

# WALLSBURG TOWN PLANNING COMMISSION MEETING

November 14, 2023 – 7:00 pm

**1. Call to Order 7:05pm**

- a. Roll Call: Lucille O'Driscoll, Alisha O'Driscoll, Darell Bigelow, Chris Bigelow, Travis Defibaugh, Trevor Pulham

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

- a. Agenda of the November 14, 2023 Planning Commission Meeting
- b. Minutes of the October 10, 2023 Planning Commission Meeting

Agenda stands approved. Minutes are missing, will approve at next meeting.

**3. Agenda Items:**

**a. Building Permit Inquiry – Information and Discussion Only**

- i. Discuss questions/inquiry regarding building permit with Darell and Christine Bigelow.

Darell and Christine Bigelow would like to build a house on property they own in Wallsburg Town limits (65 North Center Street) and would like to verify that it will be recognized as an existing lot of record before proceeding to pay for engineered plans and preparing to build. On the recommendation of the Planning Commission, Darell and Christine provided the original deed, current deed, and current survey of the property. All of the legal descriptions match, so the Planning Commission confirms that the property is an existing lot of record. The next steps will be for them to get plans and come back for review of what they plan to build and upon Town approval, go to the county for final permitting. The Town will get them a letter to confirm recognition of their existing lot of record. Answered miscellaneous questions, gave them information regarding the building permit application checklist with cost and where to find the development code for guidance while planning their building. Planning Commission expressed desire to create small swell on the property to keep spring runoff from flooding the Town Hall in the future.

**b. Lot Of Record – Action Item**

- i. Discuss revision/addition of information regarding existing lots of record to the Development Code.
- ii. Vote to recommend revisions/additions to the Wallsburg Town Council.

Alisha O'Driscoll: Called and talked to the Wasatch County Planning Commission and they said that what they use to determine existing lots of record is to have the property owner provide the original deed prior to August 11, 1965 and a current survey of the property to determine if the legal descriptions are exactly the same. If they are, it is an existing lot of record. If they are not the exact same, the property owner must do the title/research that is required. Miscellaneous Discussion: There is a current lot in Wallsburg Town Limits that was originally two lots. It was joined together as one lot 20 years ago, and is currently for sale and listed as two lots. Discussed details on whether or not the Town could/should recognize that as one lot or two and all of the details that go into that and what would be required if it was split back into two, etc. Wallsburg Town/Planning Commission is going to have to make a determination on that lot before long. Decided to read through this outside of the meeting and come back for discussion and decision during the next meeting. Alisha O'Driscoll will email the rest of the planning commission with details/instructions for next meeting.

**Motion: Lucille O'Driscoll moves to continue the lot of record item to the next meeting**

**Second: Travis Defibaugh      Vote: Unanimous**

**c. Building Permit Requirements – Action Items**

- i. Discuss revision/addition of information regarding building permit requirements to the Development Code.
- ii. Vote to recommend revisions/additions to the Wallsburg Town Council.

All structures exceeding 200 square feet require a permit. Single-story, detached accessory structures that are under 200 square feet do not require a permit. If you are building a structure under the square foot minimum, you should still check with the Wallsburg Town Planning Commission to verify that what you want to build will meet the setback requirements. Also, decks that are under the minimum square footage requirement but are 30 inches or more off the ground will require a permit. If you are unsure if the structure you are building requires a permit, please contact the Wallsburg Town Planning Commission to verify.

**Motion: Trevor Pulham      Second: Travis Defibaugh      Vote: Unanimous**

**d. Development Code Revisions – Information and Discussion Only**

- i. Continue to review and discuss ideas for revisions to Chapter 1 of the Wallsburg Town Development Code.

Will discuss questions about positions that are referenced in Chapter 1 but are not currently assigned with Town Council at Work Meeting and come back with more information to the next meeting. The work meeting is this Thursday and is open for the Planning Commission (and anyone) to attend.

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

Replace Josh Richins on the Planning Commission as its not working out for him to be able to make it to meetings, think of people to recommend as good additions.

Miscellaneous discussion about upcoming building permit possibilities, update on VanWagoner's who have expressed interest previously. Talked about center line law and land disputes.

**5. Schedule Next Planning Commission Meeting**

- a. Schedule Next Meeting:

November 28<sup>th</sup>, 2023 7:00pm, skip December meeting due to craziness of the holidays.

- b. Call for Agenda items for next Planning Commission Meeting:

Lots of record, Chapter 1 Revisions Discussion

**6. Adjourn**

**Motion: Lucille O'Driscoll moves to adjourn**

**Second: Trevor Pulham**

**Vote: Unanimous**

Time: 8:09pm