

**Daggett County Planning and Zoning Meeting Minutes**  
**October 21, 2025 at 6:00 PM**  
**95 North 1st West, Manila Utah 84046**  
**Commission Chambers**

**Members Present:**

**Chad Reed-Chair-Arrived at 5:20 PM**

**Allan Wood-Vice Chair**

**Heidi Steele**

**Tamara Twitchell**

**Carrie Poulsen-Alternate & secretary**

**Guest: Matt Tippetts**

**Kent Snider: County Attorney**

Chad Reed welcomed everyone and called the meeting to order at 6:14 PM.

**Public Comments:**

Kent Snider and Matt Tippetts are present to speak regarding the code on accessory buildings. Chad Reed read the definition of accessory building in ordinance 18-10, that was to take the place of what is in the code. It reads "Residential Accessory Building: A detached, subordinate building intended to be used solely as a workshop or for the storage of automobiles, other vehicles, or personal property, which is subordinate, and customarily incidental to, that of the main building, and which is located on the same lot or parcel of land with the main building or use. " Accessory building" includes any "Storage Containers", as defined in this section. Habitation is prohibited. Mr. Snider stated that the requirements for accessory buildings need to be all in one place in the code and he will work on the agriculture exempt form for buildings and utilities. Mr. Snider read Utah State code 15A-1-202 agriculture definition "means a use that relates to the tilling of soil and raising of crops, or keeping or raising domestic animals."

The final conclusion is that you can not build an accessory building unless you have a main dwelling in place, a permit for a main dwelling, or if it's an agriculture building or less than 200 square feet. Mr. Snider read county code 8-3-6 and 8-3-4 regarding building permit requirements. There needs to be clarification when something is less than 200 square feet. It was decided that 8-3-4 needs to be clarified stating that even though you don't need a building permit you do need to have a residential structure, or

Discussion and consideration of minutes from September 16, 2025, work and regular sessions and minutes from September 23, 2025 emergency meeting. Heidi Steele made a motion to approve the minutes from September 16, 2025 work and regular session and September 23, 2025 emergency meeting. All in favor, motion carried.

Discussion and consideration of draft of accessory dwelling unit ordinance. Tammy Twitchell asked a question regarding 8-9-30C-19. A property owner shall not rent out both the main dwelling and ADU. The board is in agreement with the fact that both a main dwelling and the ADU shall not both be rented. The board also questioned 8-9-30-A-7. It needs to be fixed as the same 8-9-30C-9. Discussion if a detached ADU should be a permitted use or a conditional use. The board discussed if this should be a conditional use or permitted use. The board would like further discussion and review of this draft. Tabled for further discussion and review.

Discussion and consideration of permitted and conditional uses in commercial and industrial zones. Mrs. Poulsen created a draft showing only two zones. One general commercial zone and one industrial/manufacturing zone. The board would like a description of each zone added to the draft. Mr. Reed would like this on the next agenda for further discussion and review. Tabled for further discussion and review.

Discussion and consideration of the draft of changes in the Short Term Rental Ordinance. Tabled for further discussion and review.

Discussion and consideration of review of the Daggett County Code 8-3-6, building permit requirements for utility services. Mr. Snider created a draft to be updated to 8-3-6. This will be an ordinance change and needs to be changed per state code requirements. Tabled for further review.

Discussion and consideration of the Planning and Zoning by-laws. Tabled for review from Mr. Snider.

The board reviewed the building permit report. Carrie Poulsen has created a draft of a letter to send to permit holders whose building permits have expired or about to expire. Land Use violations. No update on violations.

Legislative requirements in adopting a water conservation plan into the Daggett County General Plan. Mr. Tippetts asked that this item be on the next Commission agenda for discussion.

Ordinance draft of use changes in residential and agriculture zones. The County Commission has the draft for review. Mr. Tippetts asked to have this on the next Commission agenda.

Heidi Steele presented a resignation letter to the board. Carrie Poulsen read the letter to the board. Mr. Reed thanked her for her service on the board. Carrie will forward the letter onto the county commission.

The next meeting is scheduled for November 18, 2025. Work session at 5:00 PM for the ADU and short term rental draft. Regular session at 6:00 PM. The meeting adjourned at 7:44 PM.

approve 11/18/25