

WALLSBURG TOWN PLANNING COMMISSION MEETING

September 21, 2023 – 6:30 pm

MINUTES

1. Call to Order 6:35pm

- a. Roll Call: Carrie Mecham, Tammy Graham, Lucy O'Driscoll, Alisha O'Driscoll, Celeni Richins, Mario Castro, Travis Defibaugh, Chris Bigelow, Craig Butters

2. Consent Calendar: Be it hereby moved that the following consent calendar items stand approved:

- a. Agenda of the September 21, 2023 Planning Commission Meeting
- b. Minutes of the August 29, 2023 Planning Commission Public Hearing

Motion: Lucy O'Driscoll

Second: Travis Defibaugh

Vote: Unanimous

3. Agenda Items:

a. Accessory Building Review – Action Item

- i. Review plans for Mario Castro requested accessory building.
- ii. Vote to approve and issue letter or continue for further discussion

Reviewed plans for temporary carport, compared hand drawn property lines with Wasatch County property map. There is a discrepancy, the plans as drawn would cross property lines into the neighboring property according to the county map. Mario Castro explained that the way it is it won't cross property lines and that he is working with the neighbor and will get a boundary line agreement completed and recorded with the county. The planning commission emphasized that the paperwork would need to be completed and recorded with the county before they could move forward with the plans as they are. Explored a few other options for the temporary carport, to make it more narrow and longer or to move it to the rear of his property so that the proper setbacks would be observed. Talked about sewer and irrigation lines to be sure these would not affect the existing lines. The planning commission will do a site visit tomorrow at 2:00PM to measure the property lines and will follow up with Mario at the next meeting. If they decide to allow a temporary carport without a permit just for this season, they will put a timeline on the request and clarify that it cannot cross property lines. Will also address drainage and snow load concerns.

b. Accessory Building Review – Action Item

- i. Review plans for Craig Butters requested accessory building.
- ii. Vote to approve and issue letter or continue for further discussion

Reviewed plans for a permanent carport, needs approval from the Town to get final permit from the county. Verified location, setbacks, and asked misc. questions for clarification. Several members of the planning commission drove by the property beforehand to visualize and after review and discussion, no concerns are noted.

Motion: Travis Defibaugh moves to recommend to the Town Council that Craig Butters plans be accepted

Second: Tammy Graham

Vote: Unanimous

Planning Commission stamped the plans and the Council/Clerk will get a final approval letter sent to him.

Craig will pay \$10 to clerk upon receipt of the approval letter.

c. Fee Schedule – Action Item

- i. Review current planning commission fees.
- ii. Vote to revise current fees and/or recommend additional fees to the Wallsburg Town Council for addition to the Wallsburg Town Fee Schedule.

Discussing fees for building plan reviews that are for accessory buildings, carports, etc. Seems like people are intent on what they are doing and are prepared for their meetings. Unless it becomes an issue in the future with multiple meetings, the \$10 fee is good for now. Need to look at existing fee schedule to determine any further changes.

4. Commission Member Reports (questions, general discussion, assignments)

Nothing Noted

5. Schedule Next Planning Commission Meeting

- a. Schedule Next Meeting – Scheduled For Tuesday September 26th 7:00PM
- b. Call for Agenda items for next Planning Commission Meeting – Chapters 1 and 2

6. Adjourn

Motion: Lucy O'Driscoll moves to adjourn

Second: Tammy Graham

Vote: Unanimous

Time: 7:41pm