MINUTES OF THE HUNTSVILLE TOWN PLANNING COMMISSION MEETING

MEETING DATE: June 25th, 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	Excused
Liz Poulter	Planning Commissioner	Present
Suzanne Ferre	Planning Commissioner	Present
Amanda Hessenauer	Alt Planning Commissioner	Excused
Sandy Hunter	TC Liaison	Present
Beckki Endicott	Town Clerk	Present
Bill Morris	Town Attorney	Excused

Citizens: Tyler Gessel, Nancy & Ray Hales, Mike Workman, Greg Schlenker

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

2-Discussion and/or action on Land Use Permit Schlenker residence; porch addition, 554 S. 7700 E, Parcel #24018007 **(See attachment #1)**

Mr. Schlenker was there to speak on behalf of his porch addition. He stated it's approx. 200 sq feet. The plan shows it is within the set backs per town code.

PCM Songer motioned to approve the Land Use Permit Schlenker residence; porch addition, 554 S. 7700 E, Parcel #24018007. PCM Ferre seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Steve Songer Commissioner Liz Poulter Commissioner Suzanne Ferre
NAYS:	

3- Discussion and/or action Land Use Permit for Sorensen; new home build, 469 S 7500 E, Parcel #240150017 **(See attachment #2)**

Mr. Sorensen was not available to attend the meeting. Beckki spoke on behalf of the project. There has been a Land Use Permit approved for this project previous, but since it has been over a year, the permit needs to be re-approved. The PC looked at all the setbacks. All setbacks are per code.

PCM Poulter motioned to approve renewal of Land Use Land Use Permit for Sorensen; new home build, 469 S 7500 E, Parcel #240150017. PCM Songer seconds the motion. All votes Aye, Motions passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Steve Songer Commissioner Liz Poulter Commissioner Suzanne Ferre
NAYS:	

4-Discussion and/or action on Land Use Permit for Hales; new home build, 7256 E 100 S, Parcel #240150017 **(See attachment # 3)**

Roy and Nancy Hales as well as their contractor Tyler were present to speak for this project. There is an existing home on this property that will be demolished. Tyler stated they are going through the State process to get the demo approved.
This lot is a nonconforming lot due to frontage. But it is a considered legally buildable lot. The Hales stated that they wish to modify the site plan as submitted and shift the boundary of the home to the 10 foot set back on the east side. The PC questioned the height, and specified that there is a 35 foot height limitation.

Beckki stated that adjusting the site plan is a significant change and a new site plan will need to be submitted and attached to the Land Use Permit.

PCM Ferre motioned to approve the Land Use Permit for Hales; new home build, 7256 E 100 S, Parcel #240150017, with the modifications discussed in the meeting. PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Steve Songer Commissioner Liz Poulter Commissioner Suzanne Ferre
NAYS:	

5- Discussion and/or action on Land Use Permit for Larsen; new home build, 335 N. 6700 E, Parcel # 201850002 **(See Attachment #4)**

Mike Workman is the contractor representing this homeowner. The PC reviewed the setbacks. The PC discussed the rock retaining wall in the rear of the house. As long as there is no foundation/ footings in the 10 foot setback it is allowable.

The height was discussed, the PC restated that 35 feet was the max allowable height.

Chairman Endicott motioned to approve the Land Use Permit for Larsen; new home build, 335 N. 6700 E, Parcel # 201850002 . PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Steve Songer Commissioner Liz Poulter Commissioner Suzanne Ferre
NAYS:	

6-Discussion and/ or action on Land use Permit for Loffler: garage, 155 S 7500 E, Parcel # 240160021. ~~**(See Attachment #5)**~~

Steve Songer spoke on behalf of this project. Steve mentioned that the resident decided to build a structure under 200 ft and no longer needs a Land Use Permit.

Chairman Endicott motioned to table the Land Use Permit for Loffler: garage, 155 S 7500 E, Parcel # 240160021. PCM Ferre seconded the motion. All Votes Aye. Motion Passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Steve Songer Commissioner Liz Poulter Commissioner Suzanne Ferre
NAYS:	

5-Discussion and/or action on Land Use Permit for Rod Layton; Shop repair/ replacement. 7562 E 400 S, Parcel # 240100007. **(See Attachment #4)** 5

Rod Layton was present to speak for this project. He is not currently asking for a Land Use Permit but has some questions about his project. He stated his setback to the North is about 2 feet to the neighboring property. He would like to remove the existing structure, an old chicken coop, and keep the existing pad as well as extend the pad to make it close to 24 x35.

The PC reviewed the code on non-complying structures. There was discussion on whether this building would be considered in compliance with code. The PC was in agreement that as long as the additional concrete work was out of the setback there would not be an issue.

PCM Poulter motioned to recommend approval of the Land Use Permit Rod Layton; Shop repair/ replacement. 7562 E 400 S, Parcel # 240100007 . PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Steve Songer Commissioner Liz Poulter Commissioner Suzanne Ferre
NAYS:	

8- Sandy's TC Updates

Sandy commented on the property owned by the Summit Group down by the point. Summit group is making some smaller changes at this time to update the property to a usable state through the summer.

There is currently a new proposal for the green waste facility. The company is proposing an agreement with the Town to re-use the green waste, and the town would be able to stop burning. Liz was concerned about the proposal as well as the zoning of the property. The Town Council is interested in the proposal.

Beckki is working on Title 14, the traffic code.

The issue with 7700 E is still an ongoing issue. A committee meet on sight today to look at the road and determine the width of the road to be dedicated.

9-Public Comment. There were none.

10-Chairman's Remarks. Chairman Endicott mentioned the review of Title 15. The PC should plan on presenting their sections at the August meeting.

11-Motion to adjourn.

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

Meeting is adjourned at 7:54 p.m.

Shannon Smith, Clerk

Draft Approval @ next meeting

DRAFT

MINUTES OF THE HUNTSVILLE TOWN PLANNING COMMISSION MEETING

MEETING DATE: May 23th, 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	Excused
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	Excused
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

Citizens: Travis Rumsey

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

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

PCM Hessenauer motioned to approve the amended minutes from April 24th 2024. PCM Poulter seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Liz Poulter Alt Commissioner Hessenauer
NAYS:	

3-Discussion and/ or action on Land use Permit for Weil Pole Barn, 663 S. 7700 E., Parcel #240180032 (See Attachment #2)

PC Poulter commented on this project as the Weils's are her next-door neighbors. She stated the Height set to be 20 ft, set backs look good and the structure is though to be about 24x24 ft. No electrical or water at this time.

PCM Poulter motioned to approve Land Use Permit for Weil Pole Barn, 663 S. 7700 E.,

Parcel #240180032. PCC Endicott seconds the motion. All votes Aye, Motions passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Liz Poulter Alt Commissioner Hessenauer
NAYS:	

4-Discussion on initial review of Huntsville Town Subdivision Code (See Attachment #3)

PC Poulter had a question about the 3 cycles listed. Shannon will get clarification on this from the Hansen group. It was discussed whether the town should still have major and minor subdivision processes. The PC agreed that they prefer the 2 step process for subdivision, going through the preliminary and final review process.

5-Discussion on new roof, Liz Poulter

PC Poulter is wanting to replace her roof. Her concern is that she is insure of her front property line. She wants to make sure her eves will be allowable. It is the opinion of the PC that according to her estimates her eves will be allowable within the code. As up to 18" is allowed to overhang into the setback.

6-Public Comment. There were none.

7-Chairman's Remarks. Chairman Endicott mentioned the project of reviewing title 15. There are still inconsistencies in the code the PC needs to be aware and make note to make appropriate changes.

8-Motion to adjourn.

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

Meeting is adjourned at 6:58 p.m.

Shannon Smith, Clerk

DRAFT to approve Next meeting

PC Meeting 6.25.24
AH. #1



Base:
2012 5-inch Color HRO Orthoimagery,
rom Utah UGRC; http://gis.utah.gov/

0 40 80 ft

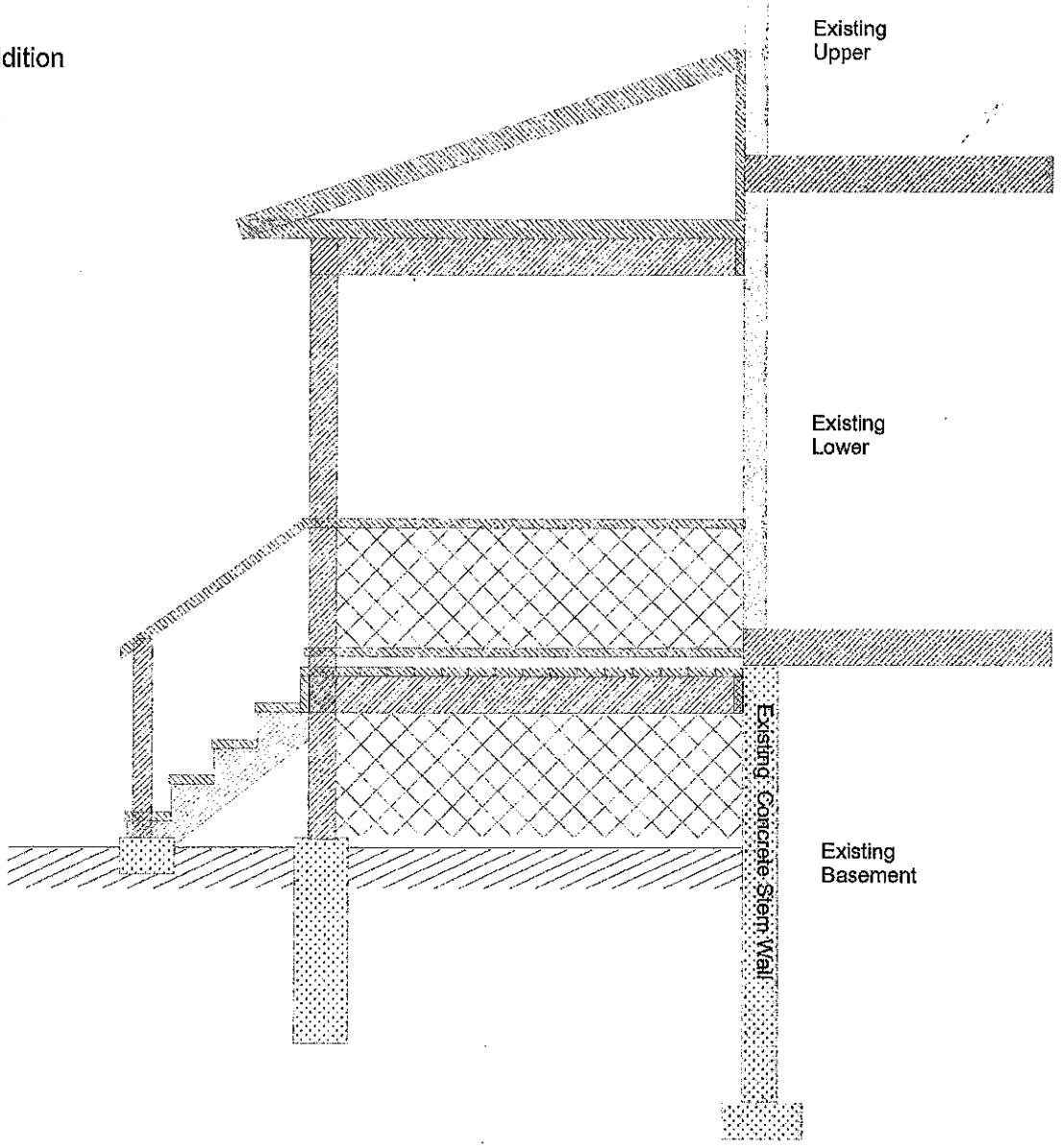
1:480

Schlenker Residence Front Porch Addition
554 South 7700 East Street, Huntsville, Utah
Parcel #: 24-018-0017, Residential Zone R-1

FIGURE 1
Land Use Site Plan

Schlenker
Front Porch Addition
554 S. 7700 E.
Huntsville, Utah
Parcel #: 24-018-0017
Residential Zone R-1

Schematic
E-W Side Elevations
1" = 2'



Schlenker
Front Porch Addition

554 S. 7700 E.
Huntsville, Utah
Parcel #: 24-018-0017
Residential Zone R-1

Schematic
Rendering Overlay Photo



2024-0024

LAND USE PERMIT

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

Owe $150

Paid w/ Building Permit 8/5/24

Tax ID # 24018001

Address of Structure 554 S 7700 East Huntsville

Name & Address of Owner/Owners Schlenker

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 6/25/2024

Set Backs Approved: Yes ✓ No _____

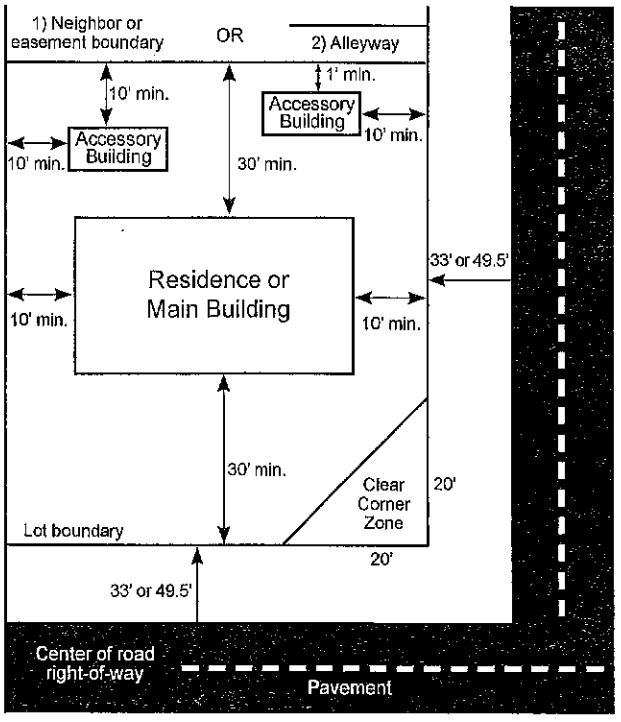
Any special stipulations and conditions of the Site Plan Review: no

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."

Huntsville Town Residential Zone Setbacks



- Minimum lot size = 0.75 acre (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway

PC meeting 6.25.24
Att. # 2

Note: All storm water and dirt will be kept on site during construction until final landscaping is done.

Note: Surface drainage shall be diverted to a storm sewer conveyance or other approved point of collection so as to not create a hazard. Lot shall be graded so as to drain surface water away from foundation walls. The grade away from the foundation walls shall fall a minimum of 6 inches within the first 10 feet (min. 5% slope.)

Note: The grade adjacent to all foundation walls shall fall a minimum of 6 inches within the first 10 feet (5% slope). R401.3 Landings, ramps, patios, porches or decks, which are required to be level or can have a maximum slope of 1/4" per foot. All other impervious surfaces within 10 feet of the foundation walls must slope a minimum of 1/4" per foot away from walls.

Note: Street, curb, and gutter will be inspected and cleaned of all mud and dirt at the end of every day.

Note: Gravel bags (or equivalent BMP) to be placed and maintained around any storm drain inlet adjacent to or immediately downstream from site during construction.

Note: Berms or swales may be required along property lines to prevent storm water flow onto adjacent lots. Final grading shall blend with adjacent lots.

Note: A lined concrete washout area must be provided at the site for all concrete, paint, stucco, or masonry work. Washout on the ground is prohibited.

Sorensen Residence

Parcel #240230004
469 South 7500 East
Huntsville, Utah

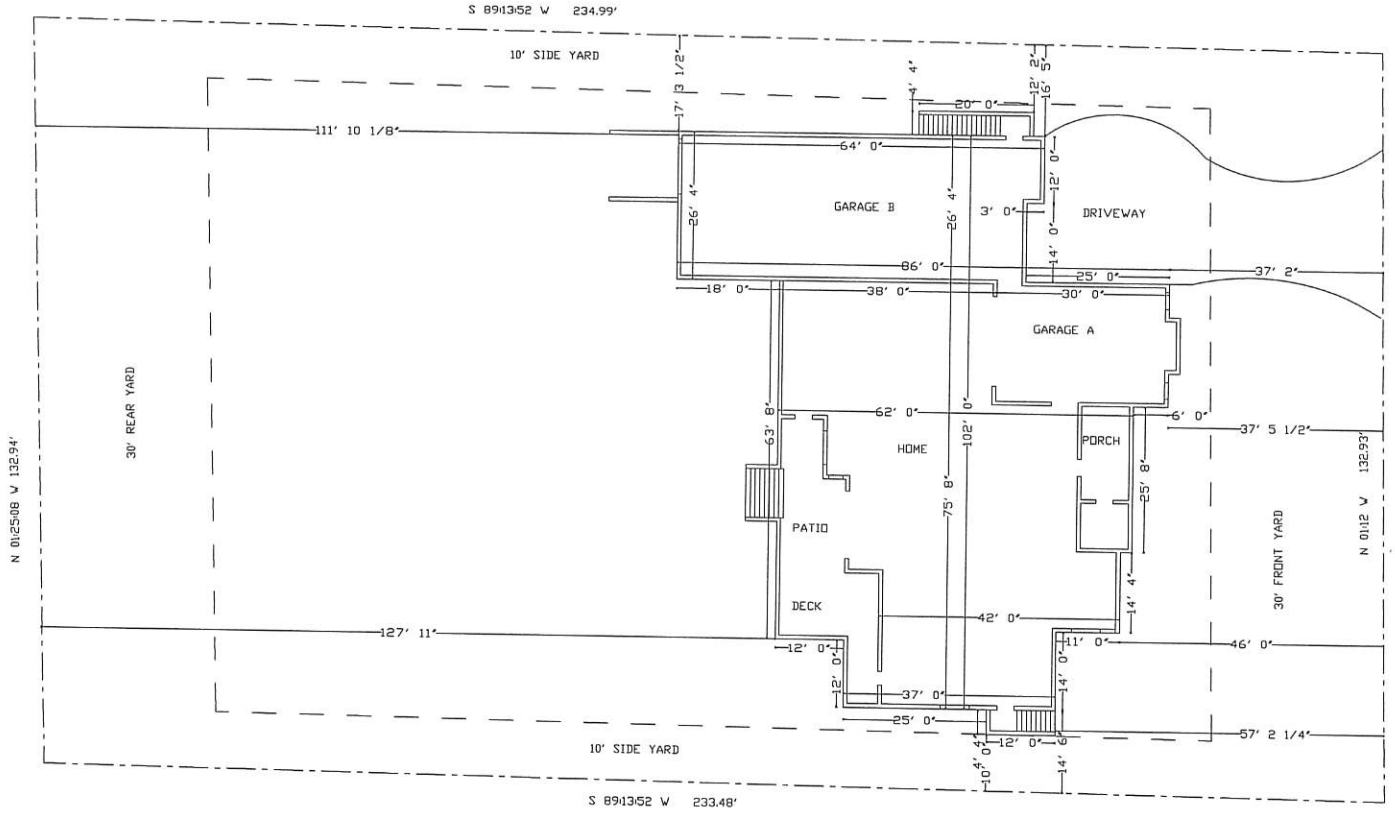
Area: 31,137 Sq. Ft.
.71 Acres

Scale: 1" = 10'

NORTH

Property Line

Building Setbacks



Homeowner:
Richard & Regen Sorensen
801 791-7004
801 458-0945

General Contractor:

SORENSEN RESIDENCE
469 South 7500 East
Huntsville, Utah

SHEET NO:
S101

DESCRIPTION:
SITE PLAN

Scale: 1" = 10 Feet

Creative Line L.L.C.
Custom Home Solutions
CreativeLinePlans.com
@Ashlie Hull
801 628-7041

2024-0246

Renewal

LAND USE PERMIT

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

Tax ID # 24023C0004

Address of Structure 469 So 7500 East

Name & Address of Owner/Owners Sorenson - New home

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 6/25/2024

Set Backs Approved: Yes ✓ No _____

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

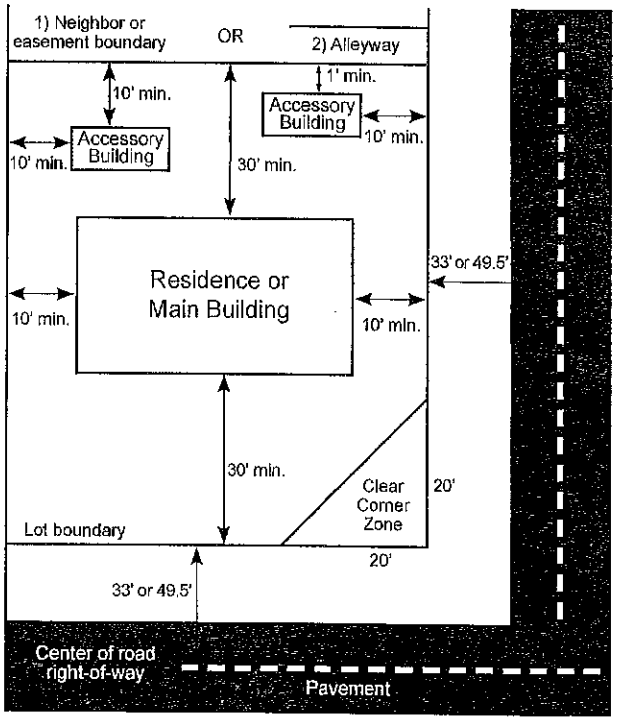
Height required - 35 feet on the building

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."

Huntsville Town Residential Zone Setbacks

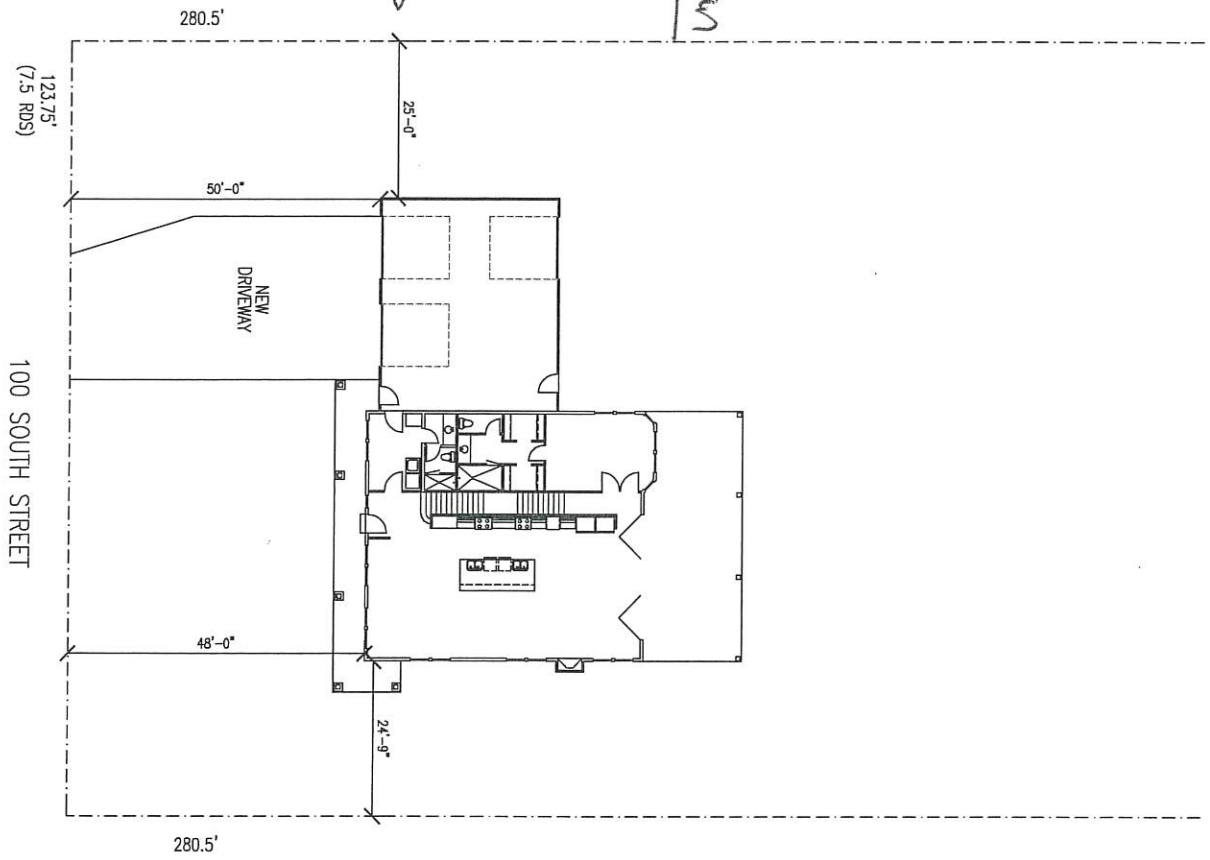


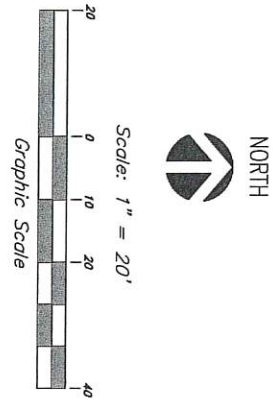
- Minimum lot size = 0.75 acre (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway

PC Meeting Co. 25.24
AH. #3

Amendment to site plan
* house will be adjusted to the setback of 10' ft on the west side

New plan submitted





NORTH

Scale: 1" = 20'

Taylor gessel 801-205-0382

ST SHEET: JOB: HALES SCALE: 1/8"=1'-0" DATE: 01-18-24	HALES RESIDENCE 7256 E 7256 WEST 100 SOUTH HUNTSVILLE, UTAH	LAKMAN HOME DESIGNS TIM LAKMAN 801-205-0382	PRICE ENGINEERING KYLE R. PRICE, S.E.

2024-0027

LAND USE PERMIT

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

Tax ID # 24015 0017

Address of Structure 7256 E 100 South

Name & Address of Owner/Owners Roy + Nancy Hales

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 6/25/2024

Set Backs Approved: Yes ✓ No _____

House will be adjusted to the 10 ft setback on the west side.

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

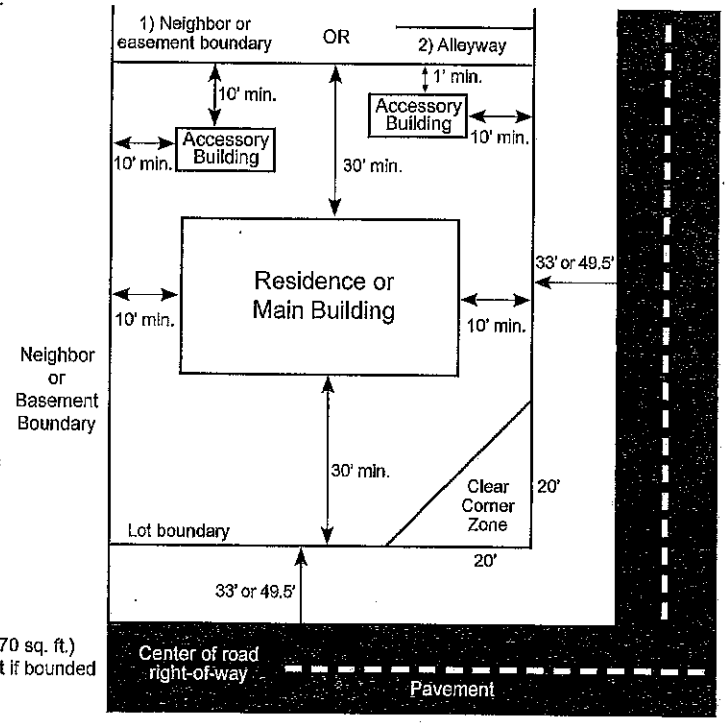
Cannot exceed 35 feet of height for home structure

_____
Huntsville Planning Commission Chairman

_____
Property Owner Signature

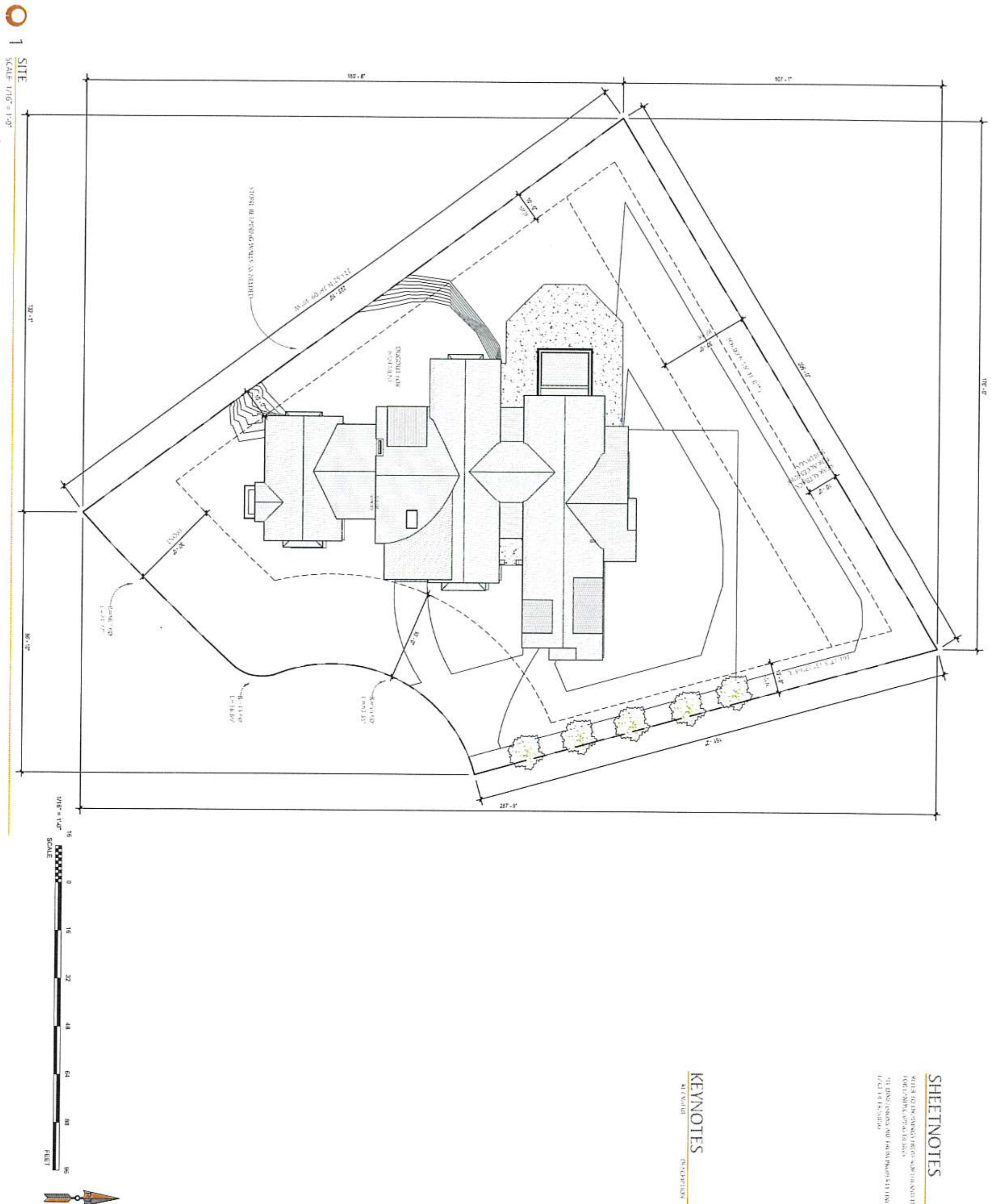
"By signing this form, the applicant agrees that they understand that the Huntsville Town R-1 zone, which their lot is zoned, only allows for one single family dwelling on the lot. The applicant also agrees that they understand that if any changes to their site plan are made after the Land Use Permit is issued, that those changes must be approved by the Planning Commission."

Huntsville Town Residential Zone Setbacks



- Minimum lot size = 0.75 acre (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway

PC Meeting 6.25.24
Att. #4



SHEETNOTES

KEYNOTES

Milieu DESIGN
75 SOUTH 600 WEST LOGAN UT 84321
MILIEUDESIGN.COM
435.752.4544

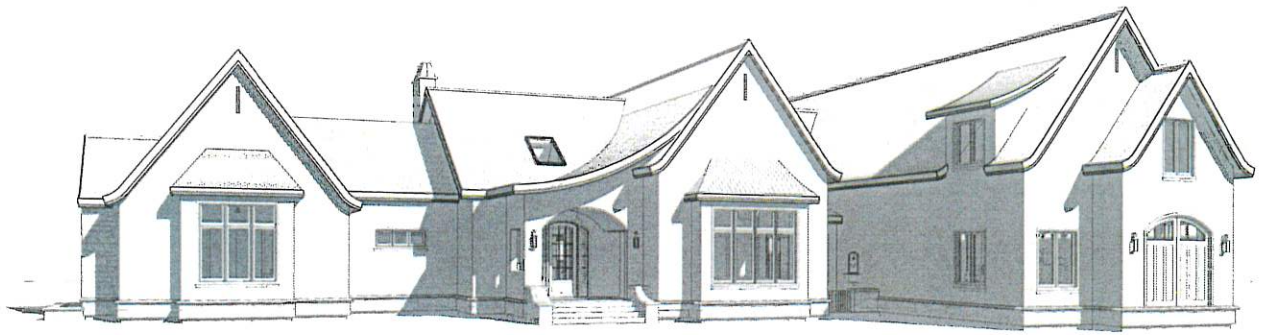
LARSEN, MICHELLE & DAVID

LARSEN RESIDENCE

335 N 6700 E Huntsville, UT

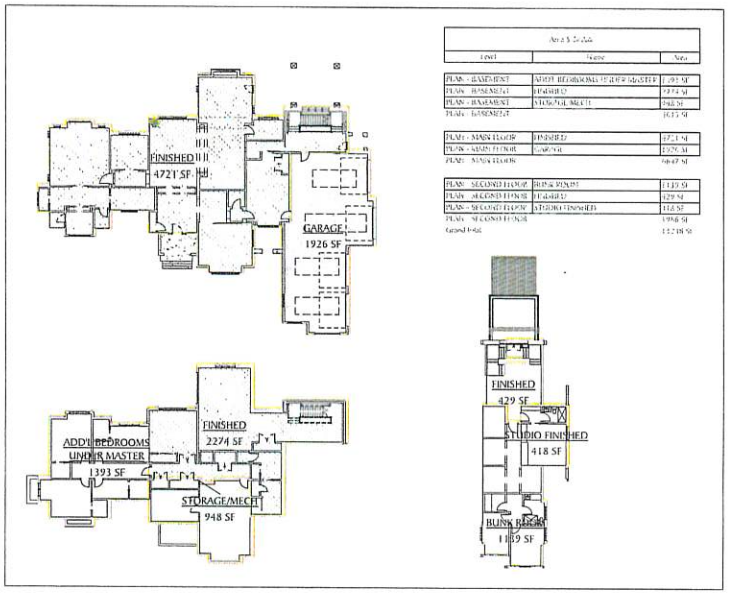
CONCEPT SET

A101 | PLAN - SITE



PROJECT SHEET INDEX

SHEET NUMBER	SHEET NAME
G001	COVER SHEET
A101	PLAN - SITE
A102	MAIN FLOOR PLAN + WINDOW/DOOR SCHEDULE
A103	BASEMENT PLAN + WINDOW/DOOR SCHEDULE
A104	SECOND FLOOR PLAN + WINDOW/DOOR SCHEDULE
A105	REFLECTED CEILING PLAN - MAIN PHASE 1
A106	REFLECTED CEILING PLAN - BASEMENT
A107	PLAN - ROOF
A108	PLAN - FOUNDATION
A201	ELEVATIONS - BUILDING PHASE 1
A202	ELEVATIONS - BUILDING PHASE 1
A501	FLOORING PLAN
A502	PLAN - FURNITURE PLAN
A601	TILE ELEVATIONS
A602	TILE ELEVATIONS
A603	DOOR AND WINDOW ELEVATIONS
S1	FOUNDATION PLAN
S2	FIRST FLOOR FRAMING PLAN
S3	SECOND FLOOR FRAMING PLAN
S4	ROOF FRAMING PLAN
SD1	STRUCTURAL DETAILS
SD2	STRUCTURAL DETAILS
SD3	STRUCTURAL NOTES AND SCHEDULES
SD4	STRUCTURAL NOTES AND SCHEDULES



milieu
DESIGN

75 SOUTH 600 WEST LOGAN UT 84321
MILIEUDESIGN.COM 435.752.4544

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LARSEN, DAVID & MICHELLE

LARSEN RESIDENCE
335 N 6700 E Huntsville, UT

PROJECT NUMBER	2022014
SET ISSUE DATE	06/07/2024
DRAWN BY	KMS
CHECKED BY	AM
SHEET COUNT	001 OF 016

CONCEPT SET

G001 | COVER SHEET

2024-028

LAND USE PERMIT

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

Tax ID # 20185 0002

Address of Structure 335 N. 6700 E Huntsville

Name & Address of Owner/Owners Dave + Michelle Larsen

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 6/25/2024

Set Backs Approved: Yes ✓ No _____

No concrete foundation in the set back

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

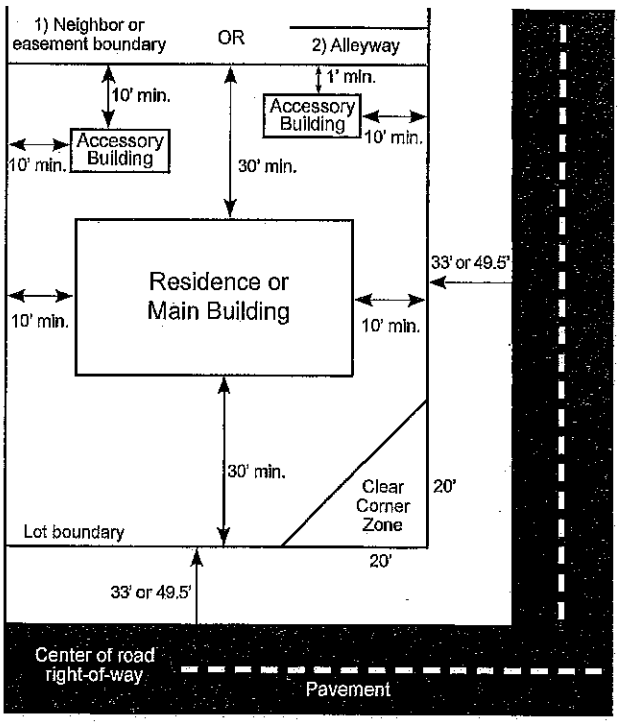
Height restricted to 35 feet for structure

Huntsville Planning Commission Chairman

Property Owner Signature

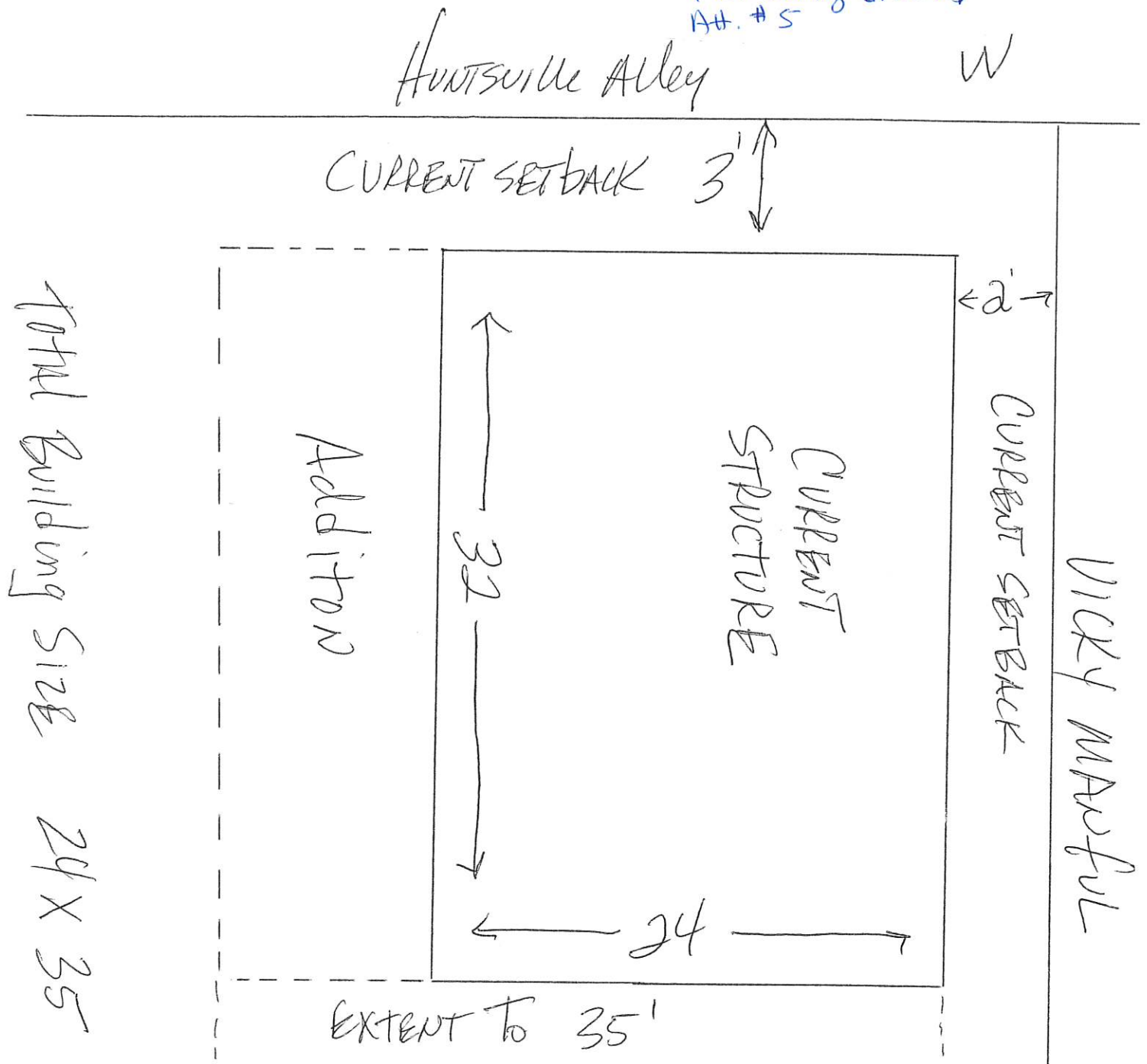
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Huntsville Town Residential Zone Setbacks



- Minimum lot size = 0.75 acre (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway

PC Meeting 6.25.24
Att. #5



Rod Layton
7562 E 400 South
Parcel # 24010000 7

2024-0023

LAND USE PERMIT

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

Tax ID # 240100007

Address of Structure 7562 E 400 South Huntsville

Name & Address of Owner/Owners Rod Layton - Chicken Coop Shop

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 6/25/2024

Set Backs Approved: Yes ✓ No _____

Any special stipulations and conditions of the Site Plan Review: No enlargement to the north. New building should follow the existing foundation slab along the north side

Huntsville Planning Commission Chairman

Property Owner Signature

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- 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

