

**MINUTES OF THE HUNTSVILLE TOWN
PLANNING COMMISSION MEETING**

MEETING DATE: April 25th, 2024
PLACE: Ogden Valley Library
 131 S 7400 E, Huntsville Utah
TIME: 6:30 p.m.

NAME	TITLE	STATUS
Allen Endicott	Chairman	Present
Steve Songer	Planning Commissioner	Present
Jeff Larsen	Planning Commissioner	Present
Liz Poulter	Planning Commissioner	Present
Suzanne Ferre	Planning Commissioner	Excused
Amanda Hessenauer	Alt Planning Commissioner	Present
Sandy Hunter	TC Liaison	Present
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

Citizens: Travis Rumsey

1-Roll call: Chairman Endicott welcomed all who are attending the meeting.

2-Approval of minutes for Planning Commission Meeting March 28th, 2024.
 (See Attachment #1)

PCM Larsen motioned to approve the minutes from March 28th, 2024. PCM Poulter seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	<u>Chairman Allen Endicott</u> <u>Commissioner Liz Poulter</u> <u>Commissioner Steve Songer</u> <u>Commissioner Jeff Larsen</u> <u>Alt Commissioner Hessenauer</u>
<u>NAYS:</u>	

3- Discussion and/or action of Land Use Permit for North Arrow Lofts, 7400 E 200 S, Huntsville, Parcel #24-120-0004 (see Attachment #2)

The PC reviewed the site plan for the North Arrow Lofts. PCM Songer questioned the septic. The Hydres have stated in past meetings that the new building will connect to the existing building. They will need to provide approval from Weber/ Morgan before they can be issued a building permit.

PCM Hessenauer motioned to approve the Land Use Permit for North Arrow Lofts, 7400 E 200 S, Huntsville, Parcel #24-120-0004. PCM Songer seconds the motion. All votes Aye, Motions passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	<u>Chairman Allen Endicott</u> <u>Commissioner Liz Poulter</u> <u>Commissioner Steve Songer</u> <u>Commissioner Jeff Larsen</u> <u>Alt Commissioner Hessenauer</u>
<u>NAYS:</u>	

4- Discussion and/or action to define “light manufacturing” (See Attachment #3)

The Town Council has asked the Planning Commission to define “light manufacturing” if they would like to make it conditional in the use table, 15-1. Several definitions have been suggested and reviewed. PCM Songer has concerns that even if the Town defines this, if there is no one to enforce then this is a moot point.

The discussion continued on whether keep light manufacturing as Not Allowed or how the PC could define it. PCM Songer was concerned about a few items, like noise and smell (chemicals), that might be a concern to residents. TCM Hunter questioned if this was listed as a Not Allowed on the table if the Planning Commission would be able to take requests on a case by case basis. There is some contradiction on that in the code. But the allowable use table states “Any use not listed it is not allowed”.

Chairman Endicott motioned to table defining “light manufacturing”. PCM Larsen seconds the motion. All votes Aye, Motions passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	<u>Chairman Allen Endicott</u> <u>Commissioner Liz Poulter</u> <u>Commissioner Steve Songer</u> <u>Commissioner Jeff Larsen</u> <u>Alt Commissioner Hessenauer</u>
<u>NAYS:</u>	

5- Discussion of Title 15 review by the Planning Commission

Chairman Endicott let the rest of the commission know that Title 15 will be split up between the commission members to review and edit. Title 15 was divided up amongst the members.

6- Sandy's TC Update

The TC approved the Agricultural zone additions and changes. The setback requirement for "above ground structures" was discussed. The TC agreed to add that and above ground structures that require footings need to meet setbacks. This verbiage was added to the Ordinance.

TCM Hunter updated the PC on the company that will soon be hosting the Town Code.

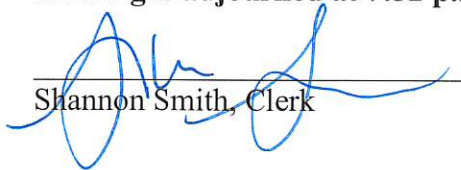
7-Public Comment. Liz Poulter asked that the site plans presented to the PC be held to a higher standard.

8-Chairman's Remarks. Chairman Endicott thanked all for the discussion and for helping with the Title 15 review project. Also expressed a sentiment for the wonderful community of Huntsville.

9-Motion to adjourn.

PCM Poulter made a motion to adjourn the meeting. PCM Songer seconded the motion. All votes Aye. Motion Passes.

Meeting is adjourned at 7:32 p.m.



Shannon Smith, Clerk

PCM Meeting 4.25.24
Attn: #1

MINUTES OF THE HUNTSVILLE TOWN PLANNING COMMISSION MEETING

MEETING DATE: March 28th, 2024
PLACE: Ogden Valley Library
131 S 7400 E, Huntsville Utah
TIME: 6:30 p.m.

NAME	TITLE	STATUS
Allen Endicott	Chairman	present
Steve Songer	Planning Commissioner	Present
Jeff Larsen	Planning Commissioner	Present
Liz Poulter	Planning Commissioner	Present
Suzanne Ferre	Planning Commissioner	Present
Amanda Hessenauer	Alt Planning Commissioner	Excused
Sandy Hunter	TC Liaison	Present
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

Citizens: Rod Layton, Brad Layton, Madison Aviles

1-Roll call: Chairman Endicott welcomed all who are attending the meeting.

2-Approval of minutes for Planning Commission meeting January 24th 2024.
(See Attachment #1)

PCM Ferre motioned to approve the amended minutes from January 24th, 2024. PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	<u>Chairman Endicott</u> <u>Commissioner Liz Poulter</u> <u>Commissioner Steve Songer</u> <u>Commissioner Jeff Larsen</u> <u>Commissioner Suzanne Ferre</u>
<u>NAYS:</u>	

3-Presentation of LAA Program by Madison Aviles (See Attachment #2)

Madison was present to speak on behalf of the program she represents through Wasatch Front Regional Council, or WFRC. This Program is set up to support small Cities and Towns at no cost. Her role is to assist with administrative items. There were questions for Madison to see where the Town could best use her services.

4-Define “light manufacturing” per table 15-1 (See Attachment #3)

Shannon Provided a list of definitions for the PC to review. Chairman Endicott recommended toe PC review the list and come up with some suggestions for next months meeting.

5-Discussion Parcel # 2401200016 289 S. 7300 E., Shirley Layton

Rod and Brad Layton had some questions on their late mothers lot. It is a smaller lot and not complying, per current town code. The family has listed the property and some questions have been brought up on what the limitations of this lot are.

The limitation and rules of a buildable lot per Title 15 were reviewed. The Lot in questions is considered buildable, if any new structure built is in compliance with current code. Specifically set backs were discussed. Since this lot is also a corner lot there are other limitations for that property as far as vehicular access.

6-Review of Updates Title 15 online- Shannon

Beckki has been working on updating the website as well as Title 15. Shannon reviewed the changes that have been made.

Also an update on switching to a .gov domain. That will be in process in the near future.

7- Sandy’s TC Updates

TCM Hunter discussed the appeals authority in reference to the code. As per the code the Town has an option to have either a board as it does now, or a one-person authority. The TC has a specific person in mind that would be considered an outside expert and the Town is interested in approaching him for this position. TCM Hunter was asking for the PC’s opinion on this matter.

Huntsville Marathon is back on for 2024! The Town has hired Lindsley Ketchum to organize and run the marathon, as a non-profit as it has been in the past. She has also been brought on for the Fourth of July.

The Agricultural Zone Ordinance is still making it’s way through the Town Council.

A new Treasure has been hired and has started training.

Annexation update; all have been finalized. Much of the forest service property around and close to the Town is now part of the Town.

Mark Ferrin, who is over the Valley Incorporation efforts, was present as the last TC meeting where the annexations were discussed. According to TCM Hunter Mr. Ferrin was upset with the Towns annexations, He expressed concerns that Huntsville’s annexations could negatively affect the Valley Incorporation efforts.

8-Public Comment. There were none.

9-Chairman's Remarks. Chairman Endicott thanked all for the discussion. Chairman Endicott discussed the PC taking this time as the code is currently under review that this would be a good time for the PC to review Title 15 as a group and propose changes that need to be made or adjusted.

10-Motion to adjourn.

Adjournment by acclamation. All votes Aye. Meeting Adjourned.

Meeting is adjourned at 7:47 p.m.

Shannon Smith, Clerk

DRAFT



LAND USE PERMIT

Huntsville Town Building Inspection

7309 E. 200 S.

P.O. Box 267, Huntsville, UT 84317

(801) 745-3420

Tax ID # 24-120-0003

Address of Structure _____

Name & Address of Owner/Owners Bonnie & Jeff Hyde Inc

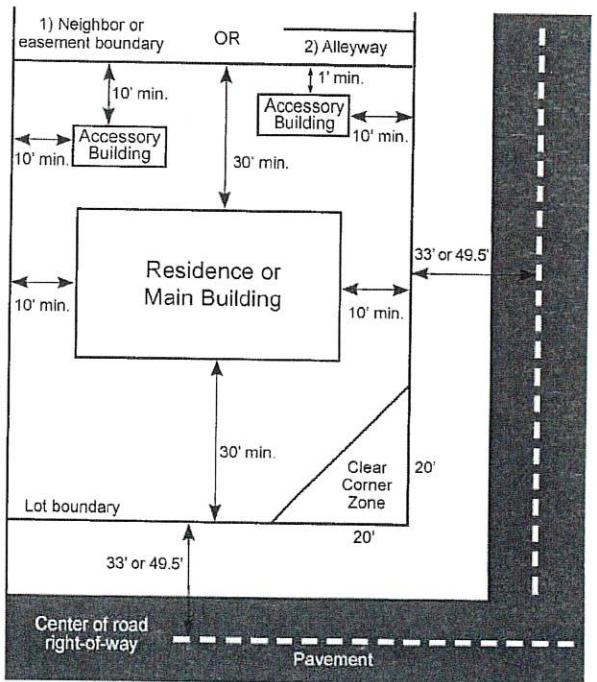
The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: SE CORNER 200 S. 7400 E.

Set Backs Approved: Yes No

heights also approved

Any special stipulations and conditions of the Site Plan Review: _____

Huntsville Town Residential Zone Setbacks



Ronald P. Gault 4/19/17
Huntsville Planning Commission Chairman

Jeff P. Hyde 4/19/17
Property Owner Signature JEFF P. HYDE

"By signing this form, the applicant agrees that they understand that the Huntsville Town R-1 zone, which their lot is zoned, only allows for one single family dwelling on the lot. The applicant also agrees that they understand that if any changes to their site plan are made after the Land Use Permit is issued, that those changes must be approved by the Planning Commission."

- Minimum lot size = 0.75 acre (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway)



LAND USE PERMIT

Huntsville Town Building Inspection
7309 E. 200 S.
P.O. Box 267, Huntsville, UT 84317
(801) 745-3420

Tax ID # 24-120-0004

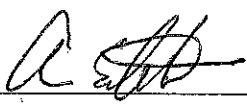
Address of Structure 7400 E. 200 S., Huntsville UT

Name & Address of Owner/Owners Ski Town Venture - Hyde

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 4/25/2024

Set Backs Approved: Yes No

Any special stipulations and conditions of the Site Plan Review: NONE

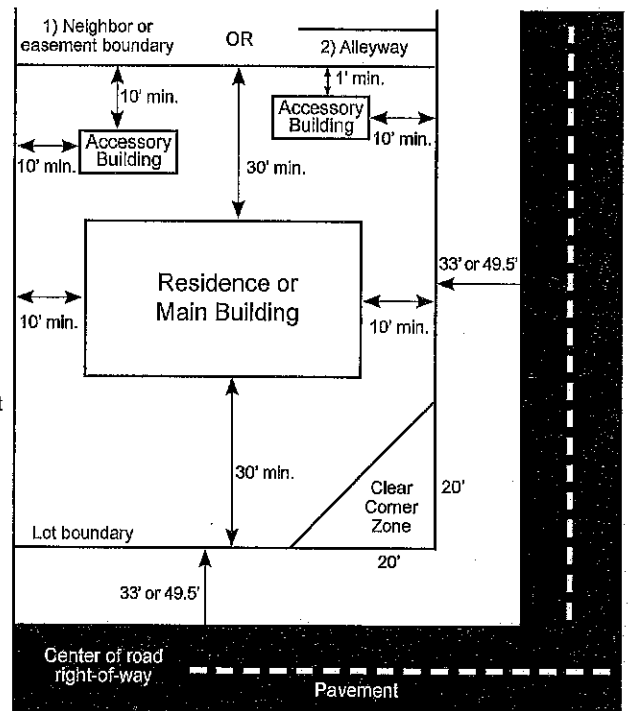

Huntsville Planning Commission Chairman

Property Owner Signature

“By signing this form, the applicant agrees that they understand that the Huntsville Town R-1 zone, which their lot is zoned, only allows for one single family dwelling on the lot. The applicant also agrees that they understand that if any changes to their site plan are made after the Land Use Permit is issued, that those changes must be approved by the Planning Commission.”

- Minimum lot size = 0.75 acre (32,870 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway)

Huntsville Town Residential Zone Setbacks



PC Meeting 4.25.24
Attn: #3

Re: PC Meeting Next Week

Liz Poulter <lpoulter@huntsvilletown.com>

Wed 4/24/2024 10:40 AM

To: Jeff Larsen <jlarsen@huntsvilletown.com>; Shannon Smith <ssmith@huntsvilletown.com>; Planning Commission <pc@huntsvilletown.com>; Steve Songer <steve@songerfamily.com>
Cc: Sandy Hunter <shunter@huntsvilletown.com>

Thanks Jeff.

I have also been looking up descriptions of Light Manufacturing (LF). I see your description mentions a "district" but I don't think that is what we are after, but rather a description for individuals who want to apply for a business license. I would like to see quite restrictive descriptions to protect from pollution of chemical waste, cleaning agents, traffic, noise, and light. We have no waste water system other than our septic systems which leach everything into our soils and groundwater. So materials used in any manufacturing should be restricted in amount and variety. Noise could be regulated by a max allowable decibel level that is audible outside the building.

Other considerations are the raw material and finished product transportation with noise and pollution of traffic these could cause.

some descriptions of LF that may be helpful:

LF uses moderate amounts of partially processed materials to produce items of relatively high value per unit weight.

LF is less capital intensive, more consumer oriented. Produced for end users vs intermediaries of other industries.

LF is regulated by zoning (ordinance), OSHA, EPA

Thanks for reading, Liz

From: Jeff Larsen <jlarsen@huntsvilletown.com>

Sent: Wednesday, April 17, 2024 3:03 PM

To: Shannon Smith <ssmith@huntsvilletown.com>; Planning Commission <pc@huntsvilletown.com>; Steve Songer <steve@songerfamily.com>

Subject: RE: PC Meeting Next Week

All:

Here's my draft submission for the light manufacturing definition (with the "help" of ChatGPT/AI):

City of Huntsville Zoning Code: Light Manufacturing District (LM)

Definition: The Light Manufacturing District (LM) is established to accommodate light industrial activities that involve the production, assembly, or processing of goods on a small to medium scale with minimal environmental impact. Light manufacturing operations within this district are expected to be compatible with surrounding land uses and to comply with specified regulations to ensure the health, safety, and welfare of the community.

Permitted Uses:

1. Manufacturing and assembly of consumer goods, electronics, textiles, and similar products.
2. Processing of food and beverages, including small-scale food production facilities.
3. Research and development facilities related to light manufacturing activities.
4. Warehousing and distribution centers for goods produced on-site or elsewhere.
5. Office spaces, administrative facilities, and ancillary support services directly related to permitted uses.

Conditional Uses:

1. Limited retail sales of products manufactured on-site, subject to approval by the zoning board.
2. Outdoor storage of materials and equipment, subject to screening and buffering requirements.
3. Special events or temporary activities related to manufacturing or marketing, subject to permits and regulations.

Development Standards:

1. Minimum lot size and setbacks to ensure adequate space for buildings, parking, and landscaping.
2. Maximum building height and floor area ratio to maintain the scale and character of the district.
3. Design standards for building aesthetics, materials, and architectural features to enhance visual quality.
4. Parking requirements based on the size and type of manufacturing operation, with provisions for employee and visitor parking.
5. Landscaping and buffering requirements to mitigate visual impacts and provide screening from adjacent properties.

Environmental Regulations:

1. Compliance with air quality standards, noise ordinances, and other environmental regulations to minimize adverse impacts on the surrounding area.
2. Implementation of best management practices for waste management, pollution prevention, and hazardous materials handling.
3. Consideration of stormwater management and erosion control measures to protect water quality and natural resources.

Administration and Enforcement:

1. Issuance of zoning permits and site plan approvals by the city's planning department, subject to review and approval criteria specified in the zoning code.
2. Inspection and enforcement of compliance with zoning regulations by the city's building and code enforcement departments.
3. Opportunity for public input and participation in the zoning approval process through public hearings and notifications.

By establishing clear definitions, permitted uses, development standards, and environmental regulations for light manufacturing activities within the zoning code, the City of Huntsville aims to promote responsible economic development, protect the quality of life for residents, and maintain a balanced mix of land uses within its jurisdiction.