

**The Minutes of
Honeyville City Planning Commission
December 4, 2024 Regular Meeting**

Laurie Hunsaker called the meeting to order at 7:02 p.m.

Present were Chair Laurie Hunsaker. Commission Members Jacob Jaques, Bob Kosbab, Cherisse Kaminska, Kelli Shaw and Staci Zilles-Nelson.

Employees present: Wendy Lindauer, Deputy Clerk
Kenny Funk, Zoning Administrator
Dana Schuler, City Engineer

There were no members of the public present.

Laurie Hunsaker offered the Invocation and led the group in the Pledge of Allegiance.

Conflict of Interest, if any: None noted.

Public Comment Period:

No comments were made.

Public Hearing – Consideration of Recommendation to Adopt Suggested Changes to The Subdivision Ordinance:

A. Open Public Hearing: Opened at 7:04 p.m.

BOB KOSBAB motioned to Open the Public Hearing for Consideration of Recommendation to Adopt Suggested Changes to The Subdivision Ordinance at 7:04 p.m. JACOB JAQUES seconded the motion. MOTION CARRIED with Jacob Jaques for, Bob Kosbab for, Cherisse Kaminska for, Kelli Shaw for and Staci Zilles-Nelson for.

No public comments were made.

B. Close Public Hearing: Closed at 7:05 p.m.

STACI ZILLES-NELSON motioned to Close the Public Hearing for Consideration of Recommendation to Adopt Suggested Changes to The Subdivision Ordinance at 7:05 p.m. KELLI SHAW seconded the motion. MOTION CARRIED with Jacob Jaques for, Bob Kosbab for, Cherisse Kaminska for, Kelli Shaw for and Staci Zilles-Nelson for.

C. Action Item: Recommendation to Adopt Suggested Changes to The Subdivision Ordinance

Dana S shared that under steps 2 & 3 on the preliminary application it states that the Planning Commission checks to make sure it conforms with the ordinance. This should be the DRC rather than the Planning Commission.

BOB KOSBAB motioned to recommend the Adoption for the Suggested Changes to the Subdivision Ordinance adding Title 11 along with the associated checklists and with a correction made to the Preliminary Flow Chart Application changing the verbiage on steps 2 & 3 from "Planning Commission" to "DRC". Along with minor changes to formatting which will not change the meaning or intent of the presented document. JACOB JAQUES seconded the motion. MOTION CARRIED with Jacob Jaques for, Bob Kosbab for, Cherisse Kaminska for, Kelli Shaw for and Staci Zilles-Nelson for.

Public Hearing – Consideration of Recommendation to the Development, Design and Construction Standards:

A. Open Public Hearing: Opened at 7:14 p.m.

JACOB JAQUES motioned to Open the Public Hearing for Consideration of Recommendation for the Development, Design and Construction Standards at 7:14 p.m. CHERISSE KAMINSKA seconded the motion. MOTION CARRIED with Jacob Jaques for, Bob Kosbab for, Cherisse Kaminska for, Kelli Shaw for and Staci Zilles-Nelson for.

No public comments were made.

B. Close Public Hearing: Closed at 7:15 p.m.

JACOB JAQUES motioned to Close the Public Hearing for Consideration of Recommendation for the Development, Design and Construction Standards at 7:15 p.m. BOB KOSBAB seconded the motion. MOTION CARRIED with Jacob Jaques for, Bob Kosbab for, Cherisse Kaminska for, Kelli Shaw for and Staci Zilles-Nelson for.

Dana S asked for clarification on page 5 section 2.04 asking if they wanted to include a signature for the Planning Commission Chair in that section as well. Laurie H felt that the more eyes that are on the document the better. The commission agreed that this should be added.

Dana S stated that she needs to fix a few typos and add language to page A1 stating that the report needs to be signed and sealed by a registered engineer. She also asked for verification

on page A7 regarding detention basins. She wanted to make sure this document reflected the City's intent.

C. Action Item: Recommendation to Adopt the Development, Design and Construction Standards

BOB KOSBAB motioned to approve the recommend the Adopt the Development, Design and Construction Standards with the edits to page 5 section 2.04 adding a signature section for the Planning Commission Chair, page A1 adding verbiage that requires the report to be signed and sealed by a registered engineer, along with Dana's edits which will not change the meaning or intent of the presented document. JACOB JAQUES seconded the motion. MOTION CARRIED with Jacob Jaques for, Bob Kosbab for, Cherisse Kaminska for, Kelli Shaw for and Staci Zilles-Nelson for.

Public Hearing – Consideration of Recommendation to Adopt Changes to the Ordinance regarding Board of Appeals and change it to a Hearing Officer:

A. Open Public Hearing: Opened at 7:27 p.m.

STACI ZILLES-NELSON motioned to Open the Public Hearing for the Consideration of Recommendation to Adopt Changes to the Ordinance regarding Board of Appeals and change it to a Hearing Officer at 7:27 p.m. JACOB JAQUES seconded the motion. MOTION CARRIED with Jacob Jaques for, Bob Kosbab for, Cherisse Kaminska for, Kelli Shaw for and Staci Zilles-Nelson for.

No public comments were made.

B. Close Public Hearing: Closed at 7:28 p.m.

STACI ZILLES-NELSON motioned to Close the Public Hearing for the Consideration of Recommendation to Adopt Changes to the Ordinance regarding Board of Appeals and change it to a Hearing Officer at 7:28 p.m. KELLI SHAW seconded the motion. MOTION CARRIED with Jacob Jaques for, Bob Kosbab for, Cherisse Kaminska for, Kelli Shaw for and Staci Zilles-Nelson for.

C. Action Item: Recommendation to Adopt Changes to the Ordinance regarding Board of Appeals and change it to a Hearing Officer:

Bob K mentioned a grammatical error on 11-5-8, the word engineering needs to be capitalized because it is the start of a sentence. There was further discussion about the City Councils restrictions regarding the appeal authority.

STACI ZILLES-NELSON motioned to Recommend Adopting Changes to the Ordinance regarding Board of Appeals and change it to a Hearing Officer. JACOB JAQUES seconded the motion. MOTION CARRIED with Jacob Jaques for, Bob Kosbab for, Cherisse Kaminska for, Kelli Shaw for and Staci Zilles-Nelson for.

City Council Meeting Report – Chair Laurie Hunsaker:

A. Report: Nothing to report at this time.

Zoning Administrator Report – Kenny Funk:

A. Zoning Admin Report:

- Building Permits: One solar installation
- Minor Subdivisions: Increased calls regarding minor subdivisions.

DISCUSSION ITEMS:

No discussion items this month.

ACTION ITEMS:

A. Harper Haven Preliminary Application: Laurie H informed the commission that when they approved the Harper Haven Preliminary Application previously, they did not have enough votes for it to pass due to a small quorum. She opened this item up for a revote.

BOB KOSBAB motioned to approve the Harper Haven Preliminary Application as previously presented along with complying with staff recommendations and addressing issues outlined in ordinance 10-31-2: J & K. JACOB JAQUES seconded the motion. MOTION CARRIED with Jacob Jaques for, Bob Kosbab for, Cherisse Kaminska for, Kelli Shaw abstaining and Staci Zilles-Nelson for.

B. Approval of Minutes: 11/20/24

JACOB JAQUES motioned to approve the minutes of 11/20/24 as presented. STACI ZILLES-NELSON seconded the motion. MOTION CARRIED with Jacob Jaques for, Bob Kosbab for, Cherisse Kaminska for, Kelli Shaw for and Staci Zilles-Nelson for.

Agenda Items for Next Month:

- Minor Subdivisions (Discussion)
- Zoning on Highway 38 (Discussion)
- Minor Subdivisions (Discussion)
- Tiny Homes & Storage Containers (Discussion)
- Water Ordinance (Public Hearing)
- Title 10 (Public Hearing)

STACI ZILLES-NELSON motioned to adjourn at 7:55 p.m. BOB KOSBAB seconded the motion. MOTION CARRIED with Jacob Jaques for, Bob Kosbab for, Cherisse Kaminska for, Kelli Shaw for and Staci Zilles-Nelson for.

Meeting Adjourned at 7:55 p.m.

The foregoing minutes were taken by Wendy Lindauer and typed by Brittiny Chlarson.

I certify these minutes to be true and accurate to the best of my knowledge.

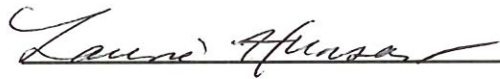
ATTEST:

DATE APPROVED: 3-26-25





Brittiny Chlarson – Clerk/Recorder



Laurie Hunsaker - Chai