

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

MEETING DATE: March 28th, 2024
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	Excused
Sandy Hunter	TC Liaison	Present
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

Citizens: Rod Layton, Brad Layton, Madison Aviles

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

2-Approval of minutes for Planning Commission meeting January 24th 2024.
(See Attachment #1)

PCM Ferre motioned to approve the amended minutes from January 24th, 2024. PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	<u>Chairman Endicott</u> <u>Commissioner Liz Poulter</u> <u>Commissioner Steve Songer</u> <u>Commissioner Jeff Larsen</u> <u>Commissioner Suzanne Ferre</u>
<u>NAYS:</u>	

3-Presentation of LAA Program by Madison Aviles (See Attachment #2)

Madison was present to speak on behalf of the program she represents through Wasatch Front Regional Council, or WFRC. This Program is set up to support small Cities and Towns at no cost. Her role is to assist with administrative items. There were questions for Madison to see where the Town could best use her services.

4-Define “light manufacturing” per table 15-1 (See Attachment #3)

Shannon Provided a list of definitions for the PC to review. Chairman Endicott recommended to PC review the list and come up with some suggestions for next months meeting.

5-Discussion Parcel # 2401200016 289 S. 7300 E., Shirley Layton

Rod and Brad Layton had some questions on their late mothers lot. It is a smaller lot and not complying, per current town code. The family has listed the property and some questions have been brought up on what the limitations of this lot are.

The limitation and rules of a buildable lot per Title 15 were reviewed. The Lot in questions is considered buildable, if any new structure built is in compliance with current code. Specifically set backs were discussed. Since this lot is also a corner lot there are other limitations for that property as far as vehicular access.

6-Review of Updates Title 15 online- Shannon

Beckki has been working on updating the website as well as Title 15. Shannon reviewed the changes that have been made.

Also an update on switching to a .gov domain. That will be in process in the near future.

7- Sandy’s TC Updates

TCM Hunter discussed the appeals authority in reference to the code. As per the code the Town has an option to have either a board as it does now, or a one-person authority. The TC has a specific person in mind that would be considered an outside expert and the Town is interested in approaching him for this position. TCM Hunter was asking for the PC’s opinion on this matter.

Huntsville Marathon is back on for 2024! The Town has hired Lindsley Ketchum to organize and run the marathon, as a non-profit as it has been in the past. She has also been brought on for the Fourth of July.

The Agricultural Zone Ordinance is still making it’s way through the Town Council.

A new Treasure has been hired and has started training.

Annexation update; all have been finalized. Much of the forest service property around and close to the Town is now part of the Town.

Mark Ferrin, who is over the Valley Incorporation efforts, was present as the last TC meeting where the annexations were discussed. According to TCM Hunter Mr. Ferrin was upset with the Towns annexations, He expressed concerns that Huntsville’s annexations could negatively affect the Valley Incorporation efforts.

8-Public Comment. There were none.

9-Chairman's Remarks. Chairman Endicott thanked all for the discussion. Chairman Endicott discussed the PC taking this time as the code is currently under review that this would be a good time for the PC to review Title 15 as a group and propose changes that need to be made or adjusted.

10-Motion to adjourn.

Adjournment by acclamation. All votes Aye. Meeting Adjourned.

Meeting is adjourned at 7:47 p.m.



Shannon Smith, Clerk

Clerk

PC Meeting 3.28.24
Attachment #1

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

MEETING DATE: January 25th, 2024
PLACE: Town Shops
167 S 750 E, Huntsville Utah
TIME: 6:30 p.m.

NAME	TITLE	STATUS
Allen Endicott	Chairman	Excused
Steve Songer	Planning Commissioner	Present
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	Present
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

Citizens: Travis Rumsey

1-Roll call: Acting Chair Liz Poulter, welcomed all who attended the meeting.

2-Approval of minutes for Planning Commission meeting December 14th, 2023.
(See Attachment #1)

PCM Hessenauer motioned to approve the amended minutes from December 14th 2023. PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	<u>Commissioner Liz Poulter</u> <u>Commissioner Steve Songer</u> <u>Alt Commissioner Hessenauer</u>
<u>NAYS:</u>	

3-Discussion and/or action on Land Use Permit for Morse outbuilding, 6834 E. 200 S., Parcel # 240170037 (See attachment #2)

Davis Morse was present to speak on behalf of his project. He will be removing existing structure/garage and replacing it with a slightly larger out building. It will be boarding an alley and it will be attached to the house. Mr. Morse stated that he was unsure exactly how he will attach the building but it will be by some kind of Breezeway. He stated 18-24" off the alleyway.

PCM Poulter questioned the dimensions the building, Mr. Morse stated it would be about 26x24 feet. There will be a room and possibly a bathroom in the structure.

PCM Songer motioned to approve Land Use Permit for Morse outbuilding, 6834 E. 200 S., Parcel # 240170037, as an addition, with a breezeway to the house, and not a dwelling unit. PCM Poulter seconded the motion. All votes Aye, Motions passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	<u>Commissioner Liz Poulter</u> <u>Commissioner Steve Songer</u> <u>Alt Commissioner Hessenauer</u>
<u>NAYS:</u>	

4-Discussion and/or action on Rezon Petition for American Legion from A3 to C2, 583 S. 7800 E., Parcel # 240180004. (See attachment #3)

Chris Sauer, the commander of the American Legion. Is requesting a rezone to the new C2 Zone. TCM Hunter commented on a few items to adjust on the application, Mr. Saucer agreed to make the changes mentioned and will re-submit. TCM Hunter clarified the uses the Legion currently utilizes, as to make sure they can continue operating as they have been. Hunter suggested that after the rezone passes, the Legion can then apply for the conditional use permit(s) (CUP) it needs.

PCM Hessenauer motioned to recommend approval to the Town Council the Rezone Petition for American Legion from A3 to C2, 583 S. 7800 E., Parcel # 240180004, with the added recommend that the rezone fee be waived, as the property should have been annexed in as commercial. PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	<u>Commissioner Liz Poulter</u> <u>Commissioner Steve Songer</u> <u>Alt Commissioner Hessenauer</u>
<u>NAYS:</u>	

5-Discussion and/or action on recommendation on Final Plat for North Arrow Condominiums, Parcel #241200004 (See Attachment #4)

The Hyde family were present to speak on behalf of their project. Dokata Hyde went over the location of the new building. He also went over the septic system, as well as commented that water, electric and gas have been stubbed for the new building. Dokota stated that parking is adequate per code.

PCM Poulter referred to the town engineer, Jared Anderson, report on the final plat. There were a few items Jared called out that he is requesting from the project.

PCM Poulter recommended for approval, to the Town Council, the final plat subdivision for North Arrow Condominiums, Parcel #241200004. PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Commissioner Liz Poulter Commissioner Steve Songer Alt Commissioner Hessenauer
NAYS:	L

6- Discussion and/or action on Ordinance 2023.12.14, Amending Title 15.10, Agriculture Zone A3 and Changes to Table 15-1. (See Attachment #5)

Shannon commented that she had made the edits per the discussion last meeting. PCM Poulter stated that any above ground structure should uphold to the 10-foot setback. There was discussion on a current project in town as it is relevant to this discussion. The concern is that rock or other retaining walls can currently be right on the property line, there are no setbacks in the code that address this issue. Some members of the Planning Commission feel that is an issue and others are not wanting to restrict this any further.

PCM Poulter believes that any structure above ground needs to meet setbacks. PCM Hessenauer and Songer do not feel there should be any further restrictions on these types of structures. TCM Hunter questions if there should be a height requirement that the PC should address. PCM Poulter is adamant about addressing the proper setbacks for any above ground structure. With PCM Poulter in the minority, it was decided to remove the above ground structure wording in the Ordinance.

TCM Hunter reviewed an few minor changes she made in the Ordinance, these can be seen in attachment #5.

PMC Hessenauer motioned recommend approval of Ordinance 2023.12.14, Amending Title 15.10, Agriculture Zone A3 and Changes to Table 15-1, to the Town Council, with the changes discussed. PCM Songer seconded the motion. Motion Passes. Votes are reflected below.

VOTES:	
AYES:	Commissioner Steve Songer Alt Commissioner Hessenauer
NAYS:	Commissioner Liz Poulter

7- Sandy's TC Updates

TCM Hunter gave an update on the pending incorporation as it pertains to the annexations the Town is currently in the process of.

8-Public Comment. There were none.

9-Chairman's Remarks. Acting Chair Liz Poulter, wanted to address the quality of the site plans submitted. There was an agreement that there needs to be some quality control on the site plans submitted. Shannon will work on getting higher quality plans.

10-Motion to adjourn.

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

Meeting is adjourned at _____ p.m.

Shannon Smith, Clerk

ULCT



Program

WASATCH FRONT REGIONAL COUNCIL LOCAL ADMINISTRATIVE ADVISOR PROGRAM

What is the LAA Program?

In the 2023 General Legislative Session, the Utah League of Cities & Towns (ULCT) lobbied the State Legislature on behalf of the 145 cities and towns in Utah who do not have full-time administrative staff. The Legislature and Governor Cox supported the ULCT request, and funds were allocated to create the LAA position. The position is housed regionally in each of the state's seven Associations of Governments (AOGs), and each LAA assists small communities navigate legislative demands, ensure compliance, and build capacity to ensure the well-being of small municipalities in the state.

Importantly, the LAA program offers administrative assistance without replacing local leadership. Eligible communities are encouraged to take advantage of this program to strengthen their governance and effectively meet the evolving demands of legislative mandates.

What can the LAA do?

The overall goal of the LAA is to "increase capacity", which can mean anything from training elected/appointed officials on meeting conduct and preparation, to helping you create a resident-friendly budget, to evaluating and making recommendations on policy and procedure updates.

Project Examples:

- Advise entity leaders on HR issues, budgets, agendas, resolutions, policies, and procedures.
 - Facilitate discussions with leaders in creating goals and objectives for the community.
- Create templates for meetings, staff reports, enacting ordinance/resolutions, personnel reviews.
 - Examine internal programs and procedures for the city, town, or metro-township.
- Establish and monitor budgets to accomplish goals and objectives for state compliance, including status review to encourage the meeting of entity needs and public accountability.
- Connect municipalities with possible resources to accomplish land use goals and objectives.

Who is the LAA at WFRC?

Madison Aviles began her work at WFRC after five years working as the City Manager for the City of Carlin, Nevada (population ~2,700). Her background includes a bachelor's degree in political science and an MPA from the University of Utah. She enthusiastically believes in the success of small municipalities, and is enjoying learning more about the rich history of Utah's small cities and towns.

PC Meeting 3. 28.24
Att. #3

- **Light Manufacturing means** the process of making products which does not produce emissions considered as disturbances that would affect the users of nearby lands. Seen in 16 SEC filings.
- **Light Manufacturing means** a lighter industrial activity where all operations happen within a closed building and it doesn't include the use or production of any dangerous materials. This manufacturing can also include supplementary activities such as a restaurant, or retail use where goods produced onsite are sold or served to the public on-site or distributed wholesale to off-site users or resellers. Seen in 6 SEC filings.
- **Light Manufacturing means** a type of employment where the process of making goods or any material produced is in compliance with the prohibitive occupations for minors. Seen in 5 SEC filings.
- **Light Manufacturing means** land uses limited to manufacturing non-toxic products that can be transported in trucks or containers and carried out indoors with minimal industrial structures. Seen in 5 SEC filings.
- **Light Manufacturing means** the assembly or packaging of articles from previously prepared materials, excluding any uses that can be problematic because of the emission of smells, dust, noise, smoke or vibrations. Seen in 4 SEC filings.
- **Light Manufacturing means** a use providing for the processing, fabricating, assembly, storing, transporting, distributing, wholesaling, testing, servicing, repairing, or repurposing of goods, materials or things, excluding bulk gas and fuel loading, and fuel storage facilities. Seen in 2 SEC filings.
- **Light Manufacturing means** an establishment engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products of a lower intensity. Seen in 2 SEC filings.
- **Light Manufacturing means** the manufacturing, assembly or processing of component parts to produce finished products suitable for retail trade. Seen in 2 SEC filings.