

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

**MEETING DATE:** August 22nd, 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	Excused
Suzanne Ferre	Planning Commissioner	Present
John Henderson	Alt Planning Commissioner	Present
Sandy Hunter	TC Liaison	Excused
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

**In Attendance: Tony Coombs, Zack Morby, Ron Gault, Bill and Michaeline Wangsgard**

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

2- Administration of the Oath of Office for John Henderson

3-Approval of minutes for Planning Commission meeting May 23<sup>rd</sup> 2024.  
**(See Attachment #1)**

**PCM Songer motioned to approve the minutes from May 23<sup>rd</sup> 2024.** PCM Henderson seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	Chairman Endicott Commissioner Songer Commissioner Ferre Alt Commissioner Henderson
<u>NAYS:</u>	

4- Approval of minutes for Planning Commission meeting June 25<sup>th</sup> 2024  
**(See Attachment #2)**

**PCM Ferre motioned to approve the minutes from June 25th 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 Ferre Alt Commissioner Henderson
<u>NAYS:</u>	

5-Discussion and/or action on Land Use Permit, Wooten- New Home build, 6928 E 200 S, Parcel # 240160013 ( See attachment # 3)

Tony Coombs was present to represent the Wooten's. The setbacks were reviewed. The new home will be facing a different direction. The option of changing the address was discussed. PMC Songer mentioned the coverage limitations per the code. Tony stated that he will review the coverage calculations and will include them on the plans.

Tony stated the home will be around 9,000 sq feet in total. And is planed to be a second home.

**PCM Songer motioned to approve Land Use Permit for Wooten New Home build, 6928 E 200 S, Parcel # 240160013, with the condition that the house meets the coverage requirements per Town Code.** PCM Henderson seconds the motion. All votes Aye, Motions passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	Chairman Endicott Commissioner Songer Commissioner Ferre Alt Commissioner Henderson
<u>NAYS:</u>	

6-Discussion and/or action on Land Use Permit, Loeffler/May- Accessory building, 155 S 7000 E, Parcel # 240160021. (See Attachment #4)

PCM Songer speaks on behalf of the project. Songer went over the setbacks. There was a discussion about what was allowable in an accessory building. The use would not be allowable as a dwelling.

**PCM Ferre motioned.** Chairman Endicott seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Songer Commissioner Ferre Alt Commissioner Henderson
NAYS:	

7-Public Comment. Ron Gault inquired whether the Planning Commission was interested in modifying the General Plan. Bill Wangsgard complimented the Planning Commission on a job well done.

8-Chairman's Remarks. Chairman Endicott thanked all for the discussion.

9-Motion to adjourn.

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

**Meeting is adjourned at 6:57 p.m.**

  
Shannon Smith, Clerk

### MINUTES OF THE HUNTSVILLE TOWN PLANNING COMMISSION MEETING

**MEETING DATE:** May 23th, 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	Excused
Amanda Hessenauer	Alt Planning Commissioner	Present
Sandy Hunter	TC Liaison	Excused
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 April 24th 2024.  
(See Attachment #1)

**PCM Hessenauer motioned to approve the amended minutes from April 24th 2024.** PCM Poulter 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>Alt Commissioner Hessenauer</u>
<u>NAYS:</u>	

3-Discussion and/ or action on Land use Permit for Weil Pole Barn, 663 S. 7700 E., Parcel #240180032 ( See Attachment #2)

PC Poulter commented on this project as the Weils's are her next-door neighbors. She stated the Height set to be 20 ft, set backs look good and the structure is though to be about 24x24 ft. No electrical or water at this time.

**PCM Poulter motioned to approve Land Use Permit for Weil Pole Barn, 663 S. 7700 E.,**

**Parcel #240180032.** PCC Endicott seconds the motion. All votes Aye, Motions passes. Votes are reflected below.

<u>VOTES:</u>	
<u>AYES:</u>	<u>Chairman Endicott</u> <u>Commissioner Liz Poulter</u> <u>Alt Commissioner Hessenauer</u>
<u>NAYS:</u>	

4-Discussion on initial review of Huntsville Town Subdivision Code ( See Attachment #3)

PC Poulter had a question about the 3 cycles listed. Shannon will get clarification on this from the Hansen group. It was discussed whether the town should still have major and minor subdivision processes. The PC agreed that they prefer the 2 step process for subdivision, going through the preliminary and final review process.

5-Discussion on new roof, Liz Poulter

PC Poulter is wanting to replace her roof. Her concern is that she is unsure of her front property line. She wants to make sure her eaves will be allowable. It is the opinion of the PC that according to her estimates her eaves will be allowable within the code. As up to 18” is allowed to overhang into the setback.

6-Public Comment. There were none.

7-Chairman’s Remarks. Chairman Endicott mentioned the project of reviewing title 15. There are still inconsistencies in the code the PC needs to be aware and make note to make appropriate changes.

8-Motion to adjourn.

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

**Meeting is adjourned at 6:58 p.m.**

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Shannon Smith, Clerk

PC Meeting 8.22.24  
s  
Attachments: #2

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

**MEETING DATE:** June 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	Excused
Liz Poulter	Planning Commissioner	Present
Suzanne Ferre	Planning Commissioner	Present
Amanda Hessenauer	Alt Planning Commissioner	Excused
Sandy Hunter	TC Liaison	Present
Beckki Endicott	Town Clerk	Present
Bill Morris	Town Attorney	Excused

**Citizens: Tyler Gessel, Roy and Nancy Hales, Mike Workman, Greg Schlenker**

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

2-Discussion and/or action on Land Use Permit Schlenker residence; porch addition, 554 S. 7700 E, Parcel #24018007 ( See attachment #1)

Mr. Schlenker was there to speak on behalf of his porch addition. He stated it's approx. 200 sq feet. The plan shows it is within the set backs per town code.

**PCM Songer motioned to approve the Land Use Permit Schlenker residence; porch addition, 554 S. 7700 E, Parcel #24018007.** PCM Ferre seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

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

3- Discussion and/or action Land Use Permit for Sorensen; new home build, 469 S 7500 E, Parcel #240150017 (See attachment #2)

Mr. Sorensen was not available to attend the meeting. Beckki spoke on behalf of the project. There has been a Land Use Permit approved for this project previous, but since it has been over a year, the permit needs to be re-approved. The PC looked at all the setbacks. All setbacks are per code.

**PCM Poulter motioned to approve renewal of Land Use Land Use Permit for Sorensen; new home build, 469 S 7500 E, Parcel #240150017.** PCM Songer seconds the motion. All votes Aye, Motions passes. Votes are reflected below.

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

4-Discussion and/or action on Land Use Permit for Hales; new home build, 7256 E 100 S, Parcel #240150017 ( See attachment # 3)

Roy and Nancy Hales as well as their contractor Tyler were present to speak for this project. There is an existing home on this property that will be demolished. Tyler stated they are going through the State process to get the demo approved.

This lot is a nonconforming lot due to frontage. But it is a considered legally buildable lot. The Hales stated that they wish to modify the site plan as submitted and shift the boundary of the home to the 10 foot set back on the east side. The PC questioned the height, and specified that there is a 35 foot height limitation.

Beckki stated that adjusting the site plan is a significant change and a new site plan will need to be submitted and attached to the Land Use Permit.

**PCM Ferre motioned to approve the Land Use Permit for Hales; new home build, 7256 E 100 S, Parcel #240150017, with the modifications discussed in the meeting.** PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

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

5- Discussion and/or action on Land Use Permit for Larsen; new home build, 335 N. 6700 E, Parcel # 201850002 (See Attachment #4)

Mike Workman is the contractor representing this homeowner. The PC reviewed the setbacks. The PC discussed the rock retaining wall in the rear of the house. As long as there is no foundation/footings in the 10 foot setback it is allowable.

The height was discussed, the PC restated that 35 feet was the max allowable height.

**Chairman Endicott motioned to approve the Land Use Permit for Larsen; new home build, 335 N. 6700 E, Parcel # 201850002 .** PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Steve Songer Commissioner Liz Poulter Commissioner Suzanne Ferre
NAYS:	

6-Discussion and/ or action on Land use Permit for Loffler: garage, 155 S 7500 E, Parcel # 240160021.

Steve Songer spoke on behalf of this project. Steve mentioned that the resident decided to build a structure under 200 ft and no longer needs a Land Use Permit.

**Chairman Endicott motioned to table the Land Use Permit for Loffler: garage, 155 S 7500 E, Parcel # 240160021.** PCM Ferre seconded the motion. All Votes Aye. Motion Passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Steve Songer Commissioner Liz Poulter Commissioner Suzanne Ferre
NAYS:	



5-Discussion and/or action on Land Use Permit for Rod Layton; Shop repair/ replacement. 7562 E 400 S, Parcel # 240100007. (See Attachment #5)

Rod Layton was present to speak for this project. He is not currently asking for a Land Use Permit but has some questions about his project. He stated his setback to the North is about 2 feet to the neighboring property. He would like to remove the existing structure, an old chicken coop, and keep the existing pad as well as extend the pad to make it close to 24 x35.

The PC reviewed the code on non-complying structures. There was discussion on whether this building would be considered in compliance with code. The PC was in agreement that as long as the additional concrete work was out of the setback there would not be an issue.

**PCM Poulter motioned to recommend approval of the Land Use Permit Rod Layton; Shop repair/ replacement. 7562 E 400 S, Parcel # 240100007 . PCM Songer seconded the motion. All votes Aye. Motion passes. Votes are reflected below.**

VOTES:	
AYES:	Chairman Endicott Commissioner Steve Songer Commissioner Liz Poulter Commissioner Suzanne Ferre
NAYS:	

8- Sandy's TC Updates

Sandy commented on the property owned by the Summit Group down by the point. Summit group is making some smaller changes at this time to update the property to a usable state through the summer.

There is currently a new proposal for the green waste facility. The company is proposing an agreement with the Town to re-use the green waste, and the town would be able to stop burning. Liz was concerned about the proposal as well as the zoning of the property. The Town Council is interested in the proposal.

Beckki is working on Title 14, the traffic code.

The issue with 7700 E is still an ongoing issue. A committee meet on sight today to look at the road and determine the width of the road to be dedicated.

9-Public Comment. There were none.

10-Chairman's Remarks. Chairman Endicott mentioned the review of Title 15. The PC should plan on presenting their sections at the August meeting.

11-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 7:54 p.m.**

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Shannon Smith, Clerk

DRIFTE

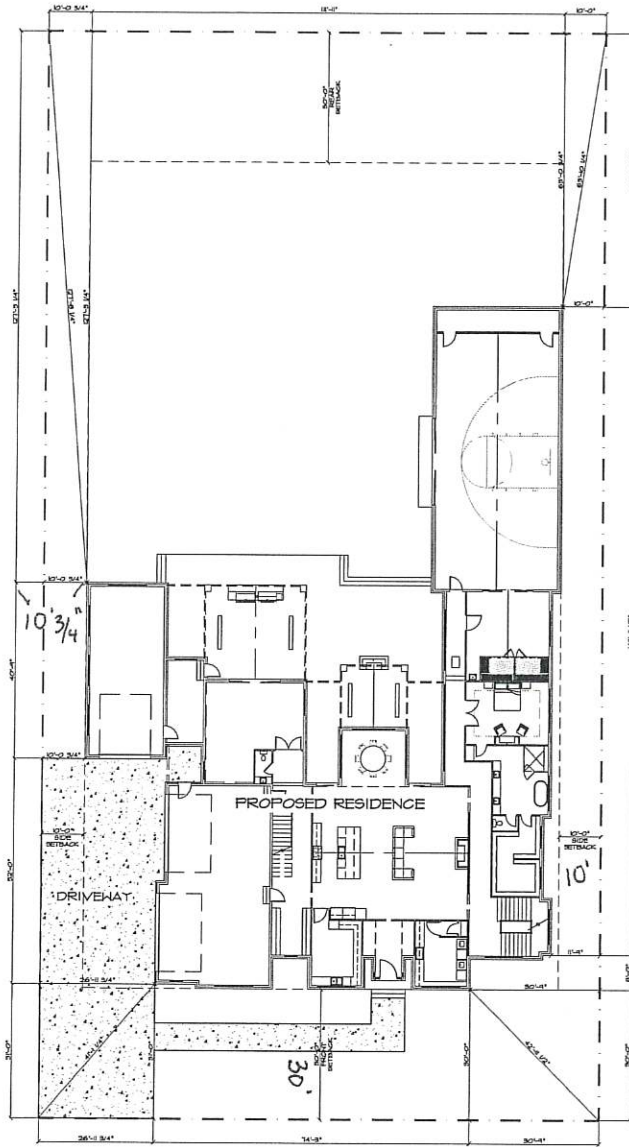
PC Meeting 8.22.24  
Attach: # 3

131.98'  
S 01°21'00" E

251.03'  
N 88°39'00" E

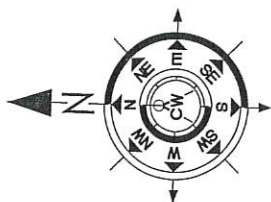
251.03'  
S 88°39'00" W

200 SOUTH STREET



131.98'  
N 01°21'00" W

6900 EAST STREET



SCALE: 1" = 20'

WOOTEN, CLINT & BECKY  
6928 E. 200 S.  
HUNTSMVILLE, UTAH

2024-0035



\$150

# LAND USE PERMIT

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

Tax ID # 24 016 0013

Address of Structure 6928 E. 200S.

Name & Address of Owner/Owners Wooten

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 8/22/2024

Set Backs Approved: Yes  No

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

Coverage limits

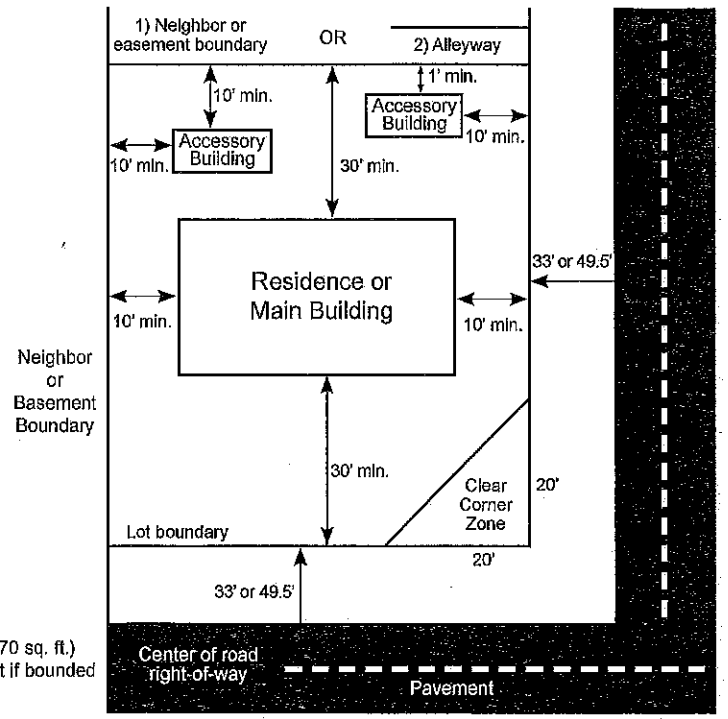
Huntsville Planning Commission Chairman

  
Property Owner Signature Contractor

"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)

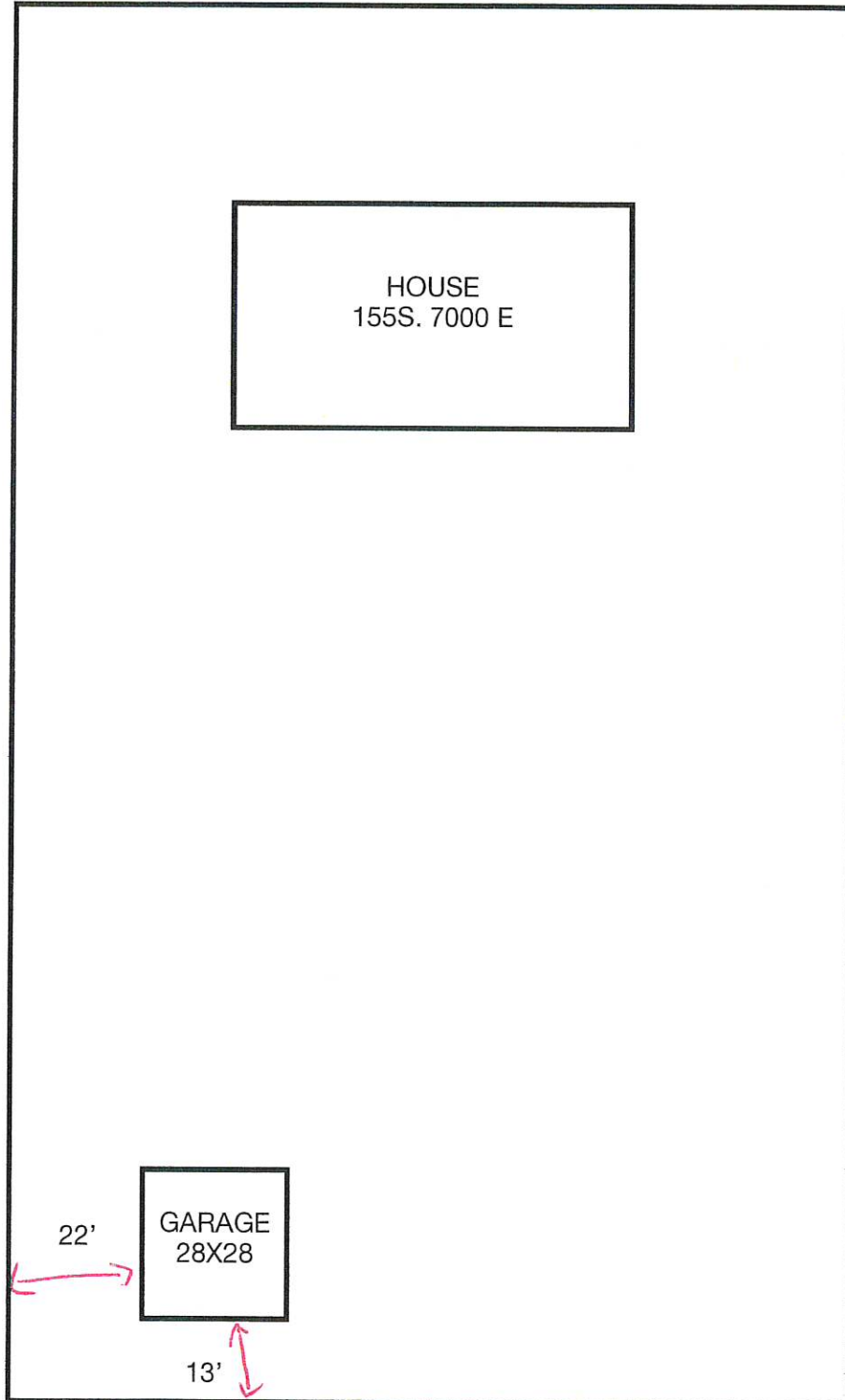
### Huntsville Town Residential Zone Setbacks



PC Meeting 8.22.24  
Attach: #4

LAND USE PERMIT FOR TODD MAY (GAYLENE LOEFFLER PROOPERTY)

7000 E.



Alleyway

2024-0034

\$150



# LAND USE PERMIT

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

Tax ID # 240160021

Address of Structure 155 S. 7000 E

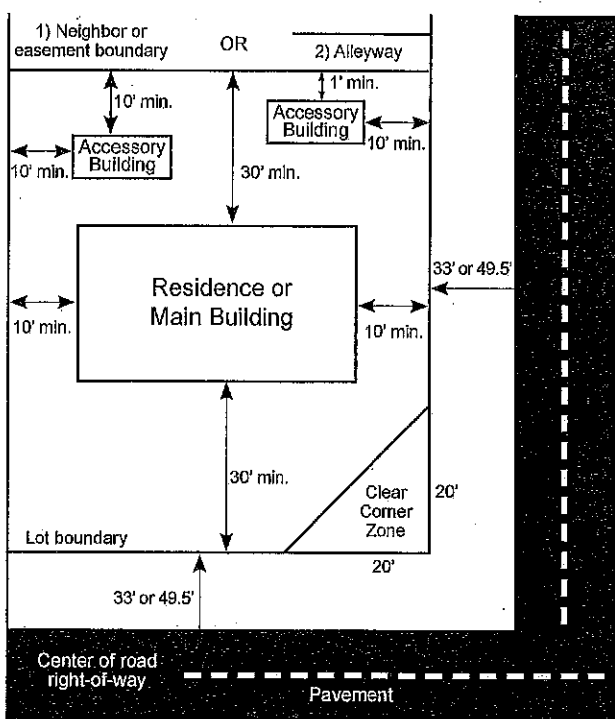
Name & Address of Owner/Owners Loeffler / May

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 8-22-2024

Set Backs Approved: Yes  No

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

### Huntsville Town Residential Zone Setbacks



*[Signature]*

Huntsville Planning Commission Chairman

*[Signature]*

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 = 0.76 acre (32,670 sq. ft.)
- Minimum width = 130 feet (120 feet if bounded by an alleyway)