

**Daggett County Planning and Zoning Meeting Minutes**  
**May 19, 2026 @ 6:00 PM**  
**Daggett County Courthouse, Commission Chambers**  
**95 North 1st West, Manila, Utah 84046**

**Members Present:**

Chad Reed-Chair  
Allan Wood-Vice Chair  
Tamara Twitchell  
Carrie Poulsen-secretary and alternate

**Guest:**

Kathi Knight-Town of Manila Mayor  
Matt Tippets- County Commissioner  
Randall Asay-County Commissioner  
Several Guest as listed on the sign in sheet:, Cordell;Daggett County IT, Eric Bailey;Daggett County Sheriff, Sarah Mraz; Town of Manila, Jeff McCardy;Sunrise Engineering, George Rosen, Blenda Larsen, Bill West, Patty Park, Mr. Macferson, Keith Larsen, Ty Grow.  
**Present online or by phone:** Bret Reynolds;electronic, Michelle Petersen.

Chad Reed welcomed everyone and called the meeting to order at 6:00 PM.

Mr. Reed stated that public comments can be made for 2 minutes if need be. Bill West, Sarah Mraz would like to make comments.

Bill West lives in Green Acres Subdivision. He thought everything was going to be on the north side of the lot and now work is being done on the south side. He asked what was going on. Mayor Knight said they were moving the road base in order to finish the 4th lagoon. They are just storing the road base there and have obtained a temporary road encroachment from Daggett County. Mr. Reed stated concern over the berm that was created and problems with water drainage and road damage.

Sarah Mraz, Member of the Manila Town Counsel. Sarah said she wanted to thank Daggett County for entertaining the RV dump. She said the community needs one because there are people that will open their rv dumps and drain it while driving down the road. Also locals will need to have access to a dump station.

George Rosen stated that if this is approved that users need to come down the proper roads, no access to Bear Paw and Airport. That has been addressed and the trucks dumping the road base will use the Highway. Mr. Reed stated that in the encroachment permit any damage will be repaired.

Discussion and consideration of Minutes from April 21, 2026 work and regular session. Allan Wood motioned to accept the minutes from April 21, 2026 both work and regular session. Ms. Twitchell seconded the motion. All in favor, motion carried.

Discussion and consideration of conditional use application from the Town of Manila on parcel number 01-0090-0268, Serial Number A268. The purpose of the conditional use permit is for the Town of Manila to install a recreational vehicle dump station. Discussion on how to possibly have the users turn a different way once at the dump station to be able to make the turn back out so the turn is not so tight. Jeff from Sunrise said the layout could be adjusted.

Allan Wood stated per his recommendations fences will be placed on the south and east side. The south side will be a field fence material and the east side will be a block fence. Chad Reed said the east fence needs to be engineered to handle the wind. Mr. Bill West would like the east side fence to be seven feet. Mr. Wood asked if the town would do any landscaping. The Mayor said not at this time. Mr. Wood also suggested planting some trees along the east side fence to get some more height. Mayor Knight said she would be willing to do that eventually.

Jeff with Sunrise said that per all the suggestions Airport road will be widened on both sides to create room for multiple RV's going both directions, a gate will be installed on the southwest side to be able to enforce the hours, UDOT and Division of Water Quality will have to review and approve the safety and environmental safety conditions. If UDOT requires a turn lane to be installed at a later date who will pay. Jeff stated it would have to be addressed then and the Mayor agreed. Discussion on if in the future UDOT will allow access off of HWY 43 to the property. Mr. Reed stated that he feels everything is inline and due process has been had. Mr. Reed asked for a motion. After discussion Ms. Twitchell motioned to accept the conditional use permit from the Town of Manila for a recreational dump station and forward to the County Commission. Allan seconded, Mr. Reed was opposed. Motion carried. Mr. Reed asked that the Town, and Jeff with Sunrise make sure they have all the proper permits in place. The Town will work with Matt Tate regarding any building permits for electricity. Jeff stated that DWQ and UDOT will have to review the plans again since the layouts have been changed so much. Mr. Reed stated that there also needs to be good signage and it is stated on the plans what and where signage will be. Mr. West asked if there would be any dumpsters and not as of now.

Discussion and consideration of short term rental conditional use permit renewal application from Bob and Beckie Niederer, 855 W. Hwy 43, Manila, Utah 84046. Discussion per code of only one short term rental being allowed per lot and the maximum occupancy allowed per code. After discussion Ms. Twitchell motioned to approve the short term rental conditional use permit contingent on review by the building inspector regarding maximum occupancy and send it to the County Commission for review. Allan Wood seconded the motion. All in favor, motion carried.

Discussion and review short term rental conditional use permit renewal application for Bonnie Youngber, property located at 616 S. Bennion Lane, Manila Utah. After discussion and review Allan Wood motioned to approve the conditional use permit for her short term rental at 616 S. Bennion Lane. Ms. Twitchell seconded the motion. All in favor, motion carried.

Discussion with Michelle Petersen regarding her renewal application for her short term rental. Her application will be on the next agenda.

Discussion and consideration accessory dwelling unit ordinance draft and application. The draft was reviewed at the work session tonight. Ms. Twitchell motioned to move the draft of the

accessory dwelling unit ordinance to a public hearing at the next meeting. Mr. Wood seconded. All in favor, motion carried. Ms. Twitchell motioned to approve the accessory dwelling unit application. Mr. Wood seconded, all in favor, motion carried.

Discussion and consideration of updated application for short term rental renewals. The application was reviewed in the work session. Mr. Wood made a motion to accept the changes made to the application. Ms. Twitchell seconded the motion, all in favor, motion carried.

Discussion update resolution 04-04 flood plain management. No update.

Discussion on Building Permit Report. The board reviewed the report. The board had reviewed Ryan Alt's application for an accessory building permit. The board wanted it noted on the permit that they can not occupy the second floor in the accessory building.

Discussion on land use violations. No update.

Planning and Zoning Bylaws. The board would like to review again and have on the next agenda.

Discussion on permitted/conditional uses in residential and commercial zones. The board would like to know if a public hearing has been held regarding the changes in commercial zones. If not, schedule a public hearing before the next meeting.

The next meeting is scheduled for June 16, 2026. Carrie asked the board if the July 21, 2026 meeting could be moved. Tentatively July 14, 2026 could work. The meeting adjourned at 7:35 PM.