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Minutes  
Planning Commission Meeting  
November 3, 2021

**1. Opening ceremonies:**

Planning Commission Member, Barbara Anderson, called the meeting to order at 7:05 PM. A Quorum was present.

**Those in attendance:**

Planning Commission Chairman: Alan Paystrup via remote access  
Commissioners: Barbara Anderson  
Councilmember and Alternate Commissioner: Jesse Richmond  
Planning Commission Secretary: Heather Poulsen

Not in Attendance: Commissioners Heath Butler and Chris Chipping

Prayer was given by Commissioner Jesse Richmond  
Pledge of Allegiance was led by Commissioner Barbara Anderson

**2. Action items:**

**- Approval of minutes from previous meetings:**

Jesse Richmond made the motion, seconded by Commissioner Alan Paystrup, to approve the minutes for the Regular Planning Commission Meeting held on October 6, 2021 with the correction of a spelling error. All commissioners present were in favor.

**-Building Permits:**

**Jerry Spencer** -401 S 400 E.-Accessory Structure

Commissioner Jesse Richmond made the motion to approve the building permit for Jerry Spencer. It was seconded by commissioner Alan Paystrup and all were in favor.

**-Ordinances:**

**Accessory Dwelling Units-Code 16.10.100**

Secretary Heather Poulsen explained that last month the Town Council went over the ordinance and made a couple changes. They took out the conditional use requirement and wanted the Owner Occupancy Affidavit to be filed with the county recorder instead of at the town. Commissioner Alan Paystrup made the motion to pass the ordinance onto the town council. Commissioner Jesse Richmond seconded the motion and all were in favor.

**Multi-Family Dwelling Units 16.10.110**

The planning commission decided to change the septic tank requirements to at least one septic tank for a duplex and at least 2 for a fourplex unless otherwise specified by the health department. With those changes they felt it was ready to pass on to the town council. Commissioner Alan Paystrup made the motion to pass the amended ordinance onto the town council. Commissioner Jesse Richmond seconded the motion and all were in favor.

**3. Reports**

**-Office issued permits**

None

**4. Discussion Items**

Secretary Heather Poulsen handed out a packet of example subdivision applications and the town subdivision ordinance that is in existence so that the commissioners could go over it.

Utilities manager Jason Worwood was not able to come discuss the subdivision ordinance with the commission. The commission asked if secretary Heather Poulsen would find out if Jason could meet for a work session on the 17<sup>th</sup>.

**5. Adjourn**

Commissioner Jesses Richmond made the motion, seconded by Commissioner Alan Paystrup to adjourn. All were in favor. The meeting was adjourned at 7:40 PM.

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Heather Poulsen, Deputy Town Clerk  
Planning Commission Secretary