

**Town of Portage Planning and Zoning Meeting Minutes
From Wednesday June 7, 2023
Portage Town Hall
25880 N 9000 W Portage, UT 84331**

Attendance: Norma Lasas, Richard Poppe, Richard Beck, and Jennifer Smith.

Absent: Chelsie Nelson.

Visiting: Martina John, Amanda Loftiss, Samantha Britt, Jade Marble, Misty Beck, and Max Huggins.

Call to Order: Chairman Poppe @ 6:00 PM.

Opening Ceremony:

Prayer: Member Lasas

Pledge of Allegiance: Member Poppe

1. Approve April 5, 2023 Planning & Zoning minutes.

**Motion by Member Beck: I move to approve the minutes for April 5, 2023.
Seconded by Member Smith. All aye. Motion carries.**

2. Public comments limited to five minutes per agenda topic.

2.1 Member Poppe clarified that the public is free to make comments about agenda items throughout the meeting and suggested that this be removed as an agenda item in the future.

3. Jade Marble - Building Permit.

3.1 Member Poppe described the permit approval process and the Planning and Zoning Commission's role in checking setbacks and approving building permits.

3.2 Question about how long building permits are valid. Member Lasas stated that a building permit is valid for one year. Construction must begin within six months of permit approval and if work ceases for longer than six months the permit is nullified.

3.3 Comment by Martina John: There has been discussion by the Town Council about the lack of sufficient water pressure for fire hydrants near the building site location.

**Motion by Member Smith: I motion to approve Jade Marble's building permit.
Seconded by member Lasas. All aye. Motion carries.**

4. Mayor Huggins: Robinson building permit and Utah Code 10-6-160.

4.1 Mayor Huggins presented Utah code 10-6-160, which was passed in 2021 and

requires building permits to be approved within fourteen days of submission to the county. This is difficult with the Planning and Zoning Commission's monthly meeting schedule. Mayor Huggins suggested that the Planning Commission approve only subdivisions and someone else be assigned to check setbacks and approve individual permits.

4.2 Member Poppe requested that members and visitors raise their hands before speaking and be recognized by name. This is to make the recordings easier to understand.

4.3 Mayor Huggins stated that in the situation of multiple building permits being submitted within a short time frame, it is unrealistic to hold multiple special meetings for each permit. He suggested that either Gina Marble, himself, or Terra Bell be assigned to check setbacks and approve permits.

4.4 Question by Jade Marble about whether building permits should be submitted to the town or county first. Member Poppe stated that submitting to the town first is preferable so that setbacks can be corrected before submitting to the county. Member Poppe was unsure how fee payment should be incorporated into the process. Mayor Huggins stated that we have been having people submit to the county first. The county then sends the permits to the town, and fees are assessed at that point.

**5. Discussion and possible vote on ordinance proposal by Chairman Poppe:
Prohibiting unregistered vehicles from parking on public roads and Town property.**

5.1 Member Poppe stated that he believes there is already a county ordinance regarding this topic. He will research the topic further and add it to the agenda for a future meeting if needed. He is concerned about unregistered "junk" vehicles being a nuisance to town residents.

**6. Discussion and possible vote on ordinance revision proposal by Member Lasa:
Adding paragraph to 103.3 Building Permits and Site Plan.**

6.1 Member Lasa proposed adding the existing county rules as found on the county building permit regarding permit expiration to Ordinance 103.3 as the second and third paragraphs.

Motion by Member Lasa: My motion is: "Once approved, a building permit is valid for one year (12 months).

"Building permit becomes null and void if work or construction authorized is not commenced within 180 days (6 months), or if construction work is suspended or abandoned for a period of 180 days (6 months) at any time after work is commenced." Seconded by Member Smith. All aye. Motion carries.

7. Public comments limited to five minutes per non-agenda topic.

7.1 Comment by Mayor Huggins regarding recent resignations from Commission. We may want to consider finding new members and an alternate member. Member Poppe stated that one resignation may have been caused by his requirement for hand raising in meetings, but stated

that many official business and political meetings are conducted this way.

7.2 Comment by Amanda Loftiss: How do we know setbacks in new construction are actually being followed? Member Poppe stated this construction is often not done precisely. Mayor Huggins suggested that the inspector should be responsible for checking and enforcing the actual constructed setbacks.

7.3 Mayor Huggins stated that the way Planning and Zoning meetings are run is up to the Commission. If our procedures are causing resignations, the Commission can choose to change them. Member Lasa stated that she has heard complaints from other members who want to go back to the “old way” of running things. Mayor Huggins stated that then the Commission would have a brand new chairman lacking experience who would not be an actual member of the Commission, which could cause dissatisfaction as well. Member Lasa stated that the state of Utah requires the town to have a Planning and Zoning Commission. She feels that the Town Council has not given the Commission enough freedom. She feels that the Commission used to accomplish much more.

7.4 Martina John stated that parts of Ordinance 107 have been voted on by the Commission but not sent on to the Town Council. Samantha Britt observed that there appears to be a communication issue between the Planning and Zoning Commission and the Town Council. Member Smith observed that people are often resistant to change and suggested that a compromise be found.

7.5 Member Lasa expressed concern that she was asked to revise Ordinance 107 with her difficulty in typing. She stated that this is the secretary’s job. Member Poppe stated that the secretary is not responsible for all document production, just to take the minutes. Member Lasa stated that she is not capable of completing this task.

8. 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 that we adjourn the meeting.” Seconded by Member Smith. All aye. Motion carries.

Minutes by Secretary Richard Beck.