

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

MEETING DATE: May 25th, 2017
PLACE: Huntsville Town Hall, 7309 E. 200 S.
TIME: 7:00 P.M.

NAME	TITLE	STATUS
Ron Gault	Planning Commission Chair	Present
Brent Ahlstrom	Planning Commissioner	Present
Preston Cox	Planning Commissioner	Excused
Rex Harris	Planning Commissioner	Present
Sandy Hunter	Planning Commissioner	Present
Karen Klein	Planning Commissioner	Excused
Mike Engstrom	Town Council Member	Present
Gail Ahlstrom	Clerk/Recorder	Present

Citizens: Mack DeVries Shane Layton Joe Farr
John Purcell Doug Allen Mike Workman
Jenna Holt Jeff Holt Cindy Purcell
Bill White Larel Parkinson

1-Ron Gault called the meeting to order, there is a quorum present. There is a full agenda tonight so things will be kept short and sweet.

2-Mack DeVries: Questions about Self Performed Permit:

Mack said he is here to understand what the Self Performed Building Permit means. The TC adopted this permit during the last TC meeting held on May 18. Mack said all he wanted to do was put six electrical plugs in a shed and it has cost him \$434, which is ridiculous. He wouldn't have had to pay anything if he had been able to fill out the new Self Performed Permit. Mack said he is out \$434 and he doesn't want the next person to have to pay unnecessary building fees. Mack feels that he shouldn't have had to pay for any building fees because his shed was a pre-fab structure. Mack asked if the PC could sign the permit so he doesn't need to have the inspectors come up. Mack expressed his frustration that he got the shaft on this particular issue. Mike said he would be willing to call the county about Mack's building permit and the fees. If Mack doesn't call for an inspection they might not come up.

3-John Purcell: Discussion on American Legion Signage: (See Attachment #1)

John Purcell presented their site plan for the new American Legion sign location. The sign will be installed 60' from the middle of Hwy 39. Mike remarked that when he reported to the TC that the PC had approved an LED sign for the Legion, their big concern was how bright the LED lights could be. John said they can control the brightness.

Mike asked if they would be willing to work with the Town on this. John agreed on this matter. John mentioned that the Chevron sign stands 9 1/2 feet high. The Chevron sign sits on a pedestal. John said he spoke with the sign manufacturer about putting the shield on the top of the sign in order to comply with the Dark Sky Ordinance. The PC all agreed with the location. This item was approved during the last PC meeting.

4-Rod Layton's request for a Land Use Permit: (7562 E. 400 S.) (See Attachment #2)

Shane Layton is representing his dad tonight. Shane said Rod would like to build a garage on his property. The site plan showed 12' off the side property line and 33.6' from the street. Mike asked how far the eaves will over hang. Shane didn't know. Shane agreed to not go over 18 inches past the garage walls with the eaves.

(Rex Harris joined the meeting.)

Ron motioned that the Commissioners have reviewed Rod Layton's site plan for a new garage, it meets the regulations and moved to approve a Land Use Permit. Brent seconded. All vote aye. Motion passed.

VOTES: APPROVED	
AYES:	Commissioner Ron Gault Commissioner Sandy Hunter Commissioner Brent Ahlstrom Commissioner Rex Harris
NAYS:	
EXCUSED:	Commissioner Preston Cox Commissioner Karen Klein

5-Review and approval of Joe Farr's request for a minor subdivision: (Boyd Farr Property 7065 E. 200 S.) (See Attachments #3) Joe Farr presented his subdivision plan for the Farr subdivision; the Farr's want to create two new lots. The water line to the old house sits one and a half feet over the new lots property line. One parcel will be .90 acres and the other lot will be .78 acres. All lots will have the required 130' of frontage. The lot will need to be recorded with a utility easement on it.

Bill White said when he spoke with Boyd Farr years ago, Boyd thought he would need to move the driveway and fence on the west side because of the water line. Rex agreed it would be nice to have the easement recorded. Doug stated that the utility easement should be wider than 1 1/2 feet. Mike didn't think it would be a public utility; it would be a private line. This could be an issue if they ever want to put in a fence. Jeff Holt said the water line should be recorded as a private easement.

Doug brought up the matter of secondary water; there will be impact fees to split the line. The Farr's have two secondary lines. Ron stated that this is the preliminary plan stage, the PC reviews and looks for minor issues and makes recommendations. No motion is necessary at this point. Gail reminded Joe that he will need to meet with Weber/Morgan Health Dept. in regards to the perk testing.

6-Review and approval of Site Plan for Jeff & Jenna Holt: (330 N. 6900 E.) (See Attachments #4) Jeff Holt said they had a site plan approved when they built their barn and chicken coop about 18 months ago. The site plan for the Holt's new home shows a setback of 42' from the back yard and 30' from the side yard, and 74' from the other side. The home is set in the middle of the lot.

Ron said the site plan meets all setbacks. Jeff asked about the lake. Jeff mentioned that the Forest Service told him years ago that the setback was zero for them. Doug asked Jeff if the Forest Service fence line is where it should be, there had been quite a few mistakes with their fence placement. Jeff replied that the Forest Service corrected all the fence lines when the Holt's bought their property.

Ron moved that the site plan for the Holt's new home has been reviewed and all setback requirements have been met. Brent seconded. All votes aye. Motion passed.

VOTES: APPROVED	
AYES:	Commissioner Ron Gault Commissioner Sandy Hunter Commissioner Brent Ahlstrom Commissioner Rex Harris
NAYS:	
EXCUSED:	Commissioner Preston Cox Commissioner Karen Klein

7-Discussion on Larel Parkinson's request for subdivision: (6688 E. 200 N.) (See Attach. #5)

Larel Parkinson said he has one question about his proposed subdivision. During the last PC meeting, the PC recommended that he create an LLC for the subdivision. Larel reported that he spoke with the Davis' who consulted with their attorney and they were advised to not do this. It would encumber their property. Rex remarked that he did some research with W.C. and they occasionally record subdivisions with multiple owners. Rex recommended that Larel meets with the county to figure out the procedure to record a subdivision with multiple owners. Mike clarified that the procedure will be dictated by the county. Larel is here tonight to find out if the Town is going to require him to create an LLC for the subdivision. A quit claim deed will work best to transfer the two portions of property that need to be swapped in order to meet the ¾ acre lot size. An agreement will be needed to clarify who is paying for the road, utilities, and securing the bond. Ron stated that the new road will need to be 66' wide.

Rex read from Title 15.25.2.D: "Terminal streets (cul-de-sacks) shall be used only where unusual conditions exist which make other designs impossible. Each cul-de-sac must be a minimum of one hundred (100) feet in diameter. If surface water drainage is into the turnaround due to the grade of the street, necessary catch basins and drainage easements shall be provided." Rex wondered about the 100' diameter, does this mean pavement or the right of way?

Doug offered to clarify this with the Fire Marshall. Mike encouraged Larel to read through the ordinances as well, this will help prevent mistakes.

8-Review of Historical Presentation Ordinance: (See Attachment #6)

Rex asked if this is something the Town really wants to do. The main reason for adopting this ordinance would be to provide the mechanism for people to get their buildings or properties on a historical directory, in order to apply for grant funding. The grant money does have strings attached and you will be told what you can and cannot do with your property. Participating in the Historic Society will require effort from the Town. A committee would need to be organized and they will be required to make a list of properties that could qualify as historic within the community. Rex questioned who is directing this? Mike explained that Doug Allen asked Wendy McKay to look into historical information to see if there is money available for the Town. There is the potential for small matching grants from \$3K-10K. There is a lot of paperwork involved in this process. This ordinance would apply to individual property owners; they must approve the action to designate their property to the Historic Landmark Register by submitting to the Commission a written statement to that effect. Mike will ask the TC if they want to direct the PC to work on this Historical Preservation Ordinance. If they are interested, the PC will work on the ordinance and tailor it to the Town's needs.

9-Review of potential new Use Category to Table 15-1: Historical Building Restoration Uses:

(See Attachment # 7) Mike said he is going to present a new idea, taken from discussions during the PC meetings. Mike's idea was to simply allow residential storage as conditional use. Mike would like to define the conditions ahead of time. A line would be added to the Acceptable Use Table for "Storage, indoor, commercial" with the use as conditional in the R-1 zone. A table format could spell out the conditions. Such as: "All of the following conditions must be met to allow this usage in a residential zone." 1-Exterior of the structure shall be substantially wood or wood siding, rock, stucco, or brick. 2-look—historic in nature. 3-Number of units=maximum of 30. 4-No outdoor storage on any sort of commercial purposes allowed. 5-Distance from residential homes=175' or greater, 6- Hours of operation = 8 am -9 pm. 7- Signage, minimal or none. 8-Parking-one stall per 10 units, no fewer than two stalls. Must not be on Town property. A debate over whether the use for storage, RV, boat or vehicle was typed correctly.

Sandy asked about the conditional use for storage units; will residents be allowed to build storage units on a vacant lot if they can meet the conditions or are we talking about converting an existing building into units. Ron said anyone with a large barn or garage could start renting out storage space. Sandy isn't as bothered by this if the building already exists. She doesn't want residents to think this is a new way to make money; if they can't build a house on a vacant lot they could build a barn and start renting space. Mike commented that it's not the intent to encourage new construction. Ron said originally the PC wanted to encourage the repurposing of historic structures. Mike reported that he spoke with the Town Council and they agree that they would like to see a way to allow this. Ron remarked that if someone can meet the proposed requirements, no one would even know a barn was being used as a storage unit. Rex wondered about the existing building because he would like to see a new historic looking building or a barn in disrepair. The PC agreed that they don't want to encourage storage units in town.

Ron recapped; this idea has moved away from historical buildings, this will not be an ordinance change to encourage people to restore historic buildings. The PC will try to control how many buildings in town might get converted into storage by making the condition use restrictive.

Brent commented that he would like to add that the structure needs to be an existing structure. To Rex this doesn't matter. Ron asked if a new building is built on a residential lot, this would basically turn the residential lot into commercial use.

The number of units could be controlled by the square footage of the structure. The PC is not trying to encourage people to build structures so they can rent storage space. The idea is to try to re-purpose a vacant building. Rex argued that the PC will have a hard time defining what structure is acceptable to allow storage units, what the size is, what the condition is, if it's existing or pre-fab, allowing someone to do something with their property that someone else can't. Bill Morris encouraged Mike to make the conditions as specific as possible. Brent remarked that if the Town starts allowing storage units on residential lots, the town is going to get a lot of pushback from the residents.

Ron thought the historic idea gave the town more control and limited things from getting out of hand. Brent said the intent was to maintain historic buildings by allowing some type of commercial use, not creating more opportunities for commercial properties. A restriction could be: storage units will be allowed only when an existing historic building is re-purposed.

10-Review of Title 4.2: In regards to standards for pre-fab structures: (See Attachment #8)

Gail mentioned she put this on the agenda because of Mack DeVries; there is nothing in the ordinances that address pre-fab buildings. Mike said paragraph 4.2 is too long and addresses too much in one paragraph. It needs to be split into sections for: Self-Performed Remodel Permits, Land Use Permits, building 200 sq. ft. or less, and buildings 200 sq. ft. or larger. Ron said the paragraph should be broken into Land Use Permits and Building Permits. Mike asked if pre-fab structures need to be addressed separately. Rex said the footings for a pre-fab structure will need to be inspected but the engineering plans come with it. It will follow the same standards, 200 sq. ft. or less, and 200 sq. ft. or larger.

As soon as you decide to add heat, electrical, or gas, those will need to be inspected. If you buy a pre-fab shed it doesn't come with footings or cement slab. The only benefit to a pre-fab is that the inspection is easier for the building inspector. Ron said he will restructure Title 4.2.

11-Review of Title 4.2: In regards to verbiage added to the ordinance for a Self-Performed Remodel Permit: (See Attachment #8)

This item was discussed above.

12-Review of Title 15.25.2.2: Street widths & cul-de-sac's: (See Attachment #9)

Rex recommended amending this ordinance to clarify that any on any platted block system the road needs to be 99' wide, when a road only supplies for the subdivision then that road can be 66' wide. Rex will create the verbiage for this ordinance change. Gail mentioned that both the ordinance and the definitions will need to match.

13-Citizen Comments:

There were none.

Approved on 6/29/2017

14-Approval of minutes for Planning Commission meeting held April 19th, 2017:
Approval of the minutes for PC meeting held April 19, 2017 was tabled.

15-Approval of minutes for Planning Commission meeting held April 28th, 2017:
Approval of the minutes for PC meeting held April 28, 2017 was tabled.

Set date for next PC meeting:

The next PC meeting will be held on June 29th.

Sandy made a motion to adjourn. Rex seconded. All votes aye. Motion passed.

Meeting adjourned at 10:00 P.M.

Gail Ahlstrom, Clerk/Recorder

Approved on 6/29/2017