

May 20, 2026

Board Present: Jaycen Walter, Kelby Howard, Kade Iverson & Monte Knudson

Staff: Carly Burrows

Public Present: Kerry Barney, Callie & Jon Spendlove, and Russell Riggs

1. Meeting Called to Order

Jaycen Walter called the meeting to order at 6:05pm and the meeting started with any opening prayer by Kelby Howard and the pledge.

2. Approval of March 12, 2025 Minutes

Monte Knudson motioned to approve the minutes and Jaycen Walter 2nd the motion, the vote was unanimous.

3. Public Hearing

3.1 Canyon Glow Retreat Vacation Rental

The Commission held a detailed review of the Spendloves' **Canyon Glow Retreat** short-term rental (vacation rental) application. Members first confirmed that the town is nearing its **cap on short-term rentals**, noting approximately 17–21 existing licenses with a maximum of 21, but that capacity remained for this application and that primary-residence rentals are exempt from the cap. The Commission then walked through the **conditional use application checklist**, verifying: (1) a completed conditional use application; (2) **proof of ownership** via warranty deed; (3) **no back taxes** per the master tax roll; (4) a completed **business license application** with applicants ready to pay all required fees; (5) **designated on-site parking** in front of the former garage area, sufficient for up to two guests/vehicles; and (6) a **building inspection checklist** signed by **Jared Woolsey**. While the form referenced a “development plan,” the Commission noted that a formal plan has not typically been required for similar short-term rentals and focused instead on parking and basic compliance. Finding that all applicable requirements were satisfied and that approval would not exceed the town’s rental cap, **Jaycen Walter moved to approve** the Canyon Glow Retreat short-term rental for the Spend Loves, the motion was **seconded by Kade Iverson**, and it **passed unanimously**. The applicants were reminded to bring the required fees to the upcoming **Town Council** meeting.

4. New Business

5. Adjournment

Jaycen Walter motioned to adjourn the meeting at 6:20pm and Monte Knudson 2nd the motion, the vote was unanimous.