

Portage Planning Commission Meeting

Meeting minutes Oct 1, 2025

The Portage Planning Commission met at the Portage Town Hall, 25880 N 9000 W, Portage, Utah, at 6:00 p.m., October 1, 2025. The following members were present, constituting a quorum.

Attendance: Commissioner Jennifer Richard, Commissioner Chelsie Nelson, Councilmember Bell, Commissioner Jennifer Smith via phone, Clerk Gina Marble

Visitors: Susan Bell

Call to Order

Councilmember Bell called the Planning and Zoning meeting for Portage to order on Wednesday, October 1, 2025 at 6:00 PM.

Opening Ceremony

Prayer Commissioner Jennifer Richards led the opening prayer. Pledge of Allegiance
Commissioner Chelsie Nelson led the Pledge of Allegiance.

Approve September 3, 2025 Planning & Zoning Minutes

Commission members reviewed the minutes from the September 3, 2025 meeting. Commissioner Nelson expressed concern about a section of the minutes regarding a property line adjustment discussion, specifically objecting to text that stated "if the property line adjustment isn't possible, a variance may be needed." The Commissioners clarified they would not have suggested variances and requested that portion be removed, noting they had instructed the resident to obtain a proper survey.

After discussion, it was agreed to remove two sentences from that section and keep only the statement that "the resident indicated that she would wait for the survey."

Motion by Commissioner Nelson to approve the September 3, 2025, Planning & Zoning minutes with the discussed changes. Seconded by Commissioner Jennifer Richards.

Motion passed unanimously.

Public Comments

No public comment.

Standing Agenda Items

No discussion took place regarding the standing agenda items about codes/ordinances.

Adjourn

Motion by Commissioner Richards to adjourn the meeting. Seconded by Commissioner Chelsie Nelson. Motion passed unanimously. Meeting adjourns at 6:17pm

The undersigned, duly acting and appointed clerk for Portage Town Corporation, hereby certifies that the foregoing is a true and correct copy of the Planning Commission meeting minutes held on the 1st day of October 2025. Dated this the 5th day of November 2025.

Gina R Marble, Portage Town Clerk