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dutchjohn.org

NOTICE OF PUBLIC MEETING
Town of Dutch John
Planning Commission
Dutch John Conference Hall
May 20, 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

Meeting was called to order at 7:02pm

ATTENDANCE

Commision Members

Jared Marquis
James McGuirk
Rachel Albritton
Amanda Lucas (Alternate)

Public Audience

Allen Parker
Kat Mueller

Online

Andrew Morse

ESTABLISHMENT OF VOTING MEMBERS

There are enough voting members for a quorum

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:

Reviewed minutes from May 6 meeting.

Motion

James made a motion to accept the minutes. Jared Second. All in favor.

1.2 Review Building Permit List

Rachel and Jared spoke with Matt Tate prior to the meeting. Rachel will put together an email with a priority list of everything the Commission needs from him. Then Rachel will create a group text with Matt and let him know that he was just emailed a priority list and that we need a response from him to acknowledge that he received the text message.

Next, the Committee briefly reviewed the building permit list. There are no real changes. Andrew Morse did join the meeting to let us know that his plans for his property in Kestrel are on hold. Instead, he's in the process of buying Brent Hodges home and taking a different route at the moment. Briefly discussed what he needs to do to pursue a CUP for short-term rental for the home.

Allen Parker is going to look through old communication to verify if variance has been officially withdrawn.

1.3 Correspondence:

Rachel had some communication with Kat Mueller over text message about her building permit delays. She is frustrated that it's taken 8-weeks since the permit was emailed to Matt Tate and we have not received any communication back from him.

Jared has communications with the Rogers regarding their building permit application as well as with Matt Tate.

Motion

James motioned to accept the consent agenda. Jared 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.

Kat Mueller asked for clarification on removing the garage from her site plans. Committee agrees that she can just red line through and mark as future development.

Kat also raised concerns about issues with the existing utilities along Guide Row (South Blvd.), specifically the daisy-chained electric lines, which complicate work on her new lot without disrupting the electrical service to other homes. Despite consulting authorities at both the County and Town levels, as well as the electric company Bridger Valley, she has received little guidance on who is responsible for addressing the issue. Allen Parker noted that the Town lacks the authority to intervene, as water and sewer utilities are controlled by the county, and other utilities are privately owned, leaving the responsibility to the purchaser. Allen suggested that property owners should collectively approach the utility companies to discuss potential solutions and coordinate their efforts, rather than addressing the issue individually.

3. NEW BUSINESS

3.1 Address County Request for Building Permits

Rachel first asked for clarification on exactly what the email from Lesa Asay was requesting. The email just asked for a "a copy of all [the] 2023 building permits for Dutch John". What exactly is the county asking for? Do they want the building permit applications, issued building permits? Do they only need the home address for assessment purposes? James mentioned that the county was recently out assessing a new home most likely for county tax purposes.

According to the finished permits in our records there are only two homes that have officially been completed for McGuirk and McBride. Rachel will email the county with these two along with addresses.

4. OLD BUSINESS / WORK ITEMS

4.1 Update on iWorq

Jared is in favor of proceeding with the entire iWorqs package as proposed in the previous meeting, and the Commission agreed with this approach. It was mentioned that the Town had reviewed the Commission's budget request for this software package during their last meeting. A final decision is expected at the end of May or beginning of June. Clarification was provided regarding the request for the Point of Sale module, indicating that the quoted estimate would not cover existing services such as garbage. Jared expressed uncertainty about whether the procurement process for the town would apply in this case, meaning does this need for this service need to go out in a bid process. Allen noted that iWorqs is a unique software management system that is not offered by other companies and therefore the need for an RFP should not apply.

Motion

Jared motioned to execute the contract for \$5,500, which was seconded by James. The motion was unanimously approved.

4.2 Draft work item priorities

The Commission reviewed and reorganized an existing list of work items to focus on over the coming months. The objective is to compile a comprehensive list of all identified tasks that need to be addressed, which will then be prioritized accordingly.

4.3 Draft Ordinance updates for R2 Zoning Refinement

R2 Zoning Review

Allen printed and reviewed all current ordinance sections related to R2 zoning. The group discussed potential improvements to these sections based on Allen's suggestions.

Table of Uses

The proposal was made to break out the table of uses specific to each zone for better clarity.

Site Review Determination

Issues were identified on page 28 regarding the "site review determination" process being arbitrary and capricious. It was recommended to replace this with quantifiable standards to provide clear legal guidelines. Similar issues were noted on page 29, highlighting the need for clear standards for the Town, Planning and Zoning (PnZ), and the building inspector.

Purpose and Definition of R2

It was acknowledged that the purpose of R2 zoning is not well-defined due to existing ambiguities. Emphasis was placed on refining and clarifying the R2 zoning standards.

4.4 General Ordinance Updates

Ordinance Template Update

Allen presented a new ordinance template and discussed upcoming changes.

Density Planning

Reviewed density terminology and examples from jhparch.com/density to start considering density planning for Dutch John.

Flood Damage and Stormwater Management

Adoption of floodplain management could allow the town to apply for FEMA flood subsidies and other financial incentives. Reviewed Vernal City's approach and need for state recommendations.

Vernal's stormwater management code, particularly for 100-year events, is recommended for adoption. Allen will incorporate these aspects into the current ordinance work.

Additional Ordinance Considerations

Heber City's ordinance contains useful elements worth considering.

The Dutch John ordinance needs improvements in aesthetics to guide implementation.

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

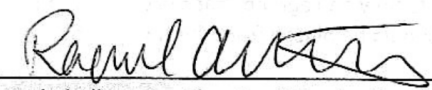
5.1 Discussion

*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 Meeting adjourned at 9:05 PM

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 Thursday 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 ralbritton@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.



Rachel Albritton , Planning & Zoning Secretary