

STATE OF UTAH
COUNTY OF SEVIER
TOWN OF ANNABELLA

Minutes from the Planning Commission meeting held on Monday, October 28, 2024, beginning at 6:00 p.m. in the Annabella Town Council Chambers, located at 295 East 300 North, Annabella, Utah. Kent Poulson conducted the meeting.

Public Hearing: 6:00 p.m.

1. Brief summary/presentation of proposed amendments
2. Motion/second then vote to open public hearing
3. Public comments
4. Motion/second then vote to close public hearing
5. Additional Planning Commission discussion, if needed

Tyler Timmons provided a brief summary presentation of proposed amendments. The biggest thing we are doing with this amendment is to be sure the Town Council is in compliance with Senate Bill 174 which changed the subdivision administrative approval process. The Town hired Hansen Planning Group contractor to take care of the update.

Kent thanked Tyler for presenting the information.

Devin Squire presented the motion to start the Public Hearing, Lenny Hartle seconded the motion. and the motion passed unanimously.

Kent asked the public in attendance if anyone had any comments on the changes Tyler mentioned. The Planning Commission used to approve information and then send it to the Town Council for final approval. Now the Town Council is removed from the process. Preliminary application can be completed before final approval, so it would be taken care of quicker. These rules are just for future applications not past ones. Kent clarified what specifically this meeting is about which is Section 12, Subdivision Ordinance, which is what the State Legislature now requires.

There were no other comments. Kent requested a motion to close the Public Hearing. Lenny made a motion to close the Public Hearing, Wade seconded the motion, and the motion was passed unanimously.

Planning Commission Meeting

1. Roll call
2. Approval of minutes
3. Appointment-Taya Robins, 457 East 270 South, building permit
4. Appointment-Mike & Bonnie Engebritson, 95 West Center, request to split property
5. Appointment-Mathew Lenhart, Jones & DeMille, presentation on APWA/Town construction standards
6. Land Management and Development Code Update: Motion/Second and Vote to Either:
 - a. Recommend approval to the Town Council as presented
 - b. Recommend approval to the Town Council with modifications
 - c. Recommend denial to the Town Council

7. APWA/Annabella Town Construction Standards: Motion/Second and Vote to Either:
 - a. Recommend approval to the Town Council as presented
 - b. Recommend approval to the Town Council with modifications
 - c. Recommend denial to the Town Council
8. Conditional use permit applications
9. Building permit applications
10. Other business
11. Adjourn

Public in attendance:

Tyler Timmons

Tayo Robins

Kolten Robins

Bonnie Engebritson

LaRayne Reider

Jack Reider

Matthew Lenhart

Mike Engebritson

1. ROLL CALL. Kent Poulson, Kelvin Johns, Devin Squire, Wade Ingram, and Lenny Hartle were in attendance. John Chartier will attend the meeting later.

2. APPROVAL OF MINUTES. Kent asked if everyone had an opportunity to review the minutes from the last meeting. Kelvin made a motion to approve the minutes as presented. Devin seconded the motion, and it was passed unanimously.

3. Appointment-Taya Robins, 457 East 270 South, building permit

We just want a building permit for a fence down the back side and across the north end. They are having a surveyor coming on Friday to process the information. They want to have concrete footing to keep the water runoff from the neighbor to their building. It will block most of it. The Neighbor puts all kinds of things on their property. The Code Enforcement requires you to keep your water on your property. Kent suggested they talk to Tina and request the Code Enforcement to review the drainage. It is totally different than approving the fence application. Kent and Lenny signed the neighbors application for other buildings on their property and it did not include anything about a fence. They talked about wanting to add a fence on their property but Planning Commission has not ever received anything about a fence. Discussion continued about different circumstances with their neighbor and it was suggested that they talk to Tina about the Code Enforcement. It was discussed about the Robins fence pictures and how they will put the new fence on, adding to the current fence. The Robins can finish their paperwork with the information needed and return it to two of the Planning Commission members for signatures.

John Chartier arrived at the meeting (6:26 pm)

4. Appointment-Mike & Bonnie Engebritson, 95 West Center, request to split property

It was noted that John had signed some papers in May of 2022. It was questioned if the County has approved the split of the property. It should show up on the County Records as two properties. The question was asked about whether the paperwork went to the Town Council for approval prior to sending it to the County. The Planning Commission looked online at the County section and saw the property has not been split. Kent suggested that Bonnie check with the County about all the paperwork

they have and what else needs to be done to finish the property splitting. Englebritson's removed a shed that was on the property. They need a certain distance between the shed and property line. They have removed a shed from their property. It needs to be 10 feet from the property line. They need to move another shed on their property before approval. It was noted if the paperwork is not completed before the next Town Council meeting the application process will be changed. The existing fence is going to be moved from side property to other side property. It will be on the new property line, to separate the two properties. No one knows what happened to all the forms that should have been signed and sent to the County and Town Council. They will go to the County and get a copy of any papers the Committee signed. The split request has to be approved by the Planning Commission and then forwarded to the Town Council. The shed will have to be moved away from property lines before it could be approved. If the County still has the property as one lot it will need to be sent to Town Council for approval. The shed needs to be moved and mark on the paperwork that it has been removed and then draw where the septic tank is located. It will be approved after this Planning Commission reviews, approves, and send to Town Council.

Kent Thanked them for coming and they left.

5. Appointment-Mathew Lenhart, Jones & DeMille, presentation on APWA/Town construction standards

Kent welcomed Mathew and he connected his computer to the tv. Things talked about last month were minor changes. Table 1 compares with the new approval. There is a collector on Sevier River Road and Annabella Town road and everything else is a regular road. There is an added chip seal on the typical section. Town council has approved and developed the cull-de-sac. They also talked about the culinary water valve and how the irrigation system works together. Discussion was about changing from 6 to 12 but the Planning Commission didn't decide.

Next they discussed the 1.1 Specification information and either/or would be the best for information or for chip seal. He asked if there were any other questions? There was discussion about approving this later in the meeting. They will be making changes and sending it to Town Council.

6. Land Management and Development Code Update: Motion/Second and Vote to Either:

Same items were discussed previously. John questioned about modifying some wording the check list wording later or would we need to do first. Devin made a motion for item a – Recommend approval to the Town Council as presented. Lenny seconded the motion. Motion passed.

- a. Recommend approval to the Town Council as presented
- b. Recommend approval to the Town Council with modifications
- c. Recommend denial to the Town Council

7. APWA/Annabella Town Construction Standards: Motion/Second and Vote to Either:

This was discussed after Matthew finished. Devin presented the changes of CW01 to IR01, adjust the hatching on CW01, add a micro series as alternate to chip seal, ST04 add temporary in note 4, ST02 add radius callout into right of way, and CW01 change the title box to irrigation meter. Devin motioned item b – Recommend approval to the Town Council with modifications. John seconded the motion. It was approved. Kelvin did not vote on this item as he works for Jones and DeMille.

- a. Recommend approval to the Town Council as presented
- b. Recommend approval to the Town Council with modifications
- c. Recommend denial to the Town Council

8. REVIEW OF CONDITIONAL USE PERMIT APPLICATIONS.

There were no conditional use permits to review.

9. REVIEW OF BUILDING PERMIT APPLICATIONS.

There are two re-roofing applications. We do not sign them, but we should approve them. John made a motion to approve the re-roofing applications as presented. Wade seconded the motion. Motion was passed.

10. OTHER BUSINESS.

No other business.

11. ADJOURN.

Wade made a motion to adjourn the meeting. Kelvin seconded the motion, and the motion passed unanimously. The meeting was adjourned at 7:20 p.m.



Kent Poulson

Planning Commission Chairman



Kathy Hayden

Planning Commission Secretary