Portage Planning and Zoning

Wednesday, March 6, 2019

Portage Town Hall

25880 N 9000 W Portage, Utah

Minutes

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

Katherine Munns; Town Clerk.

**Absent: Richard Poppe**

**Visiting:** Lesli Hinz, Trent Vantassel (7pm-7:10), Leslie Gibbs.

6:00 PM Work Session - The Planning and Zoning Commission discussed how the index will be organized. How the ordinances changes and original will be archived. New Master Plan was handed out.

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

**Opening Ceremony-**

**Pledge of Allegiance - Trever Siebert**

**Prayer - Chelsie Nelson**

* Review and approve minutes from February 6, 2019 Planning and Zoning meeting. Multiple changes were made.
* ***Motion to accept the minutes from February 6, 2019, with changes that were discussed by Trever Siebert, seconded by Darrell Bell. Motion passed. All aye votes.***
* Trent Vantassel asked what the plan was for the road in front of his land. Member John said that there is no plan in the near future to pave the Cemetery road. Trent said that he was fine with a gravel road. Member John suggested that he put his house back far enough so that when the road is widened that he is far back enough so that his house isn't right on the road. Trent asked what the next steps are to get his building permit. P&Z commission gave a list of what will be needed and what the steps are.
* Master Plan copies were handed out in work meeting.
* The Master Plan is a costly print and members were asked to please take good care of them and not make notes in the document. Discussion on numbering the binders so that the Town can keep track of the copies. A title page was added to the front of the Master Plan and the ordinances. If a member of the Commission or Council want to keep their copy after they vacate their position they will be responsible to pay for that copy. No vote needed.
* Building lots that do not meet the 3/4 acre size requirement: Lot 1: Mario Travino's lot, there is a question as to whether this lot has been voted on to allow a home to be built on it. Members John and Bell recall discussing this but are unsure if a vote was taken, minutes are to be reviewed. Lot 2: Lesli Hinz’s lot has previously been approved to build a home on and voted on by both the planning and zoning and Town council
* . Commission discussed the non-compliance or violation letter that Member John found, ordinance 103.1(4). Member John asked if they liked the letter. Regarding ordinance 103.8 Member John also asked if the Commission feels they need to make changes to the ordinance? Member Bingham pointed out that the Town Council is the enforcer not the P&Z Commission. The Commission can give the notice but the Town Council enforces the violation. In Section 103.1 They took out paragraphs 2 and 4 for better clarification. Paragraph 2 is taken care of by the county.
* Discussion on adding a plan/outline of the Town so that future builders can make an educated decision so that the town is not liable. The decision will be voted on next meeting. Regarding sensitive lands maps
* Bypass the ordinance section tonight. Discussion on how to plan out how to add sections to the agendas to be in compliance.
* Nothing on Lesli Hinz building permit changed. She was concerned that her building permit was expired but she never turned it into the county. Leslie suggested that the county be called to get clarification on if it needs to be re voted on by the Commission and Council. Member John said that the original date should stay on there and that they can add a new date because the ordinance was changed after her building permit was approved. Member John said that nothing in our ordinance states that the town has an expiration on building permits. Member John was going to call the county and get back to Lesli Hinz but that the Commission should re vote on the building permit just to be safe and that if the county needs a new date on said building permit that it would be sent to the Council.

The motion to approve the building permit for Lesli Hinz parcel number 08-039-0058 by Member Siebert and seconded by Member Bingham. All Aye Votes. Motion Passed.

Member Bingham Motion to adjourn, seconded by Member Bell. Aye votes: John, Siebert, Lasa, Nelson

Adjornment 8:30pm

/S/Katherine Munns: Town Clerk/Recorder /S/Martina John; Council Member