

**TOWN OF SPRINGERVILLE PLANNING AND ZONING COMMISSION**  
**MEETING MINUTES**  
**AUGUST 13, 2019**

**PRESENT:** Chairman Terry Shove, Vice Chairman Brian Carpenter, Kevin Burk, Don Scott

**STAFF:** Zoning Administrator Tim Rasmussen, Administrative Assistant Stormy Palmer  
Town Manager Joe Jarvis

**PUBLIC:** None

**ADMINISTRATION**

1. **CALL MEETING TO ORDER:** Chairman Terry Shove called the meeting to order at 5:31 PM.
2. **MINUTES:** Due to no recording or notes available for meeting held on July 2, 2019, discussion was held stating that no items were voted upon on that date, meeting was primarily to say farewell to previous Zoning Administrator Christine Chisel and an introduction of Town Manager Joe Jarvis. No official approval of minutes.
3. **ZONING ADMINISTRATOR REPORT:** Zoning Administrator Tim Rasmussen did a brief introduction of himself as well as Administrative Assistant Stormy Palmer. Tim also discussed the new processes being introduced to the Community Development Department including new Building Permits. He also discussed the directions he and Code Enforcement Officer Shane Phillips are taking to ensure that Town Code is being upheld and enforced in areas of Building, Life and Safety. There was also discussion on what information P&Z Commission Members would like to have presented to them at meetings.
4. **LIAISON REPORT:** Council Liaison Kevin Burk gave a brief discussion on the last Council meeting including utility assistance and water/sewer capital improvement plans.

**NEW BUSINESS**

5. Formal introduction of Zoning Administrator Tim Rasmussen and Administrative Assistant Stormy Palmer. Discussion on creating of processes for and logging of information for Building Permits, Certificates of Occupancy as well as Business Licenses for the Town. Item is for discussion only, no vote necessary.
6. Discussion reference issues Vipal Shah is having with manufactured housing in Hermit's Corner, 63 N. D Street. Mr. Shah may be looking at other options such as site-built homes to complete his project. If other options are to be considered or other information is gathered item will be brought back to the Commission. Item is tabled, with no vote necessary at this time.
7. Discussion pertaining to the purpose of the "See-Click-Fix" Program and smartphone app. This program helps citizens bring attention to issues in the community to the correct Town department, and is frequently used internally to create work orders to fix problems in the Town. Item is for discussion only, no vote necessary.

8. Discussion reference to Town Manager Joe Jarvis reaching out to engineers as well as others to assist in the revamping of the Community Development Department to be successful. Available to answer questions is an experienced person Larry (unknown last name) who is willing to consult and answer questions as an unpaid volunteer. Item is for discussion only, no vote necessary.
9. Discussion reference to how to consistently calculate valuation costs and fees for Building Permits. This item was not on the posted Agenda and is for discussion only at this time.
10. Brief discussion on Code Enforcement, no further information other than what was presented in the Zoning Administrator's Report. Item is for discussion only, no vote necessary.
11. Discussion to determine zoning for horse property at C St./2<sup>nd</sup> St. This item needs further information from Joe Jarvis and was tabled until the next meeting.
12. Request of current contact information from Commission members. This item is for information purposes only and no vote is necessary.

**OLD BUSINESS**

13. None

**ADJOURNMENT**

14. Chairman Shove called for a Motion to Adjourn. Kevin Burk motioned to adjourn, Vice Chairman Brian Carpenter seconded. Unanimous vote to adjourn at 6:53 PM.

**APPROVAL OF MINUTES:**

\_\_\_\_\_  
Chairman Terry Shove

\_\_\_\_\_  
Date