

Minutes Planning & Zoning March 10, 2025

1. Opened the meeting at 6 pm

Roll Call – Deborah Herron, Clay Crozier, Valorie McLean, Lynn Hamilton, Danita Hinton was excused

Public Attendees: Cody Ivie, Mayor Rodney Rowley, Myra Young, Cody Fisher

Prayer – Clay Crozier

2. Minutes – Motion Lynn, 2<sup>nd</sup> Valorie, passed unanimously

3. Clarify Kielbasa building permit. Original building permit was for a storage building shell, 2<sup>nd</sup> permit for a duplex built inside the shell was not signed by Planning and Zoning. There were many questions about how this building became a duplex. City Council Member Ivie wants to understand where the breakdown in communication happened. The process is that the PZ signs off on permit before it goes to City Inspector, Cody Fisher. Cache was up front about the fact that this was always going to be a duplex. The first permit said that it was going to be a single-family dwelling unit. Cody Fisher said building code draws a line between single and double family dwellings and a multifamily dwelling (3-plex and bigger). Fire suppression and other codes don't apply to 1 & 2 family dwelling units. The state is trying to make ADU's more feasible for people to build. Council Member Ivie clarified the process to get a building permit. Cody Fisher went through the process. In this case the second permit should have gone through the same process and treated as a brand-new permit. The Commission then discussed the water and sewer connections to the new duplex and clarified that this mistake is not Cache Kielbasa's fault. At this point the City has to look at how to move forward, and how to say "no" to people in the future? Do we want to create a special ADU checklist? This makes sense because you need to look at parking, utilities, roads, residence in commercial zones, and commercial in residential zones, etc. The Commission discussed having PZ looking at every permit; If no PZ signature, then the permit will not go to Cody Fisher. Cody Fisher explained that at the County, every permit goes through the PZ Commission. This will work if everyone on the PZ Commission is trained. A flowchart with explanations would be very helpful for the office staff. Duchesne City needs to marry the buying of the water and sewer connection with the permit. Cody Fisher had a question about splitting Cache's lot, if he splits the lot, does this create an illegal lot size? No, it would stay above the minimum lots size. The Commission and public attendees discussed the issue of having separate utilities to ADUs. One problem is that insurance doesn't like to insure ADU's that have independent utilities. The State statute says you can have separate utilities, but maybe the city needs to look at this more closely. Originally, the PZ Commission discussed that ADU's would run utilities through the main residence. The city needs to clean up the permit process. The Commission discussed again having the PZ sign off on every permit. Cody Fisher explained the County's process when the their PZ Commission signs off on County permits. Cody also explained that there is a timeline to follow. The office staff has 3 days to make sure the

application is complete, then the PZ and Cody Fisher have 14 days to return the permit to the applicant. The Commission discussed the process of finding property lines. Myra Young asked if Deb Herron could help with training the office staff on how to check an application for completion. PZ is developing a checklist to give to the office staff to know how to deal with permit applications.

4. Valorie drafted a sample Short-term rental ordinance. The Commission discussed Valorie's draft. They will study the draft and revisit this in 2 weeks.
5. No one came forward during the 15-minute open session.
6. Motion to adjourn at 7:30 pm by Deb Herron, second by Valorie McLean.