

STATE OF UTAH  
COUNTY OF SEVIER  
TOWN OF ANNABELLA

Minutes of the Planning Commission meeting held on Monday, September 22, 2025, at 6 p.m. in the Annabella Town Council chambers, located at 295 East 300 North, Annabella, Utah. Chairman Kent Poulson conducted the meeting.

1. Public Hearing to gather input from residents and interested parties regarding proposed changes to the following ordinances:
  - Ordinance 2024-02 Subdivision Ordinance
  - Ordinance 2025-01 Land Management and Construction Standards
2. Planning Commission Meeting Roll Call
3. Approval of minutes
4. Appointment via Zoom with Scott Asay to discuss:
  - A. Building a new home on parcel 2-N11-1 (2.10 acres)
  - B. Temporarily retaining the existing single-wide manufactured home
  - C. Classifying the current home as an accessory apartment under the land use ordinance
  - D. Submitting a conditional use permit application for an accessory apartment approval
  - E. Exploring a possible exemption from certain requirements (to be considered by the BOA)
  - F. Seeking Planning Commission guidance on how to proceed
5. Consideration and discussion of proposed amendments to the Land Use Ordinance
6. Review of current conditional use permits
7. Review of building permit applications
8. Other business
9. Adjournment

1. **Public Hearing.** Kent Poulson Chairman opened the public hearing. The public hearing was to talk about changes to the cul-de-sac ordinance. No public were in attendance to comment. Kent then explained the town is updating the cul-de-sac ordinance listed under item J, under street sections. The updated wording and diagrams are attached to the minutes. Also, in the subdivision ordinance section it has numbered lettering that needs to be fixed it currently goes from A-I but starts back over with "A" on the next page. It needs to be renumbered A-I then J-M. Kent asked for a motion to accept changes as proposed and close the public hearing. John made a motion to accept proposed changes to the cul-de-sac definitions and Subdivision Ordinance 2024-02 and Land Management and Construction Standards Ordinance 2025-01. Kelvin seconded the motion, and all approved the motion passed.

2. **Roll call.** Kent Poulson Chairman, John Chartier, Kelvin Johns, and Devin Squire via zoom. Wade Ingram and Lenny Hartle were absent and excused.

3. **Approval of minutes.** Kent asked for a motion to approve the minutes. John made a motion to approve the minutes as presented. Devin seconded the motion, and all approved the motion passed.

4. **Appointment via zoom with Scott Asay.** Scott Asay proposed building a new home on Parcel 2-N11-1 (2.10 acres) located at 391 E. 200 N. The Asay's would like to build a new manufactured home

on the 3rd east side of the property within 6-8 months. They also would like to retain the existing single-wide trailer and classify it as an ADU under the land use ordinance. They had questions on submitting a conditional use permit application for an accessory dwelling and requirements for approval. Questions on possible exemptions from certain requirements like existing septic take use. The Asay's explained there is an existing septic tank on the north end of the property, and they are in process of getting it inspected and approved by the county health department. Kent then went over the requirements for approval. The commission would need a complete application with pictures and dimensions for the whole property, all structures and septic tanks. All conditional use signatures are needed from all neighbors within 300 feet of the property. The property must have 3 cars off street parking for the ADU, but commission is willing to possibly wave this as it is a short-term situation. There may need to be a timeline or limit on how long the ADU is acceptable maybe 5 years then we readdress it. The conditional use permit and the building permit may overlap but there are two separate actions or applications that need to be submitted. The suggestion was made that the Asay's read the towns Land Use Ordinances section 6-804 and 6-805 on our website. No voting was required at this meeting, just guidance and requirements on moving forward.

**5. Consideration and discussion of proposed amendments to the Land Use Ordinance.** Tyler was not in attendance, but the commission is still reviewing this to revisit it next month.

**6. Review current conditional use permits.** No current permits

**7. Review Building Permits.** Devin and Stacy Grover at 351 E. 320 N. submitted a permit application and fees for a 512-sq foot Home Depot shed with proper signatures and plot plan map with proper setbacks. Eric Nielsen at 151 W. 200 S. submitted a building permit for a re-roof. Kade Quarnberg at 210 S. 100 E. submitted a building permit for a re-roof. John made a motion to approve all building permits, Kelvin seconded the motion, and all approved the motion passed.

**8. Other Business.** None.

**9. Adjournment.** That concludes the meeting. Devin made a motion to adjourn the meeting, John seconded the motion, and all approved the motion passed. The meeting was adjourned at 6:48 p.m.



Kent Poulson, Chairman



Angel Nielsen, Secretary

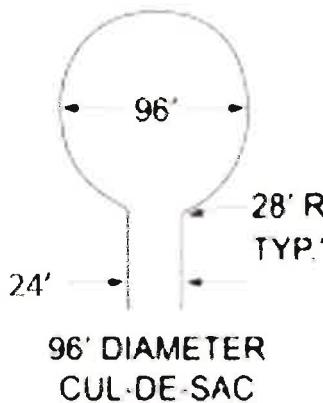
J. Cul-de-sacs. (End turn around). Each cul-de-sac shall have a minimum right-of-way width of fifty-seven (57) feet and must be terminated in a turnaround with a diameter of not less than ninety-six (96) feet. Surface water must drain away from the turnaround; however, where drainage cannot be achieved along the street due to grade constraints, necessary catch basins and drainage easements shall be provided. Cul-de-sacs shall have a maximum length of 500 feet, as approved by the Town Council.

1. Dead-end fire apparatus access roads longer than 150 feet shall comply with width and turnaround provisions in accordance with TABLE J1.

TABLE J1, REQUIREMENTS FOR DEAD-END FIRE APPARATUS ACCESS ROADS

LENGTH (feet)	RIGHT OF WAY WIDTH w/ RURAL RESIDENTIAL ROADWAYS (feet)	SURFACED ROADWAY WIDTH w/ RURAL RESIDENTIAL ROADWAYS (feet)	TURNAROUND REQUIREMENT
0 - 150	57	24	None required
151 - 500	57	24	96-foot-diameter cul-de-sac in accordance with Figure J1
Over 500			Special approval required

FIGURE J1



2. Temporary Cul-de-sacs

Where a street is intended to be extended in the future but currently terminates due to undeveloped adjacent property, a temporary cul-de-sac may be permitted under the following conditions:

- a. The temporary cul-de-sac shall meet the same dimensional requirements as a permanent cul-de-sac, including a minimum 96-foot turnaround diameter and appropriate surface drainage.
- b. The right-of-way and improvements for the turnaround shall be constructed to public street standards unless otherwise approved by the Town Engineer.
- c. A note shall be placed on the final plat and recorded indicating that the cul-de-sac is temporary and may be removed or modified upon future extension of the roadway.

- d. The design shall provide for the removal or conversion of the cul-de-sac without adversely affecting adjacent lots, drainage, or utility connections.
- e. A temporary easement may be required to ensure access and maintenance until the street is extended.
- f. Note: Temporary cul-de-sacs shall not be used as a justification for exceeding the maximum 500-foot dead-end length unless approved by the Town Council.

3. Temporary cul-de-sacs must meet current Utah State Fire Code standards.

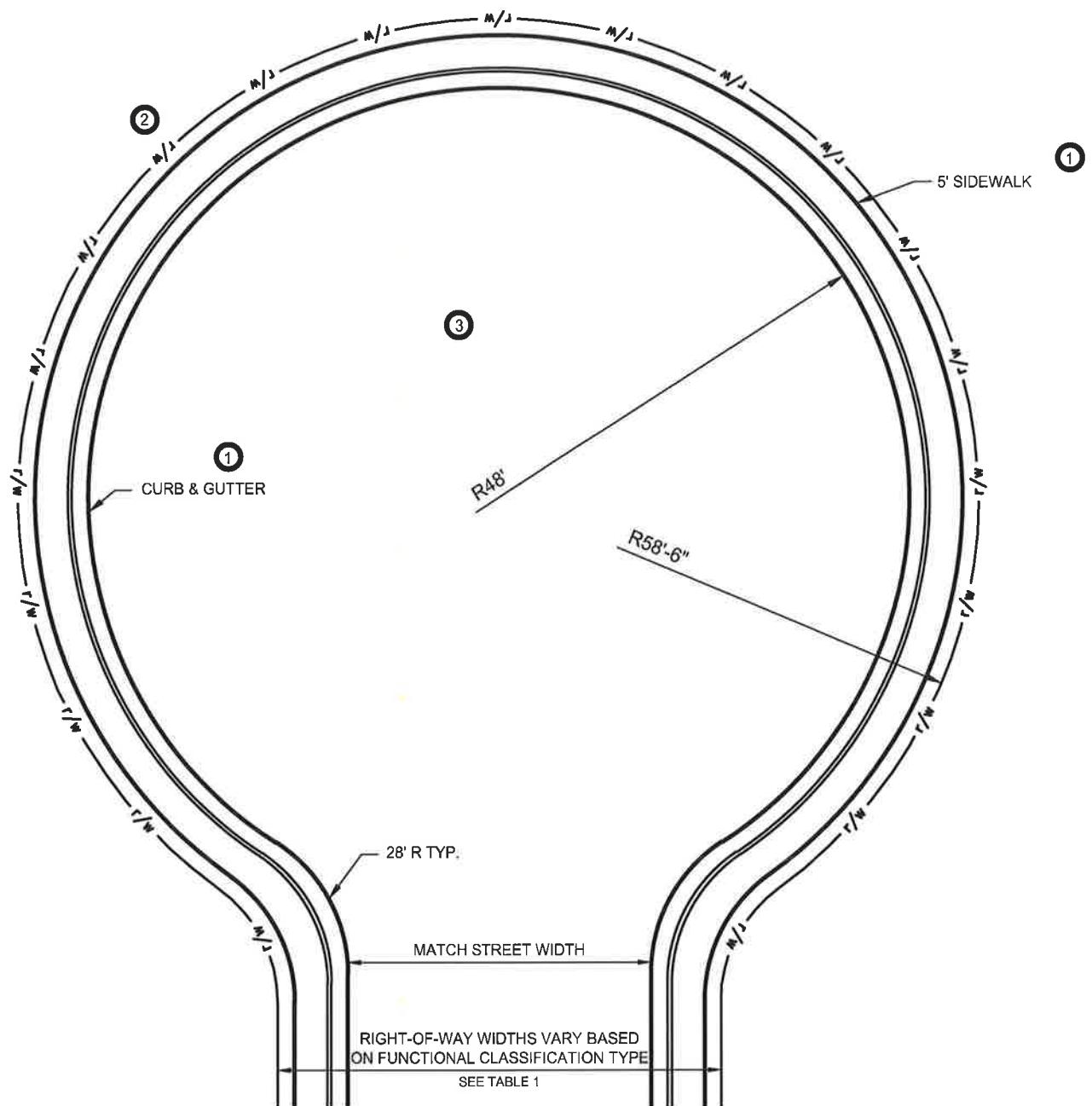


TABLE 1

CLASSIFICATION	ROW WIDTH (FT)
RESIDENTIAL STREET	57
COLLECTOR STREET	80
ARTERIAL STREET	106

\* ROAD RIGHT-OF-WAY WIDTHS ARE DESIGNATED BY PLANNING COMMISSION AND MASTER TRAVEL PLAN. SEE MASTER TRAVEL PLAN FOR MORE INFORMATION ON ROAD RIGHT-OF-WAY.

PREPARED BY: JONES AND DEMILLE ENGINEERING, INC.

ANNABELLA TOWN STANDARD DRAWING



ANNABELLA TOWN  
295 EAST 300 NORTH  
ANNABELLA, UT 84711  
(435) 896-6571  
annabellatown@hotmail.com

CUL-DE-SAC

UPDATED: 8/19/2025

STANDARD DRAWING No.
ST-02
APPROVED:
DATE: -
BY: --