

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

**MEETING DATE:** February 27th, 2025  
**PLACE:** Huntsville Town Hall  
 7474 E 200 S, Huntsville Utah  
**TIME:** 6:30 p.m.

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

**Citizens: None**

1-Roll call: Acting Chair Larsen welcomed all who are attending the meeting.

2-Approval of minutes for Planning Commission meeting December 12<sup>th</sup> 2024.  
**(See Attachment #1)**

PC Member Poulter requested a few changes to the December minutes.

**PCM Poulter motioned to approve the amended minutes from December 12th 2024.** PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	Commissioner Songer Commissioner Larsen Commissioner Poulter Commissioner Ferre Alt Commissioner Henderson
<u>NAYS:</u>	

3-Discussion and/or action on Land Use Permit for Sage lot 14 ( See Attachment #2)

PCM Larsen questioned if the building envelope was actual per the sight plan. Shannon commented that she discussed the lighting ordinance with CW Land and forwarded the Huntsville Town lighting code via email.

TC Member Hunter corrected the address for the record the address is 357 S. not 375 S. as originally listed on the agenda.

**PCM Poulter motioned to approve Land Use Permit for Sage Lot 14, 357 S 7900 E, Parcel #211770014. PCM Ferre seconds the motion. All votes Aye, Motions passes. Votes are reflected below.**

<u>VOTES:</u>	
<u>AYES:</u>	Commissioner Songer Commissioner Larsen Commissioner Poulter Commissioner Ferre Alt Commissioner Henderson
<u>NAYS:</u>	

4 Discussion on Title 15 Review

It was noted that PCM Songer still needed to review his assigned sections. As well as possibly Chairman Endicott.

TCM Hunter brought up the issue of building recreation areas on lots without single family homes. The Town feels like that could be an issue and would like to see homes on the homes on the available lots, a recreation facility would also be allowable if a home was included. TCM Hunter suggested the home be occupied to allow recreation areas. There was debate about whether that was allowable or enforceable.

5- Sandy's TC Updates

The TC approved a walkway over by the Hydes vacant building. The walkway would go over town property to increase accessibility to the building. The Hydes will construct and maintain the walkway.

The TC approved the rental fee's for the new building.

TC Hunter discussed the town database and the future of its use and maintenance. It was discussed that Shannon will update the database with approved land use permits as the PC approves them.

There is an ongoing issue with some land in town that was subdivided illegally. The property owner did not get approval from the town and went to Weber County to subdivide. There is a certificate of non-compliance being filed on the property.

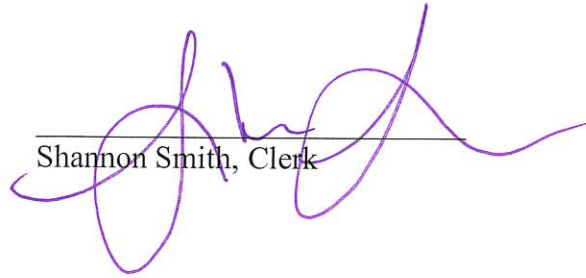
5-Public Comment. There were none.

6-Chairman's Remarks. Acting Chair Larsen passed on comment

6-Motion to adjourn.

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

**Meeting is adjourned at 7:17 p.m.**

  
\_\_\_\_\_  
Shannon Smith, Clerk

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

**MEETING DATE:** December 12th, 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	Excused
Liz Poulter	Planning Commissioner	Present
Suzanne Ferre	Planning Commissioner	Excused
John Henderson	Alt Planning Commissioner	Excused
Sandy Hunter	TC Liaison	Present
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

**Citizens:**

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

2-Approval of minutes for Planning Commission meeting from November 21<sup>st</sup> 2024.  
**(See Attachment #1)**

**PCM Poulter motioned to approve the amended minutes from November 21<sup>st</sup>, 2024.** PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	Chairman Endicott Commissioner Songer Commissioner Poulter
<u>NAYS:</u>	

3- Discussion and/or action of Land Use Permit for new home, Sage Lot 11, 439 S. 7900 E., Parcel # 211770011 (See attachment #2)

Chase Howes and Levi Harper were present to speak on behalf of CW Land and the site plans on the agenda this meeting. Lot 11 is one of 4 flag lots that were previous approved in the SAGE development. Shannon has requested that the site plan be revised to include the mandatory fire access that is dictated in the subdivision plat.

**PCM Songer motioned to approve of Land Use Permit for new home, Sage Lot 11, 439 S. 7900 E., Parcel # 211770011 with the stipulation that site plan be revised to show proper fire truck turn around.** PCM Poulter seconds the motion. All votes Aye, Motions passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	Chairman Endicott Commissioner Songer Commissioner Poulter
<u>NAYS:</u>	

4- Discussion and/or action of Land Use Permit for new home, Sage Lot 3, 260 S. 7900 E., Parcel # 211770003. (See attachment #3)

Setbacks were reviewed and found to be acceptable by the PC.

**PC Chair Endicott motioned to approve of Land Use Permit for new home. Sage Lot 3, 260 S. 7900 E., Parcel # 211770003.** PCM Songer seconds the motion. All votes Aye, Motions passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	Chairman Endicott Commissioner Songer Commissioner Poulter
<u>NAYS:</u>	

5- Discussion and/or action of Land Use Permit for new home build, Sage Lot 13, 387 S. 7900 E., Parcel # 211770013 (See attachment #4)

Setbacks were reviewed. Chairman Endicott questioned the wetland area and how SAGE or the HOA, plans to preserve that area in the future, making sure that all property owners are aware of the limitations in the wetland areas. The PC was concerned with making sure the wetlands stay preserved.

Chase went on to explain the septic set up in the SAGE Community. *Expand*

**PCM Poulter motioned to approve of Land Use Permit for new home build, Sage Lot 13, 387 S. 7900 E., Parcel # 211770013.** PC Chair Endicott seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Songer Commissioner Larsen
NAYS:	

6  
5- Discussion and/or action of Land Use Permit for new home build, Lisa Farr, Parcel # 24-160-0001(address yet to be assigned) (See Attachment #5)

Lisa Farr was present to speak on behalf of her project. The setbacks were reviewed. The alley next the property was discussed. Lisa would like to remove the existing fence and clean out the area and lay grass or gravel. The town prohibits planting trees in the alleys.

\* Dark Sky

PCM Songer motioned to approve the Land Use Permit for a new home build, Lisa Farr, Parcel # 21-160-0001(address yet to be assigned). PCM Poulter seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Steve Songer
NAYS:	

7  
6- Discussion and/or action of Land Use Permit for new home build, Clayton, 390 N 6700 E., Parcel # 2016500003 (See Attachment #6)

The Claytons own property in the Parkinson's subdivision. The lot up for review does not meet the subdivision requirement for frontage. Seeing that the lot was approved by the Town in a previous subdivision it can be deemed buildable. Shannon consulted the town attorney who agreed it can be approved for building. The lot is at the end of a cul-de-sac. When the lot was subdivided it seems that the radial frontage was calculated from the 30 foot setback and not the property line as the code dictates.

\* Mention lighting

The setbacks were reviewed and found acceptable code.

PC Chair Endicott motioned to approve the Land Use Permit for new home build, Clayton, 390 N 6700 E., Parcel # 2016500003. PCM poulter seconded the motion. All Votes Aye. Motion Passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Songer Commissioner Larsen
NAYS:	

8-Sandy's TC updates.

Sandy stated the Booth lot consolidation was approved by the TC. The new subdivision code was also up for approval. The TC was interested in making a change to the subdivision code as it pertains to lot consolidation. Since this was a larger change the TC thought it best to take this change back to the PC and have another public hearing to adjust the code.

97-Public Comment. There were none.

108-Chairman's Remarks. Chairman Endicott thanked all for the discussion. He appreciated all the input at the meeting.

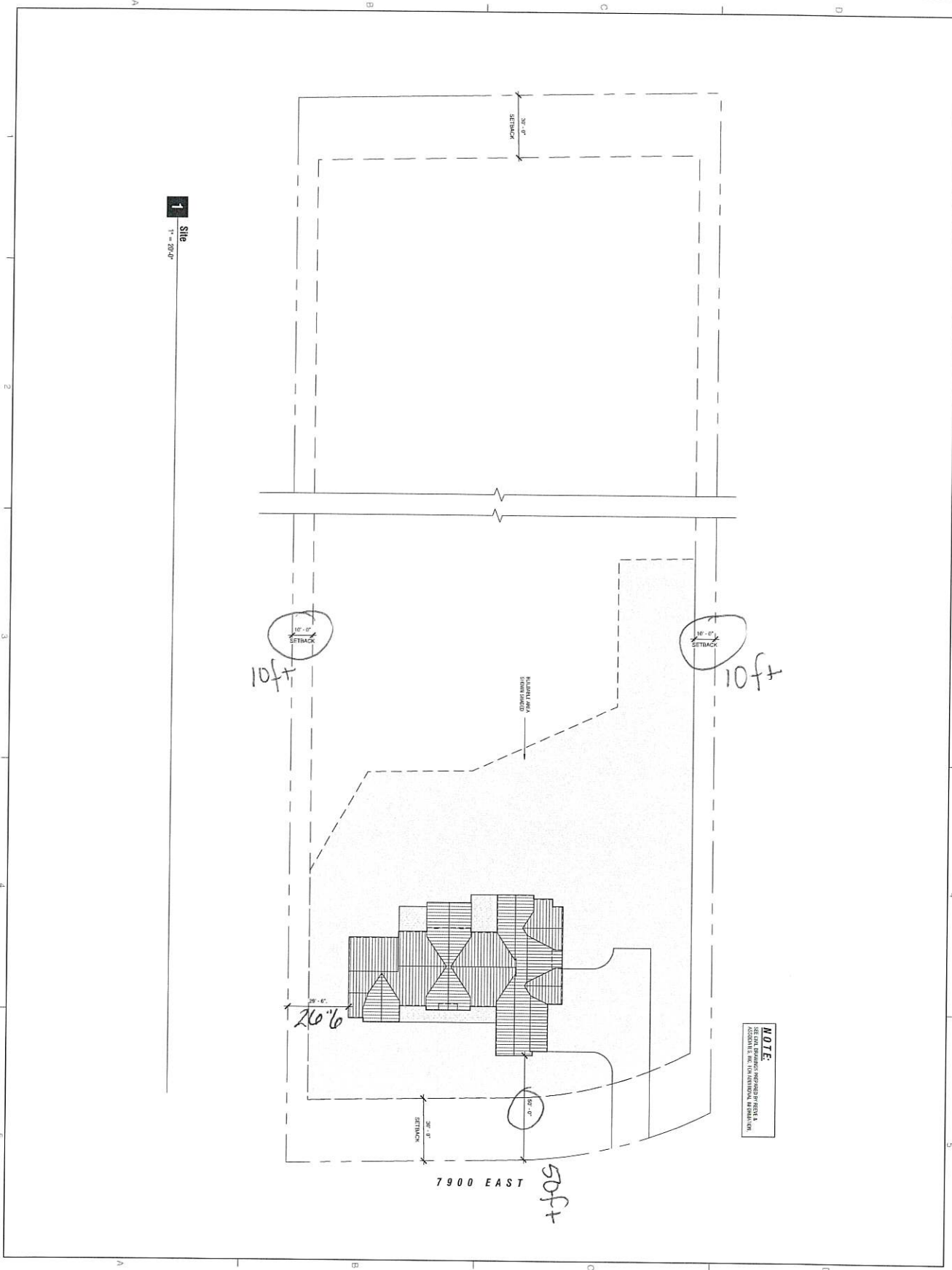
119-Motion to adjourn.

**All were in favor of closing the meeting, meeting adjourned by acclamation at 7:47 pm**

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Shannon Smith, Clerk

PC Meeting 2/27/25  
Atch: #2



**NOTE:**  
 ALL DIMENSIONS SHALL BE ACCORDING TO THE LATEST REVISIONS.

**Element**  
 DESIGN COLLECTIVE

425 North 500 West  
 Salt Lake City, UT 84143  
 801.464.4400  
 JOHN@ELEMENTDESIGN.CO

THIS PLAN, SPECIFICATIONS, AND SCHEDULES ARE PREPARED BY THE ARCHITECT AND SHALL BE USED IN ACCORDANCE WITH THE PROFESSIONAL SEAL AND LICENSE OF THE ARCHITECT. THE ARCHITECT ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS IN THIS PLAN. THE ARCHITECT'S RESPONSIBILITY IS LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT AS SHOWN ON THIS PLAN. THE ARCHITECT DOES NOT WARRANT THE ACCURACY OF ANY INFORMATION PROVIDED BY OTHERS. THE ARCHITECT'S SERVICES ARE LIMITED TO THE DESIGN AND CONSTRUCTION OF THE PROJECT AS SHOWN ON THIS PLAN.

PROJECT:  
**SAGE LOT 14**

REVISIONS:

HUNTSVILLE, UTAH

TITLE:  
**SITE PLAN**

SHEET:  
**AS100**

DATE: 12/03/23 12:49:58 PM  
 DESIGN DEVELOPMENT

375 S. 7900 E.  
 Parcel # 211770014





# LAND USE PERMIT

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

Tax ID # 211770014

Address of Structure 375 S. 7900 E (W414)

Name & Address of Owner/Owners CW Land

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 2-27-25

Set Backs Approved: Yes  No

Any special stipulations and conditions of the Site Plan Review: Note that lightning code was discussed via email

\_\_\_\_\_  
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 (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway)

### Huntsville Town Residential Zone Setbacks

