

MINUTES OF A CITY COUNCIL MEETING HELD FEBRUARY 05, 2026 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST MAIN, HYRUM, UTAH.

CONVENED: 6:30 P.M.

CONDUCTING: Mayor Steve Miller by telephone.

ROLL CALL: Councilmembers Steve Adams, Rebecca Foulger, Michael Nelson, Nalyn Nelson, and Craig L. Rasmussen.

CALL TO ORDER: There being five members present and five members representing a quorum, Mayor Miller called the meeting to order.

OTHERS PRESENT: City Treasurer Todd Perkins, City Planner Tony Ekins, Recreation Director Robert Stroud, and eight citizens. City Recorder Stephanie Fricke recorded the minutes.

WELCOME: Mayor Miller welcomed everyone in attendance and invited audience participation.

PLEDGE OF ALLEGIANCE: Mayor Miller

INVOCATION: City Treasurer Todd Perkins

APPROVAL OF MINUTES:

The minutes of a special meeting on January 6, 2026, a workshop meeting on January 15, 2026, and a regular meeting on January 15, 2026 were approved as written.

ACTION

Councilmember Rasmussen made a motion to approve the minutes of a special meeting on January 6, 2026, a workshop meeting on January 15, 202, and a regular meeting on January 15, 2026 as written. Councilmember Foulger seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, NaLyn Nelson, and Rasmussen voted aye. The motion passed.

AGENDA ADOPTION: A copy of the notice and agenda for this meeting was emailed to The Herald Journal, posted on the Utah Public Notice Website and Hyrum City's Website, provided to each member of the governing body, and posted at the City Offices more than forty-eight hours before meeting time.

ACTION

Councilmember NaLyn Nelson made a motion to approve the

agenda for February 5, 2026 as written. Councilmember Michael Nelson seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, NaLyn Nelson, and Rasmussen voted aye. The motion passed.

8. PUBLIC COMMENT
9. PUBLIC HEARING
 - A. To receive public comment to establish the pay range of a City Administrator and to adjust the pay range of the City Engineer for fiscal year 2025-2026 and amending Section 2.12.010 of the Hyrum City Municipal Code.
10. SCHEDULED DELEGATIONS
 - A. Adam Jacobson - To a request a Home Occupation Business License for Adventure HQ, LLC. at 716 East 1250 South for teaching outdoor skills and the sale of outdoor equipment.
11. INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES
 - A. Resolution 26-05 - A resolution amending an agreement between Hyrum City ("City") and the Paddle Pickleball LLC ("Paddle") for indoor recreation programming and community engagement initiatives to establish unified program fees.
 - B. Resolution 26-06 a resolution amending the Hyrum City Rodeo Grounds Rental Fee and Deposit Schedule and the Rodeo Grounds Rental Agreement and Contract.
 - C. Ordinance 26-03 - An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.62 Short-term Rental; amend 17.04.070 Definitions to define and include "Short-term Rental"; and amend Use Regulations in sections 17.28.010, 17.44.020, and 17.45.020 to include Short-term Rental as a conditional use in the Residential Zones R-1 and R-2, commercial Zones C-1 and C-2. Application #25-037.
 - D. Ordinance 26-04 - An ordinance amending Title 17 Zoning of the Hyrum City Municipal Section Code 17.04.070 Definitions to establish a maximum front yard setback for a dwelling unit and clarify innerblock development may be permitted through an approved Planned Unit Development. Application #25-043.
 - E. Ordinance 26-05 - An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code Sections 17.44.080 and 17.45.150 Gas Service Station Criteria to establish requirements and regulations for gas service stations, fuel dispensing, and fuel storage tanks; and amend 17.04.070 Definitions to define and include "Fuel

Dispensing", "Fuel Storage Tank", "Fuel Storage Tank Aboveground" and "Gas Service Station." Application #25-041.

- F. Ordinance 26-06 - An ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.63 Home-Based Microschool And Micro-Education Entity; amend 17.04.070 Definitions to define and include "Home-Based Microschool" and "Micro-Education Entity"; and amend Use Regulations in sections 17.22.030, 17.28.010, 17.30.010, 17.32.010, 17.36.010, 17.38.010, 17.44.020, 17.45.020, 17.48.020, 17.49.020, and 17.050.020 to include Home-Based Microschool And Micro-Education Entity as a permitted use in all zoning districts. Application #25-040.
- G. Ordinance 26-07 - An ordinance amending Chapter 2.12, Section 2.12.010 Salaries of the Hyrum City Municipal Code, to set the salaries of the Hyrum City Administrator an Hyrum City Engineer.
- H. Ordinance 26-08 - An ordinance creating Chapters 2.09 City Administrator and 2.10 City Engineer of the Hyrum City Municipal Code.

12. OTHER BUSINESS

- A. Mayor and City Council reports.

13. ADJOURNMENT

PUBLIC COMMENT:

Mayor Miller asked if anyone had questions or comments to keep it under three minutes.

There being no public comment, Mayor Miller moved on to the next agenda item.

PUBLIC HEARING:

TO RECEIVE PUBLIC COMMENT TO ESTABLISH THE PAY RANGE OF A CITY ADMINISTRATOR AND TO ADJUST THE PAY RANGE OF THE CITY ENGINEER FOR FISCAL YEAR 2025-2026 AND AMENDING SECTION 2.12.010 OF THE HYRUM CITY MUNICIPAL CODE.

Mayor Miller asked for a motion to open the public hearing to receive public comment to establish the pay range of a City Administrator and to adjust the pay range of the City Engineer for fiscal year 2025-2026 and amending Section 2.12.010 of the Hyrum City Municipal Code.

ACTION Councilmember Rasmussen made a motion to open the public hearing at 6:35 p.m. to receive public comment to establish the pay range of a City Administrator and to adjust the pay range of the City Engineer for fiscal year 2025-2026 and amending Section 2.12.010 of the Hyrum City Municipal Code. Councilmember NaLyn Nelson seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, NaLyn Nelson, and Rasmussen voted aye. The motion passed.

Mayor Miller asked for public comment, there being none he asked for a motion to close the public hearing.

ACTION Councilmember Rasmussen made a motion to close the public hearing at 6:38 p.m. to receive public comment to the establish the pay range of a City Administrator and to adjust the pay range of the City Engineer for fiscal year 2025-2026 and amending Section 2.12.010 of the Hyrum City Municipal Code. Councilmember Adams seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, NaLyn Nelson, and Rasmussen voted aye. The motion passed.

SCHEDULED DELEGATIONS:

ADAM JACOBSON - TO A REQUEST A HOME OCCUPATION BUSINESS LICENSE FOR ADVENTURE HQ, LLC. AT 716 EAST 1250 SOUTH FOR TEACHING OUTDOOR SKILLS AND THE SALE OF OUTDOOR EQUIPMENT.

Adam Jacobson requested a Home Occupation Business License for Adventure HQ, LLC. at 716 East 1250 South for teaching outdoor skills and the sale of outdoor equipment. He wants to teach skills similar to the Boy Scouting program at his home. He wants to teach the outdoor essentials such as knot tying, first aid, fire building, map and compass navigation, camping setup, cooking outdoors, and basic wilderness safety. To practice these skills, they typically need equipment like a backpack, sleeping bag, tent, first aid kit, pocketknife, rope for knots and lashings, etc. He wants to teach kids how to stay prepared, safe, and confident in the outdoors. He will be purchasing equipment in bulk so that he can obtain a lower price and then he will sale the equipment to his students.

Councilmember Michael Nelson said he admires him for wanting to teach kids outdoor and life skills. He asked how many students

would be coming to his home at one time and how many days of the week would he offer classes.

Adam Jacobsen said he is looking at having 8 to 10 students at a time with possibly four days a week, but currently he is only teaching his son and a couple neighborhood friends one night a week.

Mayor Miller asked what type of equipment and merchandise would be stored on the property.

Adam Jacobsen said there is no motorized equipment, but he will have backpacks, tents, and other small outdoor gear.

ACTION

Councilmember Rasmussen made a motion to approve a Home Occupation Business License for Adam Jacobson for Adventure HQ, LLC. at 716 East 1250 South for teaching outdoor skills and the sale of outdoor equipment. Councilmember Adams seconded the motion and Councilmembers Adams, Foulger, Michael Nelson, NaLyn Nelson, and Rasmussen voted aye. The motion passed.

INTRODUCTION AND APPROVAL OF RESOLUTIONS AND ORDINANCES:**RESOLUTION 26-05 - A RESOLUTION AMENDING AN AGREEMENT BETWEEN HYRUM CITY ("CITY") AND THE PADDLE PICKLEBALL LLC ("PADDLE") FOR INDOOR RECREATION PROGRAMMING AND COMMUNITY ENGAGEMENT INITIATIVES TO ESTABLISH UNIFIED PROGRAM FEES.**

Mayor Miller said Resolution 26-05 is a resolution amending an agreement between Hyrum City ("City") and the Paddle Pickleball LLC ("Paddle") for indoor recreation programming and community engagement initiatives to establish unified program fees.

Recreation Manager Robert Stroud said the agreement between the Paddle Pickleball LLC and Hyrum City said this resolution proposes updating the existing partnership parameters with Paddle Pickleball LLC by removing age-specific requirements and establishing consistent pricing guidelines across all programs. The intent is to allow additional leagues, clinics, and lessons to be offered within approved parameters without requiring further City Council action. Under this resolution, the Hyrum Recreation Department would be authorized to set program pricing with Paddle Pickleball LLC between \$40-\$50 per session, based on session length. Pricing flexibility would account for shortened or

adjusted schedules due to holidays, school breaks, or other planned calendar changes. These pricing parameters would apply to all leagues, clinics, and lessons offered through this partnership. The existing 80/20 revenue split would remain in effect until the partnership is no longer needed, consistent with the terms outlined in the previous council resolution. Since the adoption of the prior Resolution, 35 community members have participated in pickleball lessons and 12 participants have enrolled in league play, with participant ages ranging from 4 years old to 70+. Removing age restrictions will allow the Recreation Department to continue expanding access and offering responsive programming based on community interest.

Heather Godfrey said she is the owner of The Paddle Pickleball LLC and since joining with Hyrum City there have been over 35 kids register for pickleball lessons and people are already asking when the next session is. Multiple kids have expressed an interest in tournament play and she is looking at offering that.

ACTION

Councilmember Michael Nelson made a motion to approve Resolution 26-05 is a resolution amending an agreement between Hyrum City ("City") and the Paddle Pickleball LLC ("Paddle") for indoor recreation programming and community engagement initiatives to establish unified program fees. Councilmember NaLyn Nelson seconded the motion and Councilmember Adams voted aye, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

RESOLUTION 26-06 - A RESOLUTION AMENDING THE HYRUM CITY RODEO GROUNDS RENTAL FEE AND DEPOSIT SCHEDULE AND THE RODEO GROUNDS RENTAL AGREEMENT AND CONTRACT.

Mayor Miller said Resolution 26-06 is a resolution amending the Hyrum City Rodeo Grounds Rental Fee and Deposit Schedule and the Rodeo Grounds Rental Agreement and Contract. City staff proposed increasing the rental and deposit fees for all commercial rentals at the Hyrum Rodeo Grounds. Hyrum City provides key amenities to support renters, including restrooms, dumpsters, and a tractor for grounds maintenance. Recent facility improvements include the installation of new bleachers, resulting in a total seating capacity of 2,135. In setting the proposed fees, staff reviewed rental rates at comparable regional facilities. Both Logan and West Haven rodeo grounds charge \$1,000 per day, and aligning

Hyrum's fees with these local standards ensures the city maintains fair and competitive pricing while supporting the continued upkeep and operation of the grounds.

Councilmember Rasmussen asked how many events have been held at the rodeo grounds in the last year other than the Star-Spangled Celebration Rodeo.

Recreation Manager Robert Stroud said this past summer there was one additional rodeo held at the Hyrum Rodeo Grounds. This coming summer there should be the Start Spangled Celebration Rodeo, two other private rodeos, and he is hoping to hold a Hyrum City Rodeo.

Councilmember Adams said the rodeo grounds aren't used very often and there is not a high demand for it. He would prefer to keep rates low to encourage rental rather than the grounds not being used.

Councilmember Rasmussen said he agreed with Councilmember Adams that until there is a higher demand for the rodeo grounds the rental fees should be lower. The City will never recoup the costs of the improvements that were made over the past couple of years. A grant from JBS paid for new and higher capacity bleachers. The City paid for the upgrade to the announcer stand and arena. The rodeo grounds are similar to Hyrum City's other parks and buildings the revenue generated from the rental fee will never cover the costs of the upgrades and in some cases the costs associated with regular maintenance.

Mayor Miller said the proposed increase is to help cover the costs of garbage, electricity, insurance, water, tractor, and arena breakdown. The costs associated with all of these basic services should be covered in the rental rate. Increasing the rates from \$350 per day to \$1,000 per day isn't going to generate revenue for the City but instead cover the actual costs to use the facility. People renting the rodeo grounds for commercial events would only need to increase ticket price by \$.50 to cover the entire rental fee. The rental fee includes the hamburger stands, rodeo grounds, and restrooms.

ACTION

Councilmember Rasmussen made a motion to approve Resolution 26-06 a resolution amending the Hyrum City Rodeo Grounds Rental Fee and Deposit Schedule and the Rodeo Grounds Rental Agreement and Contract with the following amendment to the proposed rental rate change

it from \$1,000 to \$400 per day and a \$1,000 deposit per event. Councilmember Adams seconded the motion and Councilmember Adams voted aye, Councilmember Foulger voted nay, Councilmember Michael Nelson voted nay, Councilmember NaLyn Nelson voted nay, and Councilmember Rasmussen voted aye. The motion failed two to five

ACTION

Councilmember Michael Nelson made a motion to approve Resolution 26-06 a resolution amending the Hyrum City Rodeo Grounds Rental Fee and Deposit Schedule and the Rodeo Grounds Rental Agreement and Contract with the following amendment to the proposed commercial rental rate change it from \$1,000 to \$500 per day and a \$1,000 deposit per event; and change the deposit to \$500 for noncommercial events. Councilmember NaLyn Nelson seconded the motion and Councilmember Adams voted nay, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted nay. The motion passed three to five.

ORDINANCE 26-03 - AN ORDINANCE AMENDING TITLE 17 ZONING OF THE HYRUM CITY MUNICIPAL CODE TO CREATE CHAPTER 17.62 SHORT-TERM RENTAL; AMEND 17.04.070 DEFINITIONS TO DEFINE AND INCLUDE "SHORT-TERM RENTAL"; AND AMEND USE REGULATIONS IN SECTIONS 17.28.010, 17.44.020, AND 17.45.020 TO INCLUDE SHORT-TERM RENTAL AS A CONDITIONAL USE IN THE RESIDENTIAL ZONES R-1 AND R-2, COMMERCIAL ZONES C-1 AND C-2. APPLICATION #25-037.

Mayor Miller said Ordinance 26-03 is an ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.62 Short-term Rental; amend 17.04.070 Definitions to define and include "Short-term Rental"; and amend Use Regulations in sections 17.28.010, 17.44.020, and 17.45.020 to include Short-term Rental as a conditional use in the Residential Zones R-1 and R-2, commercial Zones C-1 and C-2. Application #25-037.

City Planner Tony Ekins said the proposed changes were initiated by Hyrum City to create a Short-Term Rental ordinance that aims to regulate residential rental structures and units for fewer than thirty (30) consecutive days in duration. On December 11, 2025, the Planning Commission held the required public hearing and made a motion (3-0) recommending approval to the City Council. On January 6, 2026, the City Council continued the prepared ordinance for staff to complete the following: 1. Staff review how many STRs

may be currently operating in the city limits and how many of the STRs property parcel ownerships are addressed outside of city limits. 2. Staff consider not regulating the quantity of STRs by population and regulating quantity of STRs by compliance with the ordinance. a. Staff removed 17.62.F.1. which required STR quantity by population. b. Staff added additional text in 17.62.H.2. that will revoke STRs business license and conditional use permits for noncompliance. 3. Staff consider removing 17.62.D.2. requiring the owner or operator of a STR that does not live within the city limits shall provide a property manager and property manager checklist. a. Staff removed the text. Through discovery of STR review, there appears to be 2 STRs operated by absentee property owners out of State. 4. Staff consider providing other parking regulations rather than requiring all guest parking on site. a. Staff revised parking regulations in 17.62.I. to eliminate certain parking restrictions. b. Staff supports regulating the parking of guest trailers, boats, ATVs, or similar pull behind equipment remain contained to the site without public right of way parking impacts. 5. Staff respond to the miscellaneous clean-up items: a. 17.64.D. Operational Strategy Plan Required. b. 17.64.F. Locations. c. 17.64.H. Standards.

Councilmember Michael Nelson contacted a vendor regarding STR identification software. The cost of the software was \$1,500, but the vendor agreed to provide it for \$750. He contacted neighboring communities regarding allowing STRs and Richmond does not allow STRs; and Millville requires the owner to live in the City and limits quantity per population. He would like to add a limit of 1 per 1,000 population. If removing the owner-occupied requirement, absentee owners should be identified along with a local contact. He also recommended reinstating the previous 660' minimum distance requirement between short-term rentals.

Mayor Miller said he has been watching City Planner Tony Ekins work through this issue and believes short-term rentals should have been addressed many years ago. He questioned how a 660' separation requirement would be enforced and who would be required to cease operations if they are already operating within that distance. He noted there are approximately 11 STRs currently operating in Hyrum. The City has an obligation to review these properties, require business licenses, ensure compliance with City code, and establish clear ordinance standards moving forward. He asked how enforcement would address existing STR operators.

Councilmember NaLyn Nelson said she would prefer that the City limit the number of out of state owners of STRs. Hyrum residents that have an STR should be prioritized higher than STR owners that don't live in Hyrum.

Councilmember Foulger suggested encouraging and requiring current STR operators to register within a specific timeline to better identify who is operating.

Councilmember Rasmussen said the proposed ordinance provides structure and that a conditional use permit can be revoked after three violations. In Hyrum there is little demand for detached accessory dwellings strictly for STR use and that most are intended for family rentals. Hyrum is not a destination community and should not see a large influx of STR applications. He does not support the 660' separation requirement or a 1 per 1,000 population cap. He has concerns about restricting STRs from being within 660' of a school. If there is a restriction it should be just for elementary schools. He doesn't see a benefit or safety concern of restricting STRs from being 660' from a high school or middle school

Councilmember Michael Nelson clarified that 1 per 1,000 is a starting number and could be adjusted. STRs are often seasonal, while long-term rentals provide more consistent occupancy.

Councilmember Foulger suggested establishing a cap now and reviewing it later if necessary.

Mayor Miller emphasized the need to begin with clear parameters and require STR operators to obtain licenses. Enforcement and time will help the City manage compliance effectively. He supported maintaining a 660' boundary from public schools as an added measure of protection.

ACTION

Councilmember Rasmussen made a motion to adopt Ordinance 26-03 an ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.62 Short-term Rental; amend 17.04.070 Definitions to define and include "Short-term Rental"; and amend Use Regulations in sections 17.28.010, 17.44.020, and 17.45.020 to include Short-term Rental as a conditional use in the Residential Zones R-1 and R-2, commercial Zones C-1 and C-2 with the following amendments: 1. Section D.1.A. after "parking designations" add "compliant with this

ordinance."; 2. Section E.1. change "designated off-street parking" to designated parking compliant with this ordinance,"; 3. Sections E.3. and E.4. change "may" to "shall"; and 4. Section F.3. after "private or public schools" add "with elementary age students".

ACTION

Councilmember NaLyn Nelson made a motion a substitute motion to adopt Ordinance 26-03 an ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.62 Short-term Rental; amend 17.04.070 Definitions to define and include "Short-term Rental"; and amend Use Regulations in sections 17.28.010, 17.44.020, and 17.45.020 to include Short-term Rental as a conditional use in the Residential Zones R-1 and R-2, commercial Zones C-1 and C-2 with the following amendments: 1. Section D.1.A. after "parking designations" add "compliant with this ordinance."; 2. Section E.1. change "designated off-street parking" to designated parking compliant with this ordinance,"; and 3. Sections E.3. and E.4. change "may" to "shall". Councilmember Foulger seconded the motion and Councilmember Adams voted nay, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted nay. The motion passed three to five.

ORDINANCE 26-04 - AN ORDINANCE AMENDING TITLE 17 ZONING OF THE HYRUM CITY MUNICIPAL SECTION CODE 17.04.070 DEFINITIONS TO ESTABLISH A MAXIMUM FRONT YARD SETBACK FOR A DWELLING UNIT AND CLARIFY INNERBLOCK DEVELOPMENT MAY BE PERMITTED THROUGH AN APPROVED PLANNED UNIT DEVELOPMENT. APPLICATION #25-043.

Mayor Miller said Ordinance 26-04 is an ordinance amending Title 17 Zoning of the Hyrum City Municipal Section Code 17.04.070 Definitions to establish a maximum front yard setback for a dwelling unit and clarify innerblock development may be permitted through an approved Planned Unit Development. Application #25-043.

City Planner Tony Ekins said the proposed amendment is initiated by Hyrum City to establish a maximum front yard setback to clarify the definition of innerblock development. On December 11, 2025, the Planning Commission held the required public hearing and made a motion (3-0) recommending approval to the City Council. On January 6, 2026, the City Council discussed the proposed ordinance amendment and requested the following recommendations be made: 1.

Staff clarify the locations of existing blocks as they are represented on the Map of Hyrum City. a. Staff included in the definition reference to the Map of Hyrum City dated January 25, 1892. b. Staff is also open to discussion with the Council to consider the innerblock boundary to be within 300 North, 400 West, 300 South, and 600 East Streets. This option still considers the original block platted areas of Hyrum with the original city hall and downtown centralized: Innerblock development - "Innerblock development" means residential development of any dwelling units within the interior of existing blocks of 300 North, 400 West, 300 South, and 600 East Streets. Innerblock development is only permitted in the R2A zone or approved as a planned unit development. For the purpose of this definition, any dwelling unit setback further than two time (2x) the regulated zoning front yard front yard setback is considered Innerblock development.

ACTION

Councilmember Michael Nelson made a motion to adopt Ordinance 26-04 an ordinance amending Title 17 Zoning of the Hyrum City Municipal Section Code 17.04.070 Definitions to establish a maximum front yard setback for a dwelling unit and clarify innerblock development may be permitted through an approved Planned Unit Development with the following amendments: 1. Replace the proposed addition "represented on the Map of Hyrum City dated January 25, 1982." with " of 300 North, 400 West, 300 South, and 600 East streets." Councilmember Nalyn Nelson seconded the motion and Councilmember Adams voted aye, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

ORDINANCE 26-05 - AN ORDINANCE AMENDING TITLE 17 ZONING OF THE HYRUM CITY MUNICIPAL CODE SECTIONS 17.44.080 AND 17.45.150 GAS SERVICE STATION CRITERIA TO ESTABLISH REQUIREMENTS AND REGULATIONS FOR GAS SERVICE STATIONS, FUEL DISPENSING, AND FUEL STORAGE TANKS; AND AMEND 17.04.070 DEFINITIONS TO DEFINE AND INCLUDE "FUEL DISPENSING", "FUEL STORAGE TANK", "FUEL STORAGE TANK ABOVEGROUND" AND "GAS SERVICE STATION." APPLICATION #25-041.

Mayor Miller said Ordinance 26-05 is an ordinance amending Title 17 Zoning of the Hyrum City Municipal Code Sections 17.44.080 and 17.45.150 Gas Service Station Criteria to establish requirements and regulations for gas service stations, fuel dispensing, and fuel storage tanks; and amend 17.04.070 Definitions to define and

include "Fuel Dispensing", "Fuel Storage Tank", "Fuel Storage Tank Aboveground" and "Gas Service Station." Application #25-041.

City Planner Tony Ekins said the proposed application is initiated by Hyrum City to establish requirements for gas service station, fuel dispensing, and fuel storage tanks to create general site and building requirements, fuel dispensing requirements, fuel storage tank locations, and external-tertiary containment requirements for aboveground fuel storage tanks that are located within three-hundred-fifty (350) feet of an existing open waterbody. The ordinance has received input, review, and support from City Staff, Hyrum City Fire Department, Utah Department of Water Quality, Utah State Fire Marshal's Office, Planning Commission, and the City Attorney. On January 8, 2026, the Planning Commission held the required public hearing and made a motion (40) recommending approval to the City Council, with the following recommendations: 1. Combine Subsections E and F General Site Requirements. On January 15, 2026, the Staff discussed the draft ordinance goals and objectives with the Mayor and City Council. On January 20, 2026, the Hyrum City Attorney reviewed the draft ordinance following the City Council Workshop Discussion and provided the following suggestions to the draft ordinance: 1. Add language to the 'storage tank' definitions along the lines "whether such tanks are affixed to the ground, moveable, or suspended above ground". Removal of the "rests directly on the ground" language from the "Fuel Storage Tank Aboveground". Here are the relevant definitions from the ordinance with suggested changes in RED: Fuel Storage Tank - "Fuel Storage Tank" means a tank that has the capacity to hold 501 gallons or more and is underground or aboveground containing bulk storage of petroleum or other regulated substances that is incidental to the use of the premises where such tank is located whether such tanks are affixed to the ground, moveable, or suspended above ground. Fuel Storage Tank Aboveground - "Fuel Storage Tank Aboveground" means a fuel storage tank that has the capacity to hold 501 gallons or more and is by volume less than ten percent (10%) buried in the ground, affixed to the ground, moveable, or suspended above ground. [or rests directly on the ground. REMOVED]. The State of Utah has expressed its approval of this ordinance and will be using it as a model ordinance to give to other cities.

ACTION

Councilmember Rasmussen made a motion to adopt Ordinance 26-05 an ordinance amending Title 17 Zoning of the Hyrum City Municipal Code Sections 17.44.080 and 17.45.150 Gas Service Station Criteria to establish requirements and

regulations for gas service stations, fuel dispensing, and fuel storage tanks; and amend 17.04.070 Definitions to define and include "Fuel Dispensing", "Fuel Storage Tank", "Fuel Storage Tank Aboveground" and "Gas Service Station." with the following amendments: 1. Section G.5. after "toward the ground" add "and shall conform with other lighting ordinances including to not extend beyond property lines."; and 2. Section I.1. after "double walled, that" change "is" to "are" and change "the following shall be required" to "shall comply with the following requirements:". Councilmember Foulger seconded the motion and Councilmember Adams voted aye, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

ORDINANCE 26-06 - AN ORDINANCE AMENDING TITLE 17 ZONING OF THE HYRUM CITY MUNICIPAL CODE TO CREATE CHAPTER 17.63 HOME-BASED MICRO-SCHOOL AND MICRO-EDUCATION ENTITY; AMEND 17.04.070 DEFINITIONS TO DEFINE AND INCLUDE "HOME-BASED MICRO-SCHOOL" AND "MICRO-EDUCATION ENTITY"; AND AMEND USE REGULATIONS IN SECTIONS 17.22.030, 17.28.010, 17.30.010, 17.32.010, 17.36.010, 17.38.010, 17.44.020, 17.45.020, 17.48.020, 17.49.020, AND 17.050.020 TO INCLUDE HOME-BASED MICRO-SCHOOL AND MICRO-EDUCATION ENTITY AS A PERMITTED USE IN ALL ZONING DISTRICTS. APPLICATION #25-040.

Mayor Miller said Ordinance 26-06 is an ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.63 Home-Based Microschool And Micro-Education Entity; amend 17.04.070 Definitions to define and include "Home-Based Microschool" and "Micro-Education Entity"; and amend Use Regulations in sections 17.22.030, 17.28.010, 17.30.010, 17.32.010, 17.36.010, 17.38.010, 17.44.020, 17.45.020, 17.48.020, 17.49.020, and 17.050.020 to include Home-Based Microschool And Micro-Education Entity as a permitted use in all zoning districts. Application #25-040.

City Planner Tony Ekins said the proposed application is initiated by Hyrum City to create a Home-Based Microschool and MicroEducation Entity ordinance as allowed by Utah Code to address business license, parking, traffic, hours of operation and applicable zoning and land use regulations that do not conflict with Utah Code 10-20304. On November 11, 2025, the Hyrum City Attorney reviewed the draft ordinance and provided the following suggestions to the draft ordinance: 1. Clarify "Home-Based

Microschool" definition to include education services to 16 or fewer students. 2. While parking requirements for micro-education or home-based microschools cannot exceed the requirements of schools or other institutional public uses, we should pass a requirement for parking for schools. Example: 0.1 stall per student. a. The current Hyrum City Code for similar use (places for public assembly) require one (1) space for each five (5) fixed seats and one (1) space for fifty (50) square feet of floor area for moveable seats under maximum seating arrangement. This occurs in commercial and residential zoning districts. Staff contacted the Cache County Development Department for information regarding parking counts for public and private schools and staff was advised they rely on the proposed parking counts provided by design engineers, and they only verify the number of ADA stalls per overall parking stall quantity. Comparably, staff reached out to Logan City to determine parking counts for public and private schools, and staff was advised to allow an alternative approach whereas the applicant provides a parking plan with rational for meeting sufficient parking stalls. This option requires a parking study that includes estimates of parking demand. On November 13, 2025, the Planning Commission held the required public hearing and made a motion (4-0) recommending approval to the City Council with the following recommendations: Item F. 1. Clarify "Home-Based Microschool" definition to include education services to 16 or fewer students. 2. In the parking section, clarify parking requirements shall comply with Hyrum City off-street parking requirements. 3. In the traffic section, clarify the traffic plan shall address impacts on the site and surrounding community without obstructing traffic. On November 20, 2026 the City Council continued the prepared ordinance for staff to complete the following: 1. Verify if "Home-Based Microschool" can be regulated to only be homeowner occupied. a. The State Bill treats all Home-Based Microschools as permitted land use in any zone and removes occupancy restrictions beyond that applies to the primary home. This request is not an option. 2. Staff review any unforeseen parking and traffic impacts. a. State and city roads are public and for the use of public transportation. When an application is submitted to the city, the draft ordinance will require the applicant to provide a desired route for transportation and staff can include recommendations for routes that could better minimize traffic impacts on neighborhoods. b. Staff contacted Cache County and Logan City who reviewed school district site plans for parking quantities and staff provided parking language consistent with the intent of the draft ordinance to include a parking plan, review, and approval process in 17.63.C. Parking. There is a bill before

our State Representatives that will provide further clarification and regulations to govern microschools if passed. Current state law language regulating microschools is very vague and the State Legislature is looking at correcting this. The City may want to wait until this year's legislative session is over before adopting this code since there is a bill to address microschools.

ACTION

Councilmember Rasmussen made a motion to continue discussion on Ordinance 26-08 an ordinance amending Title 17 Zoning of the Hyrum City Municipal Code to create Chapter 17.63 Home-Based Microschool And Micro-Education Entity; amend 17.04.070 Definitions to define and include "Home-Based Microschool" and "Micro-Education Entity"; and amend Use Regulations in sections 17.22.030, 17.28.010, 17.30.010, 17.32.010, 17.36.010, 17.38.010, 17.44.020, 17.45.020, 17.48.020, 17.49.020, and 17.050.020 to include Home-Based Microschool And Micro-Education Entity as a permitted use in all zoning districts to a future Council Meeting when this year's legislative session has ended. Councilmember Nalyn Nelson seconded the motion and Councilmember Adams voted aye, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

ORDINANCE 26-07 - AN ORDINANCE AMENDING CHAPTER 2.12, SECTION 2.12.010 SALARIES OF THE HYRUM CITY MUNICIPAL CODE, TO SET THE SALARIES OF THE HYRUM CITY ADMINISTRATOR AND HYRUM CITY ENGINEER.

Mayor Miller said Ordinance 26-07 is an ordinance amending Chapter 2.12, Section 2.12.010 Salaries of the Hyrum City Municipal Code, to set the salaries of the Hyrum City Administrator and Hyrum City Engineer.

City Recorder Stephanie Fricke said Utah State Code Section 10-3-818 requires a public hearing and for the compensation or compensation schedule to be set by Ordinance for Elected Officials, Appointed Officers (including City Administrator and City Engineer), City Department Heads, and Assistant Department Heads. After conducting a salary survey and wage comparison with similar cities (population; utilities power, water, sewer, and irrigation; general fund departments library, museum, senior center, and fire station; and budget) the following pay ranges are being proposed:

POSITION	TYPE	PAY RANGE -2025-2028			PHONE	SALARY	SAFETY	APPRECIATION
		MINIMUM	MID	MAXIMUM	ALLOWANCE		INCENTIVE	
					PER MONTH	ENHANCEMENT	MONTHLY	BONUS
City Administrator	Salary	\$125,000.00	\$145,000.00	\$165,000.00	\$85.00	0.81%	\$10.00	\$433.13
City Engineer	Salary	\$110,000.00	\$140,000.00	\$170,000.00	\$85.00	0.81%	\$10.00	\$433.13

New employees shall generally be hired within the minimum to midpoint of the established pay range for the position. In exceptional circumstances, where a candidate demonstrably exceeds the qualifications and experience required for the role, the Mayor may authorize a starting salary within the midpoint to maximum range. Such exceptions are intended to be rare and should not constitute standard practice.

Councilmember Rasmussen said he is concerned about the City Engineer's salary being too high for the duties that the City Engineer may be assigned.

Councilmember Adams said he is not opposed to the City Administrator salary but the City Engineer salary maybe to high. He asked if a wage study was conducted on this position.

Mayor Miller said the City is in the process of replacing it's City Engineer and will be assigning the new City Engineer a variety of different duties. He wants the City Engineer to work heavily with our utility departments and to assist and guide them in their utility projects. Hyrum City's public utility department's superintendents are not engineers and currently they have to be in discussions and make decisions that would be better handled by a City Engineer.

A lengthy discussion ensued regarding the City Engineer's job duties, required experience, and associated pay range. The role encompasses overseeing public infrastructure projects, managing city construction projects, ensuring regulatory compliance, preparing and administering budgets, and providing technical guidance to City leadership and the public. It was noted that the position requires significant professional experience in civil engineering, project management, and municipal operations, along with appropriate licensure and demonstrated leadership capability. The established pay range for the City Engineer includes a minimum, midpoint, and maximum salary and represents the full compensation spectrum for the position. The payscale only increases when the cost of labor increases. When hiring, the specific salary offered will be determined based on the candidate's education, relevant experience, professional credentials, and years of service, ensuring alignment with qualifications and internal equity

considerations. The starting salary pay range should only exceed the mid salary level if the candidate exceeds the qualifications and experience required for the position. Starting an employee above mid range should be a rare circumstance.

ACTION

Councilmember Nalyn Nelson made a motion to extend Hyrum City Council Meeting for an additional 15 minutes as per the Hyrum City Council Meeting Procedures and Policies. Councilmember Nalyn Nelson seconded the motion and Councilmember Adams voted aye, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

ACTION

Councilmember Michael Nelson made a motion to adopt Ordinance 26-07 an ordinance amending Chapter 2.12, Section 2.12.010 Salaries of the Hyrum City Municipal Code, to set the salaries of the Hyrum City Administrator and Hyrum City Engineer. Councilmember Nalyn Nelson seconded the motion and Councilmember Adams voted nay, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen abstained until there was a City Engineer job description presented to the City Council. The motion passed.

ORDINANCE 26-08 - AN ORDINANCE CREATING CHAPTERS 2.09 CITY ADMINISTRATOR AND 2.10 CITY ENGINEER OF THE HYRUM CITY MUNICIPAL CODE.

Mayor Miller said Ordinance 26-08 is an ordinance creating Chapters 2.09 City Administrator and 2.10 City Engineer of the Hyrum City Municipal Code.

ACTION

Councilmember Rasmussen made a motion to adopt Ordinance 26-08 an ordinance creating Chapters 2.09 City Administrator and 2.10 City Engineer of the Hyrum City Municipal Code with the following amendment to Section 2.10.030 after "City Engineer Job Description," add "City Ordinance,". Councilmember Nalyn Nelson seconded the motion and Councilmember Adams voted aye, Councilmember Foulger voted aye, Councilmember Michael Nelson voted aye, Councilmember NaLyn Nelson voted aye, and Councilmember Rasmussen voted aye. The motion passed.

