

# BOX ELDER COUNTY PLANNING COMMISSION MINUTES MARCH 20, 2025

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The Board of Planning Commissioners of Box Elder County, Utah met in the Box Elder County Commission Chambers at 7:00 p.m. The following members were present by a roll call, constituting a quorum:

*Roll Call*

Mellonee Wilding	Chairman
Jed Pugsley	Vice-Chair
Lonnie Jensen	Excused
Bonnie Robinson	Member
Jared Holmgren	Member
Jennifer Jacobsen	Member
Brandon East	Member
Vance Smith	Alternate/Member
Brian Bowen	Alternate/Member

*the following Staff was present:*

Scott Lyons	Comm Dev Director
Marcus Wager	County Planner
Destin Christiansen	County Planner
Stephen Hadfield	County Attorney
Boyd Bingham	Co. Commissioner
Diane Fuhriman	Excused

Chairman Mellonee Wilding called the meeting to order at 7:00 p.m.

The Invocation was offered by Commissioner Bonnie Robinson.  
Pledge was led by Commissioner Brian Bowen.

**The following citizens were present & signed the attendance sheet**

See Attachment No. 1 – Attendance Sheet.

The Minutes of the February 20, 2025 meeting were made available to the Planning Commissioners prior to this meeting and upon review a **Motion** was made by Commissioner Jed Pugsley to approve the minutes as written. The motion was seconded by Commissioner Jared Holmgren and passed unanimously.

**UNFINISHED BUSINESS**

**ORDINANCE TEXT AMENDMENT, Z24-005, Request for a text amendment to Chapter 3-6, Mobile Home Parks, of the Box Elder County Land Use Management & Development Code. ACTION**

Staff explained last year an applicant wanted to modify the code from its existing state to something more modernized. The agritourism aspect of the code was also addressed and a public hearing was held in October 2024. Staff received additional feedback and over time worked on the verbiage of the chapter. The language has been narrowed down to what staff feels simplifies

the chapter. The main takeaway is the county is not equipped to handle the density as seen in city parks with lines and lines of RVs.

Staff then focused on the agritourism aspect making it similar to the Accessory Dwelling Unit ordinance. The applicant would apply for an Administrative Conditional Use Permit and be given a list of requirements to be met. Once those requirements are met and the permit issued, the applicant can proceed and have one space, or up to five spaces maximum, and begin operations. The revision focuses on short-term agritourism with the length of stay being seven days as opposed to the original proposal of 90 days and eliminates mobile home subdivisions. The proposed language also includes density of allowed spaces and infrastructure/utility requirements.

*(See Attachment No. 2 - Chapter 3-6 – Recreational Vehicle Facilities for Agritourism.)*

**MOTION:** A Motion was made by **Commissioner Bonnie Robinson** to forward a recommendation of approval to the County Commission for application Z24-005, an ordinance text amendment with the addition of no available sewer or water hookups; clarification of item C in Section 3-6-030 that storage is not just for personal items, and adopting the exhibits, conditions and findings of staff. The motion was seconded by **Commissioner Jared Holmgren** and unanimously carried.

**CONDITIONS**

- 1. Compliance with Article 5 of the Box Elder County Land Use Management & Development Code.
- 2. Compliance with Article 2-2-080, Zoning Map and Text Amendments, of the Box Elder County Land Use Management & Development Code.
- 3. Compliance with all applicable County, State, and Federal laws regulating the proposed use, including all current licenses, permits, etc.

**THATCHER HILLS SUBDIVISION, SS24-032, Request for preliminary approval of a 27-Lot subdivision located in the Thatcher area of Unincorporated Box Elder County.**  
**ACTION**

Staff explained the request came before the Planning Commission in December of last year. The item was tabled due to not having an accurate plat for review. A revised plat has been submitted and has been reviewed and approved by all applicable departments. Staff also received a geotechnical report which has been reviewed and approved by the building department. The surrounding land uses are Agricultural and Residential. The surrounding zones are A-20, R-1-8, RR-1, R-1-20, and Unzoned. Utility letters have been received for all phases except the will serve letters for the water and from the health department, are for phase one only.

**MOTION:** A Motion was made by **Commissioner Jared Holmgren** to approve Phase 1 of application SS24-032, a preliminary plat for the Thatcher Hills Subdivision, located in unincorporated Box Elder County and adopting the exhibits, conditions and findings of staff. The motion was seconded by **Commissioner Jed Pugsley** and unanimously carried.

## CONDITIONS

1. Compliance with Article 5, Regulations of General Applicability, of the Box Elder County Land Use Management & Development Code.
2. Compliance with Chapter 6-1, Subdivisions, of the Box Elder County Land Use Management & Development Code.
3. Compliance with all applicable County, State, and Federal laws regulating the proposed use, including all current licenses, permits, etc.

## PUBLIC HEARINGS - None

## NEW BUSINESS

### HOWELL SITE PLAN, SP25-002, Request for site plan approval of a telecommunications facility expansion located at approximately 17125 W Frontage Road in the Howell area of Unincorporated Box Elder County. ACTION

Staff said the site plan is located on a 6.13 acre parcel. The surrounding land use is Agricultural and the surrounding zones are Unzoned.

Staff read the standards for approval of permitted uses as they apply to this request as follows:

**A. The proposed use shall be allowed as a permitted use in the applicable zone. Yes**

**B. The proposed use shall conform to the development standards of the applicable zone.** The review process is currently underway, once finished the development will conform.

**C. The proposed use shall conform to all applicable regulations of general applicability and regulations for specific uses set for in the Code.** The review process is currently underway, once finished the development will conform.

**D. The proposed use shall conform to any other applicable requirements of Box Elder County Ordinances.** The review process is currently underway, once finished the development will conform.

**E. If the proposed use is located on a lot or parcel which has been subdivided without County approval a subdivision plat shall be approved and recorded as a condition of approval. N/A**

Staff stated all applicable county departments have reviewed and approved the request except for the county surveyor who has some minor fixes suggested. Staff recommends approval subject to the conditions listed in the staff report.

**MOTION:** A Motion was made by **Commissioner Bonnie Robinson** to approve application SP25-002, a request for site plan approval of a telecommunications facility in the Howell area of Unincorporated Box Elder County. The motion was seconded by **Commissioner Jared Holmgren** and unanimously carried.

## **CONDITIONS:**

1. Compliance with all comments from Staff
2. Compliance with Section 2-2-090 of the Box Elder County Land Use Management & Development Code.
3. Compliance with Article 5, Regulations of General Applicability, of the Box Elder County Land Use Management & Development Code.
4. Compliance with all applicable County, State, and Federal laws regulating the proposed use, including all current licenses, permits, etc.

## **WORKING REPORTS**

### **Low Density Subdivisions**

Staff introduced the concept of low density subdivisions, proposed by Mitchell James, aiming to address recurring issues in subdivision development.

The proposal includes phases for planning, distribution, interim utilization, homesteading, aggregation, and finalization, with specific requirements for each phase.

Commissioners expressed concerns about the potential for developers to bypass requirements and the impact on long-term maintenance and public works.

The discussion highlighted the need for clear guidelines and the importance of preserving agricultural land while allowing for development.

### **Agricultural Heritage Area Zone**

Staff introduced the concept of an agricultural heritage area zone, aiming to balance private property rights and community interests. The proposal includes a base density of five acres per lot, with additional requirements for septic and well systems.

The Commissioners discussed potential incentives for farmers to participate in the zone, including the ability to sell development rights and the preservation of agricultural land. The discussion also covered the implications of the zone for existing and future development, including the need for clear guidelines and the potential for increased tax revenue.

Commissioners also discussed the impact of splitting land into smaller lots, noting that splitting 10 acres into two lots leaves 9 acres. Staff agreed emphasizing that new homes will trickle in along the frontage and that the impact of code changes may need to be revisited.

The Commissioners mentioned the challenge of people wanting to give their kids ground, suggesting a base density of 5.5 acres. They discussed the tax advantages and green belt requirements, clarifying that the land remains one piece with small lots.

### **Parking Considerations for Event Centers**

Commissioner Bonnie Robinson shared an experience at a prom at Castle Manor in Cache Valley, highlighting the need for adequate parking for events where people stay for two hours. The Commissioners discussed the capacity of parking lots, noting that high school kids often park on streets due to limited space. Event centers should consider parking for events like dances, which have different parking needs than receptions or dinners.

## **Secondary Water Systems and Maintenance Responsibilities**

The subject of the county-wide water master plan and the potential inclusion of secondary water systems in subdivision codes was brought up.

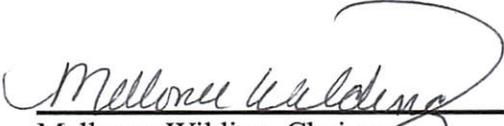
Staff explained the ongoing county-wide water master plan and the discussion about requiring secondary water systems in development codes. The conversation touched on potential maintenance responsibilities, including culinary water providers, HOAs, and the Bear River Water Conservancy District. There was discussion of the challenges of maintaining secondary water systems, including the lack of interest from culinary suppliers and the unreliability of HOAs.

Staff provided an update on the Conservancy District's feasibility study for requiring and maintaining small secondary systems county-wide. The study includes different types of developments and the associated costs, with a consultant expected to present findings by July or August. The Commissioners discussed the potential impact of the study on future subdivision codes and the logistics of implementing secondary water systems. Commissioner Vance Smith shared a past experience with the Bear River Canal Company, noting their reluctance to take on the responsibility of setting up secondary water systems.

## **PUBLIC COMMENTS - NONE**

## **ADJOURN**

**MOTION:** A Motion was made by Commissioner Bonnie Robinson to adjourn commission meeting. The motion was seconded by Commissioner Jared Holmgren and the meeting adjourned at 8:37 p.m.

  
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Mellonee Wilding, Chairman  
Box Elder County Planning Commission



# Box Elder County Land Use Development & Management Code

## Article 3: Zoning Districts

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### **Chapter 3-6 – Recreational Vehicle Facilities for Agritourism**

#### **Sections.**

- 3-6-010. Purpose and Intent.
- 3-6-020. Conditional Use Permit and Site Plan Required.
- 3-6-030. Location.
- 3-6-040. Standards and Requirements for Recreational Vehicle Facilities for Agritourism.

#### **3-6-010. Purpose and Intent.**

The purpose and intent of this section is:

- A. To allow for agritourism opportunities that may involve overnight camping in a personal recreational vehicle.
- B. To require agritourism developments that include overnight camping in a personal recreational vehicle will be of such character as to promote the objectives and purposes of this Code; to protect the integrity, characteristics, and value of the area in which agritourism developments are located.

#### **3-6-020. Conditional Use Permit and Site Plan Required.**

The development of a recreational vehicle facility for agritourism purposes requires an Administrative Conditional Use Permit approved by the Zoning Administrator. As such, each facility must comply with Section 2-2-110, Administrative Conditional Use Permit of this Land Use Management & Development Code.

Additionally, each recreational vehicle facility for agritourism must comply with Section 2-2-120, Site Plan Review of this Land Use Management & Development Code.

#### **3-6-030. Location.**

- A. Recreational vehicle facilities for agritourism shall be allowed in all unzoned areas and zones of a density of five (5) acres or greater. A minimum of five (5) acres is required for a recreational vehicle facility for agritourism. A single owner

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- across contiguous parcels may count all their acreage used for agricultural production towards the minimum acreage requirement.
- B. Recreational vehicles shall not be used at any place within the established boundaries of the County, at any time, for living quarters except in designated camping areas or recreational vehicle parks.
  - C. Recreational vehicles which are not in use may be temporarily stored on a private residential lot or parcel of land, provided they do not violate any section of this Code and are not parked in the public right-of-way or front yard. Long term storage of recreational coaches, maintenance operations, reconstruction, or construction activities are permitted within enclosures only and in zoning districts allowing such uses.

### **3-6-040. Standards and Requirements for Recreational Vehicle Facilities for Agritourism.**

- A. The Zoning Administrator and all other applicable county departments shall review the proposed development plan to determine its compliance with all portions of the County General Plan and, among other things, shall attempt to make sure that such development will constitute an environment of sustained desirability and stability and that it will not adversely affect amenities in the surrounding area. Standards higher than the minimum standards contained in this Code may be required if necessary for local conditions of health, safety, and protection of property, and to ensure that the development will mix harmoniously with contiguous and nearby existing and planned uses.
- B. The Zoning Administrator shall not approve any application for an administrative conditional use permit for a recreational vehicle facility for agritourism if the developer cannot fully address items B.1-5. and C.1-11. to the approval of applicable county departments, or if the Zoning Administrator determines there would be unusual danger of flood, fire or other hazard, or if the proposed development would be of such character or in such a location that it would:
  - 1. Create excessive costs for public services and facilities.
  - 2. Endanger the health or safety of the public.
  - 3. Unreasonably hurt or destroy the environment.
  - 4. Cause excessive air or water pollution, or soil erosion, or

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5. Be inconsistent with any adopted general or specific plan of the area in which it is to be placed.
- C. The development shall conform to the following standards and requirements:
1. The area shall be in one ownership.
  2. Recreational vehicle facilities are limited to a density of one space per two acres of land. Facilities are limited to five sites maximum.
  3. Recreational vehicle spaces must meet the required minimum setbacks for main buildings of the zone in which the development is located.
  4. All parking shall be accommodated on site for all visitors.
  5. No individual space in a recreational vehicle facility for agritourism shall be occupied by an individual recreational vehicle for more than seven (7) days consecutively. This Code prohibits the use of individual recreational vehicle spaces in recreational vehicles facilities for agritourism as a location for permanent living.
  6. Any recreational vehicle facility for agritourism shall comply with and conform to all other zoning laws, rules, regulations; building codes, fire codes, public works standards, as well as all other codes and requirements applicable to a structure or development within the zone in which said recreational vehicle facility is located.
  7. Prerequisite to the operation of any recreational vehicle facility for agritourism in the County shall be the obtaining of an annual business license from the County.
  8. In the event a recreational vehicle facility for agritourism is not completed according to the approved Site Plan, or operated and maintained according to the approved Administrative Conditional Use Permit or this Land Use Management & Development Code, the Administrative Conditional Use Permit and annual business license may be denied or revoked.
  9. The premises on which any recreational vehicle facility for agritourism is located, used, or occupied shall be maintained in a clean, orderly and sanitary condition. The accumulation of any rubbish, waste, weeds, inoperative vehicles, or other unsightly material thereon shall constitute a public nuisance and a violation of this Code. Reasonable guarantees to assure compliance with this requirement will be required of the developer and/or owner as a condition of administrative conditional use permit approval and ultimately the issuance of the annual County business license.

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10. Recreational vehicle facilities shall comply with all applicable sections of Article 5: Regulations of General Applicability of the Land Use Management & Development Code.
11. In addition to meeting the above requirements and conditions, and conforming to the other laws of the County, all recreational vehicle facilities for agritourism shall also conform to all applicable state regulations. In the event of any conflict between said regulations and this Chapter, the more strict regulation shall take precedence.
12. It is recommended that the host provide guests with a list of nearby RV services such as dump stations, potable water, and repair services.

### **1-3-040. Definitions.**

**Agritourism:** The combination of agricultural production with tourism to attract participants from the general public to an agricultural enterprise for the entertainment, recreation, or education of the participants.