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dutchjohn.org

**NOTICE OF PUBLIC MEETING**  
**Town of Dutch John**  
**Planning Commission**  
**Dutch John Conference Hall**  
**August 19, 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 7:00pm**

### **ATTENDANCE**

#### Commision Members

Jared Marquis  
James McGuirk  
Amanda Lucas

#### Public Audience

Allen Parker  
Ryan Kelly

#### Online

Andrew Morse

### **ESTABLISHMENT OF VOTING MEMBERS**

There is a quorum. Amanda Lucas, alternate, is standing in for Rachel Albritton (excused absence).

### **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: Aug 5, 2024**

#### **1.2 Review Building Permit List**

Tracker was updated as needed.

Building Permits - Rachel needs to follow up in John Morton Invoice for the porch.

New CUP applications - the application from Dena Strange was assigned to James for review.

#### **1.3 Correspondence**

Dena Strange emailed the application for short term rental which is under evaluation.

Andrew Morse followed up on the state of his CUP application. It was confirmed that Matt Tate did approve the inspection, and the application can be forwarded to the Town Council. Amanda will email Amy McDonald to request that this is put on the next agenda.

### Motion

James made a motion to accept the consent agenda. Jared seconded. 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.

Scott Gough brought in completed applications to submit for the lot split for the Dutch John Draw area, however, it was determined that the forms provided were incorrect. It was once again stated that the Subdivision Plan Application was needed for the “lot split across the street” (Dutch John Draw), and the PUD Amendment application was needed to request the lot adjustments for the manufactured home. Amanda printed both forms for Scott during the meeting and provided those to him.

Jared also followed up with needing to confirm all paperwork that has (or has not) been provided to Planning and Zoning. Scott said everything has been given to Matt Tate, however, the Committee also needs copies of everything.

There was a lengthy discussion on if we had the preliminary plans for the Dutch John Draw area. Jared could not find anything on file.

At the end of the meeting Scott did return, providing the Committee with a hard copy of the concept plan for the Dutch John Draw area. Jared needs to look up the fee schedule and let them know what they owe. He will also look over the plans provided.

## **3. NEW BUSINESS**

### **3.1 Application Moratorium until iWorq Implementation - Discussion and Possible Action**

A discussion was started to consider implementing a moratorium on all applications to Planning and Zoning while iWorq is being implemented. It was mentioned that the project could take up to 60 days for full implementation. Amanda noted that establishing a moratorium now would be challenging due to the lack of training and suggested addressing this issue in the next training session with iWorq and get additional feedback from them. Allen proposed a 30-day timeframe for consideration. He also mentioned a contact in Vernal City who could serve as a valuable resource and we can contact them with questions once we get started. The group agreed on the importance of setting a halt date, with James emphasizing the need for further discussion on this topic. Amanda suggested that we keep this as a running item on the agenda for discussion as we learn more from the weekly trainings.

#### Action

No Action

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

### **4.1 Review Short Term Rentals - Discussion and Possible Action**

This discussion was tabled since Rachel is heading this up and was unable to attend the meeting.

### **4.2 Work Item - Discuss Creation of a new Recreation Zone & General Plan Update**

There is a recognized need to update current zoning regulations to include greenspace such as parks and trails within the Town. While the General Plan can provide guidance, it may require updates to ensure it adequately addresses the implementation of greenspace. A key consideration is whether the land designated for greenspace will be owned by the Town, County, or remain privately owned, with the latter requiring landowner agreement with the plan.

Ryan Kelly emphasized the importance of preserving existing trails within the community, particularly as land is being sold and developed. He suggested creating surface easements to protect these trails, even if ownership changes. Efforts are ongoing to update the current trail overlay to match the existing trail inventory in order to better understand their relationship to land ownership, particularly in areas around the airport and RDA parcels. This mapping is crucial for the Town to manage the impact of changing ownership on the trail system. Once the overlay is updated, it can be taken to Sunrise engineering and work can begin with existing landowners on negotiating easements.

The conversation also touched on the role of zoning and easements in influencing future development and securing existing trails. It was noted that, depending on how the ordinance and legal documentation is written, easements can ensure that trails cannot be moved unless an equivalent trail is established elsewhere. The process of evaluating trails for easement purposes would require a certified trail evaluator, and Utah has state crews available for this task.

The group discussed the importance of being proactive in preserving the Town's existing trails to reduce potential conflicts with future landowners. Ryan cited examples from Uinta County, where unofficial trails created by residents led to land use conflicts when new landowners moved in. Unofficial trails also lead to questions about trail maintenance and liability should an accident occur, as it is unclear who would be responsible for upkeep or legal issues. Without formal recognition and easements, these trails lack designated oversight, potentially leaving both the Town and landowners vulnerable to disputes or legal challenges if injuries happen on these unregulated paths. Establishing official trails with clear maintenance responsibilities and liability provisions is an important step toward avoiding these complications and ensuring long term safe, sustainable use.

Currently, the General Plan recognizes some trails, but they lack formal easements. The existing map in the General Plan serves as a foundation for planning and zoning to build upon. The discussion highlighted that 5.5 miles of cross-country single-track trails exist, with most mountain biking trails located on land that is not easily buildable, which was the original intention when these trails were established.

#### Action

No Action

## **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**

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](mailto: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.