



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, April 22, 2024

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

Agenda Items:

1. Prayer by Deb Herron, Pledge of Allegiance
2. 4.8.2024 Meeting minutes accepted by unanimous vote. Danita motioned, Lynn seconded, Deb abstains, vote unanimous.
3. Planning and Zoning duty and compensation discussion:
 - a. Clay reviewed the duties of planning and zoning commissions in the state code, discussed increasing per meeting pay to cover extra work done outside of meetings. Defined duties by position.
 - b. In addition to all State defined responsibilities the Duchesne Planning and Zoning will also perform the following duties and request a pay increase:
 - PZ Chairman to be paid \$100 per meeting
 - Duties: Conducts the PZ meetings, directs Secretary to organize agenda. First line of contact for PZ issues (unique in nature) from public, city personnel, and city council. First line of contact for building permit authorizations. Presents PZ recommendations at city council meetings.
 - PZ Secretary to be paid \$80 per meeting
 - Duties: Creates PZ meeting agenda under the direction of the Chairman and files with city recorder for public notice procedure. Ensures meetings are recorded. Takes minutes at PZ meetings and sends to PZ Commission for edits/revisions, then files with city recorder for public recording. Second line of contact when Chairman isn't available for PZ issues (unique in nature). Second line of contact when Chairman isn't available for building permit authorizations. Acts as chairman in PZ meeting when Chairman is absent. Presents at city council meetings when chairman is absent.
 - PZ Commissioner to be paid \$50 per meeting
 - Duties: Attend meetings. Acts as chairman and/or secretary when chairman and secretary is absent. Third line of contact for PZ issues (unique in nature). Third line of contact for building permit authorizations.
 - PZ Commissioners do **NOT** perform the following duties:
 - Measure set-backs
 - Verify property lines or stakes in the ground
 - Answer or take daily phone calls or text messages for PZ questions that are general in nature and can be easily answered by city office personnel or Mayor.
 - c. Lynn made motion to recommend PZ duties and pay increases, Danita seconded, vote unanimous.
4. Ordinance Management
 - a. Clay would like to put all the upcoming PZ ordinances to public hearing at once.
 - b. Commission discussed putting the ADU ordinance to public hearing immediately since it is ready. Then tiny homes and short-term rentals can be combined for public hearing later.
5. Tiny homes/public survey

- a. Commission discussed general feelings towards tiny homes in residential neighborhoods. Clay discussed complaints he has received from neighbors on the bench who have tiny homes being installed next to them. Discussed some are ok with them, some are not. PZ commission is conflicted on the issue as well.
 - b. Discussed how Roosevelt City restricts small homes and single wide trailers. They have a restriction in residential zones that homes under 1000 sq ft aren't allowed. So any small homes and/or single wide trailers or travel trailers must be in trailer or tiny home designated parks.
 - c. Discussed how the Duchesne trailer park ordinance is not very effective since any size and type of dwelling is allowed in all residential zones.
 - d. Discussed what the goals of a city should be to attract long-term property investment from responsible citizens and families.
 - e. Danita suggested that PZ commission should reference the general plan and survey to review the vision for Duchesne. This should be our standard for direction in this matter and should be carefully handled.
 - f. Danita suggested we put out a short community survey of 5-7 questions to gauge the desires of the community on tiny homes and short-term rentals.
 - g. Discussed creating the survey through google forms, using the City google account and creating a qr code to take residents to the survey to fill out. Could post ads at city office, post office and county offices. Could also ask community groups to share qr code on facebook and social media.
 - h. Motion made by Lynn to recommend the commission create a short community survey to be administered to residents, second from Deb, vote unanimous.
6. ADU Ordinance update:
 - a. Commission discussed having the ADU public hearing on May 13
 - b. Clay will work with city council and office staff to initiate the public notices required for a public hearing.
 7. Open Session:
 - a. Clay discussed having a short training on how to conduct a public hearing.
 - b. Discussed PZ required training and upcoming seminar on Wednesday. Danita will attend first half, Deb will attend both sessions. Clay will be out of town for seminar and Lynn is unavailable to attend.
 - c. Discussed Lynn's desire to resign.
 8. Adjournment at 7:25pm by unanimous vote.

Action Items:

1. Clay will recommend the PZ duties and compensation changes to be included into ordinance.
2. Clay will recommend a short survey be created by PZ commission to administer to residents that gauge the desires of the community on these housing issues: tiny homes and short term rentals.
3. Clay will discuss the commissions desires to conduct a public hearing for the ADU ordinance on May 13 and combine the other ordinances into one hearing.

Motions:

1. Motion made by Danita to accept the minutes, seconded by Lynn, Deb abstained, vote carries by majority.
2. Motion made by Lynn to recommend PZ duties be included in ordinance and compensation increased to the above mentioned rates, seconded by Danita, vote unanimous.
3. Motion made by Lynn to recommend PZ commission create and administer a short community survey regarding tiny homes and short-term rentals to gauge the desires of the residents prior to drafting ordinances. Deb seconded, vote unanimous.
4. Motion made by Deb at 7:25pm to adjourn, seconded by Lynn, vote unanimous.