

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

MEETING DATE: January 25th, 2018
PLACE: Huntsville Town Hall, 7309 E. 200 S.
TIME: 7:00 P.M.

NAME	TITLE	STATUS
Doug Allen	Planning Commission Chair	Present
Sandy Hunter	Planning Commissioner	Present
Rex Harris	Planning Commissioner	Present
Blake Bingham	Planning Commissioner	Present
Mike Engstrom	Planning Commissioner	Present
Liz Poulter	Planning Commissioner	Present
Bill White	Town Council Member	Present
Ron Gault	Consultant	Present
Beckki Endicott	Recorder	Present

Citizens: Jason Kyle, Chad Roberts, Dawson Hedges and Bill Wangsgard

1-Chairman Doug Allen called the meeting to order, there is a full quorum present.
 Chairman Allen asked the new committee members to introduce themselves.

2-Discussion and/or action on Chad Robert’s Land Use Permit (see attachments #1):

Chairman Allen started the discussion on the Chad Robert’s Land Use Permit. He stated the Land Use Permit was issued on May 9, 2016 and signed by Chad Roberts. The house has now been completed. The existing house on the property was supposed to come down upon completion of the new house. That demolition has not happened. The issue is now before the commission.

Rex Harris stated if the owners wanted to change any conditions to the original Land Use Permit, it would be appropriate for the owners to come before the PC before that change is made. The PC could then make the decision to modify or change that Land Use Permit. Rex Harris stated in this case there are some complications, but it is important the issue be discussed before the PC and the right action takes place. Bill White stated there are two issues with regards to the Chad Roberts property. The first is that the TC already agreed that the Land Use Permit should not be modified to allow the old home to stay. The second issue is the Land Use Permit that allowed the old house to stay while the new house was being built is a contract between the Town Council and the owners. Bill White states he is not sure the PC has the authority to override the contract or Land Use Permit. CM White states the issue is on the agenda and Chad Roberts is present. He recommends the PC hear Chad Roberts, and discuss the issues with him. The PC can then make a recommendation to the Town Council. There was discussion on whether the PC had the power to amend a Land Use Permit in this case. Sandy Hunter recommended that they seek to understand what change is being made before they make any kind of recommendation. Chairman Allen recommended they hear from Chad Roberts.

Chad Roberts addressed the commissioners. He thanked the committee for serving and volunteering their time. He stated there have been several changes made since the beginning of the building of his home on 560 South 7600 East. Chad Roberts stated he was approached by several people about not tearing the house down. He commented it is a historic home and one of the first homes in town. Although it is a nice home, the space is inadequate to raise a family. Secondly, the new home built has adequate space but not a large amount of space. Not all of their children have their own bedroom. Chad Roberts states it would be great to have the space for additional family members who come and visit. In addition, sometimes there are needs for children to come back home and for them to take care of family members. With this realization, and his construction background, he started thinking about the requirements for adding onto a structure. Weber County has three requirements that need to be met for an addition to be added onto a home: setbacks, a second kitchen ordinance and the square footage of the property in proportion to the structure. Chad Roberts states the extra space will be good for them to keep the home for their extra needs as life goes on and there are unforeseen circumstances. It is his intention to make the original home tie into the new home so that it looks like one structure. Chad Roberts had a sketched of what the home tied together would look like and shared that sketch with the PC members.

Chad Roberts also wanted to clarify a few items. It was his impression that the time frame for taking down the old house was 6 months, not 30 days. Chad Roberts also clarified they do not have an occupancy permit; the family's been given a temporary occupancy permit.

The PC proceeded to ask Chad Roberts questions regarding the old and new structures. The size of the houses and proximity to each structure was addressed. The fire suppression sprinkler system requirements were also discussed. The PC discussed the septic system with Chad Roberts. The PC discussed whether this was an existing home with an addition or a new home tying in an existing structure. Rex Harris commented the PC approved a Land Use Permit for a new home. Rex Harris stated the standards on both homes be the standards set for a new home. Sandy Hunter agreed that in order for the Land Use Permit conditions to be met, the standards in the Huntsville Town Ordinances for an old or new structure need to be brought up to the current standards. The PC discussed the current ordinances regarding non-conforming lots in the town of Huntsville. Chairman Allen reviewed the minutes from May 9, 2018 when the Land Use Permit was issued. Per the minutes from that date, the old home does not currently meet the setback requirements. Mike Engstrom asked Chad Roberts if he had a plan to correct the setbacks. Chad Roberts stated it didn't make sense to move the structure. There was discussion on the changes in the ordinances for nonconforming homes. Ordinance 15.17.3 was reviewed extensively. This ordinance was amended on August 4, 2016.

Rex Harris stated the commission needed to make a recommendation to send this issue to the TC for determination. **Rex Harris made a motion to recommend to the Town Council that they consider amending the original Land Use Permit if the existing home can be brought into compliance with all existing ordinances the old home could be connected. If the existing home cannot be brought into compliance then the original Land Use Permit is in effect which requires that the older home be torn down.** The Planning Commission members continued to discuss the future implications of ordinance 15.17.3. It was agreed there would be future discussions on this ordinance.

Sandy Hunter seconded the motion. All votes aye. Chairman Allen recused himself. The motion is approved.

VOTES: APPROVED	
AYES:	Commissioner Sandy Hunter Commissioner Rex Harris Commissioner Mike Engstrom Commissioner Blake Bingham
NAYS:	
RECUSED:	Chairman Allen
EXCUSED:	

3- Discussion on the land use permit for Jason and Lupita Kyle (see Attachments #2).

Jason Kyle presented the site plan for 6661 E and 100 S. It is parcel #24139001 and part of the second amendment subdivision for Dale Grant. The home is set off from the property line at 36 feet. The east side of the house is almost 28 feet off the property line. The west side of the house is 40 feet from the property line. The building would be considered 1 ½ stories with 9-foot ceilings on the first floor and 8-foot ceilings on the second floor. The height of the home is within the 35-foot limit. The square footage on the house is 5200 square feet. The perk test has been done with the county. Mike Engstrom stated the set back and height requirements have been reviewed per the site plan and it complies with all town ordinances. **Mike Engstrom made a motion to approve the Land Use Permit for Jason and Lupita Kyle.** Rex seconded the motion. All votes Ayes. Motion is approved. The Land Use Permit was signed by Chairman Allen and Jason Kyle.

VOTES: APPROVED	
AYES:	Chairman Doug Allen Commissioner Sandy Hunter Commissioner Rex Harris Commissioner Mike Engstrom Commissioner Blake Bingham
NAYS:	
EXCUSED:	

4-Set date for Public Hearing on Steve Johnson’s request for a Re-zone from A-3 to R-1 (see zoning map, attachment #3):

Steve Johnson has submitted the petition for Re Zone. This will be a joint petition with Steve Johnson, the Jack Davis Trust and Brent Weil who now owns the Carter property. They are looking to Re Zone from A3 to R1. The Re Zone will require a public hearing. Four properties were annexed into town two years ago. Three of those parcels are seeking a Re Zone. The properties include parcel numbers: 21-008-0007, 24-014-0001, 24-014-0007, 24-014-0005 and 24-014-0033. When that annexation was done, the county deemed the property’s in the A-3 zone. The A-3 zone requires three acres of land and Steve Johnson’s property does not meet the 3-acre requirement.

The Jennifer Sorenson property from the Jack Davis Trust does have 3 acres for land but also includes the S-1 zoning in the middle of the property. The Jack Davis Trust did a line adjustment to their property. The line adjustment allows for three lots. If the Re Zone was completed it would allow for another home to be built on the empty lot. Bill White needed some clarification because he recalled they agreed not to annex the properties that needed additional culinary water service. He reminded the commission that the Burton's petitioned for six lots and the PC rejected the proposal. Sandy Hunter stated these properties were annexed before any discussion about the culinary water. They were annexed in January 2014. Rex Harris stated this is one of the reasons there needs to be a public hearing on the Re Zone. The issue of water capacity for what would be new homes should be discussed. The public hearing needs to be at the next PC meeting which is scheduled for February 22, 2018. Gail Ahlstrom sent the public hearing notice to the newspaper today. The letter is ready to be mailed to the neighbors that would be affected by this change. **Sandy Hunter made a motion to set the public hearing for Steve Johnson, Brent Weil, and Jack Davis Trust's petition for Re Zone for February 22, 2018 at 7 p.m.** Motion was seconded by Mike Engstrom. All votes aye. Motion is approved.

VOTES: APPROVED	
AYES:	Chairman Doug Allen Commissioner Sandy Hunter Commissioner Rex Harris Commissioner Mike Engstrom Commissioner Blake Bingham
NAYS:	
EXCUSED:	

5-Discussion and/or action on Planning Commission Meeting Schedule for 2018 (see attachment #4):

Currently the meeting is scheduled for the 4th Thursday of the month. Sandy Hunter stated if the agenda gets too full, the PC should consider meeting an additional day of the month. There was discussion about putting a two-week deadline for agenda items. Mike Engstrom stated the PC should be mindful about doing what they can to serve the public. Chairman Allen stated his concern is the preparation for issues coming before the PC. State law requires a 24-hour deadline for the agenda. Chairman Allen stated the paperwork for the agenda is nice to have prior to the meeting. Multiple PC members requested the paperwork come to them ahead of time. After discussion, as a rule, the agenda will be set the Monday prior to the Planning Commission Meeting. The commission members should see a draft agenda the Thursday prior to the meeting and packets will be sent electronically to the PC members on Monday. If there needs to be additions to the agenda, the PC will do what they can to accommodate the concerns. Paper packets will be provided at the PC Meetings. Rex Harris suggested the paperwork should also be posted with the agenda to the town website.

Mike Engstrom made a motion to adopt the meeting schedule on the 4th Thursday of the month at 7 p.m. as attached. Motion was seconded by Sandy Hunter. All votes ayes. The motion is approved.

VOTES: APPROVED	
AYES:	Chairman Doug Allen Commissioner Sandy Hunter Commissioner Rex Harris Commissioner Mike Engstrom Commissioner Blake Bingham
NAYS:	
EXCUSED:	

6-Discussion and/or action on PC meeting protocol and assignments:

Chairman Allen brought 15.3.4 to the attention of the PC. This is the job description of the planning commission. This paragraph was reviewed.

Bill White will be the liaison that will report to the town council.

Sandy Hunter suggested the commission might want to consider a time limit for issues. Ron Gault suggested the PC take the time needed to consider the issues that would be affecting someone’s life. Mike Engstrom and Rex Harris suggested it might be helpful to estimate times when setting the meeting agenda. The PC members will leave this up to the recorder to manage the agenda.

Sandy Hunter suggested each commissioner have assignments to be done outside the meeting schedule. She believes the first assignment could be to become more familiar with and review each part of the land use ordinance. Mike Engstrom felt this would be good to think through the ordinances and see what problems the ordinances would present as currently written.

Sandy Hunter stated other ordinances should also be looked at and studied. She would like to see the PC address the lighting ordinance and maybe a caretaker ordinance. She also suggested the PC look at the “one dwelling and one lot ordinance”. Bill White suggested this be on the agenda for the next meeting. Sandy Hunter also stated the PC consider a bond be set for those that want to live in an older home while building a new home, thereby insuring the old home be demolished at the end of construction. Bill White suggested this could be done by contract as well. The town attorney could prepare this contract for the PC. Bill White will talk to Bill Morris about preparing a contract.

Sandy Hunter will assign out the ordinances that each commissioner will review by email. They will report back.

7-Commission Presentations:

Sandy Hunter had a recent visit with the Weber County Recorder’s office and discovered that they have a new practice of removing any noncompliance notice from the parcel searches of land. They are not adding notice of noncompliance on parcels or subdivisions. This traditional practice helped to prevent the subdivision of land without coming to the PC first.

Currently, no paperwork from Huntsville Town is being required to subdivide lots. All that is required at the county to subdivide a lot is the signatures of the owners involved. There also isn't currently a way for Huntsville Town to track these changes. There is currently not a practice to help stop the subdivision and sale of a lot that might not be noticed by the PC. This could result in a buyer purchasing an unbuildable lot. Bill White suggested the Huntsville Town Attorney contact the Weber County Recorder's office. In this case Bill White stated the Utah State Code is clear and the recorder's office must provide these records. Bill White suggested Sandy Hunter call Bill Morris, the Huntsville Town Attorney, and see if this problem could be remedied with a few phone calls. Sandy will follow up with Bill Morris and report back to the PC.

Sandy Hunter gave instruction to the PC regarding how to find the plat maps and how to do parcel searches.

Bill White recommended to the PC that they put title 15.6.2.A on the agenda for the next meeting to begin the process of reviewing and more carefully defining the meaning of "one house, one lot." Putting the ordinance on the agenda for review will stop the process of people getting vested rights until the PC finished the reviewing process. This review should also include title 15.17.3. The review will be put on the agenda for the next meeting.

8-Citizen Comments:

There were none.

9-Approval of minutes for Planning Commission meeting held, December 28th, 2017:

Mike Engstrom made a motion to approve the PC minutes for the meeting held, December 28th, 2017 including the comments added from **Ron Gault**. Sandy Hunter seconded the motion. All votes aye. Motion passed. Minutes were approved.

10-Set date for next PC meeting:

The next PC meeting will be held on February 22. **Rex Harris** made a motion to adjourn the meeting. Blain Bingham seconded. All votes aye. Motion passed.

Meeting adjourned at 9:31 p.m.


Beckki Endicott, Recorder

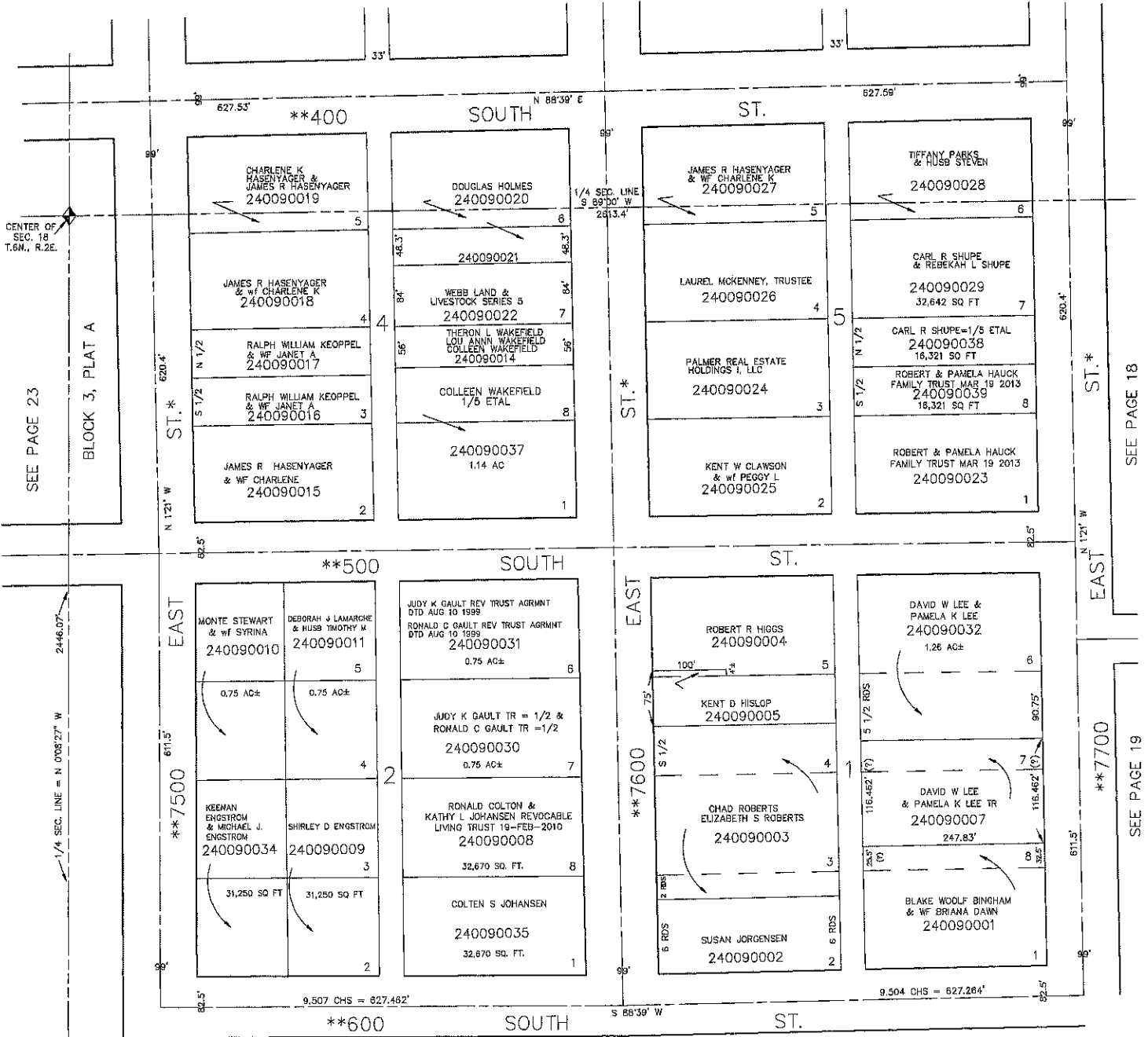
PART OF E. 1/2, SEC. 18, T.6N., R. 2E., S.L.B. & M.

HUNTSVILLE SURVEY
BLOCKS 1, 2, 4, & 5, PLAT A

TAXING UNIT: 35

SCALE 1" = 100'

SEE PAGE 10



SEE PAGE 23

BLOCK 3, PLAT A

SEE PAGE 18

SEE PAGE 19

SEE BOOK 21, PAGE 28

**SEE STREET NAME CHANGE
E#2195484

**NOTE: STREET NUMBERS
ACCORDING TO COUNTY
SURVEYOR

SEE PAGE 18



LAND USE PERMIT

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

Tax ID # 240090003

Address of Structure 560 South 7600 East

Name & Address of Owner/Owners Chad Roberts

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: May 9, 2016

Set Backs Approved: Yes No

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

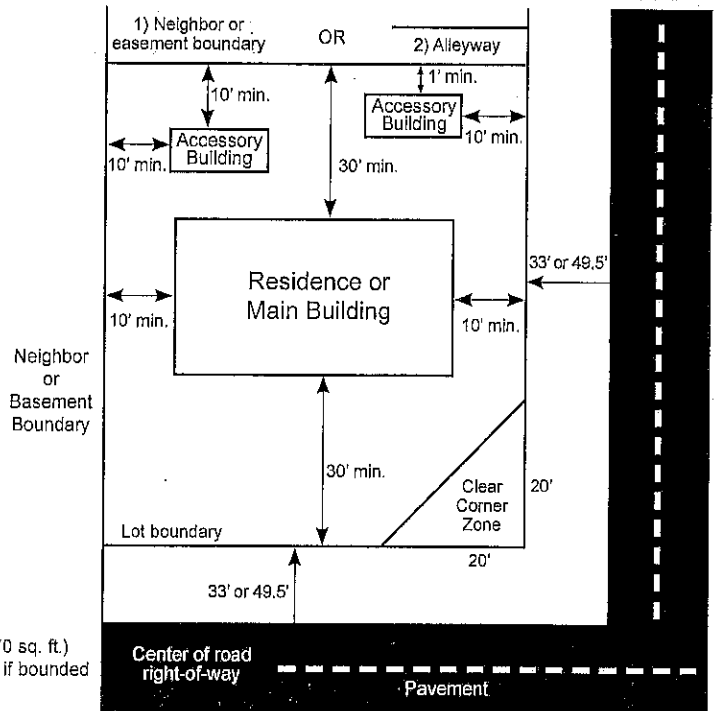
Ronald L. Gault
Huntsville Planning Commission Chairman

Chad Roberts
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



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

MEETING DATE: May 9th, 2016
PLACE: Huntsville Town Hall, 7309 E. 200 S.
TIME: 7:30 P.M.

Commissioners: Ron Gault Rex Harris
Preston Cox Brent Ahlstrom

Excused: Sandy Hunter Karen Klein

Admin Staff: Ramona Clapperton

Citizens: Chad Roberts

Ron Gault called the meeting to order, there is a quorum present. This meeting was called to review a site plan review for Chad Roberts.

Review of Site Plan for Chad Roberts: (560 S. 7600 E.) (See Attachment #1)

Chad Roberts stated that he has 1.29 acres combined into one lot. Chad plans to build a new home south and east of the existing home, about 39' back. Chad stated that the existing home and garage do not meet the 30' setback requirements. Chad would like to utilize the garage for the storage of tools and equipment during construction. He would like permission to live in the old home during construction and upon completion of the new home the old home would be torn down. There will be a 17' setback on the side. Ron stated that if any changes are made to the approved site plan, Chad will need to come back to the PC. The home will be about 4400 sq. ft. and will be a craftsman style home. Brent asked if they have the septic approved. Chad replied that he has been working with the health department and has a letter from them saying the septic lines should be 12" in depth, which is really shallow. There is a lot of gravel in the soil and an underground river bed. The basement will need to have a pump on it and sewage will be pumped up and out. **Ron made a motion that the PC has reviewed the Robert's residence site plan and all setbacks appear to be in compliance, and recommended that the PC issue a Land Use Permit.** Preston seconded. All votes aye. Motion passed.

	<u>Yea</u>	<u>Nay</u>		<u>Yea</u>	<u>Nay</u>
ROLL: Ron Gault	X		Preston Cox	X	
Rex Harris	X		Brent Ahlstrom	X	

Commission Updates:

Ron reported that he went over to the Larsen's home to measure setbacks and they are over 10' on the side yard. Measurements are being taken from the furthest structure, not the foundation.



LAND USE PERMIT

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

Tax ID # 24-139-0001

Address of Structure 6661 E 100 S Huntsville UT

Name & Address of Owner/Owners Jason + Guadalupe Kyle

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 1/25/2018

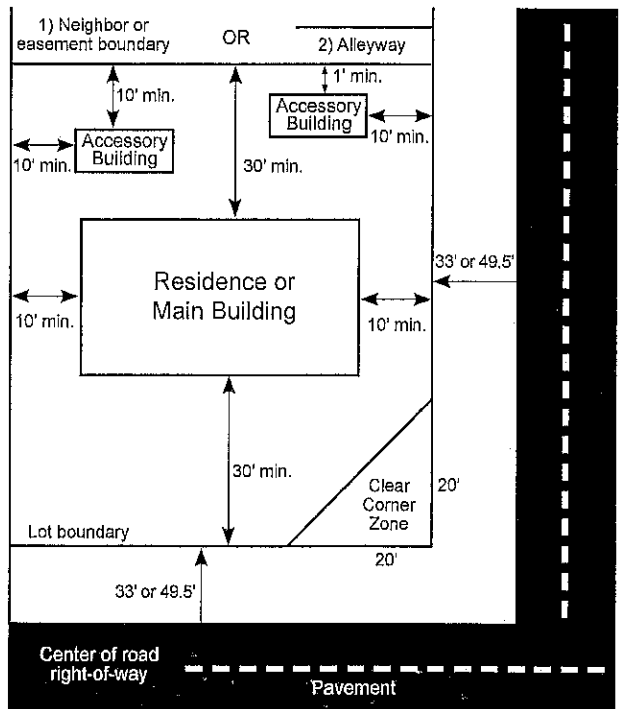
Set Backs Approved: Yes No

Any special stipulations and conditions of the Site Plan Review: _____

Huntsville Town Residential Zone Setbacks

Huntsville Planning Commission Chairman

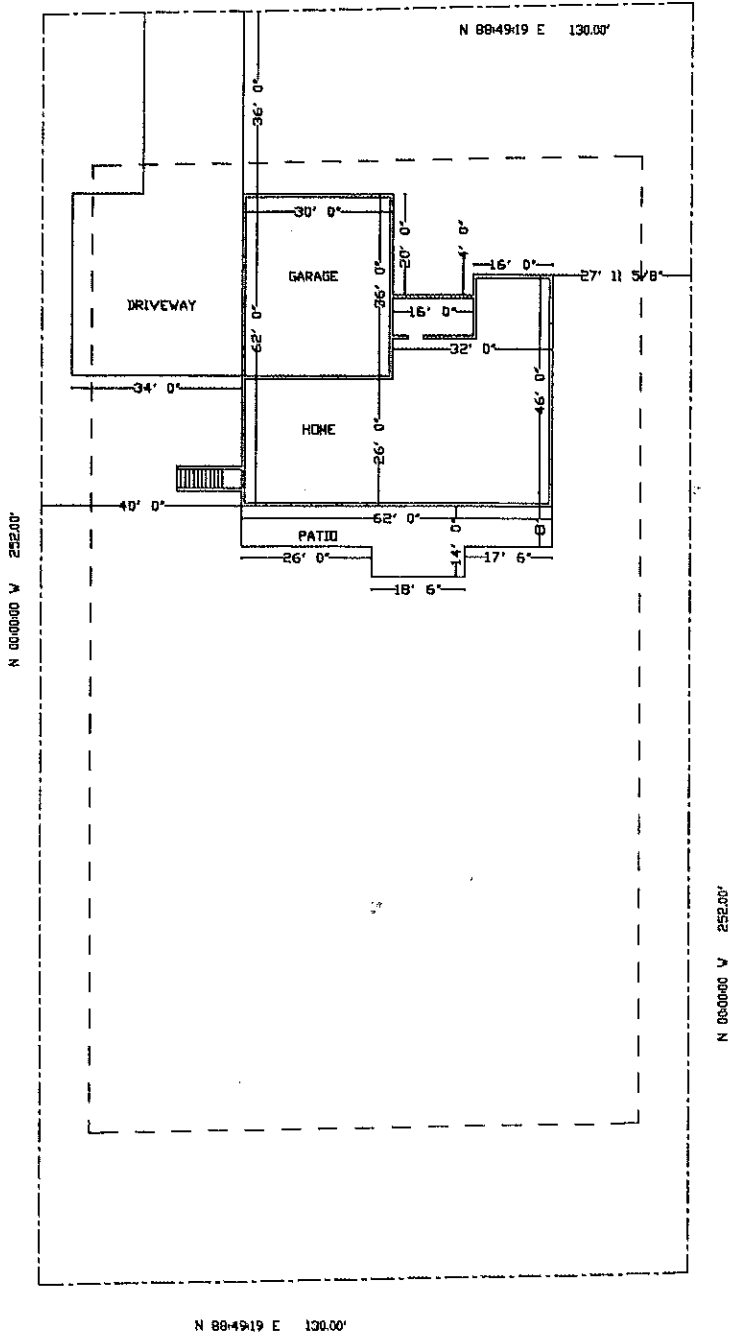
Property Owner Signature



“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)

100 SOUTH STREET



Homeowner:
 Jason & Lupita Kyle
 801 259-4703
 801 680-3269

General Contractor:

KYLE RESIDENCE
 Lot #7 Dale Grant Sub.
 6661 East 100 South
 Hunstville, Utah

DESCRIPTION:
 SITE PLAN

Scale: 1/16" = 1 Foot

Creative
 Line
 L.L.C.



Custom Home
 Solutions
 CreativeLinePlans.com

©Ashlie Hull
 801 628-7041

PART OF THE N. 1/2, OF SECTION 13, T.6N., R.1E., S.L.B. & M.
DALE GRANT SUBDIVISION 2ND AMENDMENT

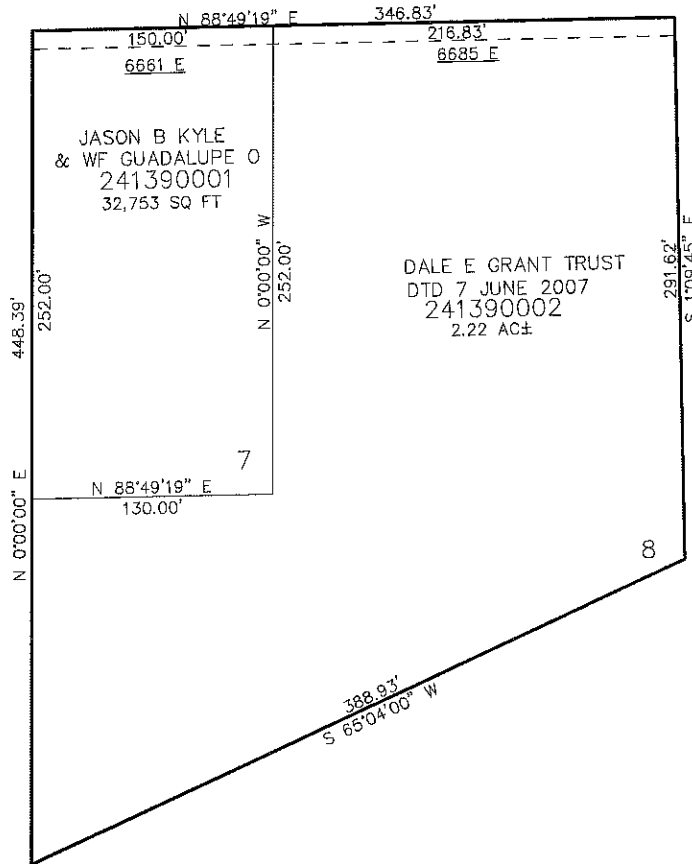
IN WEBER COUNTY

SCALE 1" = 50'

TAXING UNIT: 35

SEE PAGE 17

100 SOUTH STREET



6700 EAST STREET

SEE PAGE 130

SEE PAGE 17

SEE PAGE 17

10' UTILITY & DRAINAGE EASEMENTS EACH SIDE OF PROPERTY LINES AS INDICATED BY DASHED LINES EXCEPT AS OTHERWISE SHOWN.

FOR COMPLETE ENG DATA SEE ORIGINAL DEDICATION PLAT IN BOOK 81, PAGE 22 OF RECORDS.

PUBLIC NOTICE OF REGULAR MEETINGS SCHEDULE
FOR HUNTSVILLE PLANNING COMMISSION 2018

Pursuant to section 52-4-6 of the Utah Code, the Town of Huntsville hereby gives notice that the Town Council will hold its regular Town Council Meetings for the 2018 calendar year on the fourth Thursday of each month. The regular meetings begin at 7:00 p.m. and are held in the Huntsville Town Hall located at 7309 East 200 South, Huntsville, Utah.

All Planning Commission Meetings and Work Sessions are open to the public unless closed pursuant to section 52-4-4 and 52-4-5 of the Utah Code relative to the applicable provisions of the Utah Open Meetings Act. Special or emergency meetings in addition to those specified may be held, as circumstances require. A minimum of 24 hour notice will be given for such meetings.

In accordance with the Americans with Disabilities Act, the Town of Huntsville will accommodate reasonable requests to assist the disabled to participate in the meetings. Request for assistance can be made by calling the Town Hall at 801-745-3420, and leaving a voice message, at least 48 hours in advance of the meeting to be attended.

Scheduled regular Town Council Meeting dates for the 2018 calendar year are as follows:

January 25	July 26
February 22	August 23
March 22	September 27
April 26	October 25
May 24	November 22
June 28	December 27

Dated this 24th day of January 2018.

Gail Ahlstrom, Clerk/Recorder