



DELTA CITY PLANNING & ZONING COMMISSION MEETING

Wednesday, October 08, 2025 at 7:00 PM

Delta City Municipal Complex Council Chambers*

MINUTES

PRESENT

Chairman Chad Droubay
Commission Member Don Smith
Commission Member Tamara Stewart
Commission Member Chris Christensen
Council Liaison Kelly Carter
Commission Alternate Darlene Webb

ABSENT

Commission Member Derek Curtis
Commission Member Dillon Pace
Commission Member Lindsey Dutson

ALSO PRESENT

City Attorney Jessica Anderson
City Recorder Sherri Westbrook
City Deputy Recorder Angie Dewsnap
City Mayor John Niles
City Public Works Director Justin Ashby
Derek Nielson
Courtney Finlinson

CALL TO ORDER

Planning and Zoning Chairman Droubay called the meeting to order at 7:01 p.m. He stated that notice of the time, place, and agenda of the meeting had been posted at the City Municipal Complex, on the Utah Public Notice website, on the Delta City website, and had been provided to the Millard County Chronicle-Progress and each member of the Commission at least 24 hours before the meeting.

MINUTES APPROVAL

1. Public Hearing Minutes Approval: Planning & Zoning Commission Public Hearing 9/10/2025

Commission Member Christensen MOVED to approve the minutes of the Planning and Zoning Commission Public Hearing held on 9/10/2025. The motion was SECONDED by Council Member Smith. Chairman Droubay asked if there were any questions or comments regarding the motion. There being none, he called for a vote.

Motion made by Commission Member Christensen, Seconded by Commission Member Smith.
Voting Yea: Chairman Droubay, Council Liaison Carter, Commission Members Smith, Stewart, Christensen, and Webb

2. Meeting Minutes Approval: Planning & Zoning Commission Meeting 9/10/2025

Commission Member Christensen MOVED to approve the minutes of the Planning and Zoning Commission Meeting held on 9/10/2025. The motion was SECONDED by Council Member Webb. Chairman Droubay asked if there were any questions or comments regarding the motion. There being none, he called for a vote.

Motion made by Commission Member Christensen, Seconded by Commission Member Webb.
Voting Yea: Chairman Droubay, Council Liaison Carter, Commission Members Smith, Stewart, Christensen, and Webb

BUSINESS – Any such business as may come before the Commission.

3. Council Liaison Kelly Carter; Changes to Accessory Dwelling Units (ADUs) in Delta City Code
Action: Discussion/Consideration for Approval

Council Liaison Carter shared with Commission Members updates to what he has been working on for Delta City Code in regards to Accessory Dwelling Units (ADUs). He wanted to clarify and move forward with making current code less confusing and adding regulations for Detached Accessory Dwelling Units (DADUs). City Attorney, Jessica Anderson, stated that what Delta City currently has is considered “internal ADU” and that the State of Utah is currently working on law for detached ADU regulations. The understanding is that ADUs must be allowed, but that individual cities can put restrictions in their code.

Commission Chairman Droubay brought up questions for the Commission about what restrictions should be included and how to protect neighbors with making code changes. Currently, he reiterated, that Delta City has internal ADUs without restrictions. Commission Member Webb asked about required parking and it was explained that there must be 3.5 off-street parking spots per primary residence.

Attorney Anderson, Chairman Droubay, and Liaison Carter stated that internal and attached ADUs could be lumped in same code definitions, with a separate code for Detached ADUs (DADUs). Liaison Carter recommended that to simplify things, Delta City should adopt Utah’s Code for internal and attached ADUs and create own Code for DADUs (Detached Accessory Dwelling Units).

It was discussed about requiring separate utility meters for DADUs; the Commission and Public Works Director Justin Ashby came to an agreement that these could be allowed but not required.

Discussion turned to lot size requirements and structure size for DADU. Consensus was that lot-size requirements will follow current code for each zone, which is minimum 6,000 square feet in Mobile Home Zone and 7,500 square feet minimum in R1, R2, R3, and R4 Zones. Commission Member Smith asked about suggestions for structure size minimum and maximum. Commission Member Stewart stated that average studio size is 400-600 square feet. After lengthy discussion about DADU sizes, and input from each Commission Member, it was decided on for a minimum of 300 square feet and maximum of 1,000 square feet, but no more than 50% of main livable area of primary residence.

A decision was made that Detached Accessory Dwelling Units (DADUs) will require two additional off-street parking spaces. Height of the structure is not to exceed the height of the primary dwelling or not to exceed 20 feet in height, whichever is less.

Additional discussions led to decisions by the Commission that DADUs will require utilization of building-code standard materials, setbacks will remain the same as current zone requirements, and these units will also be required to have signed building plans, landlord/rental agreements, and must have building permits for any new structures or conversions. It was also agreed that the primary residence must be owner-occupied and that the DADU cannot be sold separately from the primary dwelling.

Attorney Anderson asked the Commission about temporary short-term rentals with DADUs and it was determined to leave as matching current code.

Commission Member Christensen MOVED to positively recommend to the Delta City Council the Changes to Detached Accessory Dwelling Units in Delta City Code. Commission Member Stewart SECONDED the motion. Chairman Droubay asked if there were any questions or comments regarding the motion. There being none, he called for a vote.

Motion made by Commission Member Christensen, Seconded by Commission Member Stewart.
Voting Yea: Chairman Droubay, Council Liaison Carter, Commission Members Smith, Stewart, Christensen, and Webb

* Commission Chairman Droubay asked for a break in Agenda to hear from Derek Nielson. Chairman Droubay explained that Nielson had talked with him about a piece of property that he is currently looking to purchase that abuts up to Delta City property (AG-1 Zone), but sits on county property. Must have 100' frontage and at least one acre for AG-1 Zone; property has 107' frontage and it is two acres. Nielson would like to annex into city and put a residence on this property. Council Liaison Carter stated that annexation is done by property-owner petitioning the city and goes through a complete process. Droubay stated that Nielson must own the property. Nielson asked about connecting city water in order to build prior to ownership being transferred to him from lender. Commission recommended that Nielson go before City Council with this request.

* Commission Member Darlene Webb asked Chairman Droubay if it would be possible to hear from Courtney Finlinson at this time. Webb talked with Finlinson earlier in the day and invited her to come to meeting. Finlinson stated that she is looking for decision on her petition regarding sidewalks in the current Mobile Home Zone on a property that she has purchased. Council Liaison Carter explained to Courtney that Planning & Zoning had a meeting and discussed this. Currently the code states that she will have to put sidewalk in on the North and East sides of the property; however, there is no sidewalk anywhere in the entire zone. Council Liaison Carter asked about petitioning an appeal to this code. Commission Member Webb asked about a previous manufactured home that was put in without sidewalk. Attorney Anderson stated that concern was still that with new development in that zone, sidewalks need to be required. Anderson also stated that the appeal authority is currently the City Council. Droubay stated that the current decision is to follow code and that code currently states that sidewalks are required. Finlinson will follow up with City Council.

* Chairman Droubay asked to move item #5 on Agenda up prior to item #4.

5. Chairman Chad Droubay; Planning & Zoning Commission Member Updates
Action: Discussion Only

Lindsey Dutson has stepped down as member of Planning & Zoning Commission. Chairman Droubay moved to approve Darlene Webb as a full Commission Member. A list will be shared with Delta City Mayor John Niles for selection of a new alternate.

Voting Yea: Chairman Droubay, Council Liaison Carter, Commission Members Smith, Stewart, Christensen, and Webb

4. Attorney Jessica Anderson; Light Industrial Zone
Action: Discussion/Consideration for Approval

City Attorney Anderson shared proposed code, including keeping restrictions a little more broad.

Council Liaison Carter MOVED to positively recommend to the Delta City Council the creation of a Light Industrial Zone in Delta City's Code. Commission Member Christensen SECONDED the motion.

Chairman Droubay asked if there were any questions or comments regarding the motion. There being none, he called for a vote.

Motion made by Council Liaison Carter, Seconded by Commission Member Christensen.

Voting Yea: Chairman Droubay, Council Liaison Carter, Commission Members Smith, Stewart, Christensen, and Webb

ADDITIONAL ITEMS

ADJOURN

Commission Member Stewart MOVED to adjourn the meeting. Commission Member Webb SECONDED the motion. Chairman Droubay asked if there were any questions or comments regarding the motion. There being none, he called for a vote.

Motion made by Commission Member Stewart, Seconded by Commission Member Webb.

Voting Yea: Chairman Droubay, Council Liaison Carter, Commission Members Smith, Stewart, Christensen, and Webb

The meeting was adjourned at 8:39 p.m.




Sherri Westbrook, Recorder