

**Torrey Planning and Zoning Commission Meeting Minutes**  
**Wednesday, March 21, 2018, 6:30 p.m.**  
**Torrey Town Hall**

Members Present: Don Gomes, Tracy Potter, Richard Jensen, Mary Bedingfieldsmith, Aaron Jensen, and Mike Clark

Torrey Town Board Member Present: Pearl Thorndal-Stewart

Members Absent: Donita Pace

Guests: Linda Townsend and Bill Barrett

1) Minutes Approval:

- Richard moved to approve the minutes of the February 21 meeting, 2<sup>nd</sup> by Don, unanimously approved.

2) Previous business from Short Term Rental (STR) Ad Hoc Committee: Aaron Jensen reported.

- The STR ad hoc committee mailed out questionnaires and set up a Survey Monkey web page to receive Torrey resident's input concerning STR's. The questionnaires were reviewed by the ad hoc committee and the responses put into general categories as listed below:
- Restrict the occupancy, for safety purposes, to two persons per bedroom plus two. No camping in the yards.
- Owners to place responsible agent's contact information on a paper and place in a visible area in each STR unit. Torrey town ordinances to be placed in a visible area in each STR unit.
- Owners to supply the name and contact information for the responsible agent to adjacent owners/neighbors. Responsible agent's response time to be within 15-20 minutes. The responsible agent's name and contact information will be on file at the town office.
- Define owner-occupied. Suggested definition of owner-occupied: the home is a primary resident and the owner resides inside the home with the guests, if absent, an agent will occupy the home or rental of STR will cease during times the owner or agent is absent.
- Permits are revocable at any time due to noncompliance.
- Percentage of STR's allowed within Torrey Town. The committee didn't decide on an exact number to recommend. The survey results suggest between 5% and 15% of taxable houses located in Torrey Town
- Complete ban on sub leasing STR structures. Owner of the STR unit is the only one who can do a short term rental, no sub leasers to contract for a STR.
- New use of existing building as an STR, building must come into compliance with current building codes and Torrey Town codes. Must have a business license, pay all taxes, have a transient room tax, and a current valid tax number.
- Other issues:

- All rentals required to have insurance and give a certificate of insurance to Torrey Town.
- Parking: where to park and a minimum number of vehicles per unit.
- Mary will draft a STR ordinance and all the committee members will review and reply via email or phone with suggestions to complete a final ordinance to present to the Torrey Town Council.
- Impact fee. Fee could be less if the STR owner lives in the home.
- There are several categories of STR's that should be defined. A few of the categories are 1) house for rent all year 2) house for rent part of the year and owner lives there the rest of the year 3) STR with multiple units under one roof.
- Higher impact fee if owner lives outside Torrey Town.
- A public meeting will be scheduled after the Torrey Town Council approves the STR ordinance.

Review of the General Plan: Break into four or five chunks and attack one part at a time.

- Page 2: Purpose and scope: 2<sup>nd</sup> sentence: growth vs. change  
Page 4: Ensure the safety and viability of the residents.  
Do we need to do another citizen survey? Yes, addressed and updated, a good idea.
- Page 5: Ordinances are online, agendas and minutes are also online.
- Page 6: Scope and purpose. Under Utah Code, accompanying map and chart as references. Include maps and charts to be digitized and placed online.
- Review the general plan in chunks during the next few months' meetings.
- There was a short discussion concerning zoning, past ideas and present.

Mary Leaving on vacation on April 3<sup>rd</sup> and will return on April 23<sup>rd</sup>; Don will conduct the next P & Z meeting.

Aaron made a motion to adjourn, seconded by Tracy, unanimously approved. Adjourned at 8:35 p.m.

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- 3) Conditional Use Permit request from Robert Marc and Ann Torrence for “Etta Place Apple Cidery”.
    - Robert Marc presented a slideshow about developing an Apple Cidery in Torrey, which business development has been in the making for eight years.
    - Questions were asked by the committee and audience and answered by Robert and Ann. Discussion by the board.
    - Motion made by Tracy and 2nd by Don to approve the Conditional Use Permit for Etta Place Apple Cidery.
  - 4) The Water Conservation Statement presented by Don Gomes was approved by the Torrey Town council and will be mailed with the Torrey Town Newsletter in March.
  - 5) Short Term Rental Questionnaire was discussed and a few changes to the wording were made.
    - The questionnaire has been approved by the Torrey Town Council to be mailed as an individual mailing from the Torrey P&Z Committee. Individuals will also have the option to respond electronically via Survey Monkey.
    - Mary will print the final questionnaire, get it printed at the Torrey Town Office; Linda Townsend, Ad Hoc Short Term Rental Committee Member, will assist in the mailings.
    - Questionnaire is to be returned by March 9, 2018.
    - The Short Term Rental ad hoc committee to meet again after the questionnaire due date.
    - It was suggested to do a summary of the results and put on the Torrey Town Webpage.
  - 6) Commercial Zoning and General Plan Review:
    - Mary Bedingfieldsmith, Barry Morgenstern, Diane Barrett, and Bill Barrett read all of the Torrey Town Council minutes from 1996 until today. They were looking for record of the establishment of a Torrey Town commercial zone and there is no record of this in the minutes or records.
    - They found that in 1996, Cathy Bagley was the chair of the Torrey P&Z Committee. In a meeting of the Town Council, Cathy reported the P&Z had created an ordinance that the entire town of Torrey is zoned as single family and residential and if there is anything outside of single family and residential, it has to be presented to the P&Z to request a Conditional Use Permit.
    - The 1996 P&Z committee followed up with a public meeting where the topic was commercial zoning in Torrey. 74 surveys were distributed on zoning and 59 of them were returned. The results of the survey were reflected in the decision to use a Conditional Use Permit for commercial use in Torrey Town.
    - The wording that is in the Torrey Town code book is essentially the same wording that came from the 1996 ordinance.

- The P&Z Agendas will be transparent. For CUP requests, the name of requesting official, name of establishment, and what the CUP is for and address of CUP request will be listed on P&Z agendas.
  - Motion was made by Aaron that Mary contact town council members for approval to contact David Church, General Counsel for Utah League of Cities and Towns, regarding commercial zone vs. CUP for Torrey Town. Motion was 2<sup>nd</sup> by Tracy, unanimously approved.
- 7) The Town Council was asked to review the Torrey Town General Plan, the last plan was dated December 2013. In the past years' minutes that were read by the group today, there was no evidence that Torrey Town General Plan was adopted by the Town Council. The General Plan needs to be reviewed every five years.
- P&Z committee will read the Torrey Town General Plan, red pen it and go through page by page and identify all concerns.
  - Plan for June, or earlier, for final recommendation to Torrey Town Council.
  - Motion made by Don that all committee members should receive a copy of the General Plan. P&Z members will review and be ready to discuss during the March meeting. The goal is to present a final updated review to the town council by the June meeting. Motion was 2<sup>nd</sup> by Richard and unanimously approved.
- 8) Other:
- Discussion about the Torrey Revitalization Group. Marci Milligan is the driver of the three year project. Mary has a phone call scheduled with Marci and will report at the next meeting.
  - Aaron suggested the town trim the trees that overhang North Center Street just before crossing Sand Creek bridge.
  - Questions about the large billboard sign on Main Street just east of Boulder Mountain Realty office building. The sign is old, faded, and unkempt, this is not in accordance with the sign ordinance.
  - Discussion about possible future approval of duplexes, quads, and multi-family housing in Torrey. This topic is addressed in the Torrey Town General Plan.
- 9) Next meeting: March 21 @ 6:30 p.m. at the Torrey Town Hall.
- 10) Motion made by Donita to adjourn, 2<sup>nd</sup> by Aaron. Unanimously approved.  
Meeting adjourned at 7:03 p.m.