



MINUTES

Oakley City Planning Commission
Special Session Meeting
September 3, 2025 6:00 p.m.
Zoom Meeting Platform was available

Special Session AGENDA:

1. Open Meeting.
2. Presentation of Conceptual Amended City Center project by Applicant's development team
3. Planning Commission Discussion of City Center concept
4. Discussion if time allows: Short-term rental regulation and code.
5. Adjourn

MINUTES

1. Call to order and roll call:

- a) Planning Commission: Chairman Richard Bliss; Commission Member: Kent Woolstenhulme, Cliff Goldthorpe, Doug Evans, Jan Manning
Absent: Steve Maynes
- b) City Staff: Stephanie Woolstenhulme, City Planner; Tristin Leavitt, City Treasurer; City Attorney, Joel Yellowhorse
- c) Other: Dick Woolstenhulme, Heidi Smart, Jeff Juip, Nancy Tosti, Tom Tosti, Goog Berozet, Nancy Liepmann, Scott Quai, ElRoy Hortin, Anna Hortin, Sandy Embry, Lloyd Embry, Nanette Bush, Kathy Lyne Jones, Shad Sorenson, Amy Regan, Joanne Aplanalp, Seth Stewart
- d) Zoom: Eva Herinkova, AV Tech, Pat Cone, K. Sorenson

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

None

38 **2. Presentation of Conceptual Amended City Center project by Applicant's development**
39 **team.**

40
41 **Matt Wirthlin** shares that they went back to the drawing board. They will be withdrawing
42 their Rezone Applications for convenient store across HWY 32 and the restaurant. They are
43 focusing on the City Center which has been redrawn and reconfigured. This meeting is to get
44 further input on their plans so that Planning Commission will be ready to vote in the
45 October Planning Commission meeting.

- 46
47 • Seeking to move gas station and convenient store over to northeast corner on
- 48 Weber Canyon Road with only 8 gas pump stalls.
- 49 • Along the western edge south of the gas station is the hardware and grocery store.
- 50 • Retail and Post Office remain where they were
- 51 • Food Pantry and Amazon lockers stayed in the southwest corner of the north parcel
- 52 • Significantly reduced parking to well under 300
- 53 • Apartments are now along interior edge of Center Street
- 54 • Creamery property remains as it was originally planned
- 55 • Eastern side of southern block can be used for future expansion/uses as the city
- 56 determines.
- 57

58 **3. Planning Commission Discussion of City Center Concept**

59
60 **Cliff Goldthorpe** asks about the thought process going into the location of the gas station.
61 Feels it makes sense to have it over where the current Post Office is now. **Matt Wirthlin**
62 responds that most business for the gas station will be traffic going up the canyon and the
63 feedback they received when they were proposing the gas station on SR 32 was that it
64 would be problematic. Also for it to be pedestrian friendly, not putting the gas station in the
65 middle of the project where there would be more interactions with pedestrians. Likes the
66 idea of possibly moving the apartments more over by where Cattleman's Hall is now to keep
67 residential by residential and it keeps it further away from the commercial development.

68
69 **Doug Evans** likes where the gas station is being proposed and likes the size of it. Wonders if
70 a second entrance to Ken's Kash on the south side would be helpful. Also have the front of
71 Ken's Kash face Center Street and possibly move it out to Center Street rather than having it
72 inside of City Center. Possibly have something across from City Hall facing Center Street that
73 brings in a western rustic look. Likes that the parking has been shrunk. Shares that when
74 they met with UDOT a while back, the proposed additional entrance/exit onto SR 32 from
75 City Center would possibly need to be a right turn only. Right turn out and right turn in
76 because the lack of sight distance with left turns. If they are lacking parking, some additional
77 parking could be in front of the park on Center Street.

78
79 **Kent Woolstenhulme** feels their concern with the gas station on the west side of SR 32 was
80 more of it not being in or on the same side of the road as City Center. The intersection at
81 Weber Canyon Road and SR 32 is already hazardous and feels having the gas station there
82 will add a lot more traffic on Weber Canyon Road. Likes that the pumps have shrunk down
83 to 8, but has huge concerns with the location. Has concerns with the additional entrance
84 onto SR 32 from City Center. Feels things are starting to lay out a lot better. Would like to

85 see more of an entrance to Oakley City Center. Likes the hardware store with the grocery
86 store. Possibly just do pumps instead of a C-Store. Would like to see residents up against
87 residents. Nervous about north side and south side of City Center not having a road that
88 lines up going from one side to the other. Moving the C-Store and pumps to the south side
89 of Center Street. Feels Fizz and the Oakley Bakery fit better with the gas station which could
90 help with getting rid of the drive-thru road on the north side. If City Center does get figured
91 out, he feels making Center Street one direction traffic to help pull traffic off of Weber
92 Canyon. Also feels it would be nice if people could walk through City Hall to get back to City
93 Center and the Post Office.

94
95 **Richard Bliss** likes the idea that if Cattleman's Hall could be eliminated, the apartments
96 could be moved up against residential which would help line up the road on the south side
97 of City Center with the road on the north side of City Center.

98
99 **Doug Evans** asks if they are planning on having anymore open house type meetings. **Shad**
100 **Sorenson** shares that they have one scheduled for September 22nd at Cattleman's Hall from
101 6-8:30 PM. Residents can come and share their opinion on different sections of the project.

102
103 **Matt Wirthlin** shares that they will take the feedback that they have heard tonight and the
104 feedback that they will receive from the scheduled open house and then make changes.
105 They will then have a final product for the Planning Commission for the next meeting in
106 October.

107
108 **Planner Stephanie Woolstenhulme** shares her thoughts with City Center and her concerns
109 with the walkability.

110
111 **Kent Woolstenhulme** shares that once City Center is figured out and everything is agreed
112 upon, he would like to see a proposal of what the different phases will look like.

113
114 **Clifford Goldthorpe** wants to ensure that it will be the developer who pays for the
115 infrastructure on this project including water and sewer lines plus the impact that it will
116 have on the sewer plant. Citizens will not want their taxes to go up in order to pay for new
117 improvements at the sewer plant. **Planner Stephanie Woolstenhulme** shares that she will
118 be sending the commercial square footage of this project over to Aqua Engineering who do
119 our sewer and water. They will be able to reflect exactly the impact on our sewer system
120 from what is being proposed.

121
122 4. **Discussion if time allows:** Short-term rental regulation and code.

123
124 **Planner Stephanie Woolstenhulme** shares the following with the Planning Commission:

- 125
- 126 • They need to be looking at amending code.
- 127 • They have received potential new survey questions for the Land Use Matrix and
- 128 need to decide if they want to proceed.
- 129 • Need to decide what they want to look at with short-term rentals. She has had more
- 130 conversations about short-term rentals coming into Oakley in the last two weeks
- 131 then she has her entire time as City Planner. She is feeling pressure for them to
- 132 proactively decide how they want to regulate them.

Kent Woolstenhulme asks if they can control what type of zoning short-term rentals are allowed in and feels that the number one thing is owner/manager occupied. **Planner Stephanie Woolstenhulme** replies that yes they can control what zoning it is in.

Doug Evans shares that they should allow no fractional ownership.

Jan Manning asks if City Council weighed in on short-term rentals and Planning Commission possibly wanting to ban them. **Planner Stephanie Woolstenhulme** shares that City Council didn't seem to be on board with that, however, a conversation has not been had regarding it. A conversation would definitely need to be had for that to happen. Administratively, short-term rentals are a nightmare with such small staff.

City Attorney, Joel Yellowhorse comments that any already existing short-term rentals will need to be grandfathered in. If they are doing a short-term rental illegally then the city might have a case. He is going to double check if the city can retroactively apply a new permitting process and owner/manager occupied to already existing short-term rentals.

Planner Stephanie Woolstenhulme shares that she likes the idea of short-term rentals having a permit that is renewable annually so that the city can re-evaluate them. Also limiting the number that are allowed in the city.

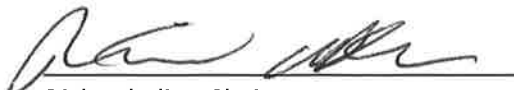
By the end of the year she would like to have the following code changes complete:

- Dark Sky – Already have a draft
- Short-term Rentals – Draft language for short-term rental ordinance
- Amending the Land Use Matrix – Next step put together some survey questions to get out to the community and then use their responses to weigh in on the next conversation.

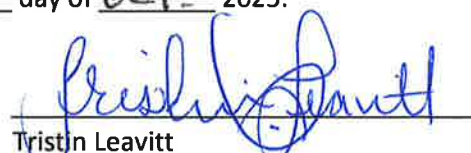
5. Adjourn

Doug Evans makes a motion to adjourn.

Minutes accepted as to form this 1 day of OCT 2025.



Richard Bliss, Chair



Tristin Leavitt
Oakley City Treasurer