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

**From Wednesday December 1, 2021**

**Portage Town Hall**

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

**Attendance:** Chairman Mariah Huggins, Norma Lasa, Ed Rogers, and Darrell Bell

**Missing:** Lisa Bingham, Chelsie Nelson, and Clerk Kori Williams

**Visiting:** Martina John, Max Huggins

**Opening Ceremony**

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

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

1. Review and approve the November 3, 2021 minutes of the Portage Planning and Zoning meeting:

**I make a motion that we approve the minutes from November 3rd, 2021 by Member Rogers. Seconded by Member Bell. All aye. Motion approved.**

2.Information on process of subdivision approval

* **Committee will research topic and decide on a set process for subdivision approval.**

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

* **Building Permit applications fees and expiration will be researched and discussed at a later meeting.**

4.Discuss and possibly vote on ordinance 107; kennel regulations

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

6. Public Comment limited to 3 minutes per person.

**Council Member Max Huggins** “On your thing when you were talking about the Smith’s, they never were issued a Building Permit.”

**Chairman Huggins** “Right, they only had the application. They paid the water hook up fee, but they only had the application. So that’s what we want to do, is make the application expire. The same piece of paper goes from an application to a building permit.”

**Council Member Max Huggins** “I can’t remember now, I know they paid the water fee, but I don’t know if they paid anything for the building permit.”

**Chairman Huggins** “I talked to Debbie and I have a note in their file for when they come back.”

**Council Member Max Huggins “**And on your Kennel Regulations, I spoke with the dog catcher, in Elwood and he works for a couple small towns, but we’d end up paying more than it’s worth.”

**Motion to adjourned @ 6:40pm by Member Bell. Seconded by Member Rogers. All aye. Meeting adjourned.**

Minutes by Clerk/Recorder: Kori Williams

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Clerk/Recorder Kori Williams Chairman Mariah Huggins