



Planning Commission Agenda

2267 North 1500 West Clinton City, UT 84015

March 5, 2026

6:00 pm

Administrative Items

1. Invocation or Thought
2. Pledge
3. Roll Call
4. Declaration of Conflicts

Regular Business

1. Review of Planning Commission Rules of Procedure (*continued from last meeting*)
2. Ordinance Update Discussion – ADU Regs (*continued from last meeting*)
3. Land Use Training – General Plan

Other Business

1. Approval of February 5, 2026 and July 10, 2025 Meeting Minutes
2. Director's Report
 - March 24 PC/CC GP map work meeting
3. Commission Report

Adjourn

The order of agenda items may be changed, or times accelerated.

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL CITY MEETINGS

If you attend this meeting and, due to a disability, will need assistance in understanding or participating, please notify the Community Development Department at (801) 614-0740 prior to the meeting and we will seek to provide assistance.

CLINTON CITY PLANNING COMMISSION

STAFF REPORT

MEETING DATE:	March 5, 2026
AGENDA ITEM:	1
PETITIONER(S):	N/A
SUBMITTED BY:	Peter Matson, Community Development Director
TYPE OF VOTE:	Roll Call Vote – No
SUBJECT:	Clinton City Planning Commission Rules of Procedure

RECOMMENDATION

Move to approve the Planning Commission Rules of Procedure (ROP) based meeting discussion and staff research. If the Commission determines that additional discussion is needed, the item can be tabled to the next meeting.

BACKGROUND INFORMATION

The Planning Commission Rules of Procedure (ROP) establish how the Commission is organized, how meetings are conducted, and how decisions are made. These rules function as the Commission’s operating manual and are intended to ensure consistency, fairness, and compliance with state and local requirements.

Two versions of the Rules of Procedure are provided for review:

- **ATTACHMENT A – Redlined Copy:**
This version includes changes staff originally proposed plus to the existing Rules of Procedure and the changes discussed by the Commission last month. Additions, deletions, and edits are marked so Commissioners can clearly see what changes are being considered.
- **ATTACHMENT B – Clean Copy:**
This is a clean version with all the proposed changes without the strikeout/underlined text. .

This latest version also includes changes to the outline/structure of the document for improved clarity. The Rules of Procedure are organized in the following chapters:

- **Chapter 1 – Organization of the Commission:**
Establishes officer roles (Chair and Vice Chair), terms, and staff support.
- **Chapter 2 – Rights and Duties of Members:**
Addresses attendance, conflicts of interest, voting responsibilities, and member conduct.
- **Chapter 3 – Meetings:**
Covers meeting types, notice requirements, quorum, work sessions, and meeting length.

- **Chapter 4 – Procedures:**
Outlines agendas, public hearings, motions, debate, voting, and parliamentary procedures.
 - **Chapter 5 – Amendments:**
Describes how the Rules of Procedure may be amended.
 - **Chapter 6 – Recording of Rules:**
Addresses recordkeeping and distribution of adopted rules.
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ATTACHMENTS:

- A) Planning Commission Rules of Procedure REDLINE COPY
- B) Planning Commission Rules of Procedure CLEAN COPY

CLINTON CITY PLANNING COMMISSION RULES OF PROCEDURES

~~Chapter 1~~ CHAPTER 1 - ORGANIZATION.

(1) Appointment of Chairperson and Vice-Chairperson

The Commission, at its first regular meeting in ~~January-December~~of each year, shall elect by majority vote, a ~~chairperson~~Chairperson and ~~vice-chairperson~~Vice-Chairperson. Said officers shall serve one year (January 1 to December 31).

(a) The Chairperson to preside at Commission Meetings.

The ~~chairperson~~Chairperson shall preside at all meetings of the Commission and shall give the general direction for the meetings.

(b) Duties of the Chairperson.

- (i) To take the ~~chair~~Chair precisely on the day and at the hour for which the meeting of the Commission has been called, or to which the Commission may have adjourned, and immediately to call the Commission to order, and proceed with the order of business.
- (ii) To announce the business before the Commission in the order in which it is to be acted upon.
- (iii) To receive and submit in the proper manner all motions and propositions presented by the members of the Commission.
- (iv) To put to vote all questions which are properly moved or which necessarily arise in the course of proceedings and to announce the results thereof.
- (v) To inform the Commission when necessary, or when referred to for that purpose, on any point of order or practice
- (vi) It shall be the general duty of the ~~chairperson~~Chairperson of the Commission to authenticate by his signature when necessary, or when directed by the Commission all of the acts and proceedings of the Commission.
- (vii) To maintain order at the meetings of the Commission.
- (viii) To present, each December, ~~may present~~and annual report to the Mayor and City Council covering the actions of the Commission.

(c) Duties of the Vice-Chairperson.

The Vice-~~chairperson~~Chairperson, during the absence of the ~~chairperson~~Chairperson, shall have and perform all the duties and functions of the ~~chairperson~~Chairperson

(d) Temporary ~~chairperson~~Chairperson.

In the event of the absence of or disability of both the ~~chairperson~~Chairperson and the ~~vice~~Vice-~~chairperson~~Chairperson, the Commission shall elect a temporary ~~chairperson~~Chairperson to serve until the ~~chairperson~~Chairperson or ~~vice~~Vice-~~chairperson~~Chairperson so absent or disabled shall return or the disability shall be removed, as the case may be. In such event, the temporary ~~chairperson~~Chairperson shall have all powers to perform the functions and duties herein assigned to the ~~chairperson~~Chairperson of the Commission.

(2) Commission Staff

(a) Planning-Community Development Director

The Planning-Community Development Director of Clinton, as appointed by the City Manager, shall serve as staff to the Planning Commission. The staff member shall have the following duties:

- (i) Within at least four (4) days, unless approved by the ~~chairperson~~Chairperson, of each regularly scheduled Commission meeting, supply each member of the Commission sufficient materials and documents to advise the Commission members of the issues to be discussed at the meeting.
- (ii) To recommend courses of actions in congruence with applicable Clinton City Ordinances.
- (iii) To present reports and materials to Commission members with regard to the ~~€~~City's best interest.
- (iv) To present staff reports, recommendations and comments on any item of business as it is put before the Commission by the ~~chairperson~~Chairperson
- (v) To clarify or explain any point of business as requested by the ~~chairperson~~Chairperson.
- (vi) To call special meetings s as deemed necessary with the approval of the ~~€~~Chairman and/or majority of the Commission.

(b) Secretary

The Community Development Director shall appoint an individual to act as secretary for the Commission ~~under the direction of the Planning Director~~. The secretary shall have the following duties:

- (i) To give notice of all Commission meetings as hereinafter provided.
- (ii) To keep and maintain a permanent record file of all documents s and papers pertaining to the work of the Commission.
- (iii) To perform such other duties as may be required by these rules.
- (iv) To take, transcribe, and maintain minutes and records of the Commission.
- (v) To attend every session of the Commission, to take roll and record the same, to read all communication, resolution and other papers which are ordered to be read by the ~~chairperson~~Chairperson of the meeting, and to receive and bring to the attention of the Commission all messages and other communications from other sources.

Chapter 2 — CHAPTER 2 - RIGHTS AND DUTIES OF MEMBERS.**(1) Addressing Members**

Commission members shall be addressed as “Commissioner”

(2) Preparation

Members of the Commission shall take such time as necessary to prepare themselves for hearings and meetings.

(3) Members shall attend meetings

Every member of the Commission shall attend the sessions of the Commission unless duly excused or necessarily prevented. Any member desiring to be excused shall notify the staff member or secretary. The staff member shall call the same to the attention of the ~~chairperson~~Chairperson during the scheduled meeting. Two unexcused absences shall result in mandatory referral, by the ~~chairperson~~Chairperson, to the Mayor for membership review.

~~(a) At the discretion of the Chairperson, a Commissioner may be permitted to attend a meeting by electronic means (e.g. teleconference, telephone, etc.) when warranted. and properly noticed.~~

~~(a)~~

(4) Conflict of Interest.

Any member of the Commission who feels that he or any other member of the Commission has an actual, apparent, or reasonably foreseeable conflict of interest on any matter that is on the Commission agenda shall explain the apparent conflict to the Commission. The Commission shall then vote to decide whether the requested disqualification is justified. If it is decided that there is a conflict of interest, the person shall not participate in the discussion and voting of the matter, nor attempt to use his or her influence with the Commission before, during or after the meeting.

- (a) There may be a conflict of interest if there are personal, familial, or financial ties between the Planning Commissioner and a proponent or opponent of any item of business.
- (b) A Planning Commissioner may appear before the Commission through his employment as an advocate or agent for a proponent only after ~~this~~their disqualification on the subject matter.
- (c) A Planning Commissioner must not sell or offer to sell services or solicit prospective clients or employment by stating an ability to influence decisions.
- (d) A Planning Commissioner must not use the power of his office to seek or obtain a special advantage that is not in the public interest, ~~or that provides him with any fiduciary financial gain,~~ nor any special advantage that is not a matter of public knowledge.

(5) Explaining Vote

After any vote is taken, any member of the Commission desiring to explain his or her vote shall be allowed an opportunity to do so.

(6) Not to Vote Unless Present

No member of the Commission shall be permitted to vote on any question unless he or she shall be

present when the vote is taken and when the result is announced. No member shall give his or her proxy to any person whomsoever. A Commissioner, who is attending the meeting by electronic means with properly notification, may be permitted to vote on any question, and is deemed present for the purposes of this paragraph.-

CHAPTER 3 - MEETINGS

~~(7)~~(1) Place

All meetings of the Commission shall be held in the City Council Chambers of the Municipal Building, Clinton, Utah, or at such other place in Clinton City as the Commission may designate. A meeting having been convened at the place designated may be adjourned by the Commission to any other place within Clinton City for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place.

~~(8)~~(2) Regular Meetings – Time for Notice

Regular meetings of the Commission shall typically be held at ~~7:00~~6:00 p.m. on the first ~~and third~~ Tuesday of each month. Scheduled Commission Meeting dates will be published annually.; provided that the third Tuesday of each month shall be designated as work sessions as provided under § 6 or a time of a second meeting in the month if an additional meeting is needed as decided by the chairperson.

At the discretion of the ~~chairperson~~Chairperson, additional meetings, field trips, or work sessions may be held at other appropriate times.

~~(9)~~(3) Special Meetings – Rehearing's

The staff member shall give notice of the time and purpose of every special meeting of the Commission at least two (2) days prior to such meeting. Such notice shall be delivered to each member of the Commission personally, by e-mail, or may be given by telephone to the member of the Commission. Such notice may also be given by United States Mail directed to the member of the Commission ~~as~~ to be notified at his or her residence and mailed not less than four (4) days prior to the time fixed for such special meeting.

It is specifically provided, however, that any member may in writing waive prior notice of the time, place, and purpose of such meeting and such waiver, if made, shall be noted on the minutes of the meeting by any member of the Commission, and shall be deemed to be waiver of prior notice of the time and purpose thereof.

~~(10)~~(4) Meetings – Matter Considered

All items on the agenda will be considered at the meeting for which the agenda was prepared. Items discussed, but not fully acted upon may be tabled by the Commission to a later time and date. The time and date must be announced during the meeting when it is tabled. A public hearing need not be re-advertised if a decision is tabled to a later date. If a decision is tabled indefinitely, proper notice will be provided in the same manner as a new agenda item.

- (a) Requests for continuance of matters scheduled for a particular agenda shall be filed with the Planning Community Development Director by Wednesday at Noon preceding the Tuesday meeting so that the printed agenda will reflect the requested continuance.

~~(b)~~

~~(e)(b)~~ No appeal or application shall be considered unless ~~a~~the meeting is open to the public.

~~(11)(5)~~ **Quorum**

Four (4) members of the Commission shall constitute a quorum thereof for the transaction of all business, except where unanimous consent of all members present is required. Any member disqualified because of a conflict of interest shall not be considered when determining whether a quorum is constituted. Except as otherwise specifically provided in the rules, a majority vote of the Commission members present at a meeting shall be required and shall be sufficient to transact any business before the Commission.

~~(12)(6)~~ **Work Sessions**

~~A regular planning work session of the Commission shall be held on the third Tuesday of each month at the hour of 7:00 p.m.~~ Work sessions may be held as part of a Commission meeting, as a joint meeting with the City Council, or called in the same manner as a special meeting in order for the Commission to discuss matters at greater length or to obtain additional background information. The Commission shall take no vote during such work session, except to give directions to Staff regarding the presentation of options for future consideration.

~~(13)(7)~~ **Open Meetings Law**

All meetings of the Planning Commission shall be noticed in conformance with the requirements of the Open and Public Meetings Law of the State of Utah.

~~(14)(8)~~ **Length of Meeting**

At ~~10:00~~9:00 p.m. the Planning Commission will finish the item presently being considered, and no additional items will be heard after that time, unless a motion is made by a member of the Commission and approved by a majority of those present requesting to continue the agenda. All items remaining to be heard will be forwarded to the next agenda for consideration.

CHAPTER 4 - PROCEDURES

~~(15)(1)~~ **Order of Business** ~~Agendas~~ Agenda for Meetings

Staff, with the approval of the Chairperson, shall prepare a written agenda for each meeting. At the Chairperson's discretion the order of the items may be changed at the meeting.

The following procedure will normally be observed; however, it may be rearranged by the Chairperson for individual items if necessary for the expeditious conduct of business.

(a) Roll Call.

At all meetings before proceeding to business, the role of the Commission members shall be taken and the names of those present and those absent shall be entered and recorded.

~~(b)~~ Agenda for Meetings

~~(e)(b)~~ Order of Business ~~Order~~ Other Agenda Items. ~~of Business.~~

The following items should be included in the agenda to be considered by the Commission: ~~order of business in the Commission shall be as follows:~~

~~(i) Items for consideration as listed in the agenda~~

~~(ii)(i) Old business~~

~~(iii)(ii) New business~~

~~(iii) Approval of prior meeting minutes~~

~~(iv) City Council Report/Director’s Report~~

~~(iv)(v) Commission Report~~

~~(v) Approval of minutes prior meetings~~

~~(d)~~

~~Staff, with the approval of the chairperson, shall prepare a written agenda for each meeting.~~

~~(e) Deadline for Agenda~~

~~The deadlines for filing for placement on the agenda of the Commission are as follows:~~

~~(i) Rezone petitions and zoning amendments – twenty-eight (28) days prior to the meeting~~

~~(ii) Preliminary and Final approval of subdivision plats – twenty-eight (28) days prior to the meeting~~

~~(iii) Conditional Use Permits – twenty-eight (28) days prior to the meeting~~

~~(iv) All others – twenty-eight (28) days prior to the meeting~~

(2) Order and Decorum

(a) Order of Consideration of Items

~~The following procedure will normally be observed; however, it may be rearranged by the chairperson for individual items if necessary for the expeditious conduct of business~~

(i) Public Hearings

~~(A) Chairperson introduces item.~~

~~(A)(B) The staff makes presentations and recommendations~~

~~(B)(C) The petitioner makes statements of presentation.~~

~~(1) The Commission may ask questions of the petitioner.~~

~~(C) The staff makes presentations and recommendations.~~

~~(C) The Commission may ask questions regarding the staff presentation.~~

~~(D) The Chairperson opens the public hearing.~~

~~(E) Any members of the public in attendance who would like to speak Any proponents of the agenda items may make a presentation consistent with provisions established in Section 4(2)(c) Conduct of Persons Before Commission.~~

~~(F) Any opponents of the agenda items make presentation.~~

~~(G)(F) Petitioner makes rebuttal of any points not previously covered.~~

- (G) Commission asks any questions it may have of ~~the proponents, opponents, or~~ staff.
- (H) ~~The Chairperson closes the Public Hearing, except when a public hearing requires a continuance as made upon, then~~ such that this first requires a motion and vote of approval by the Commission ~~is required.~~
- (I) Commission discusses the item before them amongst themselves making whatever comments they feel are pertinent. After the discussion, a motion is made and voted upon.
- (ii) Discussion Items, ~~Work sessions~~ Work sessions or other items
- (A) ~~The~~ Chairperson introduces item.
- ~~(B) The petitioner makes statements of presentation.~~
- ~~(C) (B) The Commission may ask questions of the petitioner. The staff make presentations and recommendations.~~
- ~~(D) (C) The staff makes presentations and recommendations. The Commission may ask questions regarding the staff presentation.~~
- ~~(D) The Commission may ask questions regarding the staff presentation. If item is based on an application, the petitioner makes statements and presentations.~~
- (E) ~~The Commission may ask questions of the petitioner.~~
- (F) ~~The~~ Petitioner makes rebuttal of any points not previously covered.
- (G) ~~The~~ Commission asks any questions it may have of ~~the proponents, opponents, or~~ staff.
- (H) ~~The~~ Commission discusses the item ~~before them~~ amongst themselves making whatever comments they feel are pertinent. After the discussion, ~~if agendized as an action item~~ a motion ~~may be is-~~made and voted upon.

(b) Time Limits

The Chair~~person~~ may impose equitable time limits, if deemed necessary for the expeditious conduct of the public hearing.

(c) Conduct of Persons before the Commission

- (i) Persons making presentations or providing comments to the Planning ~~e~~Commission shall address the Commission from the podium or microphone and not from the audience, shall provide their name and address for the record, shall address all comments to the Planning Commission, and may not directly question or interrogate other persons in the audience. No demonstrations, clapping, or "booing" of speakers shall be permitted. If such distractive actions ~~are~~ taking place, the ~~chair~~ Chairperson may excuse those involved from the room of the meeting or building, if necessary.
- (ii) Persons desiring to address, make oral requests and communications from the audience may be required to sign a "list to present" roster prior to ~~an~~ agenda item. When called forward by the Chair~~person~~, the speakers shall give their name and address for the record. They will be allowed up to three minutes to make their presentation. All remarks and questions shall be addressed to the Chair~~person~~ and not to any individual Commission

Member, staff member or other person. No person shall enter into any discussion without being recognized by the Chair~~person~~.

(3) Motions

(a) Making a Motion

Upon review of the full public record on a request and due deliberation among the members of the Planning Commission, any Commissioner, but the ~~chair~~Chairperson, may make or second a motion and must be directed to the ~~chairperson~~Chairperson. The motion shall include not only the direction of the motion, but shall also include the recitation of specific findings of fact supporting such motion. A second shall be required for each motion citing compatible findings. Other members of the Commission may support the motion adding compatible findings. A motion shall die in the absence of a second.

(b) Withdrawing a Motion

After a motion is restated by the ~~chairperson~~Chairperson or read by the secretary, it shall be deemed in the possession of the Commission but may be withdrawn at any time before division or amendment by the unanimous consent of the Commission.

(c) Motions in Order During Debate

When a question is under debate, no motion shall be received except:

- (i) To fix the time to adjourn.
- (ii) To adjourn.
- (iii) To continue or table.
- (iv) To amend.
- ~~(v)~~ To substitute.
- ~~(v)~~ To take a break (recess).

(d) Motion to Adjourn Always in Order – Exceptions.

A motion to adjourn shall always be in order except when the Commission is voting, and except when a previous motion to adjourn having been defeated, no intervening business has been transacted; but this rule shall not authorize any member to move ~~an~~for adjournment when another member has the floor.

(e) Motion must be Germane

No motion or proposition on a subject different from ~~the~~that under consideration is in order and no such motion ~~of~~or proposition shall be admitted under color of amendments

(f) Questions Not Debatable

Motions to adjourn, to take a recess, or to continue shall be decided without debate, and all incidentals questions or order arising after any such motion is made and pending decision thereon shall be decided without debate.

(4) Reconsideration

(a) Who May Move to Reconsider

If a proposition shall fail to pass on account of not having received a majority vote, any member of the Commission having voted in the negative shall have the right to move for a reconsideration of such proposition. If a proposition shall pass by a majority vote, any member having voted in the affirmative shall have the right to move for a reconsideration of such proposition.

(b) Vote Required For Reconsideration

Upon a motion to reconsider the vote on any matter, a majority of all the members of the Commission present shall be required to reconsider the same.

(c) Time For Motion to Reconsider

When a question has been decided by the Commission, any member voting with the prevailing side may move for reconsideration thereof, or give notice that he or she will make such a motion within the time prescribed by the rules. In the event notice of intention to move for reconsideration is given, no further proceedings shall be had on the proposition in question until the motion for reconsideration is made and determined or until the time for making such a motion has lapsed. No motion for reconsideration shall be made in order, unless made before the adjournment of the meeting of the Commission at which the original motion was taken. Such motion shall take precedence over all other motions and questions, except a motion to adjourn.

(5) Debate

(a) Interruptions and Questions

No member of the Commission shall interrupt or question another in debate without obtaining his or her consent, ~~and obtain such consent; he or she shall~~having first addressed ed the ~~chairperson~~Chairperson.

(6) Amendments

(a) Substitution Motions

All so-called substitution motions and resolutions shall be considered as amendments only, and shall be subject to the rules relating thereto.

(b) Amendments Must Be Germane

All amendments must relate to the same subject as the original motion, resolution, proposition or ordinance

(c) Tabling Amendment Not to Prejudice Motion

An amendment may be tabled without prejudice to the main motion or question. When an amendment proposed to any pending measure shall be laid on the table, such action shall not carry with it or prejudice such measure.

(d) Order of Action

If any amendment be offered, the question shall be first upon the amendment.

(7) Voting

(a) Commission Member Required to Vote, Late Voting

No member may abstain from voting unless there is a conflict of interest. A member entering the chamber after the question is put and before it is decided, may have the question stated, record his

or her vote and be counted.

(b) Tie Vote

If a motion for approval of any matter before the Commission receives an equal number of votes in the affirmative and in the negative, and a subsequent motion on the matter is either not made or cannot achieve a majority vote, the matter before the Commission shall be deemed to be denied. Every effort will be made by the Commission to resolve tie votes. The option of continuing an item with the possibility that an odd number of Commissioners would be at a subsequent meeting may be considered.

(c) Procedure of Final ~~Passage-recommendation to the City Council~~ of Ordinance Amendments and Rezone Petitions

The vote upon the final ~~passage-recommendation to the City Council~~ of amendments to the Zoning and Subdivision Ordinances, amendments to the ~~Master-General~~ Plan and Rezone Petitions shall be voted upon by ayes and nays given by members on such roll call shall be called by the secretary in the rotation, except that the ~~chairperson~~Chairperson shall be last.

In recording votes on roll call the secretary shall record and report those absent or not voting. The ~~chairperson~~Chairperson shall announce the result.

(8) Procedure on Final Passage of All Other Business

The vote, upon the passage of all other business shall be made by signifying a yea or nay upon the request of the ~~chairperson~~Chairperson. A call for those voting yea will be made first by the ~~chairperson~~Chairperson followed by a call for those voting nay. The chairperson shall announce the result.

(a) Procedure of Final Passage of Other Business

The vote, upon the passage of all other business shall be made by signifying a yea or nay upon the request of the Chairperson. A call for those voting yea will be made first by the Chairperson followed by a call for those voting nay. The Chairperson shall announce the result.

~~(a)~~(b) Voting or Changing Vote After Decision Announced

When a vote is taken on roll call on any question, no member shall be permitted to vote or to change his or her vote after a decision is announced by the ~~chair~~Chairperson.

~~(b)~~(c) Changing Vote Before Decision Announced

On any such vote, any member may change his or her vote before the ~~chair~~Chairperson has announced the decision of the question .

~~(c)~~(d) Suspension or Alteration of Rules

No standing rules of the Commission shall be altered, amended, suspended or rescinded without the vote of a majority of all members of the Commission.:-

~~Chapter 3~~ — CHAPTER 5 - AMENDMENTS

(1) Procedure For Amendment

These rules of procedure may be amended at any meeting of the Commission held after not less than ~~fourteen (14)~~four (4) days written notice of the proposal to amend the rules has been received by the members of the Commission. A majority vote is required to amend these rules of procedure.

CHAPTER 6 RECORDING OF RULES

(1) Recording – Copies to be Furnished

These rules and all subsequent amendments thereto shall be recorded by the Commission Secretary in the book kept for the recording of such business, and the Commission Secretary shall furnish to each member of the Commission a copy thereof in form convenient for reference.

CLINTON CITY PLANNING COMMISSION RULES OF PROCEDURES

CHAPTER 1 - ORGANIZATION.

(1) Appointment of Chairperson and Vice-Chairperson

The Commission, at its first regular meeting in December, shall elect by majority vote, a Chairperson and Vice-Chairperson. Said officers shall serve one year (January 1 to December 31).

(a) The Chairperson to preside at Commission Meetings.

The Chairperson shall preside at all meetings of the Commission and shall give the general direction for the meetings.

(b) Duties of the Chairperson.

- (i) To take the Chair precisely on the day and at the hour for which the meeting of the Commission has been called, or to which the Commission may have adjourned, and immediately to call the Commission to order, and proceed with the order of business.
- (ii) To announce the business before the Commission in the order in which it is to be acted upon.
- (iii) To receive and submit in the proper manner all motions and propositions presented by the members of the Commission.
- (iv) To put to vote all questions which are properly moved or which necessarily arise in the course of proceedings and to announce the results thereof.
- (v) To inform the Commission when necessary, or when referred to for that purpose, on any point of order or practice
- (vi) It shall be the general duty of the Chairperson of the Commission to authenticate by his signature when necessary, or when directed by the Commission all of the acts and proceedings of the Commission.
- (vii) To maintain order at the meetings of the Commission.
- (viii) To present, each December, may present an annual report to the Mayor and City Council covering the actions of the Commission.

(c) Duties of the Vice-Chairperson.

The Vice-Chairperson, during the absence of the Chairperson, shall have and perform all the duties and functions of the Chairperson

(d) Temporary Chairperson.

In the event of the absence of or disability of both the Chairperson and the Vice-Chairperson, the Commission shall elect a temporary Chairperson to serve until the Chairperson or Vice-Chairperson so absent or disabled shall return or the disability shall be removed, as the case may be. In such event, the temporary Chairperson shall have all powers to perform the functions and duties herein assigned to the Chairperson of the Commission.

(2) Commission Staff**(a) Community Development Director**

The Community Development Director of Clinton, as appointed by the City Manager, shall serve as staff to the Planning Commission. The staff member shall have the following duties:

- (i) Within at least four (4) days, unless approved by the Chairperson, of each regularly scheduled Commission meeting, supply each member of the Commission sufficient materials and documents to advise the Commission members of the issues to be discussed at the meeting.
- (ii) To recommend courses of actions in congruence with applicable Clinton City Ordinances.
- (iii) To present reports and materials to Commission members with regard to the City's best interest.
- (iv) To present staff reports, recommendations and comments on any item of business as it is put before the Commission by the Chairperson
- (v) To clarify or explain any point of business as requested by the Chairperson.
- (vi) To call special meetings as deemed necessary with the approval of the Chairman and/or majority of the Commission.

(b) Secretary

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- (i) To give notice of all Commission meetings as hereinafter provided.
- (ii) To keep and maintain a permanent record file of all documents and papers pertaining to the work of the Commission.
- (iii) To perform such other duties as may be required by these rules.
- (iv) To take, transcribe, and maintain minutes and records of the Commission.
- (v) To attend every session of the Commission, to take roll and record the same, to read all communication, resolution and other papers which are ordered to be read by the Chairperson of the meeting, and to receive and bring to the attention of the Commission all messages and other communications from other sources.

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necessarily prevented. Any member desiring to be excused shall notify the staff member or secretary. The staff member shall call the same to the attention of the Chairperson during the scheduled meeting. Two unexcused absences shall result in mandatory referral, by the Chairperson, to the Mayor for membership review.

- (a) At the discretion of the Chairperson, a Commissioner may be permitted to attend a meeting by electronic means when warranted.

(4) Conflict of Interest.

Any member of the Commission who feels that he or any other member of the Commission has an actual, apparent, or reasonably foreseeable conflict of interest on any matter that is on the Commission agenda shall explain the apparent conflict to the Commission. The Commission shall then vote to decide whether the requested disqualification is justified. If it is decided that there is a conflict of interest, the person shall not participate in the discussion and voting of the matter, nor attempt to use his or her influence with the Commission before, during or after the meeting.

- (a) There may be a conflict of interest if there are personal, familial, or financial ties between the Planning Commissioner and a proponent or opponent of any item of business.
- (b) A Planning Commissioner may appear before the Commission through his employment as an advocate or agent for a proponent only after their disqualification on the subject matter.
- (c) A Planning Commissioner must not sell or offer to sell services or solicit prospective clients or employment by stating an ability to influence decisions.
- (d) A Planning Commissioner must not use the power of his office to seek or obtain a special advantage that is not in the public interest, or that provides him with any financial gain, nor any special advantage that is not a matter of public knowledge.

(5) Explaining Vote

After any vote is taken, any member of the Commission desiring to explain his or her vote shall be allowed an opportunity to do so.

(6) Not to Vote Unless Present

No member of the Commission shall be permitted to vote on any question unless he or she shall be present when the vote is taken and when the result is announced. No member shall give his or her proxy to any person whomsoever. A Commissioner, who is attending the meeting by electronic means with proper notification, may be permitted to vote on any question, and is deemed present for the purposes of this paragraph.

CHAPTER 3 - MEETINGS

(1) Place

All meetings of the Commission shall be held in the City Council Chambers of the Municipal Building, Clinton, Utah, or at such other place in Clinton City as the Commission may designate. A meeting having been convened at the place designated may be adjourned by the Commission to any other place within Clinton City for the sole purpose of investigating some particular matter of business which may be more conveniently investigated at such other place.

(2) Regular Meetings – Time for Notice

Regular meetings of the Commission shall typically be held at 6:00 p.m. on the first Tuesday of each month. Scheduled Commission Meeting dates will be published annually.

At the discretion of the Chairperson, additional meetings, field trips, or work sessions may be held at other appropriate times.

(3) Special Meetings – Rehearings

The staff member shall give notice of the time and purpose of every special meeting of the Commission at least two (2) days prior to such meeting. Such notice shall be delivered to each member of the Commission personally, by e-mail, or may be given by telephone to the member of the Commission. Such notice may also be given by United States Mail directed to the member of the Commission to be notified at his or her residence and mailed not less than four (4) days prior to the time fixed for such special meeting.

It is specifically provided, however, that any member may in writing waive prior notice of the time, place, and purpose of such meeting and such waiver, if made, shall be noted on the minutes of the meeting by any member of the Commission, and shall be deemed to be waiver of prior notice of the time and purpose thereof.

(4) Meetings – Matter Considered

All items on the agenda will be considered at the meeting for which the agenda was prepared. Items discussed, but not fully acted upon may be tabled by the Commission to a later time and date. The time and date must be announced during the meeting when it is tabled. A public hearing need not be re-advertised if a decision is tabled to a later date. If a decision is tabled indefinitely, proper notice will be provided in the same manner as a new agenda item.

- (a) Requests for continuance of matters scheduled for a particular agenda shall be filed with the Community Development Director by Wednesday at Noon preceding the Tuesday meeting so that the printed agenda will reflect the requested continuance.
- (b) No appeal or application shall be considered unless the meeting is open to the public.

(5) Quorum

Four (4) members of the Commission shall constitute a quorum thereof for the transaction of all business, except where unanimous consent of all members present is required. Any member disqualified because of a conflict of interest shall not be considered when determining whether a quorum is constituted. Except as otherwise specifically provided in the rules, a majority vote of the Commission members present at a meeting shall be required and shall be sufficient to transact any business before the Commission.

(6) Work Sessions

Work sessions may be held as part of a Commission meeting, as a joint meeting with the City Council, or called in the same manner as a special meeting in order for the Commission to discuss matters at greater length or to obtain additional background information. The Commission shall take no vote during such work session, except to give directions to Staff regarding the presentation of options for future consideration.

(7) Open Meetings Law

All meetings of the Planning Commission shall be noticed in conformance with the requirements of the Open and Public Meetings Law of the State of Utah.

(8) Length of Meeting

At 9:00 p.m. the Planning Commission will finish the item presently being considered, and no additional items will be heard after that time, unless a motion is made by a member of the Commission and approved by a majority of those present requesting to continue the agenda. All items remaining to be heard will be forwarded to the next agenda for consideration.

CHAPTER 4 - PROCEDURES**(1) Agenda for Meetings**

Staff, with the approval of the Chairperson, shall prepare a written agenda for each meeting. At the Chairperson's discretion the order of the items may be changed at the meeting.

The following procedure will normally be observed; however, it may be rearranged by the Chairperson for individual items if necessary for the expeditious conduct of business.

(a) Roll Call.

At all meetings before proceeding to business, the role of the Commission members shall be taken and the names of those present and those absent shall be entered and recorded.

(b) Other Agenda Items.

The following items should be included in the agenda to be considered by the Commission:

- (i) Old business
- (ii) New business
- (iii) Approval of prior meeting minutes
- (iv) City Council Report/Director's Report
- (v) Commission Report

(2) Order and Decorum**(a) Order of Consideration of Items****(i) Public Hearings**

- (A) Chairperson introduces item.
- (B) The staff makes presentations and recommendations
- (C) The petitioner makes statements of presentation.
- (1) The Commission may ask questions of the petitioner.
- (C) .The Commission may ask questions regarding the staff presentation.
- (D) The Chairperson opens the public hearing.
- (E) Any members of the public in attendance who would like to speak may make a

presentation consistent with provisions established in Section 4(2)(c) *Conduct of Persons Before Commission*.

- (F) Petitioner makes rebuttal of any points not previously covered.
- (G) Commission asks any questions it may have of staff.
- (H) The Chairperson closes the Public Hearing, except when a public hearing requires a continuance as made upon such that this first requires a motion and vote of approval by the Commission.
- (I) Commission discusses the item before them amongst themselves making whatever comments they feel are pertinent. After the discussion, a motion is made and voted upon.

(ii) Discussion Items, Work sessions or other items

- (A) The Chairperson introduces item.
- (B) The staff make presentations and recommendations.
- (C) The Commission may ask questions regarding the staff presentation.
- (D) If item is based on an application, the petitioner makes statements and presentations.
- (E) The Commission may ask questions of the petitioner.
- (F) The Petitioner makes rebuttal of any points not previously covered.
- (G) The Commission asks any questions it may have of staff.
- (H) The Commission discusses the item amongst themselves making whatever comments they feel are pertinent. After the discussion, if agendized as an action item a motion may be made and voted upon.

(b) Time Limits

The Chairperson may impose equitable time limits, if deemed necessary for the expeditious conduct of the public hearing.

(c) Conduct of Persons before the Commission

- (i) Persons making presentations or providing comments to the Planning Commission shall address the Commission from the podium or microphone and not from the audience, shall provide their name and address for the record, shall address all comments to the Planning Commission, and may not directly question or interrogate other persons in the audience. No demonstrations, clapping, or "booing" of speakers shall be permitted. If such distractive actions are taking place, the Chairperson may excuse those involved from the room of the meeting or building, if necessary.
- (ii) Persons desiring to address, make oral requests and communications from the audience may be required to sign a "list to present" roster prior to an agenda item. When called forward by the Chairperson, the speakers shall give their name and address for the record. They will be allowed up to three minutes to make their presentation. All remarks and questions shall be addressed to the Chairperson and not to any individual Commission Member, staff member or other person. No person shall enter into any discussion without being recognized by the Chairperson.

(3) Motions**(a) Making a Motion**

Upon review of the full public record on a request and due deliberation among the members of the Planning Commission, any Commissioner but the Chairperson, may make or second a motion and must be directed to the Chairperson. The motion shall include not only the direction of the motion, but shall also include the recitation of specific findings of fact supporting such motion. A second shall be required for each motion citing compatible findings. Other members of the Commission may support the motion adding compatible findings. A motion shall die in the absence of a second.

(b) Withdrawing a Motion

After a motion is restated by the Chairperson or read by the secretary, it shall be deemed in the possession of the Commission but may be withdrawn at any time before division or amendment by the unanimous consent of the Commission.

(c) Motions in Order During Debate

When a question is under debate, no motion shall be received except:

- (i) To fix the time to adjourn.
- (ii) To adjourn.
- (iii) To continue or table.
- (iv) To amend.
- (v) To substitute.
- (vi) To take a break (recess).

(d) Motion to Adjourn Always in Order – Exceptions.

A motion to adjourn shall always be in order except when the Commission is voting, and except when a previous motion to adjourn having been defeated, no intervening business has been transacted; but this rule shall not authorize any member to move for adjournment when another member has the floor.

(e) Motion must be Germane

No motion or proposition on a subject different from that under consideration is in order and no such motion or proposition shall be admitted under color of amendments

(f) Questions Not Debatable

Motions to adjourn, to take a recess, or to continue shall be decided without debate, and all incidental questions or order arising after any such motion is made and pending decision thereon shall be decided without debate.

(4) Reconsideration**(a) Who May Move to Reconsider**

If a proposition shall fail to pass on account of not having received a majority vote, any member of the Commission having voted in the negative shall have the right to move for a reconsideration of such proposition. If a proposition shall pass by a majority vote, any member having voted in the

affirmative shall have the right to move for a reconsideration of such proposition.

(b) Vote Required For Reconsideration

Upon a motion to reconsider the vote on any matter, a majority of all the members of the Commission present shall be required to reconsider the same.

(c) Time For Motion to Reconsider

When a question has been decided by the Commission, any member voting with the prevailing side may move for reconsideration thereof, or give notice that he or she will make such a motion within the time prescribed by the rules. In the event notice of intention to move for reconsideration is given, no further proceedings shall be had on the proposition in question until the motion for reconsideration is made and determined or until the time for making such a motion has lapsed. No motion for reconsideration shall be made, unless made before the adjournment of the meeting of the Commission at which the original motion was taken. Such motion shall take precedence over all other motions and questions, except a motion to adjourn.

(5) Debate

(a) Interruptions and Questions

No member of the Commission shall interrupt or question another in debate without obtaining his or her consent, having first addressed the Chairperson.

(6) Amendments

(a) Substitution Motions

All so-called substitution motions and resolutions shall be considered as amendments only, and shall be subject to the rules relating thereto.

(b) Amendments Must Be Germane

All amendments must relate to the same subject as the original motion, resolution, proposition or ordinance

(c) Tabling Amendment Not to Prejudice Motion

An amendment may be tabled without prejudice to the main motion or question. When an amendment proposed to any pending measure shall be laid on the table, such action shall not carry with it or prejudice such measure.

(d) Order of Action

If any amendment be offered, the question shall be first upon the amendment.

(7) Voting

(a) Commission Member Required to Vote, Late Voting

No member may abstain from voting unless there is a conflict of interest. A member entering the chamber after the question is put and before it is decided, may have the question stated, record his or her vote and be counted.

(b) Tie Vote

If a motion for approval of any matter before the Commission receives an equal number of votes in

the affirmative and in the negative, and a subsequent motion on the matter is either not made or cannot achieve a majority vote, the matter before the Commission shall be deemed to be denied. Every effort will be made by the Commission to resolve tie votes. The option of continuing an item with the possibility that an odd number of Commissioners would be at a subsequent meeting may be considered.

(c) Procedure of Final recommendation to the City Council of Ordinance Amendments and Rezone Petitions

The vote upon the final recommendation to the City Council of amendments to the Zoning and Subdivision Ordinances, amendments to the General Plan and Rezone Petitions shall be voted upon by ayes and nays given by members on such roll call shall be called by the secretary in the rotation, except that the Chairperson shall be last.

In recording votes on roll call the secretary shall record and report those absent or not voting. The Chairperson shall announce the result.

(8) Procedure on Final Passage of All Other Business

The vote, upon the passage of all other business shall be made by signifying a yea or nay upon the request of the Chairperson. A call for those voting yea will be made first by the Chairperson followed by a call for those voting nay. The chairperson shall announce the result.

(a) Procedure of Final Passage of Other Business

The vote, upon the passage of all other business shall be made by signifying a yea or nay upon the request of the Chairperson. A call for those voting yea will be made first by the Chairperson followed by a call for those voting nay. The Chairperson shall announce the result.

(b) Voting or Changing Vote After Decision Announced

When a vote is taken on roll call on any question, no member shall be permitted to vote or to change his or her vote after a decision is announced by the Chairperson.

(c) Changing Vote Before Decision Announced

On any such vote, any member may change his or her vote before the Chairperson has announced the decision of the question .

(d) Suspension or Alteration of Rules

No standing rules of the Commission shall be altered, amended, suspended or rescinded without the vote of a majority of all members of the Commission.

CHAPTER 5 - AMENDMENTS

(1) Procedure For Amendment

These rules of procedure may be amended at any meeting of the Commission held after not less than four (4) days written notice of the proposal to amend the rules has been received by the members of the Commission. A majority vote is required to amend these rules of procedure.

CHAPTER 6 RECORDING OF RULES

(1) Recording – Copies to be Furnished

These rules and all subsequent amendments thereto shall be recorded by the Commission Secretary in the book kept for the recording of such business, and the Commission Secretary shall furnish to each member of the Commission a copy thereof in form convenient for reference.

CLINTON CITY PLANNING COMMISSION

STAFF REPORT

MEETING DATE:	March 5, 2026
AGENDA ITEM:	2
PETITIONER(S):	N/A
SUBMITTED BY:	Keaton Jones, City Planner & Peter Matson, CD Director
TYPE OF VOTE:	Roll Call Vote – No
SUBJECT:	Discussion – Proposed Amendments to the Accessory Dwelling Unit (ADU) Standards

RECOMMENDATION (Discussion Item Only)

That the Planning Commission continue this item to the next meeting and direct staff to prepare a draft redlined version of the Accessory Dwelling Unit (ADU) Standards that incorporates the policy direction and modifications discussed by the Commission.

BACKGROUND INFORMATION

Accessory Dwelling Units (ADUs) are smaller, secondary dwelling units allowed on lots with a primary single-family home. ADUs can take several forms, including:

- **Internal ADUs** – located entirely within the existing home
- **Attached ADUs** – created as an addition to the home
- **Detached ADUs** – located in a separate structure, typically in the rear or side yard

In 2022, the City Council adopted regulations for internal ADUs in response to State law requirements. In March 2025, the City Council approved amendments to the ADU Standards (Chapter 28-3-27) to expand and clarify regulations for attached and detached ADUs. These amendments were intended to clearly distinguish between the different ADU types and to establish development standards for detached ADUs located in separate structures.

Since the February 5th Commission review of these issues, staff have worked on a list of ordinance issues that would be helpful to clarify or change. Staff are still refining the discussion points and graphics for this discussion. Please look for a separate email with additional information for this agenda item. The existing ADU code development standards and the list of discussion items is attached with the intent to assist staff prior to your subsequent review of draft code updates.

CLINTON ADU DEVELOPMENT STANDARDS

Adopted 03-25-25 – Ordinance 25-01Z

(4) ADU Development Standards.

- (a) The property's record owner (including titleholders and contract purchasers) must occupy either the primary dwelling unit or the approved ADU as such owner's permanent residence and at no time receive rent for the owner-occupied unit. An application for an ADU permit shall include evidence of owner occupancy in the form of the affidavit required by Section 5 of this Chapter and such other verification(s) as the city reasonably may require.
- (b) Owner occupancy for a dwelling with an accessory dwelling unit shall not be required when:
 - (i) The owner cannot live in the dwelling because of a bona fide temporary absence of three years or less for a temporary job assignment, sabbatical, or voluntary service;
 - (ii) The owner was living in the dwelling immediately prior to leaving for the temporary job assignment, sabbatical, or voluntary service; and
 - (iii) The owner intends to make the dwelling his/her primary place of residence upon returning from the temporary job assignment, sabbatical, or voluntary service.
- (c) ADUs shall not be used as short-term rentals for occupancy of fewer than 30 consecutive days.
- (d) Only one ADU may be created per lot or property.
- (e) The design and size of the ADU shall conform to all current applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes. When a new ADU is proposed in or attached to an existing home, the entire ADU shall be brought up to all minimum standards, as inspected and approved by city staff.
- (f) The installation of separate utility meters for an ADU is prohibited.
- (g) Each ADU shall require **one off-street parking space** in addition to the required parking for the primary dwelling unit. In no case shall fewer than three total off-street parking stalls be provided for any property with an ADU.
- (h) Any **parking spaces contained within a garage or carport** shall be replaced if an ADU is created within the garage or carport.
- (i) ADUs shall maintain the same address as the primary dwelling with the addition of "Unit B".
- (j) ADUs shall not be permitted within a mobile home as defined in UTAH CODE ANN. 57-16-3, as amended, or within a mobile home community.
- (k) The combined maximum rear yard area coverage **for detached ADUs and other detached structures** is **25%**. **Other rear yard hard surfaces** (i.e. patios, driveways, sport courts, etc.) **shall not be counted** towards said 25% maximum coverage.

(5) Applicability.

Structures legally existing prior to March 25, 2025 that do not comply with the setback requirements established by this Chapter may be converted to a detached ADU subject to the conditions outlined herein.

- (a) Conditions for Conversion
 - (i) The conversion must meet all applicable building, fire, safety and other municipal codes.

CLINTON ADU DEVELOPMENT STANDARDS

Adopted 03-25-25 – Ordinance 25-01Z

(ii) No new windows or other openings shall be permitted on any building elevation located closer to property lines than the setbacks prescribed in this Chapter.

(iii) Existing openings on elevations located within detached ADU setback areas may remain as originally constructed or be reduced in size or eliminated provided they are not expanded or relocated.

(b) Additional Regulations. Compliance with this section does not exempt the ADU structure from any other applicable city ordinances, codes or regulations.

(c) Restrictions on Additions. Any additions or expansions to the existing structure intended for conversion into a detached ADU shall adhere strictly to current setback requirements and height restrictions.

Table 3.27.1 ADU SETBACKS

REQUIREMENTS	INTERNAL ADU	ATTACHED ADU	DETACHED ADU			
			DETACHED ADU Single Story	DETACHED ADU Single Story	DETACHED ADU 2-Story	DETACHED ADU 2-Story
LOCATION	Inside Primary Dwelling	Attached to Primary Dwelling	Side Yard Area	<u>Rear Yard Area</u>	Side Yard Area	Rear Yard Area
MAXIMUM HEIGHT LIMIT ^{1 & 2}	Same as Primary Dwelling	Same as Primary Dwelling	16' to Roof Peak	<u>16' to Roof Peak</u>	25' to Roof Peak	25' to Roof Peak
MINIMUM SIDE SETBACKS ³	Same as Primary Dwelling	Same as Primary Dwelling	Same as Primary Dwelling	5 feet	10 feet	10 feet
MINIMUM CORNER SIDE SETBACKS	Same as Primary Dwelling	Same as Primary Dwelling	Same as Primary Dwelling	Same as Primary Dwelling	Same as Primary Dwelling	Same as Primary Dwelling
MINIMUM REAR SETBACKS	Same as Primary Dwelling	Same as Primary Dwelling	10 feet	10 feet	Same as Primary Dwelling	20 feet
MINIMUM DISTANCE FROM HOME	No Restriction	No Restriction	10 feet	10 feet	10 feet	10 feet
ENTRANCE	Side or Rear	Side or Rear	Side or Rear	Front, Side, Rear	Side or Rear	Front, Side, Rear
SIZE LIMIT ⁴	No Limitation	50% up to 1,500 sf ⁴	50% up to 1,500 sf ⁴	50% up to 1,500 sf ⁴	50% up to 1,500 sf ⁴	50% up to 1,500 sf ⁴

1. In no case shall a detached ADU exceed the height of the primary dwelling measured at the peak of the roof.

2. Minimum roof pitch shall be 4:12; maximum roof pitch shall be 12:12.

3. ADU entrance/exit doors in side yards shall be set back 10' from side property lines for detached and attached ADUs.

4. ADU livable square footage cannot exceed 50% of the primary dwelling unit's livable space (parking and non-habitable storage areas shall not be counted).

CLINTON ADU CODE UPDATE DISCUSSION

Detached ADU and Garage Regulatory Issues

03-05-26 PC Meeting Discussion

Combination detached ADU/garages.

- Detached ADUs part of a large accessory garage – setbacks need to be clarified.
- Size of the garage when combined with an ADU.
 - Specify single car, two car, three car garage.
 - Require a minimum ADU garage size
- Clarify the garage and ADU size separately or set maximum square footage standards for each portion of the combination garage/ADU.
 - Code does not specify if the garage should count towards the ADU living space.
- Location of ADU/garage in the rear yard.
 - Towards the middle of rear yard.
 - Away from side and rear property lines.

Maximum height for combination ADU/garage.

- ADU Code height limits
 - Single story ADU height maximum is 16 feet appropriate.
 - 2-Story ADU height maximum is 26 feet appropriate.
- Single-Family/Agricultural zone accessory building height limits
 - The standard maximum residential accessory structure height is 25 feet.
 - The maximum height of a residential large-lot accessory structure is 30 feet.
 - The agricultural zones (AE and A-1) maximum accessory structure height is 25 feet, and the AE/A-1 large-lot maximum is 35 feet.
- The height maximum of a detached ADUs (regardless of other height regulations in the table) is no more than the height of the existing primary home.
 - This may limit design options – roof pitch, 2-story ADUs and single story ADU designs with a loft.
- The single-story detached ADU height maximum is 16 feet with a required minimum 4:12 roof pitch.
 - Example: A 700 square foot detached ADU (primarily square) exceeds the height maximum by 1-2 feet. Quality architecture and design may be discouraged by the 16-foot height and 4:12 roof pitch limits.

Garage and ADU Driveways and Parking

- A driveway leading to and continued in the rear yard is typically reserved for access to accessory garage regular and recreational vehicle parking.

CLINTON ADU CODE UPDATE DISCUSSION

Detached ADU and Garage Regulatory Issues

03-05-26 PC Meeting Discussion

- **ADU parking is typically located to the side of the driveway.**
 - Clarification is needed regarding a driveway leading to an accessory garage/ADU.
 - Typical ADU parking on to the side of the driveway may conflict if the driveway leads to a detached garage.
 - Square footage of a driveway providing access to a detached ADU is not counted towards the rear yard hard surface ratio maximum. If it leads to a detached garage, it does count towards the maximum rear yard hard surface coverage, which is 25%.
- **Need to determine if road base/gravel is acceptable for required and extra ADU parking.**
- **Other ADU parking areas**
 - ADU parking is typically placed to the side of an existing driveway. One dedicated off-street ADU parking space is required.
 - Determine if other areas are appropriate – rear yard area, hard surface on the side of the house opposite the driveway.
 - Daily/regular rear yard ADU parking may end up closer to adjacent residential lot lines.
 - May need to specify the maximum number of allowed ADU parking spaces.
 - Require ADU parking to be shown on site plan submitted with ADU permit application.
 - Regulatory code language about detached ADU impervious surface coverage maximum should also be referenced in the ADU setback table.
 - Applicants tend to refer to the table more than the body of the code text.

Other

- **Access/entrance between the primary living space and the internal/attached ADU.**
 - Consideration of building and fire code issues.
- **The location and orientation of the main entrance to a detached ADUs is regulated.**
 - The entrance to the ADU portion of an ADU/garage combo may need to be clarified or changed.
- **The ADU code should specify that a pre-application site plan review is required.**
 - We have had applicants/owners prepare engineered building plans before understanding ADU location and size regulations. Changing engineered building plans is expensive.

CLINTON CITY PLANNING COMMISSION

STAFF REPORT

MEETING DATE:	March 5, 2026
AGENDA ITEM:	3
PETITIONER(S):	N/A
SUBMITTED BY:	Peter Matson, CD Director
TYPE OF VOTE:	Roll Call Vote – No
SUBJECT:	Training – General Plan Requirements and Clinton City General Plan Update

This training session builds on the discussion from the last meeting. We will review the State law and required General Plan elements. Through the course of 2025, the Clinton General Plan update process has taken us through the research and public outreach phases. Presently, we are working on the various elements (chapters) of the Plan document. A draft outline of the General Plan document is attached. The consultant (Psomas) has completed drafts of the housing, economic development and land use elements of the Plan. Staff are reviewing the draft elements and providing feedback to the consultant.

Draft future land use maps are available to review at clintongeneralplan.mysocialpinpoint.com. The project webpage includes a survey for feedback on the draft overall city future land use map and maps of the north, south and west small area plans. These are maps that were presented at the last public outreach event in October 2025 – General Plan Open House and Food Truck Rally. Some of the maps are in this packet, but the webpage has all the maps and the most recent surveys.

Mayor Dougherty and the City Council have scheduled the first [joint Council/Commission work meeting](#) to review and refine the draft land use maps. This will be held on [Tuesday, March 24th at 7:00pm in the Police \(or Fire\) training room](#) – we will confirm the location via email.

I have prepared a presentation for the Commission meeting that goes into more detail about the General Plan update process, some of the data and the draft future land use maps.

CLINTON CITY GENERAL PLAN UPDATE

DRAFT OUTLINE

CHAPTER 1: INTRODUCTION

1.1 Plan Purpose, Authority, and Legal Foundation

- What is a General Plan?
- Utah State Code 10-9a-401 Requirements
- WFRC Transportation and Land Use Connection Program
- Planning Horizon (2026-2046)

1.2 Community Profile

- Community Character and Identity
- Historical Overview
- Regional Context (Davis County)
- Demographics and Population Trends

1.3 Existing Plans & Codes

- 2013 Clinton General Plan Assessment
- Integration of Existing Master Plans
- 2019 Transportation Master Plan Update
- 2022 North Davis County Active Transportation Plan
- Boulevard Streetscape Plan Integration
- 2022 Economic Strategic Plan
- 2018 Parks and Trails Plan

1.4 Planning Process Overview

- Public Engagement Summary
- Stakeholder interviews
- Community events (Working Wheels, Heritage Days)
- Digital engagement and surveys
- City Council/Planning Commission work sessions
- Neighborhood choice visualization process

1.5 Vision Statement

- Community Vision
 - Long-term vision for Clinton City
- Community Values & Guiding Principles
 - Community character preservation
 - Economic vitality
 - Smart growth principles
 - Sustainability framework
- Goals & Objectives
 - Land Use Goals
 - Transportation Goals
 - Housing Goals
 - Economic Development Goals
 - Parks, Recreation, & Trails Goals
 - Water Conservation Goals
 - Public Facilities Goals

CHAPTER 2: LAND USE ELEMENT

2.1 Introduction & Background

- Current land use patterns
- Existing Land Use Map
- Development trends analysis
- Constraints and opportunities overview

2.2 Principles & Best Practices

2.3 Future Land Use

- Future Land Use Map
- Land use categories and definitions
- Development intensity guidelines
- Transition area policies

2.3 Focus Area Plans (Small Area Plans)

2.3.1 City Center (North Area)

- Vision & Goals
- Preferred development scenario
- Land use recommendations
- Design guidelines (% attached vs detached, stories, etc. buffer with building heights.)
- Infrastructure needs
- Implementation strategies

2.3.2 Employment Center (South Area)

- Vision & Goals
- Preferred development scenario
- Land use recommendations
- Design guidelines
- Infrastructure needs
- Implementation strategies

2.3.3 West Clinton (Western Annexation Area)

- Vision and goals
- Preferred development scenario
- Land use recommendations
- Design guidelines
- Infrastructure needs
- Implementation strategies

2.3.4 3000 West & 800 North Corridors

- Vision and goals
- Land use recommendations
- Infrastructure needs

2.5 Annexation Policy

- Sunset annexation considerations
 - Fiscal impact considerations

- Potential expansion areas

2.6 Zoning Recommendations

- Proposed zoning adjustments
 - Commercial Performance Based Zone
 - (Design guidelines for Central Business District – side variations (20’ and side 40’ back of house screened delivery)
- Overlay districts
 - Missing Middle Housing Ordinance
 - Hybrid Form-based code opportunities

CHAPTER 3: TRANSPORTATION ELEMENT

3.1 Transportation Goals & Objectives

3.2 Public Engagement – Transportation Themes

3.3 Roadway Functional Classification

- Interstate
- Major Arterial
- Collector
- Local Street
- Intersection Control

3.4 Regional Transportation Plan

- Roadway Projects
- Intersection Projects

3.5 Active Transportation

3.6 Safety Recommendations

3.7 Transit

- Existing
- UTA 5-Year Plan
- Long Range Transit Plan
- First/last mile opportunities

3.8 Connectivity

3.9 Implementation

- Recommendations
- Impediments to transportation connectivity

CHAPTER 4: HOUSING ELEMENT

4.1 Introduction & Background

- Population Growth & Demographics
- Housing Inventory & Market Conditions
- Housing Affordability Analysis

- Future Housing Needs
- Financial Tools & Affordability Mechanisms

4.2 Moderate Income Housing Plan

- Financial Tools & Affordability Mechanisms
- Required Components (Utah Code 10-9a-403)
 - Existing moderate income housing supply
 - Housing needs analysis (30%, 50%, 80% AMI)
 - Five-year housing projections
 - Regulatory barriers assessment
 - Fair housing analysis

4.3 Housing Strategies

- Balanced housing approach
- Life-cycle housing options
- Senior housing provisions
- Workforce housing initiatives
- First-time homebuyer support

3.4 Implementation Strategies

- Selected strategies from state requirements (minimum 3)
- Zoning modifications
- Incentive programs
- Partnerships and funding sources

CHAPTER 5: ECONOMIC DEVELOPMENT ELEMENT

5.1 Economic Base Analysis

- Employment sectors
- Retail market analysis
- Commercial/industrial inventory
- Tax base assessment

5.2 Economic Development Strategy

- Target industry identification
- Business retention and expansion
- Commercial center enhancement
- Central business district vitality

5.3 Economic Development Tools

- Tax increment financing options
- Community Reinvestment Areas
- Historic Tax Credits
- Public-private partnerships
- Grant opportunities

5.4 Focus Area Economic Development

- Mixed-use center opportunities
- Employment center planning

- Retail/service gaps

CHAPTER 6: PARKS, RECREATION AND TRAILS ELEMENT

6.1 Introduction & Background

- Purpose & Goals
- Existing System Assessment
 - Park Inventory & Classifications
 - Recreation Facilities & Programs
 - Trail & Pathway Network
 - Open Space, Natural Features, & Other Resources

6.2 Gaps & Level of Service Analysis

- Identified System Gaps
 - Accessibility & Gaps 1/2- & 1/4-mile buffers
- Level of service analysis
 - Facility per 1,000 residents

6.3 Open Space Preservation

- Priority preservation areas
- Conservation tools
- Partnerships
- Funding Mechanisms

6.4 Network Recommendations

- Parks & Facilities Recommendations
- Regional & Local Trail Connections Recommendations
- Wayfinding & Signage Recommendations

CHAPTER 8: WATER USE AND PRESERVATION ELEMENT

8.1 Water Resources Assessment

- Current water use patterns
- Supply sources and reliability
- Future demand projections

8.2 Water Conservation Strategies

- Indoor conservation measures
- Outdoor/landscape efficiency
- Smart irrigation systems
- Waterwise landscaping standards

8.3 Land Use and Water Integration

- Water-efficient development patterns
- Density and water use relationships
- Landscape ordinance updates

8.4 Implementation Tools

- Incentive programs
- Rate structures
- Education and outreach
- Monitoring and reporting

CHAPTER 9: PUBLIC FACILITIES ELEMENT

9.1 Introduction & Background

- Existing city facilities inventory
 - Public Safety
 - Education
 - Utilities & Infrastructure
 - Community Facilities

9.2 Recommendations & Implementation

- **Proposed / Planned Facilities**
 - Public Safety
 - Education
 - Utilities & Infrastructure
 - Community Facilities

Chapter 11: Implementation

11.1 Implementation Matrix

- Actions by element
- Responsible parties
- Timeline (immediate, short, medium, long-term)
- Funding sources

11.2 Regulatory Updates

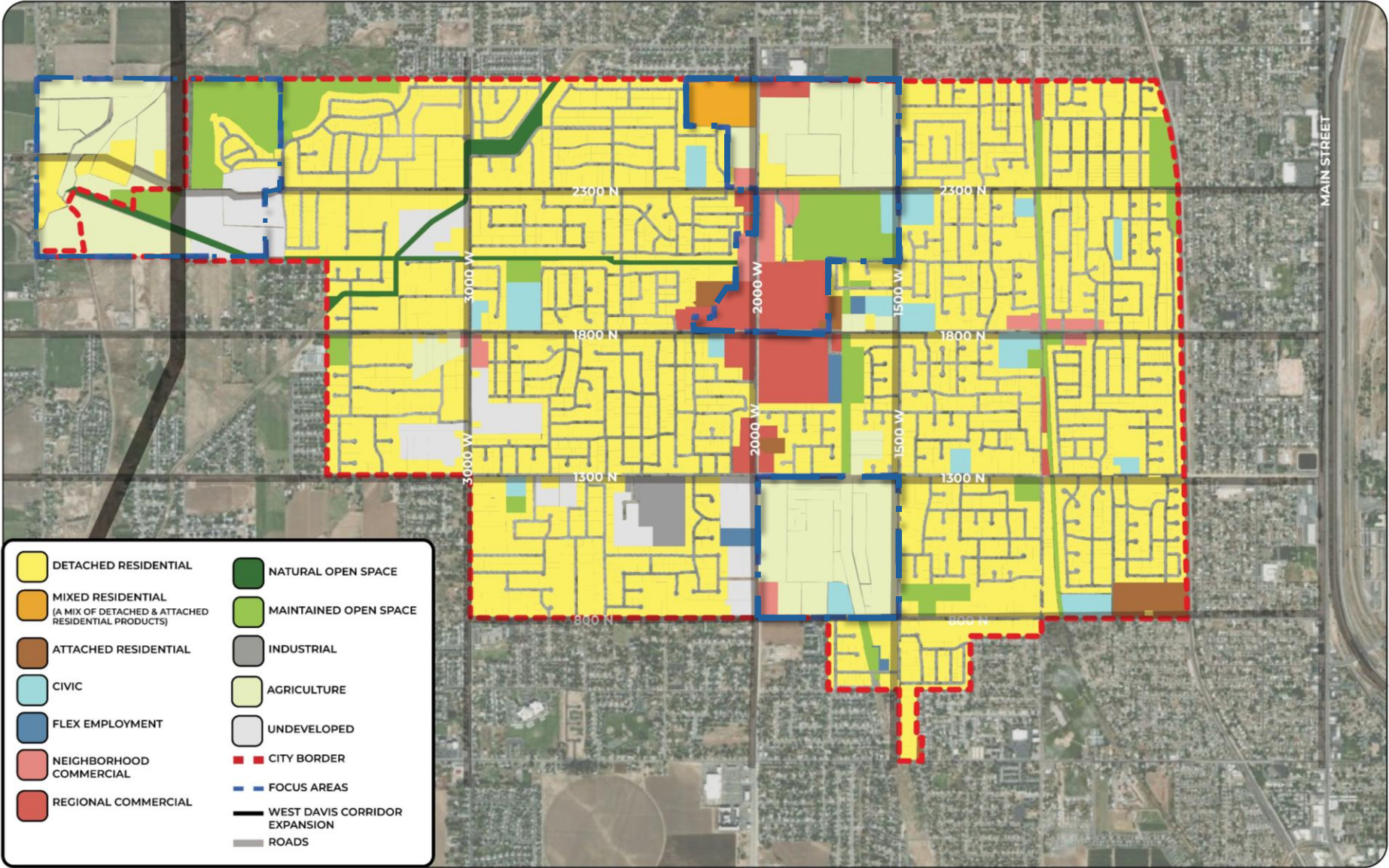
- Zoning ordinance amendments
- Development code modifications
- Design standards
- Missing Middle Housing Ordinance (Phase 2)

Appendices

- **Appendix A:** Public Engagement Summary • Survey results • Meeting summaries • Comments received
- **Appendix B:** Technical Analysis • Demographic projections • Market studies • Transportation modeling
- **Appendix C:** Maps • Future Land Use Map (full size) • Focus Area detailed maps • Transportation network maps • Parks and trails maps • Utilities maps
- **Appendix D:** Implementation Tools • Model ordinances • Design guidelines • Funding source details
- **Appendix E:** Utah State Code Compliance • Required elements checklist • Moderate income housing compliance

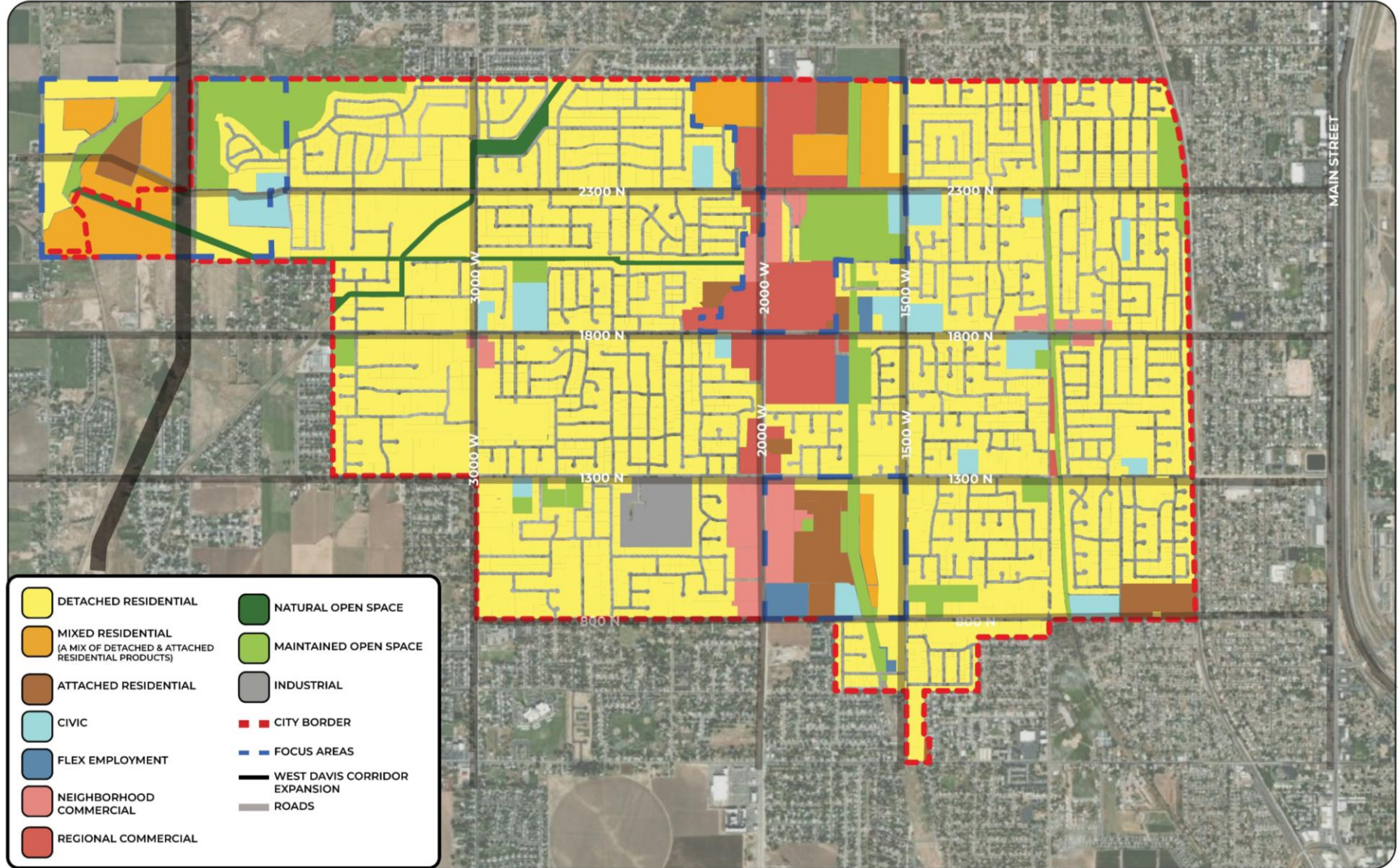
EXISTING LAND USE

- Primarily Detached Residential
- 3 Primary undeveloped areas (Area Plans)
- Additional redevelopment smaller-space opportunities throughout the city
- Major commercial corridor along 2000 W



FUTURE LAND USE & SAPs

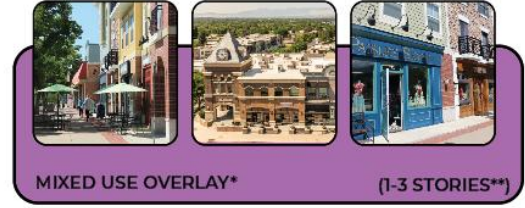
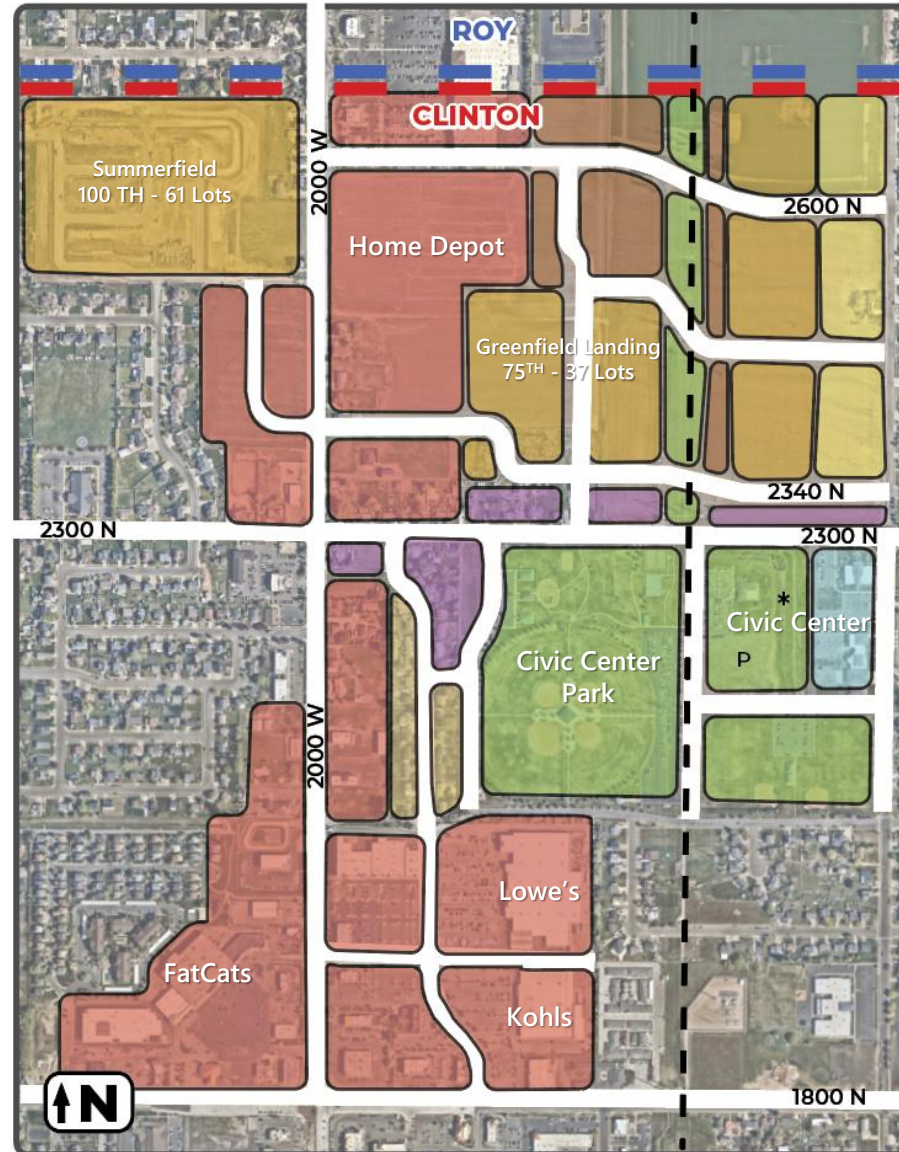
- Maintains Detached Residential Focus across city
- Expands commercial corridor along 2000 W
- Undeveloped areas become residential, commercial, and employment
- Increased open space opportunities



NORTH AREA SAP

A NEW DOWNTOWN

While the majority of Clinton's residential areas are detached homes, this area is an opportunity to provide mixed residential housing choices, commercial destinations, and parks. This would create a more walkable mixed-use town center, a stronger economic hub (reducing the tax burden on residents), and further establish a downtown "heart" of the city.



NOTE:



**Currently, there are multiple 35-foot buildings in the city. These are equivalent to a 3-story building.

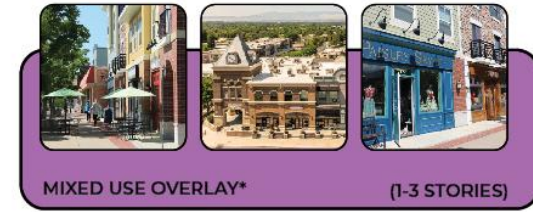
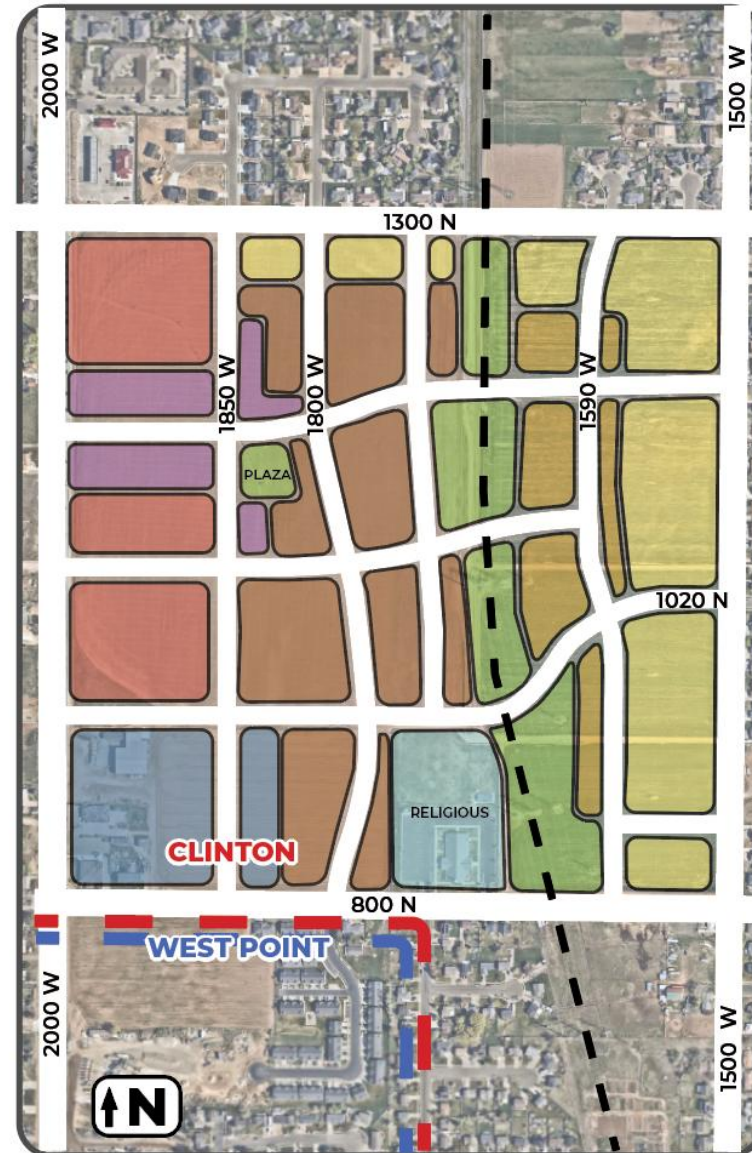
SOUTH AREA SAP

A NEW COMMERCIAL HUB

While the majority of Clinton's residential areas are detached homes, this area is an opportunity to provide employment, commercial, mixed residential, and parks. This would create additional opportunities for high-wage jobs, a more walkable mixed-use town center, an additional economic hub (reducing traffic to other areas of the city), and establish a secondary commercial destination within the city.



-  * MIXED USE OVERLAY
-  CITY BORDER
-  POWERLINE CORRIDOR



WEST AREA SAP

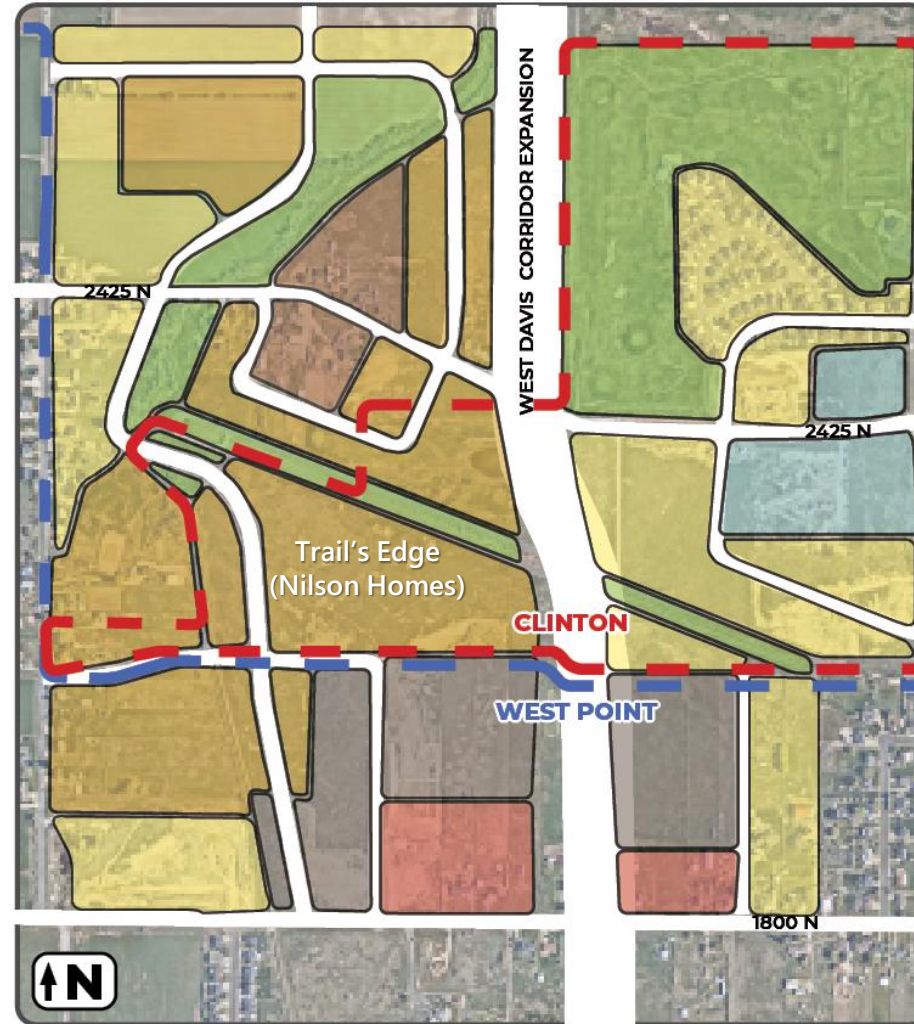
DAVIS CORRIDOR AREA

This area receiving the Davis Corridor expansion, is a prime opportunity to allow a wide range of residential product types to be established.

The Davis Corridor will serve somewhat as a buffer between east and west side development. Non-residential uses (outside of open space and civic uses) will not exist.



-  MIXED USE OVERLAY
-  CITY BORDER



NOTE:

*Currently, there are multiple 35-foot buildings in the city. These are equivalent to a 3-story building.





2267 N 1500 W
Clinton UT 84015

Planning Commission Members

Dan Evans

Mark Gregersen

Dave Jones

Chad Hansen

Jennifer Christensen

Jennive Miller

Date of Meeting	July 10, 2025	Call to Order	6:02 pm.
Staff Present	Community Development Director Peter Matson, Keaton Jones Clinton City Planner and Becky Smith recorded the minutes		
Attendees	Kathleen Ford, Kelly Peterson, Trace Purcell, and Scott Mickelson		
Prayer or thought	Commissioner Jones		
Pledge	Commissioner Hansen		
Roll Call/Attendance	Present were Commissioners Jennifer Christensen, Dan Evans, Mark Gregersen, Chad Hansen, and Dave Jones. Commissioner Jennive Miller was absent.		
Declaration of Conflicts	None		
PETITIONER:	Kathleen Ford with Quail Pointe Veterinary Clinic		
SUBMITTED BY:	Keaton Jones, Community Development Planner		
DISCUSSION	AGENDA ITEM 1 Public Hearing - Review and action on a request by Kathleen Ford with Quail Pointe Veterinary Clinic for Site Plan approval on 1.24 acres located at 868 North 2000 West (Parcel No. 14-062-0037). 1) The request consists of site plan approval for an addition to the East side of the existing veterinary clinic building as well as finishing the unimproved remainder of the site located at 868 North 2000 West (See Attachment A). The property is zoned PZ (Performance Standard Zone) with veterinarian services within a fully enclosed structure listed as a permitted use that requires site plan review and		

approval by the Planning Commission. The property fronts on 2000 West and the surrounding properties are also zoned PZ (Performance Standard Zone). There is one existing single-family home located South of the site on the Southeast side.

2) The property is not part of a platted subdivision but is a meets and bounds parcel.

3) The unimproved portion of the site currently has an existing carport structure and storage building that will remain in place. An additional 25 parking stalls are proposed on the site to replace the existing stalls that will be demolished and replaced with the new building addition as well as adding to the total number of stalls in order to meet the parking requirements. The required parking ratio for this use is six (6) spaces per 1,000 square feet of floor area. The total number of parking stalls for the site is 48 stalls.

4) The proposal is consistent with the development standards of the zoning ordinance. More specifically, the site plan ([Attachment B](#)) meets the requirements of the zone including adequate site circulation and buffer yards.

5) [Attachment D](#) includes the photometric (lighting) plan. The photometric plan indicates acceptable readings on the interior of the site, but readings along some of the adjacent property lines exceed the maximum allowed by code. Staff recommend that site plan approval be subject to submittal of an updated photometric plan with acceptable readings at the property lines. This should be submitted and approved by staff prior to a pre-construction meeting being scheduled.

Commissioner Evans asked Mr. Jones who is the neighbor next to the section that exceeds the maximum illumination allowed by code?

Mr. Matson advised it is a residential zone and there are a few lights that need to be .5 or lower, staff will be okay approving this at this time. Although a request for an updated lighting plan needs to be distributed to staff before a pre-construction meeting.

Commissioner Evans asked whichever commissioner makes the recommendation to approve this site plan approval to make the requirement of a new lighting plan as part of the recommendation.

6) The landscape plan ([Attachment E](#)) is consistent with the guidelines of the water efficient landscape standards for new commercial developments. The landscape buffer yards on the North and East requires a buffer yard A, which requires a minimum of 1 canopy, 1 understory tree, and 1 shrub per 100 lineal feet. The East buffer includes a dozen evergreen trees, a couple canopy trees, an understory tree,

and several shrubs. The North buffer includes a combination of evergreen trees, a canopy tree, a deciduous tree, an understory tree, and shrubs. New landscape rock mulch will surround the plantings throughout all the buffers. The South buffer requires a buffer yard F, which requires 5 canopy trees, 10 understory trees, and 15 shrubs per 100 lineal feet. The south buffer yard against the residence shows a 15-foot-wide buffer yard that includes a combination of zelkova canopy trees, columnar Austrian pine understory trees, and various deciduous shrubs. There is an existing solid vinyl fence along this property line as well that satisfies the fence requirement for the buffer yard F. On the North side of the building expansion there is a proposed dog run area that will be surrounded by an eight-foot-tall precast concrete fence/wall. This would be reviewed and approved separately with proper engineering with a deferred submittal building permit.

Commissioner Hansen inquired if the trees would help with the lighting requirements. Is the lighting plan in enjoinment with the trees?

Commissioner Evans advised it will help, but the trees will not be mature at the time of planting, they will help down the road.

Based on the information provided above and the supporting attachments, the Planning Commission can make the finding that the site plan meets the general purpose and spirit of the PZ Zone (Performance Standard Zone) subject to submittal and approval of an updated photometric plan.

Commissioner Gregersen asked if the new addition of the Quail Pointe Veterinary Building would be taller than the existing building? Is it within the code?

Mr. Jones advised yes, it is within code. The maximum height allowed in the PZ zone is 35 feet. At the peak of the roof, which was the tallest peak of the addition, it will be 27.5 feet high making it within that requirement.

Commissioner Gregersen asked what is in the highest part of the building? Is it an aesthetic feature? What goes on in that area?

Mr. Purcell, the architect for Quail Point, advised it serves a few purposes. Primarily it is a pent house for the mechanical equipment to clear up square footage below for usability, as well as marketing and vacant attic space to run duct work. It will not have a staircase; it is only unoccupied space.

Commissioner Gregersen asked if signage for the building requires a permit?

Mr. Jones advised yes, an additional permit would be needed.

Commission Gregersen inquired about all the additional parking spaces being added. Also questioned about the access to the building, will there only be one access to the street? Would that comply with safety requirements in case there was an emergency evacuation needed?

Mr. Jones advised Clinton City's Fire Marshall reviewed the plans and he deemed the site to be sufficient and meet all the safety standards to get in and out of the parking lot.

Mr. Matson advised the fire department had to have the proper driving isle width, particularly in the south east corner, which would allow a fire apparatus to be able to make the property turning measures.

Commissioner Christensen asked about the placement and number of windows. In the attachment displaying the elevation, it does look like there are fewer windows on the addition. She also wondered what would be on the other side of the wall in the rear on the South side.

Mr. Purcell advised the fully occupied work spaces will have windows, that portion being asked about is the kenneling area. A parallel fence line will hide the kennel area from being seen by the public. There will be three different dog run areas as well as kennels.

Commissioner Evans asked if there would be overnight kenneling?

Mr. Matson advised that overnight kenneling is part of the overall use of a veterinary clinic. When the boarding is located outside of a building a conditional use permit is required, but this will be located inside of the building so it will fall into the overall use.

Commissioner Hansen asked if the only access to this is from the south?

The Commissioners discussed access from the west onto 2000 West.

Mr. Matson advised there would be shared access with the daycare.

Commissioner Hansen asked if they will not be using the access that goes to 800 North?

Mr. Jones advised no they will not. That is a private access.

Chair Evans opened the public hearing at 6:22 pm.

	<p>Mr. Purcell advised they are happy to comply with the lighting requirements. Did question if the light on the north west corner, stating the existing light fixture on the building and the light pole which are already there do not comply with code. Do they need to comply with the existing fixtures? Do they need to be replaced?</p> <p>Commissioner Hansen asked if the existing would be better?</p> <p>Mr. Matson advised the fixture in question is an existing fixture.</p> <p>Mr. Purcell advised it would be more visually pleasing to change out the fixture, but it would decrease the illumination.</p> <p>Commissioner Gregersen asked if the fixture was a conforming use at the time it was installed. He wondered if by making improvements to the east half of the property, would it require outside compliance with all things on the west side of the property?</p> <p>Mr. Matson advised the ordinance adjacent use is agricultural, vacant, it is unclear in our code because it categorizes it just like it is a residential property, even though it clearly is not. The assumption is what was installed originally was conforming, and there have not been any complaints associated with it.</p> <p>The Commission discussed whether the lights needed to be moved, deciding the expense it would cost to move those lights would be too high.</p> <p>Mr. Matson advised these lights in question are upfront and closer to 2000 West, and as you go further into the property, they are lower. He advised he is not concerned about it. Stating staff would be fine with just working on the ones that would be affecting the residential property.</p> <p>Mr. Purcell advised they are fine with doing that as well.</p> <p>Chair Evans closed the Public Hearing at 6:27pm.</p>
<p>Conclusion and Motion</p>	<p>Commissioner Jones made the motion to approve the request by Kathleen Ford with Quail Pointe Veterinary Clinic for Site Plan approval on 1.24 acres located at 868 North 2000 West. Commissioner Hansen seconded the motion. Voting by roll call is as follows: Commissioner Jones, aye; Commissioner Hansen, aye; Commissioner Gregersen, aye; Commissioner Christensen, aye, Commissioner Evans, aye.</p>
<p>APPROVAL OF MINUTES</p>	<p>Commissioners Christensen made the motion to approve the minutes, and Commissioner Gregersen seconded the motion. Commissioner Jones, aye; Commissioner Hansen, aye; Chair Evans, aye.</p>

<p>DIRECTORS REPORT</p>	<p>Our next meeting is scheduled for August 7.</p> <p>When you have the opportunity to talk to citizens, please encourage them to go to the General Plan webpage. The city is going to give gift cards as an incentive for people to participate.</p> <p>Another public event for Working Wheels will be on 3rd or 4th week of August.</p> <p>For those on the steering committee, there will be a meeting within 2 weeks in August. The city would like feedback from the missing middle housing ordinance.</p> <p>Meeting to meet the candidates for City Council on July 16 from 6pm to 8pm at the Voyage Academy.</p> <p>Commissioner Christensen advised that on August 1 Davis Education Foundation is doing a child spree event at Kohl’s. They give the participant a \$150 gift card to spend that is donated to the foundation. They will pair you with a child, give you information about the child prior to the event. They have time slots available as early as 7am throughout the morning. If interested, please email Commissioner Christensen.</p> <p>One upcoming item that will be appearing before the Commission review for an expansion of the Voyage Academy.</p>
<p>ADJOURNMENT</p>	<p><i>Commissioner Hansen moved to adjourn. Commissioner Jones seconded the motion. Voting was as follows; Commissioner Jones, aye; Commissioner Hansen, aye; Commissioner Gregersen, aye, Commissioner Evans, aye. The meeting adjourned at 6:43pm.</i></p>

*Reviewed and Approved by the
Clinton City Planning
Commission on this day of 2025.*



2267 N 1500 W
Clinton UT 84015

Planning Commission Members

Gregory Allen
Dan Evans
Mark Gregersen
Dave Jones
Chad Hansen
Jennive Miller
Trent Williams

Date of Meeting	February 5, 2026	Call to Order	6:01 pm.
Staff Present	Community Development Director Peter Matson, Planner Keaton Jones, and Becky Smith recorded the minutes.		
Attendees	Dell Whissel, Kayleen Whissel, Richard Allen, Leanne Allen, Tara Allen, Tyson Allen, and Jennifer Christensen.		
Prayer or Thought	Commissioner Jones		
Pledge	Commissioner Miller		
Roll Call/Attendance	Commissioners present: Commissioner Evans, Commissioner Allen, Commissioner Gregersen, Commissioner Jones, Commission Hansen, Commission Miller, Commissioner Williams.		
Declaration of Conflicts	None		
SUMMITTED BY:	Peter Matson, Community Development Director		
DISCUSSION	<p>AGENDA ITEM 1: Clinton City Planning Commission Rules of Procedure</p> <p>The Planning Commission Rules of Procedure (ROP) establish how the Commission is organized, how meetings are conducted, and how decisions are made. These rules function as the Commission’s operating manual and are intended to ensure consistency, fairness, and compliance with state and local requirements.</p> <p>Two versions of the Rules of Procedure are provided for review:</p> <ul style="list-style-type: none"> • ATTACHMENT A – Redlined Copy: This version shows the <i>proposed amendments</i> to the existing Rules of Procedure. Additions, deletions, and edits are marked so Commissioners can clearly see what changes are being considered. • ATTACHMENT B – Clean Copy: This version shows the <i>same Rules of Procedure as they would read if the proposed changes were adopted</i>. It is provided as a streamlined, easier-to-read 		

reference, without markup. Both versions follow the same overall structure, which is summarized below to help orient Commissioners who may be reviewing the document for the first time. General Organization of the Rules of Procedure:

- Chapter 1 – Organization of the Commission: Establishes officer roles (Chair and Vice Chair), terms, and staff support.
- Chapter 2 – Rights and Duties of Members: Addresses attendance, conflicts of interest, voting responsibilities, and member conduct.
- Chapter 3 – Meetings: Covers meeting types, notice requirements, quorum, work sessions, and meeting length.
- Chapter 4 – Procedures: Outlines agendas, public hearings, motions, debate, voting, and parliamentary procedures.
- Chapter 5 – Amendments: Describes how the Rules of Procedure may be amended.
- Chapter 6 – Recording of Rules: Addresses recordkeeping and distribution of adopted rules.

DISCUSSION AND ANALYSIS

ATTACHMENT A (Redlined Copy) highlights a combination of technical edits, organizational clean-up, and policy-related questions that merit Commission discussion. While many changes are minor or clarifying in nature, several items raise broader considerations for the Commission, including:

- Consistency with City Code: For example, Chapter 1 of the ROP currently states that the Chair and Vice Chair are elected at the first meeting in December, while City Code (Chapter 2-8, Planning Commission) specifies that this occurs at the first meeting in January. The Commission may wish to discuss whether the Rules should be aligned with the Code as written or whether a future Code amendment would be more appropriate.
- Length of Officer Terms: The Commission is encouraged to discuss whether one-year terms for the Chair and Vice Chair remain appropriate, given that the Commission meets no more than once per month, or whether two-year terms would provide greater continuity.
- Amendment Notice Requirements: The Rules currently require at least fourteen (14) days' written notice before amendments may be approved by the Commission. The purpose and necessity of this requirement are not clearly articulated, and the Commission may wish to discuss whether this provision should be retained, modified, or clarified. Commission feedback on these items will guide staff in preparing a revised draft for future consideration.

Commissioners discussed term limits, and voting for the new Chair and Vice-Chair of the Commission. They decided to leave Chair Evans as Chair and Commissioner Jones as Vic-Chair for another year.

	<p>Commissioners discussed changes to the verbiage and order of items listed in the Rules of Procedure.</p>
<p>Conclusion</p>	<p>Commissioner Hansen made a recommendation to continue the discussion of the Planning Commission Rules of Procedure at the next meeting, picking up on page 8, and asked the staff to be looking into Title 2 of the city code and bring it before the commission at the next meeting. Commissioner Williams seconded that motion. Planning Commission passed the motion.</p>
<p>Discussion</p>	<p>AGENDA ITEM 2: PROPOSED AMENDMENTS TO THE ACCESSORY DWELLING UNIT (ADU) STANDARDS</p> <p>Accessory Dwelling Units (ADUs) are smaller, secondary dwelling units allowed on lots with a primary single-family home. ADUs can take several forms, including:</p> <ul style="list-style-type: none"> • Internal ADUs – located entirely within the existing home • Attached ADUs – created as an addition to the home • Detached ADUs – located in a separate structure, typically in the rear or side yard <p>In 2022, the City Council adopted regulations for internal ADUs in response to State law requirements. In March 2025, the City Council approved amendments to the ADU Standards (Chapter 28-3-27) to expand and clarify regulations for attached and detached ADUs. These amendments were intended to clearly distinguish between the different ADU types and to establish development standards for detached ADUs located in separate structures.</p> <p>DISCUSSION AND ANALYSIS</p> <p>ATTACHMENT A contains the current adopted ADU regulations. Since these standards were implemented, staff have administered the ordinance through permit review and application processing.</p> <p>Through this experience, staff has identified several areas where the code:</p> <ul style="list-style-type: none"> • Is silent or unclear, • Creates conflicting interpretations, or • Could benefit from additional clarification or refinement to improve consistency and predictability for applicants and staff. <p>ATTACHMENT B is a discussion table developed by staff based on issues encountered during administration of the ADU ordinance over the past year. The table is intended to guide Commission discussion—not to propose final solutions at this stage.</p> <p>The table is organized as follows:</p> <ul style="list-style-type: none"> • Column 1 – Issue / Question: Identifies specific ADU-related topics where clarification or modification may be needed.

• **Column 2 – Code Reference:** Lists the applicable section(s) of the current ordinance, if any.

• **Column 3 – Discussion Points:** Outlines key questions and considerations for the Commission to discuss which will help inform future draft amendments. Commission feedback on these discussion items will provide staff with the direction on how to prepare a red-lined draft ordinance for review at a future meeting.

Mr. Matson explained the code is unclear on the setbacks if a detached garage loft is being turned into an ADU. He asked the Commission should they use the setbacks defined for the ADU or the setbacks defined for a detached garage?

Commissioner Evans stated the reason the setbacks are so important is to prevent people in the ADU from looking over into their neighbor's backyard.

Mr. Matson advised the legal aspect, regarding the setbacks, is more restrictive and wondering if they should apply. But he advised the city would like to have something more definitive in the code.

Commissioner Hansen asked how far does the ADU have to be from the house?

Mr. Jones advised the setback determines where the ADU, that is being proposed, can be placed on the side or rear yard. It will also determine if the ADU will be a single story or a two story. Regardless of either one, the ADU will have to be 10 feet from the primary dwelling, at a minimum.

Commission Hansen asked if the setbacks for ADU's are like the setbacks of an Accessory Structure?

Mr. Jones advised they are a little more restrictive. He advised with the typical accessory building or accessory garage, the structure is located behind your home and is not intended to be a living space. The structure can be within 3 feet of the property line if you do a fire rated wall. If not, you must be 5 feet from the property line. Provided they have obtained encroachment letters for easements prior to acceptance. A typical setback for a single story ADU is 10 feet from the rear of the primary dwelling. If the structure is behind the home, you can be 5 feet from the side property lines. If the ADU is being proposed in the side yard, then it must meet the setback for your home, as well as 10 feet from your home, and a minimum of 10 feet from the rear property line.

Mr. Matson advised setbacks and height differences of the ADU, and the primary dwelling are some of the things the city has encountered the most.

Commissioner Hansen and Evans advised they remembered discussing the fact that if you have a single-family dwelling, the detached ADU would not be allowed to be higher than the primary dwelling in previous meetings.

Commissioner Hansen also discussed if the ADU is internal and is in a garage, should the ADU be allowed to be taller than the primary dwelling? Discussed other ways that may happen.

Mr. Jones advised he interpreted the code as not being the height of the home, but as the maximum height of the primary dwelling depending on the zone.

Mr. Matson asked the Commission if they believed the city should go with the stricter code in the situation where there is an ADU as part of a garage? Are there any concerns regarding the overall size of the garage? Does the actual size of the garage have an impact on the size of the ADU? Or should we keep it what it is now, relative to the size of the home?

Commissioner Evans advised to keep it relative to the size of the home.

Commissioner Hansen agreed and advised if you included the size of the garage into the ADU, that would decrease the ability to have an ADU. You will end up with a single room.

Mr. Matson and the Commission then discussed different ways that could affect the size of the ADU, and how to have the code so defined that there would not be a way for some properties to have larger ADU's than others, possibly causing people would think there was some type of favoritism happening.

Commissioner Hansen advised in the table that he was looking at it states that the ADU could not be as tall as the primary dwelling. He asked if it could be edited to read the primary dwelling zone?

Commissioner Evans asked what the ADU's are restricted by.

Mr. Jones stated there are three restrictions for the ADU's. The first being setbacks, the second is the ADU can only be up to 50% of the primary dwelling, which caps at 1500 square feet, and lastly it cannot accede the 25% of the rear hard surface yard coverage in the residential zones.

Mr. Matson and Mr. Jones discussed the minimum roof pitch with the Commission, which is 4'12, and gave examples on some that have been submitted.

Commissioner Hansen asked if the internal ADU's have restrictions as well? Asked if they are required to have fire separations? Will they have to follow fire

separation like the commercial properties do? Will it have the same safety issues?

Mr. Matson advised that all other applicable codes, including building codes, should apply. He also advised the city code does need a little more clarity on which codes should be followed.

Commissioner Hansen advised it needs to come down to life safety issues. He gave several instances where there could be potential life safety issues if there is no fire separation. Adding that a separate entrance would be one solution.

Commissioner Gregerson asked if there was anything in our current code stating there must be a separate entrance for an internal ADU?

Mr. Jones advised not per the zoning code.

Mr. Matson and Commissioner Evans discussed how having an internal ADU in a garage would make that impossible.

Mr. Matson advised that it comes down to how far do you implement the building codes into this project.

Commissioner Evans advised he believed the intent of the State Legislature is to increase the available housing, at a minimum input to the community, but the legislature did not consider the life safety codes.

Commissioner Hansen advised that an internal ADU could be considered a duplex. If a separate family is occupying each floor.

Mr. Jones added yes it can seem that way, but in a true duplex that fire separation is required.

Mr. Matson asked is it really a duplex? Is it an accessory or a secondary unit?

Mr. Jones added the city has allowed ADU's by saying that one of the spaces must be owner occupied. If the owner is renting each space to different people, then it would be a duplex which would trigger that fire separation.

Commissioner Evans stated he knows that is happening within the city.

Mr. Matson advised there have been unique situations that have come up where the city is unsure which direction to go, and maybe there is not a solution that you put in the code. Maybe it is more common sense, which could be difficult to figure out at times.

Commissioner Hansen advised providing a fire separation could be as easy as adding a couple of layers of sheetrock, maybe it is not a full hour separation. But he believes that this is a valid concern and asked what the city would require for people who are subletting rooms in their house.

Commissioner Evans asked what if the basement was finished 20 years ago, what regulations would be required of them? Specifically with the little windows that were allowed at that time.

Mr. Matson advised yes, the windows would have to be accessible.

The Commissioners each expressed their concerns and different scenarios of what could/should be considered and all agreed that these are all valid points of concern but in the end the homes are still owner occupied.

Mr. Matson advised the Commission that staff are considering a pre-application process for ADU's. Advised there have been instances that the homeowner submits an application that does not meet the qualifications and has already spent money on drawings that cannot be used. This way the homeowner can have confidence in spending the money on drawings and moving ahead with the project.

Mr. Jones advised he has already started to informally request a preapplication with everyone he has talked to, although that does prevent the person who has talked to the city and submits the building permit from falling into that trap. He advised it would be nice to have something in the code advising there is a step before the building permit.

Commissioner Williams asked if the mistakes being made are because they do not understand the code? Or is it because they are not reading the code?

Mr. Jones advised both are the issue.

Mr. Matson advised it depends a lot of the time it depends on whether the owner is doing the work themselves, or if the homeowner is turning it over to companies that deal with tiny homes or ADU's. Some of the companies think they understand the requirements because they have done work in other cities, and they believe our code will be the same.

Commissioner Miller asked if our code is published, or is it buried on the website.

Mr. Jones advised yes, the code is published.

Mr. Matson added the code is easily accessible on the front page of the website.

Mr. Jones advised a lot of the people he has talked to have read the code but did not fully understand all of requirements. To help the citizens understand he has implemented a pre-building permit plan.

Commissioner Evans asked if it is a detailed code, for fear if it is too large people will not take the time to read it.

Mr. Jones advised he sends them a link to the specific code reference regarding ADU's and it is only 3 to 4 pages in length.

Mr. Matson advised the standard section is only one page.

Commissioner Williams had questioned the ADU parking being that was shown on the site plan. What are the parking requirements for an ADU?

Mr. Jones advised it is a single parking space that does not prevent parking in the two-car garage, so they cannot be in front of the two-car garage. Parking does have to be on the lot; it can be located beside the driveway/garage.

Mr. Matson advised the city requires that, but the code does not specifically state the parking has to be shown on the site plan. We need to verify that. The parking space does not have to be concrete; it can be a drive-able surface which would be road base or gravel.

Mr. Jones added some people will use their third care garage for the ADU's parking space. It just depends on how much access they are willing to give to the ADU's residents.

Commissioner Hansen asked if another curb cut is allowed.

Mr. Matson advised the approach could be widened according to the regulations of the zone it is in.

Mr. Jones added if the property is an interior lot there must be at least 100 feet of frontage for a second curb cut to be done. If you are one a corner lot, one curb cut per frontage is allowed. In that instance a curb cut could be made on the opposite side of the home, to access the ADU from a different side.

Commissioner Hansen asked if there is a maximum percentage allowed per cut.

Mr. Jones advised yes, there is a maximum percentage per zone, there must be a minimum of 4 ½ feet from the property line, which is measured from the flare or the radius of the curb cut. If there are two approaches there must be a

minimum of 50 feet if facing a major street, and 30 feet in a residential zone. The driveway must be 40 feet from the corner.

Mr. Matson asked if examples would be helpful, to help visualize the thing's staff is experiencing.

Commissioner Evans advised looking at examples would be helpful, it was tabled so long ago, and only 3 of the Commissioners were part of that discussion, it would be helpful.

Mr. Jones advised if the ADU is placed in the side yard it cannot face the same way the primary dwelling faces, other wise it would like two primary dwellings on one lot. He also advised that a sidewalk is not required for an ADU.

The Commission discussed different ways the renter could access the ADU since a sidewalk is not required.

Commissioner Miller asked if the ADU must look like the primary dwelling like Accessory Structure does?

Mr. Matson advised the state law trumps that because you cannot require specific building materials on a home now. Then the question comes up if we cannot do that can we regulate the similarity between the two? Staff have erred on the side of caution and not been too restrictive.

Commissioner Miller asked does it still apply to sheds and accessory structures?

Commissioner Evans advised the only time he had seen that was if the home is in an HOA.

Mr. Matson and Mr. Jones advised if the detached structure is beside the home not behind the home the front facade must be like the facade on the primary dwelling. If the structure is behind the home and is an accessory structure code says it must complement the color scheme of the primary dwelling.

Commissioner Hansen asked if the ADU is in the side yard, do these restrictions apply?

Mr. Matson replied the law states a city cannot require specific building materials to be used. Some cities have strict residential design guidelines; he believes that the legislature made the decision they did to help keep these affordable.

Commissioner Miller asked how many ADU permits has the city issued this year?

	<p>Mr. Jones and Mr. Matson advised 6 in total.</p> <p>Commissioner Hansen asked if the internal ADU's are required to have a separate walk out?</p> <p>Mr. Jones advised the code does not require it, but 99% of the people are utilizing the walk-out so renters are not accessing the rest of the home.</p>
Conclusion	<p>Commissioner Gregersen made the motion that the Planning Commission continue this item to the next meeting and to direct staff to prepare a draft redlined version of the Accessory Dwelling Unit (ADU) Standards that incorporates the policy direction and modifications discussed by the Commission. Commissioner Allen seconded the motion.</p>
Discussion	<p>AGENDA ITEM 3: CLINTON CITY PLANNING COMMISSION-LAND USE TRAINING PART 1</p> <p>LUDMA 101 LUDMA (Land Use, Development, and Management Act) state code that governs all planning and zoning decisions in Utah.</p> <p>City Authority and Decisions</p> <ul style="list-style-type: none"> • What authority the City has • What authority the City does <i>not</i> have • What “legislative decision” means • What “administrative decision” means • Why consistency protects the city from lawsuits <p>GENERAL PLAN</p> <p>Summary</p> <ul style="list-style-type: none"> • How the General Plan guides land use • Why zoning must relate back to the plan • How the plan is updated • What future land use maps mean <p>PROCEDURAL OVERVIEW</p> <p>A Walkthrough of:</p> <ul style="list-style-type: none"> • Development applications • Staff review • Planning Commission review • Council review • Appeal processes

	<p>WHERE THE COUNCIL FITS IN</p> <p>Clarify</p> <ul style="list-style-type: none"> • When Council has decision-making authority • When Council does not • Why the Council must follow adopted plans and laws <p>PLANNING COMMISSION</p> <p>Explain the role and how they partner with the Council.</p>
Conclusion	The Commissioners completed the land use training part 1.
DIRECTORS REPORT	<ul style="list-style-type: none"> • Cranefield Phase 18 under review – 21 lots • Site Plan submitted for commercial in front of VK Electric • Additional Dwelling Units – issued 6 this year • Working with Ivory Homes on the construction for 2300 North as it turns into 2425 will eventually connect to the corridor.
ADJOURNMENT	<p><i>Commissioner Gregersen moved to adjourn. Commissioner Allen seconded the motion. Voting is as follows; Commissioner Allen, aye; Commissioner Miller, aye; Commissioner Jones, aye; Commissioner Evans, aye; Commissioner Hansen, aye; Commission Gregersen, aye; Commission Williams, aye. The meeting adjourned at 9:00pm.</i></p>

*Reviewed and Approved by the
Clinton City Planning
Commission on this th day of
2026*