

**TOWN OF PORTAGE PLANNING AND ZONING MEETING MINUTES**  
**From Wednesday July 5, 2023**  
**Portage Town Hall**  
**25880 N 9000 W Portage, UT 84331**

**Attendance:** Chelsie Nelson, Norma Lasa, Richard Beck, Jennifer Smith.

**Visiting:** Martina John, Amanda Loftiss, Terra Bell, Misty Beck, Laura Nelson, Max Huggins.

**Call to Order:** Chairperson Nelson at 5:15 PM

**Opening Ceremony**

Prayer: Member Lasa

Pledge of Allegiance: Member Smith

**1. Approve June 7, 2023 Planning & Zoning minutes.**

**Motion by Member Lasa: I'd like to make a motion that we approve the minutes for June 7. Seconded by Member Beck. All aye. Motion carries.**

**2. Discussion and possible vote on revising Member Lasas's proposal for Ordinance 103.3 as suggested by Town Council.**

2.1 Discussion about changing building permit expiration in proposal for Ordinance 103 from one year to six months to align with county rules as suggested by the Town Council.

2.2 Discussion about adding a sentence clarifying that permit extensions can be acquired without additional cost if more time is needed.

**Motion by Member Beck. I move to alter our proposal of Ordinance 103.3 and change the second paragraph from "one year (12 months)" to "180 days (6 months)" and add the sentence "If work is progressing but not complete at the time of permit expiration, an extension may be applied for at no additional cost." Seconded by Member Lasa. All aye. Motion carries.**

**3. Discussion and possible vote on proposal by Member Nelson: Returning to the previous version of Ordinance 110 (pre-June 2022 version).**

3.1 Member Nelson described how this change would put a Town Council member (currently Terra Bell) back in as chairperson over Planning and Zoning.

3.2 Terra Bell stated that she had not had experience with the previous system and serving as the chairperson and was unsure exactly what it would entail for her. She expressed concern about not being able to devote the time that would be required.

3.3 Member Nelson expressed concern that Planning and Zoning is losing members and faltering in its progress due to lack of leadership. She thinks this change will solve those problems.

3.4 Member Beck proposed a potential alternative solution of keeping the current version of Ordinance 110 and offered to serve as the chairperson if the commission decided that was appropriate.

3.5 Discussion between Member Lasa and Max Huggins about the details of the process of changing Ordinance 110 last year.

3.6 Discussion about the challenges caused by an unresponsive chairperson. Member Beck stated he saw the merit of going back to the previous 110 as long as the Town Council member was fully onboard with taking on the responsibilities of the chairperson. Otherwise he felt it would be wiser to keep the current system.

**Motion by Member Lasa: I would like to motion that we go back to the original 110. Seconded by Member Smith. Members Lasa and Smith aye. Member Beck nay. Motion carries.**

**4. Discussion and possible vote on two separate revision proposals for Ordinance 107: One proposal by Member Beck and another proposal by Member Lasa and/or Martina John.**

4.1 Member Beck presented his proposal. He expressed a desire to simplify and reduce ordinances where possible. He proposed basing Ordinance 107 on Utah's existing nuisance laws and removing specific regulations on the number of animals.

4.2 Member Nelson expressed her opinion that more defined rules serve a useful purpose as guidelines for people to follow. She expressed concern that the definition of a nuisance may be too difficult to meet to be effective. Animal health also needs to be considered.

4.3 Members Lasa and Smith expressed their opinions that rules are important to avoid chaos and protect the Town from liability.

4.4 Member Lasa went through some minor changes made to her proposal since it was last discussed. Discussion about apiaries: desired setbacks and referencing the relevant Utah Department of Agriculture rules. Discussion about whether outbuilding setbacks from back and side property lines should be five feet or three feet.

4.5 Member Beck expressed concern about the rule limiting dog ownership to two dogs per household (unless residents have a kennel). He feels this is too restrictive. There was discussion about the need for a specific rule and where the line should be drawn. There was also discussion about different dog sizes and whether the rule should be adapted to compensate.

4.6 The topic was tabled until next month to allow time for further research and work on proposals.

**5. Presentation of building permit checklist by Member Lasa, for information only.**

5.1 Member Lasa presented a checklist she uses when reviewing building permits. There was discussion about how the county is now receiving building permits before the town.

**6. Public comments limited to five minutes per topic.**

6.1 Laura Nelson:

- Ordinances are a pre-agreement about what is reasonable. They help prevent issues between neighbors. Written ordinances are important when legal issues arise. Reasoning for two-dog limit vs allowing more dogs per household.
- Suggestion to include the name of ordinances in the agenda so residents know better what is

being discussed. Public notice laws require “reasonable specificity.”

- 7. Standing agenda item: Discuss and vote on codes/ordinances: Table of Contents, Terms, Index, and Sections 101-119. Remove outdated or inapplicable ordinances.**

## **Adjourn**

**Motion by Member Beck: I move we adjourn the meeting. Seconded by Member Smith. All aye. Motion carries.**

Minutes by Secretary Richard Beck