

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

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

NAME	TITLE	STATUS
Allen Endicott	Chairman	Present
Steve Songer	Planning Commissioner	Excused
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	Excused
Shannon Smith	Town Clerk	Present
Bill Morris	Town Attorney	Excused

Citizens: Larry and Shannon Taylor, Zoom participants Jared Hanson

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

2-Approval of minutes for Planning Commission meeting February 27th, 2025.
(See Attachment #1)

PCM Poulter motioned to approve the amended minutes from February 27th, 2025. PCM Ferre seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

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

3- Discussion and/or action of Land Use Permit for Stevenson addition. 241 S. 7600 E, Parcel #240100018 (See attachment #2)

The Planning commission discussed the project as presented. The property owners were not able to be present at the meeting. The planning commission had several questions about the project. The site plan and letter as submitted indicated there was a garage and livable area to be added onto the home. The Planning Commission questioned the use of the structure and the structure itself, whether it is one or two stories.

Chairman Allen read aloud an email from the applicant. In the letter it stated that they are adding onto their home. They stated the intent is to provide privacy to the outdoor courtyard they want to develop. As well we add 1,200 square feet of livable area to the home.

PC Larsen commented that according to the site plan all setbacks look good, but the PC would like to verify the height of the building.

The Planning Commission decided to refrain from a vote and re-visit this item towards the end of the meeting.

The Planning Commission circled back and questioned the use of the addition. They have a list of questions for the property owners they would like clarification on as special considerations listed on the Land Use Permit. Shannon will reach out to the property owners and present the responses to the questions to the Planning commission to ensure that the conditions and stipulations have been satisfied.

PC Chair Endicott motioned to approve Land Use Permit for Stevenson addition. 241 S. 7600 E, Parcel #240100018 PCM Henderson seconds the motion. All votes Aye, Motions passes. Votes are reflected below.

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

4- Discussion and/or action Land Use Permit for Taylor cabin relocation, 6813 E 100 S, Parcel #240170039 (See Attachment #3)

The Talyor's were present to speak on behalf of their project. They want to relocate an existing structure that is on their property. The log structure is in disrepair and the Taylor's are looking to lay a proper foundation and move the structure to another spot on the property. There is no electrical or plumbing. They are currently using and planning to continue using the structure for storage.

PCM Larsen motioned to approve the Land Use Permit for Taylor cabin relocation, 6813 E 100 S, Parcel #240170039. PCM Poulter seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

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

5) Discussion and/or action on Land Use Permit for Sinclair, Update to signage.
(See Attachment #4)

Agenda Item was dismissed as this property is located out of the Town boundaries in the jurisdiction of Weber County.

6) Discussion and/or action on Land Use Permit for Sage lot 17, New home build and detached garage 273 S. 7900 E., Parcel #211770017 (See Attachment #5)

The property owner was on Zoom to represent this project. Shannon provided the subdivision plat map for the Sage community. Which shows all lots and delineated wetlands as well as buildable envelope. Chairman Endicott clarified the height restriction of 35 feet.

PMC Poulter motioned to the Land Use Permit for Sage lot 17, New home build and detached garage 273 S. 7900 E., Parcel #211770017. PCM Henderson seconded the motion. All Votes Aye. Motion Passes. Votes are reflected below.

VOTES:	
AYES:	Chairman Endicott Commissioner Larsen Commissioner Poulter Commissioner Ferre Alt Commissioner Henderson
NAYS:	

7- Sandy's TC Updates- Sandy was not present at the meeting

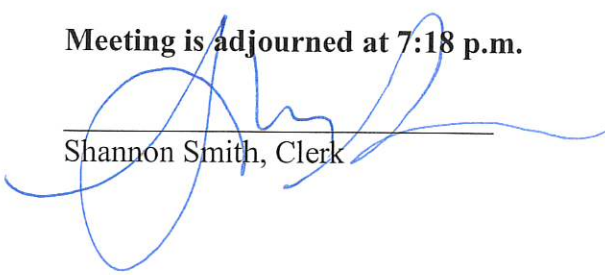
12-Public Comment. There were none.

13-Chairman's Remarks. Chairman Endicott commented on the progress in Sage. As well as other building in town.

14-Motion to adjourn.

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

Meeting is adjourned at 7:18 p.m.



Shannon Smith, Clerk

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 12th 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>	

5-Public Comment. There were none.

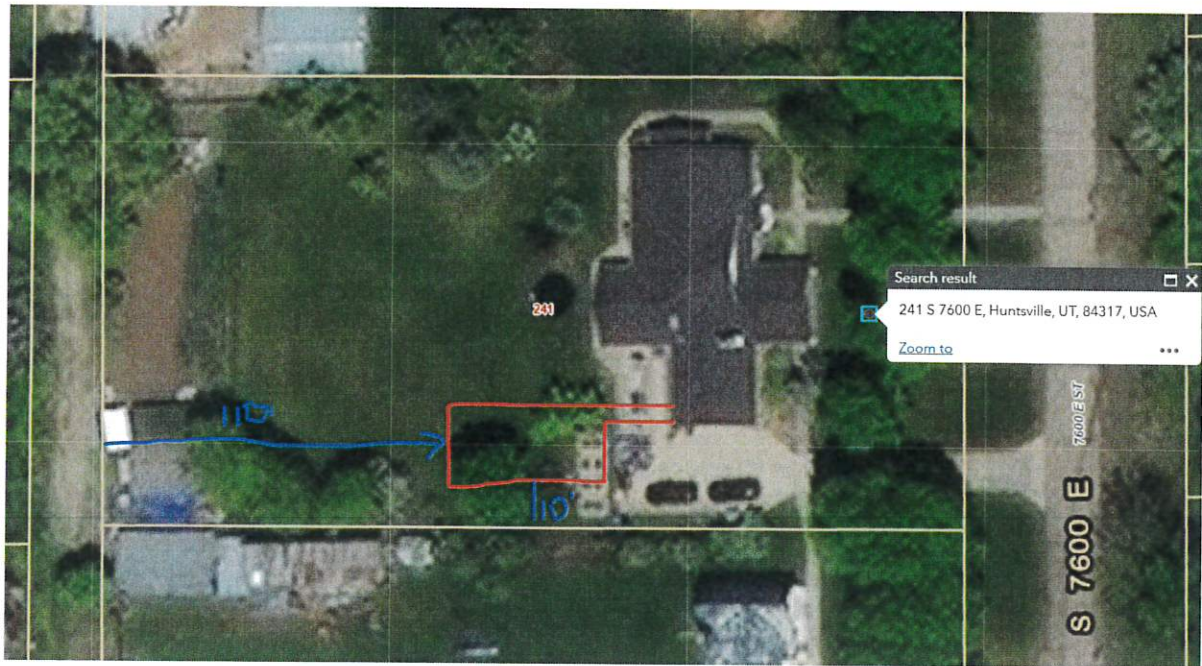
6-Chairman's Remarks. Acting Chair Larsen passed on comment

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



Stevenson Addition

Addition of garage and extra room to existing structure.

Side yard setback > 10 feet

Frontage setback > 35 feet

Height Regulation < 35 feet
(One story addition)

1,200 livable square footage

* Single store or 2 story
Height

* Layout

* Elevation

25x75



Addition to 241 S. 7600 East

From Chris Stevenson <benevations@gmail.com>
Date Sat 3/15/2025 11:19 AM
To Shannon Smith <:ssmith@huntsvilleutah.gov>

1 attachment (620 KB)
1250_Site_Plan_Bldg_Comm.jpg;

From: Christopher and Mavis Stevenson
To: Huntsville Town Building Commission

Re: Addition to 241 S. 7600 East

Attached, please find the site plan for an addition to our home at 241 S. 7600 East in Huntsville Town.

We respectfully request your approval for a Land Use Permit based on the attached plan. As you review this layout for an addition, please note the following:

1. The addition is part of one contiguous structure. The new addition is connected to the existing home via a hallway. This connectivity comes from a continuous foundation, enclosed walls and a covered roof. The hallway is necessary to provide access to any part of the house one would desire to reach.
2. The front part of the addition is a two car garage.
3. The addition is not rental space or a guest house. It is designed for use by ourselves and other immediate family members.
4. The addition meets all setback regulations.
5. The hallway helps provide greater privacy for a back patio.
6. This layout avoids construction over existing gas and electrical lines.
7. The overall view from the street depicts a complete structure.

Thank you for your consideration. Please feel free to contact Chris Stevenson if you need further information or if you have any questions.

Sincerely,

Chris and Mavis Stevenson

--
Christopher W. Stevenson
241 S. 7600 East
Huntsville, Utah 84317
801-888-8200 cell

2025-0020



\$150

LAND USE PERMIT

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

Tax ID # 240100018

Address of Structure 24010018 2415. 7600 E

Name & Address of Owner/Owners Stewart

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 3-27-25

Set Backs Approved: Yes X No

Any special stipulations and conditions of the Site Plan Review: X PC had some follow up questions to discuss with Property owner

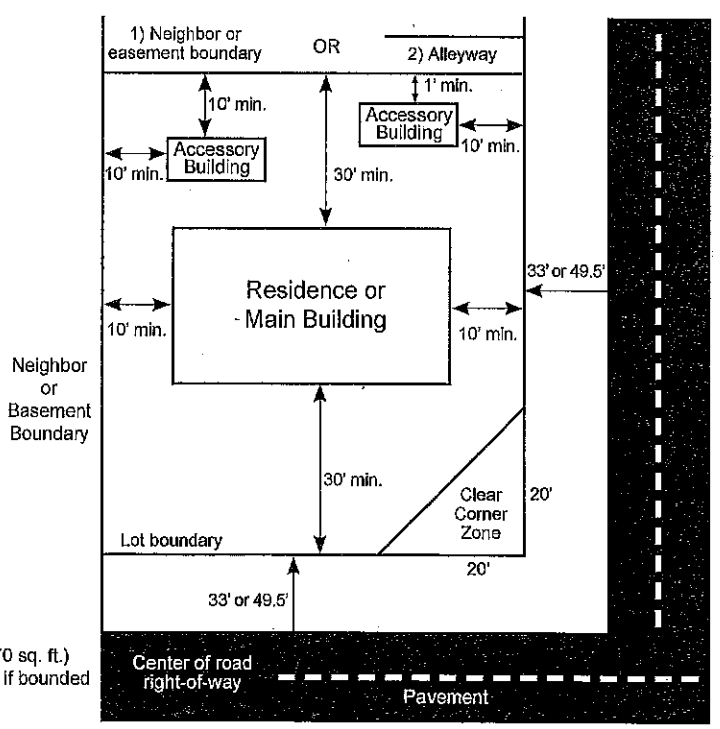
Huntsville Town Residential Zone Setbacks

[Signature]
Huntsville Planning Commission Chairman

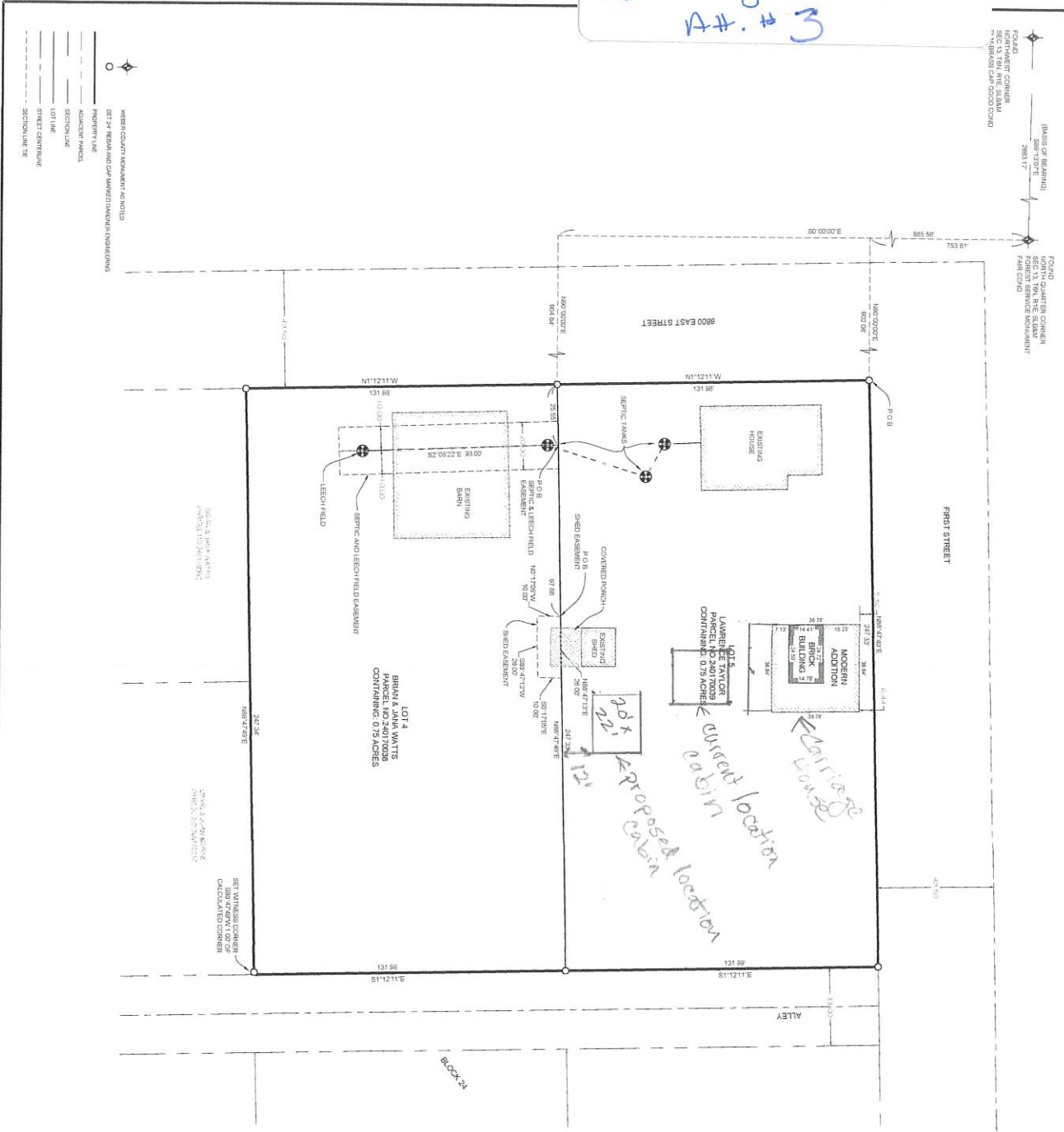
Property Owner Signature

"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)



PC Meeting 3.27.25
A# 3



BOUNDARY DESCRIPTION

LOT 5

ALSO LOT 4, BLOCK 24, PLAT "A" HUNTSVILLE SURVEY, BEING LOCATED IN THE NORTHEAST QUARTER OF SECTION 13, TOWNSHIP 6 NORTH, RANGE 1 EAST, S.L.B. AND M. THE BOUNDARY OF SECTION 13, TOWNSHIP 6 NORTH, RANGE 1 EAST, S.L.B. AND M. BEING DESCRIBED AS FOLLOWS BEGINNING AT A POINT ON THE WEST LINE OF THE NORTH QUARTER CORNER OF SAID SECTION 13, THENCE SOUTH 89° 42' 20" EAST 242.00 FEET TO THE INTERSECTION OF SAID LINE WITH THE EAST LINE OF THE NORTH QUARTER CORNER OF SAID SECTION 13, THENCE SOUTH 89° 42' 20" EAST 131.00 FEET TO THE POINT OF BEGINNING. CONTAINING 32.04 ACRES, MORE OR LESS.

SEPTIC AND LEECH FIELD EASEMENT

A 20 FOOT WIDE SEPTIC AND LEECH FIELD EASEMENT LOCATED IN LOT 4, BLOCK 24, PLAT "A" HUNTSVILLE SURVEY, BEING LOCATED IN THE NORTHEAST QUARTER OF SECTION 13, TOWNSHIP 6 NORTH, RANGE 1 EAST, S.L.B. AND M. THE BOUNDARY OF SECTION 13, TOWNSHIP 6 NORTH, RANGE 1 EAST, S.L.B. AND M. BEING DESCRIBED AS FOLLOWS BEGINNING AT A POINT ON THE WEST LINE OF THE NORTH QUARTER CORNER OF SAID SECTION 13, THENCE SOUTH 89° 42' 20" EAST 131.00 FEET TO THE POINT OF BEGINNING. CONTAINING 32.04 ACRES, MORE OR LESS.

SHED ENCROACHMENT EASEMENT

A SHED ENCROACHMENT EASEMENT LOCATED IN LOT 4, BLOCK 24, PLAT "A" HUNTSVILLE SURVEY, BEING LOCATED IN THE NORTHEAST QUARTER OF SECTION 13, TOWNSHIP 6 NORTH, RANGE 1 EAST, S.L.B. AND M. THE BOUNDARY OF SECTION 13, TOWNSHIP 6 NORTH, RANGE 1 EAST, S.L.B. AND M. BEING DESCRIBED AS FOLLOWS BEGINNING AT A POINT ON THE WEST LINE OF THE NORTH QUARTER CORNER OF SAID SECTION 13, THENCE SOUTH 89° 42' 20" EAST 131.00 FEET TO THE POINT OF BEGINNING. CONTAINING 32.04 ACRES, MORE OR LESS.

NARRATIVE:

THESE EASEMENTS WERE CREATED BY THE DEEDS OF THE LOT 4, BLOCK 24, PLAT "A" HUNTSVILLE SURVEY, BEING LOCATED IN THE NORTHEAST QUARTER OF SECTION 13, TOWNSHIP 6 NORTH, RANGE 1 EAST, S.L.B. AND M. THE BOUNDARY OF SECTION 13, TOWNSHIP 6 NORTH, RANGE 1 EAST, S.L.B. AND M. BEING DESCRIBED AS FOLLOWS BEGINNING AT A POINT ON THE WEST LINE OF THE NORTH QUARTER CORNER OF SAID SECTION 13, THENCE SOUTH 89° 42' 20" EAST 131.00 FEET TO THE POINT OF BEGINNING. CONTAINING 32.04 ACRES, MORE OR LESS.

SURVEYOR'S CERTIFICATE

I, the undersigned, being a duly licensed Professional Land Surveyor in the State of Utah, and being duly sworn, do hereby certify that the foregoing is a true and correct copy of the original survey as shown and described on the record of survey plat accompanied with Section 11-20-17 and have signed and sealed this certificate in the presence of the witnesses shown on this record of survey, and that the information upon which is sufficient to accurately determine the extent and location of the easements described hereon is sufficient to accurately determine the extent and location of the easements described hereon.

RECORD OF SURVEY FOR LAWRENCE TAYLOR
LOTS 4 AND 5, BLOCK 24, PLAT "A" HUNTSVILLE SURVEY
LOCATED IN THE NORTHEAST QUARTER OF SECTION 13,
TOWNSHIP 6 NORTH, RANGE 1 EAST, S.L.B. AND M.

GARDNER ENGINEERING
CIVIL & LAND PLANNING
MUNICIPAL - LAND SURVEYING

15150 SOUTH 375 EAST OGDEN, UT
OFFICE: 801.476.0202 FAX: 801.476.0066

DATE	DESCRIPTION

SCALE: 1"=200'

DATE: 7/20/22

DRAWN: GJP

CHECKED: GJP

DWG. NO. 15150 SOUTH 375 EAST OGDEN, UT

Application to Huntsville Town Planning Commission

Meeting - March 27, 2025

RE: Relocation of existing log cabin – 6813 East 100 South

Background

Since long before we purchased our home in 2017 there has been an existing log cabin located between two existing outbuildings. We use the cabin, which is unheated and does not have power or water, as a storage shed. After its relocation we plan to continue the cabin's use as an unheated storage shed without water or power.

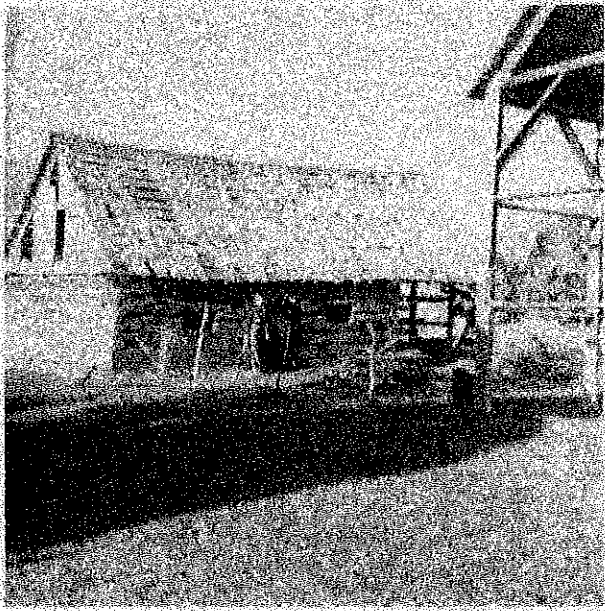
We don't know exactly where the cabin was originally constructed and located. In 1971, Harold Probasco purchased the cabin from Rhoda Burrows, a long-time Huntsville resident who was born in 1894. Harold and his sons hand carried the building log by log the two blocks from 7000 East. They then reconstructed the cabin in its current location. Photos of the cabin dating back to 1971, including at its then existing location, are attached. We have also included a recent photo of the cabin where it is currently located.

The cabin has been somewhat in disrepair. Given its present site and condition it would likely deteriorate further. Our plan is to relocate the cabin on the property and place it on a more durable foundation, pouring a concrete pad and raising the building approximately 3 feet from its current height of approximately 10.5 feet at the peak of its roof. The measurements of the cabin are approximately 20 feet by 22 feet which we believe requires Planning Commission approval to relocate.

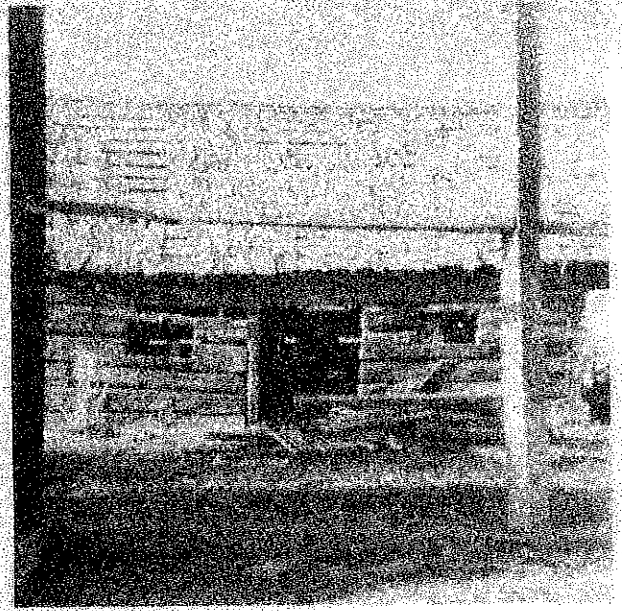
The approximate new location is drawn on a recent survey of the property which is attached. The new location will be within all setbacks, with the side setback at least 10 feet. As the structure is already on the property it will not increase site coverage.

We would be happy to answer any questions or provide additional information.

Larry Taylor
914.522.2813
lwdtaylor@gmail.com



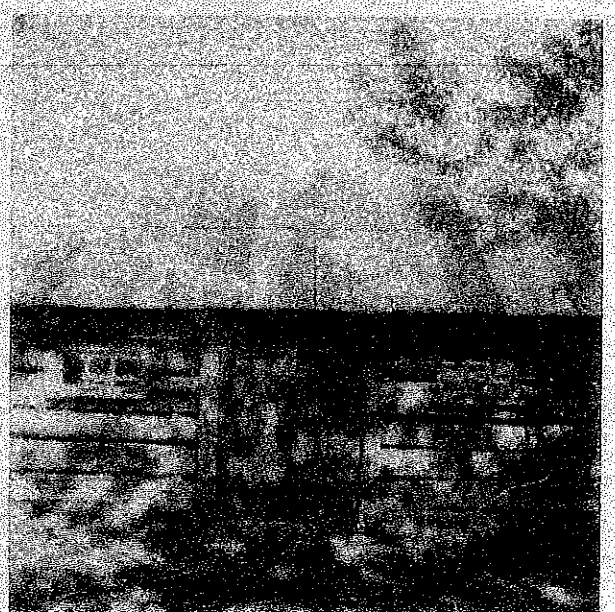
1971



1971



1973



1975

We bought log cabin from Rhoda Burrows
in 1971. And disassembled it, And moved one
log at a time, 2 blocks to our home.



2025



LAND USE PERMIT

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

Tax ID # 240170039

Address of Structure 6813 E. 700 S.

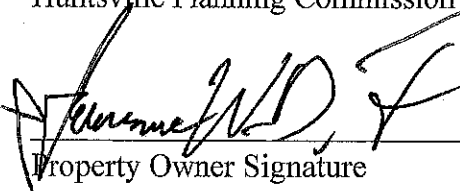
Name & Address of Owner/Owners Taylor

The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 3.27.2025

Set Backs Approved: Yes ☒ No ☐

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

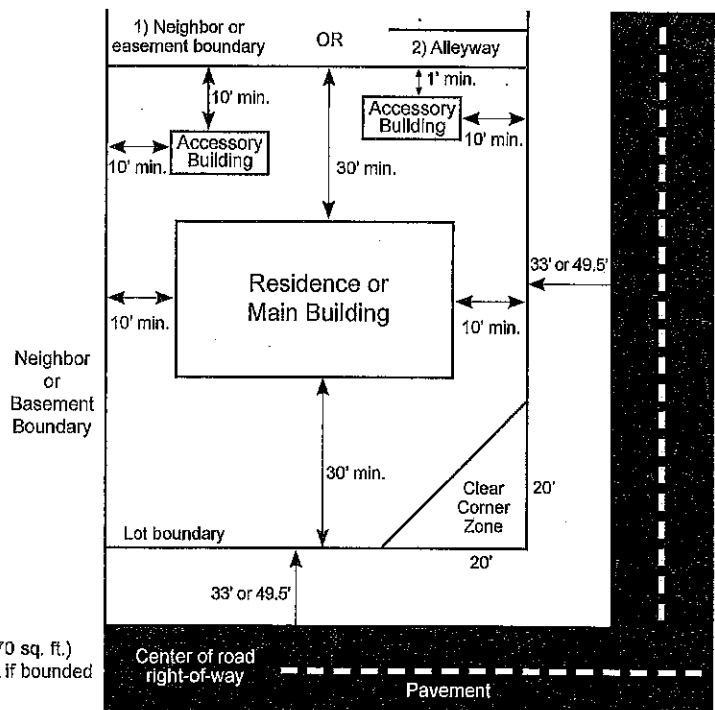

Huntsville Planning Commission Chairman


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)

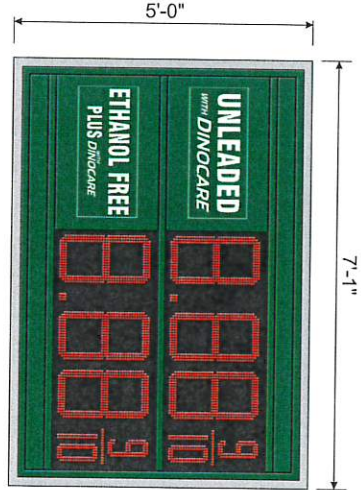
Huntsville Town Residential Zone Setbacks



PC Meeting 3-27-25
A+. #4

POLE SIGN
NEW R70 PRICE FACES

ALUMINUM FACE FRAMES PAINTED GREEN (PMS 348)
CLEAR FLAT POLYCARBONATE FACES
WITH SECOND SURFACE DECORATION
GREEN (PMS 348) TRANSLUCENT & WHITE DIFFUSER VINYL APPLIED
18" DAKTRONICS FL-5000 LED PRICE DISPLAYS (TWO RED PER SIDE)
11 7/8" X 26" PRODUCT PANELS

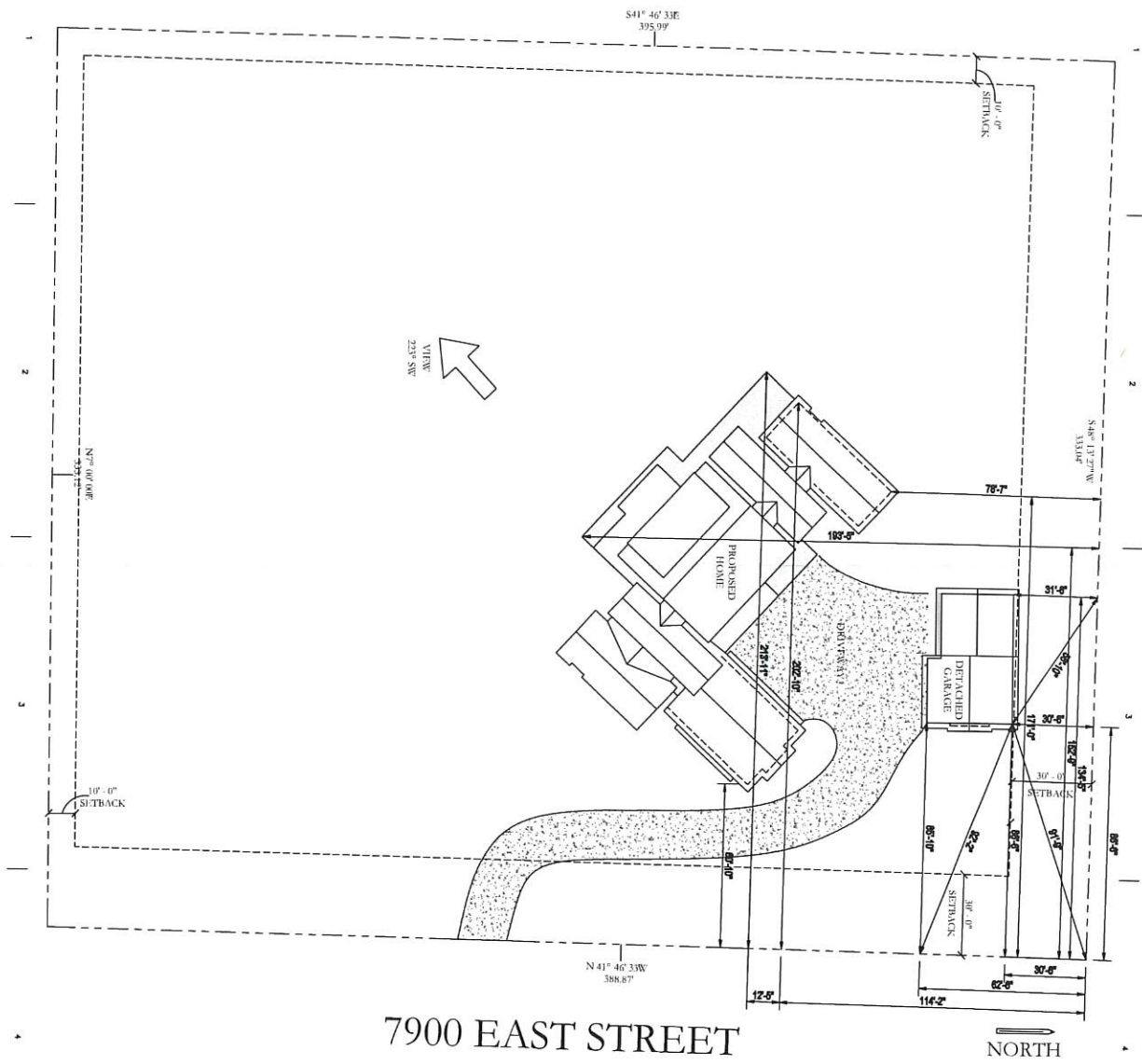


AN EMPLOYEE OWNED COMPANY

CLIENT:	HF Sinclair
ADDRESS:	7345 E. 900 S. Huntsville, UT
DATE:	03-17-2025
SCALE:	1/2" = 1'
ACCOUNT EXECUTIVE:	Jolite H.
DRAWN BY:	
FILE NAME:	SinclairSigns.UTY Huntsville_7345 E 900 S price faces.
JOB #:	
REVISIONS:	
PAGE	1 OF 1
LYTTE SIGNS © 2025 ALL RIGHTS RESERVED Twin Falls 200 S. 200 E. 1925 N. 1925 E. TWIN FALLS, ID 83303 208.733.1739 1.800.671.8836 Fax 208.736.8653 Boise/Meridian 2070 E. COMMERCIAL ST. MERIDIAN, ID 83642 208.388.1739 Fax 208.388.3586 lyttesigns.com	
APPROVED BY:	WSA
DATE:	

UNAUTHORIZED USE, REPRODUCTION AND/OR DISPLAY SHALL RENDER THE INFRINGER LIABLE FOR UP TO \$150,000 IN STATUTORY DAMAGES, PLUS ATTORNEY FEES AND COSTS FOR EACH INFRINGEMENT UNDER THE U.S. COPYRIGHT ACT (17 U.S.C. 412 & 504)
THIS RENDERING IS CONCEPTUAL — COLORS MAY NOT REPRESENT ACTUAL FINISH — ILLUMINATED AND DAYLIGHT COLORS WILL VARY

PC Meeting 3.27.25
A.H. #5.



7900 EAST STREET

NORTH

A
G002
SITE PLAN
SCALE: 1" = 20'-0"

Sage Lot 17
2735.7900E
Parcel # 211770017

- GENERAL SITE NOTES**
- ALL DIMENSIONS ARE TO THE FACE UNLESS OTHERWISE SPECIFIED.
 - SETBACKS ARE TO THE FACE OF THE STRUCTURE.
 - CONNECTIONS TO EXISTING UTILITIES SHALL BE MADE IN ACCORDANCE WITH THE CITY OF HUNTSVILLE.
 - EXISTING UTILITIES SHALL BE MAINTAINED AND PROTECTED.
 - PROPOSED UTILITIES SHALL BE MAINTAINED AND PROTECTED.

	CADENCE HOMES - GARAGE (HANSON) HUNTSVILLE UTAH	2021 H. THUNDERBOLT WAY STE. 100 LEHI, UTAH 84043 PHONE: 801.788.0000 FAX: 801.416.1000 EMAIL: RYAN@CADENCEHOMES.COM	

2025-0022



LAND USE PERMIT

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

9 Paile
w/ Permit
\$ 150

Tax ID # 211770017

Address of Structure 273 S. 7900 E. (lot 17)

Name & Address of Owner/Owners Jaral Cadence

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

Set Backs Approved: Yes X No _____

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

[Signature]
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.)
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Huntsville Town Residential Zone Setbacks

