**Town of Portage Planning and Zoning Meeting Minutes**

 **From Wednesday January 5, 2022**

**Portage Town Hall**

**25880 N 9000 W Portage, Utah 84331**

**Attendance:** Chairman Mariah Huggins, Norma Lasa, Lisa Bingham, Chelsie Nelson, Ed Rogers, Darrell Bell and Clerk Kori Williams

**Missing:** NA

**Visiting:** Richard Poppe, Wynter Simonson, Leslie Hinz, Val Gibbs, Todd Gibbs, Kourtney Nieffenegger, Trevor Nieffeneger, Martina John, and Council Member Max Huggins

**Opening Ceremony**

**Prayer: Member** **Rogers** **Pledge of Allegiance: Member Nelson**

**Call to Order: Chairman Huggins @ 6:00 P.M.**

1. Review and approve the December 1, 2021 minutes of the Portage Planning and Zoning meeting:

**I like to make a motion to approve the minutes for December 1, 2021 by Member Lasa. Seconded by Member Bell. All aye. Motion approves.**

2.Discuss and vote on Todd Gibbs subdivision.

* **Todd Gibbs explained the location of the lot and the plan to divide it into two building lots for his sons Trevor Nieffenegger and Kourtney Nieffenegger.**
* **Todd presented a plat with the proposed lot changes to committee.**
* **Committee checked regulations, frontage, and setbacks**

**I motion that we accept Todd Gibb’s subdivision by Member Nelson. Seconded by Member Rogers. All aye. Motion approves.**

3.Discuss and possibly vote on Trevor Nieffenegger new home building permit.

* **Trevor and Kourtney Nieffenger both needed building permits, so committee will call another meeting Saturday January 8th @ 9am.**
* **Trevor presented house plans to committee.**
* **Committee checked regulations, frontage, and setbacks.**

 **I motion that we accept Trevor Nieffenger’s home building permit by Member Nelson. Seconded by Member Bingham. All aye. Motion approves.**

4.Discuss and vote on new Planning and Zoning Commission member and alternate.

**I motion that we put Richard Poppe for the Planning and Zoning member and have Wynter Simonson as our alternate by Member Nelson. Seconded by Member Rogers. All aye. Motion approves.**

5. Discuss and vote on day and time of Planning and Zoning meetings in 2022.

* **The Committee decided to change the time of the meeting to 7pm on the first Wednesday of the month, and one hour long.**

**I make a motion that we change the Planning and Zoning Commission time to Wednesday’s at 7pm by Member Rogers. Seconded by Member Nelson. 4 aye. I nay Member Lasa. Motion approves.**

6. Update on Lesli Hinz building lot

* **The lot is being sold**
* **Since there was a house previously on the lot, it will remain as an approved building lot.**
* **Chairman Huggins has the variance letter, which does not expire and will be sold with the lot.**

7. Discuss organization of ordinance or resolution changes and additions in process.

8. Discuss checklist for building permits

* **Committee will research topic and discuss at a later meeting.**

9. Discuss process of subdivision approval

* **Discussed how getting a proposed plat first would help the subdivision process go smoother.**

10.Discuss and possibly vote on ordinance 103.3 addition; application expiration and fee payment

* **Committee will research topic and discuss at a later meeting.**

11. Discuss and possibly vote on ordinance 107; Kennel regulations

* **Committee will research topic and discuss at a later meeting.**

12. Standing agenda items: Discuss and approve proposed changes to all sections of Town of Portage ordinances: Table of Contents and Sections: 101-118.

13. Public Comment limited to 3 minutes per person.

* **Kourtney Nieffenegger presented his house plans for Saturday January 8th, 2022 meeting.**
* **Val Gibbs: “How many building permits, does the city allow a year?”**
* **Member Nelson: “We don’t have a limit, but they are working on it... How long and how many homes can our water handle, and then they want to break it down to per year. Town Council is trying to figure out how to get there in a good manner, legal manner.”**

**Motion to adjourned @ 6:55pm by Member Nelson. Seconded by Member Bell. All aye. Meeting adjourned.**

Minutes by Clerk/Recorder: Kori Williams

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Clerk/Recorder Kori Williams Chairman Mariah Huggins