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## MINUTES

7 Oakley City Planning Commission

8 Special Session Meeting

9 December 2, 2025 6:00 p.m.

10 Zoom Meeting Platform was available

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### Special Session AGENDA:

12 1. **Open Meeting.**

13 2. **Public Comment:** If you would like to submit written comments to Commission, please  
14 email [stephanie@oakleyut.gov](mailto:stephanie@oakleyut.gov)

15 3. **General Business**

16 a. Meeting minutes from 10.1.25 and 11.5.2025 (ACTION ITEM) Approval/Denial  
17 b. 2026 Planning Commission Meeting Schedule (ACTION ITEM) Approval/Denial

18 4. **Discussion. River Haven Development Agreement, 2<sup>nd</sup> amendment.** Discussion  
19 regarding proposed changes to River Haven development agreement. Public hearing will  
20 be held at a later date.

21 5. **Discussion. Oakley City Code 13-1-6 amendment.** General discussion regarding code  
22 amendment for 13-1-6. Public hearing will be held at a later date.

23 6. **Discussion. Short-term rentals.** General discussion regarding short-term rentals and  
24 related Oakley City code.

25 7. **Adjourn**

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## MINUTES

27 1. **Call to order and roll call:**

28 a) Planning Commission: Chairman Richard Bliss; Commission Member: Kent  
29 Woolstenhulme, Doug Evans, Jan Manning  
Zoom: Steve Maynes, Cliff Goldthorpe

30 b) City Staff: Stephanie Woolstenhulme, City Planner; Tristin Leavitt, City Treasurer  
31 Zoom: Lisa Watts Baskin, City Attorney

32 c) Other: Trevor Williams, Rebecca Roberts, Jerrie Hansen, Chris Hansen, Patricia  
33 Murphy-Cone  
Zoom: Krista Kelley

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39           2. **Public Comment:** If you would like to submit written comments to Commission, please email  
40           stephanie@oakleyut.gov  
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42           **Chris Hansen** – He went to the SR 32 meeting and asks the Planning Commission if they are  
43           aware of the roundabouts that are being proposed in town. **Planner Stephanie**  
44           **Woolstenhulme** shares that this is not in the immediate future or a for-sure thing. It has  
45           been the most likely compromise between the city and UDOT as far as speed reduction  
46           measures, so that SR 32 does not have to be widened and it will help control the speed.  
47           **Chris Hansen** shares that it would be great if it was effective. He has been trying to lower  
48           the speed limit leaving town and coming into town up by his house and isn't getting  
49           anywhere. **Doug Evans** shares that it is all UDOT because it is a state road. They control it  
50           and set all the speed limits. The city can make a request, but they can tell us to take a hike.  
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52           3. General Business  
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54           a. Meeting minutes from 10.1.25 and 11.5.2025 ([ACTION ITEM](#)) Approval/Denial

55           **Doug Evans** moves to approve the minutes from 10.1.25 and 11.5.25  
56           **Kent Woolstenhulme** seconds the motion.  
57           All in favor

58           b. 2026 Planning Commission Meeting Schedule ([ACTION ITEM](#)) Approval/Denial

59           **Jan Manning** moves that they accept the 2026 Planning Commission Meeting  
60           Schedule.  
61           **Kent Woolstenhulme** seconds the motion.  
62           All in favor

63           4. **Discussion. River Haven Development Agreement, 2<sup>nd</sup> amendment.** Discussion regarding  
64           proposed changes to River Haven development agreement. Public hearing will be held at a  
65           later date.

66           **Planner Stephanie Woolstenhulme** shares the following Items of Discussion from the Staff  
67           Report:

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- 69           • **Road Design**  
70           Not much opinion required by the Planning Commission. It's more just to bring to  
71           their attention that there were some discrepancies in how the road was put in.  
72           The original Development Agreement called for a certain width, but the City  
73           Engineer approved construction plans that weren't the same. After completion  
74           and discrepancy noted, work was done with the fire department to ensure public  
75           safety, and they had to elongate some of their pull-outs to accommodate fire  
76           equipment. No parking signs were also added. The road construction was  
77           approved and signed off by the fire department.

78           83           This is just changing the language in the Development Agreement and putting  
79           84           exhibits in to reflect the as-builts of the exact road.  
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- **Trail**

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When the proposal for the commercial project across the street was happening, the city didn't know where they wanted the trail, so it was put on hold. At this point it looks like the trail will be on the River Haven side of the project. Rather than requiring developer to build it, we are just going to move their funds that were designated in the cost estimate out of the warranty bond and into an account with the city to hold to be earmarked for this project. The cost estimate for construction of the project approved by Farley was \$19,520.00. The only difference is the city is not requiring the developer to put in the trail. The city will take the funds and build the trail however it works out.

- **Fencing**

Trevor Williams requested flexibility to use natural materials other than the originally specified gabion fence, while maintaining agreed height and length constraints. He agreed to provide renderings of three options by January, including a rusted corten steel design similar to a project in Midway.

**Possible fence along southern border of Parcel A**

Planning Commission decides to let the matter be resolved between the developer and neighboring property owners, rather than including it in the Development Agreement.

- **Open Space**

Planning Commission explains that the open space parcel would go into a conservation easement, there was no need to address property line delineation as it was primarily for protection against trespassing.

Proposal for 2 amenity facilities on non-wetland portions of Parcel A. Walking access only.

**The City Attorney, Lisa Watts Baskin** suggests paying the fee instead of building amenities. Planning Commission points out that the amenities will not meet setbacks and cannot be done.

- **River setback concerns**

Planning Commission discusses the proposal to change the river setback from 100 to 75 feet, which will still maintain the FEMA floodplain requirements and Oakley Code 40' wetland setback. This change is agreed upon and also that the FEMA high water mark will need to be reflected on the new plat.

- **Affordable Housing**

Planning Commission emphasizes that an agreement a different price-per-square-foot will set a precedent for future. They decide to determine a per-square-foot cost for the market units and potentially include a fee-in-lieu for affordable housing. The City Attorney stresses the importance of establishing a consistent, replicable method for determining affordable housing across all projects.

134        5. **Discussion. Oakley City Code 13-1-6 amendment.** General discussion regarding code  
135        amendment for 13-1-6. Public hearing will be held at a later date.  
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137        Planning Commission decides to allow either 5 or 7 members on the commission, but never  
138        6, and agrees that the chair should always have a vote. They also align on setting a  
139        maximum term limit of three terms, including partial terms, which could allow for a  
140        maximum service of about 11 years. Discussion allowing electronic participation for  
141        commenting with a 3 minute time limit but require in-person presentations.  
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143        These recommendations will proceed to a public hearing in January followed by City Council  
144        review.  
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146        6. **Discussion. Short-term rentals.** General discussion regarding short-term rentals and related  
147        Oakley City code.  
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149        The following are items that the Planning Commission would like to put in place for short-  
150        term rentals:  
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- 152        • Ban on RV's and temporary structures, a requirement for permanent foundations  
153        and utility hookups.
- 154        • On-site owner or manager presence.
- 155        • Occupancy limits of two people per bedroom – Enforcement of occupancy limits  
156        will be challenging, but it is important to establish clear standards.
- 157        • Implement different business license fees based on impact level – Higher fees for  
158        high-impact rentals to fund code enforcement officer.
- 159        • Distance Regulations – minimum of half-mile distance between each short-term  
160        rental property – It was discussed to limit to a maximum of 10-12 licenses  
161        citywide as well, but the City Attorney explained that limiting property use could  
162        violate constitutional rights.
- 163        • Existing short-term rentals will need to reapply annually after the initial year.
- 164        • All licenses will be tied to annual business license – City Attorney states that  
165        business license requirements will allow for regulation of existing rentals without  
166        grandfathering them in.
- 167        • Requiring proof of insurance – City Attorney noting uncertainty about whether  
168        neighbor liability could be included.
- 169        • Allow outdoor security cameras, but not require them.
- 170        • Implement a three-strike system for complaints, with fines and license revocation  
171        for repeated violations.

172        7. Adjourn  
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174        Kent Woolstenhulme makes a motion to adjourn.  
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181 Minutes accepted as to form this 8 day of JAN 2025.

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184 Richard Bliss, Chair

  
185 Tristin Leavitt  
186 Oakley City Treasurer  
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