

**The 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: 10-22-25



A handwritten signature in blue ink, appearing to read "Brittney Chlarson", written over a horizontal line.

Brittney Chlarson – Clerk/Recorder

A handwritten signature in black ink, appearing to read "Laurie Hunsaker", written over a horizontal line.

Laurie Hunsaker - Chair