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# PLANNING AND ZONING MEETING MINUTES

## Opened meeting at 6:06 pm, August 12th, 2024

- **Commission Attendees:** Valorie McLean, Danita Hinton, Deborah Herron, Clay Crozier, Lynn Hamilton
- **Guest Attendees:**

## Agenda Items:

1. Prayer by Clay Crozier, Pledge of Allegiance
2. 7.22.2024 Meeting minutes accepted by unanimous vote.
3. Flow Chart discussion for Building Permit
  - a. **Verify Zone:** verify the zone of your property and familiarize yourself with the building regulations for that zone at [www.duchesnecity.com](http://www.duchesnecity.com).
  - b. **Flood Zone:** Is your lot in a flood plain zone? If yes, it may require special engineering checks such as a Geo Tech, Sieve Analysis & Classification, proceed to next step. If you don't know you can check FEMA.gov flood maps, then proceed to next step. If no, proceed to next step.
  - c. **Survey:** Do you have all survey stakes in the ground? If yes, then proceed to permit process. If no, then you must have a survey conducted, then proceed to permit process.
  - d. **Permit Process:** complete a building permit application and the associated steps listed below:
    - Provide a legal description of property and proof of ownership (on the deed)
    - Ensure your building type meets setback requirements, if you own a corner lot you have different setback requirements.
    - Pay for city water, sewer connection and impact fees.
    - Provide a plot plan with location of structure on lot. Must show setbacks, right-of-ways, location of roads and utilities.
    - Provide construction drawings/plans, electronic preferred or one printed copy.
  - e. **City Planning Sign-off:** Duchesne City will have a Planning Commissioner verify your zone and setbacks, then sign your building permit. Once signed, City will notify you to proceed.
  - f. **Road Access:** Do you need road access approved? If Yes, contact the appropriate entity below. If no, proceed to next step.
    - State Road (UDOT) 801-227-8000
    - County Road Dept. 435-738-2468
    - City Road Dept. 435-738-2464
  - g. **Subdivision:** Is your property located within an approved subdivision? If yes, obtain approval from the Homeowners Association or Architectural Committee. If no, proceed to next step.
  - h. **Fees:** Pay your fees to the City office. If yes, you may start your project. If no, please pay.
4. Reviewed Google Form for Survey - Danita
  - a. Discussed legality of limiting rentals per host. Decided to leave the option on the question.
  - b. Discussed how survey was created on Danita's personal gmail account but needs to be provided to residents through a city account. Danita will send to city email to make a copy.
  - c. Discussed how survey will be dispersed.
    - Danita will create an advertisement with QR code to have printed and all commissioners will help hang around town.
    - City office will upload to website, preferably on home page menu.
    - Danita will send a jpeg image of advertisement to community groups to share on social media.

5. Open Session: Clay reported on the last city council meeting, Tom Bruton was appointed to City council.
6. Adjournment at 7:17pm by unanimous vote.

## Action Items:

1. Deb Herron will present at City Council.
2. Valorie will create the flow chart based on the permit discussion.
3. Danita will create advertisement with QR code for survey.

## Motions:

1. Motion made by Deborah Herron to accept the minutes, seconded by Lynn Hamilton, vote: unanimous.
2. Motion made by Deborah Herron at 7:17pm to adjourn, seconded by Danita Hinton, vote: unanimous.