Portage Planning and Zoning

Wednesday, May 1, 2019

Portage Town Hall

25880 N 9000 W Portage, Utah

Minutes

**Attendance**: Council Member Martina John, Norma Lasa, Cathe Runyan, Darrell Bell, Chelsie Nelson, Trevor Siebert.

Katherine Munns; Town Clerk.

**Absent:** Lisa Bingham

**Visiting:** Robert Love(left 7:15), Revere Chambers(left 7:15), Dena Vantassell(left 7:25)

6:00 PM Work Session - Member John Clarified the process of how changes will be made in the ordinances.

- Went over the changes in section 103.

- Double checked for needed changes in section 104.

**Call to Order - 7:00 PM**

**Opening Ceremony-**

**Pledge of Allegiance -** Trevor Siebert

**Prayer -** Chelsie Nelson

1. Review and approve minutes from April 3, 2019 Planning and Zoning. A few changes needed to be made. Motion to approve April 3, 2019, minutes with the changes discussed by Trevor Siebert. Seconded by Darrell Bell. All aye votes. Motion Passed.
2. Martina John Welcomed Cathe Runyan as the new Planning and Zoning member.
3. Robert Love explained the plan of tearing down the old shed and replacing it with the new shed. All the committee members agreed that everything with his plan looked great. Motion to approve Revere Chambers building permit by Darrell Bell. Seconded by Trevor Siebert. All aye votes. Motion passed
4. Dena Vantassell attended to get their building permit approved. A few of the members had questions about their setbacks. Dena said that they will make sure that the house is set back far enough for future road development and still have enough setbacks from their property lines. All members were satisfied. Motion to approve the Vantassell's building permit by Trevor Siebert. Seconded by Chelsie Nelson. All aye votes. Motion passed.
5. Town Clerk will write up and advertise for an alternate member in May's water bill and alternate.
6. The Clerk Munns sent an email to the Planning and Zoning with the open meeting talk by David Church. The Clerk Munns was concerned the having a work meeting and a regular meeting was unnecessary and Trevor Siebert agreed that because you can't vote in a work meeting and those are technically for training purposes that it would just be easier and make more sense to just start the regular meeting at 6 and then you can vote on those changes as you go instead of just talking and then waiting to vote in the regular meeting. Norma Lasa agreed that the meeting would flow better if they took care of building permits at the beginning then work uninterrupted for the rest of the time. All agreed to send it to Town Council and to have a new resolution approved then posted to the government website. A concern that Martina John had was she has been told that she can't vote on an agenda item unless it says VOTE and in the video David Church said that you can list agenda items as just items and you can discuss or vote but Clerk Munns pointed out that in the same video David Church said that you can do that unless your passed procedures have been to "Discuss and vote" or "Discuss and approve". And that if anyone is telling you that approve doesn't mean vote you can send then the video showing that state law says that you can vote when it says approve.
7. Martina John - Did everyone think that adding the sensitive land map to the ordinances? Everyone agreed to take the maps from the Master plan and add those to the welcome packet and ordinances. Motion to add pages 37-38 from the Master Plan to ordinances and add 15.4 section under the Land use chart in the ordinances by Chelsie Nelson. Seconded by Trevor Siebert. All aye votes. Motion Passed.
8. Moved to next meeting
9. Trevor Siebert asked that Clerk Munns send the welcome packet to the Committee members so that they can read over it and have this discussion next meeting. Trevor Siebert asked that each member make a list of things that new town members would have liked to know when they first moved in. Cathe Runyan suggested a pamphlet. Cathe Runyan asked if the ordinances can be added to the website? Clerk Munns is going to make sure that they can add them to the FaceBook page as a file so that the ordinance can easily be accessed by the public.
10. Send to Town Council.
11. Motion to adjourn by Darrell Bell. Seconded by Cathe Runyan. All ayes. Motion passed.

Adjournment 8:00 pm

/S/Katherine Munns; Portage Town Clerk