

**TOWN OF PORTAGE
PLANNING AND ZONING MEETING MINUTES
WEDNESDAY, OCTOBER 4, 2023 @ 6:00 PM
25880 N 9000 W Portage, UT 84331**

Attendance: Richard Beck, Terra Bell, Chelsie Nelson, Michael Hedgecock, Norma Lasa, Laura Nelson

Absent: Jennifer Smith, Jennifer Richard

Visiting: Amber & Paizle Foncesbeck, Seth & Amanda Loftiss, Susan Bell, Max Huggins, Evelyn Hedgecock, Martina John, Jeff Nelson, Val Gibbs

Call to Order: Chairperson Bell @ 6:00pm

Opening Ceremony:

Prayer: Member Beck

Pledge of Allegiance: Member Hedgecock

1. Approve September 6, 2023 Planning & Zoning minutes.

Motion by Member Beck: “I move that we approve the minutes for September 6, 2023.”

Seconded by Member Chelsie Nelson. All aye. Motion carries.

2. Public Comments limited to (3) three minutes per person.

2.1 No comments

3. Discuss and possible vote on Amber Foncesbeck's fence.

3.1 Report by Member Nelson for measurements from the fence to property line and utility access points (phone boxes and water meters). The fence in question is currently on town property and water meter is located behind the fence by 7’4”.

3.2 Discussion about whether the fence is “see-through” or not. It was generally concluded that the fence, as currently built, does not meet the definition of “see-through.” Various opinions about the acceptability of solid and see-through fences of varying heights and in various locations. Discussion about possible solutions that would make fence meet ordinances.

Motion by Member Beck: “I move that we send the following suggestions to Town Council:

- P&Z agrees that the fence is currently on town property and that is a concern.

- P&Z agrees that if the fence were moved to line up with neighboring fences, that would remedy the property line concern.

- P&Z agrees that the fence is currently solid as defined in town ordinances.

- P&Z agrees that if spacing between the fence slats were increased to 2”, the fence would be considered see-through.”

Seconded by Member Chelsie Nelson. Chairperson Bell opposed. All others aye. Motion carries.

4. Discuss and possible vote on Amber Foncesbeck awning.

4.1 Discussion and agreement that awning is not regulated by town ordinances and no permit is required.

5. Discuss and possible vote on Seth and Amanda Loftiss building.

5.1 Seth Loftiss presented plans for a carport. Discussion about whether ordinances regulated it at all. The only relevant ordinance was 103.6, which requires approval of a permit with a fee of \$50 as the area of the carport will exceed 500 square feet.

**Motion by Member Chelsie Nelson: “I motion that we pass Seth and Amanda Loftiss’s building permit for their carport. They just need to do a building permit and pay the cost of \$50.”
Seconded by Member Beck. All aye. Motion carries.**

6. Discuss and possible vote on section 107 Animal Ordinance wording.

6.1 Review of changes made in draft by Member Beck regarding small & large specie animal units, the number of animals allowed in animal units, and other grammatical and formatting changes.

6.2 Member Laura Nelson made suggestions about including more definitions in Ordinance 102. Discussion about how to organize different elements of the ordinance.

6.3 Discussion about whether any regulations should be included about cats. There were a variety of opinions on this topic and it was eventually decided to postpone a decision until members could do more research and form more solid opinions.

6.4 Member Beck agreed to work with Member Hedgecock on the body of Ordinance 107 and Member Laura Nelson agreed to take charge of the updates to definitions.

7. Planning assignments and updates.

7.1 Report from Member Chelsie Nelson regarding updating the Master Plan. Brian Carver will come next month to discuss the Master Plan. Members need to spend time reviewing the plan and be ready to discuss needed changes.

7.2 Member Beck reported on Ordinance 109 and the process Planning and Zoning needs to be prepared to follow for reviewing and approving Planned Unit Developments. Chairperson Bell agreed to work on updating Ordinance 103.

8. Standing agenda items: Discuss and vote on Codes/Ordinances-Table of Contents, Terms, Index, and Section :101-119. Removal of outdated or inapplicable Ordinances.

8.1 No items.

ADJOURN:

Motion by Member Beck: “I move that we adjourn the meeting.” 2nd by Member Chelsie Nelson. All aye. Motion carries.