



DELTA CITY PLANNING & ZONING COMMISSION MEETING

Wednesday, September 10, 2025, at 7:00 PM

Delta City Municipal Complex Council Chambers*

MINUTES

PRESENT

Commission Chairman Chad Droubay
Commission Member Tamara Stewart
Commission Member Dillon Pace
Commission Member Darlene Webb
Council Liaison Kelly Carter

ABSENT

Commission Member Derek Curtis
Commission Member Don Smith
Commission Member Lindsey Dutson
Commission Member Chris Christensen

ALSO PRESENT

Sherri Westbrook
Justin Ashby
Angie Dewsnup
Jessica Anderson
Micklane Farmer (via Zoom)
Shawn Works
Cherish Works
Brian Stephenson

Miriam Waddingham
Kirby Walker
Steve Anzures
Amy Parkinson
Sara Laub
Michele Steele
Angela Hansen

CALL TO ORDER

Planning and Zoning Chairman Droubay called the meeting to order at 7:16 p.m. He stated that notice of the time, place, and agenda of the meeting had been posted at the City Municipal Complex, on the Utah Public Notice website, on the Delta City website, and had been provided to the Millard County Chronicle-Progress and each member of the Commission at least 24 hours before the meeting.

MINUTES APPROVAL

1. Meeting Minutes Approval: Planning & Zoning Commission Meeting 8/13/2025

Commission Member Pace MOVED to approve the minutes of the Planning and Zoning Commission Meeting held on 8/13/2025. The motion was SECONDED by Commission Member Stewart. Chairman Droubay asked if there were any questions or comments regarding the motion. There being none, he called for a vote.

Motion made by Commission Member Pace, Seconded by Commission Member Stewart.

Voting Yea: Chairman Droubay, Council Liaison Carter, Commission Members Pace, Stewart, and Webb
Commission Members Curtis, Smith, Dutson, and Christensen were absent.

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

2. Brian Stephenson; Stephenson Honey Co. Zoning Change Request R-R (Rural Residential) to I-1 (Industrial)

Action: Discussion/Consideration for approval

Commission Member Webb MOVED to positively recommend to Delta City Council the Stephenson Honey Co. zoning change request from R-R (Rural Residential) to I-1 (Industrial) per legal description. 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 Commission Member Webb, Seconded by Commission Member Stewart.

Voting Yea: Chairman Droubay, Council Liaison Carter, Commission Members Pace, Stewart, and Webb
Commission Members Curtis, Smith, Dutson, and Christensen were absent.

Commission Chairman and Liaison Carter also requested it to be noted that the Planning & Zoning Commission would like to look at rezoning Shepherd's Lane to 200 West as residential.

3. Council Liaison Kelly Carter & Micklane Farmer, Jones & DeMille; Discussion of Current Sidewalk Requirements in Delta City Construction Standards

Action: Discussion/Consideration for Approval

Council Liaison Kelly Carter addressed the Commission about the current 5-foot sidewalk requirement that was recently adopted with the Delta City Construction Standards Ordinance. Delta City Attorney, Jessica Anderson, invited Micklane Farmer with Jones & DeMille to join the meeting tonight; he joined this meeting via Zoom. Farmer was an engineer who worked with Delta City Officials and Public Works on writing and adopting the current construction standards. Farmer explained to the Commission that the current Utah ADA Standard for sidewalks is from 2010; it states that if a sidewalk is narrower than 60 inches (5 feet), then 60x60 inch passing spaces (jut-outs) must be located at intervals of no more than 200 feet. He stated that what cities typically do instead of 5x5 squares every 200 feet or less, they just put a 5-foot-wide sidewalk everywhere; and this is what was recommended to Delta City by Jones & DeMille.

Chairman Droubay asked about whether driveways were included as part of the jut outs. Farmer stated that driveways can be counted; however, they must be less than a 2% slope. Commission Member Pace stated that this is such a small slope, that very few driveways would be under this threshold.

Farmer also expressed concerns and a reminder that any new construction, as well as any replacements that have been completed after 2010 must be built to ADA standards; if installed prior to 2010, ADA was not involved.

Option of 4-foot sidewalk with 60x60 jut-outs at least every 200 feet was discussed by commission; Droubay asked Farmer what percentage of municipalities that he has worked with adopted the 4-foot with jut-outs or the 5 foot and Farmer stated that in all the years he has been working on this with municipalities, he cannot think of a single entity that adopted the 4-foot with jut-outs every 200 feet or less.

Based on recommendations from Jones & DeMille Engineering and concerns of issues with regulation, it was decided by the Commission to leave the standard as adopted.

4. Council Liaison Kelly Carter; Changes to Current Sidewalk Requirements in Mobile Home Zone

Action: Discussion/Consideration for Approval

Council Liaison Carter presented to Commission Members that the Mobile Home Zone in Delta has just two lots that are not developed and one sliver that abuts the old Rancho Trailer Park. There are no sidewalks anywhere in the mobile home zone today; however, with current code, if one of those three

lots is developed, they would be required to put in a sidewalk. Concerns were raised about a recent home build that did not have sidewalks.

Commission Member Pace agreed that in the current Mobile Home Zone, it would make sense to remove the requirement for sidewalks in the remaining two lots. However, with possible additional growth in the north end that abuts the old Rancho Trailer Park, sidewalk requirements should be considered.

Commission Member Webb asked about the possibility of a variance. Public Works Director stated that variances are very difficult to obtain and that this would not qualify for one.

Council Liaison Carter stated that his recommendation would be to remove the requirement for sidewalks in the Mobile Home Zone; the only concern would be that north sliver as there is a large amount of acreage that could possibly bring forty-two additional lots. He explained that the purpose of the Mobile Home Zone is to provide opportunities for low-income individuals to have a place and requiring sidewalks could bring this out of reach for low-income individuals. Council Chairman Droubay agreed that he would like to see this requirement removed, but the concern remains that there could be future development of 42 lots to the north in the Mobile Home Zone and that development should require sidewalks with new construction. Shawn Works added that for EMTs and emergency services, sidewalks are helpful, citing concerns with Del Park. Council Liaison Carter stated that the new road standards in this development would ensure space for these services.

Commission Member Stewart added that in the new development, there are also added safety concerns with children and sidewalks need to be required.

Council Liaison Carter asked Commission Members to take some time to think through some options that could be looked at and Chairman Droubay agreed that they should consider ideas for what is existing in the current Mobile Home Zone and what is to come.

5. Council Liaison Kelly Carter; Accessory Dwelling Units
Action: Discussion/Consideration for Approval

Council Liaison Carter brought to the Commission his concerns with current code that does not allow for a detached structure to be rented out for residential living; he asked if this is something that should be changed. Commission Member Stewart asked for clarification on whether this would pertain to existing buildings or for new construction. Commission Member Pace asked about Council Liaison Carter's email and if this was just a discussion-starter. Carter stated that what he put together was a suggested code; the last meeting it was determined to research and come together this month to make some decisions. Carter researched all over the state of Utah and there are very few that do not allow this; but those that do all have restrictions. He stated that the only current zone that this is allowed is R-R (Rural Residential). Chairman Droubay stated that this is due to requirements of lot size and density. Attorney Anderston added that as long as it is attached and does not change the footprint of the home, this is allowed.

Council Liaison Carter stated the definition of an Accessory Dwelling Unit as *"a self-contained residential unit located on the same lot as a principle single-family dwelling, which provides complete independent living facilities for one or more persons, including provisions for living, sleeping, cooking, and sanitation"*. His concerns are that with upcoming projects, there will be people who will not have a place to live. Carter went through requirements of the suggested code: gross-floor footage cannot be more than 50% of the existing primary footprint, must meet setbacks, cannot exceed 1,000 square feet, must have just under 3 off-street parking spaces, can be rented, and does not have to be rented to family. Carter would like the Commission and Public Works Director to go through the code that he has written. Chairman Droubay added that the primary residence must be owner-occupied.

Commission Member Pace asked about current existing structures and if they would have to follow same size requirements or be grand-fathered in. Any conversions must meet current building standards, pass inspection, and be permitted.

Chairman Droubay stated that next step would be to work on language to adopt. Public Works Director Ashby recommended putting a restriction on the number of units allowed. Commission Member Webb would like to see that what is written in the code can be regulated. Commission Member consensus is to create a properly worded and properly governed code to allow for Accessory Dwelling Units; will send this to City Council for input prior to writing up the code.

6. Updates and Any Additional Information on Light Industrial Zone
Discussion Only

Attorney Anderson suggested not being too restrictive; it cannot create smoke, gas, or odor, soot, anything to a degree that creates a nuisance. Commission Member Pace asked about determining a nuisance. Chairman Droubay stated that that would be interpreted by Public Works Director. Council Liaison Carter stated that most importantly, it be limited by the use table; cannot get a business license or permit without meeting requirements of the use table. Attorney Anderson added that a license can be revoked, as well.

Attorney Anderson reminded the Commission about the fencing requirements that were decided on: fencing required when it abuts a residential zone and around any outside storage area; minimum height is 6-feet and constructed of durable fencing material. Create verbiage that is specific enough to easily be interpreted by Public Works Director. Attorney Anderson will create a written Ordinance to share with Planning & Zoning Commission in the next couple of weeks to give time for members to read, review, and take notes for next meeting.

ADDITIONAL ITEMS

ADJOURN

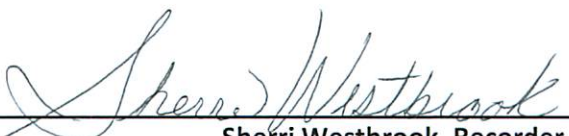
Commission Member Webb MOVED to adjourn the meeting. Commission Member Stewart SECONDED the motion. Chairman Droubay asked if there were any questions or comments regarding the motion. There being none, he called for a vote.

Motion made by Commission Member Webb, Seconded by Commission Member Stewart.

Voting Yea: Chairman Droubay, Council Liaison Carter, Commission Members Pace, Stewart, and Webb
Commission Members Curtis, Smith, Dutson, and Christensen were absent.

The meeting was adjourned at 8:24 p.m.




Sherri Westbrook, Recorder