

Planning Commission Chair:  
Commissioners:

Robert Guillier  
Jon Arends  
Scott Dixon  
Glen Woolsey  
Brent Stuart  
Cheryl White  
Dave Boothe

Secretary:  
City Council Representative:

**UINTAH CITY**  
**PLANNING COMMISSION**  
**WORK SESSION**  
**Tuesday, August 27, 2019**  
**5:30 PM**



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## Work Session Meeting Minutes

**Meeting Called to Order** by Robert Guillier

**Roll Call:** Daniel Combe, Brent Stuart, Robert Guillier, Brett Parke, Scott Dixon

**Declaration of Conflicts of Interest:** Commission members are required by law to file a public disclosure statement with the Secretary listing business interests and investments that could create a conflict of interest with the duties of the Commission Member. When a matter in which a Commission member has a business or investment interest appears on the agenda, the Commission member must publicly disclose that interest. Robert Guillier asked the Commission if they had any conflicts of interest with tonight's agenda. There were none.

### Agenda Items:

1. **Training on policy and procedures of General Plan with Tim Petty** (recording 00:32:30)
  - Tim said our general plan is unique by intent. It is easy to read, understand intent and change when necessary. The general plan and the ordinances stemming from it give the City authority to regulate land use. There are 3 things the state requires in a general plan: transportation, land use and moderate income housing. However, only cities of 5<sup>th</sup> class or higher, with populations over 5000, require the moderate income housing aspect; so this doesn't apply to Utaah. We do include it as part of our plan, though, because many grants are based on it. There are many other areas that can be addressed if necessary. Our plan addresses some but not all.
  - The general plan is an advisory guide to help make decisions but requires ordinances to implement them. It is meant to be a document that provides an overall, long-term look at what we want the city to become. The city must follow the plan when making decisions concerning city property (parks, streets, etc).
  - Our plan has 10 sections: growth and zoning, transportation, sanitary waste disposal, culinary water, secondary water, stormwater, pathways, parks, moderate income housing and emergency services. It also includes the required maps and other data. It's easy to update because each section can be done individually as needed. Updating isn't mandatory, but it's good to look at it every couple of years.
  - There was discussion about what the city would look like at build-out. Tim said the numbers were based on data from the water and transportation aspects of the plan. As it is now, we would never reach the 5000 citizen threshold that would require us to submit moderate income housing reports to the state because our infrastructure won't allow it. However, he pointed out that if the plan were changed, the build-out numbers could change also.
  - Brett expressed concern about the transportation section of the plan. It specifically addresses concerns on 6600 S. He feels these concerns should be generalized to include other main roads in the city. Robert asked Cheryl to put the general plan on the schedule a review every 2 years, beginning with this year.
2. **Training on policy and procedures of building inspections with Jeff Monroe** (recording 00:00:50)
  - Jeff Monroe started by addressing zoning for detached buildings. Right now the ordinance allows for the wall to be 1 foot, and the eaves no closer than 4 inches, from the property line. The International Code Council (ICC) states that certain fire codes must be observed if a building is within 5 feet of the property line. Jeff follows the ICC code but our ordinance doesn't specify that these codes must be followed. This should be addressed.
  - Brent suggested that we need to define which element of the "wall" is being referred to. Is it the outer wall, the footings, or something else? He also suggested we look at whether 1 foot is adequate to maintain a building or if it should be changed to 3 or 5 feet.
  - Robert stated that we needed to nail down the terminology as we develop a draft for the new ordinance. He also asked Chief Sacco for any input from a fire department standpoint. Chief Sacco said that the fire department isn't involved with the building process on private property.
  - There was discussion on how far away from the property line the structure should be. It was agreed that 3 feet made sense because that would allow property owners on both sides of the line to be the same distance away. They also decided that eaves should be at least 18 inches from the property line. Brent asked if there was a definition for the "1 hour fire wall" that is required. Layton City defines it as 5/8 sheetrock with fire-taped seams. This is an acceptable definition for our purposes.
  - Daniel asked about buildings that didn't require a permit. He pointed out that verbiage should include them as well.
  - Tim Petty suggested using figures to address height issues as well as setbacks. The building must fit within the specifications of the diagram, with a taller structure farther away from the property line. This would help preserve line of sight for neighbors as well.
  - Daniel asked if we should put restrictions in place to prevent building until the ordinance is rewritten. Robert asked Dave Boothe to find out if it's possible to put a moratorium on building.

- Robert asked that we specify the actions that will take place next. Brent said he and Jeff would confer, make a draft, get input from commissioners and make revisions. It will affect all zoning ordinances, so he will include verbiage for all zones as well as buildings that don't need a permit.
3. **Discussion on policy recommendation for short and long-term rentals** (recording 00:48:00)
- Robert stated that he felt we were putting the cart before the horse by discussing rental issues without first having a public hearing. He asked that we table the issue until citizen's input can be obtained.
  - Brent gave an overview of how one specific short-term rental works. He said a host is required to register, and there is a map that shows the general location. However, an address isn't given until the booking is paid for. Both hosts and guests are rated by each other after each stay. This enables both renters and hosts to accept only those who meet their standards. Payment goes through the company, but hosts are responsible to register in their own state for tax purposes.
  - Daniel asked if any inspections were required. He was told no. He was also concerned that the city needs to know who has short-term rentals. He felt this information is pertinent for first responders, but the city can't pass it along if we don't have it. He felt requiring a business license was a good way to obtain the information. He believes people should be able to use their property as they see fit, but protecting citizens and first responders is also important.
  - Brett pointed out that HB 409 and HB 253 regulate short-term rentals and need to be read before any decision is made. Robert asked that Cheryl send out copies to everyone on the planning commission. We also should address this issue in the general plan.
  - Mayor Cutler passed on some information from a recent business license conference. There is much debate on whether business licenses should be required, there are a lot of divergent views and all need to be considered. Robert said the goal was to find middle ground that would protect our citizens while allowing property owners to use their land.
4. **Meeting Adjourned** (recording 1:05:12)
- Brent made a motion to adjourn, Brett seconded the motion
  - Motion passed, meeting adjourned

APPROVED by the Planning Commission this 24 day of Sept, 2019.

  
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Planning Commission Chair