

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.

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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.

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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