



MINUTES

Oakley City Planning Commission

Regular Meeting

June 4, 2025 6:00 p.m.

Zoom Meeting Platform was available

Regular Session:

1. Open Meeting.

Public Comment: *Public comment is for any matter not on the agenda and not the subject of a pending land use application. If you would like to submit written comments to Commission, please email stephanie@oakleyut.gov

2. Possible Action: Approval of meeting minutes from 5.7.2025

3. Discussion and Possible Action: Conditional Use Permit for landscaping, nursery, and farm business, including greenhouses, nursery area, material and equipment storage on parcel ELKHRN-A, 1050 E. Weber Canyon Road.

4. Discussion and Possible Action: Conditional Use Permit includes an event and reception center for corporate events, weddings, and family reunions on Oakley parcel OT-6 and Summit County parcel CD-258. 950 E. Weber Canyon Road.

5. Planner Items

a. Public engagement for land use matrix code amendment.

6. Adjourn

MINUTES

1. Call to order and roll call:

- a) Planning Commission: Chairman Richard Bliss; Commission Members: Jan Manning, Kent Woolstenhulme, Cliff Goldthorpe, Doug Evans, Steve Maynes
- b) City Staff: Stephanie Woolstenhulme, City Planner
- c) Other: Rick Shapiro, Shad Sorenson, Kevin and Charlene Barker, Chris Klebb, Diane Evans, Tom Smart

Public Comment: Public comment is for any matter not on the agenda and not the subject of a pending land use application.

No Comments.

2. Possible Action: Approval of meeting minutes from 5.7.2025

Steve Maynes makes a motion to approve the minutes from 5.7.2025 as recorded.

Doug Evans seconds the motion.

All in favor

3. **Discussion and Possible Action: Conditional Use Permit for landscaping, nursery, and farm business, including greenhouses, nursery area, material and equipment storage** on parcel ELKHRN-A, 1050 E. Weber Canyon Road.

Chair Bliss states that this is a continuation of conversation from last meeting 5.7.2025

City Planner Woolstenhulme provides context for the project: the intended use is on the property is the landscaping nursery and farm business, including six, 5000 square feet, greenhouses, nursery areas, and the use of existing buildings. Included hours of operation, potentially 7am to 7pm. Maximum of 20 employees during peak season. Peak season, there will be some delivery of goods and supplies and storage, specifically during harvest season in the greenhouses. Activities on site, obviously the greenhouses, their vegetable farming, in the tree nursery, business vehicles will be coming and going from the property. This is not a public access business, so there won't be any public on site. Possible groundwork and construction for some parking areas, potentially a new office, or a conversion of a building into an office in the future. It was proposed at the last meeting that we go back to the drawing board and come up with conditions that can be vetted by attorney and sent to the applicant's attorney as well. And that has happened. The document presented includes revisions from all parties.

General Discussion regarding the following proposed conditions (list below is nearly as-presented in open meeting with amendments from all parties. Notes in **RED** are from discussion)

1. Noise

a. Compliance with city codes and noise ordinance. *City Planner Woolstenhulme offers clarification on city noise ordinance regarding nature of cumulative noise and noise reading from point of receipt.*

b. *All operations will need to comply with City noise ordinance at all hours.*

i. Fans, idling vehicles, equipment operation

ii. Fans positioned to limit noise to neighbors

iii. Fans on automation to ensure compliance.

- 79 iv. Fan specifications and cut-sheets detailing noise levels will be submitted
80 to the City and City Engineer for approval prior to equipment selection
81 and installation
- 82 2. Hours of operation
- 83 a. Landscaping and greenhouse operations shall take place between 7 am to 6 pm.
84 No vehicle traffic after these hours. If snow expected, employee should take
85 truck home. *Clarification that operations will be 7:00 a.m. to 7:00 p.m. 7 days a*
86 *week.*
- 87 3. Number of vehicles on property. *Application mentions 8 tractors/excavators, 8 business*
88 *trailers, and maximum 20 employee vehicles.*
- 89 a. Parking areas. *Must provide 36 designated parking spaces.*
- 90 4. Berm/tree barriers will be provided along the canal to shield neighbors from noise, dust,
91 equipment and view of greenhouse. A berm and landscaping plan with native trees, etc.
92 will be provided to the City Planner for approval prior to installation. *Visually appealing*
93 *berm. Both evergreen and deciduous trees. Leave existing vegetation. Utilize drip*
94 *irrigation. Plan provided to city for approval.*
- 95 a. Applicant will make every possible effort to work with neighbors on landscaping,
96 berming, fencing, and any other issues.
- 97 5. Dust
- 98 a. Speed control shall be installed on all roads to limit traffic to 15mph on site,
99 gravel/asphalt shall be used to control dust and no dirt roads shall be allowed.
100 *Gravel or other low-dust product. Permeable product preferred in order to*
101 *protect water shed. No tall, pole lighting.*
- 102 6. Lighting
- 103 a. All dark sky compliant
- 104 b. No indoor lighting of greenhouses after 7 p.m. and before 6 a.m.
- 105 c. Outdoor lighting shielded and directed away from neighbors [Lighting
106 temperature will be 3,000 Kelvin or less. Preferably 2,700 K]
- 107 7. Greenhouses must comply with height restrictions. *Greenhouse height will be 20' or*
108 *less.*
- 109 8. The onsite residential unit shall be assessable only to the owner or the owner's guests,
110 unless the onsite residence is approved as a short-term rental in accordance with the
111 City's approval process, in which case the residential unit may be used in accordance
112 with that separate approval. *Home will have a separate entrance and private driveway.*
113 *and will be completely fenced off from the landscaping/greenhouse business.*
- 114 9. Water usage
- 115 a. Must use secondary water when seasonally available. All culinary water use must
116 be separated from secondary by adequate backflow protections and open for

- 117 inspections at any time from City personal. *Annual backflow testing will be done*
118 *by a licensed inspector and submitted to the city.*
- 119 b. Applicant will comply with all City Water Rules and Regulations and pay for
120 regular water service fees in a timely manner.
- 121 c. Maximum usage or capacity levels will be used to determine if any additional
122 water or other impact fees will need to be assessed by the City.
- 123 10. No storage of manure, garbage, dead trees, vehicles, debris or other materials outside
124 more than what is necessary for scheduled pick up. *May not be stored for longer than 7*
125 *days. Covered and screened commercial dumpster dumped as needed.*
- 126 11. No exterior advertising. *No exterior signage except as required for directional signage*
127 *and emergency signage. All signage will required a sign plan submitted to city.*
- 128 12. No burning of wastes or other materials will be permitted except in compliance with
129 county burn permits, or during open burn periods. *Burning of irrigation ditch bank*
130 *allowed.*
- 131 13. Environmental Protection.
- 132 a. If this an Organic facility classified by UDAF, a chemical storage plan must be
133 submitted to the City showing adequate safety and containment considerations.
134 The City will inspect all facilities regularly to ensure protection of properties,
135 wetlands, and watershed. The City may involve the health department. *Chemical*
136 *storage plan will be submitted to the city.*
- 137 b. All wetlands will be properly designated and protected. *Wetlands need to be*
138 *delineated by an Army Corp certified group.*
- 139 c. All projects and construction will comply with any relevant regulations of the
140 Oakley Sensitive Lands Overlay Zone(s) if applicable.
- 141 14. The North Bench Canal and easement(s) will be protected and remain accessible for
142 routine or emergency repairs or modifications, including possible future piping for
143 pressurized irrigation.
- 144 15. Any modifications or bridging of White's Creek must be approved by the City Engineer
145 and may require a stream alteration permit form the State Division of Water Rights.
- 146 16. Fencing
- 147 a. All fencing must meet City standards and be safe for all wildlife *and in*
148 *compliance with this document.* No hollow core vinyl fencing allowed.
- 149 17. Applicant will comply with all applicable State, County, and City laws and regulations.
- 150 18. Applicant will obtain and maintain current a City business license(s).
- 151 19. Applicant will comply with all right to farm provisions of the Oakley City Codes. All
152 fencing must be compatible with neighboring farm/ranching operations as well as
153 irrigation access rights preserved and rights of adjacent farming operation to pursue

154 their work all hours of the day. No property or agricultural stock interference by clients
155 will be allowed.

156 20. This conditional use permit will be recorded with the property and will be binding and
157 enforceable on it and it shall inure to the benefit of the parties to it and their respective
158 heirs, legal representatives, successors, and assigns and all future owners of the
159 property.

160 21. Failure to comply with the terms and conditions of this permit may result in suspension
161 or revocation of this permit and/or business license as well as any other administrative
162 and/or legal measures available to the City. In the event of an alleged violation of the
163 terms and conditions of this permit by applicant, the City shall serve written notice to
164 the owner containing specific information with respect to the date and specific nature
165 of the alleged violation. The notice shall give the owner thirty (30) days within which to
166 respond. Within that 30-day time period, the owner shall submit a written response
167 either contesting the allegation or specifically identifying what has been done to cure
168 the violation or what reasonable steps have been taken to prevent the violation from
169 occurring in the future. After receiving the owner's response, if the City determines that
170 the alleged violation merits further consideration, the City Council shall give the owner
171 written notice of its proposed action. The owner shall thereafter have twenty (20) days
172 within which to appeal and shall be entitled to a hearing on the allegations before the
173 City Council. If no appeal is filed or hearing requested, the City Council may proceed
174 with the proposed course of action. After a final decision by the City Council following
175 an appeal and hearing which results in suspension, revocation or modification of the
176 terms and conditions of this permit, the owner shall have thirty (30) days within which
177 to appeal that decision to the Third District Court for Summit County, State of Utah. The
178 District Court's review shall be limited to the record provided by the City Council, and
179 the court shall determine only whether the decision is arbitrary, capricious or illegal.
180 During the pendency of any such appeal, the owner shall be entitled to continue to
181 operate under this Conditional Use Permit unless the District Court orders otherwise.

182 22. Any future amendments hereto must be approved by the City Council, the Planning
183 Commission, and the owner. *Only needs to be the Planning Commission and owner.*

184 23. Owner, on behalf of Owner accepts and agrees to comply with all the terms and
185 conditions of this Conditional Use Permit.

186
187 *Verbiage from the meeting tonight will be added to the conditions and sent to all parties*
188 *for review. If approved, Joel Yellowhorse will add additional findings of fact and prepare*
189 *document for execution.*

190
191 Motion made by Cliff Goldthorpe to approve the conditional use permit

with the added conditions from tonight.

Doug Evans amends motion to the following: "I move that the Planning Commission make the following findings: 1) the proposed use of the greenhouse operations and landscaping, as conditioned in the discussed document attached in the record, is appropriate in the particular location, taking into account the nature of the use, it's relationship to surrounding uses and its impact on the natural environment. 2) The proposed use, as conditioned, is in compliance with development evaluation standards of the City Code. 3) The applicant has presented evidence of ownership of the parcel, and 4) there are reasonable conditions that can be imposed which mitigate the reasonably anticipated detrimental effects of the proposed use as shown in the record.

I also hereby move to approve these conditions and incorporate them into a conditional use permit to be recorded on the property."

Cliff Goldthorpe approves amendment.

Commissioner Maynes again asks that even with an approval motion, the commissioners will still be able to review a draft of the document to ensure that it includes the items discussed tonight. Joel Yellowhorse confirms.

Second by Jan Manning.

Vote in favor: Doug Evans, Cliff Goldthorpe, Jan Manning, Steve Maynes

Vote against: Kent Woolstenhulme

Motion passed.

4. Discussion and Possible Action: Conditional Use Permit includes an event and reception center for corporate events, weddings, and family reunions on Oakley parcel OT-6 and Summit County parcel CD-258. 950 E. Weber Canyon Road.

City Planner Woolstenhulme provides context on the project. Located at 950 E. Weber Canyon Road on parcels OT-6 and CD-258. Intended use: Deer Meadows Ranch Event Center will use the proposed property as a rentable event center used for events such as meetings, group parties, weddings, etc. Anticipated number of guests for any one event will likely range between 50-180. Events will be limited to 180 people. Hours of operation: 8:00 a.m. and 11 p.m. throughout the week. Employee count: as needed, based on even scale and scope, event coordinators, catering staff, and security personnel. Traffic considerations: 59 parking spaces adjoining the event center and along the center's primary access. Up to 120 additional parking spaces are designated in the overflow parking area located to the south. Access to all parking is thought the existing driveway stemming from Weber Canyon Road. Delivery of goods and supplies: deliveries will pass through the same driveway. No anticipated construction.

Planner Woolstenhulme explains that this project includes a parcel that it is in Summit County. Should this CUP be approved, an annexation of the County parcel will be required as there is no process for joint conditional use permits.

General Discussion regarding the following proposed conditions (list below is nearly as-presented in open meeting with amendments from all parties.) *RED* indicates discussion and comments from meeting

1. Limit the number of events per week or the days that events are allowed. *General discussion regarding the number of events expected and allowed. No event center guests can stay overnight excepting the 2 guest rooms within the onsite residence. 2 guest rooms are in existing home, not the event center.*
 - a. overnight stays allowed?
 - b. Limit to 2 events per month.
2. Occupancy limit. *No discussion.*
 - a. determined by fire marshal
 - b. Include employees
3. limit the types of events. *Discussion regarding different types of events. No outdoor events after 8:00 p.m.*
 - a. No outdoor festivals. Music, art fairs, car shows, athletic events. No public ticket sales.
4. Hours of operation including set-up and take-down. *General discussion regarding hours of operation. Events must be done and guests must vacate the premise by 10 p.m. Sunday through Thursday, and 11:00 p.m. on Friday and Saturday. Cleaning and event staff may remain on premises for an additional hour past these time. For events that commence on December 31 of each year, guests must vacate the premises by 12:30 a.m. on January 1.*
 - a. Events must be done and premise vacated by 10 p.m.
5. Address dust concerns. *General discussion. The overflow parking area may remain unpaved and the natural vegetation must remain in place. Parking will be provided at 1.5 x max capacity.*
 - a. Gravel or asphalt on all driving surfaces. Paving parking lot areas creates adverse run-off issues and can affect the river water quality. Gravel would be preferred.
6. Address odors: food waste, portable restrooms, trash pickup. *General discussion. A screened and covered commercial dumpster that is emptied weekly. No portable restrooms. Not a commercial kitchen onsite. Food will be prepared offsite.*
 - a. Trash hauled away by caterers. Cannot be left for street pickup.
 - b. Portable restrooms hauled away no later than 12 hours after end of event.
7. No smoking or vaping (cannabis or tobacco) *General discussion.*
8. Ensure septic system is large enough [letter from health department]. *General discussion. City will require a copy of as built drawings.*
9. Outdoor lighting. *General discussion. Same conditions as landscaping business. Require 2700 K. Outdoor lighting shut off at the event closing time.*

- 277 a. Outdoor lighting shielded and directed away from neighbors [Lighting
278 temperature will be 3,000 Kelvin or less. Preferably 2,700 K]
279 b. No floodlights or strobe lights
280 c. Lighting shut-off time?
- 281 10. Noise mitigation. *General discussion. One of the larger concerns for neighbors.*
282 *Amplified music is allowed indoors as long as complies with noise ordinance. Concerns*
283 *with enforcement.*
284 a. No amplified music allowed. [must meet City noise ordinance. Similar issue with
285 Cattlemen's Hall.]
- 286 11. Manager/representative of owner on site at all times and phone number provided to
287 city.
- 288 12. How to manage alcohol being served? *General discussion. Shad Sorenson, if a guest*
289 *wants to provide alcohol, they will be responsible to provide a company to do so.*
290 *Alcohol service must comply with all Utah Alcohol Laws for licensing, etc.*
291 a. If alcohol is served at event, transportation is to be provided by the host in the
292 form of shuttles/buses to and from hotels to the event center. This provision
293 must be included in contract between the owner of the venue and the renter.
294 b. No outside bar
295 c. Must comply with all Utah Alcohol Laws for licensing, etc.,
296
13. Environmental protection
- 297 a. All wetlands will be properly designated and protected. *Wetlands need to be*
298 *delineated by an Army Corp certified group.*
299 b. Any modifications or bridging of White's Creek must be approved by the City
300 Engineer and may require a stream alteration permit form the State Division of
301 Water Rights.
- 302 a. No construction will be allowed in the river bottom portions of the property
303 without first complying with the requirements of Oakley City's Municipal
304 Code(s).
305 b. All projects and construction will comply with any relevant regulations of the
306 Oakley Sensitive Lands Overlay Zone(s) if applicable.
- 307 14. No fireworks or outside fires allowed, including sparklers, BBQs, and grills. *General*
308 *discussion. No outside wood burning fires. BBQ and grills must be kept to event center.*
309 15. No balloons, streamers, or signs or any other decorations outside that could end up in
310 the river or neighboring yards. *Discussion. No balloons or streamers allowed. Any non-*
311 *permanent decorations need to be removed immediately following event.*
312 16. Airstrip not used for events.
- 313 17. CUP contingent on annexation of parcel CD-258
- 314 18. To help shield activities from neighbors, a berm and landscaping plan with native trees,
315 etc. will be provided to the City Planner for approval prior to installation. *Discussion as*
316 *to type and location of berms. Design needs to approved by city with the involvement of*
317 *neighbors.*

318 *Discussion regarding the use of the East road as a single entrance/exit road. Road to the*
319 *west used only for emergency purposes. Owner will need to bring the road compliant for*
320 *fire code as determined by the fire department.*

321 *Discussion regarding the possibility of bussing attendees to the location.*

322 *Question as to whether to air strip is part of this application. Joel Yellowhose clarifies*
323 *that the airstrip is not part of this application. Discussion that airstrip may only be used*
324 *for personal use and not for events. Joel Yellowhorse states that airstrip may be*
325 *regulated with a code amendment. Planner Woolstenhulme states that the airstrip is*
326 *considered a non-conforming use which allows it to continue use as it has been*
327 *historically used, but no further use may be added, such as using it for commercial*
328 *purposes and/or the event center. Property owner will need to apply for a non-*
329 *conforming use certificate to keep private airstrip compliant*

330 a. Applicant will make every possible effort to work with neighbors on landscaping,
331 berming, fencing, and any other issues.

332 19. The North Bench Canal and easement(s) will be protected and remain accessible for
333 routine or emergency repairs or modifications, including possible future piping for
334 pressurized irrigation.

335 20. Fencing

336 a. All fencing must meet City standards and be safe for all wildlife. No hollow core
337 vinyl fencing allowed.

338 b. Applicant will maintain all necessary perimeter fencing. All fencing must meet the
339 standards of the most recent Land Management and Development Code and City
340 ordinances and standards *and the terms of this agreement.*

341 21. Applicant will comply with all applicable State, County, and City laws and regulations.

342 22. Applicant will obtain and maintain current a City business license.

343 23. Applicant will comply with all City Water Rules and Regulations and pay for regular
344 water service fees in a timely manner.

345 a. Maximum usage or capacity levels will be used to determine if any additional
346 water or other impact fees will need to be assessed by the City.

347 24. Applicant will comply with all right to farm provisions of the Oakley City Codes. All
348 fencing must be compatible with neighboring farm/ranching operations as well as
349 irrigation access rights preserved and rights of adjacent farming operation to pursue
350 their work all hours of the day. No property or agricultural stock interference by clients
351 will be allowed.

352 25. This conditional use permit will be recorded with the property and will be binding and
353 enforceable on it and it shall inure to the benefit of the parties to it and their respective
354 heirs, legal representatives, successors, and assigns and all future owners of the
355 property.

356 26. Failure to comply with the terms and conditions of this permit may result in suspension
357 or revocation of this permit and/or business license as well as any other administrative
358 and/or legal measures available to the City. In the event of an alleged violation of the

terms and conditions of this permit by applicant, the City shall serve written notice to the owner containing specific information with respect to the date and specific nature of the alleged violation. The notice shall give the owner thirty (30) days within which to respond. Within that 30-day time period, the owner shall submit a written response either contesting the allegation or specifically identifying what has been done to cure the violation or what reasonable steps have been taken to prevent the violation from occurring in the future. After receiving the owner's response, if the City determines that the alleged violation merits further consideration, the City Council shall give the owner written notice of its proposed action. The owner shall thereafter have twenty (20) days within which to appeal and shall be entitled to a hearing on the allegations before the City Council. If no appeal is filed or hearing requested, the City Council may proceed with the proposed course of action. After a final decision by the City Council following an appeal and hearing which results in suspension, revocation or modification of the terms and conditions of this permit, the owner shall have thirty (30) days within which to appeal that decision to the Third District Court for Summit County, State of Utah. The District Court's review shall be limited to the record provided by the City Council, and the court shall determine only whether the decision is arbitrary, capricious or illegal. During the pendency of any such appeal, the owner shall be entitled to continue to operate under this Conditional Use Permit unless the District Court orders otherwise.

Discussion that a 30-day response time is not appropriate for this type of enforcement. Rather, language such as 5 violations in a 365-day period will result in suspension or revocation. Onerous is always with property owner.

27. Any future amendments hereto must be approved by the City Council, the Planning Commission, and the owner.
28. Owner, on behalf of Owner accepts and agrees to comply with all the terms and conditions of this Conditional Use Permit.

Doug makes a motion to specifically add the condition of a single access and appropriate berming. He continues, "I also move that the Planning Commission make the following findings: 1) the proposed use of the greenhouse operations and landscaping, as conditioned in the discussed document attached in the record, is appropriate in the particular location, taking into account the nature of the nature of the use, its relationship to surrounding uses and its impact to the natural environment. 2) The proposed use, as conditioned, is in compliance with development evaluation standards of the City Code. 3) The applicant has presented evidence of ownership of the parcel, and 4) there are reasonable conditions that can be imposed which mitigate the reasonably anticipated detrimental effects of the proposed use as shown in the record. I also hereby move to approve these conditions and incorporate them into a conditional use permit to be recorded on the property."

Second by Cliff Goldthorpe.

Vote in favor: Doug Evans, Cliff Goldthorpe, Jan Manning, Steve Maynes

Vote against: Kent Woolstenhulme

Motioned passed.

5. Planner Items.

Planner Woolstenhulme explains the need to amend the land use matrix of Oakley City code. Commissioner Evans adds that code for short term rentals needs to be discussed too. Discussion regarding a special meeting in July to discuss public engagement for code amendments related to the land use matrix. Meeting date of July 15, 2025 agreed upon. Planner Woolstenhulme asks Commissioners to review the use matrix and formulate questions to ask the public to generate opinion regarding land uses in Oakley.

Commissioner Maynes expresses that he voted in favor of the conditional use permit, but he wants to ensure that we receive as-built drawings of this facility.

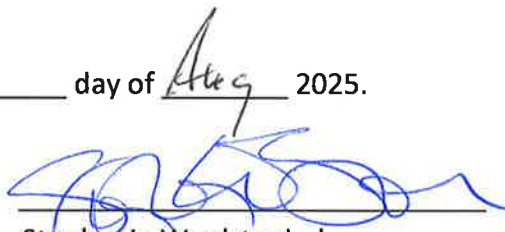
Commissioner Maynes expresses frustration regarding the quality of the presentations/applications coming before the city.

6. Adjourn

Comissioner Steve Maynes makes a motion to adjourn.

Minutes accepted as to form this 6 day of Aug 2025.



Richard Bliss, Chair

Stephanie Woolstenhulme,
Oakley City Deputy Recorder