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# *PANGUITCH CITY COUNCIL*

## *AGENDA*

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PANGUITCH CITY OFFICE  
25 S 200 E CONFERENCE ROOM  
PANGUITCH, UTAH 84759  
FEBRUARY 13, 2024, 5:30 PM

- OPENING CEREMONY
- ADOPTION OF THE AGENDA
- APPROVAL OF MINUTES
- DONATION – JILL NOWERS
- SHORT TERM RENTAL – THE LOFT/AJ JOHNSON AT 387 S OAK STREET
- SHORT TERM RENTAL – THE PETITE RETREAT/AJ JOHNSON AT 335 E 100 N
- BUSINESS LICENSE – CATTLEMEN'S STEAKHOUSE/CRYSTAL WILMER AT 95 N MAIN
- BUSINESS LICENSE - TONY PETERSEN CONSTRUCTION
- CITY COUNCIL VACANCY INTERVIEWS
- EXECUTIVE SESSION
- BIC BUILDING
- DEPARTMENT REPORTS/CALENDAR
- ADJOURNMENT

### ZOOM MEETING LINK:

<https://us06web.zoom.us/j/89873979301?pwd=VDhraEFVUDY1RHJJZ0t2RTErRWxPZz09>

MEETING ID: 898 7397 9301

Passcode: panguitch

REASONABLE ACCOMMODATION: The City of Panguitch will make efforts to provide reasonable accommodations to disabled members of the public in accessing City programs.

Please contact Lori Talbot at the Panguitch City office at least 24 hours in advance if you have special needs.

Anyone who wishes to offer a prayer or thought in the opening ceremony at City Council is welcome to do so by calling City Manager Lori Talbot at 435-676-8585 to schedule an appointment. Participation may be telephonic or electronic.

\*\*Items may not be covered in the order listed. Panguitch City is an equal-opportunity employer.\*\*

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# *PANGUITCH CITY COUNCIL MINUTES*

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JANUARY 23, 2024  
CITY COUNCIL – 5:30 P.M.  
25 S 200 E PANGUITCH CITY OFFICE  
PANGUITCH, UT 84759

Those present at the City Council meeting were Mayor Kim Soper, City Manager Mat Houston, City Recorder Tyrissa Howell, City Treasurer Carla Farnsworth, City Attorney Barry Huntington, and Council Members David Dodds and Tracy Wright. Council Member Paul Dastrup was in attendance via Zoom. Council Member Mike Sarles was absent.

Others present were Harshad Desai, Sheriff Eric Houston and Kelly Holman.

The meeting was called to order at 5:30 p.m.

## OPENING CEREMONY

Tracy Wright conducted the opening ceremony.

## OFFICER REPORT

Sherriff Eric Houston delivered a written update to the City Council covering special response, victim's advocacy, search and rescue, hostage negotiation, leadership training, agency partnerships and jail updates. With the change to have 4 officers always on duty it has created a faster response time.

## ADOPTION OF THE AGENDA

Tracy Wright moved, seconded by David Dodds to adopt the agenda. The motion passed with all in favor.

## APPROVAL OF THE MINUTES

Paul Dastrup moved, seconded by Tracy Wright to approve the minutes. The motion passed with all in favor.

## BUDGET UPDATE/ACCOUNT PAYABLE APPROVAL

Carla Farnsworth stated that Panguitch City is 58% through the fiscal year.

David Dodds moved, seconded by Tracy Wright to approve the budget report and accounts payable. The motion passed with all in favor.

## SOFTBALL FIELD UPDATE

Kelly Holman stated the Panguitch High School softball team's first home game will be March 20<sup>th</sup>. He asked for an update on progress for the new field. When the weather permits the school district will place sod and then the city will bring in the infield dirt. Kade Fullmer will place the doors on the dugouts, and Markay Englestead stated he will place benches in the dugouts.

## POTENTIAL BUYERS FOR THE OLD LANDFILL

Two buyers are interested in purchasing the old landfill. The required 30 years have passed since the landfill closed. The City Council would like the deed to state that the land is an old landfill.

Paul Dastrup moved, seconded by David Dodds to get an appraisal for the land and start the process to sell the old landfill. The motion passed with all in favor.

## SECONDARY WATER IMPROVEMENTS

The NCRS is planning improvements for West Panguitch Irrigation Company's irrigation lines. Panguitch City's secondary water is part of that system. The City Council needs to decide if the city lines should be part of the project.

## BUSINESS LICENSE – MARY'S PILGRIM SOUL PHOTOGRAPHY

David Dodds moved, seconded by Tracy Wright to approve the business license for Mary's Pilgrim Photography upon payment. The motion passed with all in favor.

## WATER AND SEWER SERVICE RATES REVIEW

The City Council reviewed the water and sewer rates.

## DEPARTMENT REPORTS/CALENDAR

**Dog Pound** – Council Member Paul Dastrup has been working on the Dog Pound plans.

**Bic Building** – The Council discussed putting a link on Facebook so that community members can look at all the information on the BIC building and make comments.

**Debt Reduction** – The water loan will be paid off in November of this year. The Triple C loan will be paid off in 2030. The Firetruck and the new water line have now been added to the debt reduction plan.

**Surplus** – There is \$546,321 in the general surplus, \$536,287 in the water surplus and 41,392 in the sewer surplus.

**Court Case** – Mr. Steineckert pled guilty and is required to build a fence by July 1st.

**Council Position** – The council seat opening has been placed in the newspaper.

**Landfill Contract** – The landfill contract is ready to be signed.

**City Office Heating** – Josh Rushton will contact someone from LG to discuss the City's heating system.

**New Year's Eve Party** – The City Council decided to hold the next New Year party on the last Saturday of the year.

## ADJOURNMENT

David Dodds moved to adjourn at 6:45 PM.

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Kim Soper, Mayor

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Tyrissa Howell, City Recorder





# PANGUITCH CITY BUSINESS LICENSE APPLICATION

25 South 200 East, PO Box 75, Panguitch Utah 84759, Phone: 435-676-8585,  
Email tyrissa.howell@panguitch.com

## A Change of Pace

Date: 1/10/2024

Name of Business The Loft DBA: \_\_\_\_\_  
Type of Business Short term rental  
Business Address 687 South Oak Street City Panguitch State UT Zip 84759  
Mailing Address P.O. Box - City Panguitch State UT Zip 84759  
State Sales Tax # \_\_\_\_\_ Contractor License # \_\_\_\_\_  
Business Email @hotmail.com Business Phone # 435-  
Name of Business Owner (if partnership, list all partners; if corporation, list principal officers)  
Alan & Kelsi Johnson  
Address P.O. Box City Panguitch State UT Zip 84759  
Phone # 435- Email Address @hotmail.com  
Name of Manager Alan & Kelsi Johnson Manager Phone # 435-

### LICENSE FEES (Circle all that apply to your business)

General Fee - \$25.00  
Home Occupation (one time only fee) \$25.00  
Beer Permit - \$50.00  
Vendor Permit -  
Up to 30 days - \$20.00  
Yearly - \$25.00  
Total amount due - \$ 50.00

**NEW APPLICATIONS** - This is an application for a business license; the actual license will be issued only when the completed application is received, reviewed and approved by the city council. All information must be accurately completed, or the issuance of the license will be delayed. Issuance of the license shall in no way relieve the applicable zoning, health, building and fire regulations. All state and Federal regulations must be complied with.

**RENEWAL APPLICATIONS** - Renewal forms are sent out the first of every year. If you did not receive one, please contact Tyrissa at the Panguitch City Office. **Late Fee** - \$10.00 (If paid after February first of each said year.)

**HOME OCCUPATIONS** - Home occupations require a conditional use permit. This includes all vacation rentals not in a commercial zone.

I, We, \_\_\_\_\_ hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business, and understand that it is unlawful to make any false statement, declaration, or report as required in this application.

Date \_\_\_\_\_ Signed by \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Approved \_\_\_\_\_ License # \_\_\_\_\_ Receipt # \_\_\_\_\_ Total Paid \$ 50.00 pd ✓ 1559



## A Change of Pace

PO Box 75 Panguitch, UT 84759 435-676-8585 panguitchcity@panguitch.com

In accordance with the Panguitch Zoning Ordinance, individuals desiring to have a conditional use permit, or a home occupation permit, or a variance.

It is necessary for all neighbors **within 300 feet of the exterior boundaries of your property** to be made aware of this type of request.

NAME: Alan Johnson ADDRESS: 687 South Oak Street Date 1/10/24  
EMAIL: @hotmail.com PHONE: 435 - 6 4  
Is making application to have (Explain in detail) Short term rental

If this application is for animals: state number of animals, type of animal and approximant square footage of land being used. (No barn or coop shall be constructed closer than 50 feet to the nearest street or dwelling. One cow or one horse for each 10,000 square feet or one sheep for each 4,000 square feet. Pigs, Billy goats, mink and other dangerous animals are not allowed.)

If this application is for a short-term rental, is there more than one structure on the premises? ☒ YES

If yes describe the secondary structure and where it is located at

In front of it. The rental is located in the back of the property.

Neighbor it is not necessary that you approve; it is important that you sign this statement indicating that you are aware of the proposed request.

Signatures, printed name, and address:

Comments if any:

<u>Harlie Pollack</u>	<u>661 South Oak Street</u>	
<u>Todd BREINHART</u>	<u>619 South Oak St.</u>	
<u>Kate B Fuller</u>	<u>642 S Oak St.</u>	
<u>(Summer Home)</u>	<u>639 South Oak street</u>	<u>No Answer</u>
<u>Russell Rasan</u>	<u>South Oak street</u>	<u>No Answer</u>

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# *PANGUITCH CITY BOARD OF ADJUSTMENTS MINUTES*

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**AUGUST 9, 2021  
CITY COUNCIL – 4:00 P.M.  
PANGUITCH CITY OFFICE  
CONFERENCE ROOM, 25 S 200 E  
PANGUITCH, UTAH 84759**

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Those present at the Board of Adjustments meeting were Alberto Vasquez, Lori Talbot, Melvin Miller, Dianne Fullmer, Clint Barney, and Tyrissa Howell.

Others present were AJ Johnson and Mike Johnson.

The meeting was called to order at 5:30 pm.

## ADOPTION OF THE AGENDA

Alberto Vasquez moved, seconded by Dianne Fullmer to adopt the agenda. The motion passed with all in favor.

## SECONDARY DWELLING – AJ JOHNSON

AJ explained he has a one-acre lot in the Meadows Subdivision he plans to build a home on in the future. Right now, he would like to build a garage on the lot with a two-bedroom apartment. There will be a 20-foot U shaped driveway and 40 to 100 feet between the garage and future home. There is a private drive between his lot and the neighboring lot that would provide emergency access.

Melvin Miller stated that there is an ordinance that prohibits two dwellings on one lot. The committee asked if a vacation rental would be allowed. City Manager Lori Talbot stated that the business license for the vacation rental would be denied because of the two dwellings.



The Committee asked AJ why he doesn't do a breezeway and he stated it would take away the emergency access.

Clint Barney moved, seconded by Alberto to allow the secondary dwelling. The motion passed with all in favor.

#### BOARD CHAIR

Clint Barney moved, seconded by Dianne Fullmer to elect Alberto Vasquez as the new Board of Adjustments Chair. The motion passed with all in favor.

#### ADJOURNMENT

Melvin Miller moved to adjourn at 5:58 PM.

# Panguitch City

## Planning and Zoning Minutes

FEBRUARY 5, 2024, AT 5:00 PM

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The Panguitch Planning and Zoning meeting was held at the Panguitch City Office at 25 S 200 E. Those in attendance were City Manager Mat Houston, City Recorder Tyrissa Howell, Committee Chair Chad Veater and committee members Clint Albrecht, Clarenče Herron, Tracy Wright Jon Torgerson and Garret Wolfley.

Also present was Paul Dastrup.

### **Adoption of the Agenda**

**moved, seconded by to adopt the agenda. The motion passed with all in favor.**

### **Approval of the Minutes**

**moved, seconded by to postpone the approval of the minutes for the next meeting. The motion passed with all in favor.**

Jon Torgerson nominated Clarence Herron as Vice Chair of the Planning and Zoning Committee. The nomination was seconded by Clint Albrecht.

**Tracy Wright moved, seconded by Jon Torgerson to approve Clarence Herron as Vice Chair. The motion passed with all in favor.**

### **General Plan**

Kevin Smidley went over the changes made in the last meeting with the committee. There was discussion on creating policy for flooding. A Public Hearing will be held March 4<sup>th</sup> for the General Plan.

### **Short Term Rental – Rockwell Retreat/Randon Johnson at 615 Oak Street**

**Jon Torgerson moved, seconded by Tracy Wright to table the Rockwell Retreat. The motion passed with all in favor.**

### **Short Term Rental - The Loft/AJ Johnson at 387 S Oak Street**

Committee Chair Chad Veater read the minutes from the August 9, 2021, Board of Adjustments Meeting. The Board of Adjustments approved AJ Johnson building of a secondary dwelling at 387 Soth Oak Street. The secondary dwelling was not approved to be a short term rental. Panguitch City Municipal Code 17.24.020 F. pertaining to permitted used in a residential zone, states "Accessory buildings and uses incidental to each dwelling when placed upon the same lot or parcel of land and not used or operated commercially. However, "accessory building" is not a single-family dwelling, a two-family dwelling nor a multiple-family dwelling and therefore only one single-family, two-family or multiple-family dwelling is allowed on each lot.

**Tracy Wright moved, seconded by Jon Torgerson to deny The Loft at 387 South Oak Street. The motion passed unanimously.**

### **Short Term Rental – The Petite Retreat/AJ Johnson at 335 E 100 N**

**Tracy Wright moved, seconded by Garrett Wolfley to approve The Petite Retreat at 335 East 100 North. The motion passed with all in favor.**

### **Short Term Rental –CV’s Summer Cottage/Brent Sevy at 279 W 100 N**

The committee discussed that this Short Term Rental has been running without a license.

**Clint Albrecht moved, seconded by Tracy Wright to approve CV’s Summer Cottage. The motion passed with all in favor.**

### **Short Term Rental – Kevin and Leslie Nebeker at 385 N 100 W**

**Jon Torgerson moved, seconded by Tracy Wright to approve Kevin and Leslie Nebeker’s Short Term Rental. The motion passed with all in favor.**

### **Adjournment**

**Clint Albrecht moved to adjourned at 6:26 pm.**

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Recorder, Tyrissa P. Howell







# PANGUITCH CITY BUSINESS LICENSE APPLICATION

25 South 200 East, PO Box 75, Panguitch Utah 84759, Phone: 435-676-8585,  
Email tyrissa.howell@panguitch.com

## A Change of Pace

Date: 1/10/2024

Name of Business Johnson Properties DBA: The Petite Retreat  
Type of Business short term rental  
Business Address 335 East 100 North City Panguitch State UT Zip 84759  
Mailing Address P.O. Box City Panguitch State UT Zip 84759  
State Sales Tax # \_\_\_\_\_ Contractor License # \_\_\_\_\_  
Business Email @hotmail.com Business Phone # 435- \_\_\_\_\_  
Name of Business Owner (if partnership, list all partners; if corporation, list principal officers)  
Alan & Kelci Johnson  
Address P.O. Box City Panguitch State UT Zip 84759  
Phone # 435- Email Address @hotmail.com  
Name of Manager Alan & Kelci Johnson Manager Phone # 435-

### LICENSE FEES (Circle all that apply to your business)

General Fee - \$25.00  
Home Occupation (one time only fee) \$25.00  
Beer Permit - \$50.00  
Vendor Permit -  
Up to 30 days - \$20.00  
Yearly - \$25.00  
Total amount due - \$ 50.00

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**RENEWAL APPLICATIONS** - Renewal forms are sent out the first of every year. If you did not receive one, please contact Tyrissa at the Panguitch City Office. **Late Fee** - \$10.00 (If paid after February first of each said year.)

**HOME OCCUPATIONS** - Home occupations require a conditional use permit. This includes all vacation rentals not in a commercial zone.

I, We, \_\_\_\_\_ hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business, and understand that it is unlawful to make any false statement, declaration, or report as required in this application.

Date \_\_\_\_\_ Signed by \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Approved \_\_\_\_\_ License # \_\_\_\_\_ Receipt # \_\_\_\_\_ Total Paid \$ 50.00 pd ✓ 1559



## A Change of Pace

PO Box 75 Panguitch, UT 84759 435-676-8585 panguitchcity@panguitch.com

In accordance with the Panguitch Zoning Ordinance, individuals desiring to have a conditional use permit, or a home occupation permit, or a variance.

It is necessary for all neighbors **within 300 feet of the exterior boundaries of your property** to be made aware of this type of request.

NAME: Alan Johnson ADDRESS: 335 East 100 North Date 1/10/24

EMAIL: alanjohnson515@hotmail.com PHONE: 435-690-1234

Is making application to have (Explain in detail) Short term rental

If this application is for animals: state number of animals, type of animal and approximant square footage of land being used. (No barn or coop shall be constructed closer than 50 feet to the nearest street or dwelling. One cow or one horse for each 10,000 square feet or one sheep for each 4,000 square feet. Pigs, Billy goats, mink and other dangerous animals are not allowed.)

If this application is for a short-term rental, is there more than one structure on the premises? Y~~N~~

If yes describe the secondary structure and where it is located at

Neighbor it is not necessary that you approve; it is important that you sign this statement indicating that you are aware of the proposed request.

Signatures, printed name, and address:

Comments if any:

<u>Colleen Goff</u>	<u>328 E. 100 N.</u>	<u>Colleen Goff</u>	
<u>Wade Christensen</u>	<u>W</u>	<u>357 East 100 North</u>	
<u>Roger Kasper</u>	<u>(summer home)</u>	<u>375 East 100 North</u>	<u>No Answer</u>
<u>David A. King</u>		<u>81 N. 400 E</u>	
<u>Stanley Bannington</u>		<u>81 N. 400 E</u>	
<u>Richard O. O'Brien</u>		<u>305 E 100 N</u>	





# PANGUITCH CITY BUSINESS LICENSE APPLICATION

25 South 200 East, PO Box 75, Panguitch Utah 84759, Phone: 435-676-8585,  
Email [tyrissa.howell@panguitch.com](mailto:tyrissa.howell@panguitch.com)

## A Change of Pace

Date: 2-1-24

Name of Business CMJC Investments LLC DBA: Cattleman's Steakhouse  
Type of Business Restaurant  
Business Address 95 N. Main City Panguitch State UT Zip 84759  
Mailing Address PO Box City Panguitch State UT Zip 84759  
State Sales Tax # 15888469-003-STC Contractor License #  
Business Email se@gmail.com Business Phone #  
Name of Business Owner (if partnership, list all partners; if corporation, list principal officers)  
Christopher Gilbert Crystal Wilmer  
Address 99 N. Main PO Box City Panguitch State UT Zip 84759  
Phone # 435- Email Address  
Name of Manager Crystal Wilmer Manager Phone # 435-

### LICENSE FEES (Circle all that apply to your business)

General Fee - \$25.00  
Home Occupation (one time only fee) \$25.00  
Beer Permit - \$50.00  
Vendor Permit -  
Up to 30 days - \$20.00  
Yearly - \$25.00  
Total amount due - \$ 75.00

**NEW APPLICATIONS** - This is an application for a business license; the actual license will be issued only when the completed application is received, reviewed and approved by the city council. All information must be accurately completed, or the issuance of the license will be delayed. Issuance of the license shall in no way relieve the applicable zoning, health, building and fire regulations. All state and Federal regulations must be complied with.

**RENEWAL APPLICATIONS** - Renewal forms are sent out the first of every year. If you did not receive one, please contact Tyrissa at the Panguitch City Office. **Late Fee** - \$10.00 (If paid after February first of each said year.)

**HOME OCCUPATIONS** - Home occupations require a conditional use permit. This includes all vacation rentals not in a commercial zone.

I, We, Crystal Wilmer hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business, and understand that it is unlawful to make any false statement, declaration, or report as required in this application.

Date 2-1-24 Signed by Crystal O. Wilmer

### FOR OFFICIAL USE ONLY

Approved \_\_\_\_\_ License # \_\_\_\_\_ Receipt # \_\_\_\_\_ Total Paid \$ 75.00 pd CC



PANGUITCH CITY  
BUSINESS LICENSE APPLICATION

25 South 200 East, PO Box 75, Panguitch Utah 84759, Phone: 435-676-8585,  
Email tyrissa.howell@panguitch.com

A Change of Pace

Date: Feb 7, 2024

Name of Business Tony Peterson Construction LLC DBA: \_\_\_\_\_  
Type of Business General Contractor  
Business Address \_\_\_\_\_ City Panguitch State UT Zip 84759  
Mailing Address Po Box City Panguitch State UT Zip 84759  
State Sales Tax # \_\_\_\_\_ Contractor License # 11381089-5501  
Business Email td@gmail.com Business Phone # 435-444-4444  
Name of Business Owner (if partnership, list all partners; if corporation, list principal officers)  
Tony Peterson  
Address \_\_\_\_\_ City Panguitch State UT Zip 84759  
Phone # 435-444-4444 Email Address td@gmail.com  
Name of Manager Tony Peterson Manager Phone # 435-444-4444

LICENSE FEES (Circle all that apply to your business)

General Fee - \$25.00  
Home Occupation (one time only fee) \$25.00  
Beer Permit - \$50.00  
Vendor Permit -  
Up to 30 days - \$20.00  
Yearly - \$25.00  
Total amount due - \$ 50.00

**NEW APPLICATIONS** - This is an application for a business license; the actual license will be issued only when the completed application is received, reviewed and approved by the city council. All information must be accurately completed, or the issuance of the license will be delayed. Issuance of the license shall in no way relieve the applicable zoning, health, building and fire regulations. All state and Federal regulations must be complied with.

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**HOME OCCUPATIONS** - Home occupations require a conditional use permit. This includes all vacation rentals not in a commercial zone.

I, We, Tony Peterson hereby agree to conduct said business strictly in accordance with the Laws and Ordinances covering such business, and understand that it is unlawful to make any false statement, declaration, or report as required in this application.

Date 7 Feb 2024 Signed by [Signature]

FOR OFFICIAL USE ONLY

Approved \_\_\_\_\_ License # \_\_\_\_\_ Receipt # \_\_\_\_\_ Total Paid \$ \_\_\_\_\_