

WALLSBURG TOWN PLANNING COMMISSION MEETING

MINUTES

March 14, 2023 - 7 pm

1. Call to Order 7:08PM

a. Roll Call:

Nate Surratt, Tammy Graham, Travis Defibaugh, Trevor Pulham, Carrie Mecham, Alisha O'Driscoll

Excused: Lucille O'Driscoll, Josh Richins, Terri Eisel.

2. Consent Calendar: Be it hereby moved that the following consent calendar items stand approved:

a. Agenda of the March 14, 2023 Planning Commission Meeting

Motion: Nate Surratt Second: Tammy Graham Vote: Unanimous

b. Minutes of the February 28, 2023 Planning Commission Meeting

Motion: Tammy Graham Second: Travis Defibaugh Vote: Unanimous

3. Agenda Items:

a. Building Permit Application/Checklist – Action Item

i. Review and vote to approve revised building permit application checklist

-Reviewed and discussed draft of the revised building permit checklist and voted to recommend to the Town Council.

Motion: Travis Defibaugh Second: Trevor Pulham Vote: Unanimous

-Discussed county and other local small town fees and voted on impact fees for new builds in Wallsburg Town to be set at \$2000 on top of the existing system enhancement fees that are set at \$1000.

Motion: Nate Surratt moves to recommend the impact fees to the Town Council Second: Travis Defibaugh Vote: Unanimous

b. Development Code Revisions – Action Item

i. Discuss items identified as hot button issues in the current development code by the Planning Commission members.

-Discussed issues and details for each that the attending planning commission members identify as hot button in the current development code that need to be addressed and revised in the first phase of revisions:

-Minimum lot size (from ½ acre to 1 acre)

-Height requirements verbiage (from natural grade to existing grade)

-Ridgeline (planning commission members to identify designated ridges, highlight areas of concern)

-Short term rentals (currently there is no policy, will look into creating one in coming meetings)

ii. Vote on proposed changes to be recommended to the Wallsburg Town Council or Continue items to next meeting.

Motion: Trevor Pulham moves to continue items Second: Tammy Graham Vote: Unanimous

c. Appoint “Temporary Chair” Member – Action Item

i. Vote to appoint a “Temporary Chair” position as defined in the by-laws to run meetings in the event that both current Chair and Co Chair are unavailable to attend a meeting.

Motion: Travis Defibaugh moves to appoint Tammy Graham Second: Nate Surratt Vote: Unanimous

d. Building Permit Inquiry Update – Information and Discussion Only

-Alisha O'Driscoll read letter from the Wallsburg Town Council to Dylan VanWagoner regarding building permit request.

Wallsburg Town cannot issue a building permit at this time due to pending litigation. Once boundary line is determined and agreed upon between the two properties, they can reapproach the Town for building permit processing/review.

4. Commission Member Reports (questions, general discussion, assignments)

-Assignments: Alisha O'Driscoll will draft discussed changes for review at next planning commission to be recommended to the Wallsburg Town Council. Trevor Pulham will send topographic map, all will drive around Town to identify ridges and highlight areas of concern. Carrie Mecham will look into Heber City short term rental policies.

5. Schedule Next Planning Commission Meeting

a. Schedule Next Meeting: Tuesday March 28th 7:00PM

b. Call for Agenda items for next Planning Commission Meeting: Alisha Notes Lot Size, Height, Ridgeline, Short Term Rentals

6. Adjourn

Motion: Trevor Pulham moves to adjourn Second: Nate Surratt Vote: Unanimous

Time: 8:27PM