

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, January 13, 2026 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 November 18, 2025

B. PUBLIC HEARING

3. Public hearing and consideration of the American Dreams Preliminary Plat for property located at 256 E 600 S, Parcel #: 050510045 – Braeden Christofferson
4. Public hearing and consideration of the Parkridge Preliminary Plat for properties located at 979 W 300 S, 950 W 400 S, and 998 W 500 S, Parcel #:s: 050150034, 050150037, and 050150036 – Braeden Christofferson
5. Public hearing and consideration of the Hofheins Preliminary Plat for properties located at 70 E 500 S, 76 E 500 S, 80 E 500S, Parcel #:s: 050520125, 050520126, and 050520127 – Braeden Christofferson

C. ACTION ITEMS

6. Election of Chair and Vice Chair
7. Review and Approval of the Planning Commission Meeting Schedule

D. DISCUSSION ITEMS

8. Discussion pertaining to digital meeting packets for Planning Commission meetings rather than paper packets.
9. Discussion pertaining to changes proposed by City Council regarding ADUs

E. ADJOURN

MINUTES of the Vernal City PLANNING COMMISSION

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

November 18, 2025

5:30 pm

Members Present: Stephen Lytle, Nick Porter, Samantha Chapoose, Troy Allred

Members Excused: Brittany Young, Ryan Balch

Alternates Present: Click here to enter text.

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, October 9, 2025: Stephen Lytle Chair asked if there were any changes to the minutes from October 9, 2025. The minutes were approved with there being no corrections, *Nick Porter moved to approve the minutes of October 9, 2025 as presented. Samantha Chapoose seconded the motion. The motion passed with Stephen Lytle, Nick Porter, Samantha Chapoose and Troy Allred voting in favor.*

**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 provided a brief refresher for those in attendance regarding the ongoing discussions surrounding the City's sign ordinance. The matter had been remanded back to the Planning Commission for additional review, specifically concerning temporary event signage, off-premise signs, and the continued prohibition of billboards within city limits.

Mr. Christofferson reviewed the standards previously discussed for temporary event signage. Under the proposed language, temporary signs may be displayed up to twenty-one (21) days prior to an event and must be removed within seventy-two (72) hours following the event. The maximum allowable size for temporary signs is six feet by six feet (6' x 6'), or thirty-six (36) square feet, while banners may not exceed ten feet by three feet (10' x 3'), or thirty (30) square feet. These dimensions represent the upper limits, and smaller signs would remain permissible. Signs may be mounted on trailers or other mobile frameworks; however, only lightweight or horse-trailer-sized platforms are allowed. Semi-trailers, freight trailers, and similar oversized platforms would continue to be prohibited. All temporary event signs will be required to obtain a sign permit from the City, and staff will monitor and enforce removal deadlines.

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43 Mr. Christofferson emphasized that the purpose of these changes is to maintain the City's
44 existing prohibition on permanent off-premise advertising, including billboards, while allowing
45 limited and controlled temporary signage that supports community events and local economic
46 activity. The Commission then discussed whether businesses located on flag lots or other low-
47 visibility areas should have a method for securing off-premise signage to maintain visibility.
48 Staff explained that most high-visibility locations along Main Street have already been
49 developed, and such requests are expected to be rare.

50 Commissioners discussed implementing a Conditional Use Permit (CUP) process as a potential
51 solution. This would allow a business to propose an off-premise pole or monument sign while
52 still requiring the sign to meet all existing standards for similar on-premise signage.
53 Commissioners also discussed whether a proximity requirement should be included, such as
54 limiting the sign to a reasonable distance—potentially within a quarter mile—of the business
55 being advertised. Staff confirmed that current sign permits already exist and that adding a CUP
56 requirement for off-premise signs could be easily incorporated into the ordinance.

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

59 *Nick Porter moved to forward a positive recommendation to the City Council for the proposed
60 temporary signage amendments, along with the addition of a Conditional Use Permit
61 requirement for any off-premise business sign. Troy Allred seconded the motion. The motion
62 passed with Stephen Lytle, Nick Porter, Samantha Chapoose and Troy Allred voting in favor.*

63 **DISCUSSION TO CONSIDER APPROVAL TO REPEAL THE VERNAL CITY
64 MUNICIPAL PLANNING AND ZONING CODE SECTION 16.20.308 – DWELLING,
65 INTERNAL ADDITIONAL UNIT (IADU) AND ADD SECTION 16.20.100 -
66 ACCESSORY DWELLING UNITS (ADUS)- INTERNAL ACCESSORY
67 DWELLING UNIT (IADU) – ORDINANCE NUMBER 2025-031**

68 Braeden Christofferson discussed updates to the City's Additional Dwelling Unit (ADU)
69 regulations. Mr. Christofferson explained that the current code contains internal access dwelling
70 unit provisions in a separate section, and the proposal consolidates all ADU regulations—
71 internal, attached, and detached—into one unified chapter under Section 16.21.00. The purpose
72 of this reorganization is to make the requirements clearer and easier for residents to locate and
73 understand.

74 Mr. Christofferson outlined the proposed development standards, specifically highlighting
75 minimum lot size requirements for ADUs. Under the draft language, ADUs would require a
76 minimum lot size of 6,000 square feet. Attached and detached ADUs would each require a
77 minimum of 10,000 square feet. Mr. Christofferson also reported recent communication with
78 ULCT, noting that the state may consider adjusting the statewide ADU minimum lot size to
79 6,000 square feet in the future. If adopted at the state level, the City would update its code
80 accordingly.

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81 The proposal includes removal of outdated code sections and incorporation of revised language
82 into the consolidated ADU chapter. As previously discussed in earlier meetings, ADUs would be
83 permitted in mobile home subdivisions where infrastructure is compliant but would remain
84 prohibited within mobile home parks.

85 Mr. Christofferson further reiterated that all ADUs must use the same utility connections as the
86 primary dwelling, consistent with Utah State Code. Separate meters are not allowed, and ADUs
87 cannot be subdivided, conveyed, or sold independently of the primary residence.

88 The Commission also reviewed Section H(3), which states that no more than one family, as
89 defined by City Code, may occupy an ADU. Members discussed the City's current broad
90 definition of "family," noting that while the clause is acceptable as written, it is largely
91 precautionary and based on language used in other cities to limit potential liability. The
92 Commission agreed to retain the provision.

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

95 ***Nick Porter moved to forward a positive recommendation to the City Council for approval of
96 Ordinance 2025-031 as presented. The motion was seconded by Samantha Chapoose. The
97 motion passed with Stephen Lytle, Nick Porter, Samantha Chapoose and Troy Allred voting
98 in favor.***

99 **DISCUSSION – USE OF KINGSBURY CHURCH AS A TEMPORARY WARMING
100 CENTER**

101 Braeden Christofferson presented a proposal from Heart of the Basin, a local nonprofit
102 organization, to utilize the Kingsbury Community Church, located at 65 East 100 North, as a
103 temporary warming center during extreme cold weather events. The organization has partnered
104 with Kingsbury Church and other statewide locations to support individuals experiencing
105 homelessness or housing insecurity. At present, Heart of the Basin provides hotel vouchers
106 during Code Blue conditions, which occur when temperatures fall below 18°F as defined by state
107 statute. The proposed warming center would operate nightly throughout the Code Blue season,
108 expanding available services by offering on-site overnight refuge in addition to the existing
109 voucher program.

110 The church property lies within the CC-2 Central Commercial Zone, where religious assembly
111 uses are permitted. However, temporary overnight occupancy as an emergency shelter is not
112 specifically addressed in the city's zoning code. Staff presented the item to seek direction from
113 the Planning Commission on whether a conditional use permit (CUP) would be required for this
114 use. Representatives from Heart of the Basin were present, including

115 Lindsay Garlick, 331 North Nelson Avenue, Roosevelt, Utah, spoke on behalf of the
116 organization. Ms. Garlick handed out a packet to Commissioners that included a proposed
117 facility partnership and use agreement, a code of conduct, and background information on the
118 nonprofit's operations. Commissioners asked questions regarding anticipated occupancy,

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119 operations, and facility logistics. Ms. Garlick clarified that the warming center would operate
120 every day during the Code Blue season, and that the center would not utilize the basement,
121 instead using a designated nursery area in the church. She noted that last season, UBAG served
122 237 individuals through hotel vouchers, and the warming center would help reduce that demand.
123 She also explained that hotel vouchers are currently limited to 14 nights per family, which is
124 often insufficient for individuals experiencing chronic homelessness. By providing temporary
125 shelter, Heart of the Basin hopes to extend support for those in need. Ms. Garlick indicated that
126 the expected nightly occupancy would start around ten people and increase depending on need.
127 She confirmed that at least two staff members would be present overnight to supervise the
128 facility and ensure safety.

129 Ms. Garlick further noted that Utah State Code mandates emergency shelter access on Code Blue
130 nights, during which local zoning laws are temporarily overridden. She emphasized that while
131 legally zoning may not restrict the warming center's operation, the organization aims to provide
132 refuge at temperatures above 18°F as well, reflecting a proactive approach to community need.
133 She also offered to provide the relevant statutory documentation for staff and Commission
134 review.

135 Building Official, Matt Tate, addressed technical concerns related to building code compliance.
136 While the church is currently classified as an A-2 occupancy, risk category II, temporary
137 overnight shelter use would be categorized as R-1, risk category IV. As a result, he
138 recommended a coordinated inspection with the Uintah Fire District to verify ADA accessibility,
139 safe egress routes, emergency lighting, fire protection measures, sanitation capacity, and
140 installation of basic smoke detection equipment. Mr. Tate noted that Kingsbury Church is
141 generally in good condition and that such temporary use is feasible with appropriate safety
142 measures. Annual safety inspections were recommended to ensure ongoing compliance.

143 Commissioners expressed strong support for the warming center, noting the absence of a local
144 homeless shelter and the critical need for cold-weather refuge. Commissioners discussed
145 allowing the use without requiring a CUP, contingent on verification of State Code Blue
146 requirements and building safety compliance. Commissioners also discussed potentially
147 amending the zoning code to explicitly allow emergency shelters in commercial zones, reducing
148 ambiguity in future applications.

149 The discussion concluded with direction for staff to review state statute, coordinate necessary
150 safety inspections, and determine whether a CUP is required once legal and code considerations
151 are confirmed. The Commission expressed appreciation for the nonprofit's efforts and
152 emphasized the importance of ensuring the facility is both accessible and safe for overnight
153 occupancy.

154 **DISCUSSION – CHILDREN'S GYMNASIUM**

155 Braeden Christofferson discussed a request to establish a children's gymnasium for ages 12 and
156 under in a CP-2 zone. The facility would include recreational activities such as bouncing,
157 swings, and slides. Mr. Christofferson noted that while the City Code permits indoor recreation

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158 and gymanasiums, there is no specific provision for this type of niche facility, and there is no
159 precedent in the City.

160 Examples from nearby cities indicate that similar facilities are generally treated as indoor
161 recreation without requiring a Conditional Use Permit (CUP). The Commission expressed no
162 immediate concerns and agreed the use likely fits within existing code, with no CUP required at
163 this time.

164 **ADJOURN:** There being no further business, *Samantha Chapoose moved to adjourn. Nick*
165 *Porter seconded the motion. The motion passed with a unanimous vote, and the meeting was*
166 *adjourned.*

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168
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Stephen Lytle, Planning Commission Chair

Vernal City Planning Commission Staff Report

Prepared By: Braeden Christofferson

Date: 1/13/2026

Public Hearing Items

1. Public Hearing and consideration of the *American Dreams Phase 2 Preliminary Plat* for property located at 256 E 600 S. Parcel 050510045

- A. Type of PC Decision: Administrative
- B. Review Trigger: General Application for Pre-Liminary Plat
- C. Location / Code Reference: Section 16.58.080 Preliminary Platting Requirements



D. Context and Background

- i. Vernal City, in partnership with the Uintah Basin Association of Governments (UBAOG), is continuing development of the American Dreams Subdivision, located at 256 E 600 S. This proposal represents Phase 2 of the subdivision and builds upon the previously approved American Dreams Phase 1, which includes self-help housing units currently under construction along 600 South.
- ii. At the time of this report, four (4) homes are actively under construction within the earlier phase of the subdivision. The Phase 2 Preliminary Plat proposes the creation of eleven (11) additional residential lots, consisting of:
 - 1. Four (4) single-family detached dwellings, and
 - 2. Seven (7) tiny home units, consistent with the ongoing affordable and workforce housing objectives of the project.
- iii. The Preliminary Plat illustrates proposed lot configurations, access, internal circulation, utility connections, and easements necessary to support the additional residential development. The plat has been submitted for Planning Commission review in accordance with Vernal City subdivision standards.

E. Project Description

- i. Subdivision Name: American Dreams Subdivision – Phase 2
- ii. Total New Lots: 11

- iii. **Proposed Uses:** Single-family residential and tiny homes
- iv. **Access:** Via existing and proposed internal streets connecting to 600 South
- v. **Utilities:** To be served by existing municipal water, sewer, and other public utilities, subject to final engineering approval

F. Analysis

- i. Staff has reviewed the submitted Preliminary Plat for compliance with Vernal City Code §16.58.080 and applicable subdivision regulations. The plat generally demonstrates:
 1. Clearly defined lot boundaries and dimensions
 2. Identification of easements and rights-of-way
 3. Proposed access and circulation patterns
 4. Phasing consistent with previously approved subdivision development
- ii. Any remaining technical or engineering comments will be addressed during the final plat and improvement plan review process, as required by City standards.

G. Compliance with State Code & General Plan

- i. Utah Code §10-20-803 and §10-20-805 require municipalities to approve a preliminary subdivision plat when the application complies with adopted subdivision ordinances. The Planning Commission is acting as the designated administrative land use authority for preliminary plat review.

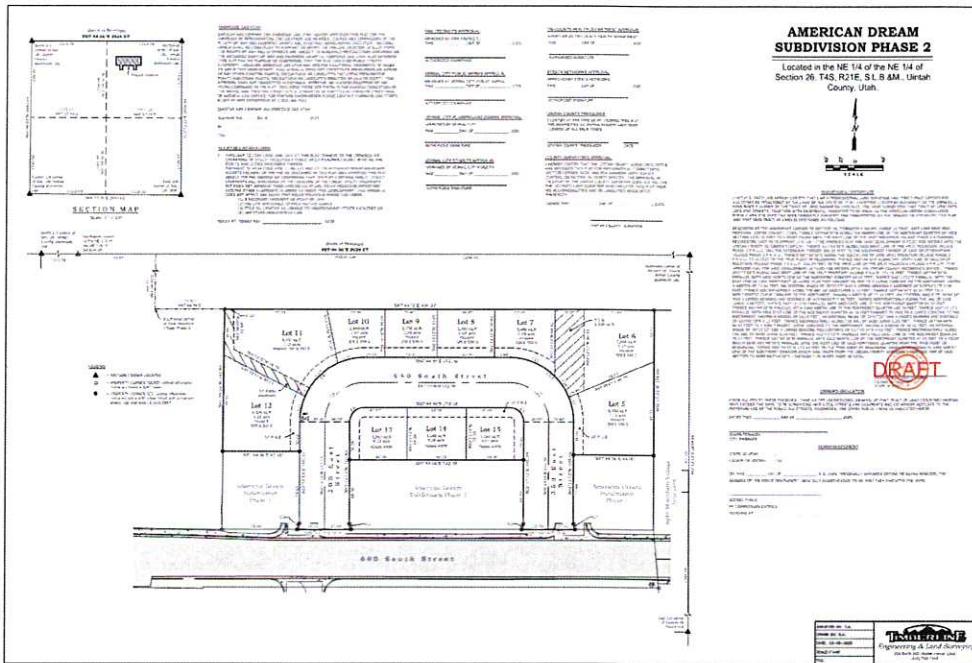
Based on staff's review, the application meets the procedural requirements for preliminary plat consideration under state law.

- ii. The proposed residential development is consistent with the City's General Plan land use designation for the area, which supports residential growth and housing opportunities. The inclusion of both single-family homes and tiny homes aligns with broader community goals related to housing affordability and diverse housing types.

H. Staff Recommendation

- i. Staff recommends approval of the American Dreams Subdivision Phase 2 Preliminary Plat, subject to the following standard conditions:
 1. Compliance with all applicable provisions of Vernal City Code and adopted engineering standards.
 2. Resolution of any outstanding technical comments prior to final plat approval.
 3. Completion of all required improvement plans, bonding, and utility approvals prior to recording of the final plat.

I. Exhibit A: American Dreams Subdivision Phase 2 Plat Map



2. Public Hearing and consideration of the *Parkridge Preliminary Plat* for Properties Located at 979 W 300 S, 950 W 400 S and 998 W 500 S, Parcel #s: 050150034, 050150037 and 050150036

A. Type of PC Decision: Administrative

Review Trigger: General Application for Preliminary Plat

Location / Code Reference: Section 16.58.080
Preliminary Platting Requirements

B. Project Overview

- i. The Parkridge project is a Planned Residential Unit Development (PRUD) located within the R-4 Residential Zone. The development is being constructed in two phases and includes a mix of multi-family buildings and townhome units, as shown on the submitted Preliminary Plat.
- ii. Phase 1 – Completed
 - Three (3) twelveplex buildings
 - Thirty-six (36) dwelling units
 - Constructed under prior approvals
 - Not under consideration for approval tonight
- iii. Phase 2 – Proposed
 - Three (3) additional twelveplex buildings (36 units)
 - Twenty-one (21) townhome units
 - Townhomes are located along 400 South and
 - Represents the remaining buildout of the app



iv. Total Buildout

- Ninety-three (93) dwelling units
- Combination of twelveplexes and townhomes

C. Analysis

i. Parking and Density (Code-Based Standards)

1. Parking

- Parking for both Phase 1 (existing) and Phase 2 (proposed) has been planned as part of the overall PRUD design.
- Required and provided parking counts are shown in the parking tabulation on the first page of the Preliminary Plat.
- Parking compliance is a code requirement and will be verified again during final engineering review.

2. Density

- Density calculations are provided on the first page of the Preliminary Plat.
- The total unit count has been designed to comply with R-4 density standards as modified through the approved PRUD.
- Density compliance is a code-based standard and is not discretionary at the Preliminary Plat stage.

ii. Parcel Consolidation

- The PRUD spans multiple existing parcels.
 - All parcels must be legally consolidated (or otherwise legally unified) prior to final plat recordation and issuance of building permits for Phase 2.
 - Consolidation ensures unified ownership, access, utilities, parking, and enforcement of PRUD standards.

D. Staff Recommendation

- Staff recommends approval of the Parkridge PRUD Preliminary Plat, subject to standard conditions related to:
 - Parcel consolidation
 - Public Works review of the 300 South connection
 - Final engineering and agency review

PARKING TABULATIONS						
BUILDING NAME	# OF UNITS PER BLDG	PARKING RATIO	REQUIRED		PROVIDED	
			PARKING STALLS	VISITOR RATIO	VISITOR STALLS	TOTAL PARKING
EX BLDG 1	12	2	24	0.5	6	30
EX BLDG 2	12	2	24	0.5	6	30
EX BLDG 3	12	2	24	0.5	6	30
BLDG 4	12	2	24	0.5	6	30
BLDG 5	12	2	24	0.5	6	30
BLDG 6	12	2	24	0.5	6	30
			144			180
# OF UNITS		72	REQ'D PARKING PROVIDED PARKING		180	187

TOWNHOME PARKING TABULATIONS						
TOWNHOME NAME	# OF UNITS PER BLDG	PARKING RATIO	REQUIRED		PROVIDED	
			PARKING STALLS	GARAGE RATIO	VISITOR STALLS	TOTAL PARKING
A	3	2	6	0.5	1.5	7.5
B	4	2	8	0.5	2	10
C	4	2	8	0.5	2	10
D	6	2	12	0.5	3	15
E	4	2	8	0.5	2	10
			42			52.5
# OF UNITS		21	REQ'D PARKING PROVIDED PARKING		53	
TOTAL GARAGE SPACES			42		42	
TOTAL DRIVEWAY SPACES			42		42	
PROVIDED PARKING			84		84	
TOTAL REQUIRED PARKING			233		233	
TOTAL PROVIDED PARKING			271		271	

DENSITY CALCULATION

PROJECT AREA	5.85 ac
ZONE	R-4
PRUD (R-4) Allowed	16 du/ac
Total Allowed Density	93 DU
Existing # Units	36 units
Proposed # Units	57 units
Total # Units	93 units

3. Public Hearing and Consideration of the *Uintah Heights Preliminary Plat* for Properties located at 70 E 500 S, 76 E 500 S and 80 E 500 S, Parcel #s: 050520125, 050520126, and 050520127

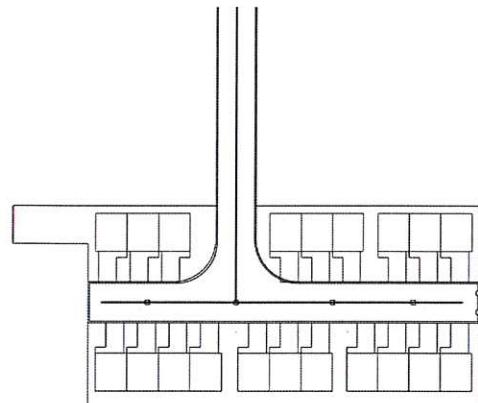
A. Type of PC Decision:

Review Trigger: General Application for Pre-Liminary Plat

Location / Code Reference: Section 16.58.080 Preliminary Platting Requirements

B. Context and Background

- i. Hofheins Builders LLC has acquired property located at 70 E 500 S, along with two adjacent parcels, with the intent of developing a townhome subdivision. The combined project area consists of approximately 0.91 acres (39,639.6 square feet).
- ii. The proposed development is named Uintah Heights Subdivision and is located within the R-4 High Density Residential Zone. The applicant is proposing a single-phase residential subdivision consisting of seventeen (17) townhome units.
- iii. The Preliminary Plat has not yet been submitted for Planning Commission. However after speaking with Gordon Hofheins they are working with a surveyor to submit it for final review in accordance with Vernal City's subdivision standards.



C. Project Overview

- i. Subdivision Name: Uintah Heights Subdivision
- ii. Zoning: R-4 High Density Residential
- iii. Total Project Area: Approximately 0.91 acres
- iv. Total Units Proposed: Seventeen (17) townhome units
- v. Phasing: One Phase
- vi. Proposed improvements
 1. Internal access and circulation
 2. Curb and gutter
 3. Required parking
 4. Common/open space areas
 5. Utility connections consistent with City standards

D. Analysis:

- i. Parking for the proposed development is regulated by Title 16. Based on the proposed townhome configuration, two (2) parking spaces per unit are required. The Preliminary Plat indicates that required parking has been planned to meet this standard. Final parking layout and compliance will be verified during final engineering review.
- ii. Density: The subject property is located in the R-4 Residential Zone, which allows higher-density residential development. Density calculations for the proposed seventeen (17) units on approximately 0.91 acres are consistent with the density allowances of the R-4 zone, subject to final verification during plat and engineering review.
- iii. Parcel Consolidation
 1. Development may not proceed on uncombined parcels. The applicant will be required to combine all three parcels into a single parcel prior to final plat recordation and issuance of building permits. Coordination with the Uintah County Recorder's Office will be required to ensure proper consolidation and legal description.
 - a. 050520125
 - b. 050520126
 - c. 050520127
- iv. Vacating previous Subdivision

1. The subject parcels are currently part of the Jacob Flemming Minor Subdivision, which was created in 2023. The current property owners are the sole owners of all affected parcels.
2. The owners have submitted a Subdivision Amendment to dissolve the existing minor subdivision. Because all parcels are under common ownership and no new lots are being created through that amendment, the process does not require a public hearing or public input under applicable subdivision procedures. Staff is currently working through this process to ensure the existing subdivision is properly vacated prior to final plat approval for Uintah Heights.

E. Compliance with State Code & General Plan

- i. The proposed subdivision complies with the City's General Plan land use designation for the area, which supports higher-density residential development. The Preliminary Plat is being reviewed in accordance with Utah Code Title 10, Chapter 20, and Vernal City subdivision regulations. If the Preliminary Plat complies with applicable City Code requirements, state law requires approval, subject to reasonable conditions.

F. Staff Recommendation

- i. Staff recommends approval of the Uintah Heights Preliminary Plat, subject to standard conditions including:
 1. Completion of parcel consolidation
 2. Successful vacating of the Jacob Flemming Minor Subdivision
 3. Final engineering, utility, and agency review

Action Items

1. **Election of Chair and Vice Chair**
2. **Review and approval of the Planning Commission Meeting Schedule**

Discussion Items

1. Discussion – Providing the meeting packets digitally

2. Discussion – Amending the Vernal City Municipal Planning and Zoning Code by adding Section §16.20.100 – Accessory Dwelling Units (ADUs), combining existing Internal Accessory Dwelling Unit (IADU) standards with new provisions for Attached and Detached ADUs.

Type of PC Decision: Legislative

Review Trigger: Planning Commission and Staff Review

Location / Code Reference: Repeal §16.20.308; Enact §16.20.100 – Additional Dwelling Units (AADUs, DADU, IADU)

Discussion

This amendment consolidates and modernizes Vernal City's standards for Additional Dwelling Units (ADUs) by combining existing Internal Accessory Dwelling Units (IADUs) with new standards for Attached (AADUs) and Detached (DADUs).

The proposed section creates a single, comprehensive regulation that supports affordable housing, encourages efficient use of existing infrastructure, and preserves neighborhood character. While staff reviewed several comparable ordinances from other Utah communities, the proposed language was developed specifically for Vernal City because its concepts best reflect the type of balanced growth and neighborhood integrity the City seeks to achieve.

The new regulations will complement the City's existing IADU allowances and expand opportunities for homeowners to create small, well-regulated additional dwellings—whether internal, attached, or detached—while maintaining shared ownership and unified utility service.

Context and Background

At its October 14, 2025 meeting, the Planning Commission directed staff to prepare a unified ordinance that:

- Combines IADU provisions with new AADU and DADU standards.
- Permits Additional Dwelling Units in residential zones where infrastructure meets City standards.
- Prohibits ADUs within mobile home parks but allows them on individually owned MH-zoned lots that meet City infrastructure requirements.
- Requires owner occupancy of either the main dwelling or the Additional Dwelling Unit.
- Prohibits subdivision or separate sale of any ADU from the principal dwelling or lot.
- Requires all ADUs to share the same utility connections as the primary dwelling.
- Retains manageable parking standards and affordability.
- Restricts rentals to long-term occupancy (minimum 90 consecutive days).

This approach aligns with the City's Moderate-Income Housing goals by increasing housing diversity, supporting multigenerational living, and improving housing affordability without altering the single-family character of residential areas.

Analysis

The proposed ordinance will:

1. Create a unified Section (§16.20.100 – Additional Dwelling Units)

Consolidates internal, attached, and detached units into a single framework that complements existing IADU provisions and establishes new rules for DADUs and AADUs.

2. Clarify Eligibility and Zoning

- Permitted in RA-1, R-1, R-2, R-3, R-4, and MH zones (with compliant infrastructure).
- Prohibited within mobile home parks.

3. Strengthen Ownership and Utility Rules

- Additional dwellings cannot be subdivided, conveyed, or sold separately.
- All units must utilize the same utility connections as the primary dwelling; separate meters are prohibited.

4. Define Development Standards

- Lot Size: IADU – 6,000 sf minimum; AADU/DADU – 10,000 sf minimum.
- Design Compatibility: Similar roof form, materials, and color to the primary dwelling.

- Height: 25 ft maximum or equal to primary dwelling, whichever is less.
- Setbacks: Per §16.24.160 or base zoning district.

5. Require Owner Occupancy and Parking

- Owner occupancy required for one of the dwellings.
- IADU: three (3) total off-street parking spaces.
- DADU/AADU: one (1) per bedroom, up to two (2).

6. Prohibit Short-Term Rentals

- Minimum lease term of ninety (90) consecutive days.

7. Administrative Process and Enforcement

- Reviewed and approved administratively by the Planning Department.
- Notice of compliance recorded at the County Recorder's Office.
- Violations subject to revocation and Title 1 enforcement.

Compliance with State Code & General Plan

• Utah Code Compliance:

Implements §§10-9a-505.5 and 10-9a-530 by establishing owner-occupancy, shared utility, and subdivision prohibitions.

• General Plan Consistency:

Advances housing and affordability objectives in Vernal's General Plan by providing regulated flexibility while maintaining neighborhood integrity.

• Infrastructure & Utility Coordination:

Aligns with the **Vernal City Engineering Standards (2016)** to ensure all ADUs rely on existing service laterals without duplicating or oversizing municipal systems.

Potential Code Changes

Red = Removed Code | **Green** = New Code

Removal of Section 16.20.308 Dwelling, Internal Additional (IADU) Addition of Section 16.20.100 – Additional Dwelling Units (AADUs, DADU, IADU)

(Note: Only new code is shown since no prior section exists.)

Section 16.20.308 Dwelling, Internal Additional (IADU)

- A. An IADU may only be created in relation to a primary single family dwelling.
- B. One (1) additional parking space must be created to support the IADU so that the minimum number of parking spaces for a single family dwelling with an IADU shall be three (3).
 - 1. The parking space supporting the IADU must be surfaced in either asphalt, concrete, masonry pavers or gravel.
- C. The minimum lot size for an IADU shall be six thousand (6,000) square feet.
- D. Current fire egress requirements concerning bedroom window egress must be met at the time an IADU is created.
- E. An IADU may not be created or maintained within a manufactured home as defined in this title.

Section 16.20.100 - Additional Dwelling Units (AADUs, DADUs, IADUs)

A. Purpose.

The purpose of this section is to establish uniform standards for internal, attached, and detached additional dwelling units within Vernal City. These provisions are intended to:

1. Encourage a range of attainable and flexible housing options that complement established neighborhoods and support intergenerational living;
2. Promote efficient use of existing infrastructure and public services;
3. Provide opportunities for residents to age in place and for homeowners to maintain long-term investment and stability in the community;
4. Preserve the single-family character and livability of residential zones; and
5. Comply with Utah Code §10-9a-530 and related housing provisions.

B. Applicability.

1. Additional Dwelling Units are permitted in the RA-1, R-1, R-2, R-3, R-4, and MH zones, provided that:
 - a. The property is owner-occupied; and
 - b. All public infrastructure and access meet Vernal City engineering standards.
2. Additional Dwelling Units are prohibited within mobile-home parks.
3. Each Additional Dwelling Unit shall remain accessory to a single-family dwelling located on the same lot.
4. An Additional Dwelling Unit shall not be approved on a lot that contains more than one principal dwelling.

C. Definitions.

1. **Internal Additional Dwelling Unit (IADU):** A self-contained dwelling unit created wholly within the existing footprint of a single-family dwelling, including attached garages or basements.
2. **Attached Additional Dwelling Unit (AADU):** A self-contained dwelling unit constructed as a physical addition to the principal dwelling and sharing a common wall or roof.
3. **Detached Additional Dwelling Unit (DADU):** A self-contained dwelling unit that is structurally separate from the principal dwelling but located on the same lot.
4. **Owner Occupancy:** The property owner resides in either the principal or the additional dwelling as their primary residence.

D. Prohibited Subdivision and Sale.

1. An Additional Dwelling Unit may not be subdivided, conveyed, or sold separately from the principal dwelling or lot, whether by condominium conversion, metes-and-bounds description, or other means.
2. All Additional Dwelling Units shall remain under common ownership with the principal dwelling.

E. Utilities.

1. All Additional Dwelling Units shall utilize the same utility connections as the principal dwelling for culinary water, sanitary sewer, electric, and natural-gas service.
2. Separate meters, service laterals, or independent utility accounts are prohibited.
3. Any required upgrades to existing service lines shall be the responsibility of the property owner and installed in accordance with Vernal City Engineering Standards (2016).

F. Development Standards.

1. **Lot Size:** Minimum 6,000 square feet for IADUs; 10,000 square feet for AADUs and DADUs.
2. **Setbacks:** Shall comply with § 16.24.160 (Accessory Buildings and Structures) or the base-zone standards, whichever is more restrictive.

3. **Height:** Shall not exceed 25 feet or the height of the principal dwelling, whichever is less.
4. **Design Compatibility:**
 - a. AADUs and DADUs shall utilize exterior materials, colors, and roof forms that are consistent with or complementary to the principal dwelling.
 - b. Detached units shall include similar window and door proportions and roof pitch.
5. **Fire and Building Safety:** All Additional Dwelling Units must comply with adopted building, fire, and health codes, including egress requirements for sleeping rooms.
6. **Floodplain and Sensitive Lands:** Units within mapped flood or sensitive-land areas must meet applicable provisions of Titles 8 and 12.

G. Parking Requirements.

1. A single-family dwelling containing an IADU shall provide a total of three (3) off-street parking spaces.
2. AADUs and DADUs shall provide one (1) off-street parking space per bedroom, up to a maximum of two (2).
3. Parking surfaces shall consist of asphalt, concrete, masonry pavers, or gravel.
4. All parking shall be located outside required front-yard setback areas unless otherwise approved by the Planning Department.

H. Occupancy and Use.

1. Either the principal dwelling or the Additional Dwelling Unit must be owner-occupied at all times.
2. Short-term rentals (less than ninety [90] consecutive days) are prohibited.
3. No more than one (1) family, as defined in § 16.04.030, may occupy an Additional Dwelling Unit at any time.

I. Flag Lots.

Detached Additional Dwelling Units are prohibited on flag lots unless otherwise approved through the subdivision process and compliant with all access and utility standards.

J. Administrative Procedure.

1. Applications shall be reviewed administratively by the Planning Department.
2. Submittal requirements include:
 - a. Completed application form;
 - b. Scaled site plan showing structures, driveways, and parking;
 - c. Floor plans demonstrating compliance with building and fire codes; and
 - d. Proof of owner occupancy.
3. Upon approval, the City shall record a **Notice of Compliance** with the Uintah County Recorder identifying the property as containing an approved Additional Dwelling Unit.

K. Enforcement and Revocation.

1. Failure to maintain owner occupancy, shared utilities, or long-term rental compliance constitutes a violation of this Title.
2. Violations are subject to enforcement under Title 1, including revocation of approval and daily civil penalties.
3. Upon revocation, continued occupancy of the Additional Dwelling Unit is unlawful.

L. Relationship to Other Uses.

This section does not modify or supersede § 16.20.310 (Dwelling, Mixed Use Accessory). Mixed-use dwellings within commercial or mixed-use zones remain governed by that section.

M. Re-evaluation Upon Transfer of Ownership.

When a property containing an approved Additional Dwelling Unit is sold or otherwise transferred, the new owner shall submit verification of continued owner occupancy and compliance with this section within sixty

(60) days of the transfer. Failure to do so shall render the prior approval void, and continued occupancy of the Additional Dwelling Unit shall be unlawful until a new administrative approval is granted.

Staff Recommendation

Staff recommends that the Planning Commission forward a positive recommendation to the City Council for approval of Ordinance No. 2025-031, repealing §16.20.308 and adopting §16.20.100 *Accessory Dwelling Units (ADUs)* to establish unified, enforceable standards that:

- prohibit separate subdivision or sale of ADUs,
- require shared utility connections with the principal dwelling, and
- provide affordable, well-regulated housing flexibility across Vernal's residential zones.

