**Town of Portage Planning and Zoning Meeting**

**Wednesday December 4, 2019**

**Portage Town Hall**

**25880 N 9000 W Portage, Utah 84331**

**Minutes**

**Attendance:** Council Member/Chairman Martina John, Committee Members: Cathe Runyan, Trevor Siebert, Norma Lasa, Darrell Bell, Clerk Katherine Munns

**Absent:** Committee Members; Chelsie Nelson and Lisa Bingham

**Visiting:**

**Opening Ceremony**

**Prayer: Norma Lasa**  **Pledge: Darrell Bell**

**1.** **Review** and approve the November 6, 2019 of the Portage Planning and Zoning meeting:

After a few corrections were noted that shall be changed.

**Motion** to accept the minutes: Member Bell, second Member Siebert all aye’s

**Motion passed**

**2. Ben Gudmunson remodel:** Clerk Munns presented the committee with a building permit and plan for remodeling the home and splitting the lot at 8850 W. 25900 N. Clerk Munns stated that he (Ben) had talked to the county and the health department.

**Member John:** told Clerk Munns that in the future she needs to direct individuals with questions concerning zoning to her.

Following a lengthy discussion: from minute 5:14 to minute 32:15 on meeting the recording. Member John stated at minute 6:18, and again at minute 20:00, that she would not call for a vote on the permit or the division of lot. Members Siebert, Runyan and Clerk Munns wanted a vote to let Mr. Gudmunson start remodeling. Members Bell, Lasa and Chairman John did not.

**Member Bell**: asked if he (Ben) has even purchased the house. Member Siebert said no, and that he (Ben) can’t start the remodel until he purchases the home.

**Motion** to allow Ben Gudmunson, to present his remodel plan to Town Council on the condition that he has completed a health department and county building inspections (Member Bell: or they (the county and health department) will give him (Ben) directions on how to get this done) on that property located 8850 W. 25900 N in Portage.

**Motion** by Member Siebert second Member Bell, all aye’s

**Member Lasa:** Stated but all those things need to be done.

**Motion passed**

**3.** Brief discussion about adding either the existing infrastructure or the hydrology map to the ordinances.

**Member Bell:** asked about the setback distance from the well. Member John stated that Member Nelson (town council person over water) has been working on that so at this point it’s still up in the air.

**Members Siebert and Runyan:** figured out section 114.4 items 6 was the correct location of the water protection zone in the ordinance, and ask Clerk Munns to also correct this in the last month’s minutes.

**Motion** on adding the existing infrastructure and hydrology maps to the ordinance.

**Member Runyan:** I move that we keep the maps as a reference in the General Plan, so we don’t have to reprint & update them. Second Member Siebert all aye’s

**Motion** passed

**4. Google documents:** Member John: so when I look on google documents for the (updated section correction/changes) they are not there. Why are they not there and when did you put this on there? Clerk Munns: it says changes were done 9 days ago.

**Member Bell:** also asked how do you get to this?

**Member Runyan:** then figured out the problem and re-entered all the Members’ emails. None of the members present have been able to view the documents.

**Member John:** asked if anyone else wanted printed out copies. Because; her and Member Lasa both do.

**Clerk Munns:** said that’s why we have this (referencing the town hard copy of ordinances with changes.)

There was more discussion on this. **Member John**: said never mind I will just print them for myself and Member Lasa and Member Bell can print his own.

**5. Setback diagrams:** Member John: we will just move this to another month.

**6. Make resolutions on sections as we go:** Member John asked if we want to make resolutions on each section as we go which will be drafts, as to save the hard work like when we did the changes in January of this year, having a bunch of resolutions to do all at once. A lot of discussion Member John I’m just trying to save you a clerical nightmare (Clerk Munns) a lot of work, but it’s up to you.

**Motion:** to approve a draft of 101and send it to Town Council for approval (in January added by Clerk Munns and Member John). Motion by Member Siebert second Member Bell

**Motion** passed all ayes

**7.** The committee worked on section 103 in the ordinance. Clerk Munns will make the updates to section 103 and have a non-editable electronic copy available to the committee.

**8.** Discuss and vote on: Codes/Ordinances-Table of Content and Sections: 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, and 117 Resolution list, and 118 Index.

All changes to individual ordinance sections shall be made available to the committee via a non-editable electronic copy with the option to add notes.

**Motion** to adjourn Member Siebert second Member Bell all ayes

**Motion passed**

**Adjournment at: 8:00 P.M.**

Minutes by Chairman/Council Member: Martina John

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/S/Clerk/Recorder Katherine Munns /S/Chairman/Council Member Martina John