



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 6:10 pm, June 3, 2024

- **Commission Attendees:** Valorie McLean, Lynn Hamilton, Danita Hinton, Deborah Herron
- **Guest Attendees:** Jodi Reinhardt

Agenda Items:

1. Prayer by Deb Herron, Pledge of Allegiance
2. 5.13.2024 Meeting minutes accepted by unanimous vote.
3. RV Park Ordinance Violation - Jodi Reinhardt
 - a. Jodi expressed a growing concern over the health, safety, and validity of the Hogan RV Park, which she lives across from. After several years of degeneration (property landscaping/public spaces not being maintained regularly, people living in homemade shanties or enclosed trailers, etc) she decided to investigate Duchesne City RV Park ordinances and discovered the Park to be in violation of several zoning laws and city standards and requirements as outlined in the city code. She has come to present her findings to make the Zoning commission aware of the issues.
 - Lynn explained that the planning and zoning commission has no authority (enforcement or otherwise) to address the violations beyond informing the city council, which Jodi can do herself.
 - Jodi said she wasn't asking us to enforce but wanted to raise awareness. She feels the PZ commission is not aware of the duties we should have enacted on the RV Park at the time of it's transfer from Keith and Steve Rowley to Rodney.
 - b. Jodi referenced Chapter 4 of Title 9, which addresses mobile home and RV Park building regulations.
 - *9-4-6, B2: "RV Park shall be placed on a parcel of land of not less than one acre"* Jodi discovered the Park is spread across two parcels, neither one being 1 acre.
 - Steve Rowley was the previous owner of the north parcel which was not part of the original RV park. Rodney purchased the north part recently and incorporated it into the RV park without following the proper procedures. Also the alleyway is being utilized as part of the park, which has not been vacated by the city.
 - *9-4-8 C4: "Landscaped Strip: In all recreational coach parks, a strip of land at least fifteen feet (15') wide surrounding the entire park shall be left unoccupied by mobile homes, and any or all appurtenant structures, and shall be planted and maintained in lawn, shrubs or trees with an approved wall or fence, designed to afford privacy to the development."* Landscape strip and fencing is not installed or being maintained around the entire park.
 - Additional building requirements and standards not being followed: 9-4-8: C6, C7, C8, C9,
 - Additional ordinances not in compliance: 9-4-7C, 9-4-13 E and more not found in this Title.
 - c. Lynn expressed that he believes the Hogan RV park has been in operation for more than 30 years, before the creation of the RV park ordinances. So the question remains if the park is grandfathered in and not subject to the regulations.
 - Jodi expressed that when ownership was transferred from Steve for the north part there should have been procedures followed to incorporate that section into the park as outlined in the ordinance. At that point it should have been required to comply to current codes.
 - d. Danita made motion to recommend the city council investigate the ordinance violations and zoning compliance of the Hogan RV Park as presented by Jodi Reinhardt. Accepted by unanimous vote with Lynn abstaining for the reason he believes this issue is beyond our powers and duties.

4. Deb shared how the PZ report went at the last city council meeting.
 - a. Discussed how the PZ commission is to transfer ordinances to the city office staff for proper formatting and presentation to city council so they can vote on it.
 - o Clay can email the ordinances to Myra to prepare for a vote at the next city council meeting.
 - b. Discussed PZ secretary duty to prepare the packet of information for the public when PZ is holding a public hearing (can have office staff make copies).
5. Commission discussed the need for a survey to be distributed to residents to gauge the ordinance development of the city on tiny homes and short-term rentals.
 - a. Valorie presented a variety of questions she had generated on AI.
 - b. Danita will prepare the following survey questions to review in the next PZ meeting before presenting to city council.
 - o How do you feel about a tiny home being built as a stand alone residence next to your home?
 - o How do you feel about a tiny home development being built in Duchesne City.
 - o Do you think there should be a minimum square footage requirement on homes in Duchesne?
 - o What concerns do you have
 - o How should tiny homes be regulated?
 - o Where do you think tiny homes should be allowed in town?
 - o How do you feel about short term rentals in our city
 - o What are your concerns about short term rentals?
 - o How should short term rentals be regulated?
6. Open Session:
 - a. No one came forward.
7. Adjournment at 7:29 pm by unanimous vote.

Action Items:

1. Danita Hinton will present on behalf of Clay Crozier at City Council on June 11.

Motions:

1. Motion made by Lynn Hamilton to accept the minutes, seconded by Danita Hinton, vote: unanimous.
2. Motion made by Danita Hinton to recommend the city council investigate the Hogan RV Park for ordinance, zoning, and business compliance as presented by Jodi Reinhardt. Seconded by Deborah Herron. Lynn abstained, vote: unanimous.
3. Motion made by Lynn at 7:29 pm to adjourn, seconded by Danita Hinton, vote: unanimous.