

TO THE PUBLIC AND RESIDENTS OF VERNAL CITY:

Notice is hereby given that the **VERNAL CITY PLANNING COMMISSION** will hold a Regular Meeting on **Tuesday, October 14, 2025 at 5:30 p.m.** in the Vernal City Council Chambers at 374 East Main Street, Vernal, Utah.

AGENDA

A. STANDING BUSINESS

1. Welcome and Designation of Chair and Members
2. Approval of Meeting Minutes for September 9, 2025

B. PUBLIC HEARING

3. Recommendation to consider approval to amend the Vernal City General Plan to include a Water Use and Preservation Element – Ordinance 2025-024 – Braeden Christofferson
4. Recommendation to consider approval to amend the Vernal City Municipal Planning and Zoning Code Section 16.58.090 – Minor Subdivision Regulations – Ordinance 2025-028 - Braeden Christofferson

C. DISCUSSION ITEMS

5. Discussion to consider approval to amend the Vernal City Municipal Planning and Zoning Code Section 16.28.050 – Off-Premise Signs – Ordinance Number 2025-022 – Braeden Christofferson
6. Discussion pertaining to Additional Dwelling Units (ADUs) – Braeden Christofferson
7. Discussion in regards to Veterans Day - Braeden Christofferson

D. ADJOURN

MINUTES of the Vernal City PLANNING COMMISSION

Vernal City Council Chambers - 374 East Main Street, Vernal, Utah

September 9, 2025

5:30 pm

Members Present: Stephen Lytle, Nick Porter, Brittany Young, Troy Allred, Ryan Balch

Members Excused: Brooke Hamilton, Samantha Chapoosie

Alternates Present:

Alternates Excused:

Staff Present: Braeden Christofferson, Assistant City Manager; Matthew Tate, Building Official, Gay Lee Jeffs, Administrative Secretary.

WELCOME AND DESIGNATION OF CHAIR AND MEMBERS: Chair Stephen Lytle welcomed everyone present to the meeting.

APPROVAL OF MINUTES FROM AUGUST 12, 2025: Stephen Lytle Chair asked if there were any changes to the minutes from August 12, 2025. The minutes were approved with there being no corrections, *Nick Porter moved to approve the minutes of August 12, 2025 as presented. Ryan Balch seconded the motion. The motion passed with Stephen Lytle, Troy Allred, Nick Porter, Brittany Young & Ryan Balch voting in favor.*

**RECOMMENDATION TO CONSIDER APPROVAL TO AMEND THE VERNAL CITY
MUNICIPAL PLANNING AND ZONING CODE SECTION 16.16.030 – AREA
REGULATIONS – ORDINANCE 2025-025**

Braeden Christofferson introduced an amendment to Section 16.16.030 regarding area regulations for Planned Residential Unit Developments (PRUD). Staff explained that the current code requires a minimum of three (3) acres in the R-3 and R-4 zones, but many of the City's ongoing projects involve parcels that are only two (2) acres. The proposal would reduce the minimum requirement from three (3) acres to two (2) acres.

The purpose of the amendment is to modernize residential development standards, support compact and flexible housing design, and align with the General Plan. It was noted that the change would encourage infill development and help meet current housing needs within the community. Mr. Christofferson's report also referenced several portions of the General Plan that support this adjustment.

During discussion, the Commission expressed that the amendment makes sense and is a good fit for the community. Commissioners noted that it provides opportunities for infill on smaller parcels, encourages efficient land use, and is especially suitable in areas such as 600 South. It

Vernal City Planning Commission Minutes
September 9, 2025

43 was further noted that PRUDs are a good tool for developing smaller pieces of land that might
44 otherwise remain vacant or underutilized.

45 Chair, Stephen Lytle opened the public hearing to receive public comment. There being no
46 public comment, Chair, Stephen Lytle closed the public hearing.

47 *Ryan Balch moved to forward a positive recommendation to the City Council for approval of
48 the proposed amendment to Section 16.16.030, reducing the minimum acreage for PRUDs
49 from three (3) acres to two (2) acres. Troy Allred seconded the motion. The motion passed with
50 Stephen Lytle, Troy Allred, Nick Porter, Brittany Young & Ryan Balch voting in favor.*

51

52 **RECOMMENDATION TO CONSIDER APPROVAL FOR THE EQUIPMENT SHARE
53 CUP LOCATED AT 1305 EAST 335 SOUTH**

54 Braeden Christofferson presented the application for approval of a Conditional Use Permit for
55 EquipmentShare at the property located at 1305 East 335 South, just off Highway 40.
56 EquipmentShare is a national construction equipment rental service provider offering machinery,
57 tools, and fleet technology solutions for contractors and businesses. Typical operations include
58 outdoor equipment yards, office facilities, and customer support services. A representative of
59 EquipmentShare was present to answer questions regarding the proposed use of the property.

60 Mr. Christofferson explained that the request requires a Conditional Use Permit due to the
61 inclusion of outdoor storage, which must comply with Code requirements such as a minimum
62 six-foot, non-see-through buffer fence and screening. Additional considerations include the
63 parking of large trucks and heavy equipment, with related requirements for surfacing and
64 stormwater management. While a formal site plan has not yet been submitted, Mr. Christofferson
65 noted that the property appears suitable for the proposed use. The impacts were reviewed
66 according to the standards outlined in City Code, including compatibility with adjoining uses,
67 public infrastructure, health, and consistency with the General Plan.

68 Commissioners discussed the proposal and found that the use is consistent with surrounding
69 development, noting the presence of similar outdoor storage in the area. The Commission also
70 confirmed that compliance with City Code, including fencing requirements, would be necessary.
71 It was clarified that this item did not require a public hearing, as the Commission may approve or
72 deny Conditional Use Permits directly.

73 *Nick Porter moved to approve the Conditional Use Permit contingent upon compliance with
74 the Vernal City Code. Ryan Balch seconded the motion. The motion passed with Stephen
75 Lytle, Troy Allred, Nick Porter, Brittany Young & Ryan Balch voting in favor.*

76

77 **RECOMMENDATION TO CONSIDER APPROVAL TO AMEND THE VERNAL CITY
78 MUNICIPAL PLANNING AND ZONING CODE SECTION 16.28.050 – OFF-PREMISE
79 SIGNS – ORDINANCE 2025-22**

80 Braeden Christofferson stated that this item is a continuation of the discussion on the proposed
81 off-premise sign ordinance. The matter was originally considered in August 2025, when the
82 Commission unanimously recommended blocking all billboards within City limits. City Council

Vernal City Planning Commission Minutes
September 9, 2025

83 supported the general concept but determined that the recommendation was too restrictive,
84 particularly regarding smaller signs that could serve legitimate business purposes. The issue was
85 remanded back to the Commission with a ninety-day moratorium on new signs, directing staff
86 and the Commission to refine the proposal to allow for smaller-scale signage.

87 Mr. Christofferson explained that the goal moving forward is to define the purpose of such signs,
88 establish size limitations, determine appropriate locations and setbacks, consider whether
89 conditional use permits should apply, and address design standards, including the possible
90 prohibition of digital signage. Discussion centered on the appropriate size and location of off-
91 premise signs. Commissioners expressed concern about the recently approved two-hundred-
92 square-foot sign on 500 East, noting that it was too large, located too close to residential
93 neighborhoods, and inconsistent with the City's character. Some members emphasized that
94 location is as important as size, and that signs situated near residential areas create particular
95 problems.

96 The Commission also considered how to distinguish between billboards and smaller business aid
97 signs. Opinions varied, with some suggesting that a maximum size of thirty-two (32) to thirty-six
98 (36) square feet would be sufficient, while others proposed an upper limit of one hundred (100)
99 to one hundred twenty (120) square feet. Several members agreed that off-premise signs should
100 be treated as secondary advertising and therefore subject to stricter size restrictions than on-
101 premise pole signs. Additional concerns included whether off-premise signs should be limited to
102 adjacent properties, how far signs could be located from the business being advertised, whether
103 across-the-street placement should be permitted, and what separation requirements should be
104 established to prevent clustering. The Commission also discussed the need for buffer
105 requirements between signs and residential areas.

106 Temporary signage was considered separately, with Commissioners acknowledging the
107 usefulness of event advertising but stressing the need for clear rules on removal within a set
108 timeframe following the event. Mr. Christofferson noted that practices in comparable cities such
109 as Heber, Price, and Moab, along with the billboard regulations in larger municipalities, would
110 be researched to inform possible standards for Vernal.

111 The Commission concluded that further information is needed regarding size, location, and
112 density standards. Mr. Christofferson will gather examples and prepare updated ordinance
113 language, with the intent of presenting a revised draft for Commission review at the next
114 Planning Commission meeting.

115 **ADJOURN:** There being no further business, *Nick Porter moved to adjourn. TroyAllred*
116 *seconded the motion. The motion passed with a unanimous vote, and the meeting was*
117 *adjourned.*

118
119
120
121
122

Stephen Lytle , Planning Commission Chair

Vernal City Planning Commission Staff Report

Prepared By: Braeden Christofferson

Date: 10/14/2025

Public Hearing Items

1. Recommendation to consider adoption of the Water Element Proposal

Type of PC Decision: Legislative

Review Trigger: Planning Commission and Staff Review

Location / Code Reference: Vernal City General Plan – Water Use & Preservation Element

Discussion

This proposal introduces the Water Use & Preservation Element into Vernal City's General Plan. Adoption of a water element is required under Utah Code §17-27a-403 and SB110 (2022), which mandate that municipalities integrate water and land use planning into their long-range planning efforts.

The draft Water Element before the Planning Commission reflects the same content previously reviewed and discussed during earlier work sessions. No substantive changes have been made from what was originally presented. This ensures that the Commission's prior concerns — such as the preservation of Main Street flowers as part of Vernal's community identity — remain incorporated into the draft.

While the State may recommend minor adjustments during its review process, the proposal being considered tonight is identical in scope and substance to what the Planning Commission has already reviewed. Any changes required by the State will be brought back for Commission and Council review before final adoption.

Context and Background

Vernal City relies on the Uintah Water Conservancy District (UWCD) for its culinary water supply, primarily from the Ashley Valley Water Treatment Plant (AVWTP). Water is sourced from Ashley Springs during most of the year and supplemented with Red Fleet Reservoir water during high turbidity periods.

Key baseline conditions from the 2024 data include:

- Population: 10,405
- Existing Connections: 3,248
- Estimated ERCs: 4,270.54
- Total Estimated Water Use: 2,086 AF/year
- Reliable Water Supply Estimate: 5,198 AF/year (subject to verification)
- Estimated Water Loss: 39.66%

The Water Element also incorporates recommendations from the City's zone-metering and leak detection study, which outlines a zone-based testing and monitoring program to reduce non-revenue water losses.

Analysis

The draft Water Element addresses the following major areas:

- **Water Demand and Growth Scenarios**

- Provides water demand projections under low, moderate, and high growth scenarios (1.1%–1.5% annually).
- Identifies potential supply shortfalls under moderate and high growth if conservation and system efficiency are not improved.

- **City Operations and Policy**

- Commits to retrofitting City-owned facilities with water-efficient fixtures.
- Expands xeriscaping and water-wise landscaping in public areas while maintaining Main Street flowers as part of Vernal's identity.
- Incorporates water use monitoring in City operations to model conservation practices.

- **Conservation in Existing Development**

- Education and outreach to promote turf removal, xeriscaping, and retrofits with high-efficiency appliances.
- Partnerships with UWCD and state programs to offer rebates and incentives.

- **Future Development Policies**

- Updates to subdivision and zoning codes to require water-efficient landscaping, limits on turf, and smart irrigation systems.
- Aligns land use intensity with verified water supply and delivery capacity.
- Encourages secondary water systems and on-site reuse (rainwater harvesting, drip irrigation, stormwater reuse).

- **Leak Detection and Water Loss Reduction**

- Implements a zone metering strategy to isolate system losses and target high-loss areas for repair.
- Addresses non-revenue water loss currently estimated at nearly 40%.

- **Implementation Timeline**

- Fall 2025: Adopt Water Element.
- 2027: Begin public education campaign.
- 2028: Adopt ordinance updates (landscaping, irrigation).
- 2029: Expand secondary metering.
- 2030: Update water master plan and infrastructure strategy.

Key Continuity Point

The draft as presented is consistent with all prior Planning Commission discussions and direction. No additional requirements or policy shifts have been introduced since those meetings.

Compliance with State Code & General Plan

- Complies with Utah Code §17-27a-403 by integrating water planning into the General Plan.

- Supports SB110 (2022) conservation goals by committing to an 18% reduction in per capita use by 2030 (to 234 GPCD).
- Aligns with Vernal's General Plan goals to accommodate growth while protecting resources and infrastructure.

Note: The draft Water Element is still under review by the State. Final approval is contingent upon verification from the Utah Division of Water Resources and other relevant agencies. Adjustments may be required prior to City Council adoption.

Staff Recommendation

Staff recommends that the Planning Commission hold a public hearing and provide input on the draft Water Element Proposal. Pending State approval, staff recommends forwarding the Water Element for City Council consideration as part of the Vernal City General Plan.

2. Recommendation to consider approval to amend the Vernal City Municipal Planning and Zoning Code §16.58.090 – Minor Subdivision Regulations

Type of PC Decision: Legislative

Review Trigger: Planning Commission and Staff Review

Location / Code Reference: VCMC §16.58.090 – Minor Subdivision Regulations

Discussion

This amendment proposes revisions to the Minor Subdivision ordinance under Vernal City Code §16.58.090. The current language contains outdated requirements that conflict with State Code and create administrative inefficiencies for both applicants and staff. The two primary areas addressed are the use of metes and bounds legal descriptions and the responsibility for recording subdivision plats.

Context and Background

Minor subdivisions are intended to provide a streamlined approval process for land divisions of four (4) or fewer lots that do not involve new streets or major infrastructure. The City's current ordinance, however, includes provisions that are inconsistent with Utah Code and common recording practices:

- 1. Metes and Bounds Legal Descriptions** – The ordinance requires that each lot be described by a metes and bounds description. Under Utah Code §10-9a-603, subdivision plats must be recorded and title transfers must reference the plat, except in limited agricultural cases authorized under §17-27a-605. Requiring metes and bounds for every lot creates unnecessary duplication and confusion.
- 2. Recording Requirements** – The ordinance currently places responsibility on applicants to record plats within ninety (90) days of approval or the plat becomes void. This process has proven problematic, as applicants often lack experience with recording procedures, leading to delays and inconsistencies.

The proposed amendment removes the outdated provisions and clarifies responsibility for recording, aligning the City's ordinance with State Code while improving administrative efficiency.

Analysis

The proposed changes accomplish the following:

- Metes and Bounds Revision**
 - Removes the blanket requirement that every lot be described by metes and bounds.
 - Clarifies that all title transfers shall reference the recorded plat, consistent with Utah Code.
 - Preserves the exception for agricultural minor subdivisions, which may be described by metes and bounds if also shown on the recorded plat, consistent with Utah Code §17-27a-605.
- Applicant and Recording Requirements**
 - Deletes Section F.1, which requires applicants to record plats within ninety (90) days of approval.
 - Retains Section F.2, which requires applicants to provide the zoning administrator with a copy of the recorded plat.
 - Adds a new Section G assigning responsibility to the City Zoning Administrator to record the signed mylar at the Uintah County Recorder's Office within ninety (90) days of approval. If the

plat is not recorded within that timeframe, it becomes null and void.

- **Administrative Safeguard**

- In line with State recommendations, once a plat (mylar) is signed by the Zoning Administrator, it should remain in City custody until recorded to prevent unauthorized changes. This safeguard will be implemented as an administrative practice rather than codified in the ordinance.

These revisions streamline the minor subdivision process, eliminate duplicative or conflicting requirements, and ensure plats are properly recorded in a timely manner under City oversight.

Compliance with Zoning Ordinance & General Plan

The amendment brings Vernal City Code into compliance with Utah Code §§10-9a-603 and 17-27a-605. It also supports the General Plan objective of simplifying subdivision processes to encourage responsible growth and efficient land use while maintaining compliance with State requirements.

Potential Code Changes - Listed below

Red= Removed Code

Green = New Code

Section 16.58.090 Minor Subdivision Regulations

- A. A minor subdivision of land creating not more than four (4) parcels may be approved provided the proposed subdivision:
 1. Is not traversed by the mapped lines of a proposed street as shown in the general plan and does not require the dedication of any land for street or other public purposes.
 2. Has been approved by the culinary water authority and the sanitary sewer authority.
 3. Conforms to all applicable land use ordinances or has properly received a variance from the requirements of an otherwise conflicting and applicable land use ordinance.
- B. The Planning Director shall approve, approve with modifications, or disapprove the proposed subdivision within fifteen (15) days of the date of the completed application. A completed application shall include:
 1. A minor subdivision application, provided by the zoning administrator, completed and signed by the owner(s), or authorized agent of the owner(s), of the land proposed to be subdivided.
 2. A plat, complying with the requirements of this Chapter, of the property proposed to be subdivided with a survey of each lot proposed, prepared by a licensed land surveyor. The minor subdivision plat shall be prepared in pen and the sheets shall be numbered in sequence, if more than one sheet is used and shall be of such size as is acceptable to the Uintah County Surveyor. One mylar copy of the minor subdivision plat, in black ink, shall be presented to the zoning administrator along with one paper copy. The zoning administrator may request additional copies.
 3. The minor subdivision plat shall be prepared in accordance with Utah Code Annotated 10-06 and shall also show the following:
 - a. The layout of the proposed minor subdivision at a scale of not more than one (1) inch equals to one hundred (100) feet, or as recommended by the County Surveyor.
 - b. The proposed distinct name of the minor subdivision and the section, township, range, principal median and county of its location;
 - c. A title block showing:
 1. Name and address of owner(s) of record and the name and address of the licensed land surveyor responsible for preparing the minor subdivision plat; and

2. Date of preparation of the minor subdivision plat, and any revision dates.
- d. Signature blocks prepared, as required and provided by the County, for the dated signatures of all owners of record of real property contained in the minor subdivision. City Zoning Administrator, County Treasurer, and Tri-County Health Department. The owner's certificate of consent shall be notarized; including language to convey lots in the minor subdivision, and include a reference to any covenants.
- e. North arrow, graphic and written scale, and basis of bearings used;
- f. Tabulation of the number of acres in the proposed minor subdivision, showing the total number of proposed new lots and the area of each lot. All proposed lots are to be numbered in a system acceptable to the zoning administrator;
- g. A vicinity map of the site at a minimum scale of one (1) inch equals to two thousand (2000) feet;
- h. **A legal description of the subdivision boundaries prepared by a licensed land surveyor.** Each lot created shall be identified by lot and block designation on the recorded subdivision plat. Title transfers shall reference the recorded plat, except in the case of agricultural minor subdivisions permitted under Utah Code § 17-27a-605, which may be conveyed by metes and bounds description in accordance with state law.

~~The metes and bounds legal description of each lot in the subdivision (title transfers will be by a metes and bounds description, not by a lot number);~~

- i. A minor subdivision proposing a lot or lots for agricultural purposes (not being created for development proposes, as defined by Section 16.01.030 of this Title) may be described by metes and bounds description, but shown on the minor subdivision plat. A note shall be provided on the minor subdivision plat of such restriction;
- j. The location and dimensions of all existing buildings and structures, existing property lines and fence lines;
- k. The location of all existing platted lots within, or contiguous to the minor subdivision site;
- l. All existing right-of-way and easements within the minor subdivision with their name, or purpose, shall be shown.
- m. The location of all wells proposed, active and abandoned, and springs used for culinary water, the location of proposed septic systems shall be shown;
- n. Location and size of existing and proposed irrigation canals, ditches, and easements as applicable;
- o. the FEMA 100-year flood plain boundary, when applicable;
- p. Location of existing and proposed power lines and power poles, telephone lines and easements, gas lines and easements, other utilities with necessary easements;
- q. Location of all existing drinking water source protection zones located on the subdivision site;
- r. As required by the zoning administrator, located on the minor subdivision plat, the identification of the required minimum set-back lines for each lot.

C. The signature from the County Treasurer shall serve as a tax clearance indicating that all taxes, interest and penalties owing for property have been paid.

D. The signature from Tri-County Health Department or Vernal City public works shall serve as approval for culinary water and waste water for each building lot within the subdivision.

E. Payment of the nonrefundable minor subdivision application fees, **including all applicable recording fees and surveyor fee**, as established.

F. The applicant shall:

- ~~1. Record the minor subdivision plat with the Uintah County recorder within ninety (90) days of the approval by the zoning administrator or the minor subdivision plat shall become null and void, and;~~
2. Provide the zoning administrator with a copy of the recorded minor subdivision.

- G. Once the plans are approved and the mylar is signed, the City Zoning Administrator will submit the mylar for recording at the Uintah County Recorder's Office within 90 days of the approval.**
- H. Notwithstanding other sections of the Vernal City code an escrow shall not be required to be established prior to the recording of a minor subdivision provided no improvements associated with the minor subdivision will be conveyed to Vernal City.
- I. Notwithstanding other sections of the Vernal City code, provisions for stormwater conveyance and retention shall not be required.

Discussion Items

1. Discussion to consider approval to amend the Vernal City Municipal Planning and Zoning Code §16.28.050 – Off-Premises Signs

Type of PC Decision: Legislative

Review Trigger: Planning Commission and City Council Direction

Location / Code Reference: VCMC §16.28.050 – Off-Premises Signs

Discussion

The Planning Commission previously considered multiple options for regulating off-premises signs, including a complete prohibition (“nuclear option”) and restricted allowance in the I-1 Industrial Zone. While there was strong consensus to prohibit billboard-type structures, City Council directed the Commission to revisit allowances for smaller-scale signage that could support community events and local businesses.

Following discussion with the City Manager, staff is proposing the introduction of temporary event off-premises signs as a narrowly defined allowance. This approach maintains the City’s overall prohibition on permanent off-premises signs, while creating a limited, reasonable pathway for event-related visibility.

Context and Background

Concerns raised by City Council included:

- The need for businesses and organizations to advertise short-term community events.
- Preventing a return of large, permanent billboards and oversized off-premises signage.
- Balancing aesthetics, safety, and economic vitality by allowing controlled, temporary signage.

The proposed amendment addresses these concerns by specifying time limits, size restrictions, and physical standards for permitted temporary event signs.

Analysis

The proposed ordinance amendment would establish the following standards for Temporary Event Off-Premises Signs:

- Permit Requirement – Signs must be authorized through a temporary sign permit issued by the City.
- Duration – Signs may be displayed up to 21 days prior to the event and must be removed within 72 hours (3 days) after the event.
- Size and Format – Allowed sign dimensions include:
 - Maximum freestanding board sign: 6 ft. x 6 ft.
 - Maximum banner sign: 10 ft. x 3 ft.

- Mounting Options – Signs may be installed on trailers or other mobile frameworks, provided that:
 - Trailers must be of lightweight or horse-trailer size.
 - Semi-truck trailers, large freight trailers, or similar oversized platforms are prohibited.
- Placement – Signs must be located outside of required clear vision areas and rights-of-way, and must have written consent of the property owner.
- Prohibited Features – No digital/electronic changeable copy, flashing, or illuminated off-premises event signs.

By adopting these standards, the City can preserve its prohibition on permanent off-premises advertising while accommodating legitimate community needs for event promotion.

Compliance with State Code & General Plan

- Consistent with Utah Code §§10-9a-512 and 10-9a-513, which authorize municipalities to regulate or prohibit off-premises signs, provided the regulations are content-neutral.
- Aligns with the Vernal City General Plan goals to promote local business vitality and community events while protecting scenic and gateway corridors from visual clutter.

Staff Recommendation

Staff recommends approval of the ordinance amending §16.28.050 – Off-Premises Signs, to maintain the prohibition on permanent billboard-type signs while allowing temporary event off-premises signs under the following conditions:

- a. Permit required.
- b. Display allowed up to 21 days before and 72 hours after the event.
- c. Maximum sizes: 6' x 6' board or 10' x 3' banner.
- d. Signs allowed on lightweight/horse-sized trailers; semi-trailers prohibited.
- e. Signs must be placed with property owner consent and outside rights-of-way.
- f. No digital, illuminated, or flashing features permitted.

2. Discussion on the topic of Additional Dwelling Units ADU's in Residential Areas

Context and Background

Through discussions with city staff, residents, and others, we have found that there is an absence of code related to accessory dwelling units (ADUs) throughout the City's residential zones. Our intent is to begin a conversation that provides guidance and regulation as it relates to ADUs in Vernal.

It is also worth noting that the Utah Legislature, through work with the Utah League of Cities and Towns (ULCT), is considering potential legislation on Detached ADUs (DADUs). Draft concepts suggest that by October 2026, cities with Moderate Income Housing Plans could be required to permit detached ADUs on lots 10,000 square feet or larger, with local governments retaining discretion over details such as setbacks, design standards, and utility connections. While no law has been passed yet, the discussion at the state level underscores the importance of Vernal beginning to evaluate ADUs now.

ADUs generally fall into three categories:

- **Internal ADUs (IADUs):** Units created within an existing home, such as a basement apartment or converted space. These are currently allowed by State Code in Vernal.
- **Attached ADUs:** Units added onto a primary dwelling, such as a garage conversion or new addition.
- **Detached ADUs (DADUs):** Stand-alone secondary units, sometimes called backyard cottages or casitas.

Discussion:

The Planning Commission will discuss their views in relation to ADUs. The conversation should include overall thoughts, recommendations, and requirements that may be necessary if the City were to regulate ADUs in the future.

The Planning Commission will also hear comments from Vernal City Building Official Matt Tate regarding building code requirements, fire code considerations, and other relevant items.

Several broad items should be kept in consideration while we approach the question of ADUs:

- How setbacks, height, and lot coverage standards in existing zones would apply to ADUs.
- Differences between IADUs (already permitted by State law) and the possibility of allowing attached or detached ADUs.
- Whether utility connections, parking, and site access should be addressed differently for detached ADUs.
- The relationship between ADUs and neighborhood character, including design compatibility and density considerations.
- The role ADUs could play in providing additional housing options and affordability in Vernal.

Possible Code Considerations for DADUs (if pursued by the Legislature):

If state legislation requiring DADUs is adopted, Vernal may need to address the following in its zoning code:

- **Lot Size Requirements:** Draft concepts suggest DADUs could be limited to lots 10,000 sq. ft. or larger.

- **Owner-Occupancy:** State discussions would require either the primary dwelling or the DADU to be owner-occupied.
- **Rental Restrictions:** Cities could be allowed to require minimum lease terms (e.g., 90 consecutive days) to prevent use as short-term rentals.
- **Size and Height Limits:** A DADU may not exceed the size of the primary dwelling unless Vernal's code explicitly allows it; height standards may also need clarification.
- **Parking:** The state may prohibit requiring more than two additional off-street spaces.
- **Permitting:** A city may not require a conditional use permit for a DADU, meaning they could become a permitted use subject only to clear standards.
- **Design and Compatibility:** Vernal could consider standards for appearance, placement, and relationship to the primary dwelling to ensure compatibility with neighborhood character.
- **Utilities and Fees:** Utility access, easements, development fees, and impact fees would need to be clearly addressed.
- **Coexistence with IADUs:** Cities may need to determine whether both an internal ADU (IADU) and a detached ADU (DADU) can be located on the same lot.

This conversation is intended as a high-level overview. No code changes are being proposed at this stage — the purpose is to gather Commission feedback and direction.

Code Analysis

Current Code:

16.36 R-1 Residential Zone

- **Setbacks**
 - Front Setback: 30 feet
 - *Section 16.36.050(A) Yard Requirements – Front*
 - Side Setback: 8 feet minimum each side; combined total 20 feet
 - *Section 16.36.050(B) Yard Requirements – Side*
 - Rear Setback: 30 feet
 - *Section 16.36.050(C) Yard Requirements – Rear*
- **Accessory Building Setbacks:**
 - May be 1 foot from the rear property line if detached and at least 12 feet behind the dwelling.
 - *Section 16.24.160 Accessory Buildings and Structures*
- **Height: Main dwelling: minimum 8 feet, maximum 35 feet; accessory: maximum 20 feet**
 - *Section 16.36.060 Height Regulations*
- **Lot Coverage: Maximum 45%**
 - *Section 16.36.070 Lot Coverage*

16.38 RA-1 Residential Agriculture Zone

- **Setbacks**
 - Front Setback: 30 feet
 - *Section 16.38.050(A) Yard Requirements – Front*
 - Side Setback: 8 feet minimum each side; combined total 20 feet
 - *Section 16.38.050(B) Yard Requirements – Side*
 - Rear Setback: 30 feet
 - *Section 16.38.050(C) Yard Requirements – Rear*
- **Accessory Building Setbacks: Same rules as R-1**

- *Section 16.24.160 Accessory Buildings and Structures*
- **Height: Main dwelling: minimum 8 feet, maximum 35 feet; accessory: maximum 20 feet**
 - *Section 16.38.060 Height Regulations*
- **Lot Coverage: Maximum 45%**
 - *Section 16.38.070 Lot Coverage*

16.40 R-2 Residential Zone

- **Setbacks**
 - *Front Setback: 30 feet*
 - *Section 16.40.050(A) Yard Requirements – Front*
 - *Side Setback: 8 feet minimum each side; combined total 20 feet*
 - *Section 16.40.050(B) Yard Requirements – Side*
 - *Rear Setback: 30 feet*
 - *Section 16.40.050(C) Yard Requirements – Rear*
- **Accessory Building Setbacks: Same as R-1**
 - *Section 16.24.160 Accessory Buildings and Structures*
- **Height: Main dwelling: minimum 8 feet, maximum 35 feet; accessory: maximum 20 feet**
 - *Section 16.40.060 Height Regulations*
- **Lot Coverage: Maximum 45%**
 - *Section 16.40.070 Lot Coverage*

16.42 R-3 Residential Zone

- **Set backs:**
 - *Front Setback: 30 feet*
 - *Section 16.42.050(A) Yard Requirements – Front*
 - *Side Setback: 5 feet minimum; corner lots 20 feet (10 feet if abutting undeveloped ROW)*
 - *Section 16.42.050(B) Yard Requirements – Side*
 - *Rear Setback: 20 feet (main); accessory buildings may be 1 foot (interior lot) or 5 feet (corner lot) from line*
 - *Section 16.42.050(C) Yard Requirements – Rear*
- **Accessory Building Setbacks: Governed by above + Section 16.24.160 Accessory Buildings and Structures**
- **Height: Main dwelling: minimum 8 feet, maximum 35 feet; accessory: maximum 20 feet**
 - *Section 16.42.060 Height Regulations*
- **Lot Coverage: Maximum 55%**
 - *Section 16.42.070 Lot Coverage*

16.44 R-4 Residential Zone

- **Set backs:**
 - *Front Setback: 20 feet*
 - *Section 16.44.050(A) Yard Requirements – Front*
 - *Side Setback: 5 feet minimum; corner lots 20 feet (10 feet if abutting undeveloped ROW)*
 - *Section 16.44.050(B) Yard Requirements – Side*
 - *Rear Setback: 10 feet (main); accessory buildings may be 1 foot (interior) or 5 feet (corner)*
 - *Section 16.44.050(C) Yard Requirements – Rear*
- **Accessory Building Setbacks: See Section 16.24.160 Accessory Buildings and Structures**
- **Height:**
 - *Single-family through 4-plex: maximum 3 stories / 45 feet*
 - *Section 16.44.060(A) Height Regulations*

- *Multi-family (5+ units) or commercial: maximum 4 stories / 60 feet*
 - *Section 16.44.060(B) Height Regulations*
- **Accessory buildings: maximum 35 feet**
 - *Section 16.44.060(C) Height Regulations*
- **Lot Coverage: Maximum 65%**
 - *Section 16.44.070 Lot Coverage*

16.46 Manufactured Home Residential Zone

- **Setbacks**
 - *Front Setback: 20 feet*
 - *Section 16.46.050(A) Yard Requirements – Front*
 - *Side Setback: 5 feet minimum; corner lots 20 feet (10 feet if abutting undeveloped ROW)*
 - *Section 16.46.050(B) Yard Requirements – Side*
 - *Rear Setback: 10 feet (main); accessory buildings may be 1 foot (interior) or 5 feet (corner)*
 - *Section 16.46.050(C) Yard Requirements – Rear*
- **Accessory Building Setbacks: Same rules; see Section 16.24.160 Accessory Buildings and Structures**
- **Height: Accessory buildings maximum 35 feet**
 - *Section 16.46.060 Height Regulations*
- **Lot Coverage: Maximum 65%**
 - *Section 16.46.070 Lot Coverage*

3.November Planning Commission Meeting Date

Context and Background

The regularly scheduled meeting for November falls on Tuesday, November 11, 2025, which is Veterans Day (federal holiday).

Recommendation

Staff requests that the Planning Commission select an alternate meeting date for November. Options include Tuesday, November 4, 2025, Monday November 10, 2025 or Tuesday, November 18, 2025.

