

**MINUTES OF THE HUNTSVILLE TOWN
PLANNING COMMISSION MEETING**

MEETING DATE: April 26th, 2023
PLACE: Ogden Valley Library
 131 S 7400 E, Huntsville Utah
TIME: 6:30 p.m.

NAME	TITLE	STATUS
Allen Endicott	Chairman	Present
Steve Songer	Planning Commissioner	Present
Jeff Larsen	Planning Commissioner	Excused
Liz Poulter	Planning Commissioner	Present
Suzanne Ferre	Planning Commissioner	Present
Amanda Hessenauer	Alt Planning Commissioner	Present
Sandy Hunter	TC Liaison	Present
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

Citizens: Ron Gault, Bill White, Karen and Scott Klein

1-Roll call: Chairman Endicott welcomed all who are attending the meeting.

2- Public Hearing on Annexation Map (See attachment #1)

Ron Gault was presented to represent and present data on behalf of the Huntsville Town culinary water committee. The information Mr. Gault presented was based on facts he has gathered on the Towns water system. Mr. Gault spoke to the State requirements for the water company.

The Town has a “Wishing well” contract with the Monastery for its secondary source of water. The primary source of water is the three springs owned by the Town. Currently the Town has 390 registered connections.

Mr. Gault expressed concern that the Town’s current water system, which is currently operating at an acceptable State standard, will be able to handle the possible influx of new connections if we annex more land into the Town. It was discussed that the Town has an obligation to provide water connections to residents. Mr. Gault made some rough calculations about how many additional connections could be needed if the Town annexed the land outlined in the map presented at this meeting. He is worried what the current water system will not be able to support that possible connections and that a substantial investment into the water plant will be needed in order to accommodate the increase in connections.

Mr. White also spoke on behalf of the Town’s water situation and opinion his matched Mr. Gault’s concern that the current water system couldn’t support additional connections. Since the Town has many part time home owners the stress to the system is less then it would be if everyone connected

to the system lived in their homes full time. Mr. White is concerned with the water supply and the cost of expanding the current water system.

Chairman Endicott motioned to close the Close Public Hearing and open regular planning commission meeting. PCM Poulter seconded the motions. All votes Aye. Motions passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Steve Songer Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

3-Discussion and/or action on recommendation for Annexation map. (See Attachment #1)

TCM Hunter commented that she had done some research on the out-of-Town water connections to the East of Town. She calculated a possible 76 new water hook ups in the area proposed to annex. TCM Hunter questioned what benefit it would be to the Town to annex the land in East Huntsville. The idea of keeping Huntsville Town a small town with the current form of government is what many residents are in support of according to TCM Hunter.

The area north of Huntsville is mostly Forest Service land. There was also some interest in the area south of town, close to Chris's as that area is potential commercial land. The river bottoms are also an area of discussion and a concern for the town.

Chairman Endicott had some clarifying questions that were discussed. Mr. White spoke to the out of Town water connections and the Towns obligations to them legally. He expressed concerns about what benefit annexation of more land would bring to the Town. Chairman Endicott stated he liked the Town the way it is and considering the best interest of the Town he does not believe annexation would provide any benefits. He does not believe an annexation is necessary.

PCM Hessenauer questioned Mr. White about the out-of-Town water connections and how they came to be.

Chairman Endicott motioned to recommend to modify the current annexation map to include the current boundaries of Huntsville Town, not to include any other land. PCM Hessenauer seconded the motions. All votes Aye. Motions passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Steve Songer Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

4-Approval of Minutes for Planning Commission Meeting March 23rd, 2023.
(See Attachment #2)

PCM Songer motioned to approve the amended minutes from March 23rd, 2023. PCM Poulter seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Steve Songer Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

5-Approval of minutes for Planning Commission meeting April 6th, 2023.
(See Attachment #3)

PCM Poulter motioned to approve the amended minutes from April 6th, 2023. PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Steve Songer Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

6-Discussion and/or action on Land Use Permit for Stevenson New home, 380 S. 7700 E. Parcel # 24-019-0024 (See Attachment #4)

As Chairman Endicott explained this is a non-conforming lot due to insufficient frontage. TCM Hunter went on to explain that it has been grandfathered in as a buildable lot. Setbacks were discussed. Mr. Stevenson was there to answer questions on his project.

PCM Songer motioned to approve Land Use Permit for Stevenson New home, 380 S. 7700 E. Parcel # 24-019-0024 . PCM Poulter seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Steve Songer Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

7-Discussion and/or action on Land Use Permit for Dave Booth, accessory building, 7762 E. 500 S. Parcel # 241170002 (See Attachment #5)

Mr. Booth was present to discuss the project. He will be building a Barn. Mr. Booth currently has 3 lots and would like to build his barn on one of the lots. Setbacks discussed per plan. Even though Mr. Booth owns all 3 lots he still needs to respect boundary lines and setbacks. TCM Hunter questioned the height of the structure. Mr. Booth stated it was about 29 feet. He clarified it would be under 35 feet.

PMC Poulter motioned to the Land Use Permit for Dave Booth, accessory building, 7762 E. 500 S. Parcel # 241170002. PCM Songer seconded the motion. All Votes Aye. Motion Passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Steve Songer Commissioner Allen Endicott Alt Commissioner Hessenauer
NAYS:	

8-Discussion and/or action on Land Use Permit for Steve Songer, hoop house/green house, 138 S. 6900 E. Parcel #240160017 (See Attachment #6)

Steve Spoke on behalf of his project.

Chairman Endicott motioned to recommend for approval the Land Use Permit for Steve Songer, hoop house/green house, 138 S. 6900 E. Parcel #240160017. PCM Poulter seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Steve Songer Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

9-Discussion and/or action on Land Use Permit for John Bowen, hoop house/green house, 6895 E. 200 N. Parcel # 240110022. (See Attachment #7)

Mr. Bowen speaks about the circumstance of the alley behind his property that is now private property.

PCM Hessenauer motioned to approve Land Use Permit for John Bowen, hoop house/green house, 6895 E. 200 N. Parcel # 240110022. PCM Ferre seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Steve Songer Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

10- Discussion and/or action on Conditional Use Permit for Imagine Music/David Owen, 7300 E. 200 S. Parcel# 240110022 (See attachment #8)

Mr. Owen was not able to attend this meeting. He did include some more information based on the response from the previous meeting. Shannon read the letter submitted by Mr. Owen.

A neighbor, Mrs. Kline, was present at this meeting who had some questions about the size and frequency of the events to be held in this space. Mrs. Kline was concerned about the parking and crowds that these events would involve.

TCM Hunter and Poulter were also concerned about parking and suggested that stipulations could be placed for parking. The neighbors are agreeable to this but would appreciate some clarity.

The PC would like to outline conditions, with the input from the neighbors working with Mr. Owen.

Chairman Endicott motioned to table the CUP for Imagine Music/ David Owen, 7300 E. 200 S. Parcel# 240110022 . PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Steve Songer Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

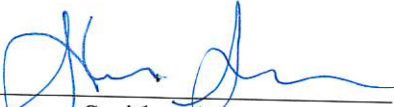
11-Public Comment. There were none.

12-Chairman's Remarks. Chairman Endicott thanked all for the discussion.

13-Motion to adjourn.

PCM Poulter made a motion to adjourn the meeting. PCM Hessenauer seconded the motion. All votes Aye. Motion Passes.

The meeting is adjourned at 8:33 p.m.



Shannon Smith, Clerk

PC Meeting 4.26.2023
Attachment #1

FUTURE ANNEXATION MAP

03/27/2023



SCALE
1" = 1000'
HORIZ. 1" = 1000'
VERT. 1" = 2000'

LEGEND
HUNTSVILLE TOWN
PROPOSED ANNEXATION

SUNRISE ENGINEERING
571 S. 147th EAST, SUITE 203
HUNTSVILLE, TENNESSEE 35894
TEL: 866.523.0100
WWW.SUNRISE-ENG.COM

P:\Projects\Town\Annexation\Exhibit\CAD Files\Annexation Exhibit.dwg Apr 04, 2023 11:51am c6d6c611e

MINUTES OF THE HUNTSVILLE TOWN PLANNING COMMISSION MEETING

MEETING DATE: March 23, 2023
PLACE: Huntsville Library
131 S 7400 E, Huntsville Utah
TIME: 6:30 p.m.

NAME	TITLE	STATUS
Allen Endicott	Chairman	Excused
Steve Songer	Planning Commissioner	Present
Jeff Larsen	Planning Commissioner	Present
Liz Poulter	Planning Commissioner	Present
Suzanne Ferre	Planning Commissioner	Present
Amanda Hessenauer	Alt Planning Commissioner	Present
Sandy Hunter	TC Liaison	Present
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

Citizens: Ron Gault,

1-Roll call: Acting Chairman Larsen welcomed all who are attending the meeting.

2- Administration of the oath of office for Suzanne Ferre

3- Public Hearing on Ordinance 2023.2.23; Amendments to title 15. Title 15.17.3 C, 15.6.2 A and 15.10.5. A

PCM Larsen asked PCM Hessenauer to give a brief explanation on her work on this Ordinance. PCM Hessenauer commented her goal here was to simplify the language to make the Town code easy for everyone to understand. PCM Hessenauer also stated that the PC wishes to apply this changes to all relevant zones, where breezeways could be included.

Mr. Gault asked about how this impacts residents that have living areas in outbuildings.

PCM Poulter read an email that the PC received in regard to this public hearing, from resident Joshua Peel.

4- Close Public hearing/ Open regular Planning Commission meeting

PCM Poulter motioned to close the Public hearing and open regular planning meeting. PMC Songer seconded this motion. All vote aye Motion passes. Votes are reflected below.

VOTES:	
AYES:	Commissioner Liz Poulter Commissioner Steve Songer Commissioner Jeff Larsen Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

5- Discussion and/or action on recommendation for Ordinance 2023.2.23 (See Attachment #1)

TCM Hunter addresses the issues/questions raised by Mr. Peel. The issue regarding one family living in a home, is actually not something the Town can restrict. According to Utah State law Huntsville Town cannot restrict IADU. Therefor the Town cannot say that only one family is able to live in a home. But the Town can restrict two dwelling units (or homes) on one lot. In response to the property next to his being an STR, which are not allowed in Town. The property in questions is actually a legal Bed and Breakfast which is allowable in Town.

TCM Hunter stated that there are many situations in Town where there is a separate structure that may have bedrooms, bathrooms and even a kitchen. But the primary use is not a dwelling. It is allowable to use such structures as accommodations for temporary guests. The need to respect the property rights of residents is something the PC should keep in mind.

The issue of the STR's is defiantly a code issue and the Town needs to be vigilant about this issue. TCM Hunter also addressed Mr. Gault's concerns about a resident renting out an accessory building. Title 15.6.2 (g) already restricts this from happening.

PCM Songer questioned whether the PC wanted to add wordage on whether a breezeway would need to include a foundation and footing. PCM Poulter questions whether there is a definition of a breezeway in the Town Code. TCM Hunter stated there is not. PCM Songer questioned on whether a definition was needed and TCM Hunter felt it was not necessary.

PCM Hessenauer commented that part of the confusion seems to be what constitutes a breezeway. TCM Amanda is concerned that the way the new Ordinance reads is still not prohibiting what the Town is trying to trying to prohibit.

PCM Hessenauer asked TCM Hunter to clarify what was allowable within an accessory building. TCM Hunter referred to section 15.6.2 (g). The primary use of an accessory building cannot be a dwelling. The issue of whether a kitchen is allowed in an accessory building was discussed. Mr. Gault did question this issue as well. TCM Hunter referenced the definition of dwelling form the current code. It was agreed that the code does not necessarily restrict the presents of a kitchen in an accessory dwelling unit. Though the PC was under the assumption that there was a restriction on kitchens.

PCM Larsen questioned if the PC wanted to recommend the approval of this the Ordinance under discussion to the TC with the question if the TC would like to look at tightening some of these issues up further.

PCM Poulter commented that she believes the Ordinance 20.2.23 is well worded and could move onto the Town Council. PCM Larsen agreed and asked for a motion.

PCM Poulter motioned to recommend the approval of Ordinance 2023.2.23 to the Town Council, adding the discussed changes to Title 15.17.3 C, 15.6.2 A and 15.10.5. PCM Songer seconded. All votes Aye. Motions passes. Votes are reflected below.

VOTES:	
AYES:	Commissioner Liz Poulter Commissioner Steve Songer Commissioner Jeff Larsen Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

6-Approval of Minutes for Planning Commission Meeting February 23, 2023
(See Attachment #2)

PCM Poulter motioned to approve the amended minutes from February 23 , 2022. PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Commissioner Liz Poulter Commissioner Steve Songer Commissioner Jeff Larsen Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

7-Discussion and/or action on Land Use Permit for Permit Sandy Hunter, 7635 E. 600 S., Parcel # 240180040 (See Attachment #2)

PMC Larsen commented that this was a renewal. Mrs. Hunter has an active Land Use permit and has been unable to start this project but hopes to start this project soon. The plans are the same but she needs a renewal.

PCM Ferre motioned to approve the Land Use Permit for Sandy Hunter, , 7635 E. 600 S., Parcel # 240180040. PCM Hessenauer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Commissioner Liz Poulter Commissioner Steve Songer Commissioner Jeff Larsen Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

8-Discussion and/or action on Conditional Use Permit for Imagine Music, 7309 E. 200 S., Parcel #240110022 (See Attachment #8)

Owner of Imagine Music, David Owen was present to speak on his behalf. He is asking for the option to host smaller events, such as weddings. He is planning these events mostly on the weekends when they don't have music lessons.

PCM Ferre mentioned the concern about parking. The building has a back parking lot and some parking in front they plan to utilize. TCM Larsen reviewed the requirements and procedures for a conditional use permit. David Owen commented that the number of guests he anticipates for his events would be about 75-100.

TCM Hunter referred to the code that stated that if Mr. Owen were granted his conditional use permit, he would still need to go through an additional process with the Town to obtain the needed verifications, from entities such as the fire department and Weber health dept, for the new business licenses in order to host events.

PCM Larsen feels like there needs to be a few more details written out and submitted for the Conditional Use Permit to be approved. He proposed the PC table this issue to get some more information from Mr. Owen. It was also mentioned that the PC has a right to request a public meeting if they feel like that is necessary. 15.4.6 is the area of the code that the PC is looking for Mr. Owen to provide some clarification on.

PMC Songer motioned to table the Conditional Use Permit for Imagine Music, 7309 E. 200 S., Parcel #240110022. PCM Ferre seconded the motion. All Votes Aye. Motion Passes. Votes are reflected below.

VOTES:	
AYES:	Commissioner Liz Poulter Commissioner Steve Songer Commissioner Jeff Larsen Commissioner Allen Endicott Alt Commissioner Hessenauer
NAYS:	

9- Discussion on an additional wastewater Ordinance (Attachment #5)

TCM Hunter explained that when the Ordinance on non-conforming lots came before the PC, there was a part that addressed septic symptoms. The issue of "user" used was not adequately defined. The TC was unsure about this as well, so they decided to take the waste water sections out of the Ordinance and pass it. As well as send that part back to the PC to work on.

It was discussed and decided that the PC would like to include a wastewater section in the code. The PC would like some more information on what this should address, and they are willing to work on writing something up.

10- Sandy's TC Updates

Update on the new Town hall, the Town has terminated its agreement with the previous design and build firm, Waldman. The town realized they did not have the budget to work with Waldman. The Town has decided to go a more cost-effective route.

The Town has also been awarded a large RAMP Grant to go to the Town hall. The Town has just over 1 million dollars in grants for this project. PCM Songer explained where the committee is with the design process. They will be looking for bids soon. TCM Anderson is also working on a fundraising platform.

The TC approved an interlocal agreement with Weber County. They will be in charge of verifying subdivisions and plat line changes that come before the Town.

The Town is currently working on the Turkey problem. The Town has been working on this issue for several months. Trapping has already taken place and more is scheduled.

12-Public Comment. There were none.

13-Chairman's Remarks. Jeff Larsen thanked all for the discussion.

14-Motion to adjourn.

PCM Hessenauner made a motion to adjourn the meeting. PCM Ferre seconded the motion. All votes Aye. Motion Passes.

Meeting is adjourned at 8:05 p.m.

Shannon Smith, Clerk

MINUTES OF THE HUNTSVILLE TOWN PLANNING COMMISSION MEETING

MEETING DATE: April 6th, 2023
PLACE: Huntsville Town Shops
131 S 7400 E, Huntsville Utah
TIME: 6:30 p.m.

NAME	TITLE	STATUS
Allen Endicott	Chairman	Excused →
Steve Songer	Planning Commissioner	Present
Jeff Larsen	Planning Commissioner	Present
Liz Poulter	Planning Commissioner	Present
Suzanne Ferre	Planning Commissioner	Present
Amanda Hessenauer	Alt Planning Commissioner	Excused
Sandy Hunter	TC Liaison	Present
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

Citizens: ,

1-Roll call: Chairman Endicott welcomed all who are attending the meeting.

2-Discussion and/or action on Annexation Map (See attachment #1)

TCM Hunter clarified the update on the map under discussion. Beckki gave an update on the updated map presented at this meeting. She described the map presented at this meeting and the recent history of the annexation policy plan and the map was reviewed. There was some confusion about the existing map and the map currently presented.

Beckki explained that with the land included in the annexation policy plan, the Town will have first right of refusal. So if the greater valley does incorporate then Huntsville Town will have a say in the land included in the annexation policy plan.

The town is interested in the forest service land that surrounds Huntsville. Beckki explains the annexation policy plan update process. She went on to explain how the map under discussion came to be. TCM Hunter explained that at the Town Council meeting it came into discussion that the TC motioned to include land east of Sage to 8500 E. The PC requested clarification on why the TC is in this land East of Sage. There were a few property owners in that area that requested to annex into Huntsville Town.

PC Larsen questioned if the PC could take both maps and include all the land in both maps. Beckki answered that yes that is possible. PCM Songer questioned the subdivision potential in the area in the annexation policy map. Mayor Sorensen commented that the incorporation has already drawn their lines of intent. If there is land that the Town would like to annex the time is now to decide.

PC Chair Endicott questioned that parcel that the Butters family would like to include in the annexation into Huntsville. Chairman Endicott questioned whether there were other family groupings that are requesting to be included. Several properties were mentioned in the east Huntsville area that are included in the potential annexation map. Chairman Endicott questioned how many potential buildable lots would be in the area on the map that is under discussion. Ron Gault commented that per his calculations there could be about 60, 3 acer buildable lot and about 240, ¾ acre lots. This could be the amount of water connections the town would need to supply if the land in question was annexed into Town.

Chairman Endicott questioned Mr. Gault on whether or not the water supply the town currently has could support the number of hook ups that might be required if more land and homes were included as part of the Town in the future. Mr. Gault commented that was a hard question to give a definite answer to as the water supply will fluctuate from year to year, as it is a natural spring. And although the water supply is currently looking good, but Mr. Gault cautioned on maxing out or stressing the system.

Chairman Allen questioned the Mayor how many people have petitioned to be annexed by the Town. Mayor Sorensen stated that there is close to 10 households that have petitioned to annex. There has been several meetings with these interested parties. The interested parties will be helping to pay for the cost of the map that is required for an annexation.

Chairman Endicott questioned the Mayor if the Town has calculated the potential income that could be gained by this proposed annexation. He also questioned the long term cost of services for this proposed extended area. Mayor Sorensen replied that the town does not have a clear idea of the cost/income.

There was a question raised about the decision to possibly annex middle inlet. The Town has an interest in forest service land. But there are also concerns about the maintenance of that area and what that would involve.

Mayor Sorensen commented on the issue of additional water connections. He spoke to the fact that most of the homesites have a well and are not necessarily interested on being added to the Huntsville Town water supply.

Ron Gault commented that with the incorporation in process, it could be that the Town is forced to annex land close by that might not be interested in the proposed Ogden Valley City. The options for a larger amount of land in the potential annexation map vs a smaller amount of land was discussed in relation to the current incorporation effort. The potential incorporation of the greater Ogden valley is forcing the Town to make a decision on the land it feasibly wants to annex.

The PC took turns in stating their individual opinions. PC Songer, felt personally he would go small as far as land to include in the annexation map, but as a representative of the town he would rather include a larger portion of land in the map as to give the town options moving forward. PC Poulter felt like protecting the Town meant including a smaller area of land in the annexation map.

She felt keeping the Town small was a better option for the Town and in the interest of water. PC Larsen commented that including a greater area in the annexation map would leave the Town with more options. PC Larsen was happy with the most recent map done by Sunrise engineering.

PC Poulter is in support of the newest sunrise map (aqua color) as well, to include the area to west of highway and north, but not to the East. PC Ferré agrees with PC Poulter. She is hesitant to take on more land and more problems.

Chairman Endicott commented he is still undecided. He expressed that he likes Huntsville Town the way it is. Chairman has concerns with more subdivisions and more land with more potential problems. He expressed that he needed more time to contemplate this issue. He also commented that he feels like any property owners that have expressed interest in annexing into Huntsville Town should do so by way of formal procedure.

PCM Liz Poulter motioned to table and decision until the next PC meeting PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Steve Songer Commissioner Jeff Larsen Commissioner Suzanne Ferre
NAYS:	

12-Public Comment. There were none.

13-Chairman's Remarks. Chairman Endicott encouraged the PC to think on this issue and revisit discussion at the next meeting.

14-Motion to adjourn.

PCM Poulter made a motion to adjourn the meeting. PCM Songer seconded the motion. All votes Aye. Motion Passes.

Meeting is adjourned at 7:39 p.m.

Shannon Smith, Clerk

PC meeting 4.26.2023
Attachment #4
2023-0013



LAND USE PERMIT

Huntsville Town Building Inspection
7309 E. 200 S.
P.O. Box 267, Huntsville, UT 84317
(801) 745-3420

Tax ID # 24-019-0024

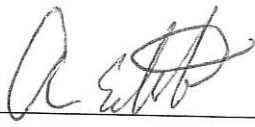
Address of Structure 380 S. 7700 E.


Name & Address of Owner/Owners Stevenson

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 4/26/2023

Set Backs Approved: Yes No

Any special stipulations and conditions of the Site Plan Review: with a more narrow lot, set backs need to be respected as stated on plans.

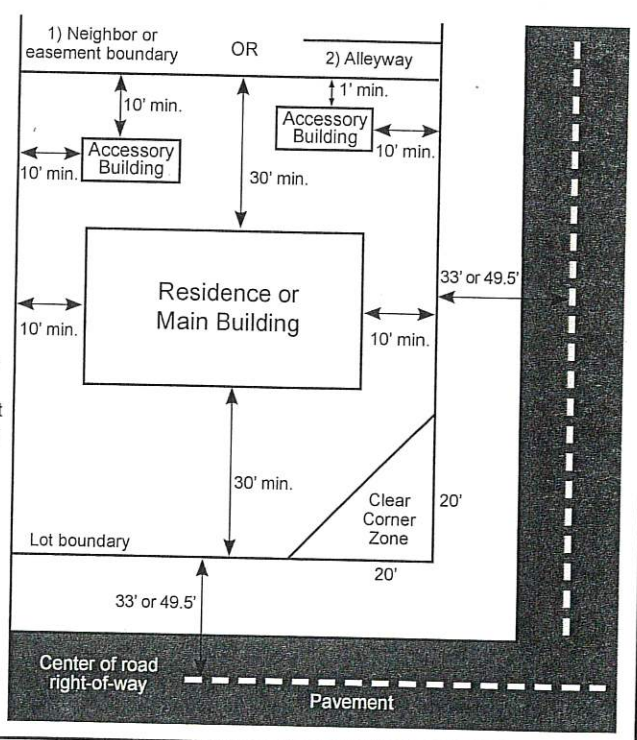

Huntsville Planning Commission Chairman


Property Owner Signature

"By signing this form, the applicant agrees that they understand that the Huntsville Town R-1 zone, which their lot is zoned, only allows for one single family dwelling on the lot. The applicant also agrees that they understand that if any changes to their site plan are made after the Land Use Permit is issued, that those changes must be approved by the Planning Commission."

- Minimum lot size = 0.75 acre (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway)

Huntsville Town Residential Zone Setbacks



24-019-0024

Note: All storm water and dirt will be kept on site during construction until final landscaping is done.

Note: Surface drainage shall be diverted to a storm sewer conveyance or other approved point of collection so as to surface water away from foundation walls. The grade away from foundation walls shall slope a minimum of 6 inches within the first 10 feet and 2% slope beyond.

Note: The grade adjacent to all foundation walls shall fall 1/4" per foot. Landing, ramps, patios, porches or decks, which are 4 feet or more in length, shall be finished with a minimum of 1/4" per foot. All other horizontal surfaces within 10 feet of the foundation walls must slope a minimum of 1/4" per foot away from walls.

Note: Street, curb, and gutter will be inspected and cleaned at all intervals during the end of every day.

Note: Gravel bags (or equivalent) shall be placed and maintained around the perimeter of the foundation walls or immediately downstream from site during construction.

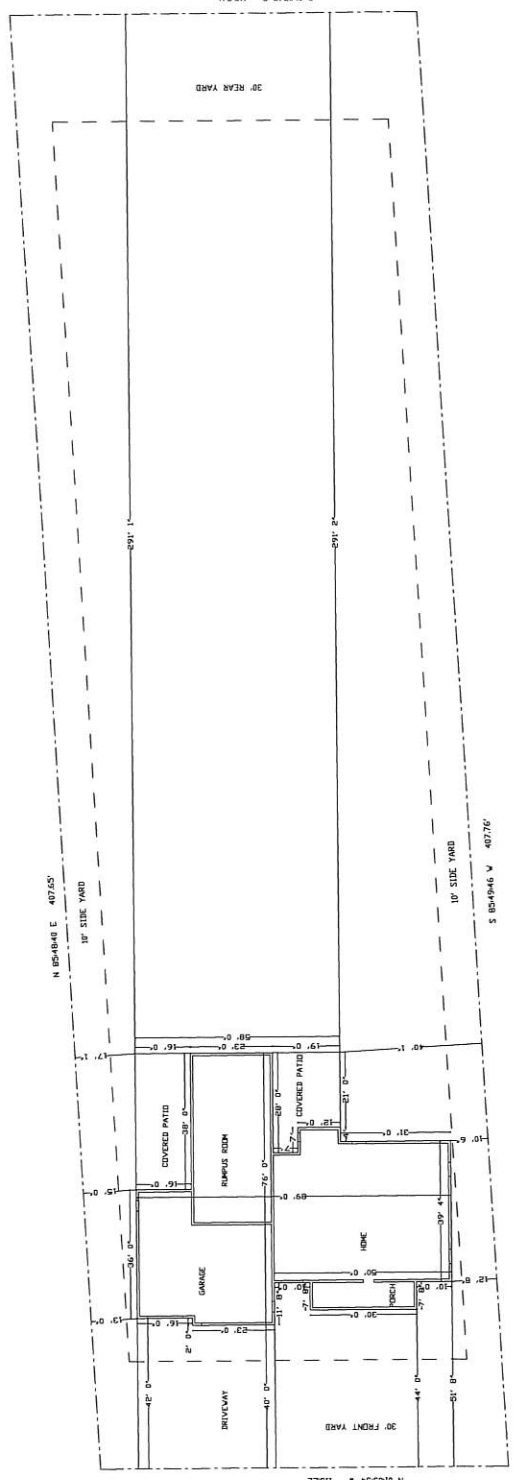
Note: Berms or awales may be required along property lines to blend with adjacent lots.

Note: A final concrete, masonry, stucco, or masonry work, without on the ground is prohibited.



--- Property Line
 --- Building Setbacks

Stevens, Reginance
 Project #240190024
 380 South 7700 East
 Huntsville, Utah
 Area: 46,932 Sq. Ft.
 1.07 Acres
 Scale: 1" = 16'



Homeowners:
 David & Melissa Stevenson
 801 668-1817

General Contractor:

STEVENSON RESIDENCE
 380 South 7700 East
 Huntsville, Utah

SHEET NO:
 S101
 DESCRIPTION:
 SITE PLAN

Scale: 1/16" = 1 Foot

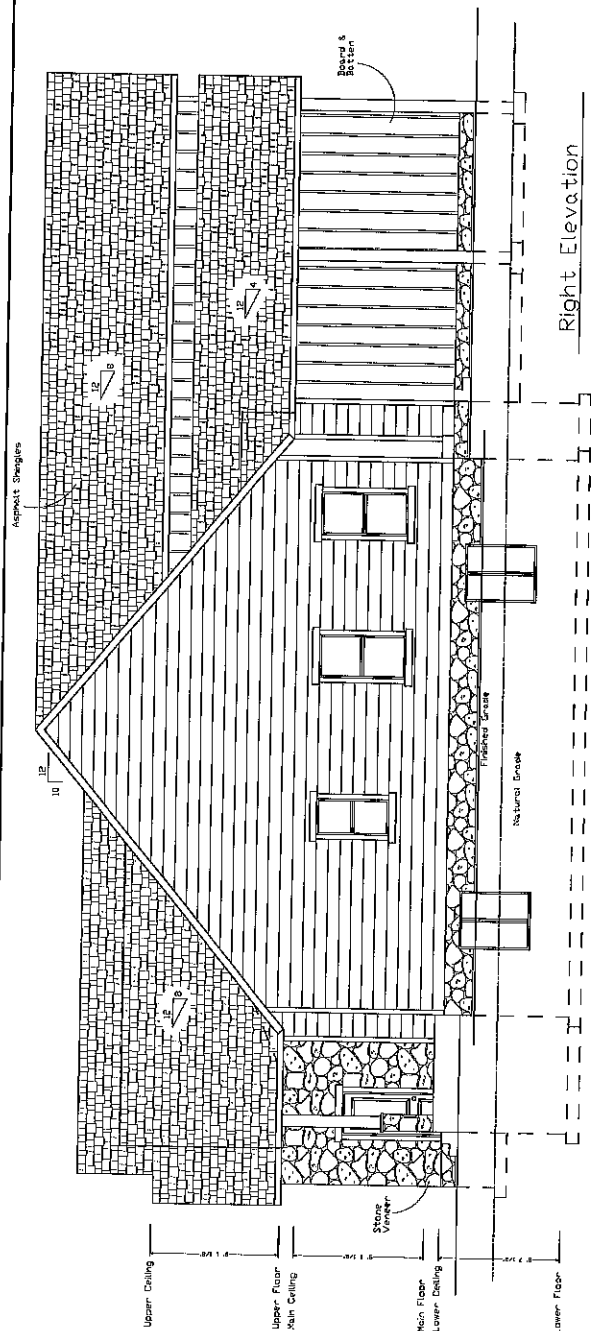
Creative Line
 Line L.L.C.
 Custom Home Solutions
 CreativeLinePlans.com
 @Ashlie_Hull
 801-668-7041

FIRE

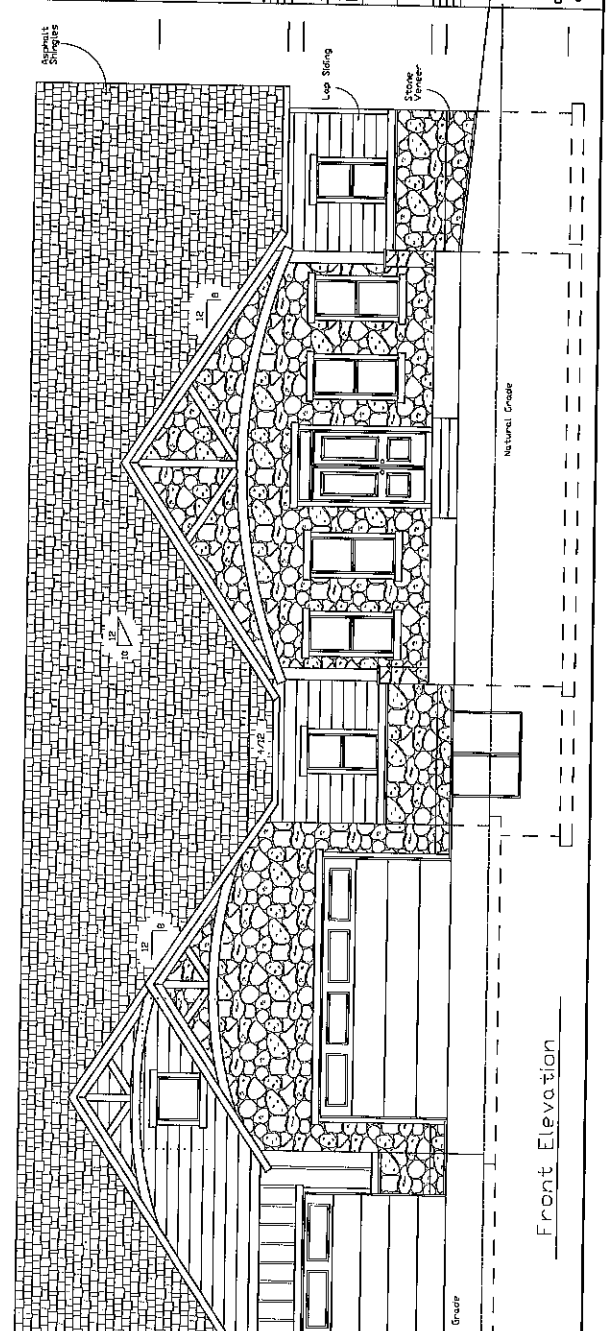
1. All work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
2. Fire Protection - All fire protection work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
3. Smoke Detectors - All smoke detectors shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
4. Fire Alarm - All fire alarm work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
5. Fire Sprinklers - All fire sprinkler work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
6. Fire Stairways - All fire stairway work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
7. Fire Exits - All fire exit work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
8. Fire Protection - All fire protection work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
9. Fire Protection - All fire protection work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
10. Fire Protection - All fire protection work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.

EXCAVATION

1. Excavation - All excavation work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
2. Excavation - All excavation work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
3. Excavation - All excavation work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
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8. Excavation - All excavation work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
9. Excavation - All excavation work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.
10. Excavation - All excavation work shall conform to the 2018 International Building Code, as amended, and all applicable local codes.



Right Elevation



Front Elevation

Homeowners:
David & Melissa Stevenson
801 668-1817

General Contractor:
Stevenson Residence

380 South 7700 East
Huntsville, Utah

SHEET NO:
A201

DESCRIPTION:
EXTERIOR ELEVATIONS

Scale: 1/4" = 1 Foot
Creative Line LLC
Creative Line LLC
Creative Line LLC
801 668-7041

PC Meeting 4.26.2023
Attachment #5



LAND USE PERMIT

Huntsville Town Building Inspection
7309 E. 200 S.
P.O. Box 267, Huntsville, UT 84317
(801) 745-3420

Tax ID # 241170002

Address of Structure 7762 E. 500 S.

Name & Address of Owner/Owners Booth

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 4/26/2023

Set Backs Approved: Yes No

Any special stipulations and conditions of the Site Plan Review: NONE

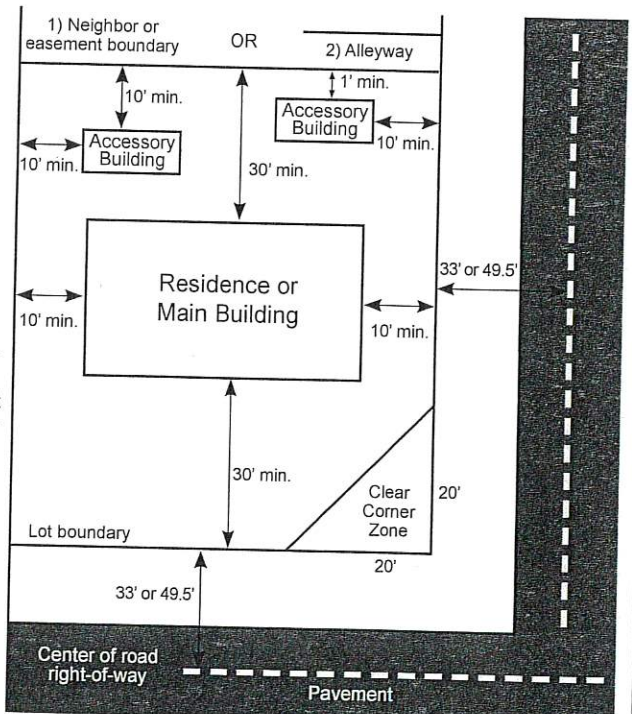
Huntsville Planning Commission Chairman

Property Owner Signature

"By signing this form, the applicant agrees that they understand that the Huntsville Town R-1 zone, which their lot is zoned, only allows for one single family dwelling on the lot. The applicant also agrees that they understand that if any changes to their site plan are made after the Land Use Permit is issued, that those changes must be approved by the Planning Commission."

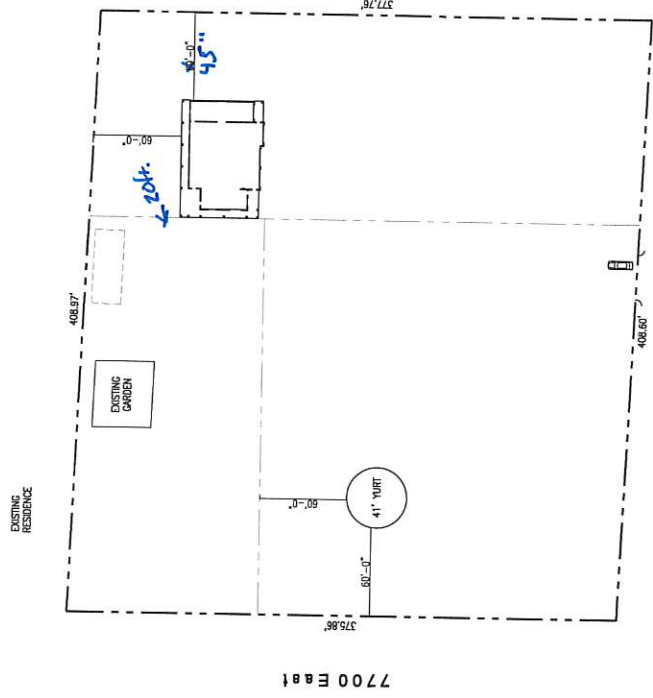
- Minimum lot size = 0.75 acre (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway)

Huntsville Town Residential Zone Setbacks



BOOTH BUILDING
HUNTSVILLE, UTAH

7702 E. 500S.
241-170002



[Signature]
4/19/2023

EXISTING
CLEARANCE



SITE PLAN	
BOOTH BUILDING HUNTSVILLE, UTAH 4-19-2023	
C. D. S.	801-791-0001
CAD DESIGN SPECIALISTS	
1708 E. 5550 S. P20 SOUTH OGDEN UT. 84403 AUTOCAD	
S	



2023-0014
PC meeting 4.26.2023
Attachment # 6

LAND USE PERMIT

Huntsville Town Building Inspection
7309 E. 200 S.
P.O. Box 267, Huntsville, UT 84317
(801) 745-3420

Tax ID # 240160017

Address of Structure 138 S. LEWIS

Name & Address of Owner/Owners Songer

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 4/26/2023

Set Backs Approved: Yes No

Any special stipulations and conditions of the Site Plan Review: NONE

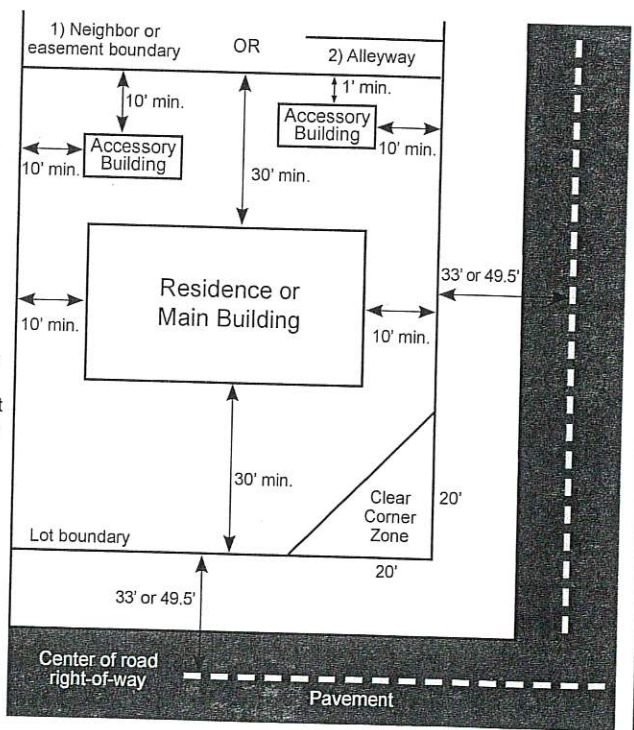
Huntsville Planning Commission Chairman

Property Owner Signature

"By signing this form, the applicant agrees that they understand that the Huntsville Town R-1 zone, which their lot is zoned, only allows for one single family dwelling on the lot. The applicant also agrees that they understand that if any changes to their site plan are made after the Land Use Permit is issued, that those changes must be approved by the Planning Commission."

- Minimum lot size = 0.75 acre (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway)

Huntsville Town Residential Zone Setbacks



Alley

1' setback

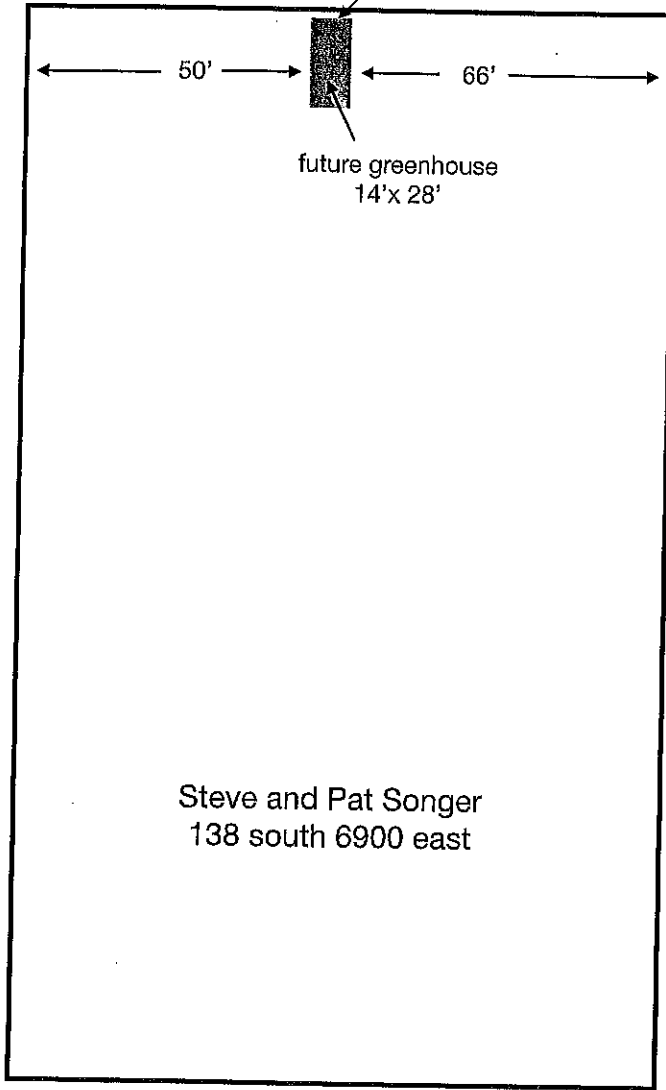
50'

66'

future greenhouse
14' x 28'



Steve and Pat Songer
138 south 6900 east



2023-0015



LAND USE PERMIT

Huntsville Town Building Inspection
7309 E. 200 S.
P.O. Box 267, Huntsville, UT 84317
(801) 745-3420

Tax ID # 240-170024

Address of Structure 6895 E 200 N

Name & Address of Owner/Owners Bowen

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 4/26/2023

Set Backs Approved: Yes No

Any special stipulations and conditions of the Site Plan Review: NONE

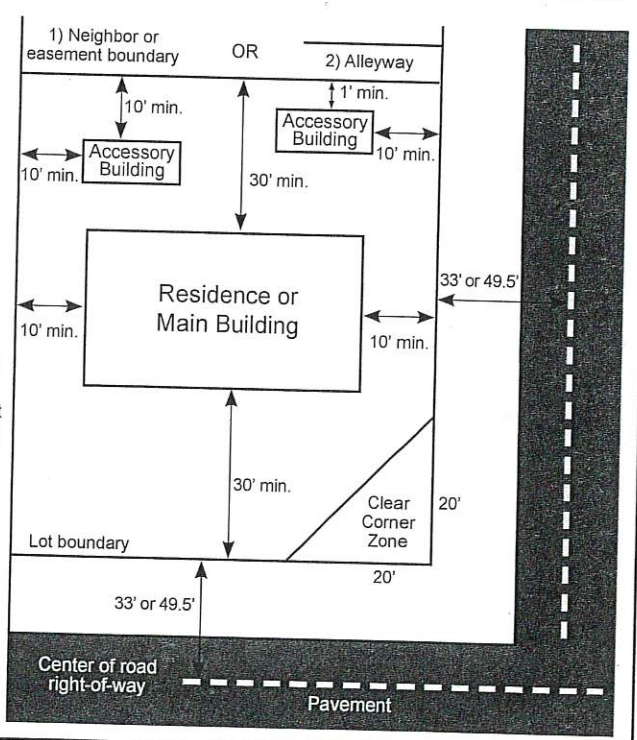
Huntsville Planning Commission Chairman

Property Owner Signature

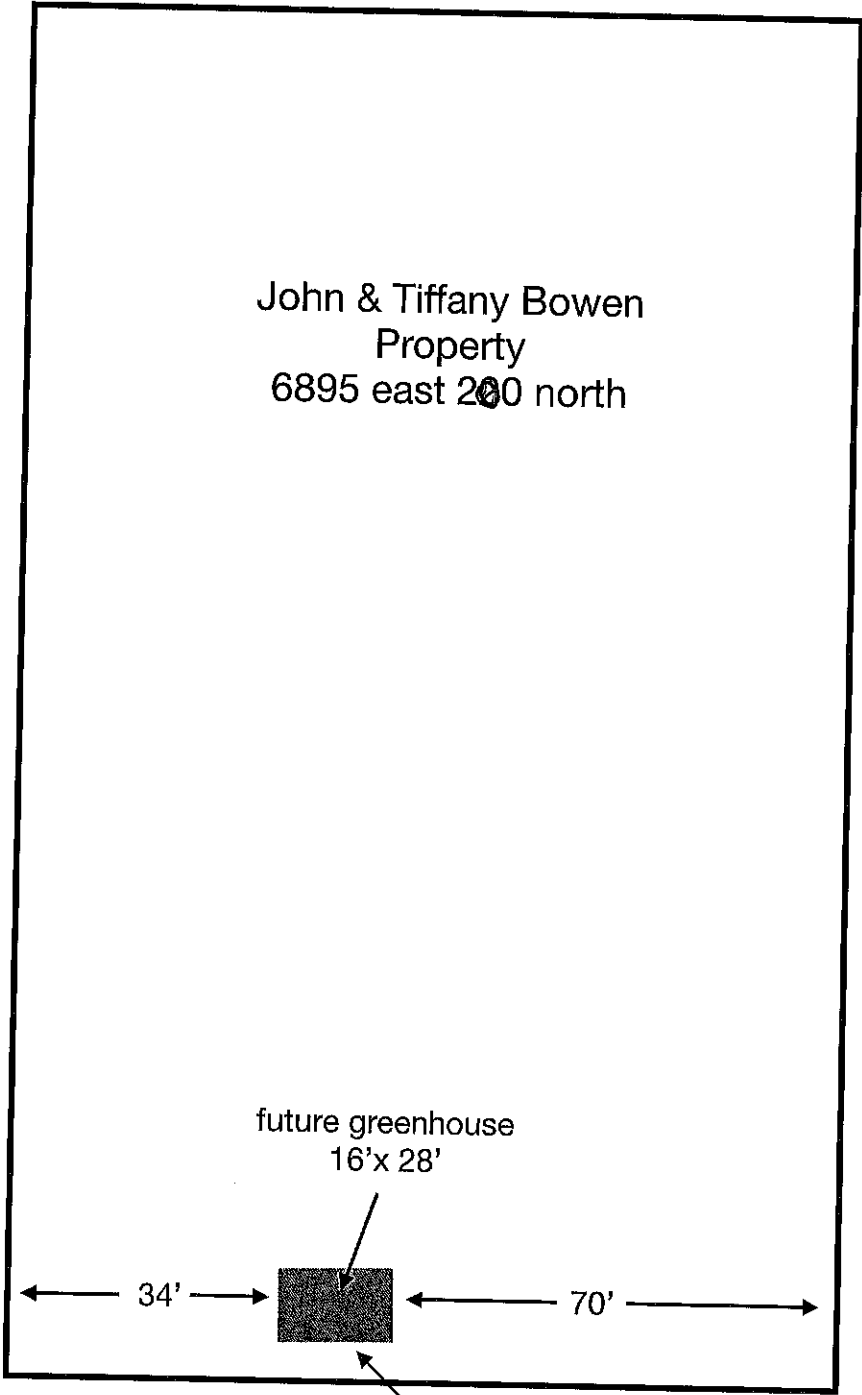
"By signing this form, the applicant agrees that they understand that the Huntsville Town R-1 zone, which their lot is zoned, only allows for one single family dwelling on the lot. The applicant also agrees that they understand that if any changes to their site plan are made after the Land Use Permit is issued, that those changes must be approved by the Planning Commission."

- Minimum lot size = 0.75 acre (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway)

Huntsville Town Residential Zone Setbacks



John & Tiffany Bowen
Property
6895 east 200 north



future greenhouse
16'x 28'

34'

70'

10' setback

HUNTSVILLE TOWN Filing Fee: \$450.00
CONDITIONAL USE PERMIT (CUP) APPLICATION

PROJECT INFORMATION:
Project Name: Old Town Hall Huntsville
Project Use: Weddings & Events Space
Project Address: 7309 E 200 S Huntsville
Parcel ID Number(S) 24-011-0022, 24-011-0037 ↗
Applicant Information
Applicant Name: David Owen DBA Imagine Music Huntsville
Applicant's Mailing Address: 753 E 3800 N North Ogden 84414
Email: imaginemusichuntsville@gmail.com
Property Owners Name: Imagine Holdings Huntsville LLC (David Owen)
Owner's Mailing Address: 753 E 3800 N North Ogden 84414
Owner's Phone: 801-644-7027
Architect/Engineer's Name: NA
Architect/Engineer's Phone: Email: NA
Date of Planning Commission Meeting: March/April 2023
Date of Town Council Meeting: March/April 2023

These questions need to be answered when considering the proposed use:

1. What are your days and hours of operation(s)? Weekends
2. Describe the use you are proposing. If there is more than one business planned, please list each one and its intended use. If unsure at time of permitting, list the range of uses you anticipate. If a non-listed use is proposed subsequent to the granting of a permit, its acceptance is not guaranteed.

Old Town Hall is currently being used as a small boutique music lessons school Mondays-Fridays. In order to produce more income and utilize the remaining three days of the week, we would like to hold small weddings and events at our beautiful space underneath the pines.

3. How is this use(s) compatible with the surrounding properties? Hosting small events pairs perfectly with our neighbor across the street, Valley House Inn, and provides a third and unique option, alongside Compass Rose/Huntsville Town Square and The Mercantile.

HUNTSVILLE TOWN Filing Fee: \$450.00
CONDITIONAL USE PERMIT (CUP) APPLICATION

- 4. Does the proposed use(s) produce any outside noise, smell or waste products? If so, how will they be treated? It is our intention to keep any noise to an absolute minimum, out of our great respect for our neighbors. Any and all of the above will be carefully and thoughtfully monitored.

- 5. Are changes being made to the building to accommodate the use(s)? If so, please describe. No changes to the building are currently being considered.

- 6. **IMPORTANT**** Are changes being made to the site to accommodate the use(s)? If so, please submit a Site Plan in addition to this application.

Applicant understands that only uses in the Allowable Use Table 15-1 of Title 15 will be allowed, and the use identified in the business license permit application. I have read the application and hereby certify that the information is correct and that I understand that the Conditional Use approval is valid for one year from the approval date. If the use does not begin within one year, the approval is void.

Applicant's Signature: Date: DocuSigned by:
David Owen
495A6892D6ED466...

Plans accepted by: Date:

Fee Paid: Date:

Parking space Em

Re: Conditional Use Permit

David Owen <imaginemusic huntsville@gmail.com>

Mon 4/17/2023 8:03 AM

To: Shannon Smith <ssmith@huntsvilletown.com>

Good morning Shannon, and thank you for the opportunity to additional information regarding our plans for a small weddings and receptions option for the community.

Regarding vehicles, our space can accommodate 48 cars between the parking in front, and the large parking area in back. This should be plenty, as we are positioning the space a boutique venue, accommodating smaller weddings and events only.

We are capping weddings and events at 80 people max. Capping events at 80 also keeps us way under the maximum occupancy limit for our 2,300 indoor sqft. That said, our events are to be held outdoor on the lawn area. The inside of the building will only be utilized for its bathrooms, and staging for any outdoor needs, aka, food prep etc.

Noise will be kept to a minimum. A small speaker system shall be kept on premise to be used for conducting ceremonies, and additionally music, if required. All volume beyond the nature volume of a normal gathering of families conversing will be carefully monitored by an on-site staff member.

Events shall begin no earlier than 9am end no later than 9pm. The average event will typically be held within late afternoons to early evenings. Events at this time will only be held on weekends, as we are looking at offering small sized weddings and receptions only.

I would like to reiterate, that it is of our utmost intent to respectfully blend with our local community, and avoid being any type of nuisance at all costs. The primary business I am operating out of this property is a private music lessons school, which serves our local community families. Having a positive reputation in Huntsville Town, and the greater Ogden Valley is our number one priority.

I've also attached a few photos to help visualize our intention in terms of size. We have a private wedding event for a family friend, which provided the basis for this venture.

I like to thank the planning commission again for their consideration. I also apologize I can't be at this meeting in person, as I'm personally teaching music students at our Imagine Music Ogden location. If any pressing questions come up during the meeting, I will be available by text message, or a could likely take a quick call if need be.

Thank you for all you do!

-David





On Wed, Apr 12, 2023 at 3:01 PM Shannon Smith <ssmith@huntsvilletown.com> wrote:
Here were to comments from the PC....

I would have him review 15.4.6 (Conditional Use Standards) and address in the application those that were brought up during the Planning Commission meeting (parking, hours of operation, noise, etc.) as well as those that should be a factor.

It sounds like you are still figuring out exactly what you are working out, but I think the PC would appreciate as much detail as you can provide.

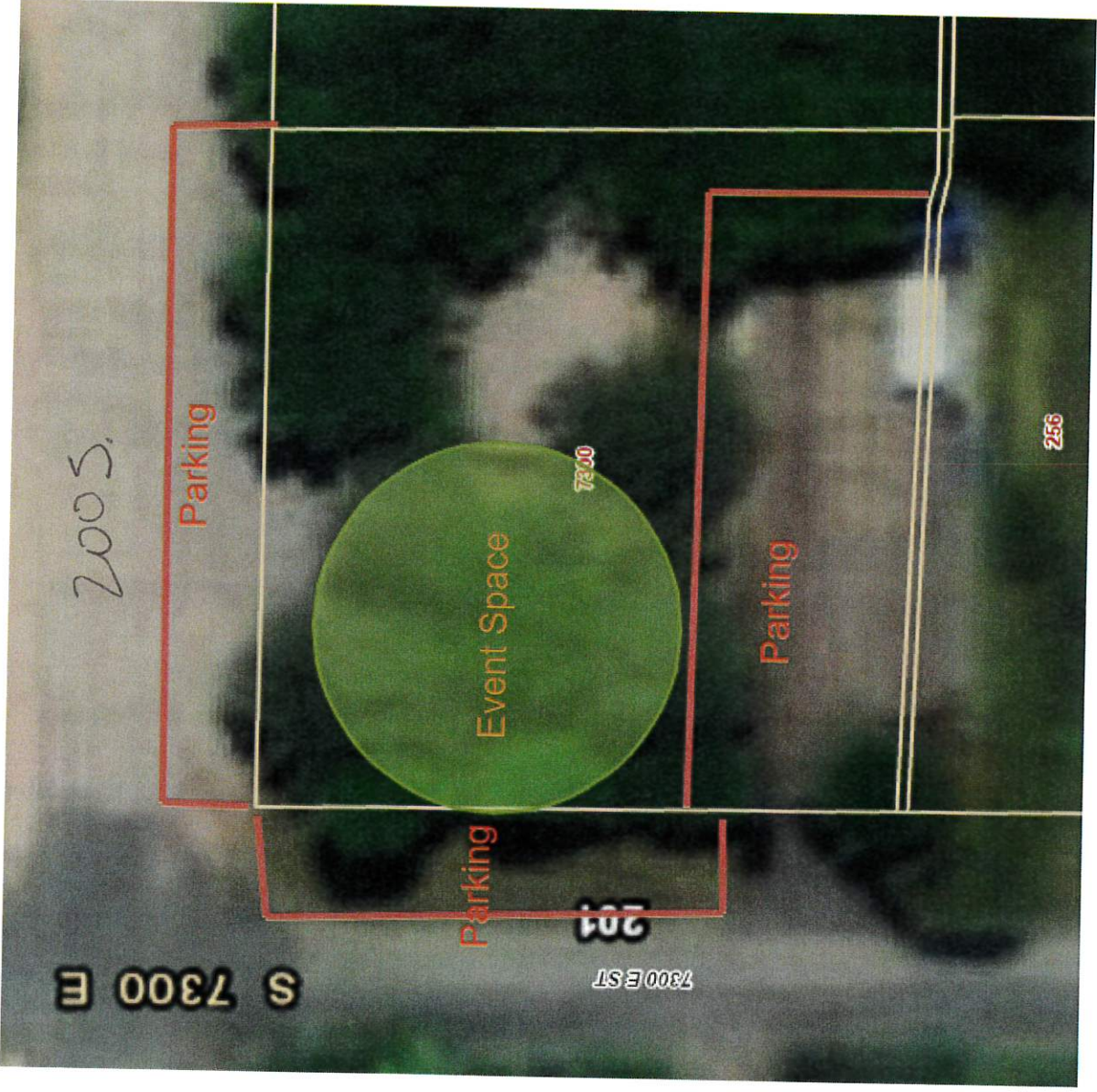
Thank You,
Shannon Smith



huntsvilletown.com

From: Shannon Smith
Sent: Monday, April 10, 2023 4:53 PM
To: David Owen <imaginemusic@huntsville.com>
Subject: Conditional Use Permit

Hi David,



2005.

Parking

Event Space

7300

Parking

256

Parking

201

S 7300 E

7300 E ST