



NOTICE OF PUBLIC MEETING
Town of Dutch John
Planning Commission
Dutch John Conference Hall
October 7, 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 7:05pm
ATTENDANCE

Commision Members

Jared Marquis
Rachel Albritton

Public Audience

Allen Parker
Scott Gough
Harriet Dickerson
Aaron Averett (Sunrise)

Online

ESTABLISHMENT OF VOTING MEMBERS

There is enough 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: September 23, 2024

There were minor grammar corrections suggested. Additionally, it was noted that David Orr paid for the concept and preliminary plans for the DJR subdivision, not concept, preliminary, and final. Corrections were made to the minutes.

1.2 Review Building Permit List

Rachel followed up with building inspector, Matt Tate, during the meeting on the status of the plan reviews for the Dutch John Resort (DJR) Oil Skid (Man Camp), the DJR Motel, and the WRFG Motel. Matt did text back saying the plans for the man camp were approved on 09/17. Rachel will get with Amy McDonald to review recent invoices for DJR. The DJR motel is still under review. Matt did not reply about the WRFG Motel during the meeting.

Additionally, there are questions about the full application submitted for the motel. There is no building permit application on file. Neither Rachel or Jared could find anything in their emails either. Rachel will reach out to Amy McDonald to make sure that an application wasn't emailed directly to her.

1.3 Correspondence

Jared had a call from the Daggett County GIS guy. We should be receiving the shapefile for iWorq shortly.

Motion

Jared motioned Rachel 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.

Allen got to report from Sunrise Engineering late this afternoon. Scott Gough got them updated. Email from Amy on invoice paid for mancamp. The final subdivision review for DJR needs to be on the next agenda.

3. NEW BUSINESS

4. OLD BUSINESS / WORK ITEMS

4.1 iWorq Review and Followup Items - Discussion

- Testing.
 - We still need to test entering the following applications through the user portal:
 - Commercial
 - Subdivision
 - PUDs
- Payment System.
 - Discussions with the Town Council are needed. Jared is emailing them to request to be on their next agenda to discuss this since we're paying for it.
- We are scheduled to move to support on Friday (October 13).

4.2 Review Condition User Permit Renewals - Discussion

- Reviewed the draft renewal letter. Content is good. There are questions regarding the required inspection, and if a member of Planning and Zoning can be trained to complete those inspections so that the building inspector can focus on the larger building projects. The ordinance currently states that the inspection needs to be completed by the building inspector.
 - Page 51, the language here needs to be changed to state that the owner must submit a short term rental annual inspection report rather than the current language.
- There was discussion on the timing of business certificate renewals. Renewals are currently done on a calendar year, but maybe need to be moved to a seasonal calendar, April 1 - March 30 to align with the start of fly fishing season. This would also make getting the building inspection completed easier since they could be completed after the first of the year when more people would be available to complete the inspection. Allen needs to review the Business license renewal code or policy to see what, if anything needs to be updated there in order for this to occur.

4.3 Review Subdivision Update (Hansen Group) - Discussion

- The Committee needs to schedule a working meeting specifically to review this. Tentatively scheduled for 26 or 27. These changes will be done in the current ordinance document (not the one Matt is working on).

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 8:11pm

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.