

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

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

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

Citizens: Lee Primm

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

2-Approval of Minutes for Planning Commission Meeting 1.26.2023. (See Attachment #1)

Several corrections have been made via email and were discussed.

PCM Hessenauer motioned to approve the amended minutes from 1.26. 2023. PCM Poulter seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Amanda Hessenauer
NAYS:	

3-Discussion and/or action on Land Use Permit for Lee Primm home extension, 681 S. 7700 E. Parcel # 240180033. (See Attachment #2)

Mr. Primm was present to speak to his project. He presented a visual aid to better explain his project. He is asking for permission to modify his roof line. He is adding a very small amount of square footage to the back portion of his home. But this project mostly encompasses a better connection to the older existing home and the addition that was done years past.

Chairman Endicott stated he did not see any issues with setbacks. Height was discussed but Mr. Primm stated that the current height of the roof was 26 feet and the new roof with be about the same height.

There was conversation about the building permit process, which is the next step for this project.

PCM Poulter motioned to approve the Land Use Permit for Lee Primm . PCM Hessenauer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Amanda Hessenauer
NAYS:	

4-Discussion on Breezeway issue/wording (See Attachment #3)

Chairman Endicott have some history to this issue. In the past there have been concerns about residents building a separate dwelling unit on their property. Wordage was added to the Land Use Title about a physical connection, as so 2 buildings can be represented as 1 single family home.

Sandy presented some ideas via email, on how this should be presented in Title 15 and where is needs to specify the “breezeway” wording. The wording TCM Hunter presented was based on 15.17.3 currently in the town code. Also with the suggestions that the same wording be added to 15.6.2, 15.10.5.A, applied to the A3 and R-1 Zone.

Chairman Endicott is interested in being Proactive and not reactive, considering development that is in the near future. PCM Hessenauer volunteered to work on slightly re-wording a few of the sentences in this suggested wordage. This is to be emailed to the PC and a public hearing can be scheduled for the next monthly meeting.

5- Sandy’s TC Update. Skipped, as TCM Hunter was not present

6-Public Comment. There were none.

7-Chairman’s Remarks. Chairman Endicott thanked all for the discussion. He Commented that he appreciated Mr. Primm’s presentation and model to explain his project.

8-Motion to adjourn.

PCM Poulter made a motion to adjourn the meeting. PCM Hessenauer seconded the motion. All votes Aye. Motion Passes. **Meeting is adjourned at 7:30 p.m.**

Shannon Smith, Clerk

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

MEETING DATE: January 26th, 2023
PLACE: Huntsville 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	Present
Liz Poulter	Planning Commissioner	Present
Suzanne Ferre	Planning Commissioner	Excused
Amanda Hessauner	Alt Planning Commissioner	Present
Sandy Hunter	TC Liaison	Present
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

Hessauner

Citizens: Kristin Carver

Endicott

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

2-Administration of the Oath of Office for Planning Commissioners Liz Poulter, Suzanne Ferre and Alternate Amanda Hessauner

Oath of office is taken by Liz Poulter and Amanda Hessauner

3-Approval of Minutes for Planning Commission Meeting December 8th. (See Attachment #1)

PCM Poulter motioned to approve the amended minutes from December 8th, 2022. 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 Alt Amanda Hessauner
NAYS:	

4- Discussion and/or action on Land Use Permit for Green House Signage and lighting, 7341 E. 200 S., Parcel # 240110036 (See Attachment #2)

Kristin Carver was present to represent Green House. She explained their vision of the sign. Size will be about 6x3.3 feet. The sign will be well above the 10-foot limit. The lighting will be downcast and not aimed at any other buildings. *can't see lighting*
↑ minimum → Per town Code 15.216

PCM Larsen motioned to approve the Land Use permit for Green House Signage and lighting, 7341 E. 200 S., Parcel # 240110036. 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 Jeff Larsen Alt. Amanda Hessauner
NAYS:	

5- Discussion and/or action on Ordinance 2022.11.16; Appeal amendments, nonconforming lots and wastewater (See Attachment #3)

TC Hunter mentioned that this document was forwarded to Attorney Keller. Beckki has yet to hear back with Keller's response/thoughts on this matter. TC Hunter has made some edits and suggestions to this Ordinance. One particular verbiage she thought was of importance was the term "legally conforming lot".

There was some discussion on the timing for this Ordinance. The current moratorium on building on non-conforming lots is set to expire on Mid-March. And this will still need to go through the TC for discussion and approval. Jeff voiced his support of TC Hunter Comments. PCM Poulter wanted to add to section B, the word "current" for requirements of subdivision.

PCM Hessauner also suggested that a definition on the term legally created. PCM Hessauner, also posed the question if any lots in town would be able to get around this ordinance as written. Looking at it from that perspective to analyze if anything needs to be added or changed.

PC discussed the options of tabling this Ordinance until next month or recommending for approval with Sandy's changes as well as changes discussed in this meeting and also to include input from Mr. Keller.

Looking at the wastewater section, the term "user" was discussed, and a clear definition was found to be lacking by the PC. After some discussion it was agreed that the term user was agreeable, but a clear definition was needed.

PC Chair Endicott motioned to recommend to the Town Council, approval of Ordinance 2022.11.16; Appeal amendments, nonconforming lots and wastewater, with the recommended adjustments from TCM Hunter as well as the PC and also consider any recommendations from Attorney Keller. Also to include the addition of a definition for the term "Legally Created" and "user", as well as review of zoning requirements on lots previously created. 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 Alt. Amanda Hessauner
NAYS:	

6- Sandy's TC Updates

A TC and PC training will be held on Jan. 31st, 2023, as well as a joint work session.

7-Public Comment. There were none.

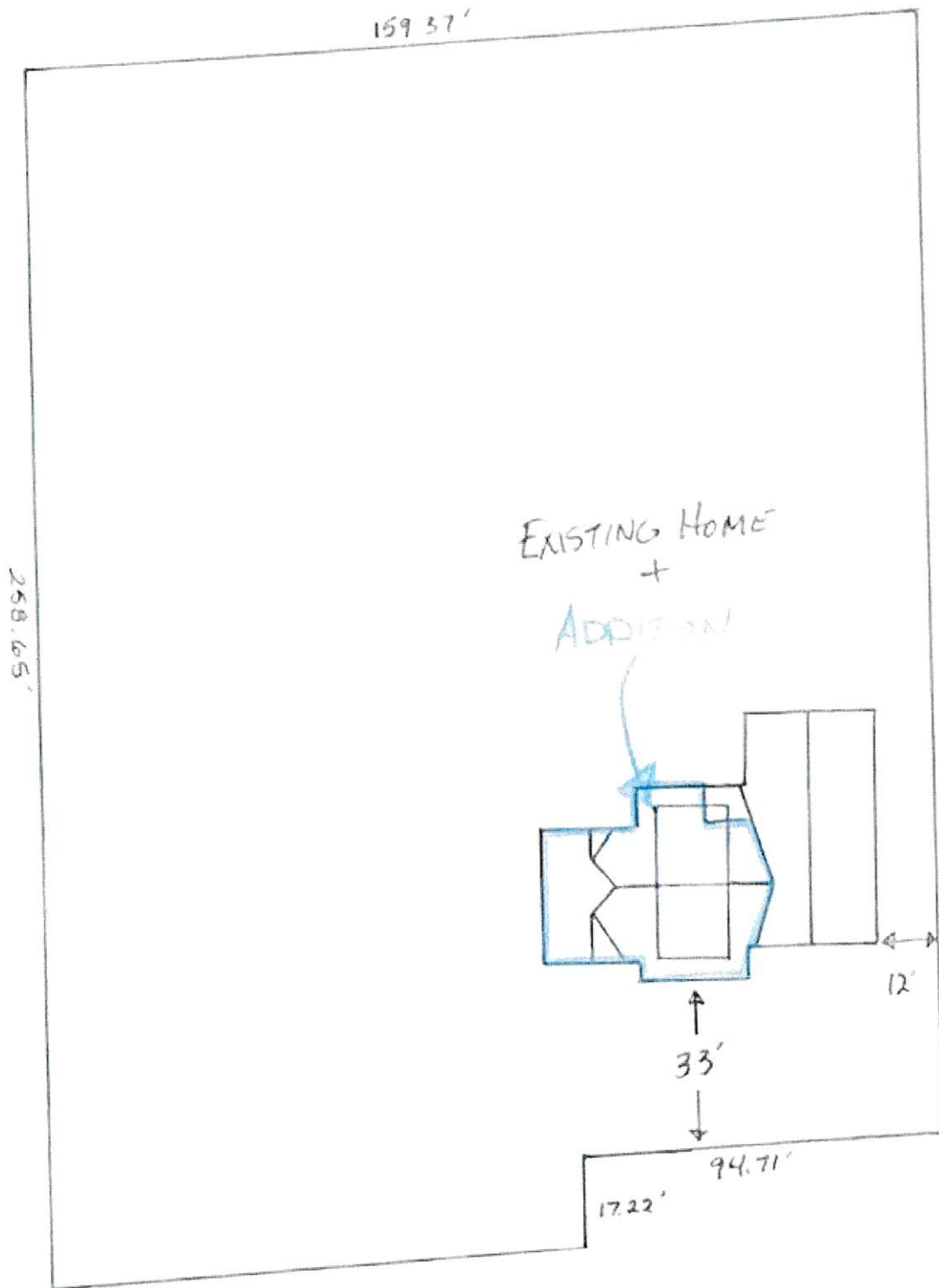
8-Chairman's Remarks. Chairman Endicott thanked all for the discussion, and welcomed the new members of the PC.

9-Motion to adjourn.

PCM Songer made a motion to adjourn the meeting, by acclamation meeting is adjourned at 7:27p.m.

Shannon Smith, Clerk

Primm SITE PLAN



Parcel 240180033
6815. 7700E.
Huntsville, UT 84317



LAND USE PERMIT

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

Tax ID # 2410180033

Address of Structure 081 S. 7700E

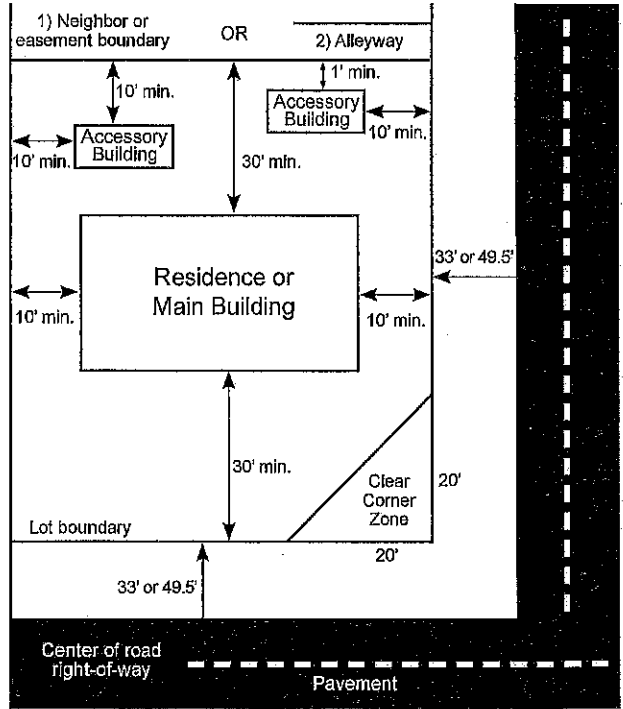
Name & Address of Owner/Owners Primm

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 2/23/2023

Set Backs Approved: Yes No

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

Huntsville Town Residential Zone Setbacks



Huntsville Planning Commission Chairman

[Signature]
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)

15.6.2 Use Regulations

Refer to Appendix One, Table 15.1 (Acceptable Uses by Zone) for all permitted uses in Residential Zone R-1.

In Residential Zone R-1, the following uses are subject to the respective conditions:

A. Single-family dwellings.

1. Only one single-family dwelling is allowed on an approved R-1 building lot.

a. A single-family dwelling shall not be added to or enlarged if the addition or enlargement is a separate dwelling attached with a breezeway or extension of the roof. Such additions or enlargements shall be considered to be separate dwellings and are prohibited if the elimination of the breezeway or roof extension would not destroy the functionality of the addition as a separate dwelling unit.

b. Nothing in this ordinance shall be construed to allow two dwelling units to be built on a single residential lot regardless of whether the structures are attached by a breezeway, roof extension or other attachment.

2. No single-family dwelling or a portion thereof, shall be rented for a term less than 30 days.

3. No single-family dwelling, or portion thereof, shall be rented while occupied by the respective owner.

4. No single-family dwelling shall be occupied by more than four families, or combination of unrelated groups, within a 12-month period.¹

15.17.3 Additions and Enlargements

- A. A building or structure nonconforming as to use shall not be added to or enlarged in any manner, unless the building or structure is brought into conformance with the use regulations of the zone in which it is located.³⁴

³⁴ Amended: 8/04/2016: To add Title 15.17: Introduction paragraph.

³⁵ Amended: 8/04/2016: Title 15.17.3.A.

As approved by theHuntsville Town Council

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Title 15 – Land Use Regulations

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- B. A non-complying building or structure shall not be added to or enlarged in any manner, unless such additions or enlargements comply with all of the regulations of the zone in which the non-complying building or structure is located.³⁶³⁷
- C. A non-complying dwelling unit located in a residential zone shall not be added to or enlarged if the addition or enlargement is a separate dwelling attached with a breezeway or extension of the roof. Such additions or enlargements shall be considered to be separate dwellings and are prohibited if the elimination of the breezeway or roof extension would not destroy the functionality of the addition as a separate dwelling unit. Nothing in this ordinance shall be construed to allow two dwelling units to be built on a single residential lot regardless of whether the structures are attached by a breezeway, roof extension or other attachment.³⁸