



# Duchesne City Council Work Meeting

**Tuesday, July 29, 2025 at 6:00 pm**

A specially scheduled work meeting of the Duchesne City Council will be held at the Duchesne City Office Building, 500 E Main, Duchesne, UT 84021. The agenda will be as follows:

## **AGENDA**

- 1. Roll Call, Prayer, Pledge**
- 2. Independence Day Committee Process and Procedures**
- 3. Mickelson Building Blueprints**
- 4. Cemetery Ordinance Discussion**
- 5. Short-Term Rental Ordinance & Checklist Discussion**
- 6. Land Use Application and Fee Review**
- 7. 15-Minute Open Session**

The City of Duchesne welcomes you and thanks you for your time and concerns. If you wish to address the City Council, this is the time set on the agenda for you to do so. When you are recognized, please step to the podium, state your name and address then address the Council. Your comments will be limited to three (3) minutes. The Council may not respond to your comments this evening, rather they may take your comments and suggestions under advisement and provide direction to the appropriate member of City Staff for follow-up. Thank you.

- 8. Work Session**
- 9. Executive Session**
- 10. Adjournment**

### **Attest:**

Myra Young, Recorder

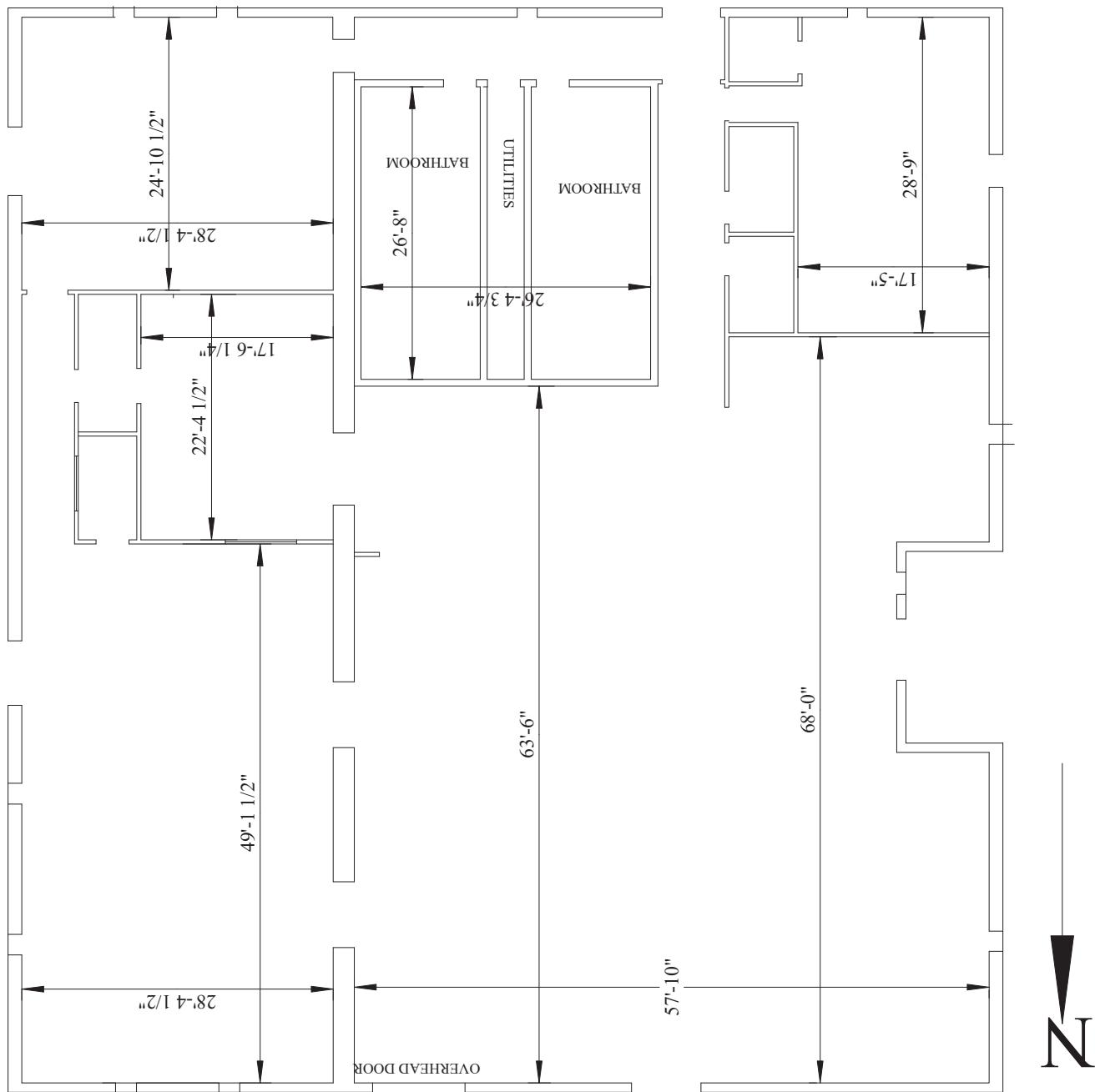
*Myra Young*

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Contact: Myra Young (myoung@duchesnecity.com 435-738-2464) | Agenda published on 07/28/2025 at 1:08 PM

APPROXIMATE FLOOR PLAN CLIFF MCKELESON CENTRE

THIS IS A FIRST DRAFT  
DIMENSIONS ARE APPROXIMATE





inapplicable to the rights or privileges granted in the franchise ordinance or easement.

2. In Writing: Any franchise or easement granted by the city shall be in writing and any franchise or easement not in writing shall be void. (1978 Code § 8-113)
- D. Acts Exempted: It shall not be a violation of this section where any person uses the public property of the city in the manner or for the purpose for which such property has been made available for public use. (1978 Code § 8-114)

## 7-4-2: DISPOSAL OF PARCELS OF REAL PROPERTY:

- A. Definitions: For purposes of this section, the following words and terms shall have the meanings ascribed to them in this subsection:

DISPOSITION: To transfer control of city owned property to another by any means including, but not limited to, sale, lease or other type of conveyance of such property.

REASONABLE NOTICE: Posting notice of the proposed disposition in at least three (3) public places within the city and publishing notice of the proposed disposition in a newspaper of general circulation in the city.

SIGNIFICANT PARCEL OF REAL PROPERTY: A parcel of real property owned by the city with a reasonable value equal to or greater than one hundred thousand dollars (\$100,000.00) or reasonable yearly rental value equal to or greater than fifteen thousand dollars (\$15,000.00).

- B. Notice Required: If the property that is declared surplus pursuant to subsection C of this section is a "significant parcel of real property" as defined in this section, then the city shall provide "reasonable notice", as defined in subsection C of this section, of the proposed disposition, at least fourteen (14) days before the proposed disposition, to provide the public an opportunity for comment on the proposed disposition.
- C. Public Comment: If the city receives public comment on the proposed disposition, the city recorder shall forward copies of such public comment to the city council. Thereafter, the city council may rescind its declaration of surplus property, direct the mayor to proceed with the sale, or impose such additional terms and conditions as the city council may adopt. If the city does not receive public comment on the proposed disposition, the mayor may proceed with the sale after satisfying all of the other terms and conditions applicable to the disposition. (Ord. 04-2, 6-29-2004)

# CHAPTER 5 - CEMETERIES

## 7-5-1: CITY CEMETERIES:

The burial grounds of the city shall be known and designated by the names of Duchesne City Cemetery and Strawberry Cemetery. (1978 Code § 8-202; amd. 2004 Code)

## 7-5-2: DEFINITIONS:

The following words or phrases shall have the following meanings, unless the context otherwise clearly requires:

LOT: The partial lots or single graves in the city cemeteries.



LOT OWNER OR PURCHASER AND GRAVE OWNER OR PURCHASER: The owner or purchaser of burial privileges or the collateral right of use of any burial lot evidenced by a deed or burial right for a described lot or by proved and recognized descent or devise from the original owner. (1978 Code § 8-201)

### 7-5-3: APPLICABILITY:

All cemeteries owned and/or maintained by the city or which may hereafter be acquired by the city wherever situated are hereby declared subject to the provisions of this chapter. (1978 Code § 8-203)

### 7-5-4: BURIALS:

- A. Certificate Of Burial Required: It shall be unlawful for any person to bury the body of a deceased person in the city cemeteries without first obtaining a certificate of burial right for the lot used or producing satisfactory evidence of a right to burial based on a properly acquired certificate of burial right. (1978 Code § 8-222)
- B. Unlawful Acts:
  - 1. It is a violation, punishable as provided in section [1-4-1](#) of this code, for any person to: (1978 Code § 8-224; amd. 2004 Code; Ord. 10-4, 10-9-2010)
    - a. Disinter any body buried in any cemetery, except under the direction of the city office, which office shall require proof of ownership or written permission from the owner prior to disinterment.
    - b. Disinter or remove the body of a person who has died from a contagious disease within two (2) years after the date of burial, unless the body was buried in a hermetically sealed casket or vault and is found to be so encased at the time of disinterment. (1978 Code § 8-224; amd. 2004 Code)
  - 2. It is a violation, punishable as provided in section [1-4-1](#) of this code, to inter anything other than the remains of human bodies in cemeteries.
  - 3. It is a violation, punishable as provided in section [1-4-1](#) of this code, to bury the body of any person within the city, except in the city cemeteries or a private cemetery, unless by special permission of the city council under such rules and regulations that it may prescribe. (1978 Code § 8-224; amd. 2004 Code; Ord. 10-4, 10-9-2010)
- C. Vaults Required:
  - 1. It shall be unlawful for any person to be buried in the cemeteries unless the casket shall be placed in a vault made of concrete, fiberglass, steel or brick lined or of such other material approved by the city council, substantially constructed and covered with a similar durable material.
  - 2. No wood shall be used as a permanent part of the construction of any part of the vault. (1978 Code § 8-225; amd. 2004 Code)

### 7-5-5: FEES AND CHARGES:

- A. Established; Authority: The city council shall, from time to time by resolution, fix the size of lots, the price at which burial rights shall be sold and the fees which shall be charged for the various cemetery services to be provided. (1978 Code § 8-243)
- B. Collection: The city recorder, and such other persons as the city council may designate, are hereby authorized and required to collect in advance, prices and fees for the opening and closing of graves or other services which shall include, but not be limited to, properly disinterring bodies and properly restoring the earth and grounds,



recording each burial, disinterment or removal and raised monument privileges. The fees shall be such amounts as are determined by the city council from time to time by resolution. (1978 Code § 8-241)

C. Opening Graves:

1. No grave shall be opened in the city cemeteries until payment of a fee for the labor and expense in opening the grave shall be paid. (1978 Code § 8-242)

2. The presentation of a receipt from the city recorder or person designated by the city council when presented to the city office, shall be authority to open a grave for the burial of a deceased person.

However, upon a contract being entered into between any mortician and the city wherein the mortician agrees to be responsible and liable for fees for the opening of a grave, and wherein that mortician will be personally liable for such fees and for perpetual care payments, the city recorder or authorized person may give approval to open graves without the presentation of a receipt from the city recorder or authorized person. (1978 Code § 8-242; amd. 2004 Code)

## 7-5-6: LOT SALES:

A. Authority; Records: The city recorder, and such other persons as the city council may designate, are hereby authorized to sell the use of lots in the city cemeteries for burial purposes only and to collect all sums arising from the sale. The city recorder shall keep a complete record of all sales, which record shall describe the location of the lot purchased and the price paid therefor. The city recorder or designated person shall deliver to each purchaser a certificate of burial rights for each lot purchased, which certificate shall, among other things, describe the location of the lot, the purchase price.

B. Purchase Price, Scope Of: A certificate and rights to burial shall be exempt from execution, taxation or assessment for care and maintenance from and after full payment of the purchase price.

C. Funds Placed In General Fund: Provision for funds from the sale of a lot itself can be placed in the city general fund. (1978 Code § 8-251; amd. 2004 Code)

D. Resale Restrictions:

1. From and after August 15, 1978, the lots sold by the city shall not be further sold, transferred, conveyed or assigned to any person except the city. The city hereby agrees to buy back any city cemetery grave lot which it may hereafter sell. The repurchase of such lots shall be for the original price paid by the purchaser or the current selling price of the lot, whichever is less.
2. Whenever a certificate to burial rights or lots reverts to the city, as provided for in this subsection, or becomes vested in the city for any reason, before new certificates are issued, the original certificate shall be cancelled or an assignment given and the record shall be so changed.
3. The certificates shall be issued and signed by the mayor and shall be attested by the city recorder. All lots or parts of lots, as provided in this subsection, together with all improvements, shall be exempt from execution and from taxation and assessment for care and maintenance charges from and after said payment. (1978 Code § 8-252)

## 7-5-7: INDIGENTS:

A. The city council may by resolution designate a portion of the city cemeteries to the burial of indigents. Whenever it is made to appear to the mayor by proof submitted to him by the city recorder that any person who has died does not have an estate sufficient to pay the purchase price of a lot in either of the cemeteries, and that the nearest



relative or representative of such deceased person desires to have the body of such deceased interred in either of the cemeteries, the mayor may grant burial space for such deceased person at the request made to him by the city recorder. (1978 Code § 8-291)

B. The mayor shall communicate his decision to the city recorder. The mayor shall give a report of his decision, whether affirmative or negative, to the city council at its next regular meeting. All strangers without funds or other persons who may die in the city may be granted the privilege granted herein. (1978 Code § 8-291; amd. 2004 Code)

## 7-5-8: RULES AND REGULATIONS:

A. Authority To Regulate; Procedure:

1. The city council may promulgate by resolution such additional rules and regulations concerning the care, use, operation and maintenance of the cemeteries as it shall deem necessary.
2. The mayor may, from time to time as the city council deems necessary, direct and publish a booklet of rules and regulations for the convenience of the purchasers of lots in the city cemeteries. Such rules and regulations shall constitute a part of the terms and conditions under which owners and users may utilize the cemeteries and shall form a supplement to this chapter after they have been adopted as official by resolution of the city council.
3. Any changes in the rules and regulations shall be adopted by the city council before such changes shall be official. (1978 Code § 8-237)

B. Lots Sold: Every lot or single grave sold is subject to rules and regulations that have been or may be adopted. The rules and regulations shall be subject to such changes as are found necessary for the protection of lot owners, the remains of the dead and the preservation of the cemeteries. (1978 Code § 8-227)

C. Traffic Control:

1. The provisions of the city traffic ordinances relative to the operation of vehicles and conduct of pedestrians shall be in effect in the cemeteries, except as herein otherwise modified by this chapter.
2. It shall be unlawful for any person to ride or drive within the city cemeteries at a speed greater than ten (10) miles per hour. (1978 Code § 8-230)

D. Children: Children under the age of twelve (12) years shall not be allowed in cemeteries unless accompanied by their parents or other adults, except for the purposes of attending authorized funerals or, in the company of adults, placing flowers on the grave of a deceased relative or friend, or performing any other customary evidence of respect in accordance with their religious principles. (1978 Code § 8-231)

E. Animals: No animal shall be allowed in any cemetery, except in the confines of a vehicle and must be at all times retained within the confines of said vehicle while the vehicle remains in the cemetery. (1978 Code § 8-232)

F. Decorum: Cemetery grounds are sacredly devoted to the interment and repose of the dead. Strict observance of decorum due such a place shall be required of all persons. (1978 Code § 8-233)

G. Errors In Opening Graves: Under no circumstances will the city assume responsibility for errors in opening graves when orders are given by telephone. (1978 Code § 8-229)

H. Religious And Fraternal Organizations: The city may contract with religious and fraternal organizations to designate a reasonable portion of the cemeteries in which burials may be restricted to members of such religious and fraternal organizations and their families. (1978 Code § 8-226)

## 7-5-9: CARE AND MAINTENANCE; RIGHT TO ENTER:



The city reserves the right to enter upon any grave and to perform all work necessary for the care and upkeep of all lots and graves in its cemeteries. (1978 Code § 8-228)

## 7-5-10: UNLAWFUL ACTS:

- A. Injury To Property:
  - 1. It is a violation, punishable as provided in section [1-4-1](#) of this code, for any person to tie or attempt to tie any horse, animal or motor vehicle to any monument, gravestone, tablet, marker, tree, shrub, fence or enclosure on the premises of the cemeteries for the purpose of injuring, defacing or attempting the removal of same. (1978 Code § 8-234; amd. 2004 Code; Ord. 05-4, 3-22-2005; Ord. 10-4, 10-9-2010)
  - 2. It shall be a violation, punishable as provided in section [1-4-1](#) of this code, for any person to injure, deface, break, destroy or remove any headstone, tombstone, monument, tree, shrub or any other property in the cemeteries. (1978 Code § 8-234; amd. 2004 Code; Ord. 10-4, 10-9-2010)
- B. Landscaping By Private Persons: Except as provided by the rules and regulations of the city council, it shall be unlawful for any person to erect or maintain any fence, corner post, coping or boundary of any kind, to plant any vegetation upon any lot or lots, street, alley or walk in the cemeteries or to grade the ground or land thereof. The city shall, whenever required, furnish the true lines of any lots according to official survey, shall prevent and prohibit any markings of the same except by official landmarks, and shall prevent and prohibit any grading thereof that might destroy or interfere with the general slope of the land. (1978 Code § 8-235; amd. 2004 Code)
- C. Placement Of Markers: It shall be unlawful for any person to erect, place or cause to be placed any marker or monument on any lot in the cemeteries in violation of the rules and regulations promulgated by the city council regarding the placement, construction and design of all such markers. (1978 Code § 8-236)

# TITLE 8 - WATER AND SEWER

## CHAPTER 1 - WATER USE AND SERVICE

### 8-1-1: WATER DEPARTMENT:

## Duchesne City STR Approval Checklist

Applicant Name: \_\_\_\_\_

STR Address: \_\_\_\_\_

### **1. Application Submission**

- € **STR Application Form** submitted
- € **Proof of Identity and Business Ownership** (if applicable) provided
- € **Site and Floor Plans** of the rental property submitted
- € **Application Fee** paid

Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

### **2. Licensing & Registration**

- € **Business License** obtained from the city
- € **Utah Department of Commerce registration** verified
- € **Sales and lodging taxes** paid

Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

### **3. Operational Compliance**

- € **Parking Plan** confirmed (off-street parking only)
- € **Garbage Collection** arrangements confirmed
- € **Noise Control and Quiet Hours** posted
- € **No Signage** in residential zones (if applicable)
- € **No Commercial Activities** on the property
- € **No Temporary Structures** (e.g., RVs, tents)

Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

### **4. Posting Requirements**

- € **Business License** posted inside the property
- € **Occupancy Limit** posted inside the property
- € **Rental Manager Contact Info** posted inside the property
- € **Local Police (non-emergency)** contact info posted inside the property

Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

### **6. Compliance & Recordkeeping**

- € **Lodger Register** maintained for at least 3 years
- € **License is Non-Transferable** (applies only to the specific property)

Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

### **7. Final Approval**

- € All compliance documents reviewed and complete
- € **STR Approval** granted

City Representative Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## **ORDINANCE NO.**

### **AN ORDINANCE BY THE CITY COUNCIL OF DUCHESNE CITY IMPLEMENTING AN SHORT-TERM RENTALS MUNICIPAL CODE**

**WHEREAS**, the City Council finds that the regulation of short-term rentals within the City is necessary for economic growth and neighborhood preservation within the City, and;

**WHEREAS**, the City Council deems it to be in the best interest of the health, safety and welfare of the citizens to incorporate the following changes to the provisions of the Duchesne City Code, and;

**WHEREAS**, the Duchesne City Council desires to implement a short-term rentals municipal code known as Title \_\_\_, Chapter \_\_\_, Short-Term Rentals.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF DUCHESNE, UTAH, THAT THE FOLLOWING CHAPTER WILL BE ADDED TO TITLE \_\_\_, AS CHAPTER \_\_\_, - SHORT-TERM RENTALS OF THE DUCHESNE MUNICIPAL CODE AS FOLLOWS:**

#### **TITLE CHAPTER SHORT-TERM RENTALS**

### **SECTION I: PURPOSE**

The purpose of this Ordinance is to regulate the operation of short-term rentals (STRs) in Duchesne City to:

1. Preserve the character of residential neighborhoods.
2. Ensure the safety of occupants and surrounding residents.
3. Promote economic development while addressing potential community impacts.
4. Minimize noise disturbances and maintain quiet enjoyment for neighboring properties.

### **SECTION II: DEFINITIONS**

1. **Short-Term Rental (STR):** A residential unit or any portion of a residential unit that the owner of record or the lessee offers for occupancy for fewer than 30 consecutive days, including but not limited to:
  - i. a single-family residence;
  - ii. a unit of a multi-family residence that is a duplex, triplex, or fourplex;
  - iii. a town home;
  - iv. a condominium unit;
  - v. an accessory dwelling unit, as defined in Utah State Code Section 10-9a-103;

- vi. or a bedroom, with an egress window, within a structure described in the previous items.
- 2. **Lodger:** A **lodger** is a person who, for compensation, rents and resides in a short-term rental (STR) for a period of less than 30 consecutive days. A **lodger** does not have exclusive possession of the rented space and is subject to the terms and conditions of the STR agreement.
- 3. **Owner Occupied:** A residential unit in which the property owner (individual, couple, single entity or Trust as listed on County records) resides permanently for at least 6 months of the year.
- 4. **Room Rental:** The short-term rental of a portion of a single residential unit that is owner-occupied.
- 5. **Home Rental:** The short-term rental of a residential unit that is owner-occupied.
- 6. **Vacation Rental:** The short-term rental of a residential unit that is not owner-occupied.
- 7. **Register:** The process of maintaining a detailed log of all lodgers and bookings associated with a short-term rental property. The register must include, at a minimum, the following information for each guest:
  - i. The name of the lodger(s);
  - ii. Contact information (e.g., phone number or email);
  - iii. Check-in and check-out dates;
  - iv. Any other information required by the City or local authorities;
  - v. The register must be retained for a minimum of three years and made available for inspection by the City or Police Department upon request.

### **SECTION III: LICENSE REQUIREMENTS**

- 1. **All short-term rentals shall require:**
  - i. A business license from the City;
  - ii. Proof of business registration with the Utah Department of Commerce;
  - iii. Proof of ownership of the property in which the short-term rental is located;
  - iv. Payment of all applicable sales tax and transient room taxes.
- 2. **Short-term rental licensees must:**
  - i. Designate a representative for the rental property. The representative's contact information must be on file with the City and the local police department. If the licensee is not serving as the representative, they must appoint one who will be responsible for addressing any issues related to the rental property.
  - ii. Maintain a **register of lodgers and individual bookings** as outlined in **Section II, Definition 7.**
  - iii. Acknowledge and confirm that they understand their responsibility to maintain and provide access to the **register** as part of the application process.

### **SECTION IV: OPERATIONAL REQUIREMENTS**

- 1. Mitigation of area lighting, on-street parking, garbage collection, and other site-based impacts is required.

2. Any signage on the premises must comply with Title 10, Chapter 14 of the Duchesne City ordinance.
3. Short-term rentals may be subject to building, health department and fire safety inspections.
4. Occupancy shall not exceed the maximum occupancy determined by and must comply with the occupancy and safety standards set forth in the Utah-adopted 2021 International Building Code (IBC) and International Residential Code (IRC), specifically the Residential Group R-3 standards.

## **SECTION V: POSTING REQUIREMENTS**

The following must be posted inside the residential unit:

1. City Business License
2. Rental Manager contact information
3. Occupancy limit
4. Parking plan
5. Summary of quiet hours and noise restrictions
6. Contact information for local police (non-emergency)

## **SECTION VI: PARKING AND VEHICLE RESTRICTIONS**

1. Each short-term rental property shall provide off-street parking spaces sufficient to accommodate the number of vehicles associated with the rental. The number of required parking spaces shall be determined based on the property's size, location, and the number of bedrooms available for rent. On-street parking shall be strictly prohibited for short-term rental guests and shall not be relied upon to meet the parking requirements for the short-term rental.
2. Room Rentals are limited to no more than one vehicle per room.

## **SECTION VII: ADDITIONAL RESTRICTIONS**

1. **Commercial Activities are Prohibited:**  
For the purposes of this ordinance, "commercial activities" refers to any business operation, including but not limited to the sale of goods, services, or rental of equipment, conducted on the property. This restriction ensures that short-term rentals remain primarily residential in nature and are not used as venues for business operations, retail sales, or events open to the public.
2. **Recreational Vehicles, Campers, or Other Temporary Sleeping Structures:**  
Recreational vehicles, campers, or other temporary sleeping structures (e.g., tents) are prohibited from being used as accommodations.

## **SECTION VIII: SPECIFIC RENTAL TYPES**

1. **Room Rentals:**
  - i. Room Rentals are limited to no more than one reservation at a single time.

- ii. Room Rentals are limited to no more than two bedrooms in the residential unit.
- iii. Property owners must reside on-site during the hours of 10 PM to 7 AM throughout the reservation period.

2. **Home Rentals:**

- i. The entire residential unit must be rented with a single reservation.
- ii. Occupancy shall not exceed the maximum occupancy determined by and must comply with the occupancy and safety standards set forth in the Utah-adopted 2021 International Building Code (IBC) and International Residential Code (IRC), specifically the Residential Group R-3 standards.

3. **Vacation Rentals:**

- i. The entire residential unit must be rented with a single reservation.
- ii. Occupancy shall not exceed the maximum occupancy determined by and must comply with the occupancy and safety standards set forth in the Utah-adopted 2021 International Building Code (IBC) and International Residential Code (IRC), specifically the Residential Group R-3 standards.
- iii. The property manager's contact information and business license number must be posted on the exterior of the property.

## **SECTION IX: INSPECTIONS AND COMPLIANCE**

1. Short-term rentals may be subject to inspection by local health and fire departments.
2. Duchesne City and its departments maintain the right to inspect any short-term rental for compliance with state, local, health, and safety codes.
3. Properties are subject to annual inspections or inspections following written complaints of non-compliance.

## **SECTION X: APPLICATION PROCESS**

1. The application form for short-term rental licenses must include:
  - i. Contact information;
  - ii. Proof of identity,
  - iii. Rental manager information;
  - iv. Proof of registration with the Department of Commerce;
  - v. A list of properties;
  - vi. Site and floor plans;
  - vii. Applicable fees.
2. The applicant must execute the application form, affirming that the information provided is complete, truthful, and accurate.
3. The applicant must have a current business license with the City.

## **SECTION XI: MAINTENANCE OF REGISTER**

1. The operator of the short-term rental must **maintain a register** of lodgers and individual bookings, as defined in **Section II, Definition 7**.

2. The **register** must include, at a minimum, the following information for each guest:
  - i. Name of lodger(s);
  - ii. Contact information (e.g., phone number and/or email);
  - iii. Check-in and check-out dates;
  - iv. Any other information required by the City or local authorities.
3. The **register** must be **kept for a minimum of three years**.
4. The **register** must be made available for **inspection by the City or Police Department** upon written request.
5. Failure to maintain or provide access to the register may result in penalties, including **suspension or revocation** of the short-term rental license.

## **SECTION XII: NON-TRANSFERABILITY AND PROPERTY RIGHTS**

1. Short-term rental licenses are non-transferable between property or business owners. A new license is required upon change of ownership.
2. Short-term rental licenses do not confer property rights or vested interests and are revocable.

## **SECTION XIII: DENIAL, SUSPENSION, OR REVOCATION**

1. The City may deny, suspend, or revoke a short-term rental license for non-compliance with the municipal code or other local, state, or federal regulations.
2. Written notice of denial, suspension, or revocation will be provided, specifying the grounds and supporting documentation.

## **SECTION XIV: PENALTY AND APPEAL**

1. **Penalties for Violations:**
  - i. Any person who occupies a short-term rental as a guest and who violates any local ordinances or state law shall be subject to arrest, issuance of a citation, or other civil or criminal process in accordance with all state, federal or local statutes, rules, or ordinances.
  - ii. It shall be a violation for any owner to operate an short-term rental:
    - a. Without first obtaining a valid business license for the short-term rental;
    - b. That does not comply with the requirements of this Section.
  - iii. For any violation of this Ordinance, the Code Enforcement Officer, or City staff may issue a written citation or notice of violation to the owner, specifying the violation and the penalty to be imposed.
    - a. For the first violation within any twelve (12) month period, the host shall be given a written warning.
    - b. For a second violation within any twelve (12) month period, the penalty shall be a five hundred (\$500.00) dollar fine.
    - c. For a third violation within any twelve (12) month period, the penalty shall be a seven hundred-fifty (\$750.00) dollar fine and the owner's short-term rental permit and business license shall be revoked for a period of one (1) year.

**2. Enforcement:**

- i. This section shall be enforced in accordance with **Title 10, Chapter 3** of the Duchesne City Ordinances, which governs the enforcement of city code violations.
- ii. In the event of non-compliance or violation, the **Duchesne City Code Enforcement Officer** has the authority to issue warnings, citations, and penalties as prescribed in this ordinance.

**3. Appeals Process:**

- i. Any person who believes they have been aggrieved by a decision of the City staff under this ordinance may appeal the decision to the Duchesne City Appeals Officer. The appeal must be submitted in writing within ten (10) days of receiving the decision.
- ii. The Appeals Officer will review the case and, after consideration, may uphold, modify, or reverse the decision based on the evidence presented.

**SECTION XV – EFFECTIVE DATE**

This ordinance shall take effect immediately upon its being passed by the City Council.  
PASSED AND ADOPTED by the City Council of Duchesne City, Utah on this \_\_\_\_ day of  
\_\_\_\_\_, 2025.

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Rodney Rowley, Mayor

Attest:

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Myra Young, City Recorder

Ordinance/summary published on Utah state noticing website on \_\_\_\_\_.

Effective date of Ordinance: \_\_\_\_\_.

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## DUCESNE CITY LAND USE APPLICATION

**PLACEMENT ON THE PLANNING AGENDA REQUIRES A COMPLETE APPLICATION. A COMPLETE APPLICATION CONSISTS OF: COMPLETED FORM, FEES, PLATS, DRAWINGS, & SUPPLEMENTS ETC., AS OUTLINED BY THE SUBDIVISION & ZONING ORDINANCE.**

<b>Type of Request:</b>	<b>Fee</b>
<input type="checkbox"/> Subdivision Plat	
<input type="checkbox"/> Preliminary Plat	# of lots <input type="text"/> \$25.00 per lot      \$ <input type="text"/>
<input type="checkbox"/> Final Plat	# of lots <input type="text"/> \$25.00 per lot      \$ <input type="text"/>
<input type="checkbox"/> Conditional Use Permit	\$150.00      \$ <input type="text"/>
<input type="checkbox"/> Variance from Board of Adjustment	\$150.00      \$ <input type="text"/>
<input type="checkbox"/> Zone Change/Plan Amendment	\$200.00      \$ <input type="text"/>
<input type="checkbox"/> Amended Plat	\$200.00      \$ <input type="text"/>
	<b>Total</b> \$ <input type="text"/>

**Project Name:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Location/Legal Description:** \_\_\_\_\_

**Nature of Request:** \_\_\_\_\_

**Current Land Use:** \_\_\_\_\_

**Proposed Land Use:** \_\_\_\_\_

**Date of Planning & Zoning Decision:** \_\_\_\_\_

The above said applicant for himself (herself) or through his (her) agent hereby agrees to be bound by all provisions of the ordinances, of Duchesne City and to strictly comply with the terms thereof. He (she) further represents that all information provided as part of this application is, to the best of his (her) knowledge, true and correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Duchesne City  
500 East Main  
PO Box 974  
Duchesne UT 84021

All applications must be submitted 14 days prior to a planning & zoning meeting. Plans and Plats must be approved no later than the Wednesday before.

## PLANNING AND ZONING APPLICATION

### TYPE OF REQUEST AND FEES: (Check one)

- Lot line adjustment/Property boundary adjustment – \$75.00
- Master site plan – 150.00 Over 1 acre \$75.00 per acre
- Conditional Use Permit Fee: \$200.00 is required before Home Occupation Permit can be applied for and approved
- Zoning map amendment (rezone) – \$200.00
- Amended Plat - \$200.00
- Hearing office appeal – \$150.00
- Hearing Officer Variance request – \$150.00
- Infrastructure reimbursement agreement – \$100.00
- Manufactured home park \$ 250.00 plus per home pad \$10.00
- Ordinance/general plan amendment 200.00
- Planned Residential Unit Development (PRUD) \$250.00  
Plus per dwelling unit \$10.00
- Subdivision preliminary plat \$250.00
- Subdivision, minor \$250.00
- Subdivision vacation/amendment \$200.00
- Time Extension \$100.00
- Subdivision final plat 150.00  
Plus per lot – 25.00
- Signed plat must be sent electronically to the Building & Zoning Director, [realclaycrozier@gmail.com](mailto:realclaycrozier@gmail.com) no later than Friday prior to the
- Petition to Vacate Public Right of Way \$200.00

DETAILS OF REQUEST (include how property is affected and attach maps and drawings) Attach additional pages as needed.

### INFORMATION:

Date application submitted: \_\_\_\_\_

Contact #: \_\_\_\_\_

Owner or Representatives Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Project Name: \_\_\_\_\_

Tax I.D. Number on property: \_\_\_\_\_ Zoning of Subject Property: \_\_\_\_\_

Property Location: \_\_\_\_\_

Nature of Request: \_\_\_\_\_

Current Land Use:  Vacant  Residential  Commercial  Professional

### PROPERTY OWNER(S) NAME:

(If not the same as applicant)

(Current Title Holder as shown on County Records)

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Dated: \_\_\_\_\_

### OFFICE USE ONLY:

Zoning Director: \_\_\_\_\_ Planning Chairperson \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Comments: \_\_\_\_\_ Dated: \_\_\_\_\_ Hearing Date: \_\_\_\_\_