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PLANNING AND ZONING MEETING MINUTES

Opened meeting at 6:15pm, Feb 26th, 2024

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

Agenda Items:

1. Prayer by Clay Crozier , Pledge
2. 1.8.2023 Meeting minutes accepted by unanimous vote. Danita motioned, Lynn seconded, vote unanimous.
3. Title 10 Ordinance Review - Cody Ivie
 - a. Cody discussed the city councils desire to incorporate an ordinance for accessory dwelling unit into the city code. Cody emailed several links for us to refer to.
 - b. Reviewed state code that covers Internal accessory dwelling units. Discussed referring to the state code for internal accessory dwelling units in the city code book but creating a new ordinance for exterior accessory dwelling units.
 - c. Reviewed Fannie Mae requirements for lending on a primary residence with an ADU. Requires a separate entrance from main house, kitchen, bathroom facilities, etc. Danita suggested that similar language be utilized in the Duchesne ordinance of new ADU's to ensure that buyers can purchase properties using government backed loans.
 - d. Cody is asking the planning commission to draft an ADU ordinance for the City council to review.
 - e. Discussed enforcement and creating a fee schedule to encompass the impact. Currently the city only charges a flat fee for sewer. Lynn suggested the city move to a sliding fee schedule for sewer that correlates to water usage. Danita disagreed with changing the entire city to a new fee schedule because of a few who may have an ADU and since not all water used goes back into the sewer. Lynn suggested creating the sliding fee for just those with an ADU but this brings up a challenge. How will the city know who has an ADU, internal or external if they never file for a building permit. Will the city require registration of an ADU? Lynn suggested the city require those with an ADU to have a business license to keep track of ADU's. This brought up additional discussion regarding short-term rentals/Airbnb in Duchesne. How does the city track and capture lodging tax on those? Again, Lynn suggested they be required to have a business license in the city.
 - f. Cody discussed how Duchesne City Title 10 code also doesn't account for townhomes or tiny homes. It is desirable to have these issues addressed as well.
 - g. Clay will consult Nate Zilles and Mike Hanson for costs of consultation on the following areas:
 - i. Accessory Dwelling Unit Ordinance and Enforcement.
 - ii. Short-term Rentals Ordinance
 - iii. Townhomes Ordinance
 - iv. Tiny Homes Ordinance
4. Danita reviewed Training Seminar Information on April 24: Danita will go to the evening seminar. Clay and Lynn are unable to attend.
5. Open Session: Clay suggested the planning commission meet every two weeks to research, discuss and write the requested ordinances above until it is completed. Danita suggested all commission members read through Title 10 to familiarize themselves with the current ordinances.
6. Adjournment at 7:32pm by unanimous vote.