

STATE OF UTAH
COUNTY OF SEVIER
TOWN OF ANNABELLA

Minutes from the Planning Commission meeting held on Monday February 23, 2026, at 6:00 p.m. in the Annabella Town Chambers, located at 295 East 300 North, Annabella, Utah. Kent Poulson Chairman conducted the meeting.

1. Roll call
2. Approval of minutes
3. Consideration and discussion of proposed amendments to the Land use Ordinance
4. Review the WUI (wildland-urban interface)
5. Code enforcement discussion with Trevor Peterson
6. Review of current conditional use permits
7. Review of building permit applications
8. Other business
9. Adjourn

1. Roll call

Chairman Kent Poulson called the meeting to order and conducted roll call. The following members were present: Lyndon Friant, Lenny Hartle, Devin Squire, Kelvin Johns, and Chairman Kent Poulson. Trevor Peterson was also in attendance. Wade Ingram was noted as excused for the evening.

2. Approval of minutes

Chairman Poulson asked if members had reviewed the minutes and whether any adjustments were needed. Lenny Hartle moved to accept the minutes.

Motion by Lenny Hartle to approve the minutes as presented. Seconded by Devin Squire. Motion carried unanimously.

3. Consideration and discussion of proposed amendments to the Land Use Ordinance

Chairman Poulson noted Tyler was not present and relayed information he had received from Tyler earlier in the day regarding group homes. He explained that group homes fall under a protected class and must be treated the same as any single-family residence under the law, meaning the town cannot impose additional restrictions on them beyond what would apply to any other single-family home.

This raised concern because the current version of the land use ordinance contains language that prohibits group homes outright — language that Tyler and the Commission agreed would need to be removed or revised.

Devin Squire noted his understanding that, so long as group homes are treated equally to other residential uses, the town may still impose certain reasonable restrictions — for example, prohibiting multiple group homes within a certain proximity to one another. Chairman Poulson agreed and suggested language similar to what the town uses for short-term rentals, such as a minimum separation distance of up to a half mile,

could help limit saturation. The Commission also discussed whether group homes could still be subject to a conditional use permit process, though members acknowledged uncertainty on that point given Tyler's absence.

Squire also drew a distinction between construction-related noise — which is appropriate to address in the land use ordinance — and general noise or quiet-hours ordinances, which he explained belong in the municipal code and would need to be taken up by the town council rather than the planning commission. He confirmed that he had added a section on construction noise to the land use ordinance. The Commission acknowledged the noise ordinance item would require separate action.

Chairman Poulson expressed confidence that the Commission had made significant progress on cleaning up the land use ordinance overall, particularly in reducing ambiguity. It was agreed that the group home language and remaining open items would be revisited the following month when Tyler is present.

4. Review of the WUI (Wildland-Urban Interface)

Chairman Poulson introduced the Wildland-Urban Interface (WUI) item, explaining that the town is being asked to adopt the 2006 WUI code and, as part of that process, identify and map the high-risk areas within Annabella's boundaries. He presented a map prepared by Tyler, which was derived from the HB 48 high-risk area designations and cleaned up to reflect only parcels within town limits, with some boundary adjustments made for clarity.

Squire and other members expressed significant reservations about the Commission's qualifications to draw the high-risk boundary lines on the map without additional expertise. Squire stated plainly, "I don't feel comfortable as a resident saying that my neighbors are and I'm not, or vice versa." Members questioned what implications the map would carry — specifically, whether it would affect existing homeowners' taxes or insurance. Chairman Poulson clarified that adoption of the WUI code and map would only affect new construction within the designated high-risk areas, requiring those new builds to comply with the 2006 WUI building standards (e.g., fire-resistant exterior materials, Class A roofing, fire-rated soffit ventilation). He added that HB 48 — a separate instrument — is what affects existing homeowners' fees, not the town's WUI map adoption.

Squire read the agreement as primarily defining which local agency is responsible for first response in the designated area. He also raised the question of whether the town's attorney had reviewed the agreement to ensure the town was protected in signing it — a point the full Commission agreed was necessary before moving forward.

The Commission agreed to postpone formal action and schedule a dedicated discussion for the following month, with invitations extended to Tyler, Matt Christensen, and potentially representatives from the Forest Service. It was also suggested that the town attorney review the agreement prior to that meeting. No vote was taken on this item.

5. Code Enforcement discussion with Trevor Peterson

Trevor Peterson, who serves as the town's code enforcement officer in addition to his full-time role with the county building and zoning department, provided an overview of his process and role for the Commission.

Peterson explained that complaints typically originate with Town Clerk Tina, who emails him the address and nature of the issue. He then visits the property, photographs it, and sends a letter citing the applicable nuisance ordinance and giving the property owner 30 days to remedy the issue. He noted he is flexible on the 30-day deadline if the owner is actively working to resolve the problem but will issue a second 30-day notice if no progress is made. If the issue remains unresolved after both notices, he takes the matter to the town council to seek approval for abatement — a step he stated he has not yet had to take in Annabella, though he noted one current case may require it.

Peterson described the abatement process: hiring a contractor to remove the nuisance (e.g., junk vehicles, unlicensed vehicle parts, overgrown weeds), billing the homeowner for the full cost, with the town paying the contractor. If the homeowner does not pay, the cost can be placed as a tax lien on the property or pursued as a court-ordered restitution. He noted he has used both methods in his county work.

The Commission discussed the misdemeanor penalty language in the ordinance. Peterson noted that the county attorney limits him to a single class B misdemeanor charge rather than the per-day penalties that some ordinances allow, referencing a case in Park City where per-day fines reached \$127,000 and were settled out of court. Lenny Hartle suggested the penalty language serves as a useful deterrent even if it is rarely exercised in full. Squire expressed concern that having penalty language without consistent enforcement could undermine the code's credibility, while Peterson affirmed that in his experience the threat of a misdemeanor and abatement is usually enough to prompt compliance.

Peterson also clarified the meaning of a "red tag," explaining that a property in Annabella had been red tagged because construction was proceeding without a building permit. The red tag directs the owner to stop work and obtain a permit. Kelvin Johns had inquired about this specific situation regarding a neighboring property.

The Commission confirmed that Peterson's scope of enforcement for Annabella covers everything within the town's ordinances — including parking complaints and noise, if addressed in the ordinances — and that he works for the town separately from his county duties. All complaints should be directed to Tina, who then routes them to Peterson. Members acknowledged that due to his schedule, response times may extend a few weeks, particularly in winter months.

6. Review of current conditional use permits

Chairman Poulson noted there were no current conditional use permits to review.

7. Review building permit applications

The Commission reviewed a building permit application submitted by the Robbins family for property located at 457 East 270 South in Annabella. The application was for running gas and electrical power lines underground from the house to an existing

garage at the rear of the property. The buildings themselves are already in place and were previously permitted.

The primary discussion centered on two issues: the absence of dimensions on the submitted drawing, and the existence of a 10-foot public utility easement (PUE) running along the east side of the lot. Members debated whether dimensions were necessary given that the application pertained only to underground utility lines rather than a new structure. Peterson noted that while setback requirements technically apply to buildings, it would still be prudent to note minimum offsets. Squire pointed out that there are no specific code provisions governing the offset of underground utility lines from property lines, and that utility companies such as Rocky Mountain Power and Enbridge (formerly Questar) have their own inspection requirements for their respective lines on the customer side of the meter.

The Commission agreed the most important issue was ensuring the applicants were made aware of the 10-foot PUE along the east property line, so they would understand the risk of placing their lines within it. While members acknowledged this was not strictly required of the Commission, they agreed it was the right thing to do as a matter of good faith. The background of the easement was discussed — the property line had shifted in a prior dispute, and the existing garage may now sit partially on or near the PUE as a result. Ultimately, it was determined to approve the application with a written recommendation that lines be placed at least 10 feet off the property line, outside the platted utility easement.

Motion by Lenny Hartle to approve the building permit application for the Robbins, located at 457 East 270 south in Annabella, with the recommendation that the utility lines be placed at least 10 feet off the property line, outside the platted utility easement. Seconded by Lynn. Motion carried unanimously.

Two commission members signed the permit application.

8. Other business

A member of the public who was in attendance indicated they had a question related to a pending matter, but it was directed that it would be more appropriately addressed by the town council, as that item had been passed on by the planning commission.

Chairman Poulson recommended that the individual attend a town council meeting or speak directly with Town Clerk Tina or the mayor.

No further business was raised.

9. Adjourn

Motion by Lenny Hartle to adjourn. Seconded by Lyndon Friant. Motion carried unanimously.

X 

Kent Poulson
Chairman

X 

Anael Nielsen
Planning Commission Secretary