

MINUTES OF A REGULAR MEETING OF THE HYRUM CITY PLANNING COMMISSION  
HELD JUNE 12, 2025 AT THE HYRUM CITY COUNCIL CHAMBERS, 60 WEST  
MAIN, HYRUM, UTAH.

**CONVENED:** 6:30 P.M.

**CONDUCTING:** Commissioner Paul Willardson

**PRESENT:** Commissioners Scott Casas, Averie Wheeler, and Paul Willardson.

**EXCUSED:** Chairman Stephen Nelson, Vice Chair Angi Bair

**CALL TO ORDER:** There being three present and three representing a quorum, Commissioner Paul Willardson 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 Scott Casas led the governing body and the citizens in the Pledge of Allegiance.

**INVOCATION:** Commissioner Averie Wheeler

**APPROVAL OF MINUTES:**

The minutes of a regular meeting held on May 8, 2025 were approved as written.

**ACTION**

Commissioner Casas made a motion to approve the minutes of May 8, 2025 as written. Commissioner Wheeler seconded the motion and Commissioners 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 June 12, 2025, as written. Commissioner Casas seconded the motion and Commissioners Casas, Wheeler, and Willardson voted aye.**

6. PUBLIC HEARINGS

- A. To receive public comment regarding a temporary land use regulation governing short-term rentals and similar transient housing uses pursuant to Utah Code 10-9a-504.

7. SCHEDULED DELEGATIONS

- A. Hyrum City - To consider the approval of an ordinance establishing a temporary land use regulation governing short-term rentals and similar transient housing uses pursuant to Utah Code 10-9a-504.
- B. Carlyle Greger, Carlyle Machine - To request site plan approval for a new 10,950 sq. ft. building to manufacture prototypes in the medical industry located at 1671 East 145 South, consisting of approximately 1.00 acres.

8. ADJOURNMENT

***PUBLIC HEARING:***

**THE PURPOSE OF THIS HEARING IS TO RECEIVE PUBLIC COMMENT REGARDING A TEMPORARY LAND USE REGULATION GOVERNING SHORT-TERM RENTALS AND SIMILAR TRANSIENT HOUSING USES PURSUANT TO UTAH CODE 10-9A-504.**

**ACTION**

**Commissioner Casas made a motion to open the public hearing at 6:34 P.M. Commissioner Wheeler seconded the motion and Commissioners Casas, Wheeler, and Willardson voted aye.**

City Planner Tony Ekins explained that the city is considering approving an ordinance to create a temporary land use regulation for short-term rentals (STRs)—like those on Airbnb, Vrbo, and similar platforms—under Utah Code 10-9a-50. He noted that Hyrum City's current zoning laws do not specifically address STRs, and

the growing number of unregulated rentals has led to issues with parking, noise, public safety, housing availability, neighborhood stability, code enforcement, and fair taxation. Staff concluded that a temporary regulation is needed to protect the character of residential areas and to prevent incompatible uses while the city works on a more permanent plan with public input. Under state law, such a regulation can last up to 180 days.

Commissioner Willardson noted that although no one was present to speak, the commission did receive a letter, which he read aloud. The letter, dated June 1, 2025, addressed to Tony Ekins, Hyrum City Planner and Zoning Administrator, stated:

"Dear Mr. Ekins, for many years, several of my neighbors and I have suspected a house in our neighborhood located at 468 South Center Street has been operating as a VRBO or Airbnb. In casual conversation with the owner, who lives out of town, but occasionally visits the neighborhood, has said it is not but rather just used by friends and family from time to time, but within the last week or so, it has been mentioned to me that a description and pictures of the house has been seen on internet sites as available to be rented on a short term basis. I believe you have received a prior complaint on this. Whether this type of rental is legal in this neighborhood or not, it is considering to me and several of my neighbors. I understand that a public hearing of some sort will be held on June 12th to allow public comment on this matter. I'll be out of state that evening, and I'm hoping you would please see that this letter is read or otherwise made available to the members of the Planning and zoning committee. Here are my concerns: 1. during the spring and summer, especially, traffic especially traffic volume in this neighborhood skyrockets with visitors going to Hyrum State Park Beach area. While the park officials have been very cooperative in doing what they can to help control traffic congestion, my neighbors and I have found it necessary to put "No Parking" and "Private Property" signs on our front lawns to keep vehicles from making U-turns on them, backing up on them, and parking on them. And a few instances, picnicking, sunbathing and parking a trailer boat on a large lawn I own directly west of my residence. On weekends and holidays, it is not unusual to have vehicles parked on both sides of Center Street, 500 South and 100 East for half a block to a block in each direction. Just yesterday this was the case as I

came home, driving south on Center Street, beginning at about 400 South Center and continuing to the state park entry. The street was neck down to nearly one-way Traffic. Emergency vehicles would certainly have had a difficult time navigating the route. Allowing a short-term rental in the middle of this with further compound an already difficult situation. 2. On many summer nights in past years, late night noise emanating from the above-referenced house has been clearly heard in the neighborhood up until nearly midnight. 3. If indeed, the short-term occupant of this house are family friendly, it would be expected that some screening of the occupants would automatically occur. On the other hand, if it is actually a Vrbo or Airbnb, there may be no way to adequately screen occupants who may be inclined to bring unsavory elements into this neighborhood. So, it is traffic congestion in the day and noise from night games half the night. This is a residential neighborhood. Please don't compound the problem by approving a Vrbo or Airbnb. Respectfully, Mike Stauffer 59 East 500 South."

**ACTION**

**Commissioner Casas made a motion to close the public hearing at 6:38 P.M. Commissioner Wheeler seconded the motion and Commissioners Casas, Wheeler, and Willardson voted aye.**

***SCHEDULED DELEGATIONS:***

**HYRUM CITY - TO CONSIDER THE APPROVAL OF AN ORDINANCE ESTABLISHING A TEMPORARY LAND USE REGULATION GOVERNING SHORT-TERM RENTALS AND SIMILAR TRANSIENT HOUSING USES PURSUANT TO UTAH CODE 10-9a-504.**

City Planner Tony Ekins explained that the letter read during the public hearing was the second complaint received about the property in question. These complaints helped prompt the city to move forward with the proposed temporary land use regulation for short-term rentals. Ekins said that Hyrum City staff met and supported the application, and the ordinance was written by the city's legal counsel. The request is for a six-month temporary regulation, during which staff will draft a permanent ordinance for short-term rentals. That final ordinance will be brought before the land use authorities for recommendation and approval before the temporary regulation ends.

Commissioner Willardson confirmed that the ordinance acts as a

moratorium—essentially a pause—on short-term rentals. He asked whether it requires current rentals to stop and whether it impacts new ones.

The response clarified that it applies to both existing and any new short-term rental operations during the moratorium period.

City Engineer Holmes added that Utah law limits temporary land use moratoriums to a maximum of 180 days. He explained that "temporary land use regulation" is simply another term for a moratorium under state law.

Commissioner Willardson asked if a current short-term rental operating in Hyrum would need to stop for six months under the proposed regulation.

City Planner Ekins explained that after the public hearing, he would follow up with the city attorney. He would report on the meeting and review section 3.3 of the ordinance. According to this section, short-term rentals that were operating legally before the ordinance takes effect can continue as long as they are up to date with required licensing and tax applications. The city only issues a landlord license for these rentals, not any special operating license.

Commissioner Casas mentioned that he is familiar with the property in question, having visited the street recently. He asked if the owner of the property mentioned in the letter holds any type of license for operating the rental.

City Engineer Holmes mentioned that he emailed Keesha earlier in the morning to check if there is a landlord license for the property, as that is the only type of license the city currently issues for rentals.

Commissioner Willardson clarified that if the property has a landlord license, the owner is operating legally and would not need to shut down during the six-month period.

City Planner Ekins explained that if the property is operating with a landlord license, there are specific requirements for rentals in Hyrum City. One key rule is that the rental must be a single-family dwelling, and it can only rent to up to four unrelated individuals.

City Engineer Holmes clarified that the definition of "family" in Hyrum City zoning allows either one family unit (by blood or

marriage) or up to four unrelated individuals living together as a single household.

Commissioner Casas asked what harm the city might face if the ordinance is not passed. He expressed the belief that there must be some kind of harm to justify the moratorium and asked for an explanation of the potential impact if the ordinance is not implemented.

City Planner Ekins explained that the concerns raised in the letter the city received highlight some of the issues related to short-term rentals, such as their impact on housing availability and community nuisances. He mentioned that the city needs time—during the six-month period—to investigate these issues further, look into complaints, and see how other cities are handling short-term rentals. Ekins also noted that while a recent hotel application was approved, the city lacks a specific definition for short-term rentals, making it difficult to manage them properly under current zoning codes.

Commissioner Casas acknowledged that many other cities have already dealt with issues related to short-term rentals, including problems like vandalism and police involvement. He expressed that Hyrum is somewhat late to address the issue, but he is glad the city is taking action. However, he raised a concern about the moratorium, stating that he doesn't believe the city has been harmed yet, pointing out that there has only been one complaint so far.

Commissioner Willardson pointed out that the speaker mentioned two complaints, with the second one being from the particular resident in question.

Commissioner Casas clarified that it is the same resident and the same location for both complaints.

Commissioner Willardson clarified that while it's the same location, there are two separate people making complaints.

Commissioner Casas agreed and pointed out that, so far, they are only talking about one house in the city.

City Engineer Holmes acknowledged that while the city is only currently aware of one property, there could be others. He mentioned that over the years, people have called to ask about the legality of their neighbors renting properties. Though the city doesn't have a complete record of all these calls, this is the

most recent and one of the more noticeable complaints.

Commissioner Willardson asked if anyone has checked platforms like Vrbo or Airbnb to see how many rentals are listed in Hyrum, Utah, or what's available.

City Engineer Holmes explained that, at this point, the city hasn't investigated other properties like this one, but they do have a listing for the current property. He pointed out that the property is listed as accommodating up to 24 individuals, which is beyond what one might expect for a typical family rental. Holmes mentioned reading some reviews, including one for a wedding party, where a large group of unrelated individuals stayed, which doesn't align with the family definition. He also discussed how such rentals could impact the neighborhood, noting that while most homes might have a few visitors a couple of times a year, this rental could host large groups every weekend, creating a different dynamic for the area.

Commissioner Willardson asked if this is saying to pause everything, have a discussion to get the right rules in place, and then restart things to ensure everyone follows the same regulations and there's no harm to others.

City Planner Ekins confirmed that the city is working with business license specialists to create a specific license for short-term rentals, which would be issued when an application is made.

Commissioner Casas pointed out that the house in question is next to Hyrum State Park, which is crowded for reasons unrelated to the property itself. He explained that parking issues in the neighborhood are due to the state park not expanding to meet demand. Casas expressed a desire for the city to help facilitate the expansion of the park, as he sees it as a valuable asset. He also mentioned the closure of Hyrum Dam for the next four years, suggesting it could be developed into a campground. Casas emphasized the need for more outdoor recreation in the area, noting that the overrun state park is contributing to the parking problems in the neighborhood, not the short-term rental itself. Commissioner Casas acknowledged that while he respects the purpose of the moratorium, much of the letter's concerns about parking and noise in the neighborhood are related to the state park, not the rental property. He noted that the state park itself is the main issue. Casas, who is familiar with the location, mentioned that he recently observed activity at the property but felt the larger problem lies with the park. He also suggested that the city is missing an opportunity to capitalize on expanding the state park,

which could help address some of these issues.

Commissioner Wheeler expressed support for the moratorium, understanding the reasoning behind it. She agreed that it's important to pause and thoroughly consider all factors before making any changes. Wheeler noted that after the analysis, the city could decide to be more relaxed with controls or find different solutions, but she felt the moratorium is necessary to understand the full impact on the city.

Commissioner Casas asked who would be harmed by implementing a six-month moratorium and how it would affect people in the city.

Commissioner Willardson believed the moratorium would mainly affect people already operating Airbnbs and Vrbos in the city, as they might not be able to continue for the six-month period unless they are licensed. He then questioned whether the city currently issues a license for such rentals.

City Engineer Holmes explained that the city issues a landlord license, and as long as the property has that license, the owner can rent it out. He said that there's no specific limit on how long renters can stay, so short-term rentals can still operate under the landlord license.

Commissioner Willardson asked if someone would be able to operate a Vrbo if they have a landlord license. If the person is following the rules of their landlord license, then it won't affect them.

City Engineer Holmes said the people most affected will be those trying to start a short-term rental or develop land for that purpose. Right now, the city code doesn't clearly define rules like how many parking spaces are needed or where these rentals should be allowed. The city needs to figure out how to manage this, so it doesn't get out of control. If too many homes become vacation rentals, it could reduce available housing and drive up prices, making it harder for people to afford a home in the long run.

Commissioner Wheeler gave an example using Annette Francis and her group. She said she wasn't sure if they have a landlord license or what their project timeline is, but since their use has already been approved, she assumes they would be allowed to continue as planned.

**ACTION**

**Commissioner Wheeler made a motion to recommend approval for an ordinance establishing a temporary land**



use regulation governing short-term rentals and similar transient housing uses pursuant to Utah Code 10-9a-504. Commissioner Casas seconded the motion and Commissioners Wheeler, and Willardson voted aye. Commissioner Casas voted Nay.

**CARLYLE GREGER, CARLYLE MACHINE - TO REQUEST SITE PLAN APPROVAL FOR A NEW 10,950 SQ. FT. BUILDING TO MANUFACTURE PROTOTYPES IN THE MEDICAL INDUSTRY LOCATED AT 1671 EAST 145 SOUTH, CONSISTING OF APPROXIMATELY 1.00 ACRES.**

Courtney Wallace from Cartwright Architects in Logan spoke about a project they're designing. The main building will be nearly 11,000 square feet and be used primarily as a machine shop. Part of the space could be used for expansion or rented out, and the building is designed to allow that flexibility if needed in the future. The building will have a more modern look with darker colors and sloped canopies to make it more attractive, especially if parts of it are rented out later. For the site design, they've tried to match nearby properties. There will be two entrances from 145 South, originally 40 feet wide but likely to be reduced to 36 feet to meet city requirements, which should still allow for truck and fire truck access. Most of the site will be covered in 2-inch rock, with trees and landscaping, like fountain grass, added near the building to improve appearance. A large concrete pad behind the building will serve as outdoor space for employees, with plans for tables and a grill. Utility and water retention plans are also included, and any recent comments or concerns are being addressed.

Commissioner Willardson asked for a staff report or any comments or concerns on the property.

City Planner Ekins said that staff had recommended the applicant submit a landscape plan, maintenance plan, and lighting plan as part of the motion to the city council. He noted that the applicant submitted all three plans earlier today to meet the requirements.

Commissioner Willardson asked what is included in a maintenance plan.

City Planner Ekins explained that in this case, the maintenance plan would cover things like the landscape finish, such as rock or cobble, and maintaining the weed barrier.

Commissioner Willardson asked if the maintenance plan is more like a written explanation of what they plan to do.

City Planner Ekins said they asked for the planting plan to show the plant locations and types, the location of the above-ground backflow preventer, the main irrigation box, and the route of the drip system to the plants.

Commissioner Casas said he didn't see anything on the plan showing where a garbage receptacle would be.

City Engineer Holmes said the garbage receptacle is on the southeast corner. He pointed out a small red box on the plan, which is the transformer, and said the receptacle is right next to it.

City Planner Ekins said he understands that the transformer box needs a three-foot clearance around it, so they need to work out the details.

Courtney Wallace said it looks like there's area up in the corner where they can do that.

Commissioner Casas asked what material the enclosure for the trash receptacle is made of, whether it is brick or wood.

Commissioner Willardson said he thinks there are different options for the enclosure, like a slatted fence or CMU block.

Courtney Wallace said he normally uses CMU block for the enclosure.

Commissioner Casas said he couldn't tell from the plans how steep the retention ponds are and asked what the angle or slope of the ponds is.

Courtney Wallace said that the percentages vary across different areas. If you zoom in, the details become clearer. Some areas have around 7%, while others have slightly more. One area on the west side is at 31%, but overall, the percentages change depending on the location on the site.

Commissioner Willardson clarified that the plan is to keep everything contained on the site and ensure proper percolation, without anything spilling out or going beyond the site.

Courtney Wallace said that is the plan, for now.

Commissioner Casas asked if the roof water slopes to the east, meaning all the water from the roof would flow back to the retention ponds.

Courtney Wallace explained that they would install a rain gutter on the back side of the building and pipe the water down to the road.

Commissioner Casas expressed concern about retention ponds with slopes over 30% and gravel, mentioning that he's seen issues with that in the past. He asked for the staff's opinion on the matter.

Commissioner Wheeler explained that it's two-inch gravel, so it won't move as easily as smaller gravel.

Commissioner Casas it'll all move down that slope on a 30% slope.

City Engineer Holmes mentioned that a 30% slope is just under a three-to-one ratio, and it's not too bad. He noted that as part of maintenance, they would need to keep the gravel in place. He suggested using angular rock to prevent shifting.

Courtney Wallace said they could definitely consider that option.

Commissioner Willardson asked if fencing is required.

City Engineer Holmes explained that fencing around industrial areas is usually required for storage units or when the area borders a residential property.

Commissioner Willardson stated that, in this case, it wouldn't apply here.

City Engineer Holmes said he doesn't recall any requirement for fencing next to an industrial area.

Courtney Wallace mentioned that there are three or four lights on the front side of the building—one on each side—and another light in the back near the big patio. All of the lights are night sky appropriate.

Commissioner Casas expressed concern about long-term property maintenance and enforcement, mentioning that he's noticed violations in the city that have gone unaddressed for years, like an abandoned vehicle sitting in front of a property for over three years. He highlighted his worry about retention ponds being made of gravel, fearing that, over time, they would become overgrown with weeds or debris. He noted that while larger retention ponds are usually turf and maintained, these ponds are behind the building, where strong winds could blow tumbleweeds and other

debris into them. His concern is how to address this long-term issue.

Commissioner Willardson acknowledged that there are different perspectives on the issue. He pointed out that if the goal is to be water-wise and low-impact, using rock is the best option, especially in that area, as it's low maintenance. However, he agreed that maintenance would still be needed. He mentioned that there are retention ponds with rock that have been well-maintained for over five years, but some haven't been. He compared this to grass, saying that if grass was never mowed or watered, it would face the same issues.

Commissioner Casas expressed concern that there is no fence behind the area to prevent debris from blowing in, especially with the open field behind it. He mentioned the strong winds and tumbleweeds, worrying that over time, the area would fill up. He asked if there were any other solutions that wouldn't cost too much.

Courtney Wallace said he could consider adding a fence, though he wasn't sure if they'd want to spend the money on it, but agreed it was a valid point.

Commissioner Casas mentioned that he wouldn't want a fence that blocks completely due to the winds. He suggested a chain link or something low maintenance, but noted that a vinyl fence would likely not last long.

City Planner Ekins explained that the proposed landscaping with cobble rock has been submitted and committed to by the city. If weeds grow in it, the landscape plan will serve as an enforcement tool for the code enforcement officer to address the nuisance weeds.

**ACTION**

Commissioner Casas made a motion to recommend approval for a new 10,950 sq. ft. building to manufacture prototypes in the medical industry located at 1671 East 145 South, consisting of approximately 1.00 acres. Commissioner Wheeler seconded the motion and Commissioners Casas, Wheeler, and Willardson voted aye.

**ADJOURNMENT:**

**ACTION**

**There being no further business before the Planning Commission, the meeting adjourned at 7:14 p.m.**

\_\_\_\_\_  
Stephen Nelson  
Acting Chairman

ATTEST:

\_\_\_\_\_  
Shara Toone  
Secretary

Approved: \_\_\_\_\_  
As Written