ROCKY RIDGE PLANNING & ZONING MEETING

August 11, 2026
7:30 PM
TOWN HALL

Approved

Opening:
Presiding: Lane Allred
Present from the Planning and Zoning Commission: Lane Allred, David Allred, Bryan Matthews, and Dave Bunker.

Excused: Steven Bunker

Present from the Town Staff: Neva Ray

Others Present: None

Invocation was given.
Meeting was called to order at 7:35 p.m.

Approval of Minutes:
Minutes from July meeting were read. Corrections were noted to reflect David Bunker's excused absence and to correct the spelling of Shay Morrison and Chuck Todd's name. Board Member David Allred motioned to approve the Minutes with corrections; Board Member Bryan Matthews seconded the motion; all others voted in favor.

Unfinished Business:

1. Board of Adjustments – Phase E – Lane Allred
The Commission received an update on the Phase E map approval. The required approvals and signatures from the Board of Adjustments are complete and the plans now move to the land owner.

2. Road Right-of Way and Lot Line Mapping Update – Lane Allred
Forrest Lewis getting an updated map to **Darryl Penrod with Ludlow Engineering**, who will establish and legally depict the road right-of-way.

Lane Allred discussed having the completed map overlaid by Parley Bunker onto Google Maps at an estimated cost of approximately **$1,000**. The purpose would be to provide a clear visual representation of right-of-way, parking areas, and other improvements that may extend into the Town's right-of-way.

The Commission further discussed identifying areas of concern on the map. Red markings could identify areas requiring corrective action or possible enforcement, while yellow markings could identify areas where improvements are strongly recommended, such as driveways with limited visibility.

3. WUI Code and Mapping – Lane Allred
The Commission discussed requirements associated with the **Wildland-Urban Interface (WUI) code**. An updated map has been prepared and forwarded to **Shay Morrison** for review and coordination with the State.

The majority of the Town was identified as developed/irrigated area. A small area near the orchard remains identified as wildland area because it includes non-irrigated grazing land. The Commission also identified a proposed **40-foot fire break** along portions of the Town boundary to assist with WUI requirements.

The Commission will await further direction from Shay Morrison regarding the State map and any additional requirements.

New Business:

1. Update WUI Code online – Neva Ray
The 2006 Code has not been posted on the Town Web Site. Neva Ray will research town documents to see what version of the WUI Code has been approved by the town earlier this year.

Open Floor:
Citizen Items: NA
Board Items:

1. **Building Official Contract and Fee Schedule – Lane Allred**
An update was provided regarding Lane Allred's contract with the Town. The contract will be updated to reflect a new business name. The Town's fee schedule will also be reviewed and updated as necessary. The revised contract and fee schedule will be submitted to the Town Council for review.

2. **Civic Review Update – Lane Allred**
Rocky Ridge permits are being reviewed and organized within the system. Known permits are being identified by property or applicant, and records that may be completed, unidentified, or duplicate are being reviewed.

A duplicate permit associated with Forest's garage/shop was identified, and the duplicate record without inspection information will be removed. Continued cleanup and organization of the Town's Civic Review records is underway.

3. **General Plan and Town Planning Documents – Neva Ray**
Neva Ray reported that Shay Morrison with R6 requested an update on the town's General Plan, Personnel Policy, Annexation Policy, and Water Master Plan. Neva will research the current status and dates of approval for these plans.

The Commission also discussed updating the General Plan map to accurately identify existing community facilities, including the fire department, EMS facilities, and the school/large gathering facility. Although the school is privately operated and is not considered a public building, the Commission agreed that it should be identified on the map because it is a location where large gatherings occur and may be important for emergency planning.

Lane Allred stated that the Planning and Zoning portion of the General Plan, including the applicable Section 15 provisions, has already been updated.

4. **Gas Service and Future Development**
The Commission discussed the Town's existing gas service infrastructure and the need to plan for additional capacity as the community grows. The existing valve serving the community was reported to be inadequate for anticipated growth and is vulnerable to vehicle damage.

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A proposal is being developed for a **new gas relay station** in conjunction with potential development near the highway and the road leading toward the reservoirs. The proposed location may reduce costs because of its proximity to existing infrastructure and would require less piping than the previous proposal.

The proposed relay station would provide a larger connection and increased capacity for future development. The existing relay station could eventually be removed if the new system is approved and constructed.

The matter will also be presented to the Town Council/Trustees for further consideration. The Commission discussed coordinating the proposed gas improvements with future development planning.

The Commission discussed potential future development near the orchard area. The Town intends to preserve the lower portion of the area as open land at this time. Any future development will need to be considered in conjunction with available infrastructure, including adequate gas service.

Adjournment:
Board Member David Allred moved to adjourn the meeting; Board Member Lane Allred seconded the motion; all others voted in favor and the meeting was adjourned at 7:51 p.m.

Approval of Town Clerk