

Portage Town

Portage Planning Commission

Meeting minutes

Portage Planning Commission Meeting

Date: Wednesday, February 4, 2026 Time: 6:00 PM Location: Portage, 25880 N 9000 W UT, 84331

Present: Commissioner Chelsie Nelson, Commissioner Laura Nelson, Commissioner Jennifer Richards, Councilmember Bell

also in attendance was :

Todd Gibbs, Mayor Huggins, Susan Bell, Gina Marble

Call to Order

The meeting was called to order.

Opening Ceremony

Prayer

Prayer was offered by Councilmember Bell.

Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Chelsie Nelson .

Approve October 1, 2025 Planning & Zoning Minutes

This item was deferred as copies of the minutes were not available. Planning Commission Member asked if the minutes could be printed out, noting that otherwise, people are delayed in knowing what happened at previous meetings.

Public Comments

Mayor Max Huggins announced that the bridge coming into town will be replaced, starting approximately April 1st and potentially lasting up to six months. He explained that during construction, access to town will be available through two routes: 8800 towards Washakie to the frontage road to the Portage on-ramp, or 8800 toward Cherry Creek and onto the freeway.

Action Item-Todd Gibbs Preliminary Subdivision Additional Lots

Todd Gibbs presented his preliminary subdivision plan, explaining that he was adding back lot #7, which had previously been removed from a prior submission. The Commission reviewed the plat map and discussed road access considerations.

Commissioner Chelsie Nelson raised concerns about road access to the property and whether the planned lane width was sufficient. She questioned if the 22-foot lane on the north side would meet requirements, noting that public roads typically need to be 30 feet wide.

Discussion ensued about proper road planning and right-of-way requirements. Todd clarified that he had left the lane on the north side partially for access and mentioned that future development might require the adjacent property owner to contribute the other half of a proper road width.

A staff member, Gina Marble, explained that typically in subdivisions, a 60-foot road requires 30 feet from each adjacent property owner, emphasizing the importance of preserving rights-of-way and easements to prevent land locking back properties. The Commission was advised that since lot 4 was already established, they were only considering lot 7, which appeared to have the requisite space planned behind it.

Commissioner Laura Nelson suggested the Commission should soon have a discussion about cul-de-sacs versus grid layouts for future town planning, and potentially seek input from town residents.

Motion: Commissioner Chelsie Nelson moved to approve the preliminary subdivision for Todd Gibbs lot number 7.

Second: Commissioner Jennifer Richards

Vote: Motion Passed unanimously with all members voting "aye."

Standing Agenda Items

The Commission briefly discussed the need for future planning related to town road layout. Commissioner Laura Nelson suggested they should all examine the current general plan regarding road placement and consider where building is occurring to ensure accessibility.

Members discussed potentially drafting information about road planning options to share with town residents, acknowledging that opinions on cul-de-sacs versus grid layouts would likely be split. They agreed this topic should be placed on a future meeting agenda for further discussion.

Adjourn

Motion: Commissioner Chelsie Nelson moved to end the meeting. 6:19 PM

Second: Commissioner Richards

Vote: Motion Passed unanimously with all members voting "aye."

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 4th day of Feb 2026. Dated this the 6th day of May 2026.

Gina R Marble, Elwood Town Clerk