

MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING

Thursday, September 3, 2026, 6:00 p.m.

Huntsville Town Hall, 7474 E. 200 South, Huntsville

Name	Title	Status
Richard L. Sorensen	Mayor	Present
Bruce Ahlstrom	Council Member	Present
Sandy Hunter	Council Member	Present
Lewis Johnson	Council Member	Present
Jim Truett	Council Member	Present
William Morris	Legal Counsel	Excused
Nikki Wolthuis	Clerk	Present
Beckki Endicott	Clerk	Present

Citizens: Lt. Jeffries, Carol Stoker, Ken and Chris Bair, Blaine Vernon, Will Vandertoolen

Zoom: TCM Sandy Hunter

1 Mayor Richard Sorensen called the meeting to order.

There was a full quorum present.

2-Pledge of Allegiance led by: Blaine Vernon

3-Opening Ceremony given by: TCM Johnson

4-Sheriff's Report-

There were 46 incidents which included 24 traffic violations. The Flock camera in Huntsville got knocked down and set on fire. There was a vehicle burglary around the same time. Five other cameras in the county were recently damaged. He explained that Flock cameras were not live.

5.Public Comments:

Ken Bair- They haven't been able to access the alleyway behind their house for years. They used to be able to access the back of their property through the neighbors' yard, but now they can't. Both ends of the alleyway are blocked and the current landowner on one side says the alleyway is his property. They need to get through the alleyway to access their property to put in a shed. Can they get this resolved? Mayor Sorensen informed Mr. Bair that the town's code enforcement officer could help with the situation.

6. Discussion and/or action on approval of Minutes for Town Council Meeting July 30, 2026 (See Attachment #1)

TCM Ahlstrom motioned to approve Minutes for Town Council Meeting July 30, 2026. TCM Johnson seconded the motion. All votes ayes. Motion passed.

7. Discussion and/or action on approval of Minutes for Town Council Meeting August 25, 2026 (See Attachment #2)

TCM Sandy Hunter thought they should specify that it was the “No Parking” sign project that was being approved. Nikki updated it.

TCM Ahlstrom motioned to approve Minutes for Town Council Meeting August 25, 2026. TCM Sandy Hunter seconded the motion. All votes ayes. Motion passed.

8. Discussion and/or action on approval of Ordinance 2026-6-8 Mixed Use Title for C-2 Zone with Renumbering (See Attachment #3)

TCM Truett, TCM Sandy Hunter, and Tommy Christie had been working on the Mixed Use ordinance since May. John Janson helped write and revise it. TCM Sandy Hunter reviewed the ordinance with the TC. She described some of the standards and uses and density for mixed use buildings. The TC spoke about whether they should or shouldn’t dictate what a building should look like in Huntsville Town. TCM Ahlstrom wanted to table the ordinance and give it some more thought, but others wanted to put it up for a vote.

TCM Johnson motioned to approve Ordinance 2026-6-8 Mixed Use Title for C-2 Zone and Renumbering. TCM Truett seconded the motion. Roll Call Vote. Votes reflected below. Motion passed 4-1.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom		X		
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett	X			

9. Discussion and/or action on approval of Resolution 2026-9-3 Huntsville Town Support for Pineview to become a State Park (See Attachment #4)

TCM Truett explained that the reason behind Huntsville’s support for Pineview becoming a state park included the inability for people to get to their homes on busy days at the beach, the expense and inconvenience to councilmembers of renting and placing signs on the road to help control boat traffic, and many other things. In addition, the Forest Service had been unable or unwilling to pay for improvements to the area when approached. TCM Truett and others had lobbied the state legislature for Huntsville Town to be the concessionaire at Cemetery Point. The Town was getting some money from entrance fees but it was not enough to pay for infrastructure. Jason Kyle, Utah Rep. had asked them to write a resolution in support of Pineview becoming a state park. TCM Truett stated that changing Pineview to a state park would make it more safe, organized, and nicer, and he felt that they really needed to get behind the idea. He complimented Beckki for doing a wonderful job writing it and explained that he wished to make some slight additions(**Attachment #5**). TCM Sandy Hunter suggested some grammatical changes.

TCM Truett motioned to approve Resolution 2026-9-3 Huntsville Town Support for Pineview to become a State Park with the additional Whereas statements and grammatical changes. TCM Ahlstrom seconded the motion. Roll Call Vote. Votes reflected below. Motion passed 5-0.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett	X			

10. Discussion and/or action on approval of Resolution 2026-9-3-B Culinary Water Leak Adjustment Policy (See Attachment #6)

Mayor Sorensen explained that the previous policy that was made the year before was based on economic need and not many in town would qualify. He also reasoned that even if you did make a lot of money, \$3,000 for a water bill was still a lot. The new policy gives the price of the base rate on overages to help cut down the costs.

TCM Johnson wondered if the town could have its own water leak insurance program. He proposed raising the water bill for everyone and putting the extra money into a fund. Or, they could make it optional, and only those who participated would qualify to use it. The TC discussed different ideas and scenarios for a leak insurance program but did not make a final decision. **Mayor Sorensen motioned to approve Resolution 2026-9-3-B Culinary Water Leak Adjustment Policy. TCM Ahlstrom seconded the motion. Roll Call vote. Votes reflected below. Motion passed 5-0.**

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett	X			

11. Discussion on the Culinary Water System Status Updates (See Attachment #7)

Culinary Water Board Chair, Ron Gault, presented an update on the culinary water system. He stated that they would be out of water if they hadn't dug the wishing well a few years ago. The Monastery was now using water out of South Fork.

A few River Run water users were using the culinary water for secondary which was not allowed. These property owners needed to install backflow prevention devices to protect Huntsville's water users down the line. If they didn't install them their water would get

turned off. Letters were being written to the property owners. Chevron also needed to install a device.

12. Discussion and/or action on approval of the Sheriff's Windshield Damage Assessment Report (See Attachment #8)

TCM Ahlstrom explained that this report identified critical areas to check first in an emergency situation. It was a way to assess damage from the windshield while driving by. He wondered if they should add more locations, and TCM Sandy Hunter suggested adding Causey Reservoir.

Department Updates

Mayor Richard Sorensen- He had drafted a letter to the Town about the legal opinions for the Powder Landing property. He wanted it to be sent out in the next day or two.

Councilmember Bruce Ahlstrom- LaRose Paving had the contract for the overlay on several blocks. The total cost was \$69,275.

Councilmember Sandy Hunter-No updates

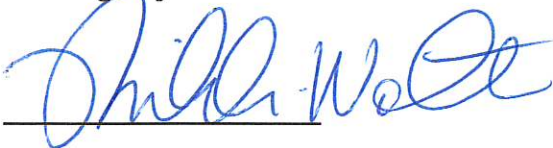
Councilmember Jim Truett- Dave Booth was going to install the No Parking signs. He would like to hire others to straighten signs in town and install the water bottle dispenser in the park. The Alfa Romeo car show was all set for September 26th. He was trying to find a grant to pay for the roundabout job. He would call Jared Anderson, Huntsville Town engineer to get the job approved by UDOT and then get started.

Councilmember Lewis Johnson- He reported on the Mosquito Abatement board meetings. Mosquitos were down in the county and bat and dragonfly populations were up.

TCM Ahlstrom motioned to table the August 2026 Bills. TCM Johnson seconded the motion.

Mayor Sorensen motioned to adjourn the meeting. There were no objections.

Meeting adjourned at 8:26 PM



Nikki Wolthuis, Deputy Clerk

MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING

Thursday, July 30, 2026, 7:00 p.m.

Huntsville Town Hall, 7474 E. 200 South, Huntsville

Name	Title	Status
Richard L. Sorensen	Mayor	Present
Bruce Ahlstrom	Council Member	Present
Sandy Hunter	Council Member	Present
Lewis Johnson	Council Member	Present
Jim Truett	Council Member	Present
William Morris	Legal Counsel	Excused
Nikki Wolthuis	Clerk	Excused
Beckki Endicott	Clerk	Present

Citizens: Jim Scheinberg, Sherry Crandall, Adam Stuart, Jeff Hyde, Rex Harris, Lt. Jeffries, Liz Poulter, Jeff Keeney, Angela Dose, Matthew McKay

Zoom: Mayor Sorensen

1 Mayor Pro Tem Jim Truett called the meeting to order.
There was a full quorum present.

2-Pledge of Allegiance led by: Lt. Jeffries

3-Opening Ceremony given by: TCM Bruce Ahlstrom

4-Public Comments: No Comments

5. Sheriff's Report: There were 107 total incidents including 59 related to traffic. Boat launching should be ending soon as the water drains out.

6. Discussion and/or action on approval of Minutes for Town Council Meeting July 16, 2026 (See Attachment #1)

TCM Sandy Hunter motioned to approve Minutes for Town Council Meeting July 16, 2026. TCM Ahlstrom seconded the motion. All votes ayes. Motion passed.

7. Discussion and/or action on approval of a Conditional Use Permit for 7355 E. 200 S. Huntsville (See Attachment #2)

Jeff Hyde of Compass Rose Lodge introduced Jim Scheinberg who was interested in buying his building at 7355 E. 200 S., Huntsville. The building had been a restaurant for many years but was now being used as office space. Mr. Scheinberg would like to store barrels of alcohol in the basement. He had been a member of the community for over 15 years living east of Huntsville

Town. The business would be buying and storing barrels of alcohol until they age and then selling them again. Hand bottling on a small scale could be part of the business. All business would be done in accordance with state and federal liquor laws with the proper licensure. TCM Hunter asked Mr. Scheinberg about their security measures and distancing requirements for proximity to the church and park. He had checked all the state and federal rules and they were qualified to operate their business pending the proper licenses.

TCM Sandy Hunter motioned to approve the Conditional Use Permit for 7355 E. 200 S. Huntsville with the condition that they get a federal and state license within a year or reapply for the permit, and that any bottling be done by hand. Mayor Sorensen seconded the motion. All votes Ayes. Motion passed.

8. Discussion and/or action on approval of up to \$8,200 for a mower deck.(See Attachment #3)

Mayor Sorensen explained that at one time the town had a functioning mower deck but it had aged and fallen into disrepair. They had an opportunity a few months ago to contract with Ogden Valley City to mow along the Pineview Loop Trail but were not able to because their mower deck was out of service. They were hoping to be able to do that next year and use it in Huntsville Town to take care of its roadsides.

TCM Ahlstrom motioned to approve up to \$8,200 for a mower deck. TCM Sandy Hunter seconded the motion. Roll call vote. Votes reflected below. Motion passed 5-0.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett	X			

9. Discussion and/or action on approval of Ordinance 2026-4-23-1B Development Agreement McKay Meadows (See Attachment #4)

Beckki explained why they were voting again on the McKay Meadows Development Agreement. She explained that in the previous meeting it was unclear if the TC had accepted the suggestions that the PC had made. It was important to get the document right before it was filed. The TC sought clarification on the number of dwelling units and Matthew McKay, builder for the property owner, discussed this issue with them. They corrected the number in the document to four dwelling units.

TCM Johnson motioned to approve Ordinance 2026-4-23-1B Development Agreement McKay Meadows with the PC changes. TCM Ahlstrom seconded the motion. All votes ayes. Motion passed.

10. Discussion and/or action on update of John Janson Land Use Planning Contract (See Attachment #5)

Beckki explained that the Vision Committee had been working on a mixed-use ordinance for the C-1 and C-2 zones. Town attorney, Bill Morris, had some concerns with the ordinance and it was decided by the town clerks to get help from John Janson, who had previously helped the town with writing their agricultural and commercial zones. His contract had expired and they needed to renew it. TCM Sandy Hunter and TCM Jim Truett had worked many hours with the vision committee on the ordinance. TCM Hunter liked the idea of getting help from Mr. Janson. TCM Truett also liked the idea but was hoping to get it done as quickly as possible.

TCM Sandy Hunter motioned to approve the update of the John Janson Land Use Planning Contract. TCM Ahlstrom seconded the motion. All votes ayes. Motion passed.

11. Discussion and/or action on approval of up to \$4,000 for Mixed Use Ordinance Contract Work.(See Attachment #6)

This was the actual amount for contractual work by John Janson for the mixed-use ordinance in the C-2 zone.

Mayor Richard Sorensen motioned to approve up to \$4,000 for Mixed Use Ordinance Contract Work. TCM Sandy Hunter seconded the motion. Roll call vote. Votes reflected below. Motion passed 5-0.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett	X			

Department Updates

Mayor Richard Sorensen- No updates

Councilmember Lewis Johnson – No updates

Councilmember Bruce Ahlstrom-Work continues on the Aldous Cabin. Steve Songer was working on the cabin sign.

TCM Ahlstrom spoke with the town engineer and they wanted to do overlay on four blocks of town roads this year and four next year. It was recommended that they do chip sealing on the roads done last year and contract with the county for a better price.

Councilmember Sandy Hunter- She was working on the August newsletter. She proposed a September cleanup of the town verge before the sides of the roads were mowed.

The Alfa Romeo car show would be held on September 26th. She would put it in the newsletter. Jim had asked Shannon to promote it on the website.

Councilmember Jim Truett- He was working on the roundabout project. He's working to find donations for the project. He clarified that statues were not allowed in the roundabout.

He and Mayor Sorensen had been talking to Jason Kyle about Pineview becoming a state park and he had asked Huntsville Town to write a resolution. TCM Truett listed reasons why the Town wanted this change. Beckki suggested including positive reasons why Pineview should be a state park. TC members discussed some of the positive reasons including funding going to the state instead of the federal government and better management by the state.

He suggested a 4-way stop sign at 7300 East and 200 South to signal the beginning of the business district.

He wanted a future discussion on updating the business portion of Huntsville's website.

TCM Sandy Hunter motioned to approve the July Bills. TCM Ahlstrom seconded the motion. All votes ayes. Motion passed.

TCM Sandy Hunter motioned to adjourn the meeting. TCM Ahlstrom seconded the motion. All votes ayes. Motion passed.

Meeting adjourned at 8:08 PM

Nikki Wolthuis, Deputy Clerk

MINUTES OF THE HUNTSVILLE TOWN COUNCIL MEETING**Tuesday, August 25, 2026, 6:00 p.m.****Huntsville Town Hall, 7474 E. 200 South, Huntsville**

Name	Title	Status
Richard L. Sorensen	Mayor	Present
Bruce Ahlstrom	Council Member	Present
Sandy Hunter	Council Member	Present
Lewis Johnson	Council Member	Present
Jim Truett	Council Member	Excused
William Morris	Legal Counsel	Excused
Nikki Wolthuis	Clerk	Present

Citizens: Will Vandertoolen, Jeff Keeney1 Mayor Sorensen called the meeting to order.

There was a full quorum present.

2-Opening Ceremony given by: Lewis Johnson3. Discussion and/or action on approval of up to \$7,000 for sign project including installation.

Nikki reminded them that they had approved up to \$3,500 for the project in April and that additional money was needed to finish. Mayor Sorensen stated that the Town was going to install the signs but didn't have the right equipment and decided to hire it out.

Mayor Sorensen motioned to approve up to \$7,000 the sign project including installation. TCM Johnson seconded the motion. Roll call vote. Votes reflected below. Motion passed 4-0.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett				X

8. Discussion and/or action on approval of up to \$90,000 for road repairs.(See Attachment #1)

Bruce named a few different roads in Town that they needed to work on. The lowest bid was for Mike LaRose. A few more bids would be coming in. They will also do a chip seal over some roads that had the overlay last year.

TCM Sandy Hunter motioned to approve up to \$90,000 for road repairs. TCM Johnson seconded the motion. Roll call vote. Votes are reflected below. Motion passed 4-0.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			

CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett				X

Mayor Sorensen motioned to adjourn the regular meeting and start a closed meeting to discuss imminent litigation. TCM Sandy Hunter seconded the motion. Roll call vote. Votes are reflected below. Motion passed 4-0.

VOTES	AYE	NAY	ABSTAIN	EXCUSED
Mayor Richard Sorensen	X			
CM Bruce Ahlstrom	X			
CM Sandy Hunter	X			
CM Lewis Johnson	X			
CM Jim Truett				X

Meeting adjourned at 6:09 PM

Nikki Wolthuis, Deputy Clerk



NOTICE OF ACTION

TO: Huntsville Town Council
FROM: Huntsville Town Planning Commission
DATE: August 27th, 2026
RE: Recommendation for Ordinance 2026-6-8

The Huntsville Town Planning Commission held a public meeting and a public hearing on August 27th, 2026, in regard to the changes proposed to the C2 zone and the addition of Mixed use to the zone. Ordinance 2026-6-8 reflects the changes the Planning Commission has worked on over the last several months with the help of professional consultant John Jansen. On 8-27-2026 the Planning Commission voted unanimously to recommend this Ordinance to the Town Council.

A handwritten signature in black ink, appearing to read "Shannon", is written over a horizontal dashed line.

Shannon, Clerk

**HUNTSVILLE TOWN
ORDINANCE NO. 2026-6-8**

**AN ORDINANCE OF HUNTSVILLE TOWN, UTAH, AMENDING THE C2 ZONE
RENUMBERING THE SECTION FROM 15.8A TO 15.5; HUNTSVILLE TOWN TITLE
ADDING MIXED-USE DEVELOPMENT PROVISIONS; PROVIDING FOR
SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Huntsville Town (hereafter “Town”) is a municipal corporation, duly organized and existing under the laws of the State of Utah.

WHEREAS, *Utah Code Annotated §10-8-84 and §10-8-60* authorizes the Town to exercise certain police powers and nuisance abatement powers, including but not limited to providing for safety and preservation of health, promotion of prosperity, improve community well-being, peace and good order for the inhabitants of the Town;

WHEREAS, *Title 10, Chapter 20, of the Utah Code Annotated, 1953*, as amended, enables the Town to regulate land use and development;

WHEREAS, the Huntsville Town Council desires to add mixed-use development provisions to Title 15.8A of the Huntsville Town Municipal Code, in order to accommodate appropriately scaled mixed-use development that reflects the scale, character, and mountain setting of the Town;

WHEREAS, the Huntsville Town Council desires to add use standards, building and site design requirements, and residential density regulations governing mixed-use development within Title 15.8A, and to add Table 15.8A.2, Table of Permitted and Conditional Uses, to identify mixed-use development as a permitted use subject to those standards;

WHEREAS, after publication of the required notice, the Planning Commission held its public hearing on the 27th of August, 2026, to take public comment on this Ordinance, and subsequently gave its recommendation to adopt this Ordinance;

WHEREAS, the Town Council received the recommendation from the Planning Commission and held a public meeting on the 3rd of September, 2026, and desires to act on this ordinance;

NOW, THEREFORE, be it ordained by the Town Council of Huntsville, Utah, as follows:

Section 1: Repealer. Any code, chapter, or section in conflict with this Ordinance is hereby repealed in its entirety and referenced thereto vacated.

Section 2: Enactment. Huntsville Town Title 15.8A is hereby amended to add a new Section 15.8A Mixed-Use Development, and to amend the Table of Permitted and Conditional Uses, Table 15.8A.2, to identify mixed-use development as a permitted use, subject to Section 15.8A.5, all as set forth in Exhibit A, attached hereto and incorporated herein by this reference. Title 15.8A is hereby renumbered to 15.5. The current 15.5 – Land Use Authorities and Appeals is hereby renumbered to Title 2 – Administration.

15.5 COMMERCIAL HIGHWAY ZONE C-2

- 15.5.1 Purpose
- 15.5.2 Definitions
- 15.5.2 Use Regulations
- 15.5.3 Spatial Standards
- 15.5.4 General Design Standards
- 15.5.5 Mixed-Use Development
- 15.5.6 Side Yard Regulations
- 15.5.7 Rear Yard Regulations
- 15.5.8 Coverage Regulations
- 15.5.9 Façade, Landscape and Screening Standards
- 15.5.10 Parking and Shared Parking Standards
- 15.5.11 Access, Traffic Flow and Pedestrian Connectivity
- 15.5.12 Noise, Outdoor Activity and Special Events

15.5.1 Purpose

The purpose of the Commercial Highway Zone, C-2 Zone, is to provide for a more flexible commercial area, located adjacent to Highway 39, and within Huntsville that can accommodate a broader range of commercial and mixed-use development, while still reflecting the scale, character, Western mountain architecture, and mountain setting of the Town. The C-2 Zone is intended to support commercial activity, services, and appropriately scaled mixed-use development. The C-2 Zone is intended to support year-round economic activity, visitor-serving uses, and local-serving businesses that strengthen the Town's long-term financial resilience.

15.5.2 Definitions

1. "Artisan/Craftsman use" - a small workshop that produces goods partly or entirely by hand, using traditional techniques and materials, with a strong emphasis on quality, precision, and often artistic expression.
2. "Light Manufacturing or Industrial" - a production process that is entirely contained within a building and no hazardous fumes, smoke, and limited noise.
3. "Personal Services" - A business that provides physical aesthetic services or nonmedical treatment within a building to individuals who come to the site for the service.
4. "Professional Office" - A professional office is a space where licensed or recognized professionals provide specialized services or consultation to clients. It does not include offices as part of a retail, manufacturing, or personal service establishment.
5. "Permascape/permaculture" - Permaculture is an approach to land management and settlement design that adopts arrangements observed in flourishing natural ecosystems. It

Huntsville Town, Utah

Ordinance 2026-6-8 – Addition of Mixed Use to Title 15.8A

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includes a set of design principles derived using whole-systems thinking. It applies these principles in fields such as regenerative agriculture, town planning, rewilding, and community resilience.

15.5.3 Use Regulations

1. All uses not specifically listed as permitted (P) or conditional (C) in the C-2 Zone shall be prohibited. In addition, temporary or event uses are reflected in the table as a "T". Temporary use permits are processed by staff and considered for approval by staff, with updates provided to the Town Council.
2. Short-term rentals, vacation rentals, transient lodging of less than ninety (90) days, and similar short-term occupancy are prohibited in all buildings and units in the C-2 Zone.
3. Uses in the C-2 zone shall be as set forth in Table 15.9.2. Uses identified as permitted are allowed subject to compliance with the standards of this Title. Uses identified as conditional uses may be approved only upon a review by the Planning Commission and compliance with all applicable conditional use standards of this Title.
4. Uses not specifically listed may be allowed if determined by the Town Council to be substantially similar to a listed permitted or conditional use, where consistent with the intent of the C-2 zone. Uses not considered similar, shall require a text change process.

Table 15.5.3 Table of Permitted and Conditional Uses

Use	Status	Additional Standards/limitations
Retail Sales	P	Shall be conducted within a permanent building. Minor outdoor displays are allowed if no required parking spaces are consumed. May include charging station(s)
Professional Office	P	May include shared workspaces. Of the commercial space, no more than 25% of a mixed-use project shall be office space. See definition.
Personal Services	P	See definition. Personal services does not include tattoo establishments.
Artisan/Craftsman Industrial	P	No garage doors facing the street. See definition.

Restaurant, café, bakery, deli	P	Under 3000 square feet in size. May include outdoor seating and subject to Section 15.9.12.1.D Drive-through windows allowed.
Large restaurant with or without a liquor license	C	3000 square feet or larger. No drive-through windows allowed.
USE	Status	ADDITIONAL STANDARDS/LIMITATIONS
Tavern / bar	C	A maximum of two permitted in the C-2 Zone.
Day care / educational / tutoring use	P	A traffic study is required to determine access and parking needs.
Civic or community-serving use	P	
Farmers market / seasonal market	C	Subject to Special Events Permit.
Mixed-use development	P	Subject to Section 15.9.5.
Religious assembly	P	
Convenience store/Gas station / fuel sales / charging station	C	Shall be highway oriented, have screened fueling areas located to provide for at least two stacking spaces per pump per side.
Temporary, portable, membrane covered, or tent-like principal building	T	Prohibited except for approved temporary events.
Special event / temporary commercial event	T	Subject to special events permit requirements.

15.5.4 Spatial Standards

Spatial standards as required are displayed below:

Table 15.5.4

<i>Spatial Requirement</i>	<i>Single uses</i>	<i>When abutting residential zone</i>	<i>Mixed Use</i>
Minimum lot area	.75 of an acre		.75 of an acre
Minimum lot width	100'		30' wide units
Maximum building height	35' Projections/unique structures may extend to 40'***	25' within 50' of residential zone	35'
Maximum lot coverage	50%		60%
Minimum building height	1 story		2 stories
Minimum front yard	10'*	15'*	15'*
Minimum rear yard	None	25'	25'
Minimum side yard	None	25'	15'
Minimum corner side yard	20'		
Accessory structure minimum rear and interior side yard	2'	10' between buildings	10' between buildings
Maximum Building length	250'	250'	200'

* Front yard setbacks are measured from the property line after required right of way dedication.

** Unique features are limited to one per building and may include but are not limited to clock towers, bell towers, shade structures as part of an outdoor deck, chimneys, and shall be an extension located on the roof. Unique features over 35' shall be reviewed by the planning commission as a conditional use.

15.5.5 General Design Standards

1. The 10' front yard setback shall be landscaped with a water conserving design. One large street tree from Huntsville Town approved tree list, is required for every 30'. Additional on-site landscaping is required for side yards and rear yards and shall include a xeriscape or permascape/culture as an alternative design with one medium-size tree from the Huntsville Town approved tree list for every 30' of length. See section 15.9.6.
2. Permitted signs – see chapter 15.21. Projecting signs are encouraged.
3. Parking – no more than 2 rows of parking shall separate the building from the adjacent street. To consider shared parking, or flexible parking arrangements, a parking study is required. See chapter 15.23.
4. Lighting – see chapter 15.22.

5. Fencing – see chapter 15.30. No vinyl, barb wire, or chain-link fencing permitted.
6. Noise – see Huntsville Town Health and Safety Title.
7. **Building Design for all main buildings facing a public street and/or Highway:**
 - a. No HVAC located on a roof to be visible from the street.
 - b. Pitched roofs to be angled in such a manner to prevent accumulated snow from sliding into pedestrian areas. Where pitched roofs or awnings are angled toward the street, they shall include a gutter to move roof water away from pedestrians.
 - c. All runoff from the roof and other impervious surfaces such as the parking lot are required to be distributed to the landscaped areas on the lot and retained on site. Rain barrel water attachments are encouraged for roof runoff.
 - d. Metal roofs shall be painted or of a non-reflective nature.
 - e. Shingled roofs shall be composed of at least a 25-year guaranteed quality and simulate the look of wood shingles or as a minimum have greater depth than standard shingles.
 - f. For pitched roofed buildings, exterior walls to be composed of board and batten siding but may contain stone or brick features for up to 25% of the front facade.
 - g. Pitched roof eaves shall overhang a minimum of 1.5 feet measured horizontally.
 - h. All buildings shall have at least one entrance that faces the street.
 - i. Bike racks and/or hitching posts are required with one required per business or every 100', whichever is fewer.
 - j. Building façade variation – no more than 30' of any front facing façade can be built before a material, color, accent through a change in material or brick pattern, awning, or offset or projection (1' minimum) is constructed.
 - k. Windows shall constitute at least 30% of the first-floor street facing façade.
 - l. At least 75% of the buildings in a project shall be rectilinear.
 - m. Building materials – see 15.9.9.C.
8. **Building Design Options – choose a minimum of 3 of the following:**
 - a. 100% exterior historical red brick.
 - b. For flat roofs, decorative parapets including dentals, cornice differentiation, and the date of construction in letters discernable from across the street.
 - c. A projecting sign at least 10' above grade, no exterior lighting, no more than 12 square feet, and extending from the building no more than 5 feet.
 - d. Windows and/or doors with transom windows.
 - e. Second floor street facing windows to include window accents such as visible sills, window grids, window trim, headers (rectangular or curved), boxed windows.
 - f. Doors recessed at least 2' with angular entry walls.
 - g. Natural or stained timber supported galvanized or painted metal secondary add-on roof awnings, including a gutter.
 - h. Front yard gathering place including seating, shade, WIFI, flowering potted plants, and a focal point of art/sculpture based on a pioneering/hunting and/or fishing theme, art with movement via the wind is encouraged, art that emits sounds from different wind speeds, historical information plaques detailing the history of Huntsville and the Ogden Valley, propane fire pit with seating, etc. A covered porch with seating that wraps the front façade and extends at least 10 along the sides of the building may substitute for the gathering place.

- i. Timber structural accents to support eaves, second floor porches, or front entryways.
- 9. Prohibited Design Features. The following are prohibited in the C-2 Zone:
 - a. Blank street-facing facades.
 - b. Large monolithic building walls without articulation.
 - c. Parking-dominated frontage.
 - d. Harsh fluorescent or day-glow exterior colors.
 - e. Low-quality faux materials;
 - f.

15.5.6 Mixed Use Development

Commercial/Office and limited residential uses are the only uses permitted in a mixed-use development. No other mixed-use combinations are permitted.

- 1. Only commercial/office uses shall be located on the ground floor. Residential uses shall be attached and located above the commercial/office use, although garages may be located on the first floor as long as the commercial/office uses are also maintained there. Refer to number 2 below.
- 2. The entire street facing first floor shall contain commercial or office uses for a minimum of 30' in depth. Commercial space shall not be converted to residential use. A certificate of occupancy for the residential units shall not be issued until the commercial space is completed.
- 3. A mixed-use building may be divided into individually owned units, allowing for separate sales and ownership while sharing common elements. If divided or developed as condominium units, a mandatory owners association or a homeowner's association (HOA) shall manage and maintain the building with distributed cost allocations among the owners.
- 4. Short term rentals/leases of less than ninety (90) days are prohibited.
- 5. Residential density for a mixed-use project shall be:
 - a. A maximum of two (2) residential units per half-acre and subject to Weber County Health approval.
- 6. Each residential unit shall be provided with a two (2) car garage or carport not facing the adjacent street.

15.5.7 Side Yard Regulations

- 1. Side yard regulations in the C-2 Zone require a 10-foot setback for all buildings from the property line and shall be landscaped, using a xeriscape design or permascape option. Such landscaping shall include groundcovers, bushes and one tree for every 30' of length. Rock mulch shall be used and plant coverage at maturity shall be 40% of the area.
- 2. Where a C-2 Zone property abuts a residential zone, in addition to landscaping a site obscuring fence or wall shall be placed on the property line.
- 3. Where access, parking, service, loading, or utility areas are located along a side yard, such areas shall be screened or designed to minimize visual and operational impacts on adjacent properties and public streets.

15.5.8 Rear Yard Regulations

1. If the rear yard adjoins a residential property, a 25' foot setback shall be required. The setback area shall be landscaped as per the side yard regulations. Site obscuring fencing is required also.
2. Rear yards shall be the preferred location for service areas, refuse and recycling areas, loading areas, mechanical equipment, and similar operational features where feasible; provided, however, that such areas shall be screened and arranged to minimize impacts on adjacent properties and public streets.

15.5.9 Coverage Regulations

1. The maximum lot coverage established in the table 15.9.3 shall apply to all principal buildings, accessory buildings, and other covered structures, except as otherwise provided by this Title.
2. No covering of septic drain fields is allowed with parking lots or other similar structures.

15.5.10 Façade, Landscape and Screening Standards

1. Street-Facing Entrances and Frontage.
 - a. Primary building entrances shall be visible from and oriented toward the street or a clearly defined pedestrian route.
 - b. Street-facing facades shall include pedestrian-oriented design features such as storefront windows, covered entrances, awnings, canopies, overhangs, or similar elements. See section 15.9.4
 - c. Frontages shall be designed to avoid blank, vehicle-dominated, or storage-like street edges.
2. Transparency and Blank Walls.
 - a. Street-facing ground-floor facades shall include a minimum of 30% transparent windows between 2 and 10 feet above grade or similar openings sufficient to support an active and pedestrian-accessible commercial frontage.
 - b. Blank walls on primary street-facing facades are prohibited.
3. Exterior Materials
 - a. Exterior materials shall be durable, high quality, and reflect Western Mountain style. A minimum of 25% of exterior surfaces must be composed of exterior historical red brick or native/natural stone. Up to 75% of exterior surfaces may be comprised of board and batten, stone siding, wood siding, or materials that reflect those specified.
 - b. Metal can be used as an accent and may only comprise 25% of a street facing façade.
 - c. Low-quality faux materials, such as vinyl and aluminum siding, exterior, stucco, EIFS, and plain concrete block (CMU) facades are prohibited.
 - d. Fire-resistant, hardened materials may be used where wildfire risks are anticipated.
4. Roof Forms and Weather Protection.
 - a. Roofs shall be designed to complement Huntsville's mountain setting and commercial character. Pitched, hipped, or similarly compatible roof forms are required.

5. Colors.

- a. Exterior colors shall be muted, natural, or earth-toned.
- b. Harshly contrasted, fluorescent, luminescent, day-glow, or similarly intense colors are prohibited as principal exterior colors, except for limited accent use of less than 10% of the street facing building façade.

6. Screening.

- a. Refuse and recycling areas, service areas, loading areas, utilities, ground-mounted mechanical equipment, and similar features shall be screened from public streets and adjacent properties.

5.5.11 Parking and shared Parking Standards

1. General Parking Approach.

- a. On-site parking is required.
- b. To consider shared parking, or flexible parking arrangements a parking study is required.

2. Parking Design and Screening.

- a. Parking areas shall provide safe pedestrian access from parking areas to building entrances, meaning that pedestrian access shall be between the parking space and the commercial building.
- b. Landscaping, low walls, fencing, or similar screening elements may be required to soften the visual impact of parking and maintain the character of the district.
- c. Larger parking areas (30 spaces or more) shall include pedestrian routes and internal landscaping sufficient to break up paved areas and improve safety and appearance.

15.5.12 Access, Traffic Flow and Pedestrian Connectivity

1. General Standards.

- a. Site design shall provide safe and logical circulation for pedestrians, vehicles, parking access, and service access.
- b. Site layouts shall avoid unnecessary conflicts between vehicles and pedestrian.

2. SR 39 Road Access.

- a. Shall be coordinated with UDOT

3. Shared Access and Curb Cuts.

- a. Shared access points, coordinated site circulation, and cross-access between adjacent properties are encouraged where feasible to reduce curb cuts and improve traffic flow.
- b. Curb cuts shall be minimized to the extent practicable and not be located within 25 feet of the intersection of two streets.

4. Pedestrian Connectivity.

- a. Pedestrian walkways shall be clearly identifiable, reasonably direct, and designed to connect building entrances, parking areas, and public sidewalks or pathways in a safe and convenient manner.

5. Protection of Residential Public Streets.

- a. Access and circulation design in the C-2 Zone shall not direct unnecessary commercial traffic, parking circulation, or service activity onto or into inner town streets.
6. Service and Operational Access. Service, loading, refuse, and utility access shall be located and designed to minimize conflicts with pedestrians, reduce visual impacts, and avoid unnecessary disruption to streets and frontages serving the broader Historic Core.

5.5.13 Noise, Outdoor Activity and Special Events

1. Noise and Operational Compatibility.
 - a. Outdoor amplified sound, outdoor speakers, and late-night outdoor activity shall be conducted between the hours of 8 AM and 10 PM. Mechanical equipment, loading and service functions, and other operational features shall be limited, screened, timed, or conditioned as necessary to maintain compatibility with surrounding uses. Please see Huntsville Town's Health and Safety Title.
 - b. Mechanical equipment, refuse collection activity, deliveries, and service operations shall be located and managed to reduce noise and disruption to nearby properties and pedestrian areas.
2. Outdoor Activity and Outdoor Seating.
 - a. Outdoor seating, dining, gathering, market activity, or similar outdoor commercial activity may be permitted subject to a conditional use and is only permitted between the hours of 6:30 AM and 10 PM.
 - b. Outdoor activity shall not obstruct pedestrian walkways, interfere with safe circulation, or create unreasonable impacts on adjacent properties or streets.
3. Special Events Permit Required.
 - a. Any event, gathering, or temporary activity in the C-2 Zone that exceeds the normal approved occupancy, parking capacity, site capacity, or operational characteristics of the use or property shall require a special events permit from Huntsville Town.
 - b. A special events permit shall also be required for events involving amplified sound, temporary structures, vendors, extended hours, overflow parking, traffic control, outdoor lighting, or other impacts on surrounding properties or the public right-of-way.
 - c. In reviewing a special events permit, the Town may consider traffic, parking, pedestrian safety, lighting, noise, sanitation, hours of operation, compatibility with adjacent uses, and impacts on nearby residential areas.
4. Temporary Structures Associated with Events. Temporary tents, canopies, vendor structures, and similar temporary event-related features may be allowed only in connection with an approved temporary activity or special event and shall not be used as permanent or principal buildings in the C-2 Zone.

Section 3: Severability. If any section, clause, provision, or portion of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall

not affect the validity of the remaining portions of this Ordinance, and the remainder shall continue in full force and effect.

Section 4: Effective Date. This Ordinance shall take effect immediately upon passage and publication or posting, as required by law.

PASSED AND ADOPTED by the Town Council of Huntsville, Utah, this 3rd day of September, 2026.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Richard Sorensen				
CM Bruce Ahlstrom				
CM Sandy Hunter				
CM Lewis Johnson				
CM James Truett				

HUNTSVILLE TOWN

Richard Sorensen, Mayor

ATTEST:

Town Clerk

RECORDED this 3rd day of September, 2026.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

According to the provision of U.C.A. §10-3-713, 1953 as amended, I, the municipal clerk of Huntsville Town, hereby certify that foregoing resolution was duly passed and published, or posted at 1) Town Hall 2) www.huntsvilletown.com 3) pmn.gov

Huntsville Town Clerk

DATE: _____

**HUNTSVILLE TOWN
RESOLUTION NO. 2026-9-3**

SUPPORT FOR PINEVIEW RESERVOIR STATE PARK

**A RESOLUTION OF HUNTSVILLE TOWN, UTAH, SUPPORTING THE
STATE OF UTAH NEGOTIATION WITH THE UNITED STATES
FOREST SERVICE FOR CREATION OF THE PINEVIEW STATE
PARK; ADDRESS ACCESS AND PUBLIC SAFETY; ADMINTRANSFER
PINEVIEW CAMPGROUNDS, DAY USE, AND ACCESS POINTS TO
THE STATE**

WHEREAS, Huntsville Town (hereafter "Town") is a municipal corporation, duly organized and existing under the laws of the State of Utah;

WHEREAS, Utah Code §10-3-717 and §10-8-2 allows the governing body of Huntsville Town to exercise all administrative powers by resolution, including the use and operation of municipal property;

WHEREAS, Huntsville Town is uniquely situated on a peninsula surrounded by Pineview Reservoir and the main entrance into Town runs along 100 South Street with terminates at Cemetery Point;

WHEREAS, 100 South Street is owned and maintained by Huntsville Town, also serves as the main access route to the Cemetery Point Beach Area, Boat Ramp, and Picnic Area managed by the U.S. Forest Service;

WHEREAS, the management of Cemetery Point is contracted to a concessionaire to serve over 100,000 recreational visitors every year;

WHEREAS, Pineview Reservoir hosts up to 1 million visitors a year in the Ogden Valley;

WHEREAS, Huntsville Town consistently provides essential services supporting Cemetery Point, including culinary and secondary water, snow removal, and ongoing road maintenance;

WHEREAS, Huntsville Town residents are impacted by Cemetery Point Recreation Management by experiencing traffic back up on the main entrance into Cemetery Point preventing homeowners from accessing their properties on 100 South Street;

WHEREAS, Huntsville Town Council members take the responsibility to manage traffic flow through the Town to Cemetery Point by renting message boards, installing them on SR39 prior to the Town entrance, to indicate parking status at Cemetery Point;

WHEREAS, Town Council Members manage the messaging on rented road signs and social media sites in “live” time to help the public make decisions about overflow areas;

WHEREAS, the Huntsville Town Council is concerned about public safety as first responders access for Weber Fire District and the Weber County Sheriff’s Office as a result of traffic congestion to Cemetery Point;

WHEREAS, the Huntsville Town Council is concerned about littering and loitering as traffic sits for hours on Huntsville Town roads;

WHEREAS, Huntsville Town has significant infrastructure needs, including the replacement of the aging culinary water line that runs to Cemetery Point at a Town cost of \$500,000; and the Town has completed several repairs on this line, which continues to place a heavy financial burden on the culinary water utility;

WHEREAS, the Huntsville Town Cemetery, located on the Cemetery Point recreation site managed by the Forest Service, is experiencing significant erosion due to a lack of protection from the reservoir;

WHEREAS, funding through the Forest Service has not addressed the significant erosion at Cemetery Point affecting the cemetery;

WHEREAS, the Huntsville Town Council recognizes the need for recreational sites within the State of Utah to provide the people of Utah with outdoor recreational opportunities;

WHEREAS, the Huntsville Town Council understands that the Utah Division of State Parks may consider Pineview Reservoir as a potential State Park;

WHEREAS, the Huntsville Town Council encourages the State of Utah to coordinate with federal agencies to acquire Pineview Reservoir to improve public land management and reduce federal expenditures;

WHEREAS, the Huntsville Town Council recognizes there are many advantages to a more local approach to recreation on Pineview Reservoir which includes a faster responsiveness to visitors, funds efficiency, adaptation of rules to fit local desires, an enhanced desire for local conservation and funding self-reliance;

WHEREAS, money spent at Utah State Parks stays local to support local park operations and upkeep;

NOW, THEREFORE, be it resolved by the Town Council of Huntsville, Utah, that the Huntsville Town Council supports the State of Utah and the Utah Division of State Parks in its efforts to create Pineview State Park. This Resolution shall be effective immediately upon adoption.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Richard Sorensen				
CM Bruce Ahlstrom				
CM Sandy Hunter				
CM Lewis Johnson				
CM James Truett				

PASSED AND ADOPTED by the Town Council on this 3rd day of September, 2026.

Richard L. Sorensen – Huntsville Town Mayor

ATTEST:

Huntsville Town Clerk

6:05



6 Messages

Final Copy of...



document.

1. WHERE AS, Huntsville Town leadership remains concerned about the safety of pedestrians and cyclists traveling along 100 S, and through the Cemetery Point toll booth entrance, due to the noted traffic problem, long-needed design adjustments to the toll entrance, and lack of a non-motorized pathway extension to and through the toll booth.
2. WHERE AS, Town Leadership wants to ensure cemetery visitors continue to enjoy free entry, under State management, to honor those that have passed, during regular Cemetery Point hours and for the annual Memorial Day program.
3. WHERE AS, The current negotiated toll sharing arrangement between the Town and the Forest Service/Concessionaire does not cover the cost burden placed on the Town by Cemetery Points operations.



RESOLUTION 2026-9-3-B**A RESOLUTION ADOPTING A NEW POLICY FOR HUNTSVILLE TOWN
CULINARY WATER LEAK ADJUSTMENT PROGRAM**

WHEREAS, Huntsville Town (hereafter "Town") is a municipal corporation duly organized and existing under the laws of the State of Utah;

WHEREAS, the Town Council is the municipal legislative body;

WHEREAS, the Huntsville Culinary Water Administration makes every effort to help residents set up payment plans and remedies for culinary water overages and leaks;

WHEREAS, the current leak policy is too restrictive to help residents find a reasonable remedy for high leak bills;

WHEREAS, the current leak policy is based on income-based guidelines;

WHEREAS, the Huntsville Town Council desires to withdraw the income guidelines for culinary water leak assistance and provide a remedy that would relieve the overage charges from water leaks;

WHEREAS, Huntsville Town culinary water leak assistance would benefit a greater part of the residents without compromising water funds;

NOW, THEREFORE, BE IT RESOLVED by the Huntsville Town Council as follows;

Section 1. Ratification. The procedure adopted by Huntsville Town attached hereto as Exhibit "A" and incorporated herein by this reference is hereby ratified by the Town Council.

Section 2. Effective Date. This Resolution is effective immediately upon adoption by the Town Council.

VOTES	AYE	NAY	RECUSED	EXCUSED
Mayor Richard Sorensen				
CM Bruce Ahlstrom				
CM Sandy Hunter				
CM Lewis Johnson				
CM James Truett				

PASSED AND ADOPTED by the Town Council on this 3rd day of September 2026.

Richard L. Sorensen – Huntsville Town Mayor

ATTEST:

Huntsville Town Clerk

RECORDED this 3rd day of September 2026.

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING

According to the provision of U.C.A. §10-3-713, 1953 as amended, I, the municipal clerk of Huntsville Town, hereby certify that foregoing resolution was duly passed and published, or posted at 1) Town Hall 2) www.huntsvilletown.com 3) pnn.gov

Huntsville Town Clerk

DATE: _____

“EXHIBIT A”

TOWN OF HUNTSVILLE, UTAH

Policy for Adjustment of Culinary Water Charges Due to Qualifying Leaks

Section 1. Purpose

The purpose of this policy is to establish fair and consistent criteria and procedures for adjusting culinary water charges when a verified and unintentional leak on the customer's side of the meter results in extraordinary water consumption.

This policy is intended to provide reasonable relief to customers experiencing a legitimate water-system failure while maintaining customer responsibility for private water systems, protecting the financial integrity of the Huntsville Town culinary water system, and encouraging responsible use and conservation of culinary water.

The intent of an adjustment is not to forgive the cost of water consumed, but to provide relief from escalating overage rates when extraordinary consumption results from a qualifying leak.

Section 2. Definition of a Qualifying Leak

For purposes of this policy, a qualifying leak is an unintended and unexpected failure or break in a customer's private culinary water system that results in significant and unintended loss of water.

A qualifying leak may include a broken or failed service line, pipe, fitting, valve, or similar component of the customer's culinary water system.

High or extraordinary water consumption alone does not establish the existence of a qualifying leak.

The burden of establishing the existence, nature, location, and repair of a qualifying leak rests with the customer.

Section 3. Eligibility

A customer may request an adjustment when all of the following conditions are met:

1. Water consumption for the affected billing period is at least 150% of the customer's normal usage.
2. The customer provides reasonable evidence demonstrating that the extraordinary consumption resulted from a qualifying leak.
3. The customer exercised reasonable diligence in identifying and repairing the leak promptly after discovery or notification.
4. The customer submits a complete request and supporting documentation within the time requirements established by this policy.
5. The leak otherwise meets all requirements and exclusions contained in this policy.

Household income shall not be a condition of eligibility for a standard leak adjustment.

Section 4. Uses and Conditions Not Eligible for Adjustment

No adjustment shall be granted for excess consumption resulting from:

1. Lawn, landscape, agricultural, or other irrigation use.

2. Sprinklers or irrigation systems, whether operated intentionally, inadvertently, or because of malfunction.
3. A hose, faucet, spigot, hydrant, or other water outlet that was intentionally opened or inadvertently left open.
4. Running toilets, leaking faucets, appliances, fixtures, or other leaks occurring within a residence, commercial building, or other structure.
5. Filling or maintaining swimming pools, hot tubs, ponds, water features, tanks, or similar uses.
6. Construction, remodeling, landscaping, or property-maintenance activities.
7. Negligence, willful damage, failure to reasonably maintain private infrastructure, or a known condition that was not repaired within a reasonable period.
8. Intentional or unauthorized use of culinary water for irrigation or another purpose for which another water source is required or intended.
9. Damage caused by a third party from whom the customer may reasonably recover the cost, unless the Town Council determines exceptional circumstances justify consideration.
10. Any other consumption that the Town determines did not result from an actual unintended failure of the customer's culinary water system.

Extraordinary consumption alone shall not constitute evidence of a qualifying leak.

Section 5. Required Documentation

A request for adjustment shall include:

1. A completed and signed Huntsville Town Water Leak Adjustment Request Form.
2. A written description of the nature, location, and approximate duration of the leak.
3. Documentation showing that the leak has been repaired, including either a dated invoice or receipt from a plumber, contractor, or other qualified person, or a signed statement from the property owner describing a self-performed repair.
4. Photographs of the failed component and/or repair, when reasonably available.
5. Any additional information reasonably requested by the Town to establish that the excess consumption resulted from a qualifying leak rather than irrigation, intentional use, waste, or another excluded condition.

The Town may inspect the property or repaired component when reasonably necessary to determine eligibility.

Section 6. Timeliness

A completed request for adjustment must be submitted within sixty (60) days of the billing date for the affected billing period. The leak must be repaired within (30) days after discovery or Town notification unless an extension is approved.

Incomplete requests may be returned for additional information. Requests submitted outside the allowed time period may be denied.

Section 7. Determination of Normal and Qualifying Excess Usage

For an approved adjustment, the customer's normal usage shall ordinarily be determined using the customer's historical consumption during comparable billing periods, taking seasonal usage into consideration.

When sufficient customer history is unavailable, the Town Clerk may determine reasonable normal usage using available billing history, comparable properties, or other relevant information.

Consumption attributable to the qualifying leak above the customer's determined normal usage shall be considered qualifying excess usage. Only qualifying excess usage shall be eligible for the adjusted rate.

Section 8. Calculation of Leak Adjustment

Customers receiving an approved leak adjustment remain responsible for their normal monthly base water charge and for all water consumed.

Qualifying excess usage attributable to an approved leak shall not be charged according to the Town's escalating overage rate schedule.

Instead, all qualifying excess usage shall be charged using the same un-escalated rate applicable to water usage below 7,000 gallons, based upon the customer's applicable meter size, service classification, and location as established in the current Huntsville Town Consolidated Fee Schedule.

The purpose of this adjustment is not to provide free water or relieve the customer of responsibility for water consumed. Rather, it is to remove the escalating overage charges associated with extraordinary consumption resulting from a verified qualifying leak.

All other applicable charges and fees shall remain due.

Section 9. Frequency of Adjustments

Only one leak adjustment may be granted per customer account during any twenty-four (24) month period. If a customer experiences a second qualifying leak within twenty-four (24) months, the customer may request consideration by the Town Council. The Council may grant additional relief when the leaks resulted from separate, demonstrably unrelated system failures and extraordinary circumstances warrant an exception.

Section 10. High-Usage and Potential-Leak Notification

When unusually high consumption is identified through the Town's normal meter-reading or billing process, the Town will make reasonable efforts to notify the customer by available contact information.

The purpose of such notification is to alert the customer to unusual consumption that may indicate a leak or other excessive water use.

The Town does not continuously monitor individual customer water consumption. Meter readings and high-usage notifications are not a substitute for the customer's responsibility to monitor and maintain the customer's private water system.

Failure by the Town to identify unusually high consumption or to notify a customer shall not transfer responsibility for the customer's private water system or resulting water consumption to the Town.

Section 11. Customer Responsibility to Request an Adjustment

Leak adjustments are not automatic.

It is the customer's responsibility to identify and repair a qualifying leak and to submit a completed Water Leak Adjustment Request Form.

A high-usage or potential-leak notification from the Town does not constitute an application and does not obligate the Town to determine whether the customer may qualify for an adjustment.

Town staff are not required to proactively offer or solicit a leak adjustment solely because an account appears on a high-usage or potential-leak report. However, when a customer reports a leak, asks whether

assistance is available, or otherwise inquires about an unusually high bill resulting from a possible leak, Town staff shall inform the customer of this policy and provide the application.

No adjustment shall be made without a customer request and the documentation required by this policy.

Section 12. Financial Hardship

Eligibility for a standard leak adjustment under this policy shall not depend upon household income.

The Town Council may separately establish a financial-hardship assistance program for customers who demonstrate financial need. Any additional financial-hardship assistance shall be administered according to separate criteria and shall not alter the eligibility requirements of this policy.

Section 13. Authority to Approve Adjustments and Council Review

The Town Clerk or designated utility building official is authorized to receive and review applications, request additional documentation, determine eligibility, calculate adjustments, and approve qualifying leak adjustments resulting in a reduction of less than \$2,000 from the customer's original water bill.

Any qualifying leak adjustment resulting in a reduction of \$2,000 or more from the customer's original water bill requires a second approval by either the mayor or the Huntsville Town Council.

The Mayor may refer any adjustment to the Town Council when circumstances warrant additional review. The Town Clerk or designated utility building official may also refer any application to the Town Council when eligibility is unclear, unusual circumstances exist, or the request involves circumstances not specifically addressed by this policy.

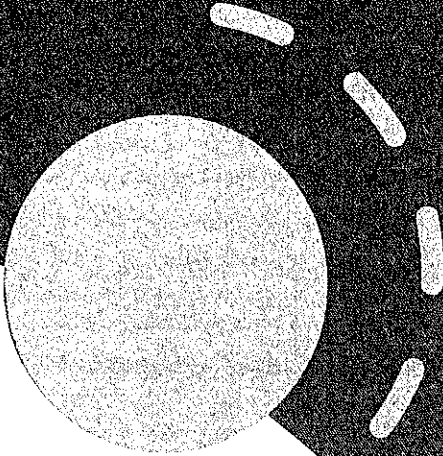
A customer whose request is denied may request review by the Huntsville Town Council. The decision of the Town Council shall be final.

If a customer is unable to immediately pay the remaining balance following an adjustment, the Town Clerk may establish a reasonable repayment schedule.

Section 14. Retroactive Application

This policy shall become effective upon adoption by the Huntsville Town Council.

The provisions of this policy may also be applied to qualifying leaks and adjustment requests occurring within ninety (90) days prior to the effective date, provided the customer otherwise satisfies all requirements of this policy.



HUNTSVILLE TOWN CULINARY WATER SYSTEM REVIEW

September 03, 2026

Agenda

- Current System Status
 - Sanitary Survey Results
- Pipeline Replacement Project Status
- Cross Connection Issues

Current System Status

- Continuing with maintenance and lifecycle replacement tasks
 - Accomplished several outstanding tasks in preparation for the Sanitary Survey
- Sanitary Survey went well!
 - Inspectors were complimentary on our organization, cleanliness, and the quality of our system
 - We has three small violations and one medium, of which we've already resolved two of the small ones. Should have the third small one completed by month's end. Will apply for an exemption on the medium one.
- Current distribution levels are low enough that we can run the plant part time
 - The springs are nearly dry and the well output drops if run constantly

Pipeline Replacement Project Status

- Johansen Construction was the winning bidder
 - Recently completed an irrigation pipeline project on the monastery grounds
 - Expected start date is mid-September
- Having discussions with DDW on use of the surplus funds from the loan to fund additional work on the pipelines from the source and to the reservoir and back
 - Sunrise is doing an engineering analysis to determine viable replacement options and estimates of how much each would cost

Cross Connection Issues

- Reported at our last meeting we have 5 users in the River Run subdivision that use very high amounts of water during the warmer months
 - Suspect they are using culinary to irrigate – no record of backflow preventors
 - **Concern:** They could contaminate water for all downstream users
- Since last meeting: After Thom conducted our initial series of cross connection inspections, we have one business outlier, the Chevron convenience store
- Prepared, and coordinated with Thom and Shannon, draft letters to be sent to the Chevron and identified River Run residents

Weber County Emergency Management

[illegible]

LOCATION / ADDRESS	D	MJ	MN	AF	IN	UN	COMMENTS / NOTES
Imagine Music Huntsville <u>7309 E 200 S</u>	☐	☐	☐	☐	☐	☐	
ANIMAL							
<i>None identified in this precinct</i>							
SAFETY AND SECURITY (LAW ENFORCEMENT, FIRE, AND GOVERNMENT SERVICES)							
Weber Fire District Station 65 <u>7925 E 500 S</u>	☐	☐	☐	☐	☐	☐	
Huntsville Town Hall <u>7474 E 200 S</u>	☐	☐	☐	☐	☐	☐	
Huntsville City Shops <u>167 S 7500 E</u>	☐	☐	☐	☐	☐	☐	
Weber County Library <u>131 S 7400 E</u>	☐	☐	☐	☐	☐	☐	
Post Office <u>7785 E 500 S</u>	☐	☐	☐	☐	☐	☐	
HEALTH AND MEDICAL							
<i>None identified in this precinct</i>							
ENERGY AND HAZARDOUS MATERIALS							
FUEL							
Chevron (Gas Station -- unique hazard site) <u>7800 E 500 S</u>	☐	☐	☐	☐	☐	☐	
POWER							
<i>None identified in this precinct</i>							
HAZMAT							
<i>None identified in this precinct</i>							
COMMUNICATIONS							
Cell Tower (behind Joyful Smiles) <u>E 200 S and S 7400 E</u>	☐	☐	☐	☐	☐	☐	
TRANSPORTATION							
Ogden Canyon	☐	☐	☐	☐	☐	☐	
Trappers Loop	☐	☐	☐	☐	☐	☐	
North Ogden Divide	☐	☐	☐	☐	☐	☐	
Avon-Liberty Divide (closed during winter)	☐	☐	☐	☐	☐	☐	
Monte Cristo / SR-39 (closed during winter)	☐	☐	☐	☐	☐	☐	
<u>200 S between 7300 E and 7500 E</u>	☐	☐	☐	☐	☐	☐	
<u>7400 E between 100 S and 300 S</u>	☐	☐	☐	☐	☐	☐	
<u>100 S</u>	☐	☐	☐	☐	☐	☐	
WATER SYSTEMS							
POTABLE AND AGRICULTURAL WATER INFRASTRUCTURE							
Huntsville Town Water Treatment Plant <u>9490 E 1800 S</u>	☐	☐	☐	☐	☐	☐	
<u>Pineview Dam</u>	☐	☐	☐	☐	☐	☐	
WASTEWATER MANAGEMENT							
<i>None identified in this precinct</i>							

C. WINDSHIELD ASSESSMENT CHECKLIST ORGANIZED BY POSSIBLE DRIVING ROUTE

This Checklist contains the same locations found in Section B. For the convenience of the assessor, it is organized to follow a suggested driving route looping through Huntsville, from the Ogden Canyon entrance through town center to the outlying divide and canyon routes. Roads and infrastructure are placed at the point in the route where they are crossed. This suggested route is intended as a quick aid for field use. The order in which locations are visited does not need to follow this Checklist exactly, unless otherwise directed by a supervisor. Any route taken by the assessor should be evaluated in real time to ensure it is safe, accessible, and appropriate to continue based on current incident conditions.

DATE/TIME OF ASSESSMENT: _____

ASSESSOR NAME: _____

ASSESSOR SIGNATURE: _____

AGENCY/JOB TITLE: _____

PHONE: _____

EMAIL: _____

D = Destroyed | **MJ** = Major | **MN** = Minor | **AF** = Affected | **IN** = Inaccessible | **UN** = Unaffected

[illegible]

[illegible]

D. WINDSHIELD DAMAGE ASSESSMENT CHAIN OF CUSTODY LOG

[illegible]

E. WINDSHIELD DAMAGE ASSESSMENT CHECKLIST REVIEW AND AUTHORIZATION

At the request of the Weber County Sheriff's Office, Weber County Emergency Management coordinates the periodic review of city Windshield Damage Assessment Checklists in line with the interest and engagement of city Emergency Managers. The city Emergency Manager shall notify Weber County Emergency Management when ad hoc changes to the Checklist are required outside the standard review cycle.

This Windshield Damage Assessment Checklist was developed by the undersigned city Emergency Manager in partnership with Weber County Emergency Management. Each city Emergency Manager is responsible for maintaining an accurate Checklist for their jurisdiction and for providing any incident-specific revisions to priority locations at the time a windshield damage assessment is requested.

By signing below, the undersigned city Emergency Manager acknowledges that they have reviewed this Checklist and approve this version for operational use within their jurisdiction.

Name: _____

City/Title/Agency: _____

Signature: _____

Date: _____