

ORANGEVILLE CITY
PLANNING AND ZONING COMMISSION MEETING
Thursday, August 7, 2025
7:00 PM

Present: Kris Bell, Carolyn Carrasco, Travis Richards, Leland Sasser, Chad Larsen, Doug Stilson, McCoy Allred, Seth Manning, Shaun Bell, Janice Winn

Open Meeting 7:00 pm

Pledge of Allegiance

Motion to approve the minutes with date correction from July 8, 2025 was made by Carolyn Carrasco and seconded by Travis Richards. Aye" Kris Bell, Carolyn Carrasco, Travis Richards, Leland Sasser, Chad Larsen. Nay: none

CITIZEN CONCERNS: None

CITY WATER ON COUNTY PROPERTY- McCoy Allred

McCoy wants to connect his new subdivision to City Water. He needs to fill out the application with Castle Valley Water District and then come back for clearance from this committee.

BUSINESS LICENSE – Lynsie Scow

She wants to run an art studio/ art classes out of her home at 480 N Cedarview. Carolyn Carrasco made the motion to approve this business license and Leland Sasser seconded the motion. Aye: Kris Bell, Carolyn Carrasco, Travis Richards, Leland Sasser, Chad Larsen. Nay: none

SHORT-TERM RENTAL – McKell France

She has short-term rental at 390 N Main, She completed the fire and health department inspections. She has filled out her conditional use permit. Everything is in order.

Kris Bill questioned about whether she had sent a letter her immediate neighbors to make sure they are ok with it. Looking up the ordinance it was found that this is in it. Responsible party will prepare a written notice to neighbors with property abutting or across the street from the short-term rental. This notice will state the intent to rent the short-term rental and the number of bedrooms that will be rented. Also includes information on how to contact the responsible party by phone.

Discussion was made on the best ways to have proof that the letters were delivered. It was decided that in the future applicants have the letters be delivered by certified mail and bring the proof of delivery in with the paperwork.

This needs to be added to the conditional use permit. Seth will find what needs to be done to do this and then he'll go forward with it.

Carolyn Carrasco made the motion that McKell's short-term rental be approved with the contingency that she will work with Seth to get the neighbors notified before City Council meeting next Thursday. Travis Richards seconded. Aye: Kris Bell, Carolyn Carrasco, Travis Richards, Leland Sasser, Chad Larsen. Nay: none

Kris would like the committee to look at the checklist, so they know what is on it. The conditional use permit for short-term rentals is the only checklist we have. Kris would like a checklist also for everything we work with: RV parks, business licenses, kennels, etc. Doug would like everyone to through the ordinances and we will make a checklist for each.

FOOD TRUCK BUSINESS LICENSE – Michael Bonner
The Health Department didn't pass the inspection.

ACCESSORY DWELLING UNITS:

Amanda Lake, Orangeville City Recorder, typed up a possible ordinance that is in compliance with the State codes. Copies are not be shared with anyone outside this committee. After looking through the paperwork, there were questions. Travis Richards made the motion to table this matter until next planning and zoning meeting in September. Chad Larsen seconded. Aye: Kris Bell, Carolyn Carrasco, Travis Richards, Leland Sasser, Chad Larsen. Nay: none

SMALL SUBDIVISION ORDINANCE:

A small subdivision is three lots or less. Seth handed out a copy of the ordinance written by Todd Thorne, Carbon County Planning and Zoning. This cannot leave the building either. Everyone wants to study further. After discussion it was decided to discuss this at the meeting on Aug 26th. Travis Richards made the motion to table this until the September 4th meeting. Chad Larsen seconded it. Aye: Kris Bell, Carolyn Carrasco, Travis Richards, Leland Sasser, Chad Larsen. Nay: none

Mayor Bell said that if the copies of the possible ordinance are stamped COPY, then they can be taken home. They are not to be shared with anyone outside the P&Z committee. Seth will make copies and make sure they are stamped COPY. Everyone needs to pick these up to study before the meeting.

LAND USE SHORT-TERM RENTALS

This has already been discussed.

2025 NEW UTAH LAWS AFFECTING PLANNING AND ZONING.

If anybody wants to look at those, contact Seth will tell you how to find them to look at. This informational only.

TRANSIENT ROOM TAX

The room tax is like a motel tax on your bill. This is a tax the City will collect. We haven't applied an ordinance to our code book. Chad Larsen made a motion to approve the Transient Room Tax with Travis Richards making a second. Aye: Kris Bell, Carolyn Carrasco, Travis Richards, Leland Sasser, Chad Larsen. Nay: none

HOUSEHOLD DOG LIMIT:

This has been discussed and approved for 3 dogs per household. Doug wanted to bring it up to the committee because of complaints from citizens. Seth reports that since the animal control truck has been out more that he hasn't seen as many stray dogs. People need to know that the city is going to conform with the code and the dog problem will be better.

CODE 6-1-8 REQUIREMENTS AND REGULATIONS

Regarding the dog limit.

Fee schedule for the city. Doug wanted them to look at fees for business licenses, planning and zoning , building rental. Everyone needs to look at them and see if we need to suggest on increasing or decreasing the fees for business licenses. He will bring this before City Council for discussion.

CODE 6-1-2 DEFINITIONS FOR A HOBBY OR COMMERCIAL KENNELS

Asked into look into whether or not there could be hobby kennels in the city. Doug Stilson found that would impossible. Hobby kennels must be 100 feet away from any neighboring house and 75 feet away from any road. Commercial kennels must be 200 feet from any house and 150 feet away from any road.

ZONING ADMINISTRATOR REPORT: None

CITY COUNCIL REPORT: None

Doug would like to set up a brainstorming meeting to discuss all these things. Everyone needs to study. The meeting was set for Tuesday, August 26th at 6:00.

Motion to adjourn the meeting Travis Richards and seconded by Leland Sasser. Aye Kris Bell, Carolyn Carrasco, Travis Richards, Chad Larsen, Leland Sasser, Chad Larsen. Nay: none

Meeting adjourned at 9:20 pm.



Planning Committee Chairman