

# MINUTES of the Vernal City PLANNING COMMISSION

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

October 10, 2023

6:00 pm

**Members Present:** Brandon Parker, Stephen Lytle, Brian Eades, Troy Allred, Samantha Chapoose and Corey Foley

**Members Excused:** Ryan Pugh

**Alternates Present:**

**Alternates Excused:** Ryan Balch, Randel Mills and Brittany Young

**Staff Present:** Gabby Hawkes Blackburn, Assistant City Manager; Matthew Tate, Building Official, Gay Lee Jeffs, Administrative Secretary.

**WELCOME AND DESIGNATION OF CHAIR AND MEMBERS:** Chair Brandon Parker welcomed everyone present to the meeting.

**APPROVAL OF MINUTES FROM September 12, 2023:** Brandon Parker Chair asked if there were any changes to the minutes from September 12, 2023. The minutes were approved with there being no corrections, *Stephen Lytle moved to approve the minutes of September 12, 2023 as presented. TroyAllred seconded the motion. The motion passed with Brandon Parker, Stephen Lytle, Brian Eades, Troy Allred, Samantha Chapoose and Corey Foley voting in favor.*

## **EAST MEADOWS CONDITIONAL USE REQUEST, 126 NORTH 500 EAST – 2023-018-CUP**

Gabby Hawkes Blackburn introduced the East Meadows conditional use request, which involves an existing mobile home park that wants to convert a portion of its space into RV parking. The existing mobile home park is owned by multiple individuals through an LLC, and they aim to create long-term or short-term RV parking without adding structures, just parking spaces.

Several issues were raised during the discussion:

- A mapping error with GIS regarding public or private roads.
- Unclear parking arrangements on the site plan.
- Lack of calculations for the dimensions of the recreation space.
- The RV space dimensions do not meet the city standards, and adjustments are needed.
- The need for a separate business license for the RV park.
- Enforcing skirting for long-term RV stays.

Ms. Hawkes Blackburn believes that these issues can be resolved without delaying approval, as long as the necessary adjustments are made. The discussion also mentioned differences in rules between mobile home parks and RV parks for septic systems. The proposed RV park would have fewer spaces than previously approved for mobile homes.

*Troy Allred moved to approve the conditional use request with the necessary corrections as previously stated. Samantha Chapoose seconded the motion. The motion passed with Brandon Parker, Stephen Lytle, Troy Allred, Brian Eades, Corey Foley and Samantha Chapoose voting in favor.*

It was clarified that this approval was the final step in the process and not a recommendation to the City Council.

**NORTHEASTERN COUNSELING MASTER SITE PLAN, 1076 WEST 500 SOUTH – 2023-019-MSP**

Gabby Hawkes Blackburn presented the master site plan for a property with an existing building and plans to expand it into a Counseling Center and multifamily housing units. The focus was on the multifamily aspect since the commercial component was permitted under the zoning.

The discussion pointed out several issues:

- The lot coverage calculations needed to be clarified.
- The requirement for a minimum wainscot (brick, architectural block, rock, stone, or stucco) on the commercial building was raised for consideration.
- Parking space requirements, particularly for multifamily units, needed further information and justification.
- There was a debate about whether the existing wainscot on the building met the code requirements.

The Commission asked questions and expressed their thoughts on various aspects, such as parking requirements, square footage of units, and the possibility of zoning exemptions for smaller square footages. The discussion noted that the project seemed to be a good use of the property and aesthetically pleasing for the area.

*Corey Foley moved to approve the Master Site Plan for the Northeastern Counseling Center with a focus on the matching aesthetics of the building and other related corrections. Stephen Lytle seconded the motion. The motion passed with Brandon Parker, Stephen Lytle, Troy Allred, Brian Eades, Corey Foley and Samantha Chapoose voting in favor.*

It was also mentioned that the issue of zoning exemptions for smaller square footages would be addressed in the future.

**BASIN LENDING AMENDING CLARK SUBDIVISION, 825 WEST 400 SOUTH – 2023-021-SUB**

Gabby Hawkes Blackburn presented the amended subdivision request. The property is currently being used to build a twin home, and the owners intend to split it into two separate lots, each of which can be sold individually. This action technically constitutes a minor subdivision, but State regulations require it to be treated as an amended subdivision plat because it is located within a recorded subdivision.

Ms. Hawkes Blackburn noted that all zoning requirements were met, and the county recorder and county surveyor had provided comments on the plat. She also mentioned that there was an issue with the mylar size, which was too small for county recording purposes. The county recorder required the plat to be on a 24 inch by 36 inch mylar.

Despite this issue, the Commission discussed approving the plat, with the understanding that the mylar size problem would be resolved.

*Brian Eades moved to forward a positive recommendation to the City Council for the subdivision and that the final signatures would be obtained before it was sent to the City Council for a decision. Samantha Chapoose seconded the motion. The motion passed with Brandon Parker, Stephen Lytle, Troy Allred, Brian Eades, Corey Foley and Samantha Chapoose voting in favor.*

**DISCUSSION TO CONSIDER AMENDING THE VERNAL CITY MUNICIPAL PLANNING AND ZONING CODE CHAPTER 16.58 – SUBDIVISION CODE – LAYOUT AND IMPROVEMENTS; BONDS AND REIMBURSEMENT**

The meeting discussed updates to subdivision code in response to state requirements, particularly focused on street classifications and bond types. The proposed changes were prompted by House Bill 174, which mandated updates to certain sections of the city's code.

For street classifications, the discussion centered on categorizing streets as arterial, major collector, collector, and residential. The proposed changes aimed to address issues such as the width of roads, parking, and snow removal. A "state-mandated residential road" classification was also suggested for streets without services like garbage pickup and plowing. The goal was to clarify requirements for access based on the number of housing units and street classifications.

Regarding bond types, three options were presented:

- Build all the improvements and bond for a certain percentage (10-20%) of the City-owned improvements (curb, gutter, sidewalk, road, storm water, sewer) for a certain amount of time (1-2 winter seasons) to make sure improvements hold up and lots are broken out at the end of construction.
- Bond for all the improvements, lots are broken out at the beginning, and bond is released as improvements are built besides a certain percentage (10-20%) of the City-owned

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improvements (curb, gutter, sidewalk, road, storm water, sewer) for a certain amount of time (1-2 winter seasons) to make sure improvements hold up.

- Bond for all the improvements except the curb and sidewalk is bonded separately. Lots are broken out at the beginning, and bonds are released as improvements are built, sidewalk bonds are released as they are built in front of the lots but there needs to be a time limit on how long it can take to build all of the sidewalks. This option would also need a certain percentage to make sure improvements hold up.

Commissioners discussed the advantages and disadvantages of these options, and the consensus was to offer all three bond types and include a sunset clause. The sunset clause would vary in duration depending on the number of lots in a development. A development with twenty-five (25) or less units would have a sunset clause of three (3) years. A development with more than twenty-five (25) units would have a sunset clause of five (5) years.

The discussion also touched on sidewalk maintenance and whether the city should take over sidewalks section by section or as a whole. The general preference seemed to be to take over sidewalks as a whole upon completion.

Specific language for the proposed changes will be provided in the following months for review, leading to the final adoption of these amendments in December by the City Council.

Gabby Hawkes Blackburn brought up the possibility of a joint training for Planning Commissioners from Naples, Ballard and Roosevelt. The training would offer insights into the practices and approaches of different areas and help commissioners fulfill the four-hour training requirement. Participants at the meeting expressed their willingness to attend such training, even if it lasts for up to three hours. The meeting also addressed the need for one hour of training during a meeting, which could include discussions of recent land use law changes and developments.

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

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Brandon Parker , Planning Commission Chair