MINUTES OF THE HUNTSVILLE TOWN PLANNING COMMISSION MEETING

MEETING DATE: July 26th, 2023

PLACE:

Ogden Valley 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: Mike Workman, Rachel Dalby, Mike Engstrom

1-Roll call: Acting Chair Steve Songer welcomed all who are attending the meeting.

TCM Hunter gave a brief update on Ordinance 2022.5.22 that is up for public hearing tonight. She highlighted the main changes that this Ordinance presents.

PCM Poulter motions to close regular meeting and open public hearing on Ordinance 2022.5.22-Land Use. PCM Larsen seconded the motion.

2- Open to Public Hearing on Ordinance 2022.5.22- Land Use (See Attachment #1)

Mr. Engstrom commented that he did not see many changes. TCM Hunter commented on the appeals authority changes.

3- Close Public Hearing and open regular Planning meeting

PCM Poulter motions to close the public hearing and open the regular planning commission meeting. PCM Ferre seconded the motion.

4- Discussion and or action on recommendation for Ordinance 2022.5.22

TCM Hunter commented on the appeals authority changing from a board of community members to a professional 3rd party. This person will need to meet certain qualifications and will most likely PCM Poulter motioned to table the Land Use Permit for Larsen new home. 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
NAYS:	Alt Commissioner Hessenauer

7-Discussion and/or action on Land Use Permit Stair addition Engstrom Home, Parcel # 240090009 (See attachment #4)

Mike Engstrom was present to speak on behalf on the stairs and the roof extension project (below). PCM Ferre was concerned about the setback being too close to the alley, as presented is in the setback. TCM Hunter recited the code and the PC agreed that the only part of a house that was allowed in the setback was 18" of the roof eave. It was questioned why the property owner would not just shift the house 4 feet. PCM Songer was in the opinion that the PC cannot approve these two items as they are specifically against the code.

PCM Ferre motioned to deny the Land Use Permit Stair addition Engstrom Home, Parcel # 240090009. PCM Poulter 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:	110550110101

8- Discussion and or action on Land Use permit for Roof expansion on Engstrom Home, Parcel # 240090009 (See Attachment #4)

PCM Hessenauer motioned to deny the Land Use Permit for Roof expansion on Engstrom Home, Parcel # 240090009. 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 Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

9- Discussion on possible rezone & overlay zone for the Valley House 7310 E. 200 S., Parcel # 240140026

Rachel, the owner of the Valley House, was present to speak on behalf of her proposed project. Rachel commented that she would like to expand the Valley House as well as the amount of people she can accommodate and possibly host events. She wants to maintain the originality of the Valley House and continue to operate her business close to how she is now. In order to re-zone Rachel will need to submit a concept development plan. She stated that when the Valley House operated previously it was a total of 9 rooms and currently, she has 4. She is asking to restore 6 rooms (as reported by Mrs. Dalby that were previously part of the inn. Additional rooms would also create additional oncome for Mrs. Daldy. She also voiced concerns that other Bed and Breakfast's in town do not actually operate per code.

Rachel would like to add small cabins on her property. She would operate them as part of the bed and breakfast. It was recommended by the PC that she present a simple concept plan with more detail to the PC. It could be possible to rezone Rachel's property from R1 to C1 then she could apply for an overlay zone to accommodate her vision, as a possible way to achieve what she envisions.

PCM Poulter questioned whether Rachel was currently doing events. She stated that she currently was not doing public events, but has hosted some private events for friends and family. She would like the ability to possibly host public events in the future. There was concern from the PC that Rachel's plan would be approved by the town. Rachel commented that she is confident that her expansion would bring in much increased tax revenue for the Town.

10-Discussion and/or action on C2 Zone (See attachment # 5)

TCM Hunter explained that the C2 Zone was proposed years back, but was never developed. This Zone was thought to be a commercial highway zone. TCM Hunter modeled the C2 after the C1 Zone, but made some adjustments as they would pertain to a highway area. The question of what UDOT would allow off a highway came into question. The areas that would possibly fall into the C2 would be the American Legion, the Chevron shopping center and possibly Chris's in the future. Steve Songer commented that the PC should table this for now and get the opinion town resident and UDOT employee Rex Harris for his opinion on what would be possible. TCM Hunter will review what she has worked on with Mr. Harris.

It was also discussed that the Allowable Use Table be changed as needed to accommodate the C2 Zone. TCM Hunter requested that the PC review the Ordinance as is as well as the Use table for discussion at the next months meeting,

PCM Liz Poulter motioned to table the Discussion and/or action on the C2 Zone. 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 Suzanne Ferre
NAYS:	Alt Commissioner Hessenauer

- 11-Public Comment. There were none.
- 12-Chairman's Remarks. Acting Chair Songer thanked all for the discussion.
- 13-Motion to adjourn.

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

Meeting is adjourned at 8,21 p.m.

Shannon Smith, Clerk

Bars-CI/CZ

Pc meeting 7.20.2023 Altch# 1

HUNTSVILLE TOWN ORDINANCE 2022.6.22

AN ORDINANCE OF HUNTSVILLE TOWN, UTAH ADDING TITLE 15.8A HIGHWAY COMMERCIAL ZONE C-2

RECITALS

WHEREAS, Huntsville Town (hereafter referred to as "Town") is a municipal corporation, duly organized and existing under the laws of the State of Utah;

WHEREAS, *Utah Code Annotated* §§ 10-8-84 and 10-8-60 authorizes the Town to exercise certain police powers and nuisance abatement powers, including but not limited to providing for safety and preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the Town;

WHEREAS, Title 10, Chapter 9a, of the *Utah Code Annotated*, 1953, as amended, enables the Town to regulate land use and development;

WHEREAS, Table 15-1, Huntsville Town Acceptable Uses by Zone, in Title 15 designates a Commercial Highway Zone C-2, the Huntsville Town Planning Commission desires to establish the standards of the Commercial Highway Zone C-2 into Title 15, Land Use;

WHEREAS, after publication of the required notice, the Planning Commission held its public hearing on, to take public comment on this Ordinance, and subsequently gave its recommendation to adopt this Ordinance on;
WHEREAS, the Town Council received the recommendation from the Planning Commission and held its public meeting on, and desires to act on this Ordinance;

NOW, THEREFORE, be it ordained by the Huntsville Town Council as follows:

Section 1: Repealer. Any ordinance or portion of the municipal code inconsistent with this ordinance is hereby repealed and any reference thereto is hereby vacated.

Section 2: Amendment. The *Huntsville Municipal Code* is hereby amended to read as follows:

15.8.A COMMERCIAL HIGHWAY ZONE (C-2)

Purpose
Use Regulations
Single-Family Dwellings Use and Regulations
Front Yard Regulations
Side Yard Regulations
Rear Yard Regulations
Height Regulations
Coverage Regulations
Architectural, Landscape, and Screen Standards
Parking
Special Development Plan Overlay Zone

15.8A.1 Purpose

The purpose of the C-2 Zone is to designate areas within Huntsville Town that are close to Highway 39 and not in the center of Huntsville Town and would accommodate other uses in a commercial zone that are not permitted in the center of old Huntsville Town.

15.8A.2 Use Regulations

All uses allowed in the Commercial Highway Zone C-2 are designated either as permitted in Table 15-1, or as conditional and approved pursuant to a Conditional Use Permit by the Town Council. Signage regulations are contained in the Huntsville Town Signs Title, with additional considerations in this Chapter.

15.8A.3 Single-Family Dwellings Use and Regulations

All Use, Area, Frontage, Coverage, Yard, Height Regulations and Special Provisions pertaining to single-family dwellings are listed in the Agricultural Zone A-3 under Single Family Dwellings.

15.8A.4 Front Yard Regulations

The depth of the front yard shall be thirty (30) feet from the property line for all structures.

15.8A.5 Side Yard Regulations

The minimum side yard shall be ten (10) feet. The measurement of the side yard shall be the distance between the wall of a structure (above or below ground) and the side property line. If the wall is built straight up from the foundation, the measurement can be made from the foundation wall. The only portion of the structure allowed to violate the ten (10) foot setback is a roof eave extending out 18 inches or less.

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15.8A.6 Rear Yard Regulations

Lots which rear upon the side yard of another lot in a residential zone R-1 or agricultural zone A-3, the minimum rear yard shall be ten (10) feet. For setbacks where the boundary is a natural stream or river corridor, see Huntsville Town Sensitive Lands Title.

15.8A.7 Height Regulations

No pitched roof building or structure shall be erected to a height greater than two and one-half-(2½) stories, or thirty-five (35) feet unless the height is for a unique architectural feature(s) recommended by the Planning Commission and approved by the Town Council. The unique structure(s) height cannot exceed forty (40) feet, be no greater than 150 sf each and no greater in length than 20 feet each (e.g. bell tower, etc.) There shall not be more than two unique structures per acre. Flat roof buildings shall not exceed two (2) stories or twenty-four (24) feet, whichever is greater.

15.8A.8 Coverage Regulations

No buildings or structures or group of buildings with their accessory buildings shall cover more than 45 percent of the area of the lot.

15.8A.9 Architectural, Landscape and Screening Standards

As permitted in the Huntsville Town Architectural, Landscape, Screening, and Waste Disposal Standards Title 15.20.3 and as required below:

General requirements for all main buildings facing the public street:

- 1. No HVAC located on a roof to be visible from the street.
- 2. Pitched roofs to be angled in such a manner to prevent accumulated snow from sliding into pedestrian areas.
- 3. Roof and impervious parking lot surface runoff is encouraged to be returned to the landscaped areas on the lot and not engage the public stormwater system. Rain barrel water catchments are encouraged for roof runoff.
- 4. Metal roofs shall be painted or of a non-reflective nature.
- 5. Shingled roofs shall be composed of at least a 25-year guaranteed quality and simulate the look of wood shingles or as a minimum have greater depth than standard shingles.
- 6. Fencing shall be three to four rail type fencing when visible from the street.
- 7. For pitched roofed buildings exterior walls to be composed of board and batten siding but may contain stone or brick features for up to 25% of the front facade.
- 8. Pitched roof eaves shall overhang a minimum of 1.5 feet measured horizontally.
- 9. No stucco is allowed.

15.8A.10 Parking

As permitted in the Huntsville Town Vehicle Parking and Loading Title except location of parking spaces shall be on the same lot as the main building.

15.8A.11 Specific Development Overlay Zone

As permitted in the Huntsville Town Commercial Zone C-1, Title 15.8.10, and following the requirements of Title 15.29, Specific Development Plan Overlay Zone.

PCMeeting 7. 26. 2023 Attch. #

MINUTES OF THE HUNTSVILLE TOWN PLANNING COMMISSION MEETING

MEETING DATE: June 22nd, 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	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: Carly Bateman, Jed Dewsnup, Erin Dewsnup, Kevin Anderson

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

2-Approval of minutes for Planning Commission meeting May 25th, 2023. (See Attachment #1)

PCM Ferre motioned to approve the amended minutes from May 25th, 2023. PCM Larsen seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

Chairman Allen Endicott
Commissioner Liz Poulter
Commissioner Jeff Larsen
Commissioner Suzanne Ferre
Alt Commissioner Hessenauer

3- Discussion and or action on Land Use Permit for Dewsnup pool, 280 N. 7600 E., Parcel # 201650005 (See attachment #2)

Carly Batman was present to speak on behalf of the Dewsup's pool project. It is a 15x40 foot pool. The setbacks per the site plan were discussed. PMC Poulter questioned the concrete around the pool, it was agreed that it was not relevant per code. PMC Hessenauer questioned lighting and Ms.

Bateman addressed the pools lighting plans. Fencing was also discussed. The final fencing plan has not been decided by homeowner.

Hessenauer

PCM Hessaenauer motioned to approve the Land Use Permit for Dewsnup pool, 280 N. 7600 E., Parcel # 201650005. PCM Ferre seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott
	Commissioner Liz Poulter
	Commissioner Jeff Larsen
	Commissioner Suzanne Ferre
	Alt Commissioner Hessenauer
NAYS:	

4- Discussion and or action on Consolidation of Parcels #240170040 and #240170034 for Kevin Anderson (See Attachment #3)

Kevin Anderson and Gary Probasco came to an agreement several years ago and came before the Town Council for approval so that Mr. Anderson could purchase ¼ acer of Mr. Probasco's neighboring property. This was approved by the TC but never finalized. Mr. Anderson is now planning on building a barn on this property and needs to finalize the lot consolidation.

Mr. Anderson went on to discuss the Barn which is the next item on the agenda.

PCM Poulter motiomed to approve Consolidation of Parcels #240170040 and #240170034 for Kevin Anderson. PCM Larsen seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott
	Commissioner Liz Poulter
	Commissioner Jeff Larsen
	Commissioner Suzanne Ferre
	Alt Commissioner Hessenauer
NAYS:	

5- Discussion and/or action on Land Use Permit for Kevin Anderson Barn, 6745 E 100 S. (See Attachment #4)

approve

PCM Larsen motioned to the Land Use Permit for Kevin Anderson's Barn consistent with the site plane submitted and presented before the Planning Commission. This approval is subject to Town Council approval of the consolidation of the Parcel's #240170040 and #240170034. Amended motion to include height limit of 35 feet per code. PCM Ferre seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Jeff Larsen Commissioner Suzanne Ferre
NAYS:	Alt Commissioner Hessenauer

6-Discussion and/or action on PC Ordinance (See Attachment #5)

Beckki Endicott commented that the Town office staff needs to be careful about what information they post online. There are many things to consider with what information is posted online. Many of the records are public but also subject to GRAMA requests.

PCM Hessenauer is concerned about the transparency of moving to a land use authority and not having a public open record of the land use issues. Per the Huntsville Town code there is an option to dispute a land use permit within a certain timeline, but without knowledge of what is being discussed that becomes difficult to navigate.

TCM Hunter brought up the property rights point. If it's approved as allowable within code, then it's hard to dispute. PCM Poulter suggested that the land use authority come before the PC, at the monthly meeting, to discuss all land use issues that have been approved.

PC Chair Endicott suggested that the clerk post the land use authorities agenda separately. Beckki suggested that there can be a separate deadline to submit land use permits separately before the PC meeting. Before the PC meeting there would be a list of land use permits approved by the land use authority. That information would then be presented at the PC meeting. The contest period would start when it was presented at the public PC meeting.

TCM Hunter recited the changes she would like to see in the Ordinance. The PC was in agreement.

The appeals part of the Ordinance was reviewed and discussed.

PC Chair Endicott motioned to hold a public hearing on the PC Ordinance in July. PCM Poulter seconded the motion. All Votes Aye. Motion Passes. Votes are reflected below.

VOTES:	a · max ·
AYES:	Chairman Allen Endicott Commissioner Liz Poulter
	Commissioner Jeff Larsen Commissioner Suzanne Ferre
NAYS:	Alt Commissioner Hessenauer

5-Discussion and/or action on C2 Zone (See Attachment #6)

TCM Hunter presented some information on this topic. The C2 Zone was added to the Use table. This would be a future Highway Commercial Zone, that has yet to be added to the Town Code. The TC is interested in getting the Land around Chris's as commercial property into the town. The tax benefit would be beneficial to the town. The tivers bottom property is also of interest, as long as building would be limited, per an agreement with the property owners.

It was also recently discovered that the American Legion is currently under the Residential Zone and should be moved to the C2 Zone. PC Chair discussed his conversation with the town Attorney, Bill Morris, on this issue. There are several steps that need to take place for this all to happen. There is also the issue of revising the use table to allow for bars, as currently they are prohibited. It was suggested that the town limit the number liquor license that the town issues. Up to 4 was suggested.

The campground by Chris's was discussed and it was mentioned that Chris's would need a conditional use permit for the campground. The consensus was a public hearing should be scheduled for August.

PC Chair Endicott motioned to table the C2 zone discussion. PCM Poulter seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter
	Commissioner Jeff Larsen
	Commissioner Suzanne Ferre Alt Commissioner Hessenauer
NAYS:	

8-Sandy's TC Updates.

TCM Hunter discussed the issue of revising the annexation map. The TC is interested in acquiring Chris's to the Snowbasin property. This would include minimal new potential water connections and residential properties. TCM Hunter updated the PC on the property the TC decided to include in East Huntsville. TCM Hunter proposed that the town consider annexing this east Huntsville are in as C2. The property with the dog kennel/breading was a concern for the PC. There are not currently guidelines for this in the code. The town will need to consider this issue.

The water shares for Sage was discussed as well as increasing the water connection fee. Beckki updated the PC that Sage did receive approval from Army Corps for their delineation report. Final plat has been approved by the town and the mylar has been signed by all required parties. They are in process of recording this plat with the county. The next step is for the town to work on the bond with CW Lands. PC Chair Endicott suggested that a representative from Sage present an update before the Town Council.

9-Public Comment. There were none.

10-Chairman's Remarks. Chairman Endicott thanked all for the discussion and expressed gratitude for the PC members. PC Chair also updated the PC on the Town Hall project.

11-Motion to adjourn.

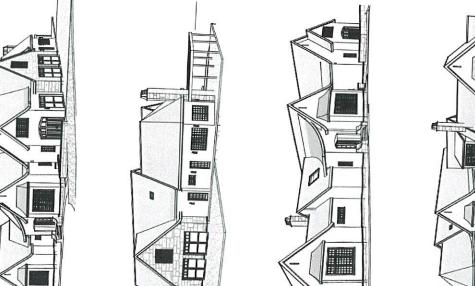
PCM Larsen made a motion to adjourn the meeting. By acclimation, All votes Aye. Motion Passes.

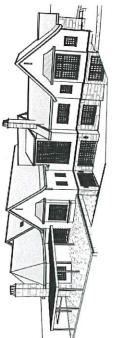
Meeting is adjourned at 8:15 p.m.

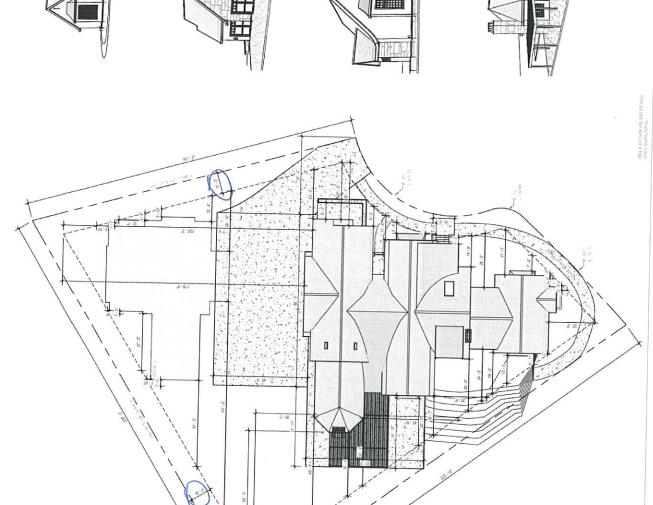
Shannon Smith, Clerk







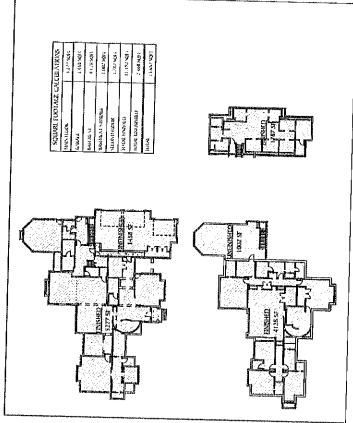


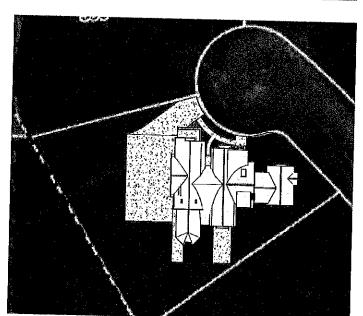


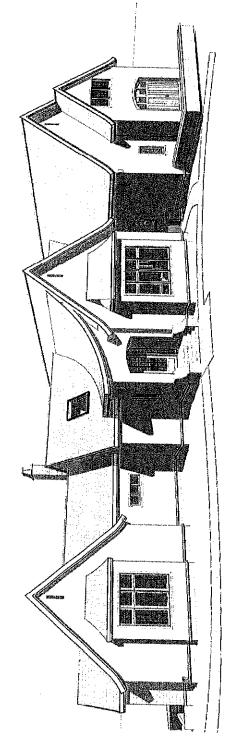
LARSEN, DAVID & MICHELLE

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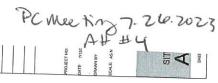






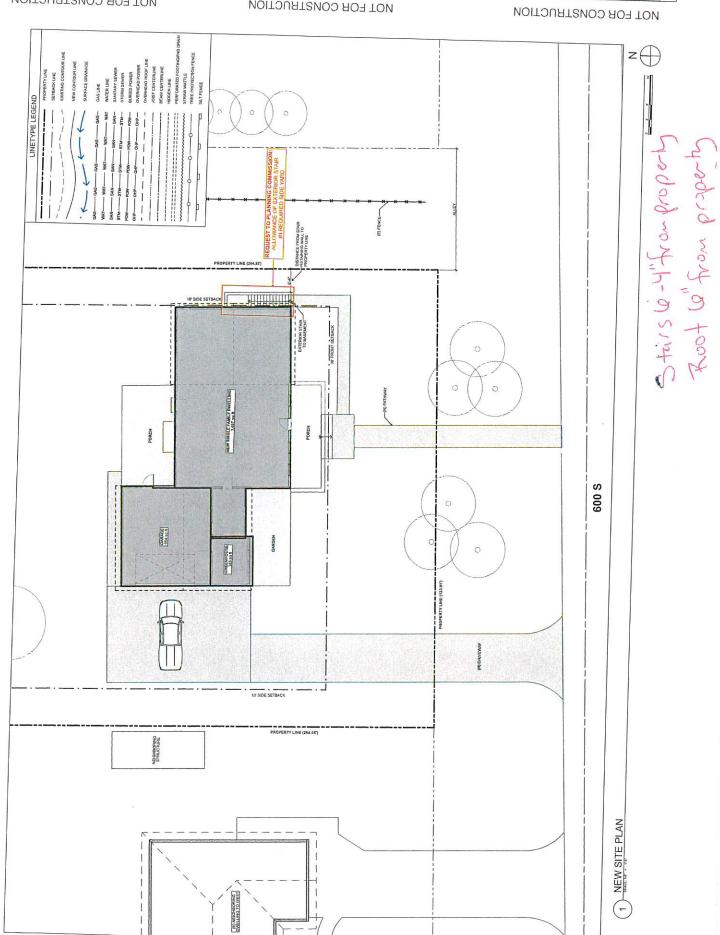


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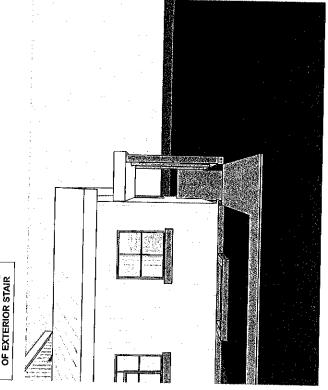
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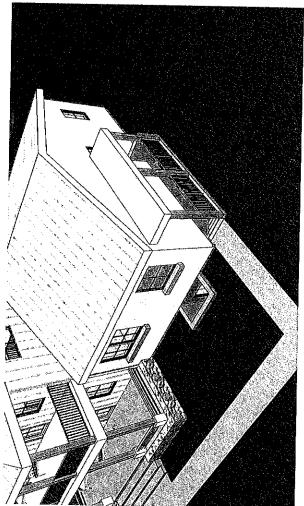
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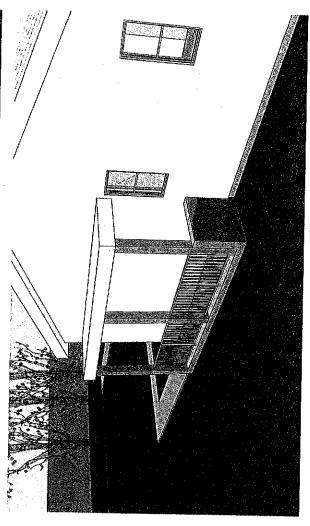
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HUNTSVILLE TOWN ORDINANCE 2022.6.22

AN ORDINANCE OF HUNTSVILLE TOWN, UTAH ADDING TITLE 15.8A HIGHWAY COMMERCIAL ZONE C-2

RECITALS

WHEREAS, Huntsville Town (hereafter referred to as "Town") is a municipal corporation, duly organized and existing under the laws of the State of Utah;

WHEREAS, *Utah Code Annotated* §§ 10-8-84 and 10-8-60 authorizes the Town to exercise certain police powers and nuisance abatement powers, including but not limited to providing for safety and preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the Town;

WHEREAS, Title 10, Chapter 9a, of the *Utah Code Annotated*, 1953, as amended, enables the Town to regulate land use and development;

WHEREAS, Table 15-1, Huntsville Town Acceptable Uses by Zone, in Title 15 designates a Commercial Highway Zone C-2, the Huntsville Town Planning Commission desires to establish the standards of the Commercial Highway Zone C-2 into Title 15, Land Use;

WHEREAS, after publication of the required notice, the Planning Commission held its public hearing on, to take public comment on this Ordinance, and subsequently gave its recommendation to adopt this Ordinance on;
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15.8.A COMMERCIAL HIGHWAY ZONE (C-2)

15.8A.1	Purpose
15.8A.2	Use Regulations
15.8A.3	Single-Family Dwellings Use and Regulations
15.8A.4	Front Yard Regulations
15.8A.5	Side Yard Regulations
15.8A.6	Rear Yard Regulations
15.8A.7	Height Regulations
15.8A.8	Coverage Regulations
15.8A.9	Architectural, Landscape, and Screen Standards
15.8A.10	Parking
15.8A.11	Special Development Plan Overlay Zone

15.8A.1 Purpose

The purpose of the C-2 Zone is to designate areas within Huntsville Town that are close to Highway 39 and not in the center of Huntsville Town and would accommodate other uses in a commercial zone that are not permitted in the center of old Huntsville Town.

15.8A.2 Use Regulations

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15.8A.3 Single-Family Dwellings Use and Regulations

All Use, Area, Frontage, Coverage, Yard, Height Regulations and Special Provisions pertaining to single-family dwellings are listed in the Agricultural Zone A-3 under Single Family Dwellings.

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15.8A.5 Side Yard Regulations

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15.8A.7 Height Regulations

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- 6. Fencing shall be three to four rail type fencing when visible from the street.
- 7. For pitched roofed buildings exterior walls to be composed of board and batten siding but may contain stone or brick features for up to 25% of the front facade.
- 8. Pitched roof eaves shall overhang a minimum of 1.5 feet measured horizontally.
- 9. No stucco is allowed.

15.8A.10 Parking

As permitted in the Huntsville Town Vehicle Parking and Loading Title except location of parking spaces shall be on the same lot as the main building.

15.8A.11 Specific Development Overlay Zone

As permitted in the Huntsville Town Commercial Zone C-1, Title 15.8.10, and following the requirements of Title 15.29, Specific Development Plan Overlay Zone.