



# HIDEOUT, UTAH PLANNING COMMISSION

## REGULAR MEETING

### October 16, 2025

### Agenda

PUBLIC NOTICE IS HEREBY GIVEN that the Planning Commission of Hideout, Utah will hold its Regular Meeting electronically and in-person at Hideout Town Hall, located at 10860 N. Hideout Trail, Hideout Utah, for the purposes and at the times as described below on Thursday, October 16, 2025.

All public meetings are available via ZOOM conference call and YouTube Live.  
Interested parties may join by dialing in as follows:

**Zoom Meeting URL:** <https://zoom.us/j/4356594739>  
**To join by telephone dial:** US: +1 408 638 0986      **Meeting ID:** 435 659 4739  
**YouTube Live Channel:** <https://www.youtube.com/channel/UCKdWnJad-WwvcAK75QjRb1w/>

---

Regular Meeting  
6:00 PM

- I. Call to Order
  - II. Roll Call
  - III. Approval of Meeting Minutes
    1. [September 18, 2025 Planning Commission Minutes DRAFT](#)
  - IV. Agenda Items
    1. [Discussion and possible approval of a concept plan for Fire Station 56.](#)
    2. [Review and Ratification of the Town of Hideout Planning Commission Rules and Regulations for submittal to the Town Council.](#)
    3. Consideration and possible appointment of a Vice Chair of the Planning Commission.
  - V. Meeting Adjournment
- 

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations during the meeting should notify the Mayor or Town Clerk at 435-659-4739 at least 24 hours prior to the meeting.

**File Attachments for Item:**

1. September 18, 2025 Planning Commission Minutes DRAFT

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12

**Minutes**  
Town of Hideout Planning Commission  
Regular Meeting and Public Hearings  
September 18, 2025  
6:00 PM

13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33

The Planning Commission of Hideout, Wasatch County, Utah met in a Regular Meeting on September 18, 2025 at 6:00 PM electronically via Zoom and in person in the City Council Chambers located at 10860 N. Hideout Trail, Hideout, Utah.

Regular Meeting and Public Hearings

34  
35  
36  
37  
38

**I. Call to Order**

Chair Glynnis Tihansky called the meeting to order at 6:01 PM and reminded participants that this was a hybrid meeting held both electronically and in-person.

39  
40  
41

**II. Roll Call**

**Present:** Chair Glynnis Tihansky  
Commissioner Rachel Cooper  
Commissioner Joel Pieper  
Commissioner Donna Turner  
Commissioner Brad Airmet (alternate)  
Commissioner Catherine Woltering (alternate)

**Excused:** Commissioner Winder

**Staff Present:** Polly McLean, Town Attorney  
Alicia Fairbourne, Recorder for Hideout  
Kathleen Hopkins, Deputy Recorder for Hideout

**Staff Attending Remotely:** Thomas Eddington, Town Planner  
Dennis Pay, Town Engineer

**Public in Person or Attending Remotely:** Brian Cooper, Nate Mitchell, William Woolf, Jerry Crylen, Diane Schoen, Tim Schoen, Richard Otto and others who may not have signed in using proper names in Zoom.

42  
43  
44  
45  
46  
47  
48  
49  
50  
51

**III. Approval of Meeting Minutes**

**1. August 28, 2025 Planning Commission Minutes DRAFT**

There were no comments on the August 28, 2025 draft minutes.

1 *Motion: Commissioner Pieper moved to approve the August 28, 2025 Planning Commission*  
2 *Minutes. Commissioner Cooper made the second. Voting Yes: Commissioner Airmet,*  
3 *Commissioner Cooper, Commissioner Pieper and Chair Tihansky. Voting No: None.*  
4 *Abstaining from Voting: Commissioner Turner. Absent from Voting: Commissioner Winder.*  
5 *The motion carried.*

6 **IV. Agenda Items**

7 **1. Administration of Oath of Office to newly appointed Alternate Planning Commissioner**  
8 **Catherine Woltering.**

9 Recorder for Hideout Alicia Fairbourne read the Oath of Office and officiated Commissioner  
10 Woltering as an Alternate Planning Commissioner.

11  
12 Chair Tihansky announced all three items related to the Wildhorse Development would be  
13 discussed together and voted on individually. Town Attorney Polly McLean suggested moving a  
14 vote on the Conditional Use Permit to last as it may be rolled in to the Master Development  
15 Agreement (MDA).

16 **2. Public Hearing: Consideration and possible approval of a Conditional Use Permit (CUP),**  
17 **formerly known as a Planned Performance Development (PPD), for the Wildhorse**  
18 **Development to allow a Cluster Development with smaller lots in the Mountain (M) Zoning**  
19 **District.**

20 **3. Public Hearing: Discussion and possible recommendation regarding an amendment of the**  
21 **Official Town of Hideout Zoning Map to rezone parcel 00-0020-8164 (Wildhorse**  
22 **Development) from Mountain (M) Zone to Neighborhood Mixed Use (NMU). This proposed**  
23 **development is located on the northern side of SR-248, between the Woolf property and the**  
24 **Klaim Subdivision.**

25 **4. Public Hearing: Discussion and possible recommendation to the Hideout Town Council**  
26 **regarding a Master Development Agreement (MDA) for the Wildhorse Development.**  
27

28 Chair Tihansky noted there were no updates to the project since the last meeting and asked why  
29 they were being asked to vote again on these matters which had not changed. Ms. McLean noted  
30 the MDA had been provided just one day prior to the last meeting, and the Planning Commissioners  
31 had now had additional time to review it and also had five members in attendance to potentially  
32 avoid a tie vote. Chair Tihansky stated Commissioner Brad Airmet would be voting in  
33 Commissioner Winder's absence. Town Planner Thomas Eddington provided a short overview of  
34 the development and highlighted previous concerns about certain buildable lots and driveway  
35 locations.

36 Commissioner Airmet asked about the easement with the Woolf property and requested  
37 confirmation the proposed building plans would comply with the 20-foot building height  
38 restrictions included in the easement. Mr. Jerry Crylen, development consultant for the applicant,  
39 responded that the building heights would comply with the stated height restrictions in the  
40 easement. Commissioner Airmet also asked about the retaining walls that might be required for  
41 steep driveways. Mr. Crylen stated the retaining wall designs would not exceed the Town Code

1 standards for the private driveways but there were two walls behind the proposed commercial  
2 building with retaining walls that were approximately twenty feet high.

3 Commissioner Rachel Cooper asked about the location of the driveways along the Gray Woolf  
4 Road (for the Villas) and noted the concept plan had changed over time and no longer indicated a  
5 U-shaped road. Mr. Eddington stated these detailed driveway locations would come at a later stage  
6 if this project were approved.

7 Commissioner Joel Pieper asked if the applicant was requesting a variance for retaining walls up  
8 to 23-feet on Wildhorse Way. In response to a question from Commissioner Donna Turner, Ms.  
9 McLean stated maintenance of retaining walls would be the responsibility of the Homeowners  
10 Association (HOA) if constructed in common area, and not part of the roadway.

11 Discussion ensued regarding locations and responsibilities for snow storage and removal, and  
12 Commissioner Pieper suggested the MDA include specifications on these responsibilities  
13 throughout the development stage and once roads might be dedicated to the town. In response to a  
14 question from Commissioner Airmet regarding sidewalks on the new section of Gray Woolf Road,  
15 Mr. Eddington stated the new road would be built to the Town's recently adopted alternate road  
16 standard, which would include a sidewalk on one side of the road up to the commercial area, and  
17 the crushed granite trail along one side going up to and continuing through the residential area.

18 Ms. McLean discussed the retaining wall covenant and noted the Town can allow but not guarantee  
19 an easement. The Applicant must receive approval from the other property owner. Mr. Crylen stated  
20 he was aware of this and did not expect any wall to exceed 23-feet.

21 Commissioner Pieper discussed a conversation he had with Mr. Crylen prior to the meeting  
22 regarding potential commercial tenants which could include a high-end deli. He stated he was  
23 comfortable with nightly rentals for the villa units since Klaim already had such rentals. He also  
24 noted his concerns with the viability of building on Lot 8, as well as potential safety concerns with  
25 driveways backing out to Gray Woolf Road and suggested a separate access road for these  
26 driveways.

27 Chair Tihansky stated she was uncomfortable with five possible driveways entering Gray Woolf  
28 Road. Commissioner Turner agreed and shared her concerns about the viability of the villa lots  
29 being located so close to SR-248 and suggested a different building type such as townhomes might  
30 be preferable. Mr. Crylen discussed updates made since the last meeting which included changes  
31 to some of the setbacks and options for changing the villa lots.

32 Commissioner Woltering asked about the driveway widths and grade, and whether they would  
33 accommodate turnarounds or safely backing out onto the road. Commissioner Cooper pointed out  
34 that renters of the villa units would not be familiar with the area, so safety needed to be considered.  
35 Commissioner Pieper asked if a better road design was possible which would minimize the number  
36 of driveways connecting to the road. Chair Tihansky noted the design presented at the February  
37 2025 meeting included a single cul-de-sac access road which she felt was preferable.

38 Commissioner Cooper reiterated her discomfort with the number of exceptions and variances from  
39 Town Code being requested for the project. Commissioner Turner shared concerns she had heard  
40 from a Klaim resident which included increased traffic resulting from the commercial development

1 as well as whether a market could be sustained in this location. She also noted the steep slopes  
2 would be a challenge for snow plowing and storage.

3 Commissioner Woltering asked if there would be a safe pedestrian crossing of SR-248.  
4 Commissioner Pieper stated there was no current plan for a pedestrian crossing for this location.  
5 Commissioner Airmet asked about protected view sheds and public trails. Mr. Eddington noted the  
6 current plan consisted of private trails along the roads through the subdivision. The plan also  
7 included protected open space above the residential area. Mr. Crylen stated the applicant would be  
8 open to connecting a trail to the neighboring communities. Mr. Tim Schoen, Applicant, stated he  
9 liked the idea of trails but noted they would have to accommodate the residents' privacy needs. Mr.  
10 Crylen noted the commercial area would provide gathering areas for the public to enjoy the  
11 viewsheds and provide tax revenues for the town. Commissioner Woltering shared her concerns  
12 that all the dedicated open space would be for the sole use of the seven estate lots, rather than for  
13 broader public use.

14 Mr. Eddington discussed the terms of the CUP which stipulate preserved open space but does not  
15 specify active or passive use for that open space. Mr. Nate Mitchell, attorney for the applicant,  
16 discussed the separate items under consideration and noted the zone change requested the approval  
17 of the neighborhood mixed use zone and conditional uses.

18 Ms. McLean discussed aspects of the applications which included the rezone request for  
19 Neighborhood Mixed Use (NMU) designation to allow the commercial development, while there  
20 were exceptions requested in the MDA which affected the entire development. She suggested it  
21 was appropriate for the Planning Commission to request concessions from the applicant. She also  
22 discussed options available to wrap the CUP (previously referred to as a PPD in the former Town  
23 Code) request into the MDA. Mr. Mitchell stated he was open to the suggestion to include the CUP  
24 in the MDA.

25 Commissioner Woltering suggested that rental units would expect to accommodate multiple  
26 vehicles in the driveways and requested the applicant work on the safest design for cars accessing  
27 the street. Mr. Crylen agreed to continue working with town staff on this. Commissioner Turner  
28 asked about the timeline and phasing, to which Mr. Crylen responded the commercial area would  
29 be constructed after the infrastructure was completed. Mr. Schoen added he was open to revising  
30 the street design to address concerns with multiple driveways accessing the street.

31 Chair Tihansky opened the floor for public comment on the three Wildhorse Development items at  
32 7:18 PM. Mr. William Woolf, property owner of an adjoining parcel to the proposed development,  
33 supported moving the matter forward to Town Council. He shared his thoughts regarding the road  
34 to the villas being insufficient, but overall, had no negative comments on the project. He noted the  
35 applicant had made several accommodations which he had requested.

36 Mr. Brian Cooper, a Shoreline resident, agreed with the comments made regarding the driveways  
37 and noted large SUV's and trucks would not be able to turn around in smaller driveways. He hoped  
38 the suggestions regarding a safer driveway design could be resolved.

39 The public hearing was closed at 7:22 PM.

1 Ms. McLean suggested the MDA be amended to include provisions of the CUP in a single  
2 document and suggested the Planning Commissioners include any conditions they felt were  
3 important in the motions. Ms. McLean discussed the draft ordinance related to the rezone request  
4 which required the MDA to be finalized within a set period otherwise the zoning would revert back  
5 to the existing zoning. Prior to voting on the motions, Mr. Dennis Pay, new Town Engineer, was  
6 introduced and stated that although he was still getting up to speed on his new role, he agreed with  
7 the conditions discussed in Gordon Miner's staff report and had not heard anything of concern at  
8 this point in the discussions.

9 ***Motion: Commissioner Pieper moved to make a positive recommendation to Hideout Town***  
10 ***Council to approve an amended Master Development Agreement (MDA) for the Wildhorse***  
11 ***Development which would include the relevant aspects of the Conditional Use Permit (CUP)***  
12 ***to allow a Cluster Development with smaller lots in the Mountain (M) Zoning District as***  
13 ***presented at this meeting, and to also include the following conditions:***

- 14 1) *With regard to snow removal services, the Town would continue to service the*  
15 *existing Woolf Road and the applicant's HOA would be responsible for servicing*  
16 *all other roads in the development;*
- 17 2) *The road servicing Lots 8 through 12 would have a maximum of two driveways for*  
18 *the five lots accessing the road;*
- 19 3) *A single trail in the open space would be constructed to connect with the trail*  
20 *system in the Klaim development; and*
- 21 4) *All conditions discussed in the Town Engineer and Town Planner's Staff Reports*  
22 *would be incorporated in the agreement.*

23 ***Commissioner Airmet made the second. Voting Yes: Commissioner Airmet, Commissioner***  
24 ***Pieper and Commissioner Turner. Voting No: Commissioner Cooper and Chair Tihansky.***  
25 ***Abstaining from Voting: None. Absent from voting: Commissioner Winder. The motion***  
26 ***carried.***

27 ***Motion: Commissioner Airmet moved to make a recommendation to Hideout Town Council***  
28 ***regarding an ordinance to amend the Official Town of Hideout Zoning Map to rezone 1.08***  
29 ***acres of parcel 00-0020-8164 (Wildhorse Development) from Mountain (M) Zone to***  
30 ***Neighborhood Mixed Use (NMU) with the recommendation that all conditions listed in the***  
31 ***approval of the related Master Development Agreement also be included in this rezone.***  
32 ***Commissioner Pieper made the second. Voting Yes: Commissioner Airmet, Commissioner***  
33 ***Pieper, Chair Tihansky and Commissioner Turner. Voting No: Commissioner Cooper.***  
34 ***Abstaining from Voting: None. Absent from Voting: Commissioner Winder. The motion***  
35 ***carried.***

36 Mr. Schoen thanked the Planning Commission for their efforts on this project and agreed to spend  
37 all the time necessary to make it successful.  
38

39 **5. Discussion and possible submittal to the Hideout Town Council of proposed Town of Hideout**  
40 **Planning Commission Rules and Regulations.**

41 Ms. McLean provided background on the requirements for these rules and regulations which  
42 would ultimately be approved by the Town Council. She led a discussion of the topics detailed in  
43 the draft document including length of terms, maximum consecutive term limits, staggering terms,

1 procedures to fill vacancies, reappointments of incumbents, appointments of Chair and Vice Chair  
2 positions. She shared details on other municipalities' structures for comparison.

3 The Planning Commissioners engaged in a lively discussion, offering various suggestions to be  
4 incorporated into the draft. Suggestions were made regarding a policy for changes to the scheduled  
5 regular meetings, required deadlines for submission of materials by applicants in order to be  
6 included on an agenda, incorporating a public comment item to each regular meeting, and a policy  
7 to determine which alternate commissioner would vote in a regular voting member's absence.

8 Ms. McLean discussed conflict of interest policies and suggested the Planning Commissioners  
9 reach out to her for advice if unsure of a specific situation. She also discussed formal onboarding  
10 procedures for new members and annual training for all members. A lengthy discussion ensued  
11 regarding ex-parte communications and legal standards under Utah state law. The Planning  
12 Commissioners had questions and suggestions regarding a policy for dismissal for excessive  
13 absences.

14 Ms. McLean maintained a marked version of the draft document which followed the discussion  
15 and agreed to send it to the Planning Commissioners prior to providing the final version to Town  
16 Council for approval.

17 ***Motion: Commissioner Turner moved to approve submittal to the Hideout Town Council the***  
18 ***draft proposed Town of Hideout Planning Commission Rules and Regulations, with the***  
19 ***changes discussed at this meeting. Commissioner Cooper made the second. Voting Yes:***  
20 ***Commissioner Airmet, Commissioner Cooper, Commissioner Pieper, Chair Tihansky and***  
21 ***Commissioner Turner. Voting No: None. Abstaining from Voting: None. Absent from Voting:***  
22 ***Commissioner Winder. The motion carried.***

23  
24 **V. Meeting Adjournment**

25 There being no further business, Chair Tihansky asked for a motion to adjourn.

26 ***Motion: Commissioner Airmet moved to adjourn the meeting. Commissioner Pieper made the***  
27 ***second. Voting Yes: Commissioner Airmet, Commissioner Cooper, Commissioner Pieper,***  
28 ***Chair Tihansky and Commissioner Turner. Voting No: None. Absent from Voting:***  
29 ***Commissioner Winder. The motion carried.***

30 The meeting was adjourned at 9:21 PM.

31  
32  
33  
34  

---

Kathleen Hopkins  
Deputy Recorder for Hideout

**File Attachments for Item:**

1. Discussion and possible approval of a concept plan for Fire Station 56.



## Staff Report for Hideout Point – Concept Plan Review

To: Glynnis Tihansky, Chairperson  
Town of Hideout Planning Commission

From: Thomas Eddington Jr., AICP, PLA  
Town Planner

Re: Concept Plan for Fire Station on SR248

Date: Prepared for the October 16, 2025 Planning Commission Meeting

---

*Submittals: Concept Master Plan/Site Plan, Elevations and Construction Details, and 3D Renderings (dated September 25, 2025)*

---

### Background

The Applicant is proposing a Concept Plan for a permanent fire station to be located on SR248, just north of William Woolf's property. This use will require a change in zoning from Mountain (M) residential to a commercial designation for the property (likely Neighborhood Mixed Use [NMU]). The total property is approximately 3.35 acres in size. The property is owned by the Town of Hideout, and the Town has entered into a long-term lease agreement with the Wasatch Fire Department. The Town and the Wasatch Fire Department have been closely coordinating with each other on this project.

### Site Characteristics

Total Acres of Site: +/-3.35 Acres for the total parcel (the fire station will occupy about half of the site; the other half has been discussed as a possible future site for the public works building should it need to be relocated)

Current Zoning: Mountain (M)

Density Allowed: One (1) unit per acre, residential

Future Zoning: The Planning Commission should consider a discussion to rezone this property to Neighborhood Mixed Use (NMU) to allow for a Maintenance Facility and/or Fire Station

## Site Location (Local Context)



## The Proposed Concept Plan

The Wasatch Fire District currently operates from a temporary station in the Shoreline neighborhood. In March 2025, the Town of Hideout and the Fire District executed a lease dedicating the subject parcel for a permanent station. The submittal includes a site plan, building elevations, and architectural renderings attached as an exhibit to this staff report.

## Key planning items for Commission discussion/input

- Topography, grading, and vegetation: The site is steep; the rear of the building will be set into the slope. The Applicant shall provide a cut/fill summary and confirm that excess material will be exported to minimize disturbance and preserve native vegetation.
- Retaining walls and screening: Provide wall locations and details (materials, finishes, colors, heights). A retaining wall appears necessary along the northwest edge of the parking lot—confirm design and visibility. Clarify whether the switchboard and transformer on the northwest side will be screened from SR-248 and whether they sit behind or in front of the wall.
- Access and traffic control (UDOT): Coordinate the single access on SR-248 with UDOT. Staff understands a warning beacon (flashing light activated during apparatus ingress/egress) will be required; confirm device type, operation, and placement. This is not a full signal.

- Shared access for future Public Works use: If the Town's Public Works facility relocates to the south half of the parcel, confirm recorded access rights through the station parking lot to the SR-248 driveway, consistent with UDOT's one-access limitation.
- Landscaping: Submit a landscape plan consistent with the Hideout Municipal Code, including native and water-wise plantings, slope stabilization, screening of equipment, and irrigation details.

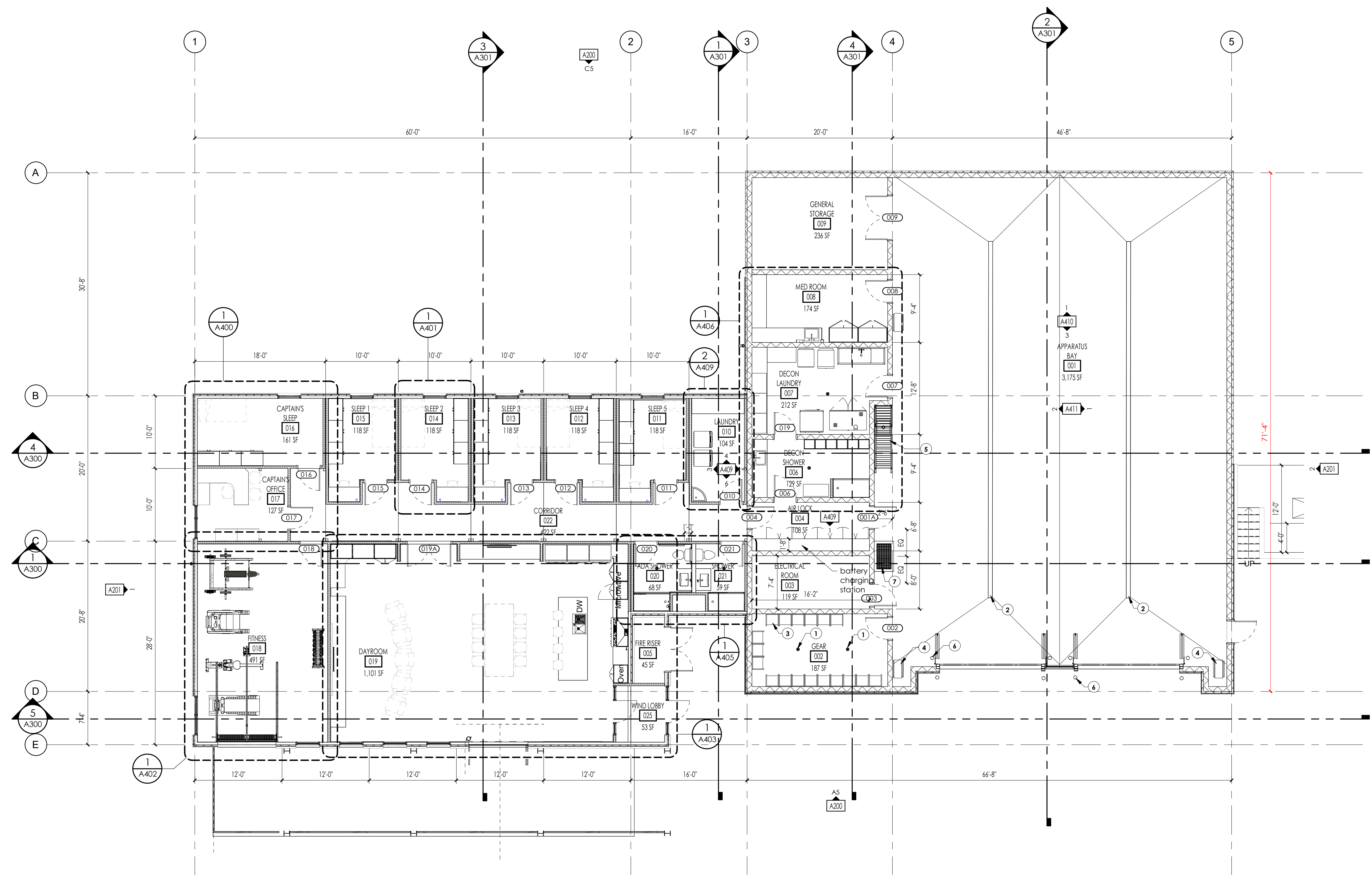
### **Recommendation and Next Steps**

The Planning Commission will review the Concept Plan and provide the Applicant with feedback and direction on the proposed development. If supportive, the Commission may vote to approve the Concept Plan; the Commission is the final decision-maker for Concept Plans. Concept Plan approval is advisory to subsequent steps and does not confer final development entitlements. Following approval, the Applicant's next step is to petition for a rezoning from Mountain (M) residential to Neighborhood Mixed Use (NMU).

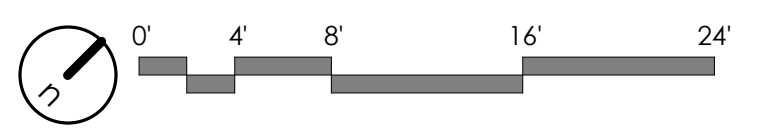
**Exhibit A**  
**Draft Site Plan, Elevations, and Architectural Images for Fire Station 56**



9/25/2025 4:21:27 PM Autodesk Docs://2023-05 Wasatch Fire Hideout-24.rvt  
 ALL DIMENSIONS, ARRANGEMENTS AND PLANS INDICATED OR REPRESENTED BY THESE DRAWINGS ARE OWNED BY AND THE PROPERTY OF AJC ARCHITECTS PC AND WERE CREATED, EVALUATED, AND DEVELOPED FOR USE IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF THE IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM, OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN CONSENT OF AJC ARCHITECTS PC. ANY VARIATION FROM THE DIMENSIONS AND CONDITIONS SHOWN BY THESE DRAWINGS, WARNING: REPRODUCTION HEREOF IS A CRIMINAL OFFENSE UNDER 18 U.S.C. SEC. 906. UNAUTHORIZED DISCLOSURE MAY CONSTITUTE TRADE SECRET VIOLATION IN VIOLATION OF 18 U.S.C. SEC. 1836 AND OTHER LAWS.



**A2** ANNOTATED PLAN - LEVEL 01  
 1/8" = 1'-0"

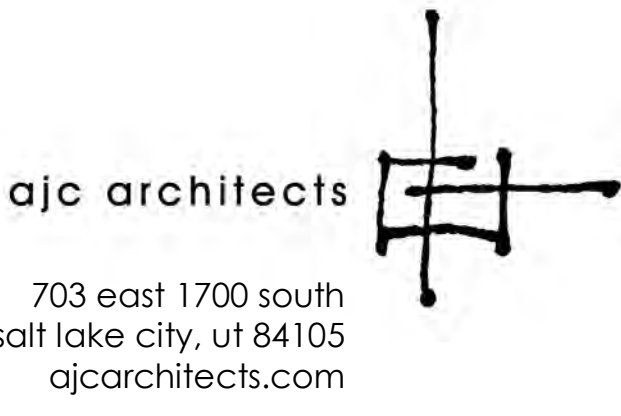


**GENERAL NOTES:**

SEE SHEET G001 FOR DRAWING INDEX.  
 SEE SHEET AG000 FOR GENERAL NOTES AND ABBREVIATIONS.  
 DO NOT SCALE DRAWINGS.  
 CONTRACTOR / SUBCONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS BEFORE BEGINNING WORK, AND SHALL REPORT TO THE ARCHITECT ANY ERRORS, INCONSISTENCIES OR OMISSIONS BEFORE BEGINNING WORK. SEE GENERAL NOTES AND SPECIFICATIONS.

**KEYED NOTES:**

- 1 FLOOR DRAIN, SLOPE FLOOR TO DRAIN, SEE PLUMBING DWGS.
- 2 TRENCH DRAIN, SLOPE FLOOR TO DRAIN, SEE PLUMBING DWGS.
- 3 WIRE MESH LOCKERS
- 4 HOSE REEL, SEE PLUMBING DRAWINGS.
- 5 40 DEG. SLOPE ALUMINUM SHIP LADDER STAIR W/ STAINLESS STEEL HARDWARE
- 6 CONCRETE FILLED STEEL BOLLARD, TYP.
- 7 BOOT WASH, CAST IN PLACE CONCRETE BASIN WITH STAINLESS STEEL GRATE AND FLOOR DRAIN.



ARCHITECT / CONSULTANT

**NOT FOR CONSTRUCTION**

PROJECT DESCRIPTION  
**WASATCH FIRE - HIDEOUT FIRE STATION**

11887 N SHORELINE DR.  
 HIDEOUT, UT 84036

SHEET NAME:  
**LEVEL 1 - ANNOTATED FLOOR PLAN**

REVISIONS

MARK	DATE	DESCRIPTION

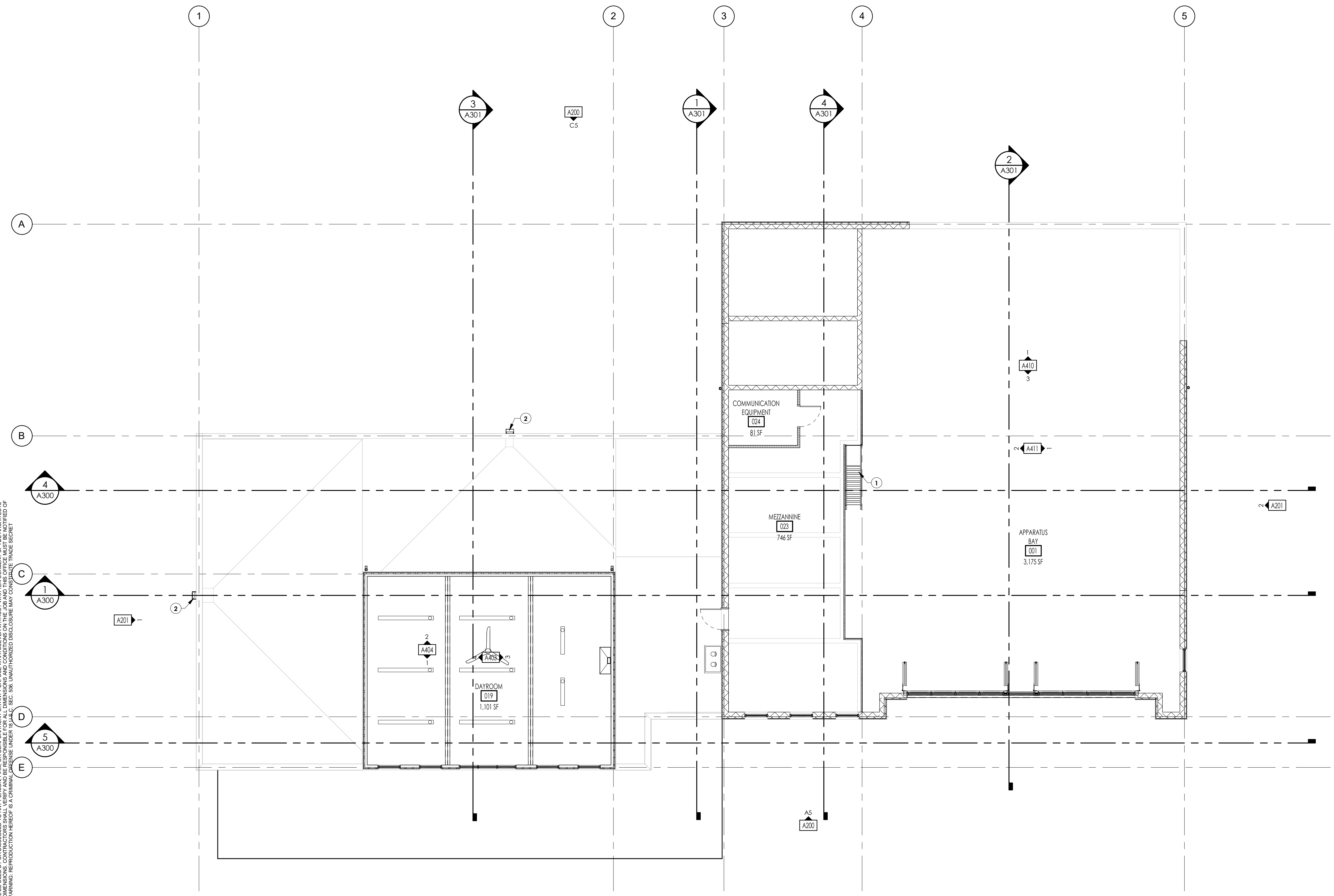
ISSUE DATE: 2017  
 ISSUE TYPE: SD  
 DRAWN BY: ajc  
 CHECKED BY: K. RIGBY  
 PROJECT#: XXXX

SHEET NUMBER:

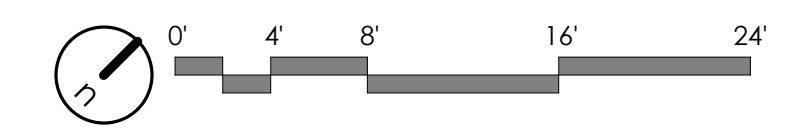
**A101**

SCALE: 1/8" = 1'-0"

9/25/2025 4:21:31 PM Autodesk Docs://2023-05 Wasatch Fire Hideout/24 1003 WASATCH FIRE HIDEOUT - R24.rvt  
 ALL IDEAS, DESIGNS, ARRANGEMENTS AND PLANS INDICATED OR REPRESENTED BY THIS DRAWING ARE OWNED BY AND THE PROPERTY OF AJC ARCHITECTS PC AND WERE CREATED, EVALUATED, AND DEVELOPED FOR USE IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF THE IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM, OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN CONSENT OF AJC ARCHITECTS PC. ANY REUSE, REPRODUCTION, OR DISSEMINATION OF THIS DRAWING WITHOUT THE WRITTEN CONSENT OF AJC ARCHITECTS PC IS STRICTLY PROHIBITED. AJC ARCHITECTS PC AND ITS AFFILIATES SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THESE DRAWINGS. WARNING: REPRODUCTION HEREOF IS A CRIMINAL OFFENSE UNDER U.S. LAWS. SEC. 906. UNAUTHORIZED DISCLOSURE MAY CONSTITUTE TRADE SECRET VIOLATION IN VIOLATION OF 15 C.F.R. 301.1 ET. SEC. AND OTHER LAWS.



**1** ANNOTATED PLAN - LEVEL 02  
 1/8" = 1'-0", DWG REF: A200



SCALE: 1/8" = 1'-0"

**GENERAL NOTES:**

SEE SHEET G001 FOR DRAWING INDEX.  
 SEE SHEET AG000 FOR GENERAL NOTES AND ABBREVIATIONS.  
 DO NOT SCALE DRAWINGS.  
 CONTRACTOR / SUBCONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS BEFORE BEGINNING WORK, AND SHALL REPORT TO THE ARCHITECT ANY ERRORS, INCONSISTENCIES OR OMISSIONS BEFORE BEGINNING WORK. SEE GENERAL NOTES AND SPECIFICATIONS.

**KEYED NOTES:**

- 1 40 DEG. SLOPE ALUMINUM SHIP LADDER STAIR W/ STAINLESS STEEL HARDWARE
- 2

ARCHITECT / CONSULTANT

**NOT FOR CONSTRUCTION**

PROJECT DESCRIPTION  
**WASATCH FIRE - HIDEOUT FIRE STATION**

11887 N SHORELINE DR.  
 HIDEOUT, UT 84036

SHEET NAME:  
**LEVEL 2 - ANNOTATED FLOOR PLAN**

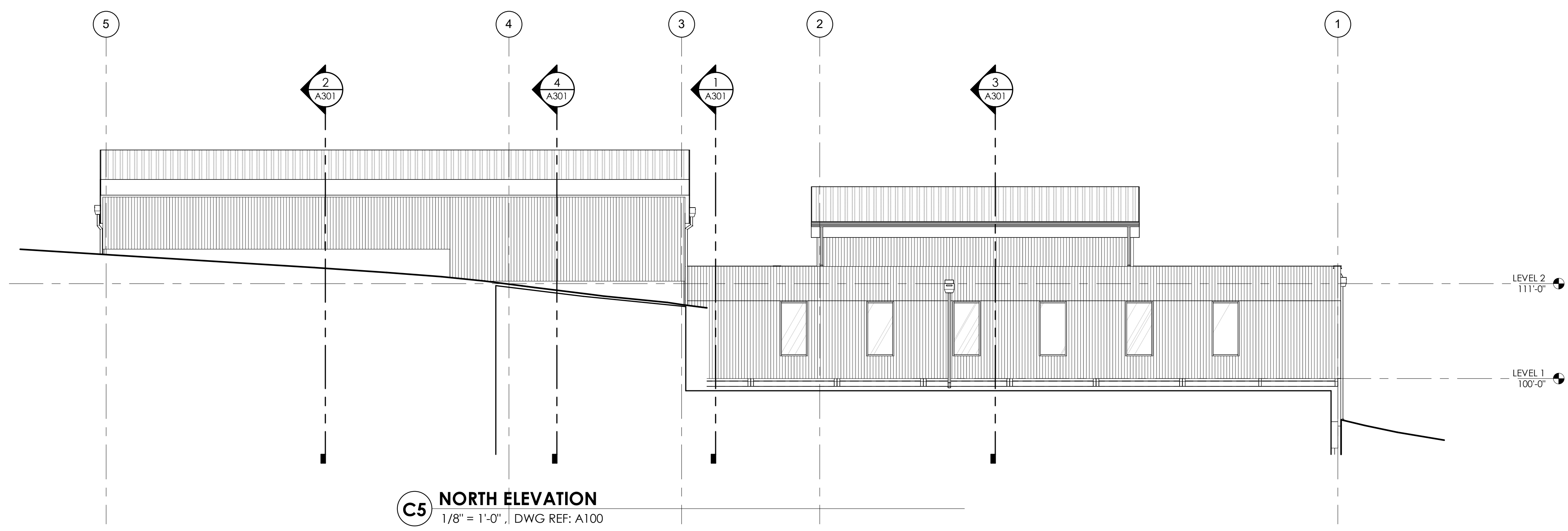
REVISIONS	MARK	DATE	DESCRIPTION

ISSUE DATE: 2017  
 ISSUE TYPE: SD  
 DRAWN BY: ajc  
 CHECKED BY: K. RIGBY  
 PROJECT#: XXXX

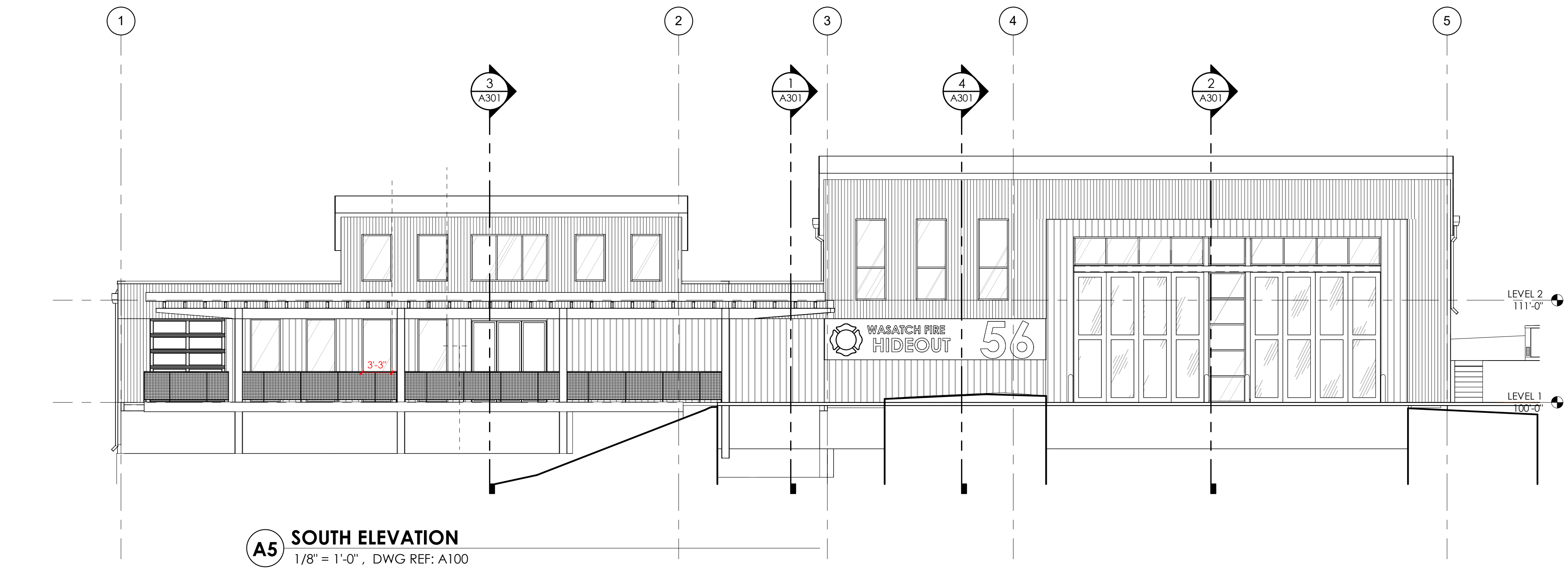
SHEET NUMBER:

**A102**

9/25/2025 4:21:37 PM Autodesk Docs://2023-05 Wasatch Fire Hideout/24 1003 WASATCH FIRE HIDEOUT - R24.rvt  
 ALL DETAILS, DESIGNS, ARRANGEMENTS AND PLANS INDICATED OR REPRESENTED BY THESE DRAWINGS ARE OWNED BY AND THE PROPERTY OF AJC ARCHITECTS PC AND WERE CREATED, EVALUATED, AND DEVELOPED FOR USE AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF THE IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE LOANED TO ANY PERSON, FIRM, OR CORPORATION FOR ANY PURPOSE WITHOUT THE WRITTEN CONSENT OF AJC ARCHITECTS PC. ANY REPRODUCTION OR TRANSMISSION OF THESE DRAWINGS WITHOUT THE WRITTEN CONSENT OF AJC ARCHITECTS PC IS STRICTLY PROHIBITED. REPRODUCTION HEREOF IS A CRIMINAL OFFENSE UNDER 18 U.S.C. SEC. 906. UNAUTHORIZED DISCLOSURE MAY CONSTITUTE TRADE SECRET VIOLATION IN VIOLATION OF 18 U.S.C. SEC. 1836 AND OTHER LAWS.



**C5 NORTH ELEVATION**  
 1/8" = 1'-0" | DWG REF: A100



**A5 SOUTH ELEVATION**  
 1/8" = 1'-0" | DWG REF: A100

**GENERAL NOTES:**

SEE SHEET G001 FOR DRAWING INDEX.  
 SEE SHEET AG000 FOR GENERAL NOTES AND ABBREVIATIONS.  
 DO NOT SCALE DRAWINGS.  
 CONTRACTOR / SUBCONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS BEFORE BEGINNING WORK, AND SHALL REPORT TO THE ARCHITECT ANY ERRORS, INCONSISTENCIES OR OMISSIONS BEFORE BEGINNING WORK. SEE GENERAL NOTES AND SPECIFICATIONS.

**EXTERIOR FINISHES**

EXPOSED STRUCTURAL STEEL - PAINTED	
EXTERIOR WOOD SIDING - SEALED	
EXPOSED STRUCTURAL WOOD BEAMS - SEALED	
EXPOSED PLYWOOD DECK - SEALED	
EXTERIOR WOOD SLAT CANOPY - SEALED	
STANDING SEAM METAL PANEL - PREFINISHED	
BENT PLATE FASCIA - PAINT HIGH PERFORMANCE COATING	
EXTERIOR STOREFRONT SYSTEM - ANODIZED ALUMINUM - SEE WINDOW TYPES	
EXTERIOR WOOD ENTRY DOORS W/ FULL LITE - GLOBAL ENTRY DOORS - SEALED - SEE DOOR TYPES	
EXTERIOR HOLLOW METAL DOORS - PAINT HIGH PERFORMANCE COATING - SEE DOOR TYPES	

**KEYED NOTES:**



ARCHITECT / CONSULTANT

**NOT FOR CONSTRUCTION**

PROJECT DESCRIPTION  
**WASATCH FIRE - HIDEOUT FIRE STATION**

11887 N SHORELINE DR.  
 HIDEOUT, UT 84036

SHEET NAME:  
**ELEVATIONS**

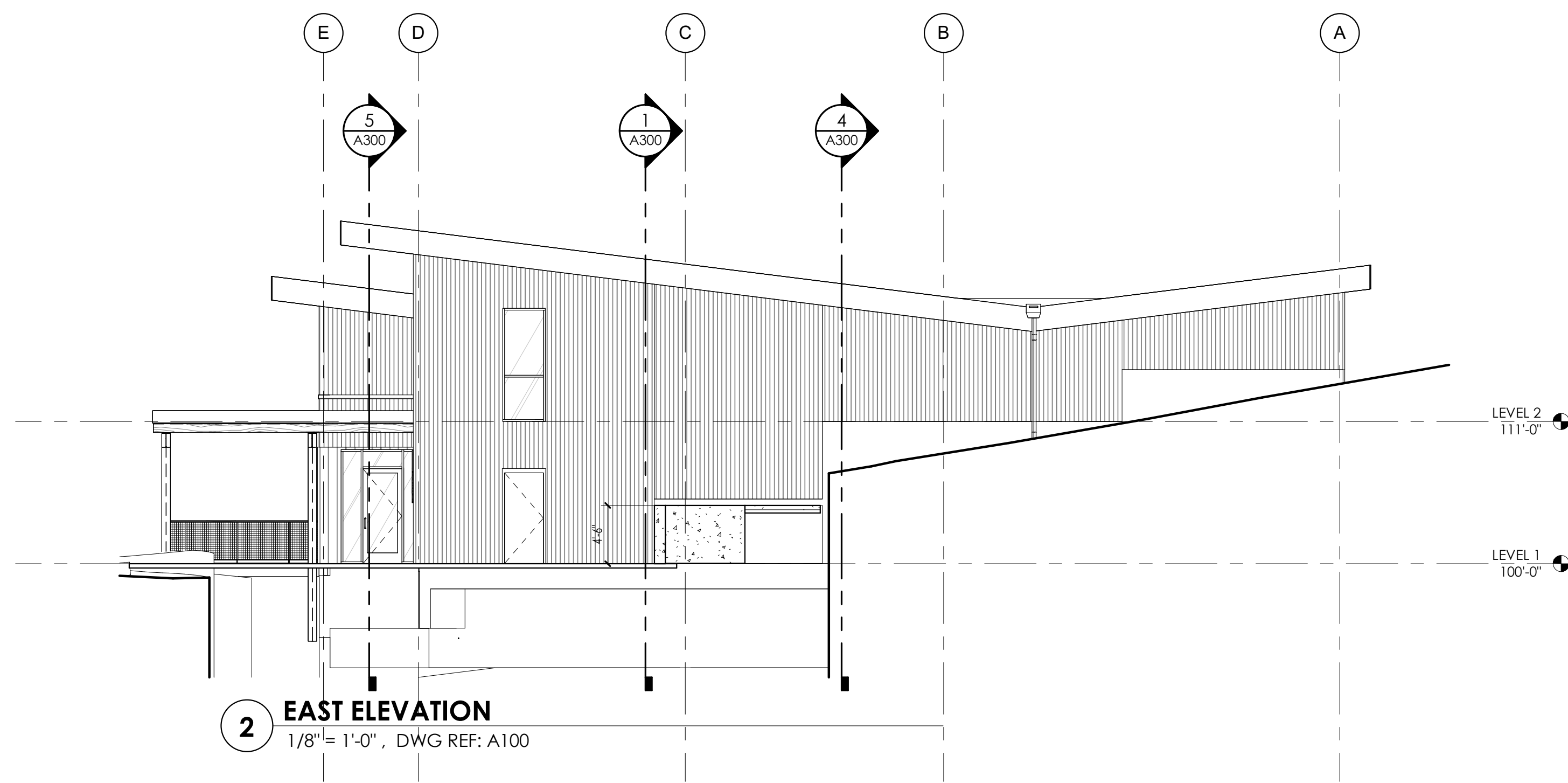
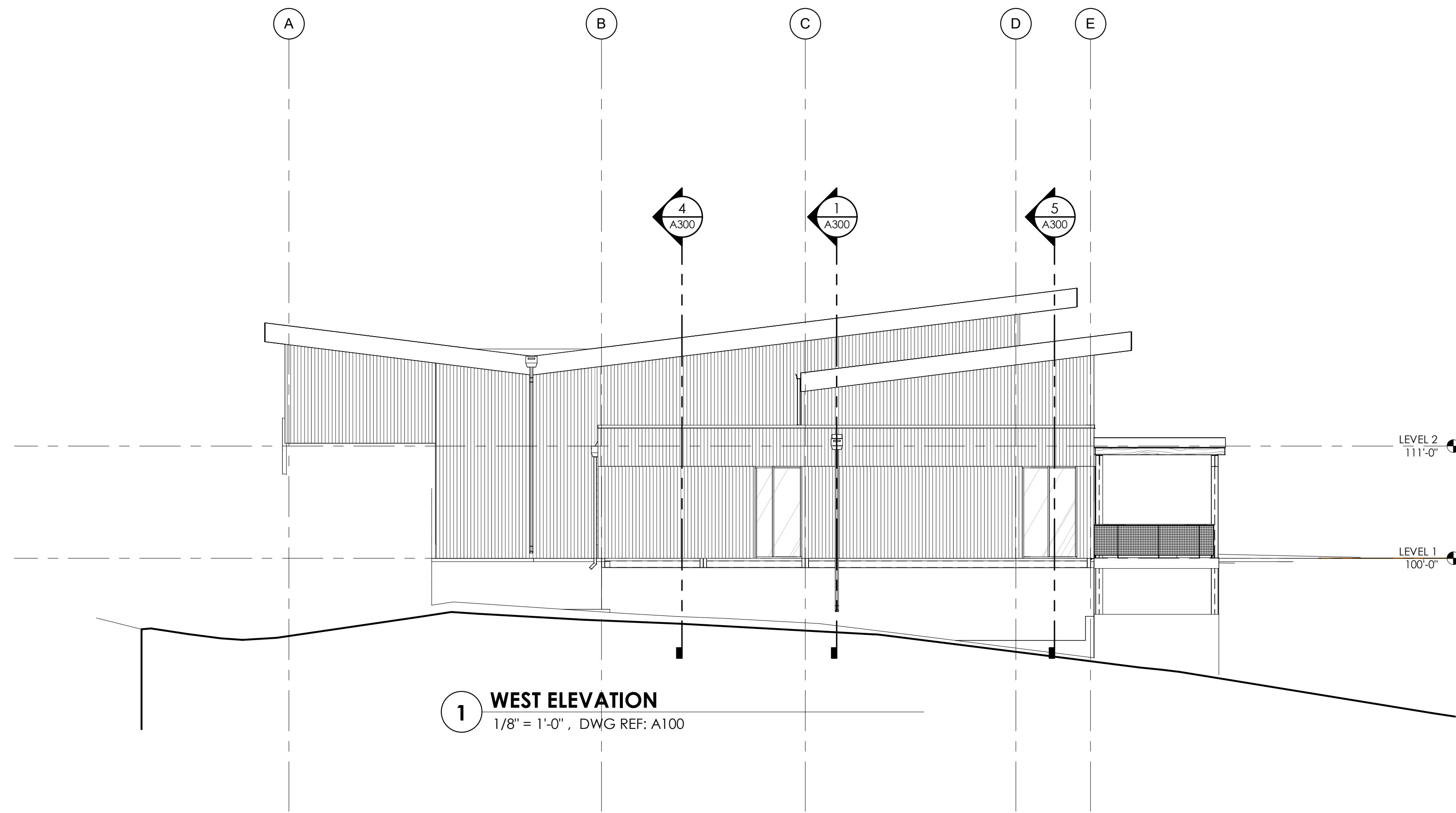
REVISIONS  
 MARK DATE DESCRIPTION

ISSUE DATE: 2017  
 ISSUE TYPE: SD  
 DRAWN BY: ajc  
 CHECKED BY: K. RIGBY  
 PROJECT#: XXXX

SHEET NUMBER:

**A200**

9/25/2025 4:21:43 PM Autodesk Docs://2023-05 Wasatch Fire Hideout/24 1003 WASATCH FIRE HIDEOUT - R24.rvt  
 ALL IDEAS, DESIGNS, ARRANGEMENTS AND PLANS INDICATED OR REPRESENTED BY THESE DRAWINGS ARE OWNED BY AND THE PROPERTY OF AJC ARCHITECTS PC AND WERE CREATED, EVALUATED, AND DEVELOPED FOR USE AND IN CONNECTION WITH THE SPECIFIED PROJECT. NONE OF THE IDEAS, DESIGNS, ARRANGEMENTS OR PLANS SHALL BE USED BY OR DISCLOSED TO ANY PERSON, FIRM, OR CORPORATION FOR ANY PURPOSE WHATSOEVER WITHOUT THE WRITTEN CONSENT OF AJC ARCHITECTS PC. ANY VIOLATION OF THIS AGREEMENT SHALL BE CONSIDERED A BREACH OF CONTRACT AND SUBJECT TO LEGAL ACTION. REPRODUCTION OR DISSEMINATION OF THESE DRAWINGS WITHOUT THE WRITTEN CONSENT OF AJC ARCHITECTS PC IS STRICTLY PROHIBITED. ANY VARIATION FROM THE DIMENSIONS AND CONDITIONS SHOWN BY THESE DRAWINGS, WARNING: REPRODUCTION HEREOF IS A CRIMINAL OFFENSE UNDER 18 U.S.C. SEC. 906. UNAUTHORIZED DISCLOSURE MAY CONSTITUTE TRADE SECRET VIOLATION IN VIOLATION OF 15 U.S.C. SEC. 39 AND OTHER LAWS.



**GENERAL NOTES:**

SEE SHEET G001 FOR DRAWING INDEX.  
 SEE SHEET AG000 FOR GENERAL NOTES AND ABBREVIATIONS.  
 DO NOT SCALE DRAWINGS.  
 CONTRACTOR / SUBCONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS BEFORE BEGINNING WORK, AND SHALL REPORT TO THE ARCHITECT ANY ERRORS, INCONSISTENCIES OR OMISSIONS BEFORE BEGINNING WORK. SEE GENERAL NOTES AND SPECIFICATIONS.



ARCHITECT / CONSULTANT

**NOT FOR CONSTRUCTION**

PROJECT DESCRIPTION  
**WASATCH FIRE - HIDEOUT FIRE STATION**

11887 N SHORELINE DR.  
 HIDEOUT, UT 84036

**KEYED NOTES:**

SHEET NAME:  
**ELEVATIONS**

REVISIONS	MARK	DATE	DESCRIPTION

ISSUE DATE: 2017  
 ISSUE TYPE: SD  
 DRAWN BY: ajc  
 CHECKED BY: K. RIGBY  
 PROJECT#: XXXX

SHEET NUMBER:

**A201**



WASATCH FIRE  
HIDEOUT 56

STANDING SEAM METAL  
ROOF AND METAL FASCIA

WOOD LOOK METAL PANEL

WOOD LOOK METAL PANEL





**File Attachments for Item:**

2. Review and Ratification of the Town of Hideout Planning Commission Rules and Regulations for submittal to the Town Council.

To: Hideout Town Council

From: Polly McLean, Town Attorney and Planning Commission

Date: October 9 , 2025

Re: Planning Commission Rules and Regulations and suggestion for Code Amendments

Mayor and Council,

The Planning Commission reviewed proposed Rules and Regulations which they adopted at their September 18, 2025 meeting. In reviewing these Rules, they suggested some code changes. Please consider directing staff to propose the following changes to the Hideout Code:

- 1) Because the Code is silent on appointing a chair and vice-chair, the Planning Commission requests that the codify process for appointing a chair and vice-chair. Because the code is silent the planning commission has adopted the following as part of their Rules. (below is in codified form):

A Chair and Vice Chair shall be elected annually at the first meeting of the new year by majority vote of the Commission from among regular members. To be eligible, the Chair and Vice Chair cannot be an alternate member.

The Vice Chair shall assume the duties of Chair for the remainder of the year if the Chair resigns. A new Vice Chair is elected by a majority vote of the Commission from among regular members at the first scheduled meeting after the resignation.

### **3.02.010 CREATION**

1. **Composition; Appointment:** Pursuant to the provisions of Utah Code, there is hereby created a planning commission for Hideout. The planning commission shall consist of five (5) members, to be appointed by the mayor, with the advice and consent of the council. Initially, the members shall be appointed with one (1) member having their term expire January 1, 2010, and two (2) members having their terms expire January 1, 2012. Thereafter, every even numbered year, in the month of January, the mayor, with the advice and consent of the council, shall appoint members of said commission, for a term of four (4) years. The terms shall be staggered in such a manner that no more than three (3) terms expire in a given year. All terms expire on January 1 in the applicable year.

2. Term: Each member of the planning commission shall serve until the expiration of the term for which they are appointed or until their successor is appointed and qualified. At the expiration of each term, new appointments shall be promptly made in the same manner as original appointment as provided in this section.
  3. Vacancy: Any vacancy occurring during an unexpired term, due to death, resignation or removal from office shall be promptly filled by the mayor, with the advice and consent of the council, for the unexpired portion of the term.
  4. Alternates: Two (2) alternate members of the planning commission may be selected in the same manner and for the same length of time as a regular member. The alternate member may sit in for a full time member of the commission, at the request of the chairperson, when the full time member is not able to be in attendance. The alternate may only vote at such time as they are acting for the full time member.
  5. Chair and Vice Chair: The Chair and Vice Chair shall be elected annually at the first meeting of the new year by majority vote of the Commission from among regular members. To be eligible, the Chair and Vice Chair cannot be an alternate member. The Vice Chair shall assume the duties of Chair for the remainder of the year if the Chair resigns. A new Vice Chair shall be elected by a majority vote of the Commission from among regular members at the first scheduled meeting after the resignation.
- 2) Removal for any reason - The Planning Commission asked the Council to consider removing the ability to remove a Commissioner without cause.

### **3.02.030 REMOVAL FROM COMMISSION**

The Town Council may remove any member of the planning commission, with ~~or~~ ~~without~~ cause, at an open meeting. Any Planning Commission member who is absent from two (2) consecutive regularly scheduled meetings, or a total of four (4) regularly scheduled meetings per calendar year may be called before the Town Council and asked to resign or be removed for cause by the Council.

Summary of 15 Utah Planning Commissions

Town/ City	# PC Members	Alts?	Term of Members	Chair Appointed by	Term of chair	Vice Chair?	Removal
Alta	5	Alt if mayor wants to; didn't specify #	5 years; staggered so 1 seat expires each year on March 1	PC	5 years first term, re- elected one succeeding consecutive term of 5 years	Not codified	Any planning commission member who is absent from three (3) consecutive regularly scheduled meetings, or a total of five (5) regularly scheduled meetings per calendar year, or who violates ethical standards under Utah Code Annotated, or who engages in improper or illegal conduct, may be called before the town council and asked to resign or be removed for cause by the town council.
Moab	5	N/A	3 years	PC	3 years	Yes, PC elects	Members may be removed, with or without cause, by a majority vote of City Council.
Park City	7	Alt if mayor wants to; didn't specify #	4 years; staggered so they expire the second Wednesday in July	PC	1 year	Yes;	Any Planning Commission member who is absent from two (2) consecutive regularly scheduled meetings, or a total of four (4) regularly scheduled meetings per calendar year, or who violates Title 3, Ethics, may be called before the City Council and asked to resign or be removed for cause by the Council.
Salt Lake City	5 - 11	N/A	4 years; no specific staggering, some only serve 2 and that shifts the appointment date	PC	1 year	Yes, PC elects	Any member of the Planning Commission may be removed by the Mayor for violation of this title or any policies and procedures adopted by the Planning Commission following receipt by the Mayor of a written complaint filed against the member.

Francis	5	N/A	2 years	PC	1 year	Yes, PC elects	A member of the Commission may be removed from office by majority vote of the City Council.
Heber	7	2; can fill in for members and be the tie-breaker vote	Members are 6 years; alts, chair, and vice chair serve 2 years	PC	2 years	Yes, PC elects	Improper conduct and non-performance of duties shall result in removal for cause as stated in 2.48.020. Members may be removed after a public hearing, by a majority vote of the City Council.
Kamas	5	1 alt appointed by mayor and City Council	Members are 5 years; staggered so member 1 ends first, member 2 ends the year after that, and so on; alts serve <5 years; chair and vice chair serve 1 year	PC	1 year	Yes, PC elects	The governing body may remove any member of the planning commission for cause and after public hearing, if one is requested.
Morgan City	7	2 alts; also a 4 year term, can only vote if they are sitting in for a full time member	4 years; appointments occur on EVEN numbered years, such that no fewer than 2 and no more than 3 terms expire in a given year	PC	4 years	Yes; unknown	The city council may remove any member of the planning commission, with or without cause, upon written notice.
Bluffdale	5	1 alt; can vote if someone is missing	<4 years; staggered every 2 years with no more than 3 terms expiring in any calendar year; chair and vice chair 1 year term	PC	<4 years	Yes, PC elects	The Mayor may remove any member or alternate of the Planning Commission at any time and for any reason with the advice and consent of the City Council.

Herriman	7	2	3 years, but no specific code stating this.	PC	1 year	Yes; PC elects	The city council may remove any member of the planning commission whenever it appears that such removal would be in the best interests of the city, as determined by the city council.
Saratoga Springs	7	N/A	4 years; staggered so terms of the members expire on different years; No planning commissioner may serve more than two consecutive four-year terms.	PC	2 year; A person may be elected to serve consecutive terms as Chair and Vice-Chair.	Yes, PC elects	A member of the Planning Commission may be removed by the Mayor with the advice and consent of the City Council.
Woods Cross	7	N/A	Members 4 years; chair and vice chair 1 year	PC	N/A	Yes, PC elects	The Mayor, with the advice and consent of the City Council, may remove any member of the Planning Commission at any time with or without cause. Written notice of removal shall be given to a member who is removed.
Lehi	5 from the qualified electors of the city.	Up to 2 alts; may act with the full powers and duties of a regular planning commissioner, however, an alternate member may vote only in the absence of a regular	3 years; No more than three (3) consecutive terms.	PC	Chair 1 year No member shall serve as chair for more than two (2) consecutive terms.	Yes PC, elects	The mayor, with the advice and consent of the city council, may remove any member of the commission without cause.

		member. The senior alternate member will be the first to replace an absent regular member.					
Harrisville	3 - 5	As needed; stands in for full-time member	4 years;	PC	1 year	Yes PC, elects	A member may be removed by the Mayor at any time, subject to the advice and consent of the City Council.
Fruit Heights	5 All members of the planning commission must be bona fide residents and qualified electors of the city.	N/A	3 years; and shall not serve more than two (2) consecutive terms.	Mayor	one year and shall not hold the position of chair for more than two (2) consecutive one year terms.	if needed, mayor appoints, same process as chair	may be removed for cause by the mayor with the advice and consent of the city council, upon written charges and after a public hearing (if a public hearing is requested by the member being removed). Cause shall include, but not be limited to, violations of the Utah Municipal Officers' and Employees' Ethics Act, Utah Code Annotated Section 10-3-1301 et seq., or its successor.
Town/ City	# PC Members	Alts?	Term of Members	Chair Appointed by	Term of chair	Vice Chair?	Removal

Note the term elector means a qualified voter.

**RESOLUTION NO. 2025-R-XX**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HIDEOUT, UTAH,  
ACCEPTING THE RULES AND REGULATIONS OF THE HIDEOUT PLANNING  
COMMISSION**

WHEREAS, the Town of Hideout Municipal Code, Section 3.02.080, provides that the Planning Commission shall submit to the Town Council rules and regulations, subject to the laws of the State of Utah and the ordinances of the Town, to provide for the regulation of its procedure and the conduct of its duties; and

WHEREAS, the Hideout Planning Commission reviewed and adopted its Rules and Regulations on September 18, 2025, to ensure clear procedures, promote consistency, and align with applicable provisions of the Hideout Municipal Code and Utah State Code Title 10, Chapter 9a, Municipal Land Use, Development, and Management Act; and

WHEREAS, the Planning Commission has submitted the adopted Rules and Regulations to the Town Council, as required under Hideout Municipal Code Section 3.02.080.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIDEOUT, UTAH, AS FOLLOWS:

1. The Town Council hereby acknowledges the submittal of the Rules and Regulations of the Hideout Planning Commission, as adopted by the Planning Commission on September 18, 2025.
2. The Rules and Regulations shall remain in effect unless and until amended by the Planning Commission and submitted to the Town Council in accordance with Section 3.02.080 of the Hideout Municipal Code.
3. This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED by the Town Council of the Town of Hideout, Utah, this \_\_\_ day of \_\_\_\_\_, 2025.

TOWN OF HIDEOUT:

\_\_\_\_\_  
Ralph Severini, Mayor

ATTEST:

\_\_\_\_\_  
Alicia Fairbourne, Recorder for Hideout

Attachment: Town of Hideout Planning Commission Rules and Regulations, Adopted September 18, 2025

# TOWN OF HIDEOUT PLANNING COMMISSION

## RULES AND REGULATIONS

Adopted September 18, 2025

Presented to Council October 9, 2025

---

The Planning Commission shall adhere to the following rules and regulations in administration of the Commission duties and governance of their meetings. The Planning Commission shall be familiar with and follow all requirements of Utah State Code Title 10, Chapter 9a (Land Management Code) and Chapter 13 (Ethics) and the Hideout Municipal Code (Title 3, Chapter 3.02 (Planning Commission) and Titles 11 and 12 (Subdivisions and Zoning) related to Planning Commissions.

---

### **I. Membership**

The Planning Commission consists of five (5) voting members and two (2) alternate members appointed by the Mayor with the advice and consent of the Town Council.

Members shall serve staggered four-year terms. The Mayor shall, with the advice and consent of the Town Council, appoint or reappoint a Planning Commission member to fill a position on the Planning Commission that has expired or to fill any vacancies that might arise. If a vacancy occurs, the newly appointed member fills the remainder of the vacating member's term.

There is no limitation on the number of successive terms a Planning Commissioner serves if they are reappointed.

Members must be full-time residents of Hideout aged 18 years of age or older for at least a year and maintain residency during their service.

Members shall avoid conflicts of interest as required by law and Town policy, i.e., any financial interest beyond single dwelling ownership.

---

### **II. Officers**

A Chair and Vice Chair shall be elected annually at the first meeting of the new year by majority vote of the Commission from among regular members. To be eligible, the Chair and Vice Chair cannot be an alternate member.

The Chair shall preside over all meetings and hearings of the Commission and coordinate with staff on agendas. The Chair shall pace the meeting so that all items on the agenda can be addressed and either concluded or continued. The Chair shall use his/her best efforts to preserve order and see that members of the Commission and the public are treated with respect. The Chair shall sign official recommendations and reports on behalf of the Commission.

The Vice Chair shall preside in the absence of the Chair.

The Vice Chair shall assume the duties of Chair for the remainder of the year if the Chair resigns. A new Vice Chair is elected by a majority vote of the Commission from among regular members at the first scheduled meeting after the resignation.

The Recorder for the Town of Hideout or the Recorder's designee shall serve as Secretary, responsible for agendas, minutes, and official records. The Planning Director or appointed designee shall provide all required noticing and prepare all reports and gather such information as may be necessary for the Planning Commission to conduct its business and to all necessary parties prior to the meeting.

---

### **III. Meetings**

All meetings shall comply with the Utah Open and Public Meetings Act.

#### **A. Regular Meetings:**

Commission shall hold regular monthly meetings and shall adopt an annual schedule each year. Public notice of all meetings shall be provided in accordance with Utah Code and all applicable Hideout Town codes.

No schedule changes should be made except for the lack of a quorum.

The Planning Commission shall not conduct any business at a meeting unless a quorum is present. A quorum shall consist of three (3) members of the Commission. No action may be taken without a quorum.

Materials for agenda items must be delivered to the Planning Commission by noon three business days prior to the meeting or the Planning Commission has the right to cancel that agenda item. If packet materials are received after that time, the Chair will discuss with staff if the item will be placed on the agenda. The Planning Commission shall not act on or make any final decision regarding an item that is not on the agenda.

There shall be on every agenda of the Planning Commission an item entitled "public comment". The public comment portion of the meeting shall be limited to the public speaking to the Commission on any item not on the agenda. Members of the public shall be free to express any idea, question, or viewpoint without limitation except for time and the manner of the presentation.

Individual members of the public shall be limited to the time allowed by the Chair. The Chair shall ensure that the public comment is civil and orderly. The Chair shall use his/her best efforts to allow the free expression of the public and keep the meeting in order. Planning Commission and staff should not interrupt, argue with, or otherwise interfere with any comment by a member of the public. The Planning Commission and staff may ask clarifying questions of the member of the public making a presentation, and other members of the public may comment at the discretion and recognition by the Chair.

At regular meetings of the Planning Commission, members shall speak and have discussion without interrupting others who are speaking. Any meeting designated as a work meeting shall be more informal, and Planning Commission may freely participate if proper decorum is maintained. Planning Commission shall always conduct themselves with decorum and respect and shall refrain from making any disparaging remarks concerning any other member of the governing body or the public.

**B. Special Meetings:**

Special Meetings may be called by the Chair or at the request of three (3) or more regular members.

**C. Voting:**

A quorum of Commission members must be present and voting in a public meeting. Actions require a majority vote of those present and voting. All votes will be cast verbally. After the vote is taken, any member of the Commission desiring to explain his/her vote shall be allowed an opportunity to do so.

The Commission consists of two alternates. The alternates attend all meetings of the Commission. An alternate member may sit in for a regular member of the Commission, at the request of the Chair, when the regular member is not able to be in attendance, including if the regular member recuses on a matter. When an alternate is needed in place of a regular member, the two alternate members rotate the responsibility for an entire meeting. The alternate may only vote at such time as they are acting for the regular member. Even if not voting, an alternate shall sit with the Planning Commission and may participate in the discussion and ask questions but may not vote.

Failure to vote by a member shall be counted as an abstention. All official Commission members will vote except those who have abstained. A Commission member shall abstain only if he or she has possible conflict of interest. All members of the Commission shall be familiar with and adhere to the provisions of Title 10 Chapter 3 Part 13, U.C.A., "Municipal Officers' and Employees' Ethics Act" and Hideout Town conflict of interest and ethics ordinances. If the Commissioner(s) suspects that they may have a conflict of interest which would affect their employment or financial interests concerning any matter to be reviewed by the Planning Commission, they shall consult with the Town Attorney prior to the scheduled review for advice regarding the appropriate action to be taken or shall declare the conflict on the record and should recuse themselves from the meeting and not participate in the discussion or voting on the matter. If the Commissioner(s) first suspects such a conflict of interest during the meeting in which the matter is being reviewed, they shall declare the conflict on the record and should recuse themselves from the meeting and not participate in the discussion or voting on the matter.

---

**IV. Member Duties**

In compliance with Hideout Town Code, all members of the Planning Commission shall complete training before they can vote in their first meeting. Yearly training shall be conducted by all members.

All Planning Commission members must attend meetings, review materials in advance, disclose conflicts of interest, and deliberate in good faith.

A Planning Commission member shall notify the Recorder for the Town and the Chair if they expect to be absent. Any Planning Commission member who is absent from two (2) consecutive regularly scheduled meetings, or a total of four (4) regularly scheduled meetings per calendar year may be called before the Town Council and asked to resign or be removed for cause by the Council.

Ex Parte Communication: An ex parte contact is any communication with an applicant, applicant's representative or member of the public interested in the outcome of a decision that occurs outside of a Planning Commission meeting regarding a matter that is on the agenda or anticipated to be placed on a future agenda. Commissioners should refrain from engaging in these communications. Anyone speaking to Commissioners on these matters should do so at a public meeting, so their comments, concerns, and evidence are on the public record. A Commissioner who has engaged in ex-parte communication should disclose the nature and extent of the communication prior to consideration of the matter and declare whether the member is capable of making a decision free from bias as a result of the communication.

---

## **V. Amendments**

These Rules may be amended by majority vote of the Planning Commission.

PASSED AND ADOPTED this 18 day of September, 2025, by the Planning Commission of Hideout, Utah.

Planning Commission Chair: \_\_\_\_\_

Attachments:

1. General Plan (link)
2. Copy of Hideout Code on Planning Commission (Chapter 3.02)
3. Copy of State Code Ethics Code.(Title 10, Chapter 3, Part 13)

**Hideout Code (As of September 18, 2025) Be sure to check code online for any updates or amendments**

**3.02 PLANNING COMMISSION**

**3.02.010 CREATION**

**3.02.020 QUALIFICATIONS - TRAINING AND RESIDENCY REQUIREMENTS**

**3.02.030 REMOVAL FROM COMMISSION**

**3.02.040 COMPENSATION**

**3.02.050 POWERS AND DUTIES**

**3.02.060 COOPERATION WITH COUNTY**

**3.02.070 RECORD OF PROCEEDINGS**

**3.02.080 RULES AND REGULATIONS**

**3.02.090 NOTICE REQUIREMENTS**

**3.02.010 CREATION**

1. Composition; Appointment: Pursuant to the provisions of Utah Code, there is hereby created a planning commission for Hideout. The planning commission shall consist of five (5) members, to be appointed by the mayor, with the advice and consent of the council. Initially, the members shall be appointed with one (1) member having their term expire January 1, 2010, and two (2) members having their terms expire January 1, 2012. Thereafter, every even numbered year, in the month of January, the mayor, with the advice and consent of the council, shall appoint members of said commission, for a term of four (4) years. The terms shall be staggered in such a manner that no more than three (3) terms expire in a given year. All terms expire on January 1 in the applicable year.
2. Term: Each member of the planning commission shall serve until the expiration of the term for which they are appointed or until their successor is appointed and qualified. At the expiration of each term, new appointments shall be promptly made in the same manner as original appointment as provided in this section.
3. Vacancy: Any vacancy occurring during an unexpired term, due to death, resignation or removal from office shall be promptly filled by the mayor, with the advice and consent of the council, for the unexpired portion of the term.
4. Alternates: Two (2) alternate members of the planning commission may be selected in the same manner and for the same length of time as a regular member. The alternate member may sit in for a full time member of the commission, at the request of the chairperson, when the full time member is not able to be in attendance. The alternate may only vote at such time as they are acting for the full time member.

HISTORY

*Adopted by Ord. [20-02](#) on 1/23/2020*

**3.02.020 QUALIFICATIONS - TRAINING AND RESIDENCY REQUIREMENTS**

1. Members of the planning commission must qualify by taking, subscribing and filing with the clerk the oath of office required by section 10, article IV of the constitution of Utah.
2. Residency Requirement. No person may be appointed to the Planning Commission unless such person is a full time resident within the Town of Hideout for at least twelve (12) months prior to their appointment and must remain a full time resident while serving as a Planning Commissioner.
3. Training Requirement. All members of the Planning Commission shall:
  1. complete at least four (4) hours of annual land use training offered by the Utah League of Cities and Towns; or a list of training courses selected by the Utah League of Cities and Towns
  2. Proof of completion shall be submitted to the Town Clerk and the record shall be maintained of training completion at the end of each calendar year.
  3. This section shall apply to all current members of the Planning Commission, including alternates. All members shall complete at least two hours of training within sixty (60) calendar days of the effective date of this Ordinance. A newly appointed Planning Commissioner shall complete at least two hours of training within sixty (60) calendar days of being appointed.

#### HISTORY

*Adopted by Ord. [20-02](#) on 1/23/2020*

#### **3.02.030 REMOVAL FROM COMMISSION**

The Town Council may remove any member of the planning commission, with or without cause, at an open meeting. Any Planning Commission member who is absent from two (2) consecutive regularly scheduled meetings, or a total of four (4) regularly scheduled meetings per calendar year may be called before the Town Council and asked to resign or be removed for cause by the Council.

#### **3.02.040 COMPENSATION**

The council may, by resolution, fix per diem compensation for the members of the planning commission, including alternates, based on meetings actually attended.

#### HISTORY

*Adopted by Ord. [20-02](#) on 1/23/2020*

#### **3.02.050 POWERS AND DUTIES**

The planning commission shall have such powers and functions and shall perform such duties as prescribed by Utah Code Title 10-9a, and any further amendments of or supplements to which may hereafter be enacted, and shall also have such powers and functions and perform such other duties in connection with the planning and zoning of the town as may hereafter be prescribed by any ordinance. The planning commission shall be designated as the administrative land use authority for preliminary approval of all subdivision applications, and may not be the land use authority for final approval of subdivision applications for developments single-family, two-family, or townhome dwelling units.

HISTORY

Adopted by Ord. [20-02](#) on 1/23/2020

Amended by Ord. [2024-O-13](#) Subdivision Code Update on 12/12/2024

**3.02.060 COOPERATION WITH COUNTY**

The planning commission, in the exercise of its powers and the discharge of its duties, shall seek to cooperate with any planning commission or other official body of the county having similar powers and duties.

HISTORY

Adopted by Ord. [20-02](#) on 1/23/2020

**3.02.070 RECORD OF PROCEEDINGS**

The planning commission shall keep a public record of its proceedings, which shall be filed in the office of the clerk.

HISTORY

Adopted by Ord. [20-02](#) on 1/23/2020

**3.02.080 RULES AND REGULATIONS**

The planning commission shall submit to the council rules and regulations subject to the provisions of the laws of the state and the planning and zoning ordinances of the town, to provide for the regulation of its procedure and the conduct of its duties, and may submit amendments to such rules from time to time to the council.

HISTORY

Adopted by Ord. [20-02](#) on 1/23/2020

**3.02.090 NOTICE REQUIREMENTS**

1. If any applicant desires to have an item placed on the agenda for the regular meeting of the Planning Commission, a complete application (inclusive of all supporting content and required documents such as site plans, building elevations, etc.) and all associated fees and escrow funds must be submitted to the Recorder's Office no later than 10:00 am mountain time forty-five (45) calendar days prior to the Planning Commission's regularly scheduled meeting. If any required application items are delivered after the time set forth in this section, such application items will be placed on the agenda for the following regular meeting of the Planning Commission.
2. This section makes no changes to any Land Use application schedule or deadlines outlined within existing Town Code or within any duly adopted Master Development Agreement. Those schedules and/or deadlines must be completed prior to any affected item being placed upon the agenda as outlined above.
3. All applications for property development and/or use permits shall be actively pursued to a final decision by the town. If no activity such as plan submittals, reviews, meetings, or communication by the applicant has occurred on an application for one hundred eighty (180) days, the application will be deemed as inactive, and the file closed. The applicant may submit a written request to maintain the application as active, wherein upon finding that there is good cause and reasonable belief that the application will be pursued to completion, the Town Planner, or their

designee may grant a one-time ninety (90) day extension. Once a file is closed, an applicant will be required to pay all applicable fees and reapply for permits or development.