity of residential development on the subject properties.
2. The applicant has indicated a potential townhome-style residential development; however, no specific development plan is being approved as part of this rezone request. Any concept plan is informational only.
3. The General Plan Future Land Use Map shows a transition in residential density within this area, with medium-density residential along portions of the 500 North corridor and lower-density residential farther from the corridor.
4. The Planning Commission should consider whether R-3 zoning at this location is consistent with the intended future land-use pattern and whether it provides an appropriate transition between differing residential densities and nearby institutional uses.
5. The surrounding area contains a mix of residential, institutional, educational, and undeveloped properties, which is relevant to compatibility and transition considerations under VCMC §16.07.050.
6. A similar zoning request involving the subject property by the same applicant and owner was considered approximately six months ago and was not approved. The current request is a new legislative application and should be evaluated based on the present record, current conditions, applicable plans and ordinances, public testimony, and the current review criteria.
7. Since the prior request was considered, Vernal City adopted Chapter 16.07, which now establishes the procedures and review considerations applicable to zoning map amendments.
8. Approval of the rezone would change only the zoning classification of the property and would not approve a subdivision, Master Site Plan, Conditional Use Permit, building permit, or other future development application.
9. Potential concerns involving traffic, infrastructure, utilities, access, parking, public safety, and similar matters may be identified during the rezone review, but detailed engineering studies, site design, improvements, and mitigation measures are generally addressed through later development review processes.
10. The Planning Commission should evaluate the request using the review considerations in VCMC §16.07.050, including General Plan consistency, surrounding character and zoning, suitability of the existing and proposed zoning, potential detrimental impacts, orderly growth, transition between uses, and the relative public benefit and detriment of the proposed rezone.

**K. Notice and Procedural Compliance**

1. The application has been processed pursuant to VCMC Chapter 16.07.
2. The Planning Commission is required to conduct a public hearing and forward a recommendation to the City Council.

3. Required notice includes mailed notice to property owners within 300 feet, physical notice on or near the property, and other notice required by City and State law. The City Council will conduct a separate public hearing before final legislative action.

#### **L. VCMC §16.07.050 Review Considerations**

In reviewing the proposed zoning map amendment, the Planning Commission should consider the factors identified in VCMC §16.07.050, including:

1. Consistency with the Vernal City General Plan;
2. Whether the proposed rezone furthers the purposes of Title 16;
3. The character of the surrounding neighborhood and area;
4. The zoning classifications and existing uses of nearby properties;
5. The suitability of the property for uses allowed under the existing zoning classification;
6. The suitability of the property for uses allowed under the proposed zoning classification;
7. Whether the proposed rezone may create detrimental impacts on nearby properties or the surrounding area;
8. Whether the proposed rezone supports orderly growth and development within the City;
9. Whether the proposed rezone provides a reasonable transition between different land uses or zoning classifications;
10. The length of time the property has remained vacant or underutilized under the existing zoning classification, if applicable;
11. The relative public benefit of the proposed rezone compared with any potential private or public detriment;
12. The recommendation of City staff;
13. The recommendation of the Planning Commission; and
14. Any other factor reasonably related to public health, safety, welfare, orderly growth, and the land-use planning objectives of the City.

These factors are intended to guide legislative review and are not mandatory findings. No single factor is controlling, and public comment should be considered in relation to the applicable review considerations.

#### **M. Planning Commission Action**

Following the public hearing and deliberation, the Planning Commission may:

1. Recommend approval;
2. Recommend approval with modifications;
3. Recommend denial; or
4. Continue the matter for additional review.

The Planning Commission's recommendation is advisory and will be forwarded to the City Council for final legislative consideration.

**2. Recommendation to consider the approval to amend the Vernal City Planning and Zoning Code Section 16.06.010 - Amendments - Ordinance # 2026-027**

**A. Type of PC Decision:** Legislative Recommendation

**B. Application:** Text Amendment to Vernal City Municipal Code

**C. Applicant:** Vernal City

**D. Code Reference:** VCMC §16.06.010 – Amendments

**E. Background and Legislative Purpose**

Utah Code §10-20-902(3) requires municipalities to publish application checklists identifying the plans and documents required for a complete land-use application. Vernal City has published the required land-use application checklists. The proposed amendment updates VCMC §16.06.010 so the City Code identifies the application materials required for General Plan amendments and amendments to the text of Title 16.

**F. Proposed Amendment**

The proposed amendment establishes application requirements for General Plan and Title 16 text amendments, including:

1. A completed City application form;
2. Payment of applicable fees;
3. A written description of the proposed amendment;
4. Identification of the General Plan provision, land-use designation, ordinance section, or other regulation proposed to be amended;
5. Proposed amended language or designation, when applicable;
6. A map identifying the affected property or geographic area, when applicable; and
7. A written explanation of the purpose of the proposed amendment.

Applications requesting an amendment to the Official Zoning Map will continue to be processed under Chapter 16.07.

**G. Analysis**

The amendment is procedural in nature and is intended to provide a clearer completeness standard and consistency between the Municipal Code and the City's published land-use application checklists. It does not modify zoning classifications, permitted uses, density, development standards, or General Plan policies.

**H. Staff Recommendation**

1. City staff recommends that the Planning Commission conduct the required public hearing and forward a recommendation of approval of Ordinance No. 2026-027 to the Vernal City Council.

**I. Proposed Language**

1. **Red** - removed text
2. **Green** - New Added Text
3. **Yellow Highlighted** - Notes

#### **E. Application Requirements**

**An application requesting an amendment to the General Plan or the text of this title shall include the following:**

1. **A completed application form provided by the City;**
2. **Payment of all applicable fees;**
3. **A written description of the proposed amendment;**
4. **The specific General Plan provision, land use designation, ordinance section, or other land use regulation proposed to be amended;**
5. **The proposed amended language or designation, when applicable;**
6. **A map identifying the affected property or geographic area, when the proposed amendment applies to a specific property or area; and**
7. **A written explanation of the purpose of the proposed amendment.**

**Applications requesting an amendment to the Official Zoning Map shall be processed in accordance with Chapter 16.07.**

**3. Recommendation to consider approval to amend Vernal City Municipal Code Section 16.58.112 – Subdivision Vacation Requirements, to clarify the applicable review, notice, public hearing, and approval procedures for subdivision vacations – Ordinance No. 2026-028**

- A. **Type of PC Decision:** Legislative Recommendation
- B. **Application:** Text Amendment to Vernal City Municipal Code
- C. **Applicant:** Vernal City
- D. **Code Reference:** Section 16.58.112 – Subdivision Vacation Requirements
- E. **Background and Legislative Purpose:**

Vernal City previously amended its subdivision procedures to distinguish between subdivision amendments, subdivision vacations, boundary adjustments, boundary establishments, and lot combinations. During implementation, City staff identified that §16.58.112(C) still requires a Planning Commission public hearing for ordinance-based subdivision vacations even where that additional review is not required by Utah Code.

**F. Summary of Proposed Amendments**

The proposed amendment removes the automatic Planning Commission public hearing requirement from §16.58.112(C) and clarifies that a subdivision, or portion of a subdivision, may be vacated through:

1. An amended plat;
2. An ordinance of the City Council; or
3. Another method authorized by Utah Code.

The applicable land use authority, notice, public hearing, approval, and recording requirements would then be determined by Utah Code and the applicable provisions of City Code.

**G. Staff Analysis:**

The amendment is corrective and procedural in nature. It is intended to eliminate an unnecessary review step where State law does not require one, while preserving any notice, hearing, approval, or recording requirements that do apply to the specific vacation method being used.

**H. Staff Recommendation:**

City staff recommends that the Planning Commission conduct the required public hearing and forward a recommendation of approval of Ordinance No. 2026-028 to the Vernal City Council.

**I. Proposed Language**

1. ~~Red~~ - removed text
2. **Green** - New Added Text
3. **Yellow Highlighted** - Notes

Section 16.58.112(C) is proposed to be amended as follows:

**C. A subdivision, or portion of a subdivision, may be vacated through an amended plat, by ordinance of the City Council, or through another method authorized by Utah Code. The applicable land use authority, notice, public hearing, approval, and recording requirements shall be those required by Utah Code and this chapter.**

**4. Recommendation to consider approval to amend Vernal City Municipal Code Chapter 16.60 – Master Site Plan – §§16.60.030, 16.60.050, and 16.60.060 – Ordinance No. 2026-029**

**A. Type of PC Decision: Legislative Recommendation**

**B. Application: Text Amendment to Vernal City Municipal Code**

**C. Applicant: Vernal City**

**D. Code Reference: VCMC §§16.60.030, 16.60.050, and 16.60.060**

**E. Background and Legislative Purpose**

The proposed amendment is intended to clarify the application and plan-submission requirements for the three Master Site Plan review classifications: Full Master Site Plan, Modified Master Site Plan, and Change of Use. The amendment also supports the City's published land-use application checklists by more clearly identifying what materials are required for each review type.

**F. Summary of Proposed Amendments**

1. Separates general application requirements from classification-specific plan requirements;
2. Clarifies that Full, Modified, and Change of Use applications are not required to submit the same level of plan detail;
3. Clarifies that a Modified Master Site Plan should address only the proposed modifications and related impacts and does not require redesign of unaffected portions of an existing site;
4. Clarifies that a comprehensive Master Site Plan is not required with an initial Change of Use application; and
5. Allows additional plans or supporting information to be required following initial review and Development Review Committee consultation when necessary to evaluate compliance with City Code.

**G. Analysis**

The amendment is procedural and administrative in nature. It is intended to make the Master Site Plan process more proportional to the scope of the proposed development or change, provide clearer application-completeness standards, and reduce unnecessary plan preparation while preserving the City's ability to require information necessary to determine compliance with applicable development standards.

**H. Staff Recommendation**

City staff recommends that the Planning Commission conduct the required public hearing and forward a recommendation of approval of Ordinance No. 2026-029 to the Vernal City Council.

## **I. Proposed Amendment**

1. **Red** - removed text
2. **Green** - New Added Text
3. **Yellow Highlighted** - Notes

### **Section 16.60.030 General Requirements**

#### **A. ~~Site Plan~~ Application Submission and Content Requirements:**

##### **1. General Compliance:**

~~The lack of information under any item specified in this section (§16.60.030) or improper information supplied by the applicant may be cause to find the application incomplete or for disapproval of a site plan application.~~

**The application requirements established in this section shall apply to all three levels of Master Site Plan review, including Full Master Site Plans, Modified Master Site Plans, and Change of Use Applications.**

**All applicants shall submit the general application materials required under Subsection A(2)(a). The plans and supporting documentation required for each application shall be determined by the applicable review classification established in Sections 16.60.040, 16.60.050, and 16.60.060.**

**The absence of information required for the applicable review classification, or the submission of materially incomplete or inaccurate information, may constitute grounds for determining that an application is incomplete. The absence of plans or documents not required for the applicable review classification shall not, by itself, constitute grounds for determining an application incomplete.**

All site plans shall comply with Vernal City codes and standards (as per document Standard Drawings and Standard Specifications).

Site plans requesting exceptions to code requirements require the approval of the Planning Commission for the requested exceptions.

a. If the reviewing departments determine that a site plan involves unclear standards, may result in impacts beyond typical expectations—such as traffic, lighting, or use compatibility—or may warrant an exemption, the application shall be forwarded to the Planning Commission for review under the applicable provisions, including Conditional Use Permit or exemption criteria.

##### **2. Submission Process:**

###### **a. General Application Requirements**

~~A complete application form and fees as established by the City including:~~

**All applications for Full Master Site Plan, Modified Master Site Plan, and Change of Use review shall include the following:**

- 1. A completed land-use application form provided by Vernal City;**
- 2. ~~A copy of the current deed showing ownership of the property or properties addressed on the application;~~ A copy of the current recorded deed or other documentation demonstrating ownership of the property or properties addressed in the application;**
- 3. ~~One (1) electronic copy of the proposed plan in PDF Format;~~**

**Written authorization from the property owner when the applicant is not the owner of the subject property;**

- 4. Payment of all applicable fees as established by resolution of the City Council;**
- 5. A written description of the proposed development, site modification, or change of use.**

**b. Plan Submission Requirements**

**In addition to the general application requirements established in Subsection A(2)(a), applicants shall submit the plans and supporting documentation required for the applicable Master Site Plan classification as follows:**

- 1. Full Master Site Plan: One (1) electronic copy of the proposed Master Site Plan in PDF format, containing all applicable plan details and supporting documentation required under Subsections A(3) and A(4) of this section.**
- 2. Modified Master Site Plan: One (1) electronic copy of the proposed Modified Master Site Plan in PDF format, identifying existing site conditions, proposed modifications, and the applicable plan details and supporting documentation required under Subsections A(3) and A(4) of this section. The scope of required information shall be determined by the nature of the proposed modifications and the applicable impacts identified in Section 16.60.050.**
- 3. Change of Use Application: A comprehensive Master Site Plan shall not be required with the initial application. The applicant shall provide the general application materials required under Subsection A(2)(a) and the supporting information required under Section 16.60.060. Following initial review and consultation with the Development Review Committee, additional plans or supporting documentation may be required when necessary to evaluate the proposed change of use under applicable City Code requirements.**

**c. Approved Plan Sets**

**Upon final approval, the City shall provide the applicant with an electronically delivered, signed, and approved plan set. The applicant is responsible for printing and delivering the following copies of the approved plan set to Vernal City:**

- 1. Sheets shall not be less than 24 x 36 inches;**

2. The site plan shall be prepared in permanent ink, and the sheets shall be numbered in sequence if more than one sheet is used.

d. Professional Certification

All engineering and surveying documents shall bear the seal of the professional engineer and professional land surveyor per Utah Code Ann. §58-22-602.

**3. Site Plan Details:**

**The following site-plan requirements shall apply to Full Master Site Plans and to Modified Master Site Plans to the extent applicable to the proposed development or modification.**

**For Change of Use Applications, the following requirements shall apply only when additional plan information is required pursuant to Section 16.60.060.**

~~All drawings shall contain the following:~~

**All required drawings shall contain the following applicable information:**

**4. Additional Information Required**

The following additional information shall be submitted when applicable to the proposed development and the applicable Master Site Plan review classification:

- a. Drainage system calculations and an explanatory narrative sealed by a licensed engineer or architect for detention and retention basins calculations justify sizing based on a 100 year design storm;
- b. Proposed Development Phasing Schedule if applicable;
  1. Sequence of each phase.
  2. Approximate size in area of each phase.
  3. Proposed phasing of construction improvements.
- c. Any deeds or boundary line adjustments necessary for the approval of the site plan.
- d. Any Required UDOT approvals for access.
- e. ~~Other information required by the DRC committee, Planning Commission or City Council if necessary.~~ **Other information required by the Development Review Committee, Planning Commission, or City Council when necessary to evaluate compliance with applicable City Code requirements.**

**Section 16.60.050 — Modified Master Site Plan**

A. Scope:

Applies to modifications that do not significantly alter the original site plan's scope but may impact adjacent properties or public infrastructure.

B. Requirements:

~~1. A Modified Master Site plan will address any issues listed in applicability section.~~

**1. A Modified Master Site Plan application shall comply with the application and plan-submission requirements established in Section 16.60.030, as applicable to the proposed modifications and the impacts identified in Subsection C of this section.**

**2. Existing improvements and site conditions that are not affected by the proposed modification shall be identified on the submitted plans as necessary to evaluate the proposed development but shall not require redesign solely because a Modified Master Site Plan application has been submitted.**

C. Applicability:

Modified Master Site Plan is required to mitigate site modifications that:

1. Increase vehicular traffic.
2. Increase demand for parking or expand parking areas.
3. Increase noise, odor levels, lighting, dust, or dirt.
4. Changes in use that alter site circulation, intensity, or infrastructure demands.
5. Create unsightly conditions.
6. Decrease privacy for adjacent owners or reduce landscaping, screening, or buffering treatments.
7. Change in the general layout of the development. Compliance with original approval conditions unless waived by the Planning Director.
8. Review Process: Requires Development Review Committee (DRC) review.

### **Section 16.60.060 Change of Use Application**

A. Applicability:

**Existing language retained, including the seven eligibility criteria.**

B. Reclassification:

**Existing language retained.**

C. Conditional Uses:

**Existing language retained.**

D. Requirements:

~~1. Change of use application with supporting documentation demonstrating compliance with the criteria listed above.~~

**1. A Change of Use application shall comply with the general application requirements established in Section 16.60.030(A)(2)(a).**

**2. The applicant shall provide a written description of the existing and proposed uses and sufficient supporting information to identify which of the applicability criteria established in Subsection A are satisfied.**

**3. A comprehensive Master Site Plan shall not be required with the initial application. Following initial application review and consultation with the Development Review Committee, additional plans or supporting documentation may be required when necessary to evaluate compliance with applicable provisions of this title.**

4. Compliance with zoning and safety standards.

E. Review Process:

**Existing language retained.**

## Action Items

### 1. Recommendation to consider the approval of TCM Towing Conditional Use Permit for property located at 964 East Highway 40, Parcel # 05:039:0004 - 2026-037-CUP

- A. **Type of PC Decision:** Administrative
- B. **Application:** Conditional Use Permit
- C. **Applicant:** TCM Towing
- D. **Location:** 964 East Highway 40
- E. **Parcel:** 05:039:0004
- F. **Zoning:** I-1 Industrial
- G. **Property Size:** Approximately 2.00 acres
- H. **Proposed Use:** Tow-truck operation with outdoor vehicle holding/impound area
- I. **Applicable Code**
  - 1. VCMC Chapter 16.14 – Conditional Uses
  - 2. VCMC Chapter 16.20 – Specific Use Regulations
  - 3. VCMC Chapter 16.52 – I-1 Industrial Zone
  - 4. VCMC Chapter 16.60 – Master Site Plan

### J. Project Description and Background

TCM Towing is requesting a Conditional Use Permit to establish a tow-truck operation at 964 East Highway 40. The property would be used for tow-truck parking and a secured outdoor holding area for towed or impounded vehicles, which may include disabled, damaged, or wrecked vehicles. The proposed use is being reviewed as a towing and vehicle-holding operation and does not include vehicle dismantling, salvage, or scrap processing.

### K. Analysis

- 1. Vernal City Code does not specifically identify a towing company or tow yard within the I-1 use table; therefore, the individual activities occurring on the property must be reviewed under the applicable I-1 standards.
- 2. Outdoor storage is identified as a conditional use in the I-1 zone and requires a minimum six-foot-high non-see-through buffer sufficient to screen the storage area from outside view.
- 3. Parking of trucks exceeding 28,000 pounds gross vehicle weight on non-asphalt surfaces is also subject to specific I-1 conditional-use requirements where applicable, including road-base, access, drainage, and stormwater standards.
- 4. The proposed CUP does not authorize vehicle dismantling, salvage, scrap processing, or operation of a junkyard or wrecking yard. If the operation changes to include those activities, additional land-use requirements may apply.
- 5. A fence permit has been submitted for the property. The final fence and screening design must comply with applicable Vernal City requirements and any applicable State or UDOT requirements associated with the storage of damaged or wrecked vehicles along U.S. Highway 40.

#### **L. Recommended Conditions of Approval**

1. The Conditional Use Permit shall authorize a tow-truck operation and outdoor holding/impound area for vehicles associated with the towing operation.
2. Towed or impounded vehicles stored outdoors shall be maintained within the approved holding area and screened in accordance with applicable I-1 outside-storage requirements.
3. The applicant shall obtain final approval of the associated fence permit prior to operation of the outdoor holding area.
4. Parking of trucks exceeding 28,000 pounds gross vehicle weight on non-asphalt surfaces shall comply with applicable I-1 standards.
5. This approval does not authorize vehicle dismantling, salvage, scrap processing, or other activities constituting a separately regulated junkyard or wrecking-yard use.
6. The applicant shall comply with any applicable State or UDOT licensing or screening requirements and all other applicable Vernal City Code requirements.

#### **M. Staff Recommendation**

1. City staff recommends approval of Conditional Use Permit 2026-037-CUP, subject to the conditions contained in this staff report and the adopted Findings of Fact.

#### **2. Recommendation to consider the approval of Cajun Consulting Conditional Use Permit for property located at 291 South Vernal Ave, Parcel # 05:032:0156 - 2026-038-CUP**

**A. Type of PC Decision:** Administrative

**B. Application:** Conditional Use Permit

**C. Applicant:** Cajun Consulting

**D. Location:** 291 South Vernal Avenue, Vernal, Utah

**E. Parcel:** 05:032:0156

**F. Zoning:** C-2 Commercial

**G. Property Size:** Approximately 1.67 acres / 72,745 square feet

**H. Proposed Use:** Family amusement / indoor recreation facility

#### **I. Applicable Code**

1. VCMC Chapter 16.14 – Conditional Uses
2. VCMC Chapter 16.26 – Off-Street Parking and Vehicle Access Standards
3. VCMC Chapter 16.27 – Landscaping Requirements
4. VCMC Chapter 16.48 – C-2 and CC-1 Commercial Zones
5. VCMC Chapter 16.60 – Master Site Plan

#### **J. Project Description and Background**

Cajun Consulting is requesting a Conditional Use Permit to establish a family amusement enterprise at 291 South Vernal Avenue. The property was recently rezoned from R-3 Residential to C-2 Commercial. Amusement enterprises are listed as a conditional use within the C-2 zone. The proposed development remains subject to Master Site Plan review and applicable parking, access, landscaping, fencing, building, fire, and other City requirements.

## **K. Analysis**

The proposed use is allowed in the C-2 zone through a Conditional Use Permit. Primary issues for review include traffic and access, parking, pedestrian circulation, lighting, noise, and buffering from nearby residential properties.

Parking requires additional review because the City Code does not contain a specific parking ratio for a family amusement enterprise. VCMC §16.26.140 requires the Planning Department to recommend a parking requirement to the City Council based upon the most comparable use identified in the code. Title 16 - 07.23.2026

Staff will work with the Building Official to evaluate occupant load, facility capacity, and life-safety considerations and will review comparable parking standards before making the required recommendation.

The C-2 zone also requires a six-foot privacy fence where commercial development is adjacent to property zoned or used for residential purposes.

## **L. Recommended Conditions for Approval**

1. The development shall obtain required Master Site Plan approval.
2. Required parking shall be determined pursuant to VCMC §16.26.140 prior to final Master Site Plan approval.
3. Required residential screening, landscaping, lighting, access, and pedestrian improvements shall comply with applicable Vernal City Code.
4. The development **shall comply with applicable Building, Fire, and other regulatory requirements.**

## **M. Staff Recommendation**

1. City Staff recommends approval of conditional use permit 2026-038-CUP subject to conditions applied by planning commission and the FOF