



MINUTES

Oakley City Planning Commission
Regular Meeting
February 6, 2025 6:00 p.m.
Zoom Meeting Platform was available

AGENDA

1. **Open Meeting.**
Public Comment: *Public comment is for any matter not on the agenda and not the subject of a pending land use application. If you would like to submit written comments to Commission, please email stephanie@oakleycity.com
2. **Possible Action: Approval of meeting minutes from 12.5.2024**
3. **Action: Election of Planning Commission Chair and Vice-Chair**
4. **Possible Action: Amendment to the Planning Commission Bylaws and Rules of Order.**
Discussion and possible recommendation to City Council of Amended Planning Commission Bylaws and Rules of Order.
5. **Discussion: Land Use and Management Code Amendment. Dark Sky 13.9.18**
Discussion and possible recommendation to City Council of Amended Land Use and Management Code 13.9.18.
6. **Planner Items:**
7. **Adjourn**

MINUTES

1. Call to order and roll call:
 - a) Planning Commission: In-Person: Richard Bliss, Vice-Chairman, Commission Members, Doug Evans, and Steve Maynes. Via Zoom: Chairman, Cliff Goldthorpe, Commission Members, Jan Maning Absent: Kent Woolstenhulme
 - b) City Staff: Stephanie Woolstenhulme, City Planner
 - c) Other: No other public in attendance.

Vice-Chairman Richard Bliss conducts meeting.

Public Comment: Public comment is for any matter not on the agenda and not the subject of a pending land use application.

None.

2. Possible Action: Approval of meeting minutes from 12.5.2024

Doug Evans makes a motion to approve the minutes from 12.5.2024.

Steve Maynes seconds the motion.

All in favor.

3. Action: Election of Planning Commission Chair and Vice-Chair. Action is tabled until end of meeting when Chairman Cliff Goldthorpe is able to join on Zoom.

4. Possible Action: Amendment to the Planning Commission Bylaws and Rules of Order.

Planner S. Woolstenhulme summarizes the following proposed amendments.

- Term limit set to two 4-year terms, in addition to any partial terms as required to fill vacancies
- Chair becomes a voting member in the event of a tie
- Commission Member duties
- Rules of Order and Procedure: online participation, public meeting decorum, tie votes, and minutes/records.

Discussion among Planning Commission members regarding the following:

- Term limit set to 3 terms or up to 12 year maximum.
- Commissioners serve at the request of the Mayor and City Council.
- A term may be terminated by vote of Mayor and City Council.
- Requirement that all presenters on an agenda be present, in-person, for their presentation.
- Allow for verbal comments from online viewers, but "chat comments" in Zoom meeting won't be kept as part of the public record.
- Clause allowing for other commissioners to call for a conflict of interest of a commission member.
- Doug Evans states that the new (2021) Land Management Code has a section regarding the rules of order and procedure for Planning Commission. Need to ensure that A) proposed changes align with Oakley code, and B) possibly make these changes as a code amendment.

No action taken as changes to Planning Commission bylaws and procedure will be made an amendment to chapter 13 code in near future and will require a public hearing.

5. Discussion: Land Use and Management Code Amendment. Dark Sky 13.9.18

Planner S. Woolstenhulme explained that as we look to applying for International Dark Sky designation, we need to clarify and add language to our lighting and dark sky city code.

Planner S. Woolstenhulme created a proposed code amendment for 13.9.18 roughly based on code from other Dark Sky communities and requirements of International Dark Sky

regulation. General Discussion among Planning Commission regarding proposed amendment for Oakley Code 13.9.18, Lighting and Dark Sky. Discussion included Night-time/curfew hours, "seasonal" lighting, lighting regulations regarding fixtures, bulb lumen and kelvin numbers, security lighting, and sign lighting.

No action taken. Discussion will continue at a future meeting. Formal change to Oakley City code will require a public hearing.

6. Action: Election of Planning Commission Chair and Vice-Chair.

Vice-Chairman Richard Bliss opens for nominations for 2025 Oakley Planning Commission Chair.

Jan Manning nominates Richard Bliss. Richard accepts nomination. Doug Evans seconds the nomination. No further nominations. All vote in favor.

Chairman Richard Bliss opens for nominations for 2025 Oakley Planning Commission Vice-Chair.

Doug Evans nominates Kent Woolstenhulme. Kent is absent to accept nomination. Cliff Goldthorpe seconds the nomination. No further nominations. All vote in favor.

7. Planner Items:

Planner S. Woolstenhulme stated that Summit County had presented the results of their survey and open house comments regarding re-writing the Eastern Summit County General Plan in a COG meeting. Interesting information. The results/presentation would be sent to Commission Members for their review.

8. Adjourn. Motion for adjournment by Steve Maynes. No second required.

Minutes accepted as to form this 10 day of April 2025.



Richard Bliss, Vice Chairman



Stephanie Woolstenhulme, Deputy Recorder