



2267 N 1500 W  
Clinton UT 84015

**Planning Commission Members**

**Gregory Allen**

**Dan Evans**

**Mark Gregersen**

**Dave Jones**

**Chad Hansen**

**Jennive Miller**

**Trent Williams**

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| <b>Date of Meeting</b>          | <b>May 7, 2026</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Call to Order</b> | <b>6:00 pm.</b> |
| <b>Staff Present</b>            | Community Development Director Peter Matson, Planner Keaton Jones, and Becky Smith recorded the minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                      |                 |
| <b>Attendees</b>                | Councilmember Jennifer Christensen, Walter Ruiz, and Cory Swallow.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |                 |
| <b>Prayer or Thought</b>        | Commissioner Williams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |                 |
| <b>Pledge</b>                   | Commissioner Hansen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                      |                 |
| <b>Roll Call/Attendance</b>     | Present were Commissioner Allen, Commissioner Evans, Commissioner Gregersen, Commissioner Jones, Commissioner Hansen<br>Commissioner Miller, Commissioner Williams.                                                                                                                                                                                                                                                                                                                                                                                                                          |                      |                 |
| <b>Declaration of Conflicts</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |                 |
| <b>PETITIONER:</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                 |
| <b>SUMMITTED BY:</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |                 |
| <b>DISCUSSION</b>               | <b>AGENDA ITEM 1</b><br><br><b>Clinton City Planning Commission Rules of Procedure</b> <ul style="list-style-type: none"><li>• 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.</li><li>• Two versions of the Rules of Procedure are provided for review:</li><li>• <a href="#">ATTACHMENT A</a> – Redlined Copy:</li></ul> |                      |                 |

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|                              | <p>This version includes all the changes reviewed and discussed by the Commission during the last few meetings. Text highlighted in yellow indicate changes discussed since the last meeting.</p> <ul style="list-style-type: none"> <li>• <b>ATTACHMENT B</b> – Clean Copy:<br/>This is a clean version with all the proposed changes without the strikeout/underlined text.</li> </ul> <p>Commissioner Gregersen proposed to modify the language in Chapter 1, on page 1, subparagraph (b) (vi) to read: To authenticate by the Chairperson's signature, when necessary or directed by the Commission, the acts, and proceedings of the Commission.</p> <p>Commissioner Gregersen also proposed to modify the language of (viii) in the same section to read: To present when the Chairperson deems needful, a report to the Mayor and City Council covering the actions of the Commission.</p> <p>Commissioner Evans inquired about the middle of page 3, "at the discretion of the Chairperson where it states a commissioner may be permitted to attend the meeting electronically when warranted. "Does this mean the Chairperson would have to give permission for one of the Commissioners to attend electronically?</p> <p>Mr. Matson stated to do a zoom connection the IT person will need to be here to set up the connection. He inquired if the commission would like the language to read there should be coordination with the Chairperson and the Community Development Director to permit someone to attend electronically?</p> <p>The Commission all agreed that it would be best.</p> <p>Mr. Matson and the Commission discussed the rest of the changes that were made to the Rules of Procedure.</p> <p>Commissioner Williams asked if the rules of procedure will match what is in Title 2?</p> <p>Mr. Matson advised Title 2 as far as review and scheduled with the City Council is being combined with some other administrative amendments. Mr. Matson has noted those and has put them in his version to share with the Mayor and City Council. This will go before them on the second meeting in June. There will be items that will affect the zoning title and will be affecting the Commission directly in Title 28.</p> |
| <b>Conclusion and Motion</b> | <p>Commissioner Miller moved to approve the Clinton City Planning Commission Rules of Procedure (ROP) based on the changes made during the meeting</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                   | <p>discussion and staff research. Commissioner Gregersen seconded the motion. The commission approved the Clinton City Planning Commission Rules of Procedure.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DISCUSSION</b> | <p><b>AGENDA ITEM 2</b></p> <p><b>Proposed Amendments to the Accessory Dwelling Unite (ADU) Standards</b></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"> <li>• Internal ADUs – located entirely within the existing home</li> <li>• Attached ADUs – created as an addition to the home</li> <li>• Detached ADUs – located in a separate structure, typically in the rear or side yard.</li> </ul> <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>Mr. Jones went over several sections of the approval process of the ADU that were recommended by staff.</p> <p>Mr. Matson advised the Commission that there were two House Bills that covered regulations on detached Accessory Dwelling Units this last session. Cities must allow detached accessory structures on lots that are 11,000 square feet or larger. He also stated that the Clinton City code does already allow that.</p> <p>Mr. Jones advised the city will be starting to have a pre-application process before homeowners apply for an ADU permit. The goal will be to help residents avoid spending a significant amount of money on plans that may not qualify for approval.</p> <p>Mr. Matson advised staff has had citizens that had been corresponding back and forth with the staff via email and will still apply with incorrect documents. Staff provide them with the code and what sections to look at, but the citizens will commit their time and resources on plans and site plans that will not meet the code. Staff believes this will protect the citizens from that.</p> <p>Mr. Jones and the Planning Commission discussed the language that was being proposed on a checklist.</p> |

Mr. Jones and the Commission discussed the importance of having a checklist and a readable scaled site plan prior to applying for a building permit. Perhaps even having a link on the website to take them to the checklist, and that this would need to take place prior to applying for the building permit. All agreed this process needs to be made as simple as possible.

Mr. Matson advised an information check list would be a useful tool and the site plan would need to be scaled so they can make sure that the setbacks are correct, and legible enough to read and understand.

Commissioner Gregersen asked if this should have language like: The purpose of this rule is to encourage initial inquiries on a less formal basis to help guide the applicant prior to the expending of extensive resources.

Commissioner Williams advised one change he would recommend would be a pre-application preliminary site plan review. A more formal site plan review may be beneficial, so in a few weeks citizens do not come back in believing what they have is suitable if it is not.

Commissioner Miller asked if this is for new builds, or finish a basement, putting something above a garage?

Mr. Jones advised when it comes to internal ADU's the footprint of the home will not be changing, so in a lot of ways he is out of the equation in reviewing those, it is more of a building permit type of application.

Commissioner Gregersen stated he would like to change the language for the checklist to read: A purpose of this rule is to encourage conceptual inquiries by the applicant on a less formal basis to help guide them prior to expending expensive resources on a detailed design.

Commissioner Evans advised he sees this as giving the citizens the knowledge of what is needed to be proceeding with the work, also keeping the cost to the citizens to be at a minimum.

Mr. Jones advised it could be as simple as a stamp on the paper. Letting them know they can move forward with the process, stating nothing can change on the site plan.

Commissioner Williams advised he is just worried about the backlash that may come. He wants to make sure Mr. Jones and the city are protected in a what-if situation.

Mr. Matson advised he is concerned about doing an actual stamp as approval for reasons mentioned in previous statements. The citizens still need to know that there will be a formal approval process after receiving the go ahead.

Mr. Matson advised staff will take the comments from this meeting and will re-work a few things.

Commissioner Hansen advised he believed a meeting between the citizens and staff would be good because everyone involved will be represented.

Commissioner Williams advised Ogden and Layton both have DRC (Design and Review Committee) meetings with the developer/homeowner. He also advised in Layton they have you sign a paper when you sign up for a meeting, saying that anything that is discussed during the meeting the city will be held too is solely a preliminary discussion, comments are not formal until an actual application has happened. He also stated the Design and Review Committee is an over kill for an ADU, that really should be at staff level. His concern is to protect the city and the staff that the understanding of the homeowner that is going in for the application.

Commissioner Williams advised his proposed changes are to agree with what has been discussed and to have a checklist but still have staff state here is the code and here is the checklist for what is needed. Possibly even state on the bottom of the checklist that this does not meet a final approval or is still subject to codes, regulations, and technical review. If the citizen signs that at the bottom, it could be a complete pre-application, and you are able to take the next step.

Commissioner Hansen advised that it does not need to be spelled out in the code, it just needs to state in the code that a meeting is required. Then they will also see the checklist.

Commissioner Williams advised there would be legislation, and the policy is the interpretation of the code, the checklist. But, changing this from preliminary site plan just for clarity, and a scaled drawing for use of the city would be the only change he would propose to this. As well as Commissioner Gregersen's language changes, and a checklist.

Commissioner Evans asked Mr. Jones when people are coming to meet with you, would you like them to have the checklist? Are you looking for people to bring in a drawing not on a thumb drive, not a pdf, just on a piece of paper that is scaled and attached to the checklist? Is this what you will be looking for?

Mr. Jones said yes, that is correct.

Commissioner Evans asked Mr. Matson how quickly do we want to proceed with these changes? Can we set this preliminary site plan review out and have the Commission look at it before the next meeting?

Mr. Matson advised the Council has decided to change the public hearing. The council will be separating the public hearing from the actual decision on a legislative item. The first meeting for them to discuss this is scheduled for the June 23<sup>rd</sup> meeting, so even if there are tweaks to do on what the Planning Commission forwards to the City Council, that can still be done. He is hoping to get through some of the things Keaton has already done and come back to it in the next meeting and really have a substantive item to forward on.

Mr. Jones asked the Commission to jump to section 4 of the ADU standards, this addresses some of the general things that apply to ADUs. The new language that is proposed is in the section titled parking, driveway, and garage standards. Roman numeral 3 is where the first new language appears. The Commission talked about garages in several meetings, but it was never codified in the code. An ADU garage will need to meet the rear yard impervious ratio and meet the required setbacks. ADU garages are limited to a 2-car garage, with a diminution of 25 x 30 or a total of 750 sq feet.

Commissioner Hansen asked if the garage square foot would be added to the entire square footage of the structure?

Commissioner Evans advised he believed no, the dwelling should be different from the garage.

Mr. Jones agreed that this is something that does need to be clarified.

Commissioner Miller added a garage that big could make this a large structure. A 750-foot garage with a 1500 square foot home, this would be a house.

Mr. Jones advised that is what these regulations are trying to prevent. The city is wanting the accessory dwelling units to remain an accessory.

Commissioner Evans advised we have already regulated the size of the ADU, is there another category that can define if a garage will be permitted or not?

Commissioner Williams believed that using a ratio will work better than stating square feet.

Commissioner Hansen advised he agrees with a ratio, it opens more opportunities to the citizens.

Mr. Jones advised by putting a size limitation on the garages it would prevent these ADUs from having a footprint, with the combination of the home and garage, that could be bigger than the primary dwelling.

Commissioner Williams advised it is already self-governing when the setbacks and impervious surfaces must be met.

Mr. Jones advised it is self-governing on the smaller lot sizes, but it also prevents having a large garage being attached to a smaller ADU.

Mr. Jones stated the next section states the garage must remain a garage and may not be substituted for additional ADU space or converted into additional living space.

Mr. Jones discussed ADU driveways next with the Commission. He advised the driveway must be either concrete or asphalt. He stated gravel should not be used, because of how often the driveway will be used.

Commissioner Hansen asked if a driveway would be included in the impervious surface ratio?

Mr. Matson advised yes. Currently it is allowed if they have a detached garage.

Mr. Jones advised the staff believes the driveway should not exceed the width of the garage. This also ties into the section below stating there should not be additional parking allowed for an ADU, permitted to the ADU driveway, or to the structure. Staff are trying to keep the ADU accessory. He then asked the commission what their thoughts were on this.

Commissioner Evans advised he agrees an ADU should not have additional parking.

Commissioner Gregersen advised allowing accessory parking would swing the pendulum too far.

Mr. Matson advised it forces the property owner to decide on what they want in their rear yard. Do they want an ADU that will have a garage, or do they want some other type of accessory structure.

Commissioner Williams asked would a carport be allowed?

Commissioner Hansen advised he believes if a carport is allowed it should only be 750 square feet.

Mr. Jones advised a carport does have to abide by the setbacks of the ADU.

The Planning Commission discussed their thoughts regarding the ADU driveways and the widths of the driveway. If it should be added to the impervious surfaces and if it should be like what the primary structure allows.

Mr. Jones advised the concern is citizens will not be parking their own vehicles there; they would be letting their friends/family park there as well.

Commissioner Hansen asked Mr. Jones if he has seen driveways that are in the easements?

Mr. Jones said that is something he has thought about but is not sure it needs to be codified in the code. On the typical interior lot, it would be hard to do a garage unless you have a considerable side yard space. Otherwise, you would have to reverse your vehicle in a 10-foot setback. It would mostly be applicable to a corner lot when you are using the other frontage.

Commissioner Hansen asked, do we just not allow the parking pad? Would it be better to go with carports and garages?

Commissioner Evans stated he wants to confide by the rules but does not want to make it as congested. The idea that a mother-in-law and father-in-law live back there and have their own access to come and go is very appealing to me. But then again, when you have neighbors on both sides, and they are putting numerous people in there that is what he does not want to invite.

Commissioner Williams advised he believes more time is needed to think about how to write this code. There are still a lot of things to think about, things to consider.

Mr. Matson also asked the commission a question on a detached single story ADU, if a rear yard had a maximum height of 16 feet, with a roof pitch standard, depending on the architecture and so forth he wondered is the 16 feet is too restrictive. Some cities regulate the height of an ADU, as a ratio of the height of the primary dwelling. The city also has been trying to be sensitive to residences around you if you are a 2 story when everyone around you is a single story. The ADU might be taller than some of the neighboring homes. He stated staff can look at other standards and see how other cities are handling this.

Commissioner Allen, is there something that you have come across that has brought this back to you?

Mr. Matson advised no but we did have an example where the roof pitch put it over the maximum height.

Mr. Madson advised staff will make modifications to that and bring them back in front of the Commission.

Mr. Jones stated there is a standard in the code that states an ADU cannot be higher than the existing home.

Mr. Matson advised a 2-story can go up to 25 feet. He is wondering if there are architectural 1 story homes that might creep above that 16 feet and that we would be limiting owners on?

Commissioner Williams asked from a design/architectural point what would that look like if it was 16 feet and a single story?

Commissioner Hansen advised it all depends upon the width and other factors of the house. The pitch of the roof would have to be 4 x 12 to get over 16 feet. The plate height also comes into play. He believes a little more flexibility would be nice.

Mr. Matson asked Commissioner Hansen what type of roof pitch would be best?

Commissioner Hansen advised that the table that has been designed does give enough flexibility. He also added it should be more than 16 feet because a 12 x 12 roof pitch will be over 16 feet. The steeper the pitch the better it looks. If the ADU is a different roof pitch than the primary dwelling it is not as esthetically pleasing.

Mr. Jones advised what they are trying to prevent is having the windows high enough to look over the fence into the neighboring yard.

Commissioner Allen asked about the 12 x 12 pitch regulation, how high will that go on a single level ADU? Does it depend on the width of the house?

Commissioner Hansen advised it depends on the width of the house, which way the rafters are running.

Commissioner Evans stated a 12 x 12 roof pitch is almost impossible for a single-story house.

Commissioner Williams asked if we could state the pitch should match that of the primary dwelling?

Mr. Matson advised there is a state law that cities really cannot regulate the architecture of an ADU.

Chair Evans opened the meeting up to the audience, asking if he had any thoughts on this topic.

Mr. Swallow asked the Commission to please remember this will be a dwelling. In his opinion we are complicating this imprimitive ground. The city should not be changing setbacks or impervious surfaces to confute the issue. We must remember that we do not want this code to conflict with another code, because it will create conflict and someone will find a loophole. It would be helpful to have a definition page, write the code simply, so anyone can read it and understand what it is saying.

Mr. Swallow continued by asking why we have an internal ADU, attached ADU and detached ADU. He stated Mayor Dougherty has stated several times she does not want Clinton to turn into an HOA. He understands why there are setbacks, easements, those are necessary for safety and privacy concerns. However, he does not want to be told how many people can be living in his house, that he cannot rent out the basement if they are following codes.

Mr. Swallow continued by saying why do we want to regulate what is attached to the house. We still must meet the setbacks, and the requirements that are already defined. Detached ADU is a concern, although we do not need to reinvent the wheel. We have codes to protect life safety. The more that is defined the messier it becomes. He then asked why does the internal and the attached ADU have to be part of the ADU code at all?

Mr. Matson advised state statutes require that they be allowed in some instances, so to address it in our code is quite necessary.

Mr. Swallow questioned if it must be addressed in our code at all?

Mr. Madson advised the legislature has put a lot of work into this. Every year they add to the internal, to attached, and to the detached. This last year it was requiring that we regulate and allow detached in some circumstances.

Mr. Swallow asked if Clinton City already does not allow Air B&B's or short-term rental?

Mr. Matson advised ADU's cannot be used as a short-term rental. Clinton City does not have short term rental regulations. We have a couple of categories that have been interpreted as that over the years.

Mr. Swallow asked why does it have to be regulated by the city? He expressed that he does not like regulations. He worries that we are building conflict by making a complicated ADU category.

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|                              | <p>Commissioner Gregerson asked Mr. Swallow if he believes we have too much, or not enough regulations or if the Planning Commission just needs to be somewhere in the middle and smarter about the regulations?</p> <p>Mr. Swallow advised he would like to see the Planning Commission to be smarter and in the middle. There are reasons to have control in a community on what someone builds, but no control is also an unwise decision. He would like the Commission to make things simple. He has mixed feelings regarding the driveway and if it should be figured as part of the impervious surface. He asked the Commission not to make the code too complicated and allow residence to do something with their property that is safe with the neighbors and allow citizens to live the way they want to life.</p> <p>Commissioner Evans advised the Planning Commissions goal is to try and be good neighbors but also give property owners the ability to do some things with their property.</p> <p>Mr. Swallow stated again that he does not want Clinton to turn into an HOA.</p> |
| <b>Conclusion and Motion</b> | <p>Commissioner Hansen moved to table the approval of the proposed amendments to the Accessory Dwelling Unit (ADU) Standards that incorporate the modifications discussed by the Commission to the next meeting. Commissioner Allen seconded the motion. Commissioner Allen, aye; Commissioner Miller; Commissioner Jones, aye; Commissioner Evans, aye; Commissioner Hansen, aye; Commissioner Gregersen, aye; Commissioner Williams, aye.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DIRECTORS REPORT</b>      | <ul style="list-style-type: none"> <li>• Mr. Matson advised the General Plan consultant has updated the maps based on the March 24<sup>th</sup> meeting and will review them with the mayor next week.</li> <li>• Mr. Matson also thanked Chair Evans for coming to the Budget Showcase.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ADJOURNMENT</b>           | <p><b><i>Commissioner Jones moved to adjourn. Commissioner Miller seconded the motion. Voting is as follows; Commissioner Allen, aye; Commissioner Miller, aye; Commissioner Jones, aye; Commissioner Evans, aye; Commissioner Hansen, aye; Commissioner Gregersen, aye; Commissioner Williams, aye. The meeting adjourned at 8:41pm.</i></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

*Reviewed and Approved by the  
Clinton City Planning  
Commission on this 4th day of  
June 2026*

