

STATE OF UTAH  
COUNTY OF SEVIER  
TOWN OF ANNABELLA

Minutes from the Planning Commission meeting held on Monday, March 24, 2025, 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.

1. Roll call
2. Approval of minutes
3. Donavan Allen Appointment – Engebritson Representative
4. Review and discuss possible changes to the Land Use Ordinance
5. Review Current Conditional Use Permits
6. Reviews Building Permit Applications
7. Other business
8. Adjourn

**1. ROLL CALL.** Kent Poulson, Kelvin Johns, Devin Squire, and John Chartier were in attendance.

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

**3. DONAVAN ALLEN APPOINTMENT.** Representing Mike and Bonnie Engebritson, to review requirements for dividing their property located at 95 West Center. Kent gave Donavan the forms for the subdivision. Donavan asked the Commission if they could approve the request sent to the Commission in November of last year. No, the requirements and process have changed, and the previous request was not approved. Tyler was asked if the Commission could waive some items from the Preliminary Subdivision Application because they are unnecessary and not an issue. Tyler let the Commission know yes for certain requirements. Tyler read items from the Subdivision Ordinances section right above section 12.2.02. The Commission discussed what they wanted to review and waive for the check list of requirements and agreed to have Donavan go through the forms now at the meeting. Donavan began to fill out the Preliminary Subdivision Application as they let him know what sections were not needed for his application. Review of Section 1, An approved land use application, determined a, b, c are not applicable. Section 2, A preliminary plat, determined b, k, o, t, v, x, y, z are not applicable, and h is waved. Section 3, Studies and reports, wave a, b, and c required to have a soil analysis. Section 4, An Improvement plan, wave entire section. Section 5, Certifications, everything required. Section 6, Copies, everything required. Section 7, everything required. The Commission decided to also discuss the Final Subdivision Application. Item 4, Improvement Plan, waved, Item 5, completion assurance, waved, Item 7, Binding dedication documents, waved. The Preliminary Application will be required at the next Commission meeting and then the Final Application will be taken to Tina.

Devin made Motion for Engebritson lot split Preliminary Subdivision Application we wave section 2 h,

3 a and b, and section 4. In the Final Subdivision Application, we wave section 4 and 5. In section 3 c of the Preliminary Subdivision Application we require a soil evaluation. John seconded the motion, and it passed unanimously.

Refine in the minutes that if Donavan provides the Commission with a complete Preliminary Subdivision Application, we will be able to approve it at the next meeting, April 28. Tina will send Donavan a letter and we support her giving him a letter.

Donavan left the Planning Commission meeting at 6:40 pm.

#### **4. REVIEW AND DISCUSS POSSIBLE CHANGES TO THE LAND USE ORDINANCE**

Tyler was asked to come to the desk with the Commission. It was noted that several of the Commission members have sent some comments to Tyler and all others. Several comments that had been sent were discussed. Tyler gave them information as to how to change their information in the Land Use Ordinances folder. The Commission would like to have Tyler bring the adjusted comments in the folder to review at each meeting. At the next meeting, April 28, Tyler will bring the Land Use Ordinances folder as a working copy document with drafts and reviews, where the Commission can see where all the changes have been suggested. If members of the Commission need to add something, be sure you have given it to Tyler so he can include it in his working document.

The final document will have to go to the Town Council for approval. They will need a working copy that will say here are all the changes we are suggesting adding or suggesting to delete so they can actually see what the changes are. Tyler will create a document that will show what they want to change, and the new improvement documents suggested.

Tyler left the Planning Commissions Meeting at 7:22 pm.

#### **5. REVIEW CURRENT CONDITIONAL USE PERMITS**

None for this meeting.

#### **6. REVIEW BUILDING PERMIT APPLICATIONS**

William Lee permit is for a patio.

The Commission reviewed the Sevier County Building Permit presented and determined the documents were appropriate.

Tom Christensen permit is for a deck roof.

The Commission reviewed the Sevier County Building Permit presented and determined the documents were appropriate.

John made a motion to approve both Building Permit Applications. Kelvin seconded the motion, and it passed unanimously.

#### **7. OTHER BUSINESS.**

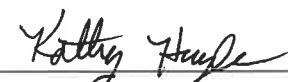
No other business

**8. ADJOURN.**

John made a motion to adjourn the meeting. Kelvin seconded the motion, and the motion passed unanimously. The meeting was adjourned at 7:26 p.m.



Kent Poulson  
Planning Commission Chairman



Kathy Hayden  
Planning Commission Secretary