

MINUTES OF A REGULAR MEETING OF THE HYRUM CITY PLANNING COMMISSION
HELD JULY 10, 2025 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST
MAIN, HYRUM, UTAH.

CONVENED: 6:30 P.M.

CONDUCTING: Vice Chair Angi Bair

PRESENT: Vice Chair Angi Bair, Commissioners Scott Casas, Averie
Wheeler, and Paul Willardson.

EXCUSED: Chairman Stephen Nelson

CALL TO ORDER: There being four present and four representing a
quorum, Vice Chair Angi Bair called the meeting to order.

OTHERS PRESENT: City Planner Tony Ekins, City Engineer Matt Holmes
and four citizens. Secretary Shara Toone recorded the minutes.

PLEDGE OF ALLEGIANCE: Commissioner Wheeler led the governing body
and the citizens in the Pledge of Allegiance.

INVOCATION: Commissioner Casas

APPROVAL OF MINUTES:

The minutes of a regular meeting held on June 12, 2025 were
approved as written.

ACTION

Commissioner Willardson made a motion to approve the
minutes of June 12, 2025 as written. Commissioner Casas
seconded the motion and Commissioners Bair, Casas,
Wheeler, and Willardson voted aye.

AGENDA APPROVAL:

A copy of the notice and agenda for this meeting was posted on the
Utah Public Notice Website and Hyrum City's website, distributed
to each member of the Planning Commission, and posted at the City
Offices more than forty-eight hours before meeting time.

ACTION

Commissioner Wheeler made a motion to approve the agenda

for July 10, 2025, as written. Commissioner Casas seconded the motion and Commissioners Bair, Casas, Wheeler, and Willardson voted aye.

6. PUBLIC HEARINGS

- A. To receive public comment regarding an ordinance amending Chapter 12 Planning Commission of Title 17 (the Zoning Ordinance) of the Hyrum City Municipal Code to establish term limits and adding an additional alternate member, and relocating and creating Title 2 Administration, Chapter 95 Planning Commission.

7. SCHEDULED DELEGATIONS

- A. Hyrum City - An ordinance amending Chapter 12 Planning Commission of Title 17(the Zoning Ordinance) of the Hyrum City Municipal Code to establish term limits and adding an additional alternate member, and relocating and creating Title 2 administration, chapter 95 Planning Commission.
- B. Daren Orme, Accessory Building Exception - To seek exception for locating a shed within side yard setbacks of the Main Building located at 674 East 1250 South.

8. ADJOURNMENT

PUBLIC HEARING:

THE PURPOSE OF THIS HEARING IS TO RECEIVE PUBLIC COMMENT REGARDING AN ORDINANCE AMENDING CHAPTER 12 PLANNING COMMISSION OF TITLE 17 (THE ZONING ORDINANCE) OF THE HYRUM CITY MUNICIPAL CODE TO ESTABLISH TERM LIMITS AND ADDING AN ADDITIONAL ALTERNATE MEMBER, AND RELOCATING AND CREATING TITLE 2 ADMINISTRATION, CHAPTER 95 PLANNING COMMISSION.

ACTION Commissioner Casas made a motion to open the public hearing at 6:32 P.M. Commissioner Wheeler seconded the motion and Commissioners Bair, Casas, Wheeler, and Willardson voted aye.

ACTION Commissioner Willardson made a motion to close the

public hearing at 6:33 P.M. Commissioner Casas seconded the motion and Commissioners Bair, Casas, Wheeler, and Willardson voted aye.

SCHEDULED DELEGATIONS:

HYRUM CITY - AN ORDINANCE AMENDING CHAPTER 12 PLANNING COMMISSION OF TITLE 17 (ZONING ORDINANCE) OF THE HYRUM CITY MUNICIPAL CODE TO ESTABLISH TERM LIMITS AND ADDING AN ADDITIONAL ALTERNATE MEMBER, AND RELOCATING AND CREATING TITLE 2 ADMINISTRATION, CHAPTER 95 PLANNING COMMISSION.

City Planner Ekins explained that the City recently looked for a volunteer to fill an open alternate position on the Planning Commission. Currently, there are five full members, but no alternate. During this process, the Mayor brought up two long-term goals:

1. To add a second alternate to help when members are unavailable.
2. To review and clarify the Planning Commission's term limits.

The city code currently mentions a five-year term, followed by reappointments each year. The proposed change would make five years the maximum term limit. Another goal is to adjust the structure of the commission to include representation from all areas of the city: northeast, northwest, southeast, southwest, and central. Over time, the plan is to rotate representation in a way that each area follows a seven-year cycle. This cycle could include up to two years serving as an alternate, followed by five years as a full member. This change will take time to fully implement.

City Planner Ekins explained that currently, the Planning Commission is mostly made up of members from the southeast part of the city. This issue had been discussed by staff before, and with support from the Mayor, they began working on ways to create more balanced representation. During the recent effort to fill an open alternate position, outreach was expanded to the west side of town to attract more volunteers. As a result, 13 people applied. So far, four interviews have been completed, and more will be done if there is support for adding a second alternate as part of the proposed amendment and long-term plan. Ekins noted that it took time to review the city code and make sure the plan aligns with the intended goals.

Commissioner Casas asked if the current Planning Commission members have staggered terms by one year.

City Engineer Holmes explained that when someone moves from alternate to a full member, they take over the remaining term of the person who left. The original terms were staggered by one year.

City Planner Ekins said that two current Planning Commission members are on annual reappointments each February. The other members have terms ending in 2027 and 2029, so there are still several years left in those terms.

Commissioner Casas said he was unsure about when he changed from being an alternate to a full member.

City Planner Ekins said records show that in November of 2024, Commissioner Casas joined the Planning Commission and participated as an alternate until April of 2025.

Commissioner Willardson asked if both he and Angi are on the yearly renewal schedule.

City Planner Ekins confirmed that was correct. He added that the changes are not happening right now. He said the plan has a long-term goal and isn't meant to take effect immediately. He mentioned receiving an email from Stephen with questions, and in his response, he clarified that current commitments run through 2026. Changes, like alternate transitions, may begin around that time.

Vice Chair Bair brought up the example of Scott, who was an alternate from November to April before filling someone else's term. She said situations like that should be addressed because Scott won't have a full five-year term plus two years as an alternate. She asked what happens if someone only has a few years left in their term and said that issue isn't clearly covered.

Commissioner Willardson asked what happens when an alternate fills someone else's term. He wanted to know if the person finishes that term and then starts their own full term, or if their term officially starts right away. He pointed out that if someone doesn't serve two years as an alternate first, the seven-year cycle wouldn't really apply.

Vice Chair Bair shared a few concerns. First, she said it's great that there are 13 applications now, but asked what happens if there aren't many applicants in the future. She suggested adding something to the policy that would let the mayor or city council

extend someone's term to keep the position filled. Second, she said it's helpful to have a mix of people on the commission, including those with professional experience like engineering, surveying, or landscaping, along with regular residents. She's concerned that without applicants with technical expertise, the commission could end up with only laypeople, which might not be ideal. In that case, extending someone's term could be useful. Lastly, she said the process for interviews and applications should be clearly written out so it stays consistent each year.

City Planner Ekins said he made note of all those things.

Vice Chair Bair said the commission has had a good mix of members with professional expertise and regular citizens, which creates a balanced group. She noted that members like Paul and Averie bring up important points that others might not consider, and that having people with technical knowledge is a benefit to the city.

City Planner Ekins said he understood and would take the information and move it forward.

Commissioner Willardson said he wasn't completely following and asked if they could go through a "what if" scenario.

City Planner Ekins said yes, absolutely, and added that's what they are there for.

Commissioner Willardson asked if Scott would reach the end of his term in five years, in April. He also asked if Scott would need to step down then because he will have served five years under the new ordinance.

Commissioner Casas said that if he became a permanent member in April, he was unsure if he took over someone else's spot that didn't complete their full five years. He said he wanted to explore that "what if." He added that he didn't know how long the other person's term was, but it didn't bother him. If his term ends in three years, that's fine because he understands he would be finishing someone else's term.

Commissioner Willardson asked if, when the new rule starts February of 2026, would he and Angi need to step down because they have already completed five years.

City Planner Ekins explained that Planning Commission terms are staggered, and each member serves a maximum of five years, not counting time spent as an alternate. However, the code doesn't

clearly define how alternate years are counted. He said that an alternate's term lasts for however long they serve in that role, and when they become a full member, their five-year term starts at that point.

Vice Chair Bair said that currently, alternates complete someone else's term and then can be reappointed. She added that in her opinion, it's unlikely for an alternate to serve a full two years because most started as alternates and moved up in less than a year.

Commissioner Willardson asked if the main but the main focus was on the maximum five-year term, not the possibility of a seven-year term.

City Planner Ekins said the term is five years. He shared that in other nearby cities, terms are usually shorter, about three years, before transitioning. The goal was to clarify the five-year maximum in the current code and stop yearly reappointments. He explained that when an alternate becomes a full member, their five-year term starts at that point.

Commissioner Willardson asked if the idea is to have a full-time Planning Commission member serve for five years. Time spent as an alternate is just extra. After five years as a full member, the term is finished.

City Planner Ekins said that's how he understands it, but he will take the questions raised back for further review.

Commissioner Willardson said he thinks the policy needs more clarity.

Vice Chair Bair said that if the goal is to have a rotating cycle, it could be a problem. She explained that if one person becomes a member after one month as an alternate and another after two months, their five-year terms would end at different times, making it inconsistent.

Commissioner Casas said he thinks it's important that an opening should happen every year. In his opinion, if there are five members and they've served their terms, one person should leave and a new member should join the board each year.

Commissioner Willardson said he thinks that's the goal they're working toward.

City Planner Ekins said that if it works out that way, right now the terms are split as two members in one year, two in another, and one in a different year.

Commissioner Casas said the goal should be clearly stated. He explained the original plan had two main purposes: first, to ensure that some members outlast a mayor's term so no one can fully control the commission for political reasons, providing continuity; and second, to allow one member to rotate off each year. He then asked if everyone knows when their own term ends.

City Planner Ekins said he can send the term information to the members.

Commissioner Casas suggested possibly amending the plan to keep a regular rotation of one member joining each year. He said he's willing to adjust his own term to help create the right pattern. He added that he wants the current and future mayors to have the chance to bring in new ideas over time. He pointed out that a 20% change each year isn't much, and since it takes time to learn the role, the gradual change makes sense.

Commissioner Willardson said he likes the idea of having more representation from different parts of the city. He noted that most members are currently from the southeast side of town.

City Planner Ekins said that increasing representation across the city is the goal. He added that he was advised to work toward this and is meeting with the commission to get their feedback.

Commissioner Willardson said he likes the idea of adjusting the current terms to help stagger them. He suggested speeding up the process instead of waiting for it to happen on its own, saying it would help get things moving sooner.

City Planner Ekins said staggering terms might be challenging. If the city is divided into focus areas, each area could follow its own schedule. For example, focus area 1 could have a transition one year, then focus area 2 the next, and so on.

Commissioner Casas asked about the wording on page 17, section 2.95. He pointed out that the phrase "before the first Monday in February of each year" was removed and asked why that change was made.

City Planner Ekins explained that the change was made to match the timing of the 5-year term. For example, if a term ends in May after

five years, the transition would take place then, based on when the original term started.

Commissioner Willardson asked if the transition has to happen at the annual meeting.

City Planner Ekins said that the appointments will still be made at the annual meeting when everyone gets together.

Commissioner Willardson asked if a term could end in the middle of the year.

City Planner Ekins said that if a Planning Commissioner starts in April or May, their five-year term would end in that same month five years later, and the transition would happen then.

Commissioner Casas asked if having staggered terms like that would be more confusing for staff. He wondered if it would be simpler if everyone's term ended in January instead of having different end dates.

Commissioner Willardson said he was also thinking the same thing and wondered if it would make sense for all terms to end at the same time.

Commissioner Casas said he thinks it makes sense because elected officials usually have set start and end dates for their terms.

Commissioner Willardson said having set term dates helps because it allows the Planning Commission to set clear goals for the year.

Commissioner Casas said he prefers to keep the February date. He explained that if someone starts later, like in April, they wouldn't need to serve a full five years. He also said that alternates don't have to serve five years either, but everyone's term should be a set block of time, staggered so each person has a different year.

Vice Chair Bair said the downside is if someone quits in the middle of their term, like in July, you can't wait until February to fill the spot.

Commissioner Casas said he is not suggesting waiting, because the alternate would step in right away.

Vice Chair Bair said that even though the alternate steps in right away, they still need to be officially appointed, which can happen

mid-year.

City Engineer Holmes said the issue with terms ending or people leaving in the middle of the year is that if the chair or vice chair leaves then, a new vote and appointment would be needed outside of the regular annual meeting. He said that's something to keep in mind.

Vice Chair Bair said it's a good idea for everyone to have the same term if they stay the full time. But there should be clear rules for what happens if someone leaves early or fills a term. She thinks this issue needs to be addressed.

Commissioner Willardson asked if someone starts in July, would they serve about four and a half years.

Commissioner Casas said he thinks that would be the case.

Commissioner Willardson asked if they would serve five and a half years instead.

Commissioner Casas said it should be four and a half years, so the mayor makes decisions every February. He explained that a new mayor would have about a month to decide on Planning Commission members, which is reasonable. This way, turnover happens every February, unless someone leaves early.

City Planner Ekins said there are many possible scenarios. People's situations can change, so sometimes they have to leave. That's why they've been building a list of volunteers who are willing to help when needed.

Commissioner Casas asked when they expect to have two new alternates after the approval.

City Planner Ekins said they can get one new alternate right away because there is still an open spot. But there is also a discussion to, so they feel more comfortable.

Commissioner Casas asked if they are going to redo the draft or adopt the current draft based on their conversation.

City Planner Ekins said the Planning Commission's role is to review the draft and either recommend it to the City Council or revise it and bring it back for more discussion.

Commissioner Casas asked what the group wanted to do based on the

discussion they had.

Vice Chair Bair said she thinks the draft needs more work to address the questions and concerns that were brought up.

Commissioner Casas agreed and said that's why he wanted clarification. He thinks the draft should be updated to include what was discussed. He said he doesn't want to cause a delay but believes the changes are necessary.

City Planner Ekins said he was okay with that plan.

Commissioner Casas said that if they decide to revise the draft, it will be delayed and discussed again next month.

City Planner Ekins said it was fine and explained that the discussion is important because the Planning Commission follows this code.

Vice Chair Bair said the code should allow the Mayor to make decisions, like choosing skilled people for openings in certain areas.

City Planner Ekins said he understands the point but reminded that this is a volunteer position and the city cannot discriminate.

Vice Chair Bair asked if they could ask for specific volunteers.

City Planner Ekins said they did ask for specific volunteers, but he hasn't seen it done before.

Commissioner Willardson said the main idea is to have broad representation and a five-year maximum term.

City Planner Ekins said those are the two goals he had written down and so those should be included in the motion. Ekins said he would review the recording while working with staff, provide the findings, and then return to editing the document.

ACTION

Commissioner Willardson made a motion for a continuation of an ordinance amending Chapter 12 Planning Commission of Title 17 (Zoning Ordinance) of the Hyrum City Municipal Code to establish term limits and adding an additional alternate member, and relocating and creating Title 2 Administration, Chapter 95 Planning Commission. Commissioner Casas seconded the motion and

commissioners Bair, Casas, Wheeler, and Willardson voted aye.

DAREN ORME, ACCESSORY BUILDING EXCEPTION - TO SEEK EXCEPTION FOR LOCATING A SHED WITHIN SIDE YARD SETBACKS OF THE MAIN BUILDING LOCATED AT 674 EAST 1250 SOUTH.

City Planner Ekins explained that the city received an application from Darren, who wants to expand his residential property by adding a detached accessory building. Darren provided a proposed location and elevation for the building, which he plans to place in the side yard. He reviewed several possible setback options, and the final site plan shows a proposed 12-foot setback from the side property line. The distance between the property line and the neighboring home is 20 feet 8 inches. The new building would be placed 3 feet away from Darren's main house. According to the code, the planning commission must approve the location of the shed in the side yard setback

Daren Orme explained that he and his family chose the property mainly for its beautiful, unobstructed view in the back. Their original plan was to landscape the backyard and place a shed on the side of the house so it would be out of sight for both them and the neighbors. He admitted he was unaware of the restrictions on placing the shed in that location, which is why he is now seeking approval. He added that the backyard has since been landscaped extensively, making it unsuitable for placing a shed there.

Vice Chair Bair asked whether the shed would be permanently installed or if it would be movable.

Daren Orme said the shed would be movable. It won't have a concrete foundation—just a wood base—so it won't be permanently fixed in place.

Vice Chair Bair asked whether the rules are different for a movable shed or if they are the same.

City Planner Ekins responded that, as far as he knows, the rules do not change if the shed is movable. A foundation or building permit isn't required. However, the code allows someone to request an exception by presenting a design review to the planning commission. The commission then considers things like the structure, design, landscaping, distance to neighbors, and other relevant details.

Commissioner Casas asked if any of Daren's neighbors had objected to the shed.

Daren Orme said he spoke with his neighbors before starting the project, and they had no issues with the shed.

Commissioner Wheeler asked if there were any plans to put a fence on that side of the property.

Daren Orme said he and his wife are not planning to put up a fence. He mentioned the neighbors have talked about it, but nothing is happening at this time.

Commissioner Wheeler said it looks like there is plenty of space on both sides of the property.

Commissioner Casas said a vehicle could still fit into the back of the property.

Daren Orme said that if needed, he could move the shed closer to the house or make it smaller to meet safety requirements.

Commissioner Willardson asked which way the roof of the shed would slope and if it would slope toward the house.

Daren Orme said the roof would slope away from the house, with the high side against the house.

Commissioner Wheeler said he has no issues with the shed. He thinks it meets the property's access needs and noted that the neighbor does not oppose it.

Commissioner Willardson said Stephen mentioned fire code and asked Tony to talk about that for a moment.

City Planner Ekins said that when he saw the shed was planned to be three feet from the house, he contacted Travis Checketts, the building official for Cache County. Travis explained that the shed does not need a fire separation wall when it is next to the house. However, any building within five feet of the property line does require a fire separation wall. Travis recommended adding some fire separation between the shed and the house, but said it is not required.

Commissioner Willardson asked if fire separation is not required by fire safety guidelines.

City Planner Ekins confirmed that fire separation is not required by fire safety guidelines.

City Planner Ekins said they also checked with the fire department. He explained that under the current Hyrum City Code, any detached accessory building (DAS) up to 200 square feet can be built as close as one foot from the property line without needing building official review. Buildings over 200 square feet must follow the rule of being at least five feet from the property line and require a fire separation wall. He mentioned that sometimes people are surprised by this rule and end up spending more money when they learn about it later. He also said some larger buildings, like 24-by-24-foot shops or garages, have to follow the five-foot rule and fire separation requirements.

Vice Chair Bair said that if the shed were moved five feet away from the house, there would still be 10 feet of space on the other side, which meets the minimum requirement and works for both sides.

City Planner Ekins said that's correct, but based on what they found, Darren does not have to move the shed and is not violating the fire code if he keeps it where it is. The code only starts to apply when a building is next to the property line in a residential area like this.

ACTION

Commissioner Casas made a motion to approve an exception for locating a shed within side yard setbacks of the main building located at 674 East 1250 South. Commissioner Wheeler seconded the motion and Commissioners Bair, Casas, Wheeler, and Willardson voted aye.

ADJOURNMENT:**ACTION**

There being no further business before the Planning Commission, the meeting adjourned at 7:17 p.m.

Stephen Nelson
Chairman

ATTEST:

Shara Toone
Secretary

Approved: September 11, 2025
As Written