



500 E Main St. Duchesne, Utah 84021
PO Box 974, Duchesne, Utah 84021
phone (435) 738-2464
fax (435) 738-5394
office@duchesnecity.com

PLANNING AND ZONING MEETING MINUTES

Opened meeting at 6:10pm, Mar 11th, 2024

- **Commission Attendees:** Danita Hinton, Lynn Hamilton, Clay Crozier
- **Guest Attendees:**

Agenda Items:

1. Prayer by Clay Crozier , Pledge
2. 2.26.2024 Meeting minutes accepted by unanimous vote. Danita motioned, Lynn seconded, vote unanimous.
3. City Ordinance Review: Clay Crozier, Nate Zilles left information to review.
 - a. Commission discussed focusing our research and discussion on one ordinance area at a time with ADU's being first.
 - b. Commission looked through the sample codes Nate Zilles provided for ADU's. Ballard was a good example.
 - i. Discussed adjusting the Ballard definitions to be a bit more defined, like the Fannie Mae description Cody gave. Attached/internal ADU's versus detached/external ADU's.
 - ii. Commission is in agreement to keep the regulations of internal ADU's the same as Ballard's code.
 - iii. Discussed moving an item from external ADU regulations to internal due to the description covering what is NOT and internal ADU.
 - iv. Discussed an application process for both internal and external ADU's which would change the sewage billing structure of the applicant. City will not require the ADU to be placed on a separate plumbing system.
 - v. Discussed the minimum lot size to add an external ADU to be 12,000 sq ft.
 - vi. Discussed having a maximum size of ADU 1,200 sq ft. and that the ADU must be smaller than primary residence by $\frac{1}{3}$.
 - vii. Discussed removing design standard requirements for an ADU, but will seek opinion from council.
 - viii. Clay will type up a draft ordinance based on the discussion and changes. We will review with Cody at the next P&Z meeting.
4. Open Session: Nothing to report.
5. Adjournment at 7:26pm by unanimous vote.

Action Items:

1. Clay will type up a draft ADU ordinance for review at the next meeting.

Motions:

1. Motion made by Danita to accept the minutes, seconded by Lynn, vote unanimous.
2. Motion made by Danita at 7:26 pm to adjourn, seconded by Lynn, vote unanimous.