Portage Planning and Zoning

Wednesday February 6, 2019

Portage Town Hall

25880 N 9000 W Portage, Utah

Minutes

**Attendance**:   Council Member; Martina John, Norma Lasa, Chelsie Nelson (arrived at 7:14) , Richard Poppe (arrived at 7:02), Darrell Bell, Trevor Siebert, Cathe Runyan, Melissa Nielson (Clerk/Recorder).

**Absent:**

Lisa Bingham

**Visiting:**

**Call to Order Regular Meeting:  7:00 pm**

**Opening Ceremony:**

**Prayer:**Cathe Runyan**Pledge Of Allegiance:**Darrell Bell

* **Review and approve minutes from December 5, 2018 and January 2, 2019.**
* December minutes with corrections: approved
* January minutes with corrections: approved

**Motion to except minutes as they have been stated.**

Motion: Darrell Bell, Second: Trevor Siebert passed unanimously

* Welcome Cathe Runyan as the alternate on the Portage planning and zoning commission.
* Member John gave an update on the Master Plan status: Corrections have been made should have the final copies by the March 6, 2019 meeting.
* Member Runyan found some spelling/grammer errors on (unofficial) ordinance changes, 104.2 and 104.3. The commission had no copies of the official ordinance changes to reference from the January meeting to review. Council Member John asked Melissa Nielson if she had the corrections done? Melissa Nielson said no that Leslie Gibbs was going to do them. Corrections were noted.
* Brief discussion about the change the town council made to ordinance 104.2 to make it more clear about future building lot sizes.
* There are two properties in town that have been approved to build on that do not meet the new ordinance changes. the Zoning commission agrees that these properties have been voted on by the zoning commission in the past and are still good to build homes on but needs to voted on by the Town Council. Parcel number: 08-039-0058 Lesli Hinz  has been voted on and is approved but 08-039-0029 Mario Trevino’s documentation still needs to be found. Talked about the county having the GIS maps on their website.
* Council Member John informed the Commission on the Town Councils decision to their question on who should be the chairmen of the board for the Planning and Zoning commission. The Town Council was in agreement that the Town Council Member over Planning and Zoning should be the chairmen. Member John said that she talked to Mayor Tree and Mayor Tree said that he wanted to go over some of the changes and ordinances. Copies were provided. A lot of the changes were just wording, but he also wanted to talk about zoning changes in 110. We will be adding an alternate to Planning and Zoning. Council Member John said that the Planning and Zoning commission decided that they didn’t want the alternate to break a tie. The alternate member will take any vacated spot.
* Council Member John clarified the question about certified mailing with regard to ordinance 103.2, Mayor Tree contacted David Church about the matter and it was clarified that the town of Portage covered the required mail notifications for the Master Plan changes. And that they are taking out certified mail and replacing it with mail.
* We will be creating an index section in the back of the ordinances that coincides with section 102 terms and definitions The index will have page numbers and possible section numbers (members Nelson and John) LIKE THIS this will aid in finding information faster. Member Siebert said that he will bring his computer next time and he will show how they can make changes to the ordinances  to the digital copy and the digital copy will update the index on its own, but that brought up the question of having to reprint the ordinances each time a change is made. They still need to decide how the index will categorize by page number or just the sections, and that will determine the question of reprinting.
* The Planning and Zoning Commission will also continue working on the ordinances a section at a time in a logical order. As they finish with changes, motions will be made and sections will be passed at each meeting as they work on them at that meeting so that they can stay focused. They will start on section 104. Those decisions will then be forwarded to the Town Council for final approval and adoption.
* They talked about Section 103.6 and how they are going to enforce fees and penalties from people that do not follow the ordinances. Member John asked -Can we hire a sheriff to serve papers and enforce those fees on a case by case basis? Member Poppe said that he has talked to different sheriffs on different occasions and they said that they have no authority to enforce our ordinances. They can only give traffic ticket or follow a criminal investigation.  But how they will decide will be determined as they do more research.
* They talked about making a section for the index and table of contents. No vote was taken.
* Council Member John also asked the Commission Members to think over the idea of adding a section to the ordinances referencing the sensitive lands maps so that everyone can be aware of the no build zones and the flood zones to help protect the town and future builders. And making that section 118.
* They talked about how they all feel about voting out loud on people who are being added to commission and council meets. Everyone had different feelings on the matter. Poppe said the zoning probably doesn’t have to vote out loud because its just a recommendation for the town council but in the end the public needs to know how people are voting.

**Adjournment**: 8:07

**Motion to adjourn**: Richard Poppe  **Second:** Darrell Bell  Motion passed unanimously.

Passed and approved this the 6th day of March, 2019

**/S/ Martina John; Town Council Member      /S/ Katherine Munns; Town Clerk/Recorder**

(Planning and Zoning) Minutes prepared by: Martina John