

Town of Cedar Fort

Planning Commission Meeting Minutes

October 13, 2026 | 7:00 PM

Town Hall, 50 East Center Street, Cedar Fort

CALL TO ORDER

The regular meeting of the Cedar Fort Planning Commission was called to order at approximately 7:06 PM.

1. Roll Call

Commission Members Present:

- Kent Withers
- Bart D Berry
- Cayden Draper

Staff Present:

- Kandice Johnson, Recorder
- Andrea Ashley, Treasurer

A quorum was present. Refer to the sign in sheet.

2. Prayer / Thought

A prayer was offered by Bart D Berry.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Cayden Draper.

REPORTS

No reports were given.

CONSENT ITEMS

1. Approval of Minutes: June 9, 2026

The Commission reviewed the meeting minutes from June 9, 2026.

Motion:

"I make a motion to approve the minutes for June 9th, 2026."

Motion: Cayden Draper

Second: Bart D Berry

Vote:

Cayden Draper — Yes

Kent Withers — Abstained

Bart D Berry — Yes

Motion Results: The motion failed due to insufficient affirmative votes.

The June 9, 2026, meeting minutes will be brought forward at a future Planning Commission meeting for reconsideration and approval.

2. Approval of Minutes: August 11, 2026

The Commission reviewed the meeting minutes from August 11, 2026.

Motion:

"I'll make a motion that we approve the item zoning commission meeting minutes for August 11th."

Motion: Bart D Berry

Second: Cayden Draper

Vote:

Cayden Draper — Yes

Kent Withers — Yes

Bart D Berry — Yes

Motion Results: The motion passed.

3. Approval of Minutes: September 8, 2026

The Commission acknowledged that the September 8, 2026, Planning Commission meeting was not held. Members discussed the importance of documenting that no meeting took place so the absence of meeting minutes would be clear.

No motion was made, as there were no minutes to approve.

BUSINESS ITEMS

1. Agricultural Zone

The Commission continued its discussion regarding the proposed Agricultural/Recreational Zone. Bart D. Berry reported that he had researched ordinances from other municipalities but had not located an ordinance that combined agricultural and recreational uses into a single zoning designation. He explained that agricultural uses were generally consistent among municipalities, but recreational uses would need to be specifically defined within the Town's ordinance.

The Commission discussed allowing property owners to utilize their land for agricultural purposes, recreational purposes, or a combination of both. Members considered the possibility of allowing one recreational cabin on a minimum 40-acre parcel while continuing to permit traditional agricultural activities, including raising livestock and other farming operations.

Members referenced ordinances from communities near Fairview and Mount Pleasant as possible examples for developing the Town's requirements. The Commission expressed support for creating a zoning designation that would provide property owners with greater flexibility while maintaining appropriate development standards.

Bart indicated that he had compiled notes and research that could be used to prepare proposed ordinance language. The Commission requested that he organize the information and distribute it for review. Members discussed reviewing the proposed language together and determining which uses and requirements should be included.

The Commission also discussed scheduling a work session later in October or addressing the proposed language during the November meeting. The intent would be to develop the proposed ordinance sufficiently to proceed with a public hearing.

During this discussion, members also addressed accessory dwelling units (ADUs) and recent state requirements. Questions were raised regarding whether Cedar Fort needed to amend its ordinance to specifically address detached accessory dwelling units.

It was explained that the Town currently permits accessory dwelling units when attached to a primary residence. Members acknowledged that the existing ordinance may need additional review and discussed using Eagle Mountain's ordinance as a possible reference.

The Commission indicated that accessory dwelling unit requirements remained an item for future discussion.

No formal motion was made.

2. Station Road

The Commission discussed concerns regarding the condition of Station Road, which had been placed on the agenda at the request of Lynnette Groff.

Members explained that utility work associated with subdivision development had resulted in portions of the roadway being disturbed and that the affected areas had not been properly repaired or repaved.

Concerns were also raised regarding a significant drop-off near the transition from asphalt to dirt and increased heavy truck traffic contributing to roadway deterioration.

Mayor Cook stated that he was familiar with the poor condition near the end of the paved roadway but had not inspected the specific areas where utility work had occurred. He indicated that he would visit the location, evaluate the roadway conditions, and determine what may be necessary.

The Commission also discussed questions received from residents regarding whether major changes were being proposed for Station Road. Members clarified that the agenda item concerned existing road conditions and necessary repairs rather than a proposed roadway redesign.

Additional concerns were raised regarding increased traffic and speeding on other Town roads, including 100 North and West Canyon Road. Members discussed the increasing number of vehicles traveling through residential areas and the potential safety concerns associated with speeding.

No formal action was made.

3. Zone Amendment - Cul-de-sacs

The Commission discussed a proposed amendment to the Town's cul-de-sac requirements. Members explained that Lynnette Groff had been working on language intended to provide flexibility for minor modifications to existing cul-de-sac standards.

The proposed amendment would allow certain modifications to be considered through the appropriate approval process involving the Planning Commission and Town Council.

Because Lynnette was unable to attend the meeting, the Commission did not conduct a detailed review of the proposed language.

Members discussed inviting Lynnette to participate in a future work session so the proposed amendment could be reviewed along with other zoning changes.

No formal action was made.

4. Jose Carreno - Accessory Building

The Commission reviewed a proposed accessory building submitted by Jose Carreno for property located within a previously approved residential subdivision.

Mayor Cook explained that the applicant had previously attempted to submit plans for an accessory structure but had been advised that the subdivision roadway and other development requirements needed to be addressed before proceeding.

Mayor Cook reported that the applicant had subsequently contacted him after the road was constructed to ask about the next steps. Mayor Cook explained that he had advised the applicant that outstanding permitting issues involving earthmoving activities needed to be resolved.

The Commission discussed the proposed building's intended use. Members were informed that the structure was proposed as a shop and would potentially be used to store equipment associated with the applicant's landscaping business.

Members reviewed the property's zoning and the commercial overlay designation. It was explained that the subdivision had originally been approved for residential development, with private roadway access serving residential lots.

The Commission emphasized that the existence of a commercial overlay did not automatically authorize commercial development or allow an individual parcel to be used simultaneously for residential and commercial purposes without the required approvals.

Concerns were raised regarding the subdivision's roadway configuration and whether the existing private roads could accommodate commercial traffic, including trucks and heavy equipment.

Members also discussed the applicant's access from the highway and the potential need for additional approvals involving UDOT and adjacent federal land.

The Commission noted that the subdivision roadway had been constructed but had not yet received final inspection and formal acceptance. Members discussed the importance of confirming roadway construction standards, compaction testing, and other applicable requirements before the Town accepted the improvements.

The Commission further reviewed the Town's ordinance requiring an accessory structure to be associated with a primary structure. Members distinguished between a privately used garage or storage building and a structure intended to support commercial operations.

The Commission expressed concern regarding the proposed commercial use under the property's current residential approvals. Members indicated that any request for commercial development would need to proceed through the appropriate zoning and development review process.

It was explained that a commercial zoning application could require additional consideration of roadway access, utility capacity, traffic impacts, and other applicable development standards.

The Commission also discussed ongoing concerns regarding earthmoving, dirt screening, and related activities on the property. Mayor Cook indicated that outstanding permitting and enforcement matters were being addressed separately from the proposed building application.

Members directed that the applicant be informed of the applicable zoning requirements and the necessary steps before further development could proceed.

No formal motion was made, and no approval or denial of the proposed building was voted upon.

5. Bulwark Defense Range

A representative of Bulwark Defense Range addressed the Commission regarding proposed improvements to the existing shooting and tactical training facility.

The representative explained that the facility had previously submitted a site plan and received a conditional use permit for its operations. The proposed improvements included enclosing the lower portion of an existing observation tower for secure storage and constructing a covered tactical training area supported by shipping containers.

The representative explained that the observation tower is used by range officers to monitor training activities and maintain safety. The proposed enclosure would primarily be used for equipment and security-related storage rather than public occupancy.

The Commission discussed whether the proposed improvements should be classified as commercial buildings and whether additional building permits or inspections would be required.

The representative explained that the tactical training area would consist of shipping containers supporting a roof structure. The structure would remain open-sided to allow ventilation during training activities, including exercises involving flashbangs and other tactical equipment. The covered area would also allow training to continue during inclement weather.

The representative indicated that the structures would not have permanent connections to water, sewer, or electrical utilities. A solar trailer currently provides limited power at the facility.

The Commission discussed the structural requirements for the proposed improvements, particularly the installation of concrete piers or other anchoring systems beneath the shipping containers. Members expressed concern regarding wind exposure and the importance of securing the structures appropriately.

The representative explained that the proposed roof system would be engineered and that the facility was willing to install footings or other supports consistent with applicable construction standards.

Members discussed having the Town's inspector review the construction to ensure the improvements were installed according to the engineered plans. The representative expressed willingness to coordinate inspections.

The Commission also discussed fire protection. A commissioner suggested considering an on-site water storage tank or fire suppression reservoir due to the facility's remote location and the potential fire hazards associated with training activities. The representative expressed support for considering additional fire protection measures and coordinating with the appropriate fire authorities.

The Commission reviewed the scope of the facility's existing conditional use permit and discussed the distinction between training activities involving law enforcement and military personnel and potential future commercial operations open to the general public.

The representative explained that the tactical training area would remain restricted to law enforcement and military training. Although the facility may eventually seek to offer additional services or memberships, the representative acknowledged that expanding operations to the general public would require further review.

Members indicated that the proposed structures appeared generally consistent with the facility's existing approved use, provided appropriate safety and structural requirements were addressed.

The Commission expressed no objection to the representative continuing to work toward the proposed improvements within the scope of the existing use. Members emphasized that any expansion to public or broader commercial operations would need to be addressed separately.

No formal motion was made.

6. Ongoing Business

Roadway Conditions and Traffic Concerns

The Commission continued discussing roadway conditions and increased traffic throughout the Town, particularly on West Canyon Road, Station Road, and Field Road.

Members expressed concern regarding speeding vehicles, heavy truck traffic, and roadway deterioration. Several members reported observing vehicles traveling at excessive speeds through residential areas and discussed the safety concerns these activities create for residents and children.

The Commission discussed whether additional traffic studies or roadway evaluations would be necessary to address the concerns.

Road Master Plan and Traffic Study

An update was provided regarding the Town's ongoing road master planning project. It was explained that Cedar Fort is participating in a grant-funded project involving neighboring municipalities, including Fairfield.

The traffic study portion of the project had been completed, and pavement inspections and additional roadway evaluations were ongoing.

The Commission discussed the importance of identifying appropriate roadway classifications, including residential roads and collector streets, to assist with future development and transportation planning.

Members expressed interest in reviewing the completed study and the proposed road classifications once the information becomes available.

Concerns were raised regarding whether the traffic counts accurately reflected periods of heavy truck activity. Members referenced previous traffic counts and reports of significant truck traffic on West Canyon Road.

It was explained that additional information had been collected by the County and that the Commission would have an opportunity to review the available data as the planning project progressed.

Bulwark Defense Range – Conditional Use Permit

The Commission revisited questions regarding Bulwark Defense Range's existing conditional use permit and whether the facility was required to maintain a Town business license.

Members discussed the original approval, which was primarily associated with law enforcement and military training activities, and whether the scope of that approval included commercial operations.

During the discussion, a copy of the facility's conditional use permit was located. It was reported that the original application referenced a commercial business license.

Members indicated that the permit documentation would be forwarded for further review and clarification.

Annexation Plat and Documentation

The Commission discussed the status of the annexation plat and the remaining administrative requirements associated with the annexation process.

It was reported that the plat was ready for signature and that additional documents would need to be prepared and submitted as part of the final approval process.

Discussion included preparing electronic copies of the signed plat, completing the required resolutions and supporting paperwork, and submitting the appropriate documentation to the Utah Lieutenant Governor's Office.

Members discussed the subsequent steps involving the County and recording of the final documents.

It was indicated that the remaining documentation would be coordinated with the Town and its representatives to complete the process.

No formal motions were made during Ongoing Business.

7. Update from Mayor Cook

Mayor Cook provided updates regarding ongoing Town projects and administrative matters.

Annexation

Mayor Cook reported that the Town was continuing to work toward finalizing the annexation process. He discussed the remaining documentation and the importance of completing the necessary approvals and submissions.

Water Tank Project

Mayor Cook reported that the Town continues to make progress on the proposed water tank project.

He explained that the Town was working to secure the necessary land for the tank location. Once the property arrangements are finalized, the project would be positioned to move forward.

Mayor Cook indicated that the design work was substantially complete and that the Town hoped construction could begin in the spring.

Additional discussion addressed ongoing water-related agreements and coordination with the Town's attorneys.

Future Zoning Amendments

The Commission briefly discussed proposed zoning amendments that may be brought forward for future consideration, including possible changes to mining-related uses on larger agricultural parcels.

Members acknowledged that the proposed changes would require additional review and the appropriate public hearing process.

No formal motion was made.

PUBLIC COMMENT

Sean Hansen – Property Development, Subdivision, and Water Service

Sean Hansen addressed the Commission regarding property he owns within a previously approved residential subdivision.

Mr. Hansen explained that his property consists of approximately 5.43 acres and that he had previously submitted information regarding a proposed development that would include residential and potential commercial uses.

The Commission discussed the property's zoning and explained that a proposed division of the parcel would need to proceed through the Town's minor subdivision process rather than a simple lot split.

Members also discussed the commercial overlay designation and explained that the overlay did not automatically authorize the proposed commercial development.

The Commission indicated that a commercial development proposal would require the appropriate zoning application and additional review of access, utilities, roadway standards, and other development requirements.

Mr. Hansen expressed concern regarding previous discussions about his proposed development and stated that he had relied on information received before purchasing the property. He explained that he had documentation of earlier conversations and wanted to continue pursuing the development through the appropriate process.

Members indicated that they were willing to review the information he had previously submitted and discuss the applicable requirements.

Subdivision Roadway and Building Permits -

Mr. Hansen expressed frustration regarding delays in obtaining building permits due to the subdivision developer's failure to complete required roadway improvements.

He explained that he had purchased the property with the expectation that he would be able to proceed with residential construction and that the delays had created financial difficulties.

The Commission acknowledged the concerns and discussed the challenges associated with the subdivision developer's completion of the roadway.

Members explained that the Town had required the developer to fulfill the original subdivision conditions, including construction of the required public roadway, before additional development could proceed.

It was reported that the roadway had been constructed but still required final inspection and formal acceptance.

Mr. Hansen indicated that he understood the need for the roadway improvements but remained concerned about the length of time required to complete the process.

Culinary Water Service -

Mr. Hansen asked about the possibility of extending the Town's culinary water system to his property rather than drilling a private well.

The Commission discussed potential waterline extension routes, including an existing fire hydrant near the property.

Members explained that extending the waterline would require appropriate plans, permits, and review of the proposed installation.

The Commission discussed the original subdivision approval, which anticipated that individual property owners would obtain water through private wells rather than an extension of the Town's culinary water system.

It was explained that the developer had not been required to install a culinary waterline to serve the subdivision.

Mr. Hansen stated that he preferred to pursue a connection to the Town's water system because of the cost and uncertainty associated with drilling a private well.

The Commission discussed the Town's current residential water requirements. Members explained that the minimum requirement is 0.75 acre-feet, with the possibility of additional requirements depending on the proposed development and landscaping plans.

Mr. Hansen also asked whether the Town would consider a pioneering agreement associated with extending the waterline.

Members explained that the Town had entered into similar agreements previously and that such an arrangement could potentially be considered for his proposed extension.

The Commission indicated that Town representatives would be willing to work with Mr. Hansen regarding the applicable requirements and available options.

Chris King – Concerns Regarding Neighboring Property Activities

Chris King addressed the Commission regarding activities occurring on Jose Carreno's property within the residential subdivision. He expressed concerns about dirt screening, large amounts of dirt being stored on the property, dust, and increased truck traffic.

Mr. King discussed the potential impact of these activities on neighboring residential properties and questioned whether the appropriate permits and approvals had been obtained. He expressed concern about the possibility of an ongoing commercial operation in an area intended for residential development.

The Commission discussed the property's existing zoning, the commercial overlay designation, and the permitting requirements associated with earthmoving and commercial activities. It was explained that the outstanding permitting issues were being addressed and that any proposed commercial development would need to follow the Town's applicable review and approval procedures.

Sean Hansen - Concerns Regarding Neighboring Commercial Activities

Additional concerns were raised regarding ongoing earthmoving, dirt screening, truck traffic, and dust associated with activity on another property within the subdivision.

Mr. Hansen and other participants expressed concern about the potential impact of these activities on neighboring residential properties.

The Commission discussed the distinction between residential development and commercial operations and explained that commercial activities would require appropriate zoning and permits.

Members acknowledged the concerns regarding dust, traffic, and roadway access and discussed the importance of ensuring that proposed commercial uses comply with Town requirements.

It was explained that any future application for commercial development would proceed through the appropriate review process, including public notice and hearing requirements where applicable.

Mr. Hansen reiterated that his immediate priority was proceeding with residential construction and obtaining a reliable water supply for his property.

No formal action was taken during public comment.

ADJOURNMENT

Motion:

"I'll make a motion that we adjourn the meeting."

Motion: Bart D Berry

Second: Cayden Draper

Vote:

Cayden Draper — Yes

Kent Withers — Yes

Bart D Berry — Yes

Motion Results: The motion passed.

The meeting adjourned at 8:46 p.m.

Minutes approved by the Cedar Fort Planning Commission on:

Date

Kandice Johnson, Town Recorder