

Torrey Town Planning and Zoning Commission
Meeting Minutes
February 17, 2021-5:30 PM Meeting held by Zoom & in-person

1. Roll Call

Commissioners present: **Jeri Johnson, Adus Dorsey, Richard Jensen, Mickey Wright, Don Gomes(Zoom), Mary Bedingfieldsmith, Carrie Torrey**

Commissioners absent: **Aaron Jensen**

Town Council Liaison present: **Jordan Pace**

Community members present: **Edwardo & Karina Nava, Laura Boardman(Zoom), Unknown-Vince Hanseen(zoom2) & Vince Hanseen(zoom), Pearl Thorndal-Stewart, Aaron Torrey**

2. Who will take minutes for this meeting **Carrie volunteered**

3. Minutes January 25, 2021 regular meeting and public hearing **correction/clarification by Carrie Torrey -Nancy Thorndal from community members present was in fact Pearl Thorndal-Stewart. It was MSC (Carrie/Richard)to approve the minutes**

4. Ron Moosman – Building permit application

Ron's info was presented by Mary Bedingfieldsmith. It was MSC(Richard/Carrie) to approved Ron's building permit application

5. Vince Hanseen – Building permit & outdoor lighting plan

After brief discussion of his building plans it was MSC(Richard/Jerry) to approve the building permit application. Lighting plans were shared and discussed..paused for a moment for a review by Carrie Torrey who hadn't seen all the lighting information previously. It was MSC(Carrie/Richard) to approve Lighting plan.

6. Eduardo and Karina Nava – Outdoor lighting and sign plans

After presentation & discussion it was MSC(Jerry/Carrie) to approve the sign. Lighting plan was reviewed and it was MSC(Carrie/Mickey) to approve the lighting plan.

7. Aaron and Carrie Torrey – building permit application and lighting plan

Aaron presented plans and a discussion was had about setbacks & variances. Planning & Zoning is the Land Use authority(Building plans & Lighting) the Town Council is the appeals authority in regard to variance. It was MSC(Don/Jerry) to recommend provisionally approval to the Town Council on the condition TC approves the variance on the setback. Lighting plan was presented and it was MSC(Richard/Don) to approve the Lighting plans.

8. Determine new P&Z officers

- a. Chair -**Mickey Wright**
- b. Secretary -**Carrie Torrey**

9. Determine date / time of 2021 P&Z meetings

After discussion of how P&Z can streamline/coordinate better with Town Council who meet on the 2nd Thursday of the month it was agreed upon by all to meet the last Thursday of the Month at 5:30 pm until the time change and then the meeting will move to 6:30pm.

10. Who will do the following and what will be the process

- a. Be responsible for acquiring P&Z information from Mary Bedingfieldsmith **Mickey**
- b. Create agendas **Mickey-job has been Chairman's in past Carrie said she would assist when needed**
- c. Post agendas (as directed by state law)

- i. In town -

- Carrie- Town Hall, Post Office, Chuckwagon**

- ii. On town website

- Jeri- 2places on town website agendas must be posted 24hr before Don said it has been helpful in the past to do it the Sunday before meeting.**

- iii. On state website **Jeri volunteered because she has experience**

- d. Create Zoom invitations and send to commission members and attendees

Carrie will be responsible for creating zoom invites. Invites should be added to agendas!

- e. Be the IT facilitator during meetings
This needs to be someone other than a commissioner -Mary Bedingfieldsmith volunteered

- f. Monitor and respond to P&Z email (Zimbra account)

All P&Z members are going to monitor this with help of Mickey setting up a group forward email blast-?

- g. Write, keep (electronic and hard copies), and distribute minutes (as directed by state law) to

- i. Paula / state website

- ii. Town website

- iii. Commission members

Carrie will write minutes and send them to commission members. Adus agreed to update Paula's hard copy of past P&Z meeting minutes & keep this "book" up to date. Jeri agreed to update websites.

- h. Ensure meeting recordings are posted and distributed (as directed by state law) to

- i. Paula / state website

- ii. Town website

- Jeri will update both websites with mp4 recording from Mickey**

- i. Insider article

- i. Coordinate with Diane Hamilton
Adus agreed to coordinate with Diane and help write/review 500 word article for insider
- ii. Send to Insider by Friday 5:00 PM for inclusion in next edition **Adus**
 - j. Attend town council meeting **Carrie/Mickey take turns**
 - k. Coordinate and assist with building permit applicants **Richard**
 - l. Coordinate and assist with outdoor lighting plan applicants **Carrie**
 - m. Coordinate and assist with sign applicants **Jeri**
 - n. Coordinate and assist with applications related to newly amended zoning ordinance (landscape and buffering plan, parking, etc.) **N/A**
 - o. Ensure all commission members have a 2020 Powers & Duties Handbook **Jordan**

11. What is /might be on future P&Z docket (Utah Code Title 10, Chapter 9a - Municipal Land Use, Development, and Management Act, referred to as LUDMA – is an important source of information.) **Mickey will share link to state code with p&Z members, LUDMA training -june?, videos online, ombudsman-Jordan Kulamoore**

- a. Public hearing for sign ordinance amendment (in accordance with state law requirements) **carrie will get proposed sign ordinance to new members, waiting for word from TC & Land use Lawyer before it can be scheduled**
- b. Amend planning commission section of current ordinance **10-2 the process added to code**
- c. Complete review of the remainder of the zoning ordinance and amend (in accordance with state law and Torrey Code requirements) This might include, among other things, clarifying, if necessary, the nonconforming use/building section.
- d. Create a subdivision ordinance – Torrey is required to have one.
- e. Establish, through ordinance, a land use authority – Torrey is required to have one. **It is referenced that P&Z is this, but not clearly established.**

Organizational review, Standards need to be created for conditional uses-Torrey currently has none and as of now only RR Zone all commercial activity is conditional use so we need standard asap

12. FYI

- a. Dawn House historic plaque
- b. Sign ordinance amendment has been sent to the Town Council for a legal review.

13. Comments from Public

**Pearl Thorndal-Stewart thanked Adus & Jerry for joining P&Z
Jerry admires the work & time put in from P&Z members-Mary & Don and thanked all.**

14. Next meeting – **March 25, 2021, 5:30PM**

16. Adjourn **MSC (Mickey/Carrie)**