



(435) 885-3036  
(307) 350-0739, Mayor

dutchjohn.org

**NOTICE OF PUBLIC MEETING**  
**Town of Dutch John**  
**Planning Commission**  
**Dutch John Conference Hall**  
**May 06, 2024 7:00 P.M.**

## NOTICE OF PUBLIC MEETING AND AGENDA

Electronic participation will be available. See <https://dutchjohn.org/electronic-meetings> for more details.

### CALL TO ORDER

7:10pm

### ATTENDANCE

#### Commision Members

Jared Marquis  
James McGuirk  
Rachel Albritton  
Amanda Lucas (Alternate)

#### Public Audience

Allen Parker  
Harriet Dickerson  
Matt Lucas

#### Online

### ESTABLISHMENT OF VOTING MEMBERS

A quorum is present

### PLEDGE OF ALLEGIANCE

### 1. CONSENT AGENDA

The Consent portion of the Agenda is a means of expediting routine matters that must be acted on by the Commission. All items approved will be done by one undebatable motion passed unanimously. Any item may be removed for debate on request of any Commission member. Items removed from the Consent portion become the first item of business of the regular agenda.

#### 1.1 Minutes of meeting:

James McGuirk motioned to accept the minutes from April 17. Jared Marquis seconded.

#### 1.2 Review Building Permit List

##### Action Items

Amanda will email Morse to follow up on the legal description.

Rachel needs to review the new Morton permit for the porch and forward everything to Matt Tate for review.

#### 1.3 Correspondence

None outside of correspondence discussed regarding building permits.

##### Motion

James McGuirk motioned to accept the consent agenda. Jared Marquis second. All in favor.

## **2. PUBLIC COMMENT**

Limited to 5 minutes per individual or group spokesperson. Members of the public may address the Planning and Zoning Commission on matters that are not listed on the meeting agenda. The Commission cannot discuss or take legal action on any matters during the Public Comment, unless the matters are properly noticed for discussion and legal action. Commission members may or may not respond to those who have addressed the Commission or may ask that a matter be put on a future agenda. All Planning & Zoning Commission meetings are recorded.

None

## **3. NEW BUSINESS**

### **3.1 Additional Building Inspector(s) - Discussion and Possible Action**

The town is currently facing challenges with timely completion of building permit application reviews and building inspections. The Committee discussed how best to support Matt Tate in this regard. Various options were offered, such as having someone locally become certified, bidding for a second inspector, and considering online solutions for plan reviews. All of the options are possibilities to pursue, however, having a successful response will be difficult. Ultimately, it was decided that the first step we need to take is having a Committee member contact Matt directly to schedule a phone meeting. This meeting will aim to identify areas where support is most needed and how the committee can assist in moving projects forward.

#### Action Items

Jared Marquis will reach out to Matt Tate to see about a time where the Committee can meet with him.

### **3.2 Building Permit/Processing Fees - Discussion and Possible Action**

Discussion on this item bled in and out of discussions for items 3.1 as well as 4.3.

The focus was on enhancing the efficiency and streamlining of the building permitting process. It was emphasized that the fee schedule should reflect the time and effort invested by both the Committee and the building inspector in reviewing and managing building permits. Depending on the outcomes of discussions with Matt Tate and the budget approval from the Town Council, Planning and Zoning will prioritize updating the fee schedule accordingly.

## **4. OLD BUSINESS / WORK ITEMS**

### **4.1 Zoning Definitions and Possible Additions - Discussion**

It was unanimously agreed to remove the ordinance requiring a Conditional Use Permit (CUP) for R2 zones. Additionally, it was noted to add this as a work item for the next meeting.

There was also a discussion about potentially establishing low, medium, and high-density zones, with a focus on how to implement them effectively for the town's needs. The conversation centered around goals and strategies to achieve them, including incentivizing affordable housing. This discussion was intended as an introduction to further exploration of the topic in future meetings.

#### Motion

Jared Marquis made a motion, which was seconded by James, to change single-family homes in an R2 zone to be a permitted use rather than a conditional use.

## 4.2 Ordinance Update(s) - Discussion

Allen is currently consolidating the Town Ordinance and Planning and Zoning Ordinance into a single document, presenting an opportune moment to propose changes. During the meeting, Harriet Dickerson, the Town Clerk, suggested establishing a schedule for submitting ordinance changes. The Committee supported this idea, with Jared Marquis emphasizing that it aligns with their existing goals, though better planning is required to execute it effectively. Rachel Albritton recommended dedicating time in the next meeting to list out pressing needs, prioritizing them with the understanding that priorities may evolve over time. The group agreed, identifying existing items requiring attention as a starting point for further discussion in the upcoming meeting.

- Setbacks need clarification
- Stormwater requirements are missing
- Review Resort Residential Zone
- Bonding
- Street Profile
- Street Widths
- Curb and Gutter

## 4.3 Software Application Assessment Update - Discussion

Allen Parker and Amanda Lucas had a demo meeting with iWorQ Solutions on their software platform. iWorQ is a software company that specializes in providing solutions for local government agencies, particularly in the areas of permit management, code enforcement, work order management, asset management. Their software aims to streamline processes, improve efficiency, and enhance communication within government departments. It is widely used by municipalities across the United States, particularly in Utah, where it serves numerous cities and counties.

- Used by over 80 cities/towns within the state of Utah.
- Features include permit management with timeline-based sorting and personalized dashboards for Planning and Zoning (P&Z) members.
- The software integrates parcel information from Daggett County, displaying active property restrictions and a full history of parcel data.
- Templates are available for various zoning or building permits, with fees and payments listed out.
- It facilitates inspections for each permit type and schedules plan reviews.
- Notifications are sent via email, with checklist items for inspections including setbacks.
- Plans can be uploaded, annotated, and exported to PDF, with options to add layers of annotation and store them.
- Users can add notes, letters, and track email history, with the ability to highlight items needing acknowledgment.
- Letters can be templated and emailed directly from the software.
- Property information, including base price, is regularly updated.
- The software provides unlimited users, tech support, and is web-based.
- The annual subscription fee is based on the town's population. As the population increases that annual fee may increase.
- They provide (2) trainings.

There is a follow up meeting this coming Wednesday, May 8 at 3pm.

### Estimate Cost

- If we wanted to add the Point of Sale module, this would be an additional \$1,000/year. Portal access for the public would also be an additional \$1,000/year.
- Estimated cost for the first year would be \$1,400 set up and \$2,100 annual.

### Followup Questions

- How does this work with a town that has a large number of transient residents?

### Action Items

The Committee needs to submit an updated budget request for software from \$1000 to \$6000 in order to capture these estimated costs. We will request \$6,000 in anticipation of getting all of the desired modules. Depending on the budget granted will ultimately dictate that package chosen. Rachel Albritton will email the Town Council with the updated request.

## **MEETINGS / TRAINING / INFORMATION REPORT OUT**

**PUD Administrator - Allen Parker**

**Building Inspector - Matt Tate**

**Fire Chief - JayDee Guymon**

### **5. Executive Session, if necessary\* Pursuant to 52-4-204**

#### **5.1 Discussion**


\*Closed session is for the purpose of discussing the character, professional competence, or physical or mental health of an individual; Collective Bargaining; Litigation, Purchase, Exchange or lease of real property.

### **6. Adjournment**

Rachel Albritton moved to adjourn the meeting at 9:03pm. No objections.

In compliance with the American Disabilities Act, individuals needing special accommodations (including auxiliary communication aid and services) during the meeting should call 435-880-8042 at least 48 hours before the meeting.

Requests for items to be added to the agenda must be submitted by 5pm the Wednesday prior to the scheduled meeting. Submittals must include details of agenda item and any documents etc. that pertain to subject item. Requests can be emailed to [clerk@dutchjohn.org](mailto:clerk@dutchjohn.org) and must be received by the above noted deadline. The Planning Commission may modify the agenda order, if necessary. This agenda may be subject to change up to 24 hours prior to the meeting.



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Rachel Albritton , Planning & Zoning Secretary