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# PLANNING AND ZONING MEETING MINUTES

**Opened meeting at 6:10pm, June 23rd, 2025**

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

## Agenda Items:

1. Prayer by Lynn Hamilton, Pledge of Allegiance
2. Meeting minutes, 6.9.2025 accepted by unanimous vote.
3. 110 S 200 E - Richard Bushman Property
  - a. Wants to place a shed (12'x36') as an ADU on his property (corner lot), has proceeded with the permitting process. Lot is 60' wide by 150' deep.
  - b. Wants to place the dwelling on the south side of the property as close to the alley as possible. Needs a variance for the back setback, 12' instead of 20'. Discussed different layout scenarios.
  - c. Danita pointed out the ordinance does not allow for ADU's to be placed in side yards of corner lots.
  - d. Will request a variance to put the ADU in the side yard of corner lot, can all be done on one application.
  - e. Deb suggested that the building be run west to east so that the back setback can be satisfied and adjust the front setback to 16' instead of 20'. Side yard setback would be 4'.
  - f. Commission explained they will need to pay for a land use application for the variances as well as a survey if survey markers can't be located. (Paul later returned to the meeting to inform us that markers had been located).
  - g. Valorie suggested the permit checklist be revised to incorporate the ADU requirements. She will edit and email out.
  - h. Commission feels this scenario is requiring too many variances to make it work and while accomplishing the goal of the ADU ordinance in providing affordable housing options it is not being done in accordance with maintaining guidelines and ordinance standards.
  - i. No action will be taken until the Bushman's file a land use application.
4. Short Term Rental Discussion
  - a. Reviewed latest draft from Valorie
  - b. Section 4 Signage requirements to be adjusted, must comply with Title 10 Chapter 14 of Duchesne City signage ordinances. Nothing is said about VRBO signs in this chapter though.
  - c. Section 4 Fire/building inspections to not be required but MAY be done.
  - d. Motion to recommend the Short Term Rental ordinance to city council for their review and revision, according to the changes we made, vote unanimous.
5. Open Session:
  - a. Dave Mince and Duncan Kading are interested in coming on to planning and zoning. Clay and Lynn want to resign.

## Action Items:

- Valorie will email the Short Term Rental ordinance to city council
- Deborah will present to city council.

## **Motions:**

1. Motion made by Danita Hinton to accept the minutes, seconded by Deborah Herron, vote: unanimous.
2. Motion made by Lynn Hamilton to recommend the Short Term Rental ordinance to the city council with the adjustments discussed, seconded by Danita Hinton, vote: unanimous.
3. Motion made by Danita Hinton to adjourn at 7:36, seconded by Deborah Herron, vote: unanimous.