

MINUTES of the Vernal City PLANNING COMMISSION

Vernal City Council Chambers - 374 East Main Street, Vernal, Utah

April 9, 2024

5:30 pm

Members Present: Brandon Parker, Stephen Lytle, Ryan Pugh, Troy Allred, Samantha Chappoose, Nick Porter, Ryan Balch

Members Excused:

Alternates Present:

Alternates Excused: Brittany Young, Rebecca Wilkey

Staff Present: Gabby Hawkes Blackburn, Assistant City Manager; Taylor Munguia, Planning Tech

WELCOME AND DESIGNATION OF CHAIR AND MEMBERS: Chair Stephen Lytle welcomed everyone present to the meeting.

APPROVAL OF MINUTES FROM March 12, 2024: Stephen Lytle, Chair, asked if there were any changes to the minutes from March 12, 2024. The minutes were approved with there being no corrections, *Ryan Pugh moved to approve the minutes of March 12, 2024 as presented. Brandon Parker seconded the motion. The motion passed with Brandon Parker, Stephen Lytle, Ryan Pugh, Troy Allred, Samantha Chappoose, Nick Porter, and Ryan Balch voting in favor.*

RECOMMENDATION TO CONSIDER AMENDING VERNAL CITY MUNICIPAL PLANNING AND ZONING CODE, CHAPTER 16.08 PLANNING COMMISSION – ORDINANCE 2024-12

Gabby Hawkes Blackburn initiated the discussion centered on proposed changes to the Vernal City Municipal Planning and Zoning Code, Chapter 16.08 – Planning Commission. This would be accomplished by rewriting and restructuring the existing code. The aim was to simplify and clarify the structure of the code, focusing on establishment and purpose, membership, titles and responsibilities, and meeting procedures. Key points included reducing the number of members from 10 to 9 (7 regular and 2 alternates), clarifying the roles of the chair and vice-chair, and defining various types of meetings and their procedures.

Chair, Stephen Lytle, opened the public hearing for public comment. There being no public comment. Chair, Stephen Lytle, closed the public hearing.

Ryan Balch moved to forward a positive recommendation to the City Council to consider amending the Vernal City Municipal Planning and Zoning Code, Chapter 16.08 – Planning

Commission – Ordinance 2024-12. Ryan Pugh seconded the motion. The motion passed with Brandon Parker, Stephen Lytle, Ryan Pugh, Troy Allred, Samantha Chapoose, Nick Porter, and Ryan Balch voting in favor.

RECOMMENDATION TO CONSIDER AMENDING VERNAL CITY MUNICIPAL PLANNING AND ZONING CODE, CHAPTER 16.06.010 – ZONING MAP AMENDMENTS, 16.08.060 – PUBLIC HEARING REQUIREMENTS, 16.58.110 – AMENDED PLATS – ORDINANCE 2024-11

Gabby Hawkes Blackburn introduced the discussion revolving around aligning the Vernal City Municipal Planning and Zoning Code, Chapter 16.06.010 – Zoning Map Amendments, 16.08.060 – Public Hearing Requirements, and 16.58.110 – Amended Plats, with state requirements to streamline processes for applicants. The focus was on amending the public hearing requirements in these sections of the Vernal City Code. The proposed changes involved referencing state requirements rather than following additional noticing procedures Vernal City has adopted. Ms. Hawkes Blackburn emphasized the importance of clarity and efficiency for applicants. The discussion then moved on to considering amendments to zoning map regulations and subdivision ordinances, with the intention to simplify language and remove unnecessary notice requirements while adhering to state requirements.

Chair, Stephen Lytle, opened the public hearing for public comment. There being no public comment. Chair, Stephen Lytle, closed the public hearing.

Samantha Chapoose moved to forward a positive recommendation to the City Council to consider amending the Vernal City Municipal Planning and Zoning Code, Chapter 16.06.010 – Zoning Map Amendments, 16.08.060 – Public Hearing Requirements, 16.58.110 – Amended Plats – Ordinance 2024-11. Nick Porter seconded the motion. The motion passed with Brandon Parker, Stephen Lytle, Ryan Pugh, Troy Allred, Samantha Chapoose, Nick Porter, and Ryan Balch voting in favor.

RECOMMENDATION TO CONSIDER AMENDING VERNAL CITY MUNICIPAL PLANNING AND ZONING CODE, CHAPTER 16.20, ADDING SECTION 16.20.620 – TINY HOME OVERLAY – ORDINANCE 2024-10

Gabby Hawkes Blackburn commenced discussions to consider amending Vernal City Municipal Planning and Zoning Code, 16.20, adding section 16.20.620 – Tiny Home Overlays. Ms. Hawkes Blackburn went over the proposed language for the ordinance that included purpose and intent, definitions, overlay zone designation, development standards, tiny home standards, and the permitting process. Development standards were thoroughly examined, covering minimum lot size, setbacks, lot coverage, height restrictions, landscaping, utility connection, and parking requirements. Applicable building standards would need to meet the International Building Code (IBC) standards and regulations. The permitting process was discussed with administrative

processing and approval being required. Concerns were raised regarding the lack of public input and the need for community engagement in rezoning decisions. Ms. Hawkes Blackburn addressed this concern by distinguishing the difference between an overlay and a rezone. The overlay wouldn't function as a rezoning but rather expand the range of permitted uses within the existing zones where the overlay is sanctioned. An overlay would not require public input because it would be an administrative decision and as long as the applicant met all of the requirements of the ordinance they would be able to develop tiny homes on their property. This brought to light the importance of needing to make clear and concise ordinances governing the proposed tiny home overlay being added to Vernal City Code.

Chair, Stephen Lytle, opened the public hearing for public comment.

Darrin Brown from TriCounty Health, located at 133 South 500 East, expressed support for tiny homes, emphasizing compliance with International Building Code (IBC) regulations for tiny home square footage. Mr. Brown proposed using rainwater and greywater systems for irrigation, noting the need for permits, which can be obtained from the Health Department. Mr. Brown shared insights from a tiny home community visit and encouraged the promotion of greywater and rainwater systems in Vernal City.

There being no further public comment. Chair, Stephen Lytle, closed the public hearing.

Nick Porter moved to forward a positive recommendation to the City Council to consider amending the Vernal City Municipal Planning and Zoning Code, Chapter 16.20, adding 16.20.620 – Tiny Home Overlay – Ordinance 2024-10. Brandon Parker seconded the motion. The motion passed with Brandon Parker, Stephen Lytle, Ryan Pugh, Troy Allred, Samantha Champoose, Nick Porter, and Ryan Balch voting in favor.

RECOMMENATION TO CONSIDER AMENDING VERNAL CITY MUNICIPAL PLANNING AND ZONING CODE, CHAPTER 16.20, ADDING 16.20.370 – FOOD TRUCK COURTS – ORDINANCE 2024-09

Gabby Hawkes Blackburn introduced the discussion centered on amending Vernal City Municipal Planning and Zoning Code, Chapter 16.20, adding 16.20.370 – Food Truck Courts. Ms. Hawkes Blackburn explained that there are currently no regulations for food truck courts, leading to various public safety and sanitation concerns. The proposed amendments aim to regulate the operation of food truck courts while ensuring compliance with health and safety standards.

Key points of discussion included:

- **Definition of a Food Truck Court:** Any area where one or more Mobile Food Vendor(s) are parked for more than sixty (60) days in a calendar year OR any area where three (3) or more Mobile Food Vendor(s) are simultaneously located for any amount of time outside of an approved and permitted event. Food Truck Courts can include area(s) designated and designed for mobile food vendors, including food trucks, trailers, and carts, where food and beverages are sold to the public. The court may include amenities

such as seating areas, restrooms, and parking.

- **Business Licensing and Site Approval:** Food Truck Courts will require a business license and approval of a master site plan before operation.
- **Permitted Zones:** Food Truck Courts will be permitted in specified commercial and industrial zones.
- **Health and Sanitation:** Food Truck Courts must comply with health department regulations concerning food handling, storage, and sanitation.
- **Parking and Utilities:** Requirements for parking, utilities, and restroom facilities were discussed to ensure adequate infrastructure for Food Truck Courts. Food Truck Courts would need to have individual utility hook ups for each spot where a mobile food vendor would be stationed.
- **Fire Safety:** Fire safety measures, including adequate spacing for fire trucks and fire suppression systems for food trucks, were emphasized.

Overall, the discussion focused on balancing the need for regulation with the flexibility required for food truck operations while ensuring public safety and sanitation standards are met.

Chair, Stephen Lytle, opened the public hearing for public comment.

Darrin Brown from TriCounty Health, located at 133 South 500 East, discussed the rising popularity of food trucks and supported the idea of Food Truck Courts. He emphasized the necessity of water and sewer requirements for such setups, along with individual power hookups at the Food Truck Court. If connected to public sewer, grease traps would be needed, and garbage disposal options are essential. Mr. Brown recommended commissaries where food trucks can store their products safely, as storing at home or on the truck is not permitted.

Eric Pratt from Bee's Thai Kitchen, located at 1093 East Highway 40, sought clarification on the sixty (60) day limit for staying in a location for food trucks. They operate year-round and wanted to ensure compliance with regulations without having to obtain a second business license. Mr. Pratt expressed concern that complying with restaurant requirements might alter their identity as a food truck. Ms. Hawkes Blackburn assured Mr. Pratt that operating year-round would not be affected, and they could stay in the same location for longer durations under the proposed changes. Property owners hosting food trucks would need a business license for the site. Food truck operators would need to provide a rental agreement with the landowner during the licensing process. Additionally, if operating a Food Truck Court, the property owner would be responsible for obtaining the court license, not individual food truck operators. The regulations for a food truck would not be altered and these ordinances are for regulating Food Truck Courts.

Cindy Bryson, 1364 North 3000 West, raised concerns about space requirements for food trucks to maneuver in and out without obstructing others. She emphasized the need to ensure trailers have equal access without requiring other trucks to move. Ms. Hawkes Blackburn proposed a code to prevent overcrowding and ensure simultaneous access to all spots. Mr. Pratt agreed, stressing the importance of ample space for ingress and egress. Discussion ensued about grease traps and commissaries, with Mr. Brown expressing concerns about portable toilets, preferring

permanent ones for cleanliness reasons. Ryan Pugh advocated for stationary toilets, while Ms. Hawkes Blackburn suggested a renewable business license based on toilet type. Mr. Pratt noted that food truck customers typically don't linger, except at events. The group debated whether permanent toilets should be required based on seating availability.

There being no further public comment. Chair, Stephen Lytle, closed the public hearing.

Ryan Pugh moved to forward a positive recommendation to the City Council to consider amending the Vernal City Municipal Planning and Zoning Code, Chapter 16.20, adding 16.20.370 – Food Truck Courts – Ordinance 2024-09 with proposed changes to allow for access to food trucks simultaneously as well as stationary restroom requirements based on seating. Nick Porter seconded the motion. The motion passed with Brandon Parker, Stephen Lytle, Ryan Pugh, Samantha Chappoose, and Nick Porter voting in favor. Troy Allred and Ryan Balch voted against.

**RECOMMENDATION TO CONSIDER A REQUEST FOR A
SUBDIVISION AMENDMENT FROM PORCUPINE PROPERTIES, LLC
FOR PROPERTY LOCATED AT 577 NORTH AND 587 NORTH 100 EAST,
VERNAL, UTAH (PARCELS 04:076:0281 & 04:076:0280) – 2024-004-SUB**

Gabby Hawkes Blackburn began the discussion regarding a petition for a subdivision amendment concerning a property situated at 577 North and 587 North 100 East, Vernal, Utah, identified by Parcels 04:076:0281 & 04:076:0280. It was noted that the structure on the property is improperly oriented, with the lot boundary failing to divide the buildings along the shared wall, but instead separating them into front and rear portions.

The primary objective of this amendment request is to rectify the property lines so that the townhomes are partitioned along the shared wall, thereby ensuring that each parcel pertains exclusively to an individual unit.

Chair, Stephen Lytle, opened the public hearing for public comment. There being no public comment. Chair, Stephen Lytle, closed the public hearing.

Troy Allred moved to forward a positive recommendation to the City Council to consider amending the subdivision amendment from Porcupine Properties, LLC for property located at 577 North and 587 North 100 East, Vernal, Utah (parcels 04:076:0281 & 04:076:0280) – 2024-004-SUB . Ryan Balch seconded the motion. The motion passed with Brandon Parker, Stephen Lytle, Ryan Pugh, Troy Allred, Samantha Chappoose, Nick Porter, and Ryan Balch voting in favor.

**DISCUSSION TO CONSIDER ADDING EXTENDED STAY
HOTEL/MOTEL ORDINANCES TO VERNAL CITY MUNICIPAL
PLANNING AND ZONING CODE, CHAPTER 16.20 – SPECIFIC USE
REGULATIONS**

Gabby Hawkes Blackburn initiated a discussion regarding the incorporation of ordinances pertaining to extended stay hotel/motel operations into Vernal City Municipal Planning and Zoning Code, Chapter 16.20 – Specific Use Regulations. The rationale behind this proposition stems from the observation that certain hotels within the city operate under a business model that facilitates extended stays. However, due to the absence of corresponding ordinances, these establishments are compelled to repetitively check guests out and back in once their stay surpasses the 30-day limit stipulated by the current City Code.

The objective of this initiative is to introduce an ordinance into the City Code that would permit extended stay hotels/motels to conduct their operations seamlessly, eliminating the need for frequent guest check-ins and check-outs, while still complying with the requisite tax obligations imposed on such businesses.

Further deliberation on this matter is scheduled to take place during an upcoming regularly scheduled Planning Commission meeting.

ADJOURN: There being no further business, *Samantha Chapoose moved to adjourn. Ryan Pugh seconded the motion. The motion passed with a unanimous vote, and the meeting was adjourned.*

Stephen Lytle, Planning Commission Chair