

## **Torrey Planning and Zoning Commission Meeting March 8, 2017 Minutes**

Members Present: Mary Bedingfieldsmith, Diane Borgerding, Aaron Jensen, Richard Jensen, Tracy Potter, Doug Robinson, and Pearl Thorndal-Stewart

Members Absent: Donita Pace

Guests: Dianna Poulton, Cody Prentiss, Shawn Saunders

- 1) Minutes Approval
  - a. Pearl moved for approval
  - b. Diane seconded
  - c. Unanimously approved
  
- 2) Welcome new member – Aaron Jensen introduced himself to the commission
  
- 3) Message from Mayor (presented by Tracy Potter)
  - a. Thank you to committee members for their work
  - b. If commission members receive questions about ordinances from the public, refer the public to town employees
  - c. If commission members receive questions about ordinance enforcement, refer them to Eric Torgersen
  
- 4) Appointment of P&Z positions
  - a. Mary Bedingfieldsmith: Chair (motion by Diane, 2<sup>nd</sup> by Pearl)
    - i. Chair will conduct meetings, make commission report at town council meetings, give written report to town council
  - b. Pearl Thorndal-Stewart: Co-chair (motion by Diane, 2<sup>nd</sup> by Tracy)
    - i. Co-chair will serve as Chair when necessary
  - c. Tabled secretary position to April meeting
    - i. For March, Mary will write minutes and Pearl will post agenda for April meeting
  
- 5) Discussed wording of P&Z ordinance sections
  - a. Minimum attendance – leave as written (If a member must miss several meetings, member will attempt to attend via phone, Skype, etc.)
  - b. Meetings: Change wording from

*The planning commission shall meet at a regular time as determined by the members of the commission. They shall meet on the Tuesday before the Thursday the town council...*

To

*The planning commission shall meet at a regular time and day as determined by the members of the commission. They shall meet before the Thursday the town council is to meet and at...*

- The commission decided to meet the Wednesday immediately prior to the town council meeting at 6:30 PM in the summer and Wednesday immediately prior to the town council meeting at 5:30 PM in the winter. Daylight Savings Time change will mark summer and winter months. (Motion by Aaron, 2<sup>nd</sup> by Tracy)

c. Officers – At the end of the current section add the following:

*In the event of an officer vacancy, the commission will appoint a member to fill the office.* (Motion by Aaron, 2<sup>nd</sup> by Pearl)

6) Follow up on old business

- a. Pearl will get the recorder and the key from Darrell

7) New business

- a. Dianna Poulton presented signage issues related to the proposed market location. She requested permission to install a sign advertising the market near the cottonwood trees across the street from the Big Apple. The sign would be in place from just before the market opens in May to the end in October. The commission will recommend that the town council accept her proposal if she follows the safety guidelines she presented to the commission. (Motion by Richard, 2<sup>nd</sup> by Aaron)
- b. Shawn Saunders requested the P&Z revisit the sign ordinance. Shawn was directed to present his request to the town council who will direct the commission to take action if necessary.

8) Assignments for April

- a. Mary will prepare the minutes.
- b. Pearl will get the recorder and key from Darrell.
- c. Pearl will post the April agenda.
- d. Pearl will conduct the April meeting since Mary will be out of town.

9) Other

- a. Ask town council for extra town hall keys for commission chair, co-chair, and secretary. Ask town council for a white board in the meeting room. (Moved by Tracy, 2<sup>nd</sup> by Aaron.)

10) Next meeting - April 12, 2017 at 6:30 PM.

11) Meeting adjourned (Motion by Pearl, 2<sup>nd</sup> by Tracy)