

MEETING MINUTES

Torrey Planning Commission - September 25, 2025

- 1.) Bill Barrett called the meeting to order at 6:50 p.m.
- 2.) Present were: Kate Chappell, Wendy Potter, Jack Kelley, and Bill Barrett, with Allison Moist joining remotely. Steve Babbitt and Nan Anderson were excused. The Osborns and Jason Wheeler joined remotely. Mary Bedingfield Smith and Don Gomes attended in person.
- 3.) Bill called for any conflicts any conflicts. There were none.
- 4.) The first agenda item was the draft minutes of the August 28th meeting. There being no suggested changes, Bill asked for a motion to approve the minutes. Jack moved to approve and Wendy seconded. The minutes were approved unanimously.
- 5.) At a previous Commission meeting Bill had suggested a form letter that would be attached to each permit to record the decision the Commission had been made. He circulated a sample draft and the Commission members agreed that it should be used from now on.
- 6.) Three building permit applications were submitted for review:
 - Ty Markham submitted a proposal erect a small garage across the street from her School House B&B. It would be a kit structure 12' by 24', with no electricity or water included. The height and setbacks were within code. Wendy moved to approve the application and Jack seconded. The motion passed unanimously.
 - Kristin and Dean Osborn submitted revised plans for their single family home at 250 North 100 East. This is a re-review because some changes had been made in the building, lighting, and site plans. The Commission determined that the changes were minor and were within the current ordinance. Bill moved to re-approve the application and Kate seconded. The motion was approved unanimously.
 - Jason Wheeler is the architect for Entrada Institute's proposed observatory on the northeast corner of its property and Don Gomes represented Entrada. The observatory would be an accessory building with no plumbing and one small exterior light. The setbacks and height are in compliance with the ordinance. Wendy moved to approve the permit and Kate seconded. The motion was approved unanimously.

Allison said it would be helpful when reviewing an amended application such as the Osborns' to have access to the original paperwork on hand as well. Bill agreed, though in this case he had only accessed the older hard copy file a couple hours before the meeting. Commission members agreed that digitizing the records would be very helpful and Allison said she'd be willing to help with the digitizing. Bill said he would talk to the mayor about the Civic Review software installation progress, which is how digitized records would be stored.

- 7.) There was a brief discussion about the need for workforce housing in Torrey, and whether this is something that could be accommodated within the existing zoning ordinance, or whether it would have to be a new category. Bill suggested some further research is necessary to understand how it is similar to or different from existing permitted housing.

8.) Regarding Title 9, Bill noted that all four chapters had now been reviewed, revised, and merged into one document. Also, all sections regarding the permit process, applications, reviews, and approvals have been made identical in both Titles 9 and 10, as have sections relating to setbacks and building sizes.

At the previous meeting there were concerns about the vesting of interest (Section 9-2-5), because it is not clear when a zoning amendment is “pending.” Bill proposed that the section simply read that vesting occurs when a complete application has been filed and that the ordinance in effect on that date would apply to the permit application. Commission members agreed with that wording.

Bill then moved that the Commission approve the changes to Title 9, subject to the new wording in 9-2-5, and that the Title be presented at a public hearing along with Title 10 once it is finished. Wendy seconded the motion and it was passed unanimously.

9.) There followed an extended discussion among the Commission about various clauses in Title 10. These involved some changes to the “P” versus “C” designations in Appendix A, the need to merge two sections pertaining to conditional use criteria, whether a definition for a bunkhouse is needed, definitions for dwelling unit and accessory dwelling unit, is a vested interest transferrable to a new owner, and should gas stations be allowed in town. All agreed there was much more discussion necessary regarding Title 10 at the next meeting.

10.) Jack Kelley asked about the height limit on residential properties in Torrey, saying the new house under construction on Sand Creek appeared to be quite tall. Bill said he could check the PDF of the plans which he still had on his computer. He said the building is shown as 25’5” above the finished floor on the south end of the building, and the finished floor is 4” above the finished grade, thus making the house 25’9” above the finished grade.

However, the ordinance says the height is measured from the “natural grade.” In this case, with the fill that was added on the south side of the house, the house is slightly under 29’ tall. Bill said we will need to be more diligent about this issue and catch it before any approval decisions are made. In this case, it is unlikely the Commission could insist the roof be lowered one foot, because the framing is finished and the mistake is ours and not the owner’s.

There being no further business and no comments from the public, Bill asked for a motion to adjourn. Wendy made the motion and Jack seconded. The motion passed unanimously.

The next meeting of the Planning Commission will be October 23, 2025 at 6:30 p.m.