

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

MEETING DATE: December 11th 2025
PLACE: Huntsville Town Hall
7474 E 200 S, Huntsville Utah
TIME: 6:30 p.m.

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

Citizens: None were present

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

2-Approval of minutes for Planning Commission meeting October 25th 2025.
(See Attachment #1)

PCM Larsen motioned to approve the amended minutes from October 25th, 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
<u>NAYS:</u>	

3-Administration of the oath of office for new Planning Commission member , Brent Ahlstrom
(See Attachment #2)

Conducted and attested by Shannon Smith, Town Clerk.

4-Discussion and/or action Land Use Permit for new Home, Rev Builders, Sage lot #2, 238 S 7900 E, Parcel #211770002 (See Attachment #3)

PMC Poulter commented on the record that the lights need to be per ordinance as well as the height requirement.

PCM Poulter motioned to approve the Land Use Permit for new Home, Rev Builders, Sage lot #2, 238 S 7900 E, Parcel #211770002, with the conditions that lighting and height follow Huntsville Town Code. PCM Larsen seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

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

5- Discussion on Ordinance 2025-7-23 (See Attachment #4)

The PC discusses the pros and cons of changing the Zone. PCM Poulter questioned the term “current parcels”. She also questioned what Powder Mountain (PM) is in process of, Currently the Development Agreement (DA) is the only item the Town is working on with Powder Mountain.

PCM Larsen commented that the term “current parcels” be changed to General Plan. TC Hunter mentioned a change on page 1. The PC moved on to page 3, the discussion of removing the term commercial enterprise, and defining outdoor recreation.

Chairman Endicott commented at looking at the possibility of including in the DA allowing the residents of Huntsville Town to eat at the restaurant PM is looking to operate on the property. This topic came up in previous meetings with the public and it would be a way to build a healthy relationship with he Town.

The PC continued its discussion on page 4 about camping and updating other definitions. The definition of “Special Event” was discussed as well as noise, capacity and parking. Shannon will look into crafting a definition for this to present at the next meeting.

Permitted and conditional uses were then discussed.

6- Discussion on the 2026 meeting schedule (See Attachment #5)

7- Sandy's TC Updates

TCM Hunter mentioned that the TC is passing new procedure/written policy regarding comments in public meetings.

8-Public Comment. There were none.

9--Chairman's Remarks. Chairman Endicott thanked all for the discussion. And wished all a Merry Christmas.

10-Motion to adjourn.

PCM Ahlstrom made a motion to adjourn the meeting. All votes Aye. Motion Passes by acclimation.

Meeting is adjourned at 8:08 p.m.



Shannon Smith, Clerk

MINUTES OF THE HUNTSVILLE TOWN PLANNING COMMISSION MEETING

MEETING DATE: October 23rd 2025
PLACE: Huntsville Town Hall
 7474 E 200 S, Huntsville Utah
TIME: 6:30 p.m.

NAME	TITLE	STATUS
Allen Endicott	Chairman	Present
Jeff Larsen	Planning Commissioner	Present
Liz Poulter	Planning Commissioner	Present
Suzanne Ferre	Planning Commissioner	Present
John Henderson	Planning Commissioner	Present
Brent Ahlstrom	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 September 25th 2025.
 (See Attachment #1)

PCM Poulter motioned to approve the amended minutes from September 25th 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 Commissioner Henderson
<u>NAYS:</u>	

3) Discussion and/or action of Land Use Permit for Accessory Building, 378 N 6900 E.
Parcel # 200100047 (See Attachment #2)

The Taylors are looking to build an accessory building for a gathering space. The builder was present to speak for the project. PCM Poulter and Chairman Endicott questioned the height of the building. The height was not called out on the plans and Chairman Endicott commented that the max height was 35 feet. The planning commission also requested that the coverage be calculated on the plans submitted for building.

6- Discussion and/or action for recommendation of Ordinance 2025.7.23 (See Attachment #4)

Chairman Endicott and Beckki worked on this Ordinance and have presented it to the Planning commission. TCM Hunter presented the idea of a work session to the Planning Commission on this Ordinance. Chairman Endicott reminded the PC that the Ordinance will affect the land it is in and not the owner of the property. Also that the boat club is grandfathered in their use. They can continue operating as they have been. If they want to change their operating procedures, they would need to abide by any current code.

The Ordinance could also use a special event section, as well as addressing parking. PCM Larsen pointed out that some of the wording in the Zone is contradictory. Discussion continued on special events. There was also discussion on seasonality, and how the town wants to address that.

7- Discussion and/or action on David Morse rebuild on storage shed 6834 E. 200 S. Parcel #240170002 (See Attachment #5)

PCM Liz Poulter motioned. PCM Jeff Larsen seconded the motion. All votes Aye. Motion passes. Votes are reflected below.

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

8-Public Comment. Matt ^{McKey}McKey was present to address the PC with some land use questions. Matt presented a concept plan for the property. There was discussion on flag Lots and TCM Hunter read from the Huntsville Town code.

Steve Starkes does not want a public road through the property and the arrangement as presented allows for all the needed lots with frontage. TCM Hunter proposes a development agreement with the property owner to address the needs of the property. Matt is agreeable to the idea of a DA and believe that the Starks will be as well.

9- Sandy's TC Updates

TCM Hunter updated the PC on the two new Planning members that were appointed by the Town Council. There was a discussion on the Planning Commission terms, which are now three years.

Re meeting 12.11.26
Attn # 2

STATE OF UTAH)
 :SS
COUNTY OF WEBER)

OATH OF OFFICE

"I do solemnly affirm that I will support, obey and defend the Constitution of the United States and the constitution of this State, and that I will discharge the duties of my Office with fidelity."

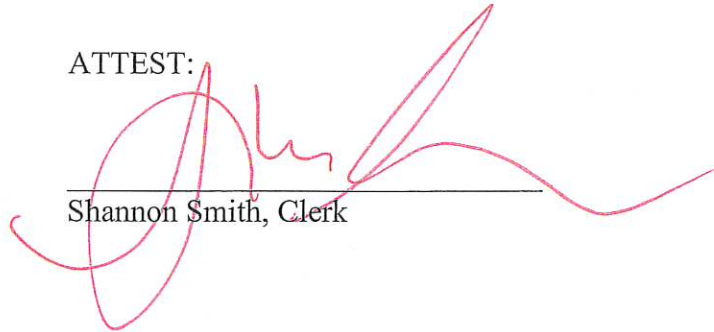


For the Office of: Planning Commissioner

Alternate Planning Commissioner

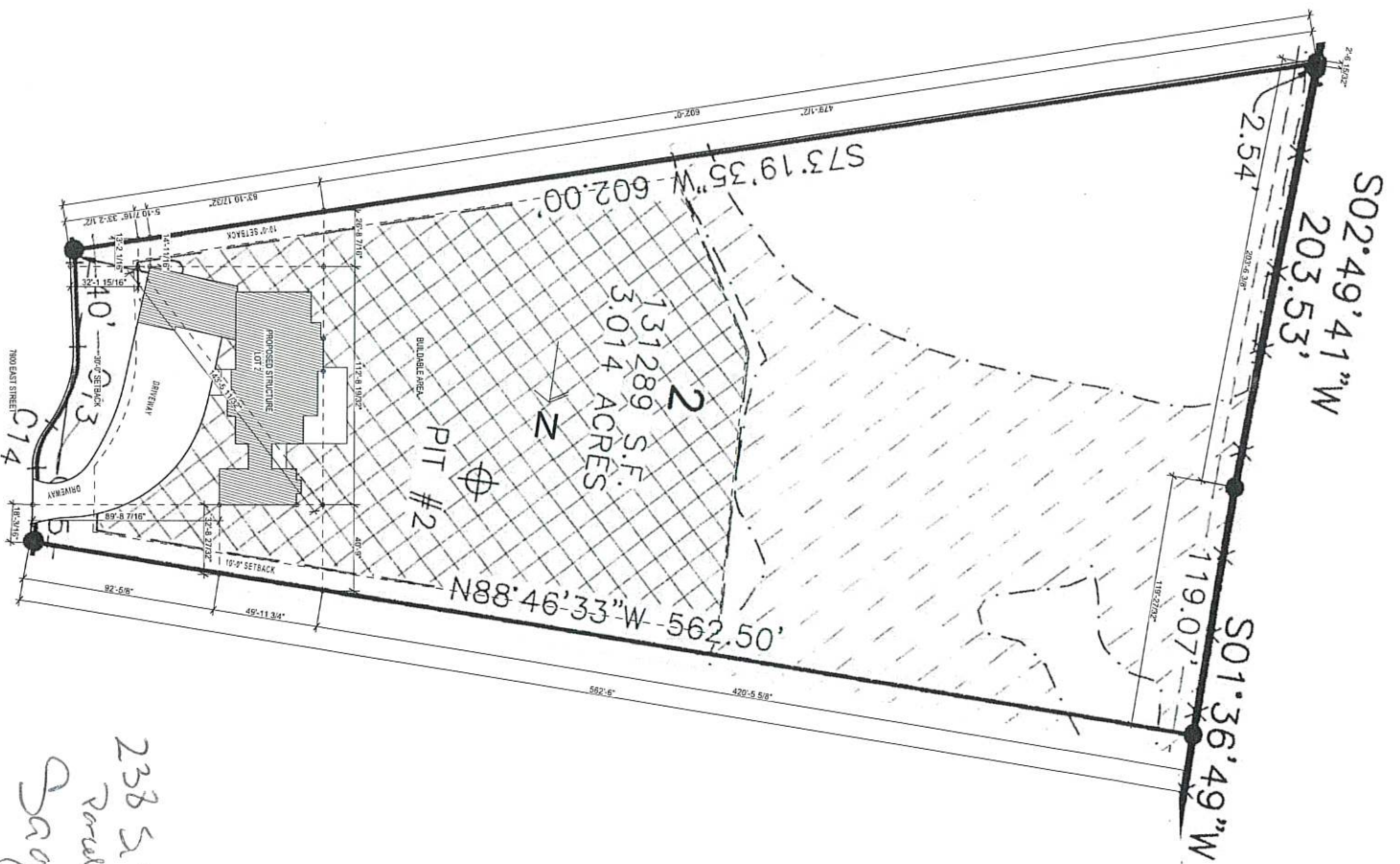
Subscribed and sworn to before me this 11 day of Dec, 2024

ATTEST:



Shannon Smith, Clerk

PC Meeting 12.11.2024
 Attach #3



238 S 7900 E.
 Road # 21170002
 Sagr lot #2



SCALE: 1" = 20'-0" For Plans Printed 36x48

A03

PROJECT ADDRESS - XXXX NORTH XXXX SOUTH XXXXX, STATE XXXXX - SUBDIVISION NAME, LOT NUMBER

SITE PLAN

PROJECT - Revit-Custom-Spec

CLIENT - XXXXX

REVISION:

R-17

JAMES HOTH: 435-720-2087

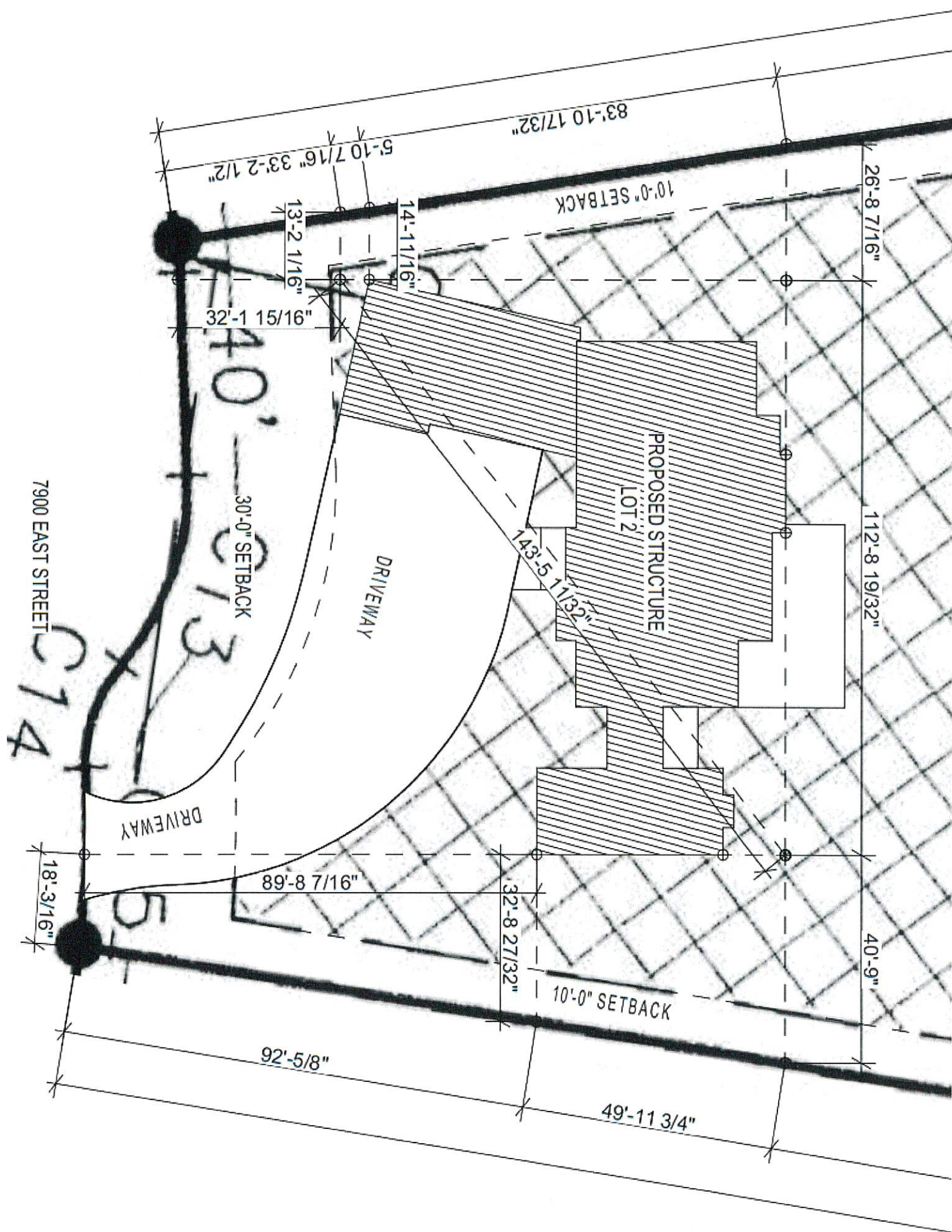
JAMES@SENECADSIGNPLANS.COM

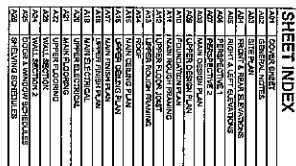
DATE: 12/2/2025

NOTES: ALL DIMENSIONS AND DRAWINGS ARE CONSIDERED TO BE THE EXCLUSIVE PROPERTY OF SENECA DESIGN PLANS AND ARE NOT TO BE REPRODUCED WITHOUT WRITTEN PERMISSION OF SENECA DESIGN PLANS. THEY MAY NOT BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN PERMISSION OF SENECA DESIGN PLANS.

DISCLAIMER: ACTUAL SITE CONDITIONS MAY VARY FROM WHAT PLANS SHOW. PLANS SUBJECT TO CHANGE ON THE BASIS OF FIELD VERIFICATION AND AS-BUILT CONDITIONS. THE CLIENT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL JURISDICTION.

THESE PLANS ARE PRELIMINARY AND NOT FOR CONSTRUCTION. THEY ARE FOR ILLUSTRATION PURPOSES ONLY AND SHOULD NOT BE USED FOR CONSTRUCTION WITHOUT THE WRITTEN PERMISSION OF SENECA DESIGN PLANS.





GENERAL NOTES - READ BEFORE USE

[illegible]

CEILING HEIGHTS	
1-5.0. Height	5'-1 1/2"
2-Bedroom	20'-2 1/4"
3-Grass Room	20'-2 1/4"
2-Bedroom	10'-1 1/8"
2-Storey	21'-2 1/4"
2-Bedroom	17'-1 1/8"
Septic Sewer	XXXXX





LAND USE PERMIT

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

Tax ID # 211770002

Address of Structure 238 S. 1900 E. (Sage Lot 2)

Name & Address of Owner/Owners Coula J. Reed Builders

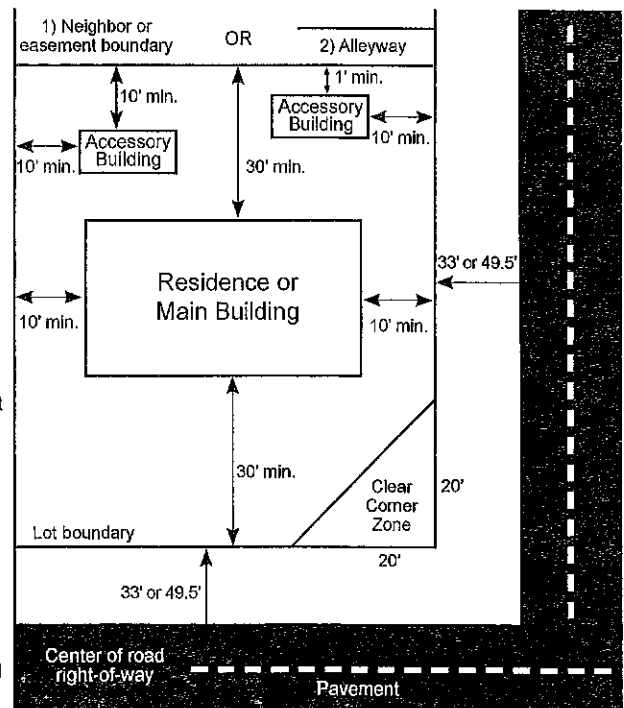
The above described Site Plan has been reviewed for setback compliance by the Huntsville Town Planning Commission on: 12.11.2025

Set Backs Approved: Yes X No

Any special stipulations and conditions of the Site Plan Review: (1) Lighting conditions to follow code

(2) Build height max 35 feet

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

Date?
Work Session

PC meeting 12.11.2024
Attach #4
Change CU
to PC level

HUNTSVILLE TOWN
ORDINANCE NO. 2025-7-23

AMENDMENTS TO TITLE 15.14 – RC ZONE

AN ORDINANCE OF HUNTSVILLE TOWN, UTAH, AMENDING
THE HUNTSVILLE TOWN TITLE 15.14, 15.16, TABLE 15-1
ACCEPTABLE USE AND DEFINITIONS;

1 WHEREAS, Huntsville Town (hereafter “Town”) is a municipal corporation,
duly organized and existing under the laws of the State of Utah.

2 WHEREAS, Utah Code Annotated §10-8-84 and §10-8-60 authorizes the
Town to exercise certain police powers and nuisance abatement powers, including
but not limited to providing for safety and preservation of health, promotion of
prosperity, improve community well-being,
peace and good order for the inhabitants of the Town;

3 WHEREAS, Title 10, Chapter 9a, of the Utah Code Annotated, 1953, as
amended, enables the Town to regulate land use and development;

4 WHEREAS, the Huntsville Town Council desires to update the Recreation
Zone (RC-1) to accurately reflect the desired use of the ~~current parcels~~;

~~WHEREAS, the Huntsville Town Council desires to amend the Residential
Zone (R-1) to prioritize single family dwellings;~~

~~WHEREAS, the Huntsville Town Council desires to amend Table 15-1, the
Acceptable Use Table, limiting the Commercial Zone (C-1) to home occupation
and emphasizing commercial use for the benefit of the Town;~~

5 WHEREAS, the Huntsville Town Council desires to update the Chapter 15.4,
Conditional Uses, to come in compliance with the Utah State Code;

6 WHEREAS, the Huntsville Town Council desires to add the definitions,
permitted and conditional uses, and special regulations in the Recreational Zone
of “Private Recreational Club” to the definitions of the Huntsville Town
Municipal Code which will help to preserve the natural landscape in the zone;

7 WHEREAS, after publication of the required notice, the Planning
Commission held its public hearing on the 23rd of July, 2025, to take public
comment on this Ordinance, and subsequently gave its recommendation to adopt
this Ordinance on the 26th of August, 2025;

liz
Is this the best
way to refer to
these or might it
limit use

Commented [BE1]: Show code reference

and to mitigate noise & other
disruptive to the
adjacent R-1 zone

Special Events Need
Definitions

WHEREAS, the Town Council received the recommendation from the Planning Commission and held its public meeting on the 4th of September, and desires to act on this Ordinance;

NOW, THEREFORE, be it ordained by the Town Council of Huntsville, Utah, as follows:

Section 1: Repealer. Any code, chapter, or section in conflict with this Ordinance is hereby repealed in its entirety and referenced thereto vacated.

Repealer. Any code, chapter, or section in conflict with this Ordinance is hereby repealed in its entirety and referenced thereto vacated.

Section 2: Amendment. The Huntsville Town Municipal Code is hereby amended to read as follows:

15.14 RECREATION ZONE RC

15.14.1	Purpose.
<u>15.14.2</u>	<u>Definitions.</u>
15.14.32	Permitted Uses.
15.14.43	<u>Conditional Uses Area Regulations.</u>
15.14.54	Special Provisions.
15.14.6	<u>Area Regulations.</u>

* Definition for recreation (outdoor)

15.14.1 Purpose.

The Recreation Zone (RC) is established as a Z_{RC} zone in which the primary use is for recreation, including private member-based seasonal recreational purposes clubs and/or camps, and operated by a private member-based organization that is not available for use by the general public, or paying public, or as a commercial venture enterprise (i.e., private seasonal recreational camps). The purpose of the Recreation Zone (RC Zone) is to provide suitable areas that will accommodate the need for private recreation and its associated uses, some of which may have an environmental impact requiring a Conditional Use Permit after public review and/or special regulations.

Liz
Primary use is for private recreation

Does this fit w/ Powder

The objectives of the RC Recreational Zone RC are:

outdoor

- A. to promote the use of the land for private fishing and recreational purposes.
- B. to facilitate the conservation of water and other natural resources.
- C. to preserve open space, natural scenic attractions, natural vegetation, and other natural features within the zone.

In order to accomplish these objectives and purposes and to protect the essential characteristics of the zone, the following regulations shall apply in the Recreation Zone RC.

15.14.2 Definitions These definitions only apply to this Chapter.

title 1514

- A. "Private Recreational Club" means a member-based organization whose primary purpose is to provide recreational, social/dining, or leisure amenities and uses exclusively to members and their guests. This definition shall not include private clubs as defined by the Utah State Alcoholic Beverage Control Act.
- B. "Accessory Structure or Building" means a subordinate structure detached from but

Liz- this chapter?

located on the same lot as the main structure, the use of which is incidental and accessory to that of the main structure. A detached subordinate building and/or structure clearly incidental to and located upon the same lot occupied by the main building and/or structure. *ie not a secondary dwelling*

C. "Campground" means a private open area with sanitary facilities for overnight or camping and may include the overnight parking of camping trailers, tent trailers or other vehicle types intended for camping purposes. *tents*

D. "Commercial Use" means an occupation, employment or enterprise that is carried on for profit by the owner, lessee or licensee.

E. "Conditional Use" means a use or occupancy of a building, or use of land permitted by the Huntsville Planning Commission Town Council subject to certain conditions in accordance with the as a "Special Exception" only when authorized upon issuance of a Conditional Uses Permit and subject to the limitations and conditions specified therein as provided in the Conditional Uses Chapter of this Ordinance, intended to allow compatible integration of uses which may be suitable only in certain locations within a particular zone, or only upon certain conditions and/or design criteria being achieved.

The purpose and intent of Conditional Uses is to allow in certain areas, compatible integration of such uses with conditions that mitigate negative impacts associated with the use as special exceptions but which are related to the permitted uses of in the RC Zzone, in order to allow the use to but which may be suitable and desirable at a only in certain locations in that particular zone due to conditions and circumstances peculiar to that use and/or location by regulating and/or only if such uses as designed, laid out, and construction, operations, traffic, and any other factored on the proposed site, including time, place and manner conditions in a particular manner.

F. "Dwelling" means a building or portion thereof, which is constructed in compliance with the Town's adopted building codes and designed as a place for human habitation, except hotel, apartment hotel, boarding house, lodging house, tourist court or apartment court.

G. "Permitted Use" means any use lawfully occupying land or buildings as authorized in the zoning regulations and for which no Conditional Use Permit is required.

H. "Private" means for use by the occupant, their friends, and guests, and not for the purpose of remuneration, hire, or sale or any other commercial use nor use by an ad hoc informal association or group for the purpose of circumventing this limitation. *club members*

I. "Public" means buildings or uses owned or operated by a branch of the Government or governmental entity and open to the public, such as Libraries, School, Parks, other than private facilities.

J. "Special Event" means

hiz
ie not a secondary dwelling
include "seasonal" parking vs just over night
ie not for the public

not sure what we are saying here?

general public whom are not members of organization or club

Commented [BE2]: The PC needs to define what a special event is in this RC zone.

** Definitions*

- Noise

- People

- Different than Normal Use

- Parking

Bar club, Power

Different rules?

Has anyone asked power min. what they see as a typical use for the property vs "special event"

15.14.32 Permitted Uses

2 parts? each zone

A. ~~Parking of motor homes, travel trailers, and tents~~

move to B
A. ~~Private Storage of RV, boat or vehicles~~

A. Bike Paths

B. Private Parks

C. Outdoor Recreation

A. Boating, water skiing, and other water recreation activities

B. Fishing

Private recreation grounds; private picnic areas

C. Private club facilities for member-only recreational and social use, including accessory structures such as bathhouses, pavilions, barns and pools, provided such facilities are not open to the general public and are not operated as commercial enterprises

15.14.3 ^{may} Conditional Uses

The following uses ~~shall~~ be permitted only in the RC zone only after issuance of a Conditional Use Permit as provided in Chapter 15.4.

A. Private Recreation Facility

- Special Events as defined by 15.14.2 must obtain a special events permit issued by the Huntsville Town Council. No more than 3 events per calendar year.
- Operating hours – not to exceed opening at 8 a.m. and closing at 10 p.m.
- Parking – Not to exceed thirty (30) developed parking spots, including handicapped parking requirements. Vehicles will be restricted to the developed parking stalls. No on-street parking allowed.
- Shuttle Service – Shuttles for events and daily activities must be restricted to 100 South.
- Noise – No amplified sound on the parcel with the exception for emergency circumstances. No generators after 10 p.m. Quiet hours are 10 p.m. to 8 a.m.
- Daily ~~Occupancy~~ Occupancy – limited to 100 people including staff and members.
- Night Lighting – Must follow Weber County's Dark Sky Ordinance.
- Dwelling Units – Not permitted in this RC Zone.

i. ~~Private Storage of RV, boat or vehicles~~ - only for retail Camping Per

seasonal
don't we mean trailers
use OR camping trailers
VS storage

why not allow any
Public use per the
Ordinance. Surely the
club will restrict that.
Non-commercial ^{except} for

Commented [BM3]: Is overnight camping allowing by members? How many days in a row? Overnight activities allowed? What other uses or regulations have you missed?

club
members

#Camping spots @ Boat club ~ 35
limit

Look e use
table
to match

- i. Business License from ~~Huntsville Town~~ shall be required.
- j. Food and beverages ~~Drink~~, including alcoholic beverages, shall may only be provided to members only. Commercial catering or restrand business is not permitted.

B. Private Camping:

- a. Noise – No amplified sound on the premises ~~pareel~~, with the exception for emergency circumstances. No generators after 10 p.m. Quiet hours are 10 p.m. to 8 a.m.
- b. Sewer Facilities or trailer dump – is required onsite and must be approved by the Weber Morgan Health Department.
- c. Restroom Facilities are required on the property.
- d. A Site Pplan of campsites must be provided.
- e. Occupancy is limited to the number of campsites.
- f. Parking – limit two (2) vehicles per campsite.
- g. Campers can not reside on the property for more than 150 consecutive days. May 1st through September 30th.
- h. A Business License from ~~for~~ Huntsville Town shall be required.

✓ *Private storage of RV, boat or vehicles*

C. Vehicle Control Gate:

Commented [BM4]: What is this for?

Commented [BE5R4]: The RC zone is frequently used by the public to "turn around" and explore these parcels. There has been a desire expressed to have a vehicle control gate. Since two owners share this access, conditions might be needed to allow both parties to access the gate.

15.14.3 Area Regulations

- A. The minimum lot area shall be one recorded lot or pareel of land not less than three quarters (0.75) of an acre and a minimum width of one hundred thirty (130) feet.
- B. No single building shall cover more than twenty five (25) percent of the area of the pareel nor be more than twenty five (25) feet in height. No combination of buildings and facilities such as swimming pools, shall cover more than thirty five (35) percent of the area of the pareel.
- C. Side and rear yard setbacks for structures will be ten (10) feet from property line.

15.14.54 Special Regulations Provisions:

- A. Motor homes, travel trailers or tents shall be allowed and may be occupied on a permanent basis.
- A. Motor homes, travel trailers or tents may be kept, placed or stored on the premises between October 15th of each year and May 1st of each succeeding year.

- ~~B.~~ There shall be no sewage dump facility permitted in this zone.
- ~~C.A.~~ The required yard space shall be kept free of debris, refuse or other inflammable material which ~~may constitute~~ may constitute a fire hazard.
- ~~D.B.~~ This zone is not available for use by the general or paying public or as a commercial venture or enterprise.
- ~~C.~~ Usage of the premises is limited to Members, Guests and Staff ~~owners~~ of the Private Club property, which owns ~~or leases~~ a building or property or portion thereof. ~~the use of such premises being restricted to members and their guests.~~ Usage of the premises may occur year—around.
- ~~D.~~ Subletting or leasing is not permitted.
- ~~E.~~ Public health requirements concerning domestic water supply and sewage disposal shall comply with the State and Weber- Morgan County requirements. A septic tank certificate of design approval from Weber-Morgan County Health Department shall be required in all applications for a building permit which requires a sewage disposal system.
- ~~F.~~ On-street parking is not permitted

15.14.6 Area Requirements.

- ~~A.~~ The minimum lot area shall be one recorded lot or parcel of land not less than three-quarters (0.75) of an acre and a minimum frontage width of one hundred thirty (130) feet.
- ~~B.~~ No single building shall cover more than twenty-five (25) percent of the area of the parcel nor be more than twenty-five (25) feet in height. No combination of buildings and facilities such as swimming pools, shall cover more than thirty-five (35) percent of the area of the parcel.
- ~~C.~~ Side and rear yard setbacks for structures will be ten (10) feet from property line.
- ~~E.~~

15.4 CONDITIONAL USES[†]

- 15.4.1 Purpose
- 15.4.2 Conditional Use Permit

[†]Amended 2-4-2021: Ordinance #2021-1-28: Various Edits including the adoption of Conditional Use Standards.

- 15.4.3 Review Procedure
- 15.4.4 Determination
- 15.4.5 Basis for Issuance of Conditional Use Permit
- 15.4.6 Appeal Building Permit and Improvement Guarantee
- 15.4.7 Building Permit and Improvement Guarantee
- 15.4.8⁷ Expiration
- 15.4.9⁸ Discontinued Use

15.4.1 Purpose

The purpose of Conditional Use is to allow a land use that, because of its unique characteristics or potential detrimental effects within a zone, or on adjacent land uses, may be allowed only if certain conditions are required that mitigate or eliminate the detrimental impacts. The intent is to make provision for said uses under conditions and circumstances that pertain to that zone. Since said uses would not normally be permitted in that zone, careful examination and establishment of the conditions for permitting said uses is provided for under these procedures.²

15.4.2 Conditional Use Permit

~~A Conditional Use Permit shall be required for all uses not specifically listed for a given zone. The Conditional Use Permit shall be approved by the Huntsville Town Council after review and recommendation by the Huntsville Town Planning Commission. A Conditional Use Permit shall be required for all uses listed a Conditional Uses in the zone regulations. -A Conditional Use Permit may be revoked at a later time by the Huntsville Town Council, by the Planning Commission, based upon sufficient evidence of failure to comply with the conditions imposed on the permit, or based upon sufficient evidence of other violations of the law, after review and recommendation by the Huntsville Town Planning Commission, upon the permittee's failure to comply with the conditions imposed with the original approval of the permit.~~

15.4.3 Application Procedure

- A. Application for a Conditional Use Permit shall be made to the Huntsville Town Planning Commission. A site plan showing details and other requirements shall accompany the completed application forms provided by the Huntsville Town Clerk or Huntsville Town Building Official.
- B. The application together with all pertinent information shall be considered by the Huntsville Town Planning Commission at its next regularly scheduled meeting. The applicant shall be notified of the date, time, and place of each public meeting.

² Amended 6-22-22; Ordinance #2022-5-26-B; wording updated

- C. The Huntsville Town Planning Commission may call a special public hearing on any application after adequate notice if it is deemed in the public interest. The applicant shall be notified of the date, time, and place of each public hearing.

15.4.4 Determination

~~After the completion of the review procedure in 15.4.3, the Huntsville Town Planning Commission will pass their decision to recommend or not recommend a Conditional Use on to the Huntsville Town Council. In recommending any Conditional Use, the Huntsville Town Planning Commission shall impose such requirements and conditions necessary to mitigate the reasonably anticipated detrimental effects of the proposed use. The applicant shall be notified of the decision.~~

~~The Huntsville Town Council may adopt, modify, or reject the recommendation of the Huntsville Town Planning Commission and impose any additional conditions that it may deem necessary if granting a Conditional Use Permit.~~

The Planning Commission may deny or permit a Conditional Use to be located within any zone in which the particular Conditional Use is permitted by the use regulations of that zone. In authorizing a Conditional Use, the Planning Commission shall impose such requirements and conditions necessary for the protection of adjacent properties and the public welfare.

15.4.5 Basis for Issuance of Conditional Use Permit

The Huntsville Town Planning Commission shall not ~~authorize~~ recommend a Conditional Use Permit unless evidence is presented to establish:

- A. A conditional use shall be approved if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with the applicable standards set forth in 15.4.6.
- B. If the reasonably anticipated detrimental effects of a proposed conditional use cannot be substantially mitigated by the imposition of reasonable conditions to achieve compliance with applicable standards, the conditional use shall be denied.

15.4.6 Conditional Use Standards

The following conditions may be imposed to mitigate the reasonably anticipated detrimental effects of the proposed use:

1. On-site security, security system, or security plan.
2. Additional set-backs or landscaping.
3. Additional storm water facilities or retention.
4. Sign limitations.
5. Easements, covenants, deed restrictions, or similar limitations.
6. Limits on hours of operation, in whole or part.
7. Limits on hours of operation of equipment or machinery.
8. Limits on the types of equipment or machinery.
9. Height limits.
10. Size limits.
11. Density limits.
12. Structural limits.
13. Time limits for construction, temporary uses, limited uses, or limited operation.
14. Limits on the number of objects or animals.
15. Conditions to limit light, glare, or heat.
16. Conditions to limit vibration, movement, odor, or noise.
17. Architectural, fencing, landscaping, or design mitigation.
18. Limits on the number of employees, patrons, or automobiles.
19. Traffic regulations, congestion reduction measures, and limited access.
20. Limitations to improve public health.
21. Limitations to improve public safety.
22. Any other condition to mitigate anticipated detrimental impacts.

15.4.7 Appeal

1. The decision of the planning commission may be appealed to the mayor at the next regular council meeting by filing a written appeal within 15 days after the date of the planning commission meeting where the decisions was rendered.
2. After review and opinion from the Town Council, the mayor may uphold or reverse the decision of the planning commission and impose any additional conditions that it may deem necessary in granting an appeal.
3. The decision of the mayor may be appealed to the board of adjustment within 15 days of the decision of the mayor, only after the filing a written appeal by an aggrieved party. The board of adjustment shall review the decision of the mayor and planning commission decisions for correctness.

22.

15.4.7 15.4.8 Building Permit and Improvement Guarantee

Following the issuance of a Conditional Use Permit, the Huntsville Town Building Permit Official shall approve an application for a building permit and shall ~~insure~~ensure that development is undertaken and completed in compliance with said permits and conditions pertaining thereto.

Prior to the issuance of an Occupancy Permit, the developer shall guarantee to Huntsville Town the completion of any uncompleted improvements or conditions of approval, which shall be included in the Assurance Bond held by Huntsville Town.

15.4.815.4.7 Expiration

Unless there is substantial action under a Conditional Use permit within a maximum period of one (1) year of its issuance, the Conditional Use Permit shall expire. The Huntsville Town ~~Council~~ Planning Commission may grant a maximum extension of six (6) months under exceptional circumstances. Upon expiration of any extension of time granted by the Huntsville Town ~~Council~~ Planning Commission, or failure to complete all conditions and requirements of the Conditional Use Permit within an eighteen (18) month period of time, the approval for the Conditional Use Permit shall expire and become null and void.

15.4.915.4.8 Discontinued Use

When an approved Conditional Use has been discontinued and/or abandoned for a period of one (1) year, the Conditional Use Permit becomes null and void. In order to restore the Conditional Use, a new application shall be filed for review and consideration by the Huntsville Town Planning Commission and Huntsville Town Council. If two (2) years expire with discontinued use and/or abandonment, the owner will remove the structure or use it for an

Commented [BE6]: This is not something that I have seen in other ordinances. I am not sure that this section needs to stay in the new ordinance.

approved use. If the owner does not remove the structure, Huntsville Town will remove the structure and place a lien on the property for the cost of removal and disposition.

Commented [BM7]: Do you want to include CUP Chapter amendments to update the CUP to state law as administrative approval?

~~15.6.2.C A Residential Zone Bed and Breakfast subject to the following standards:~~

- ~~1. Two parking spaces shall be provided for the family plus one space for each guest room;~~
- ~~2. No parking may be located on the public thoroughfare;~~
- ~~3. Proprietor or owner must occupy the dwelling;~~
- ~~4. Meals may only be served to overnight guests;~~
- ~~5. Not more than three (3) guests' sleeping rooms per dwelling;~~
- ~~6. Allowed only in existing dwellings with no exterior additions nor change in residential character;~~
- ~~7. Business license must be obtained.~~

~~15.6.2.G Accessory Structures or Buildings. No accessory structure or building, or portion thereof, shall be rented, including in-kind considerations, as a dwelling unit.~~

~~"Recreation and Athletic Facilities" add reference Remarks which states "Refer to 15.6.2.I"~~

~~"Accessary Building/Private" add reference which states "Refer to 15.6.2.G"~~

~~"Dwelling Unit, single family" in C-1 zone and C-2 zone to "N"; not permitted~~

~~"Construction equipment rental and storage"~~

~~Fishing Pond—change in RC zone to "C"; conditional~~

~~Transportation/Shuttle Services—change to "C"; conditional in RC Zone~~

~~Restaurant with alcohol Services (in Retail Sales)—Change RC zone to "C"; conditional~~

Section 3: Severability. If a court of competent jurisdiction determines that any part of this Ordinance is unconstitutional or invalid, then such portion of this Ordinance, or specific application of this Ordinance, shall be severed from the remainder, which shall continue in full force and effect.

Huntsville Town

Meeting 12.11.25
Attach 5

Town Council & Planning Commission Monthly Meetings 2026



In accordance with Utah Code Section 52-4-202(2), notice is hereby given of the 2026 Meeting Schedule for Huntsville Town. The Town Council will meet on January 8th, 2026 at 6:00 p.m., and will subsequently meet the first and third Thursday of each month thereafter at 6:00 pm. The Planning Commission will meet on January 29th, at 6:30 p.m. and will subsequently meet the fourth Thursday of each month (unless stated otherwise) thereafter at 6:30pm. Work sessions, special meetings, or emergency meetings may be held as needed in accordance with state law. A notice and agenda for each meeting will be posted prior to a meeting in accordance with state law. Some meetings may be cancelled or rescheduled. Meetings will be held at the Huntsville Town Hall, 7474 E 200 S, Huntsville UT, 84317. Zoom link available at huntsvilleutah.gov, as applicable. For special accommodation contact the Town office at least 24 hours before any meeting. For questions, contact the Town Office at 801-745-3420. Published December 15th, 2025.

Town Council	Planning Commission
January 8 th and 22 nd	January 15 th
February 5 th and 19 th	February 26 th
March 5 th and 19 th	March 26 th
April 16 th	April 23 th
May 7 th and 21 st	May 28 th
June 4 th and 18 th	June 25 th
July 16 th	July 23 rd
August 6 th and 20 th	August 27 th
September 3 rd and 17 th	September 24 th
October 1 st and 15 th	October 22 nd
November 5 th and 19 th	November 12 th
December 3 rd	December 10 th

CERTIFICATE OF PASSAGE AND PUBLICATION OR POSTING According to the provision of U.C.A. §10-3-713, 1953 as amended, I, the municipal clerk/recorder of Huntsville Town, hereby certify that foregoing agenda was duly published, or posted the following:

Dated this 15th day of December 2025

Shannon Smith, Clerk

Town Hall
Post Office
huntsvilleutah.gov
pmn.utah.gov