



MINUTES

Oakley City Planning Commission
August 5, 2026 6:00 p.m.
Zoom Meeting Platform was available

Special Session AGENDA:

1. **Open Meeting. Chairman Richard Bliss**
2. **Public Comment:** If you would like to submit written comments to Commission, please email stephanie@oakleyut.gov
3. **General Business**
 - a. Meeting minutes from 6.3.2026 [\(ACTION ITEM\) Approval/Denial](#)
4. **Public Hearing with Possible Action**
 - a. Plat Amendment. Elkhorn Ranch Subdivision Lot 2. [\(ACTION ITEM\) Approval/Denial](#)
5. **Public Hearing with Possible Action.**
 - a. Conditional Use Permit. Accessory Building in excess of 2000 sq ft. at 1198 E. Elkhorn Lane. [\(ACTION ITEM\) Approval/Denial](#)
6. **Public Hearing with Possible Action.**
 - a. Plat Amendment. Maple Ridge Ranches Lot 22. [\(ACTION ITEM\) Approval/Denial](#)
7. **Discussion. Short-term rental regulation.**
8. **Adjourn**

MINUTES

1. **Call to order and roll call:**
 - a) Planning Commission: Chairman Richard Bliss; Commission Member: Jan Manning, Cliff Goldthorpe, Kevin Barker, Kent Woolstenhulme
 - b) City Staff: Stephanie Woolstenhulme, City Planner; Tristin Leavitt, City Treasurer
 - c) Other: Gary Beroet, Logan Snyder
 - d) Zoom: Lisa Watts Baskin, City Attorney
2. **Public Comment:** If you would like to submit written comments to Commission, please email stephanie@oakleyut.gov

This portion of the meeting (public comment) is taken directly from the transcript of the meeting.

Gary Berozet 6021 N Pinion Lane – “I don’t really know anything about regulations for Airbnb. If I remember, it was like last year you guys were talking about coming up with some regulations for that. Has that happened?” **Planner Stephanie Woolstenhulme** responds, “That is what we are discussing tonight. I am hoping tonight we will fine-tune that ordinance and then hold it for public hearing next month. That document will go public hopefully later this month. **Gary Berozet** asks, “Is that something legally you have to allow?” **Planner Stephanie Woolstenhulme** replies, “Yes, but we can limit it by our regulations. So we can’t say we are just not going to have them, is my understanding, but we can regulate them. You will get a chance to review that ordinance, the public hearing, hopefully will be next month.”

3. **General Business**

a. **Meeting minutes from 6.3.2026 (ACTION ITEM) Approval/Denial**

Jan Manning moves that they accept the meeting minutes from 6.3.2026 as recorded.

Cliff Goldthorpe seconds the motion.

All in favor

4. **Public Hearing with Possible Action.**

a. **Plat Amendment. Elkhorn Ranch Subdivision Lot 2. (ACTION ITEM) Approval/Denial**

Planner Stephanie Woolstenhulme presents the Staff Report to the Planning Commission.

Chairman Richard Bliss asks for a motion to open up the Public Hearing.

Kevin Barker motions to open a Public Hearing for Plat Amendment to Elkhorn Ranch Subdivision Lot 2.

Kent Woolstenhulme seconds the motion.

Roll Call Vote:

Kevin Barker	Aye
Cliff Goldthorpe	Aye
Richard Bliss	Aye
Jan Manning	Aye
Kent Woolstenhulme	Aye

Motion passes unanimously.

This portion of the meeting (public comment) is taken directly from the transcript of the meeting.

Gary Berozet 6021 N Pinion Lane – “I’m fine with it as long as it’s not going to be a present or future event center or even Airbnb type thing. I would prefer that not happen. I mean, it’s a barn, basically, it’s like a barn, so no problems.”

Chairman Richard Bliss closes the Public Hearing.

Cliff Goldthorpe – Wondering if the building envelope is attached to the original building envelope? **Planner Stephanie Woolstenhulme** shares that there is a creek that runs through there between the existing building envelope and the proposed. They can't build near the creek easement.

Kent Woolstenhulme – Wants to know what the feedback from the HOA is on growing the envelope and building the building. Also wants to know if the existing homes are built to today's rules and regulations on the floodplain? His concern is, we know with the floodplain that you have to be 1 foot above 100 year and then their building is sitting at just under 29 feet. That means or tells him that there is a chance that it's going to be quite higher than the existing building that is there. There is a chance that, even though it's under our limit, it's going to be pretty high up, if not way over our mark. His biggest concern is the elevation of the height there, knowing that the other ones probably weren't set at that point.

Planner Stephanie Woolstenhulme shares that they had a unanimous consent issued in a letter from the Elkhorn Ranch HOA. She can't speak to knowing if the existing homes were built to today's rules and regulations on the floodplain. She does not know what these properties looked like before the maps of 2021. Most of these homes went in before that.

Jan Manning makes a motion to approve the Plat Amendment for Elkhorn Ranch Subdivision Lot 2.

Kent Woolstenhulme seconds the motion.

Roll Call Vote:

Kent Woolstenhulme	Aye
Jan Manning	Aye
Richard Bliss	Aye
Cliff Goldthorpe	Aye
Kevin Barker	Aye

Motion passes unanimously.

5. **Public Hearing with Possible Action.**

- a. **Conditional Use Permit. Accessory Building in excess of 2000 sq ft. at 1198 E. Elkhorn Lane.** (ACTION ITEM) Approval/Denial

Planner Stephanie Woolstenhulme presents the Staff Report to the Planning Commission.

Jan Manning – Has concerns about if any kind of events will be taking place like Friday night pickleball leagues, or any kind of tournaments, etc. Some of the neighbors are concerned about the noise, traffic, and lighting.

Logan Snyder (with the builder of this project) – This property is not their full time residence and from what he knows, they will only be here a couple weeks out of the year. This is mostly a family area for their kids. During the winter, they can have a place to play

and not be stuck in the house. He doesn't think there would be any sort of pickleball tournaments or poker nights that get out of hand.

Kevin Barker – Has concerns that this location isn't all that far away from other neighbors and that pickleball is a very divisive sport when it comes to sound. He would like to know what the builder is doing to address soundproofing.

Logan Snyder - Builder is doing a spray foam insulation, real cedar on the exterior, OSB, then drywalling the entire inside. There will be a pretty thick cavity of wall insulation and building materials to cover the sound.

Cliff Goldthorpe – Would like to know what parking the city is making them do. **Planner Stephanie Woolstenhulme** shares that there isn't anything that is required by code because it's an accessory building. If there is living in there, there would be parking requirements, or if they were using it for commercial use, there would be parking requirements, but not for this use.

Jan Manning asks if there is any plan to build an ADU on this property? **Planner Stephanie Woolstenhulme** shares that their formal plan submitted said there is not plans for any human occupancy now or in the future. The owner is aware they will need to get an ADU permit if they ever decide to add an ADU. There is a big primary home already on the property.

Logan Snyder questions the height and FEMA issue. He would like to know if they are out of the FEMA floodplain or in the FEMA floodplain? **Planner Stephanie Woolstenhulme** responds not the floodway, but in the floodplain. They are aware that they will need to build a foot above. This property does naturally increase a bit, so we need to figure out what the natural grade is based on the cross section for this floodplain if anything needs to be brought in and how it changes the height to keep it under the 32 feet.

Kent Woolstenhulme – His biggest concern is if the 100-year floodplain ends up being super high, then you have a super tall building for what it's being used for. Who is going to consider natural grade? Will you go off driveway or 100 year floodplain? **Planner Stephanie Woolstenhulme** shares that the height cannot go past 32 past natural grade. If the fill increases it enough, the building will have to be adjusted height wise.

Logan Snyder – There is another gravel driveway that is planned coming off of the existing driveway. On the survey side of things, he thinks they are planning for 4 feet of fill. Right now from finished floor to peak they are at about 28 feet 9 inches.

Planner Stephanie Woolstenhulme shares that according to the survey, natural grade is 66. We will have to see where that fits with the cross sections of the FEMA flood map and see what adjustments will have to be made. This can all be done during the building process. The city needs to determine how they are going to figure out natural grade on properties.

Chairman Richard Bliss asks for a motion to open up the Public Hearing.

Jan Manning makes a motion to open up the Public Hearing.

Cliff Goldthorpe seconds the motion.

Roll Call Vote:

Kevin Barker	Aye
Cliff Goldthorpe	Aye
Richard Bliss	Aye
Jan Manning	Aye
Kent Woolstenhulme	Aye

Motion passes unanimously.

This portion of the meeting (public comment) is taken directly from the transcript of the meeting.

Gary Beroset 6021 N Pinion Lane – “Can you stipulate that no future buyer can change the status as far as events?” **Planner Stephanie Woolstenhulme** responds, “So the Conditional Use Permit does go with the property, so it would transfer if the property is sold, and should they want to amend that Conditional Use Permit in the future, they would have to come back?”

Chairman Richard Bliss closes the Public Hearing.

Kevin Barker makes a motion that they approve the Conditional Use Permit for the property located at 1198 East Elkhorn Lane with the following conditions to be applied: The building shall be solely for private residential purposes. The building will be soundproofed such that the sound will not carry over the property line. No commercial activities, lessons, tournaments, rentals, or public events shall be permitted. Outdoor lighting shall be limited and fully shielded to protect neighboring properties and following the dark sky initiative for City of Oakley. Hours of use shall be limited during late evening and nighttime hours.

Kevin Barker amends his motion to include the following: Complies with the Oakley City Noise Ordinance.

Jan Manning seconds the motion.

Roll Call Vote:

Kent Woolstenhulme	Aye
Jan Manning	Aye
Richard Bliss	Aye
Cliff Goldthorpe	Aye
Kevin Barker	Aye

Motion passed unanimously.

6. **Public Hearing with Possible Action.**

- a. **Plat Amendment. Maple Ridge Ranches Lot 22. (ACTION ITEM) Approval/Denial**

Planner Stephanie Woolstenhulme presents the Staff Report to the Planning Commission.

Jan Manning – Asks if the only difference is that the barn has been moved? **Planner Stephanie Woolstenhulme** responds no, the barn can still be built there. We thought they needed a building envelope for the barn, but they do not. It can just be built in the limits of disturbance. They only require the building envelope itself for the actual primary home. So the square footage was just shifted. This gives a bit of wiggle room when the addition is done.

Richard Bliss asks for a motion to open the Public Hearing.

Kevin Barker makes a motion to go into Public Hearing for item 6, Plat Amendment Maple Ridge Ranches Lot 22.

Cliff Goldthorpe seconds the motion.

Roll Call Vote:

Kevin Barker	Aye
Cliff Goldthorpe	Aye
Richard Bliss	Aye
Jan Manning	Aye
Kent Woolstenhulme	Aye

Motion passes unanimously.

This portion of the meeting (public comment) is taken directly from the transcript of the meeting.

None

Chairman Richard Bliss closes the Public Hearing.

Kent Woolstenhulme – As long as the HOA approves, he is fine with it.

Planner Stephanie Woolstenhulme adds that the HOA from Maple Ridge is really good at looking at site distances when they do all of this.

Kent Woolstenhulme makes a motion on item 6a Plat Amendment Maple Ridge Ranches Lot 22. Makes a motion to approve that with the condition of the HOA accepting the new design and layout.

Kevin Barker seconds the motion.

Roll Call Vote:

Kevin Barker	Aye
Cliff Goldthorpe	Aye
Richard Bliss	Aye
Jan Manning	Aye
Kent Woolstenhulme	Aye

Motion passes unanimously.

276 7. **Discussion. Short-term rental regulation.**

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278 **Planner Stephanie Woolstenhulme** gives some background for the Planning Commission.

- 279
- 280 • Short-term rentals are coming a lot faster
 - 281 • Drafting a new ordinance to regulate short-term rentals
 - 282 • Not in the cards to completely ban them – set limitations such as how many in a
 - 283 geographical space to determine number (on top of regulating them). Also to help
 - 284 mitigate as many of the negative impacts as they can.
 - 285 • Ordinance has been drafted – things can be added after tonight based on
 - 286 conversations or comments from the public.
 - 287 • Would like to get this fine-tuned and have it for a Public Hearing in September and if
 - 288 Planning Commission approves, then it moves to City Council.
 - 289

290 Planning Commission goes over the ordinance

291
292 General discussion items:

- 293
- 294 • Parking
 - 295 • Commercial dumpster in enclosed area
 - 296 • Grandfathering – business licensing/short-term rental permit
 - 297 • ADU & primary on same property can't happen – too close geographically
 - 298 • Advertising on short-term rental website – City can ask the website to remove the
 - 299 ad of that home if they do not have their business license.
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302 8. **Adjourn**

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304 **Richard Bliss** makes a motion to adjourn.

305 **Cliff Goldthorpe** seconds the motion.

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309 Minutes accepted as to form this _____ day of _____ 2026.

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312 _____
313 Richard Bliss, Chair

312 _____
313 Tristin Leavitt
314 Oakley City Treasurer
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