

HONEYVILLE CITY PLANNING COMMISSION MEETING NOTICE & AGENDA

Notice is hereby given that the **Regular Meeting** of the **Honeyville City Planning Commission** will be held on **Wednesday October 22, 2025**, at 7:00 p.m., in the Honeyville City Hall, 2635 West 6980 North, Honeyville, UT 84314. Interested citizens are invited to attend.

Call to Order – Laurie Hunsaker

Invocation & Pledge of Allegiance – Ty Walker

Conflict of Interest, if any:

Public Comment Period: Comments will be listened to with no action taken. Items needing action will be placed on next month's agenda by request. Individuals will be given 5 minutes to comment.

City Council Meeting Report – Chair Laurie Hunsaker:

A. Report:

Zoning Administrator Report – Kenny Funk:

A. Zoning Admin Report:

Discussion Items:

- A. Nuisance Ordinance 4-2-2 B - Laurie
- B. Fence Ordinance & Permit – Anna & Kelli
- C. Shooting in City Limits - Laurie
- D. Sidewalks - Laurie

Action Items:

- A. Approval of Minute: 08/27/25
- B. Approval of Minute: 09/24/25

Agenda Items for Next Month

ADJOURNMENT

Posted on honeyvillecity.org, Utah Public Notice Website, at City Hall and at the Honeyville City Post Office: 10/20/25

7-1-1: Department of streets

- A. Creation: There is hereby created a department of streets, which shall have general supervision of streets, sidewalks, bridges and other public ways.
- B. Superintendent: The department shall be under the direction and control of the superintendent of streets.
- C. Powers and Duties: The department shall:
 - 1. Have charge of the construction, maintenance and repair of streets, sidewalks, bridges, curbs, gutters, culverts, drains, waterways and other public ways. It shall have control of all waters flowing on the streets, sidewalks and public ways, whether originating from storm, flood, drainage or irrigation waters.
 - 2. Keep a record of and promptly investigate all complaints of defective streets, culverts, drains, ditches, sidewalks and other public ways and, when proper, repair, replace or take such action as deemed best, and shall record the action taken on each complaint.
 - 3. Enforce the provisions of this chapter and all other ordinances relating to the maintenance and use of streets, culverts, drains, ditches, waterways, curbs, gutters, sidewalks and other public ways.
 - 4. Repair, or cause to be repaired, all defects coming to the department's attention and take reasonable precautions to protect the public from injuries due to such defects pending their repair.

(Adopted by Ord. 1976 Code §§ 11-311, 11-312 on 1/1/1976)

4-2-2: Declaration of nuisance

- A. Statement: Every act or condition made, permitted, allowed or continued in violation of section 4-2-1 of this chapter, is hereby declared to be a nuisance and may be abated and punished as hereinafter provided.
- B. Specified: Nuisances include, but are not limited to:
1. Befouling Water: Befouling water in any spring, stream, well or water source supplying water for culinary purposes.
 2. Privies, Cesspools: Allowing any privy vault or cesspool, or other individual wastewater disposal system, to become a menace to health or a source of odors or contamination to air or water.
 3. Garbage Containers, Offensive: Permitting any garbage container to remain on premises when it has become unclean and offensive.
 4. Garbage Accumulation: Allowing vegetable waste, garbage, litter, filth or refuse of any nature to accumulate within or upon any private alley, yard or area, except when it is temporarily deposited for immediate removal.
 5. Manure Accumulation: Permitting the accumulation of manure in any stable, stall, coral, feed yard, yard or in any other building or area **in which any animals are kept.**
 - a. Manure removal schedule shall be as follows:
 - Lot size up to 1 acre: at least once per month
 - Lot size above 1 acre and up to 2 acres: at least once per 2 months' time
 - Lot size above 2 acres and up to 3 acres: at least once per 3 months' time
 - Lot size above 3 acres and up to 4 acres: at least once per 4 months' time
 - Lot size above 4 acres and up to 5 ½ acres: at least once per 5 months' time
 6. Slaughterhouses, Feed Yards: Permitting any slaughterhouse, market, meat shop, stable, feed yard or other place or building wherein any animals are slaughtered, kept, fed or sold to remain unclean or in any state or condition detrimental to health or creating a nuisance because of odors, or in which flies or rodents breed.
 7. Discharging Offensive Water or Liquid Waste: Discharging or placing any offensive water, chemical spray, liquid waste or refuse of any kind into any street, alley, sidewalk, gutter, stream, wash, natural watercourse, ditch, canal or any vacant lot or which, as the result of continued discharge, will render the place of discharge offensive or likely to become so.
 8. Collecting Grease, Offensive Matter: Keeping or collecting any stale or putrid grease or other offensive matter.
 9. Flies and Mosquitos: Having or permitting upon any premises any fly- or mosquito-producing condition.
 10. Public Drinking Vessels: Keeping any drinking vessel for public use without providing a method of decontamination between uses.
 11. Ablutions near Drinking Fountain: Permitting or performing any ablutions in or near any public drinking fountain.
 12. Boarding House or Factory, Sanitary Condition: Failing to furnish any dwelling house, boarding house or factory or other place of employment with such privy vaults, water closets, sinks or other facilities as may be required to maintain the same in sanitary condition.

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13. Cleaning Privy Vaults: Neglecting or refusing to discontinue use of, clean out, disinfect and fill up all privy vaults and cesspools or other individual wastewater disposal systems within twenty (20) days after notice from an enforcement officer or official of the city.
 14. Stagnant Water; Offensive Substances: Permitting any lot or excavation to become the repository of stagnant water or any decaying or offensive substances.
 15. Obstructing Public Ways, Watercourses, Parks: Obstructing or tending to obstruct or interfere with or render dangerous for passage any street or sidewalk, lake, stream, drainage, canal or basin, or any public park without first obtaining the written permission of the city council.
- C. Additional Nuisances: The types of nuisances above stated shall be deemed in addition to and in no way a limitation of the nuisances subject to this chapter.

(Adopted by Ord. 1976 Code §§ 10-313, 10-314 on 1/1/1976; Amended by Ord. 2001 Code on 1/1/2001)

**The DRAFT Minutes of
Honeyville City Planning Commission
August 27, 2025 Regular Meeting**

Laurie Hunsaker called the meeting to order at 7:01 p.m.

Present were Chair Laurie Hunsaker. Commission Members Staci Zilles-Nelson, Kelli Shaw, Anna Dammer, Jacob Jaques and Bob Kosbab. Ty Walker was not present at this meeting.

Employees present: Brittiny Chlarson, Clerk/Recorder
Kenny Funk, Zoning Administrator

There was approximately 1 member of the public present.

Anna Dammer offered the Invocation and led the group in the Pledge of Allegiance.

Conflict of Interest, if any: None noted.

Public Comment Period:

No comments were made.

Public Hearing – Text Amendment to General Plan:

A. Open Public Hearing: Opened at 7:02 p.m.

STACI ZILLES-NELSON motioned to Open the Public Hearing for the Text Amendment to the General Plan. JACOB JAQUES seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, Jacob Jaques for and Bob Kosbab for.

No members of the public wished to comment.

B. Closed Public Hearing: Closed at 7:03 p.m.

JACOB JAQUES motioned to Close the Public Hearing for the Text Amendment to the General Plan. KELLI SHAW seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, Jacob Jaques for and Bob Kosbab for.

C. Action Item: Motion to Recommend Approval of the Text Amendment to the General Plan:

BOB KOSBAB motioned to Recommend Approval of the Text Amendment to the General Plan. JACOB JAQUES seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, Jacob Jaques for and Bob Kosbab for.

City Council Meeting Report – Chair Laurie Hunsaker:

- A. **Report:** Laurie H reported that the council would like to improve the ordinance for unlawful dumping. The biggest issue the city is experiencing right now is the dumping of calves.

Zoning Administrator Report – Kenny Funk:

A. Zoning Admin Report/DRC:

- **Building Permits:**
 - o 7830 N Hwy 38 – Solar Permit
 - o 6920 N 2550 W – Shop
 - o Madsen Building Permit was denied because it did not meet the setbacks. They will be asking for a variance.
- **Development:**
 - o Cox's have decided not to pursue the flag lot.

DISCUSSION ITEMS:

- A. **A-5A:** Kenny F. stated that during their research they found that the A-5A only applies to subdivision applications and not to someone wanting to change zoning to their own parcel. Laurie H read the intent of the A-5A. Bob K raised the concern about the remaining lots keeping the density to meet the A-5A average. Kelli S said that she has never seen language put on plat maps other than subdivisions. Laurie H didn't see any other way to have the A-5A other than to apply for a subdivision application.
- B. **DRC Ordinance:** Laurie H shared that the DRC Ordinance was set up to create the Development Review Committee. Currently that committee consists of Kenny, Troy, Laurie and Dana. It is getting quite expensive to have the city engineer attend all of those meetings. The Mayor has requested that they look into a way to change the ordinance to state that the city engineer is only used on an as needed basis, which is how they currently have it set for the city attorney. Bob K was worried about not having the engineer do final reviews. Kenny F clarified that the engineer would still be a part of that, she just wouldn't be involved with the minor details. Laurie H felt that it would be wise for the Mayor to appoint one more person, however due to state law it cannot be an elected official. Kenny F stated that they would make these changes in the definition section of title 10.

Verbiage Changes: Development Review Committee: *The Development Review Committee, DRC, is a staff level committee comprised of one member of the planning commission, the zoning administrator, the public works director and one ~~at-large position~~ a citizen of Honeyville as appointed by the Mayor. The DRC shall meet on an as needed basis and shall act upon the agreement of at least three members. ~~The city engineer and/or the city attorney may advise the DRC on an as-needed basis.~~*

The commission felt that it was vital to add the city engineer to the development checklist along with approval verbiage added to Title 11.

JACOB JAQUES motioned to move the order of the agenda to allow for Action Item A to be voted on at this point in the meeting. BOB KOSBAB seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, Jacob Jaques for and Bob Kosbab for.

- C. **Fence Permit:** The purpose of applying for a fence permit is to make sure that citizens are meeting the ordinance. Kenny liked Brigham City's permit because it was free, but it still allows the city to make sure individuals are in compliance. **Jacob J** didn't like that people would need a permit when they are tearing down their existing fence and then improving it with a new one. **Laurie H** stated that in the ag zone she is always moving panels and creating fences on her property. It was suggested that requirements be different in agricultural vs residential zones.
- D. **Agricultural Protection Area Ordinance:** **Laurie H** presented a template from the State. They would need to determine minimum acreage. They also need to create an agricultural advisory board, up research Laurie found that in a small city they can use the city council as the advisory board. **Staci Z-N** felt that it should be 2 acres and up. **Laurie H** was leaning towards 5.5 acres because that is what is required for greenbelt. **Jacob J** was concerned about allowing smaller lots being protected and tying the city's hands on addressing issues. It was suggested that they allow 2.5 acres because that is the smallest lot allowed in an ag zone.
- E. **Storage Containers:** **Staci Z-N** presented Mendon's code for Storage Containers. There was discussion about whether or not they would allow storage containers to be converted into a living space. **Laurie H** stated that once they have been remodeled, they no longer fit the definition of a storage container. **Kenny F** stated that he currently treats these like accessory buildings. **Laurie H** asked Staci to create a definition of what a storage unit is. It was also suggested that they only allow shipping containers in certain zones in town.

- F. **Manure Ordinance:** Laurie H created the cleanup schedule for manure. This would need to be added to 4-2-2-B5 and referenced in 10-24-5. A public hearing will need to be held for this text amendment.

ACTION ITEMS:

- A. **DRC Text Amendment:**

JACOB JAQUES motioned to recommend the amendments to the DRC definition to the City Council. KELLI SHAW seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, Jacob Jaques for and Bob Kosbab for.

- B. **Title 10 Revision:** Prioritize what issues need to be addressed first in Title 10.

- C. **Approval of Minutes:** 07/16/25

STACI ZILLES-NELSON motioned to Approve the Minutes of 07/16/25 as presented. BOB KOSBAB seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, Jacob Jaques abstained and Bob Kosbab for.

Agenda Items for Next Month:

- A-5A Zone (Discussion)
- Fence Permit (Discussion)
- APA (Action – Public Hearing)
- Title 10 (Action – Public Hearing)
- Manure Ordinance (Action – Public Hearing)

Bob K received a phone call where an individual was asking if they could come in and buy acreage and add little cabins for short-term rentals. It was discussed they would have to go through a re-zone process and meet all of the standards.

STACI ZILLES-NELSON motioned to adjourn at 9:11 p.m. JACOB JAQUES seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, Jacob Jaques for and Bob Kosbab for.

Meeting Adjourned at 9:11 p.m.

The foregoing minutes were taken and typed by Brittney Chlarson.

I certify these minutes to be true and accurate to the best of my knowledge.

ATTEST:

DATE APPROVED: _____

Brittney Chlarson – Clerk/Recorder

Laurie Hunsaker - Chair

**The DRAFT Minutes of
Honeyville City Planning Commission
September 24, 2025 Regular Meeting**

Laurie Hunsaker called the meeting to order at 7:00 p.m.

Present were Chair Laurie Hunsaker. Commission Members Staci Zilles-Nelson, Kelli Shaw, Anna Dammer and Jacob Jaques. Bob Kosbab was excused from this meeting. Ty Walker submitted his resignation and was not in attendance.

Employees present: Wendy Lindauer, Deputy Clerk
Kenny Funk, Zoning Administrator

There were no members of the public present.

Laurie Hunsaker offered the Invocation and led the group in the Pledge of Allegiance.

Conflict of Interest, if any: None noted.

Public Comment Period:

No comments were made.

Public Hearing – Text Amendment to the Nuisance Ordinance:

A. Open Public Hearing: Opened at 7:02 p.m.

STACI ZILLES-NELSON motioned to Open the Public Hearing for the Text Amendment to the Nuisance Ordinance. JACOB JAQUES seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, and Jacob Jaques for.

No members of the public were present.

B. Closed Public Hearing: Closed at 7:03 p.m.

STACI ZILLES-NELSON motioned to Close the Public Hearing for the Text Amendment to the Nuisance Ordinance. JACOB JAQUES seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, and Jacob Jaques for.

C. Action Item: Motion to Recommend Approval of the Text Amendment to the Nuisance Ordinance:

JACOB JAQUES motioned to Recommend Approval of the Text Amendment to the Nuisance Ordinance. KELLI SHAW seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, and Jacob Jaques for.

Public Hearing – Creation of Ag Protection Area Ordinance:

A. Open Public Hearing: Opened at 7:03 p.m.

JACOB JAQUES motioned to Open the Public Hearing for the Creation of an Ag Protection Ordinance. Anna Dammer seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, and Jacob Jaques for.

No members of the public were present.

B. Closed Public Hearing: Closed at 7:04 p.m.

ANNA DAMMER motioned to Close the Public Hearing for the Creation of an Ag Protection Ordinance. JACOB JAQUES seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, and Jacob Jaques for.

C. Action Item: Motion to Recommend Approval of the Creation of an Ag Protection Ordinance:

JACOB JAQUES motioned to Recommend Approval of the Creation of an Ag Protection Ordinance. KELLI SHAW seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for, and Jacob Jaques for.

City Council Meeting Report – Chair Laurie Hunsaker:

- A. Report:** Laurie H reported that the council was on board with the city council being the ag protection advisory board. The council suggested adding that a full-time farmer would be appointed by the Mayor if there is not one currently serving on the city council.

It was also reported that the city treasurer is reviewing the fee schedule which will impact application fees.

Zoning Administrator Report – Kenny Funk:

- A. Madsen Variance Hearing:** A hearing was held and it was found that the code was ambiguous and any time that there is ambiguity the advantage always goes to the property owners.

DISCUSSION ITEMS:

- A. A-5A Zone:** The commission has had extensive discussion on this issue. **Kenny F** stated that there doesn't seem to be much of an appetite to change the way the A-5A ordinance was created. There was further discussion how they could allow this re-zone without creating a subdivision. **Kelli S** explained the title process for something like this. The commission decided to leave the ordinance as it is at this time.
- B. Fence Permit:** **Jacob J** asked if there needed to be a fee. He also asked for clarification on when this permit would be required. Such as putting up a fence on a property line vs. within someone's own property. **Laurie H** understood that there are complications to not having any oversight. There was further discussion about whether a permit would be needed for a permanent fence only. And if that were the case, what would the definition of a permanent fence be. **Jacob J** suggested \$20.00 for the fence permit fee. **Kelli S** asked if there would be an inspection of the permit. The commission wanted to require fence plans and then an inspection is required upon completion. **Laurie H** asked Anna & Kelli to create this permit and make necessary edits to the Ordinance in Title 10.

There was further discussion on verbiage for the DRC adding a reference to the state code.

ACTION ITEMS:

- A. Approval of Minutes: 08/27/25 –** Not included in the packet

Agenda Items for Next Month:

- Fence Permit (Discussion)
- Title 10 (Public Hearing)

JACOB JAQUES motioned to adjourn at 7:51 p.m. STACI ZILLES-NELSON seconded the motion. MOTION CARRIED with Staci Zilles-Nelson for, Kelli Shaw for, Anna Dammer for and Jacob Jaques for.

Meeting Adjourned at 7:51 p.m.

The foregoing minutes were taken by Wendy Lindauer and typed by Brittiny Chlarson.

I certify these minutes to be true and accurate to the best of my knowledge.

ATTEST:

DATE APPROVED: _____

Brittiny Chlarson – Clerk/Recorder

Laurie Hunsaker - Chair