

PUBLIC NOTICE IS HEREBY GIVEN THAT THE

Planning Commission of Fairfield, Utah

Shall hold a Regular Meeting on

October 2, 2024 @ 7:00 P.M.

At the Fairfield Town Office

103 East Main Street Fairfield, Utah

Regular Agenda

1) Call to Order and Roll Call

2) Approval of Minutes

Vote to approve the Regular Session minutes from September 4, 2024.

3) Site Plan Review

a) Discussion on the Garth Jacklin Site Plan.

b) Vote to approve Garth Jacklin's Site Plan.

4) Lot Line adjustment and Zone change Discussion for Bryce Thomas.

5) Vote to approve or deny the Cedar Valley Industrial Park Final Plat located approximately 600 South 250 West Fairfield.

6) ADU Ordinance

a) Discussion of the ADU (Accessory Dwelling Unit) ordinance.

b) Vote on approval or deny the ADU ordinance for recommendation to the Town Council.

7) Mayor's Report

Update on the General Plan and other ordinances.

8) Old Business

Discussion of any outstanding items.

9) New Business

Introduction of any new items for consideration.

10) Action Items

Review of tasks and actions to be completed.

11) Adjournment

Join Zoom Meeting

<https://us06web.zoom.us/j/84420082790?pwd=U0ZYKzdZMEQ0Zklib3hRZjNnUEIOUT09>

Meeting ID: 844 2008 2790

Passcode: 846291

Certificate Of Posting

The above agenda notice was posted on or before the 1st day of October 2024 at the location of the meeting, Fairfield town office 103 East Main Street Fairfield, UT, and at the Fairfield town website <https://fairfieldtown.org/agendas-minutes/>, and on the Utah State public notice website at <https://www.utah.gov/pmn/index.html>.

In Compliance With The Americans With Disabilities Act, Individuals Needing Special Accommodations (Including Auxiliary Communicative Aids And Services) During This Meeting Should Notify City Offices At 801-766-3509.

Date

Stephanie Shelley Town Recorder/Clerk

Unapproved Meeting Minutes

Fairfield Planning Commission

Regular Meeting

September 4, 2024

Minutes

Date: Wednesday, September 4, 2024

Location: Fairfield Town Office 103 East Main Street Fairfield, Utah

Time: 7:00 P.M.

Minutes By: Recorder: Stephanie Shelley

Agenda Item #1-Call to Order and Roll Call

Commissioner Taylor opened the meeting at 7:02 pm

Heather Strong, David Riet, Jane Lancaster, Wayne Taylor, Kyler Fisher

Staff Present:

Recorder: Stephanie Shelley, Attorney Todd Sheeran

Others Present: Tal Adair, Richard Cameron,

Via Zoom: Weber, Alina

Agenda Item #2- Public Comment Period (2-minute limit per person). Public comment is for any matter not on the Agenda and not the subject of a pending land use application.
No one present had comments.

Agenda Item #3 -Vote to approve the Regular Session minutes on August 7, 2024.

Commissioner Lancaster motioned to approve the August 7, 2024 minutes.

Commissioner Strong seconded the motion. Unanimously approved

Commissioner Taylor - Yes

Commissioner Strong - Yes

Commissioner Riet - Yes

Commissioner Lancaster - Yes

Commissioner Fisher - Yes

Agenda Item #4 - Discussion of ADU ordinance, possible approval/denial to move on to the Town Council.

The discussion focused on the Accessory Dwelling Units (ADU) ordinance proposal. Chairman Taylor highlighted feedback from Vonda, deputy recorder, which included clarifying definitions.

Concerns about specific language and definitions were raised, especially regarding water rights and septic system compliance with county regulations. Key points included:

Unapproved Meeting Minutes

Fairfield Planning Commission

Regular Meeting

September 4, 2024

The adequacy of an acre-foot of water per ADU.

The need for flexible power requirements.

The appropriateness of specified setbacks given town density.

The Commissioners agreed on simplifying language, clarifying setback expectations, and maintaining flexibility while ensuring compliance with regulations. They asked legal adviser Todd Sheeran to research water rights and septic system setbacks.

Agenda Item#5 - Discussion of the new subdivision ordinance. Possible approval/ denial of the new subdivision ordinance.

The Planning Commission reviewed the proposed new subdivision ordinance. The Commissioners suggested clarifications on application time frames and approval processes.

While adviser Todd Godfrey (Utah League of Cities and Towns) comprehensively reviewed and wrote the subdivision ordinance, the commissioners discussed past misunderstandings due to vague or incorrect state code references.

Key considerations included:

Concerns about the time frames for application processing.

Adoption of road standards (APWA guidelines) within Fairfield's Town documentation.

Clear task designation for either the town recorder or specific staff/advisory roles to ensure responsibilities align with legislative changes and town procedures.

The discussion emphasized the urgent need to finalize the ordinance by the end of December.

a) Possible set Public Hearing date.

The Commissioners discussed the necessity and efficiency of holding an additional meeting to review essential documents and prepare for a public hearing.

Considerations were made regarding workflow, processing extent overlaps with existing town council meetings, and availability amongst commission members. This led to a consensus on planning for a potential work session with sufficient time to meet scheduled public hearing processes in alignment with posting requirements.

Unapproved Meeting Minutes

Fairfield Planning Commission

Regular Meeting

September 4, 2024

Agenda Item #6 -Discuss Old Business and New Business

Under old business, issues related to previous ordinance revisions and their accuracy were raised, but the underlying causes were not detailed, as the focus was on timely ordinance corrections.

In new business, the commissioners discussed the potential for more direct support from Todd Sheeran, with him writing and reviewing working documents before their meetings and guiding them through the meetings.

Agenda Item #7 -Action Items

Todd was asked to clean up the draft documents and provide new versions for review to ensure consistency in terms, requirements, and compliance language.

All commissioners were encouraged to review relevant comments and documents until the draft was finalized.

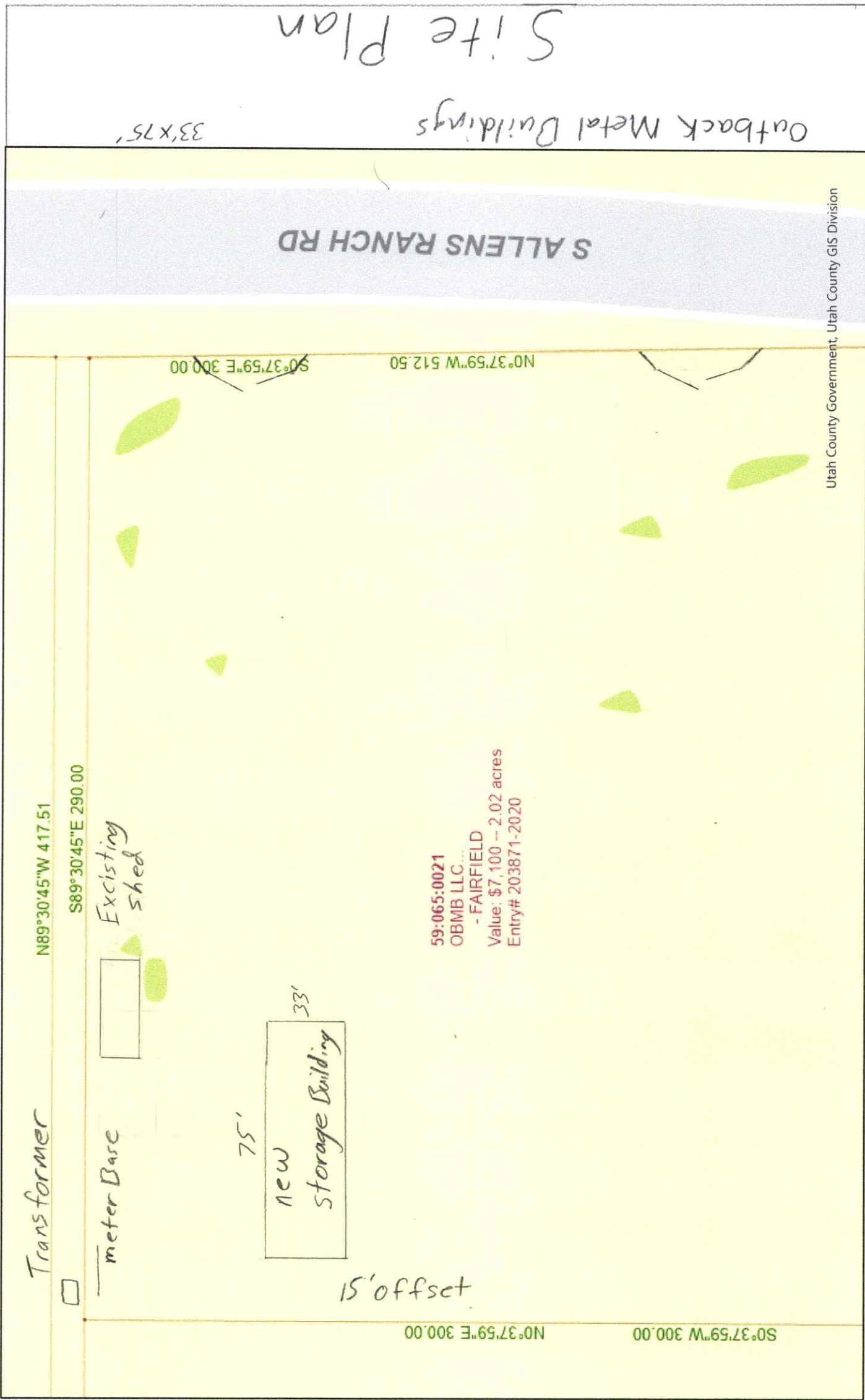
A work session was scheduled for October 2 at 5:30 PM to facilitate open discussion before the regular meeting later that day.

Agenda Item #8- Adjournment

Motion made by Commissioner Lancaster to end the meeting. Commissioner Strong seconded the motion. Meeting end time is 9:06 pm.

Minutes Approval Date

Stephanie Shelley Recorder/Clerk



Cedar Valley Industrial Park

3rd Review 9-9-24

- 1) Street names -Engineering plans do not match the plat or profile key plans in some cases.
- 2) 745 S (750 S) – Additional dedication required from neighbors to the south. There should be 27' of pavement total; 20' on your side 7' on their side. See exhibit provided by survey review for additional info.
- 3) Allens Ranch Rd. There should be 20' of pavement on your side of centerline. There is some existing that can count towards this ; it must be sawcut back 1' for a clean edge. The pavement section should be called out "Per the Geotechnical report for High Volume of Heavy Traffic". Add a scope note for this pavement.
- 4) Pavement section for all interior roads should be called out "4" asphalt over 8" of road base or Per the Geotechnical report for moderate Volume of Heavy Traffic, whichever is more stringent.". Add scope note onto plans.
- 5) Grading and Drainage plan should have the IE's of the storm pipe shown for all pipes to be able to verify water will flow downhill from the swales into the pipes. This will help verify #6. Ideally the FI and IE tags would be identical locations.
- 6) The storm pipes should have a minimum of 1 foot of cover. Check **all** pipes.
- 7) Grading sheet shows pipe into pond as 18", P&P shows 15". Stick to 18" near pond per GDP.
- 8) Profiles should show existing and finished grades in bands along bottom. They both currently show existing. Typical all sheets.
- 9) Allen Ranch Rd. has a low spot with no plan to manage runoff. Provide a swale along the road and between lot 2 & 3 and 8 & 9. Provide a 10' easement on the plat centered on the lot line.
- 10) Label existing utilities lying within 750 South to be relocated (i.e. power poles).

T.R.P. 9-9-24

Cedar Valley Industrial Park

Q 9-9-24

Survey, Review 9-9-24

- 1) Add the following to the Subdivision Notes: APPROVAL OF THE RECORDATION OF THIS PLAT BY THE TOWN OF FAIRFIELD IS NOT A GUARANTEE OF A BUILDING PERMIT. FOR ANY LOTS WITHIN THIS SUBDIVISION THE TOWN OF FAIRFIELD RESERVES THE RIGHT TO IMPOSE ADDITIONAL REQUIREMENTS RELATING TO THE DEVELOPMENT OF THIS SUBDIVISION AND THE LOTS WITHIN IT.
- 2) In note 6 of the Subdivision Notes, change PARCELS to PARCELS A & B to be more specific.
- 3) Provide 10' wide easement between lots 2 & 3 and 8 & 9 to accommodate drainage (per engineer's comments). Easement is to be centered on the lot line with 5' on each side for a total of 10'.
- 4) Update legend line type text for EXISTING EASEMENT from R/W to P/E and add future right-of-way to legend.
- 5) Update plat with additional dedication for 750 South per exhibit sent to client. You will also need to update OWNERS DEDICATION and ACKNOWLEDGEMENTS for additional owners.
- 6) Add Acreage Table similar to example provided below.

ZONE: AIRPARK ZONE

TOTAL ACREAGE: 130.635 AC.

PLAT CALCULATIONS

TOTAL ACREAGE:	132.125 AC. (TOTAL AREA.)
UN-BUILDABLE ACREAGE:	62.739 AC. (WITH TAXI BUFFER)
TOTAL ACREAGE IN LOTS:	28.434 AC.
TOTAL OPEN SPACE:	60.554 AC. (46% OF ZONE)
TOTAL AREA IN PUBLIC STREET:	2.889 AC.
TOTAL IMPROVED OPEN SPACE:	1.063 AC. (PARCEL 'B')
AVERAGE LOT SIZE:	1.053 AC.
LARGEST LOT SIZE:	1.205 AC.
SMALLEST LOT SIZE:	1.000 AC.
OVERALL DENSITY:	.77 UNITS PER ACRE (residential)
TOTAL NUMBER OF LOTS:	27



9/11/2024

Work Order: 24I0273
Project: Cedar Valley Industrial Park

Attn: Empyreal Engineering, LLC
755 Cedar Hollow Rd
Lehi, UT 84043

Client Service Contact: 801.262.7299

The analyses presented on this report were performed in accordance with the National Environmental Laboratory Accreditation Program (NELAP) unless noted in the comments, flags, or case narrative. If the report is to be used for regulatory compliance, it should be presented in its entirety, and not be altered.



Approved By:

Reed Hendricks, Lab Director



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Certificate of Analysis

Empyreal Engineering, LLC
755 Cedar Hollow Rd
Lehi, UT 84043

PO#:
Receipt: 9/5/24 9:00 @ 20.1 °C
Date Reported: 9/11/2024
Project Name: Cedar Valley Industrial Park

Sample ID: SS- 1

Matrix: Solid

Lab ID: 24I0273-01

Date Sampled: 9/3/24 6:26

Sampled By: Nathan Lee

	<u>Result</u>	<u>Units</u>	<u>Minimum Reporting Limit</u>	<u>Method</u>	<u>Preparation Date/Time</u>	<u>Analysis Date/Time</u>	<u>Flag(s)</u>
Inorganic							
Total Solids	86.0	%	0.1	CTF8000	9/5/24	9/5/24	
Metals							
Arsenic, Total	7.54	mg/kg dry	5.27	EPA 6010D/3050B	9/6/24	9/10/24	



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Date Reported: 9/11/2024
Project Name: Cedar Valley Industrial Park

Sample ID: SS- 2

Matrix: Solid

Date Sampled: 9/3/24 6:29

Sampled By: Nathan Lee

Lab ID: 24I0273-02

	<u>Result</u>	<u>Units</u>	<u>Minimum Reporting Limit</u>	<u>Method</u>	<u>Preparation Date/Time</u>	<u>Analysis Date/Time</u>	<u>Flag(s)</u>
Inorganic							
Total Solids	89.2	%	0.1	CTF8000	9/5/24	9/5/24	
Metals							
Arsenic, Total	111	mg/kg dry	5.02	EPA 6010D/3050B	9/6/24	9/10/24	



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PO#:
Receipt: 9/5/24 9:00 @ 20.1 °C
Date Reported: 9/11/2024
Project Name: Cedar Valley Industrial Park

Sample ID: SS- 3

Matrix: Solid

Lab ID: 24I0273-03

Date Sampled: 9/3/24 6:32

Sampled By: Nathan Lee

	<u>Result</u>	<u>Units</u>	<u>Minimum Reporting Limit</u>	<u>Method</u>	<u>Preparation Date/Time</u>	<u>Analysis Date/Time</u>	<u>Flag(s)</u>
Inorganic							
Total Solids	91.1	%	0.1	CTF8000	9/5/24	9/5/24	
Metals							
Arsenic, Total	140	mg/kg dry	5.18	EPA 6010D/3050B	9/6/24	9/10/24	



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PO#:
Receipt: 9/5/24 9:00 @ 20.1 °C
Date Reported: 9/11/2024
Project Name: Cedar Valley Industrial Park

Sample ID: SS- 4

Matrix: Solid

Lab ID: 24I0273-04

Date Sampled: 9/3/24 6:36

Sampled By: Nathan Lee

	<u>Result</u>	<u>Units</u>	<u>Minimum Reporting Limit</u>	<u>Method</u>	<u>Preparation Date/Time</u>	<u>Analysis Date/Time</u>	<u>Flag(s)</u>
Inorganic							
Total Solids	89.6	%	0.1	CTF8000	9/5/24	9/5/24	
Metals							
Arsenic, Total	43.2	mg/kg dry	5.24	EPA 6010D/3050B	9/6/24	9/10/24	



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PO#:
Receipt: 9/5/24 9:00 @ 20.1 °C
Date Reported: 9/11/2024
Project Name: Cedar Valley Industrial Park

Sample ID: SS- 5

Matrix: Solid

Lab ID: 24I0273-05

Date Sampled: 9/3/24 6:39

Sampled By: Nathan Lee

	<u>Result</u>	<u>Units</u>	<u>Minimum Reporting Limit</u>	<u>Method</u>	<u>Preparation Date/Time</u>	<u>Analysis Date/Time</u>	<u>Flag(s)</u>
Inorganic							
Total Solids	92.2	%	0.1	CTF8000	9/5/24	9/5/24	
Metals							
Arsenic, Total	14.2	mg/kg dry	4.93	EPA 6010D/3050B	9/6/24	9/10/24	



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Empyreal Engineering, LLC
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Lehi, UT 84043

PO#:
Receipt: 9/5/24 9:00 @ 20.1 °C
Date Reported: 9/11/2024
Project Name: Cedar Valley Industrial Park

Report Footnotes

Abbreviations

ND = Not detected at the corresponding Minimum Reporting Limit (MRL).

1 mg/L = one milligram per liter or 1 mg/kg = one milligram per kilogram = 1 part per million.

1 ug/L = one microgram per liter or 1 ug/kg = one microgram per kilogram = 1 part per billion.

1 ng/L = one nanogram per liter or 1 ng/kg = one nanogram per kilogram = 1 part per trillion.

On calculated parameters, there may be a slight difference between summing the rounded values shown on the report vs the unrounded values used in the calculation.

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RUSH Due Date*:	QC Level
	QC levels definition: QC1: none (default if blank)

* Expedited turnaround subject to additional charge

QC levels definition:
 QC1: none (default if blank)
 QC2: Batch QC, random sample
 QC3: 25% surcharge. Narrative plus Batch QC, your sample selected
 QC4: 40% surcharge. Add raw data

TESTS REQUESTED

Lab Use Only	CLIENT SAMPLE INFORMATION			
	LOCATION / IDENTIFICATION	DATE	TIME	MATRIX
01	1. SS-1	9/3/24	6:26 PM	
02	2. SS-2	9/3/24	6:29 PM	
03	3. SS-3	9/3/24	6:32 PM	
04	4. SS-4	9/3/24	6:36 PM	
05	5. SS-5	9/3/24	6:39 PM	
	6.			
	7.			
	8.			
	9.			
	10.			

Lot #

ON ICE NOT ON ICE Temp (C°): 30.

Samples received outside the EPA recommended temperature range of 0-6 C° may be rejected.

Relinquished by: [signature]	Date/Time	Received by: [signature]	Date/Time
	9-5-24 9:00 AM		9-5-24 9:00
Relinquished by: [signature]	Date/Time	Received by: [signature]	Date/Time
Relinquished by: [signature]	Date/Time	Received by: [signature]	Date/Time

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Ordinance # 2024-0000 An Ordinance of the Fairfield Town Council of the Town of Fairfield, Utah, Amending Chapter 10.11 (Permitting Accessory Dwelling Units in Certain Zones) and Title 12 (Adding and Amending Certain Definitions), and Enacting Section 10.7.255 (Accessory Dwelling Units Regulations).

Document Control Changes: Draft Changes made September 9, 2024.

WHEREAS, Utah Code § 10-9a-102 grants the Town of Fairfield authority to enact ordinances that the Fairfield Town considers necessary or appropriate for the use and development of land within the Town; and

WHEREAS, the subject text amendment enacts provisions related to the regulation of accessory dwelling units; and

WHEREAS, the Town Council has held a public hearing and reviewed the subject text amendment; and

WHEREAS, the Town Council finds that the subject text amendment will enhance public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF FAIRFIELD, UTAH:

SECTION 1. Text Amendment. Fairfield Town Code Section 10.11, 12, and 10.7.255, as shown in **Exhibit A**, is hereby amended.

SECTION 2. Severability. If any section, part, or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts, provisions, and words of this Ordinance shall be severable.

SECTION 3. Effective Date. This Ordinance shall become effective immediately upon publication or posting as required by law.

Passed and Adopted this _____day of_____,20____.

FAIRFIELD TOWN

Hollie McKinney

RL Panek yes_____no_____

Tyler Thomas yes_____no_____

Michael Weber yes_____no_____

Richard Cameron yes_____no_____

ATTEST: _____

Stephanie Shelley, Town Recorder/Clerk

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the Town Council of Fairfield Town, Utah, on the _____day of _____, 20____.

EXHIBIT A

TITLE 10.11. Zoning

ADUs shall be permitted in the following zones: AR-1, AR-5, AR-10, and AR-40.

TITLE 12. Definitions

Amend the following definition:

Accessory Dwelling Unit (ADU). Means ~~a habitable living unit that may be added to, created within, or detached from a primary single-family dwelling and contained on one lot~~ a D-ADU and an I-ADU.

Add the following definitions:

Accessory Dwelling Unit, Detached (D-ADU). Means a separate structure from the primary dwelling that is located on the same lot or parcel. D-ADUs shall include a kitchen and a bathroom.

Accessory Dwelling Unit, Internal (I-ADU). Means a dwelling unit located within the footprint of a primary dwelling. I-ADUs are sometimes called mother-in-law apartments.

Owner Occupancy. Means a property owner, as reflected in title records, makes their legal residence at the property. Evidence of owner occupancy may include voter registration, vehicle registration, driver's license, county assessor records, or other similar means.

Section 10.7.255. Accessory Dwelling Units

A. Purpose and Intent. This chapter provides a process to allow affordable housing within the town through accessory dwelling units within single-family detached dwellings or in separate detached structures. The standards in this chapter include reasonable limitations to minimize impact on neighboring properties. The purpose of this chapter is to provide regulations for Accessory Dwelling Units that are incidental and accessory to a single-family dwelling, where permitted in the zone. Accessory Dwelling Units are intended to assist in providing housing types that meet the needs of populations of various income levels, ages, and stages of life. In accordance

with the goals of the general plan and state law, providing tools and methods for creating moderate-income housing is necessary in Fairfield Town.

B. Authority. The Town Administrator, or its designee, has the authority to implement and enforce provisions of this section.

C. Standards. All ADUs must comply with the following:

1. Code Compliance. Conform to all federal, state, and local laws, including compliance with the International Building Code, International Fire Code, the County Health Department, and other local ordinances.

2. Number of ADUs. Only one ADU may be created per lot, parcel, or property.

3. Owner Occupancy. The property owner must occupy either the primary dwelling or the ADU as their permanent residence. The primary dwelling and ADU may not be rented at the same time. At all times, the ADU must be owned by the property owner.

4. Short Term Rental. ADUs shall not be rented for less than 30 consecutive days.

5. Building Permit. A building permit is required to modify an existing home, building, or any new construction on a parcel or lot. Building permit applications shall include a site plan, floor plan, architectural elevations, and structural calculations. The applicant shall obtain all necessary other permits and pay all applicable fees before construction, remodeling, or any use of an ADU. ADUs shall not be approved on properties with outstanding building code violations or nonconforming uses or structures.

6. Septic. Septic systems must be inspected to ensure suitability for all proposed ADUs. ADUs are prohibited if the primary dwelling is served by a failed septic tank.

7. Soil. The Town has known arsenic within its jurisdictional boundaries. Any disturbance of soil must comply with the soil testing requirements in Fairfield Town Code § 5.3.

8. Utility Meters. Installing separate utility meters for the ADU is prohibited, unless approved by the Planning Commission.

9. ADU Permit. ADUs rented to a non-family member require a permit from the Town.

10. Parking. In addition to the parking required for the primary unit, one (1) additional off-street parking space shall be provided. In no case shall fewer than three (3) total off-street parking spaces be provided. Any additional occupant vehicles shall be parked on site. On-street parking shall be reserved for visitors only.

11. Affidavit. Applicants for all ADUs shall complete an affidavit stating that the owner of the property will live in either the primary dwelling or ADU as their permanent residence. Upon approval of the ADU by the Town Administrator, the affidavit shall be recorded against the property (in the event the property owner decides to sell the home) to alert the future owner of the regulations for the ADU.

12. Inspections. The Town Administrator shall issue an ADU permit if the applicant complies with this section's provisions and the ADU is ready for occupancy.

13. ADU Permit. An ADU permit is required to rent out either the primary dwelling or the ADU.

D. D-ADU Regulations.

1. Height. The maximum height for D-ADUs is limited to twenty-five (25) feet or the height of the primary dwelling, whichever is less.

2. Square Footage. The total floor area for D-ADUs shall not exceed one thousand five hundred (1,500) square feet, or thirty-five (35) percent of the primary dwelling, whichever is less, unless, in the opinion of the Planning Commission, a greater amount of floor area is warranted.

3. Lot Size. D-ADUs are only permitted on lots greater than one (1) acre.

4. Number of Rooms. D-ADUs shall not have more than three (3) bedrooms.

5. Setbacks. D-ADUs must comply with the setbacks for the principal dwelling and shall have adequate facilities for all discharge from the roof and other drainage.

6. Exterior Appearance. D-ADUs shall be designed so that the appearance of the lot, building structure, and landscaping retains the character of a single-family neighborhood.

7. Area Coverage. Construction of a D-ADU shall not exceed the allowable lot or rear yard coverage standard for the underlying zone. In no event shall a D-ADU cover more than thirty (30) percent of a rear yard.

E. Exception. A property owner may build a new home and use their existing home as an ADU if their existing home will comply with the provisions of this section and the new home will comply with the underlying zoning regulations by the time the new home is habitable and eligible to receive a certificate of occupancy.

F. Revocation and Enforcement.

1. Revocation of Permit. If any provision of this section is violated, the City may revoke an ADU permit.

2. The Town may enforce the provisions of this chapter through civil or criminal penalties, including filing a lien against a property owner or any other means allowable by law.

a. A criminal violation under this section shall be a class C misdemeanor.

b. A civil violation under this section shall amount to one hundred (100) dollars each day a violation occurs, each being a new violation.