

**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 21st 2024.
(See Attachment #1)

PCM Poulter motioned to approve the amended minutes from November 21st, 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. Chase stated that each lot will have it's own small tank and grinder. Each tank will drain into the community septic in the common area.

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- 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. Lisa also asked about the out door lighting requirements, it was stated that the town does have dark sky type lighting requirements in the lighting code. Shannon told Lisa she would email that information to her.

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- 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.

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.

9-Public Comment. There were none.

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

11-Motion to adjourn.

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



 Shannon Smith, Clerk

PC Meeting 12.12.25
Attachment #1

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

MEETING DATE: November 21st, 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	Excused
Jeff Larsen	Planning Commissioner	Excused
Liz Poulter	Planning Commissioner	Present
Suzanne Ferre	Planning Commissioner	Present
John Henderson	Alt Planning Commissioner	Excused
Sandy Hunter	TC Liaison	Present
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

Citizens: Dave Booth, Gina, Mc Phersons Family, Roy Hales, Tyler G,

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

2- Motion to Open Public Hearing on Updates to Title 15; 15.25.1 – Subdivisions, Ordinance 2024.11.6 (Attachment #1)

Motion to open public hearing by PCM Poulter seconded by PCM Ferre. All Votes Aye. Motion passes. Votes are reflected below.

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

i. Brief Summery/presentation on proposed amendments

PC Chair Endicott gave a summery of why the PC is looking at the Subdivision Code. TC Member Hunter added that the subdivision process will now be an administrative process and only go through the planning commission, as previously it also went through the Town Council as well. This is a change in State Code and with the updates made working with the Hansen Group, the Town will now be in compliance.

ii. Call for Public Comment

Chairman Endicott made a call for public comment. Dave Booth commented that he thought this was a good thing for the Town and is seemed more effective.

3- Motion to Close Public

PCM Poulter motioned to close the public hearing and seconded by PCM Ferre. All votes Aye. Motion passes, Votes reflected below.

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

4- Discussion and/or action on recommendation for Ordinance 2024.11.6; updates to Title 15; 15.25.1- Subdivisions (Attachment #1)

PCM Poulter questioned 15.25.1.5 c & d. The appeal authority for subdivisions will be the Appeal Authority. The term cluster subdivisions were brought up and thought by the PC that it could be removed from the subdivision code, as the Town does not currently allow for cluster subdivisions.

TCM Hunter brought up the 3rd party appeal wording and PC discussed preferences. There was additional conversation on whether the plat for subdivision should include the septic site to be called out. The PC agreed that in subdivision would be premature to have septic called out on the plat at that time. The PC also agreed that if the time given in the code causes a subdivision application to expire and re-start then the fee will also have to be paid again.

PCM Poulter motioned to recommend approval to the Town Council for Ordinance 2024.11.6; updates to Title 15; 15.25.1-subdivisions with the changes, as discussed in the meeting, motion was seconded by PCM Ferre. Roll Call Vote. All Votes Aye. Motions passes, Votes are reflected below.

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

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

Chairman Endicott motioned to approve the amended minutes from October 24th, 2024, motion was seconded by PCM Poulter. All votes Aye. Motion passes. Votes are reflected below.

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

6-Discussion and/or action on Land Use Permit for Morse, addition of home and carport. 6834 E. 200 S., Parcel # 240170037 (See Attachment #3)

Dave Morse was present to speak on behalf of this plan. Mr. Morse has updated his plans as the PC requested. Chairman Endicott requested coverage calculation for the lot.

PCM Ferre motioned to approve Land Use Permit for Morse, addition of home and carport 6834 E. 200 S., Parcel # 240170037. PCM Poulter seconds the motion. All votes Aye, Motions passes. Votes are reflected below.

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

7-Discussion and/or action on Land Use Permit for McPherson New home build, 395S 7700E, Parcel # 240100001 (See Attachment #3)

TCM Hunter had a few questions on the orientation of the house, including the driveway. Setbacks were approved.

PCM Poulter motioned to approve Land Use Permit for McPherson New home build, 395S 7700 E, Parcel # 240100001, motion was seconded by PCM Ferre. All votes Aye, Motions passes. Votes are reflected below.

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

8- Discussion and or action on Land Use Permit for Hales New home build, 7256 E 100 S, Parcel # 240150017 (updated sight plan) (See attachment #5)

This lot was previously approved for a Land Use Permit and the building permit issued as well as the project started. They are re-submitting because there was an error found with the front setback of the previously sight plan submitted. The homeowners need the front setback to be 30 feet from the front property line. The old Land Use Permit will be voided and the sight plan as discussed in this meeting will be the official site plan for building.

PCM motioned to approve the Land Use Permit for Hales New home build, 7256 E 100 S, Parcel # 240150017 (updated sight plan) motion was seconded by PCM. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Poulter Commissioner Ferre
NAYS:	

9) Discussion and/or action on recommendation of Lot consolidation for Dave Booth, to include Parcel numbers 241170001, 2471170002 and 2471170003 (See Attachment #6)

Dave Booth and Gina were here to speak on behalf of their lot consolidation. They are interested in combining all three of their lots into one. At some point in the future Dave would like to look at options to develop the land.

PCM Poulter motioned to recommend approval to the Town Council for the Lot consolidation for Dave Booth, to include Parcel numbers 241170001, 2471170002 and 2471170003, motion was seconded by PCM. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Allen Endicott Commissioner Liz Poulter Commissioner Suzanne Ferre
NAYS:	

10- Discussion and/or action on Land Use Permit for Booth, New Building, 462 S 7700 E, Parcel #241170003(subject to change with consolidation) (See Attachment #7)

Dave and Gina are planning to build a yurt on the property. They are thinking it will be 41 feet in diameter. The front set back will be well above the 30 foot mark. Dave is estimating it will be at least 200 feet from 7700.

Chairman Endicott motioned to approve the Land Use Permit for Booth, New Building, 462 S 7700 E, Parcel #241170003 (subject to change with consolidation), motion was seconded by PCM Poulter. All Votes Aye. Motion Passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Poulter Commissioner Ferre
NAYS:	

11- Review of 2024-2025 TC & PC Schedule (See Attachment #8) The PC was agreeable to the proposed 2025 schedule.

12- Sandy's TC Updates

The project for 7700 is underway with Town Attorney Bill Morse. There are still a few things to sort out with the street but it is getting closer.

13-Public Comment. There were none.

14-Chairman's Remarks. Chairman Endicott thanked all for the discussion. He was satisfied with the new subdivision Code and the process the Town went through.

15-Motion to adjourn.

Chairman Endicott declares the meeting adjourned, PC in favor.

Meeting is adjourned at 7:51 p.m.

Shannon Smith, Clerk

2025-0017



paid 6150 w/ Land use fees

LAND USE PERMIT

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

Tax ID # 211770011 (L0111)

Address of Structure 439 E. 7900 E

Name & Address of Owner/Owners SALIE / CW Land

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 12.17.24

Set Backs Approved: Yes No

Any special stipulations and conditions of the Site Plan Review: Revise site plan

with fire truck turn around as required by
Utah Code

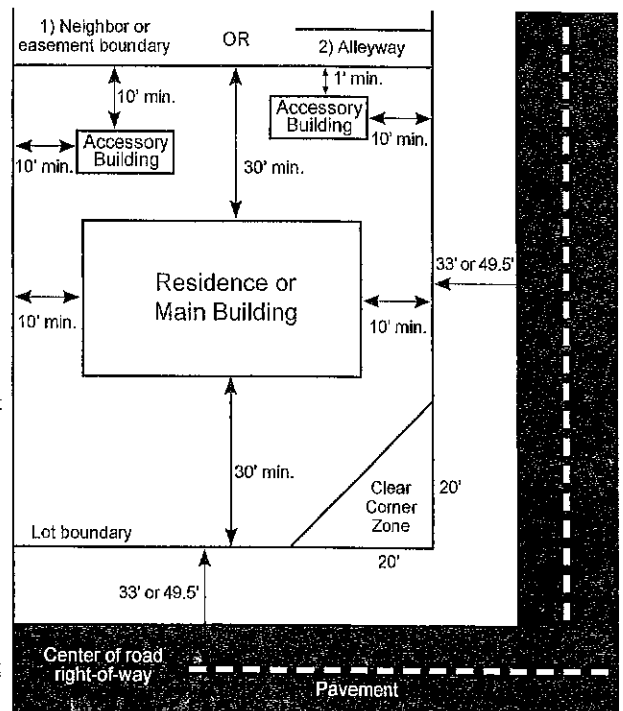
Huntsville Planning Commission Chairman

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



2025-0011



Paired ✓ \$100 w/ Building Permit

LAND USE PERMIT

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

Tax ID # 211770003 (6+3)

Address of Structure 2602 7900 E

Name & Address of Owner/Owners Julie / CW Land

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 12-12-24

Set Backs Approved: Yes No

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

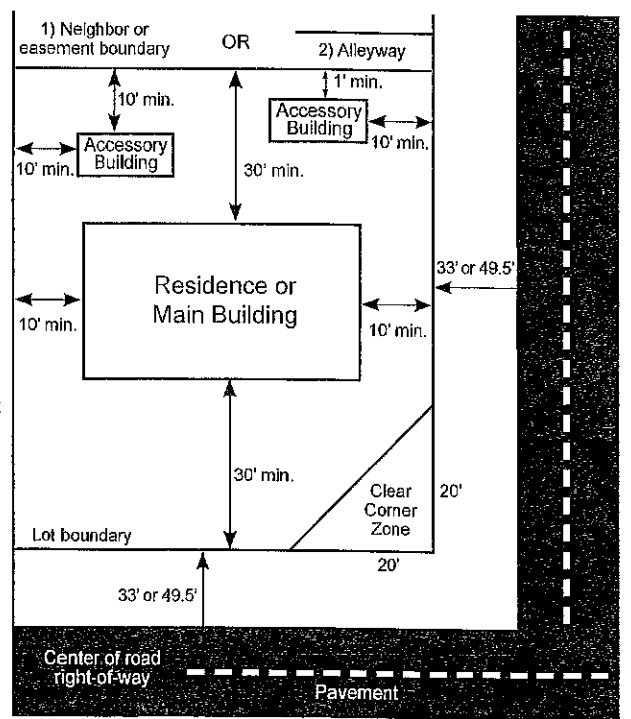
A. [Signature]
Huntsville Planning Commission Chairman

Chara Gomez
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.”

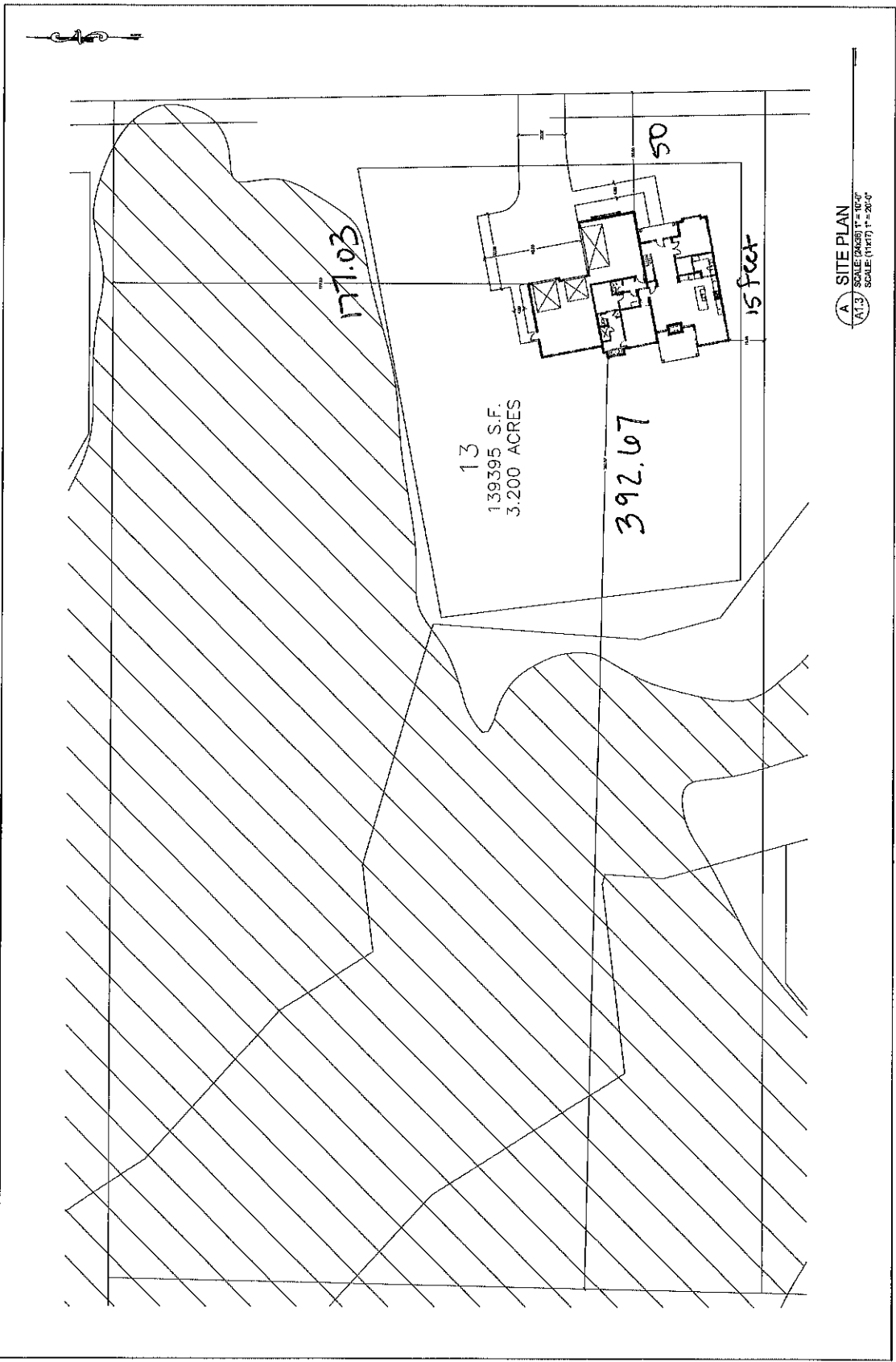
- Minimum lot size = 0.75 acre (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway)

Huntsville Town Residential Zone Setbacks



PC Meeting 12.12.25
Attach #4

SHEET #	AS100	
	DATE: 1/22/20	DRAWING TITLE: 387 S. 7900 EAST HUNTERVILLE, UT
DRAWING JN.	SITE PLAN	FILE NO.
PROJECT:		
SAGE LOT 13		



Parcel # 211770013 387 S. 7900 E

2015-0013



*Paid \$150
w/last
Building Permit*

LAND USE PERMIT

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

Tax ID # 211770013 (Lot 13)

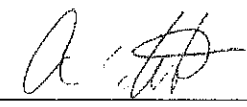
Address of Structure 387 S. 7900 E


Name & Address of Owner/Owners SAGE / CW LAWRENCE

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 12.12.24

Set Backs Approved: Yes No

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

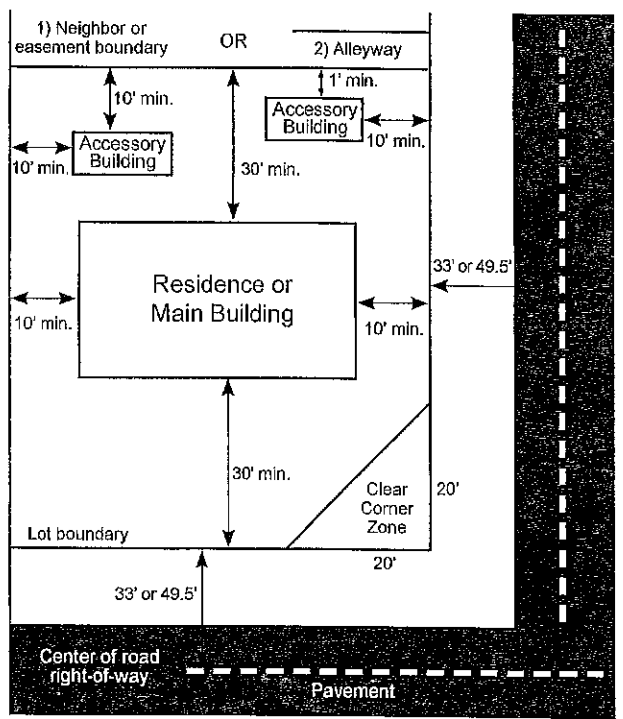

Huntsville Planning Commission Chairman


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."

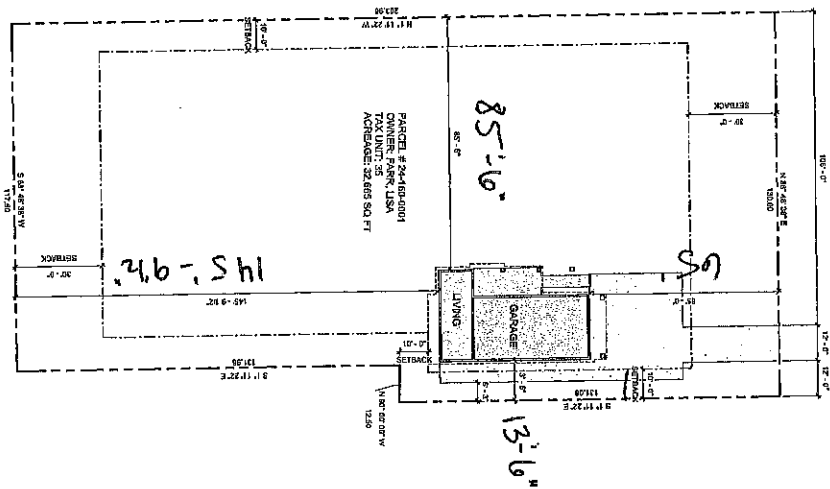
- Minimum lot size = 0.75 acre (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway)

Huntsville Town Residential Zone Setbacks



DC Meeting 12.12.25
 Altan #5

100'S. →



SITE NOTES

- THIS IS NOT AN OFFICIAL SURVEY. ANY CONTOURS SHOWN HEREON ARE BASED ON AVAILABLE DATA. THE COMPLETENESS OF THE SURVEY INFORMATION SHALL BE THE RESPONSIBILITY OF THE CLIENT. CONSULTANTS SHALL BE THE USER OF THE INFORMATION AND OBTAIN ANY OFFICIAL SURVEY DATA WHERE NECESSARY.
- SHOWN WATER SHALL REMAIN AWAY FROM THE HOUSE. THE HOUSE SHALL BE SET BACK FROM THE FRONT PROPERTY LINE BY A MINIMUM OF 8 INCHES WITHIN THE ZONING DISTRICT.

① SITE
 1" = 20'-0"



24-160-0001



CLAYTON VANCE
 ARCHITECTS

ARCHITECTURE
 LANDSCAPE ARCHITECTURE
 MASTER PLANNING

VANCE PARTNERS, INC.
 1000 N. 1000 E.
 SUITE 200
 HUNTSVILLE, TN 37416
 615.261.1111
 www.vancepartners.com

DATE ISSUED: 12/24/24
 SET: 02
 ADDRESS: 100'S

PROJECT
Lisa Farr
 Huntsville UT

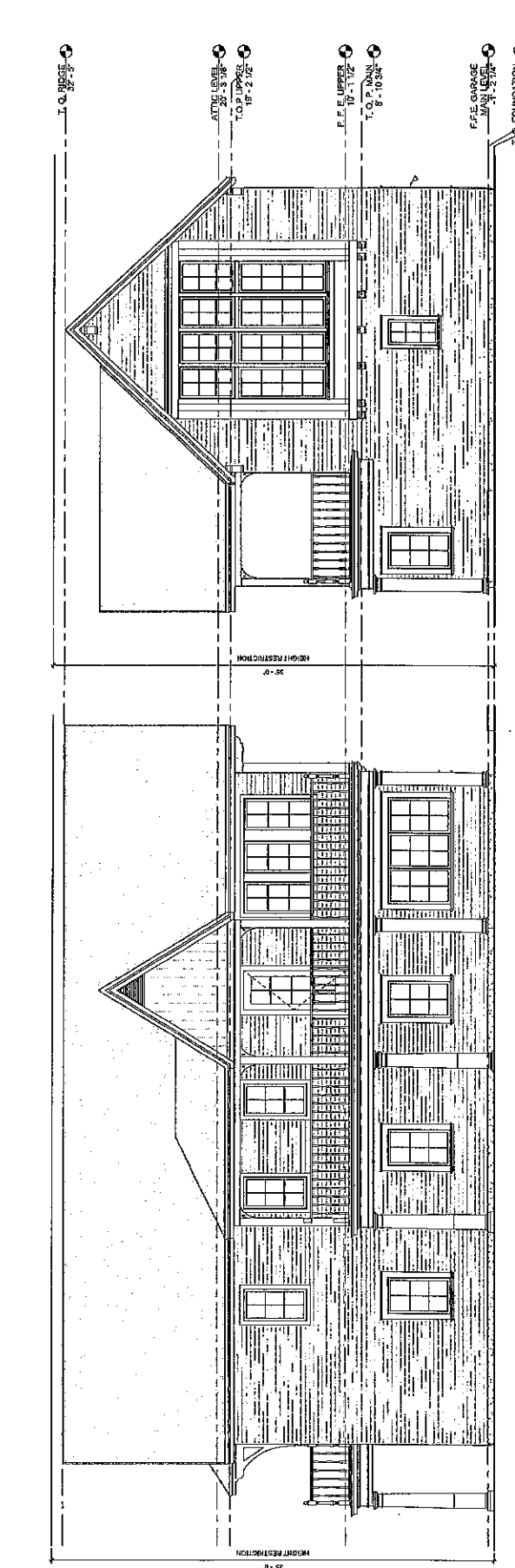
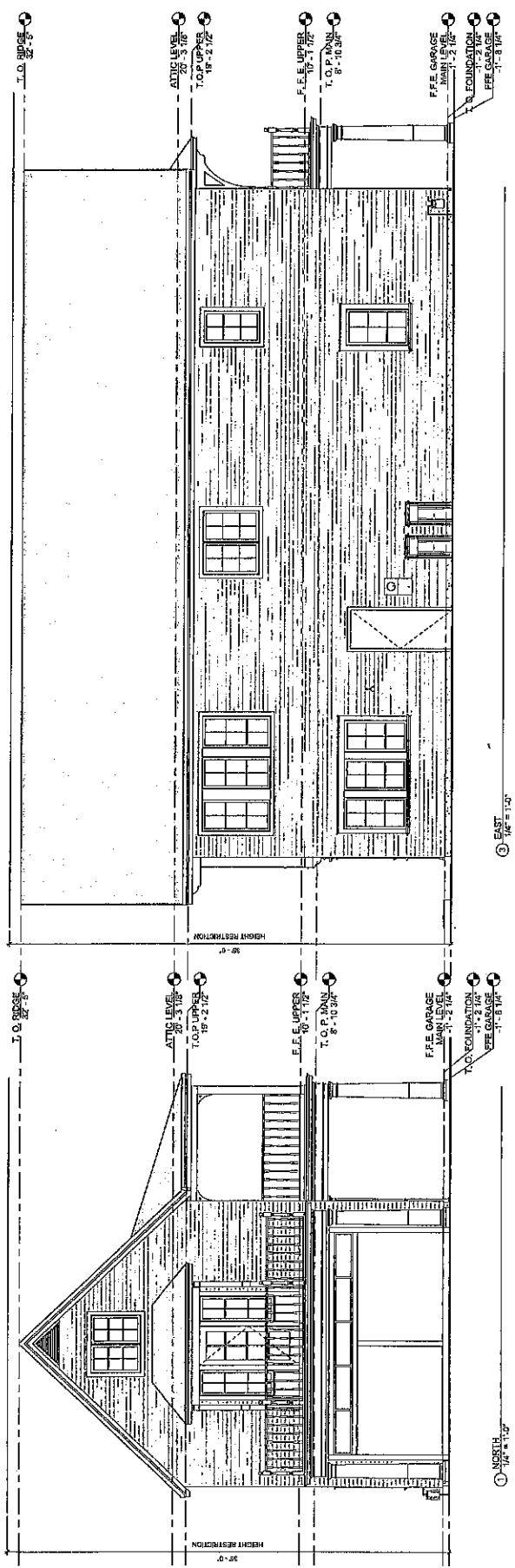
Final Number: 02/24/24
 C-101
 SITE PLAN

CLAYTON VANCE ARCHITECTURE
 100 W. UNIVERSITY
 LANSING, MI 48203
 PHONE: (313) 487-1100
 FAX: (313) 487-1101
 WWW: CLAYTONVANCE.COM

DATE ISSUED	10/20/10
SET	02
ARCHITECT	CLAYTON VANCE
PROJECT	1

PROJECT
 Lisa Fart
 Huntsville UT

Sheet Number: 133-021
 A-201
 ELEVATIONS



① NORTH
 1/4" = 1'-0"

② SOUTH
 1/4" = 1'-0"



LAND USE PERMIT

Owe \$150

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

Tax ID # 201050003

Address of Structure 390 N. U700E

Name & Address of Owner/Owners Clayton

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 12.12.24

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

Huntsville Town Residential Zone Setbacks

