Town of Dutch John
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(307) 350-0739, Mayor
dutchjohn.org

NOTICE OF PUBLIC MEETING
Town of Dutch John
Planning Commission
Dutch John Conference Hall
September 9, 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 7:14pm
ATTENDANCE

Commision Members	Public Audience	Online
Jared Marquis	Allen Parker	Andrew Morse
Rachel Albritton	David Orr	
	Scott Gough	

Both James McGuirk (Co-Chair) and Amanda Lucas are absent (excused)

ESTABLISHMENT OF VOTING MEMBERS

There are not enough voting members present. No actions will be taken.

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 19, 2024 / Aug 31, 2024

Minutes accepted for both the 19 and the 31.

1.2 Review Building Permit List

Tadd McBride Building Application. The maps provided in the application are part of a powerpoint presentation and are not detailed or visible enough to discern appropriate setbacks. Rachel will email him a request for a copy of building plans detailing utilities and setbacks.

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1.3 Correspondence

Addison Morton emailed asking if he needs to request a building permit to re-roof his house. Jared said this is not necessary unless the physical structure of the roof (like the pitch) is being altered.

Jacob Hansen with Hansen's Planning Group emailed to let us know that they will have a draft review of the new subdivision ordinance for our next meeting (Spet. 23).

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.

Andrew Morse asked what the status was for completing the process of moving the lot line between his property on kestrel circle and the rodgers. Allen Parker clarified that a legal description of the property was still needed and provided a verbal example of what that should look like and where it is located on an engineering map.

Allen Parker also relayed a message to the PNZ Committee from Butch Johns the mayor, that there are three potential major developments on the horizon. The apartment development on the old hospital lot is close to submitting a building application, Butch is still having conversations with the group interested in the development up at the airport, and someone else recently purchased 600 acres for development.

3. NEW BUSINESS

3.1 Dutch John Resort Subdivision Concept Plan - Discussion and Possible Action

The subdivision (lot split) conceptual plan was approved by the Committee but due to a lack of quorum, action could not be taken. Additionally, the Committee is waiting for the final report from Sunrise engineering regarding the preliminary plan for this lot split. Once that report is forwarded to the Town, final fees can be assessed for the next phase of the application process.

4. OLD BUSINESS / WORK ITEMS

4.1 Review Short Term Rentals - Discussion and Possible Action

All of the current active CUPS have not completed all of the annual reinspection requirements except for the application of a new business license. Since business licenses are on a calendar year and renewal requests will be sent about in another month and a half, it was decided that the best course of action would be to send a letter to all active CUP's in October that outlines all requirements that must be met in order to maintain their CUP over the coming year. Rachel said that she could draft up a letter for review during the next meeting.

4.2 iWorq Review and Followup Items- Discussion and Possible Action

The list of current needs for iWorqs was reviewed.

- We are still waiting to hear back from the county about getting GIS data. Jared suggested calling Bryan Raymond (Clerk) directly to see if we have better luck.
- Amanda is working on completing the contractors list.
- We need to get contacts at each of the engineering firms that we may potentially use for plan reviews so that they can be added as employees in iWorqs and have plans assigned to them for review in the future. Allen said he could put together a list and email that to the committee.

The need for a moratorium was also discussed. Rachel mentioned that since the link for iWorqs needs to be on the towns website by September 16 which is only a week away then there really wasn't a need for a moratorium. Jared agreed, but followed up with suggesting that we could place a deadline for accepting permit applications through email, mail, or in person. Rachel

agreed and Jared emailed the Town Council to have the topic added to their next agenda for discussion and possible action.

It was also discussed that there seems to be some miscommunication on the use of the pay system within iWorqs. Planning and Zoning members purchased the fee system as part of the software package in order to streamline associated fees. Some members of the Town Council have expressed concern about its use. Rachel stated that it was in the Towns best interest for both Planning and Zoning and Town Council to meet and get on the same page about how iWorqs and all associated tools will be used.

4.3 Complete COs - Discussion

A Certificate of Occupancy was drafted for the Weaver house.

4.4 Ordinance Updates - Discussion - NA

MEETINGS / TRAINING / INFORMATION REPORT OUT
PUD Administrator - Allen Parker
Building Inspector - Matt Tate
Fire Chief - JayDee Guymon

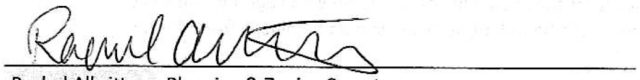
5. Executive Session, if necessary* Pursuant to 52-4-204

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 - 8:38pm

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