



NOTICE OF PUBLIC MEETING
Town of Dutch John
Planning Commission
Dutch John Conference Hall
October 21, 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 7:08pm

ATTENDANCE

Commision Members

Jared Marquis
Rachel Albritton

Public Audience

Allen Parker
Scott Gough
Harriet Dickerson
Trevor Brooksby

Online

ESTABLISHMENT OF VOTING MEMBERS

There are enough members present 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: October 7, 2024

1.2 Review Building Permit List: Nothing new to review. No updates.

1.3 Correspondence: None

Motion

Jared motioned to accept the consent agenda. 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.

Trevor Brooksby had a question on whether or not the Daggett County / Dutch John water system needed to apply for a building permit for the new water system (facility up at the airport) and pay all associated fees. It was recommended that only a building permit fee is necessary. An email was sent to the Town Council to recommend that other associated fees be waived.

3. NEW BUSINESS

3.1 Dutch John Review: Review Final Subdivision Plat - Discussion & Possible Action

Allen Parker has reviewed the final plat submitted by DJR. There are a few corrections that have not yet been made.

- The plat is currently scaled incorrectly. It must be scaled smaller than 100ft to the inch. It is currently at 150 ft.
- The certificate of dedication is not titled correctly.
- The attorney signature line needs to be the Dutch John Town attorney approval and not Daggett County attorney approval.

Scott wrote a check for the final plat submission for \$1500.

Motion

Jared motioned to approve the final plat submission once the above corrections have been made. Rachel second. All in favor.

4. OLD BUSINESS / WORK ITEMS

4.1 iWorq Review and Followup Items - Discussion

- Still need to complete forms in the applications backend for subdivision and planning development units.
- PayRoc: There are two options that we need to choose from. The first option would add an additional 3.5% fee to the user for fees over \$75 or a \$2.00 flat fee for fees under \$75. The second option is to add a 3.25% flat rate fee directly to the Town. The committee is making a recommendation to the Town Council to pass the additional fee to the user.

4.2 Fee Schedule - Discussion

- The Town Council added a line item to the current fee schedule of a 5% fee that is attached to everything rather than tacking on 5% to every existing fee. This line item needs to be added to the fee schedule in iWorqs.

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

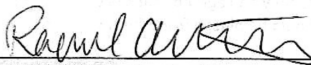
5.1 Discussion

*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 7:46pm

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