



# DELTA CITY PLANNING & ZONING COMMISSION MEETING

Wednesday, August 13, 2025 at 7:00 PM

Delta City Municipal Complex Council Chambers\*

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## MINUTES

### PRESENT

Derek Curtis  
Chairman Chad Droubay  
Don Smith  
Dillon Pace  
Tamara Stewart  
Council Liaison Kelly Carter  
Darlene Webb

### ABSENT

Lindsey Dutson  
Chris Christensen

### ALSO PRESENT

Sara Laub  
Kevin Laub  
Alden Evans  
Ron Larsen  
Mayor John Niles  
Courtney Finlinson  
Brian Stephenson

### CALL TO ORDER

Planning and Zoning Chairman Droubay called the meeting to order at 7:00 p.m.

### MINUTES APPROVAL

1. Meeting Minutes approval: Planning & Zoning Commission Meeting 2025-07-09

Commission Member Pace MOVED to approve the minutes of the Planning and Zoning Commission Meeting held on 07/09/2025. Commission Member Stewart SECONDED the motion. Chairman Droubay asked if there were any questions or comments regarding the motion. There being none, he called for a vote.

Motion made by Pace, Seconded by Stewart.

Voting Yea: Curtis, Chairman Droubay, Smith, Pace, Stewart, Council Liaison Carter, Webb

Absent: Council Members Dutson and Christensen

**BUSINESS** – Any such business as may come before the Commission.

2. Sara Laub; Exemption or Code Modification  
Action: Discussion/Consideration for approval

Sarah Laub appeared before the Planning and Zoning Commission requesting an Exemption or Code Modification in regards to being able to rent out a building on her lot as a residential guesthouse. She has looked up several different cities and her request would be approved in each of those communities, but that Delta City's Code is very lengthy in comparison. Laub has listed on Facebook as a business rental; only 10% were interested in renting it as a business, about 90% inquired about renting it as a small apartment/rental. She also stated that her specific property is more than double most of the lots in her zone.

Commission Chair Droubay reminded members that the residence being looked at is in the R1-B zone and that it is an accessory unit that Laub wants to utilize as a rented occupied dwelling. Commission Member Curtis asked about it qualifying as a business of apartment renting, as it was grandfathered in as a business. Commission Member Smith stated that there are very different definitions of these in the Code. Commission Member Stewart asked if this would be a long-term rental and Laub confirmed, yes. Laub added that it is difficult to rent it as a business because it is not on main street; she also added that neighbors have given opinion that they would rather have it rented for residency over using it as a business.

Council Liaison Carter inquired if the dwelling has its own water meter; Laub stated that it shares water with her residence, but power is metered separately. Council Liaison Carter stated that he would be open to looking at options of existing buildings being grandfathered into current code; but no new builds. Commission Member Webb asked Laub how many she would have residing in the building. Laub and her husband stated that it would be for single, double or at most a family of 3 as it is very small; like a studio apartment. Webb stated her agreement with Council Liaison Carter while adding specific stipulations.

Commission Member Smith added that outside of code, the Commission could not say how many would be allowed in the unit and that to allow this there would have to be a code change, which was already methodically gone through to get away from exceptions for everything. Commission Chair Droubay added that there are specific zones which allow guesthouses, but R1-B is not one of those; population density must be considered, especially with parking concerns.

Laub asked about it being looked over as a conversion per code, but Commission Members stated that it does not meet the conversion rules because of the zone. Commission Chair Droubay stated that this would have to be looked over and reviewed more as it would constitute a code change; there will be additional discussion among Planning & Zoning Commission and give a recommendation to the City Council. Laub stated that she wants to do things legally, but it is really interesting that Code is not set to help people do things legally; she stated her frustration that this is really restricting and doesn't make any sense. Commission Chair Droubay stated that Code is designed to build parameters and Planning & Zoning's job is to protect your neighbors in the zone that you are residing in. Commission Member Pace asked if building meets all other necessary requirements. Laub and her husband stated that all other cities that they researched would allow this building to be rented as a residence and that they do understand that it would have to be inspected and pass all inspections and requirements for safety.

5. Brian Stephenson; Stephenson Honey Co. - Addition to existing Production Building  
Action: Discussion/Consideration for approval

\*\*\*This item was moved to be discussed prior to Courtney Finlinson (#3) and Coyote Gulch (#4)\*\*\*

Brian Stephenson with Stephenson Honey Co. appeared before the Planning and Zoning Commission with plans for adding onto their existing commercial production building at 635 N. 100 W. This facility is currently in a Rural Residential zone. Stephenson stated that adding this onto the facility will add less than 10% on the footprint of the building; he is proposing to square up the corner of the existing

production facility, this will add in a working space below and a storage space upstairs. Stephenson asked for clarification that he can move forward with these modifications. Council Liaison Carter and Public Works Director Ashby verified that Stephenson's is, indeed, in a Rural Residential Zone; this was done when all of the City re-zoning was completed. It was recommended that Stephenson petition for a rezoning. Commission Member Smith agreed with recommendation that going through the re-zoning process would be best; this allows that any future needs would already be covered. City Recorder Westbrook explained that there would need to be notification by mail to any neighbors within 300 ft, a Public Hearing would be required, along with proper notification of two weeks' notice. Stephenson would like to begin construction as soon as possible, hoping to do so next month.

Ron Larsen commented from public that another option could be a variance; true zone-change would be best, though. Attorney Anderson said that it could possibly fall under a hardship due to the facility being in an industrial zone and then moved to residential. Overall, best option would be to request a re-zone. Stephenson will begin process of requesting zone change and will gather neighbor addresses.

4. Coyote Gulch Boundary Adjustment Agreement and Conveyance  
Action: Discussion/Consideration for approval

\*\*\*This item was addressed after Stephenson Honey Co. (#5)\*\*\*

A Boundary Adjustment Agreement and Conveyance for Coyote Gulch was presented to the Planning and Zoning Commission. There was a concern that came from First American Title that there was an illegal subdivision being created; however, upon further investigation and discussion, it is actually a "Boundary Line Adjustment". Attorney Anderson stated that it does meet all of the requirements of a lot line adjustment.

6. Council Liaison Kelly Carter: Light Industrial Zone  
Action: Discussion/Consideration for approval

\*\*\*This item was moved prior to Courtney Finlinson (#3), as she was on her way from Oak City having not been notified that she was on tonight's agenda\*\*\*

Attorney Anderson stated that this information is just to get started with some ideas, have a discussion, and build from there. Commission Chair Droubay summarized that most important thing to look at is the requirements when a Light Industrial Zone is butting up against a Residential Zone. Council Liaison Carter suggested looking over the Use Table to get started. Commission Member Stewart pointed out that Attorney Anderson had specifically highlighted pulling out Livestock, Stables, and Agriculture and agreed that they should be removed.

Commission Chair Droubay asked for additional discussion on site-obscuring fences and what would qualify. Attorney Anderson said that this was something specific in Richfield's Light Industrial Zone, but that Delta City's Planning & Zoning Commission had specifically stated that their concerns with having a required fence is for safety, i.e. keeping children out. Fences shall be required on all sides of property that abut a residential zone, and around any outside storage area. Fences shall be a minimum of 6 feet high and constructed of durable materials. Sidewalks are required on properties that abut residential zones and to connect sidewalk to an already current sidewalk. Curb and gutter are required on all sides to preserve roadways.

Community Member Alden Evans added that dust emissions could also be considered for being considered Light Industrial. Commission Member Smith stated that there are requirements for specific industries, but they are not cost-effective or known well enough for small businesses to monitor this. Council Liaison Carter recommended having Code that is provided to support Use Tables. Commission Member Smith agreed, also stating that definitions should be included in code for explanation of use tables.

Community Member Ron Larsen shared some definitions and characteristics of light industrial zones. Attorney Anderson read from the proposed code that one cannot create smoke, gas, odor, dust, noise, vibration, soot, or lighting. Commission Member Stewart added that she likes where this discussion of Light Industrial Zones has started and believes continued discussion, review, and flushing out is needed. Attorney Anderson will come back with additional information on crossing the boundary lines.

3. Courtney Finlinson; Subdividing Parcel  
Action: Discussion/Consideration for approval

\*\*\*This item was moved to final item on agenda.\*\*\*

Courtney Finlinson appeared before the Planning and Zoning Commission requesting subdividing a parcel of land at 730 Sunset St. Finlinson would like to subdivide .42 acre parcel into 2 lots that would still be above the required .16 acre; both lots would also have proper setbacks, frontage, and manufactured home dimensions. Public Works Director Ashby stated that there are no concerns, but that Finlinson needs to be aware that she must have proper sidewalks and the manufactured homes must have permanent foundations. Subdividing property triggers improvements per code.

Planning & Zoning Commission confirmed that the property Finlinson is referring to can be subdivided into two lots per the information she presented. She will be required to meet all code specifications.

#### ADDITIONAL ITEMS

Council Liaison Carter asked for commission to consider recently adopted 5 foot sidewalk requirements.

#### ADJOURN

Commission Member Pace MOVED to adjourn the meeting at 8:32 p.m. Commission Member Smith SECONDED the motion.

The meeting was adjourned at 8:32 p.m.



  
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Sherri Westbrook, Recorder