

Town of Bluff

Planning and Zoning Commission Regular Meeting

Wednesday, August 2, 2023 at 6:00 pm

VIRTUAL - Bluff Community Center

190 North 3rd East, Bluff, Utah 84512

APPROVED

The meeting was convened at 6:02 PM.

Roll Call: Amanda Podmore (Chair), Marcia Hadenfeldt, Malia Collins, Ed Dobson, Brian Whitney
Town Council Representative: Luanne Hook

Approval of minutes from 7/19/2023 regular meeting: Discussion included language clarification. Dobson motioned to approve the minutes as amended, Whitney seconded: Podmore (aye), Hadenfeldt (aye), Dobson (aye), Collins (aye), Whitney (aye). The motion was passed. The minutes were approved as amended.

Public Citizens to Be Heard: none

Podmore addressed the risk of a power outage, in which case, if the outage lasts less than 10 minutes, commissioners and attendees should log back in to continue the meeting. If the outage lasts more than 10 minutes, the meeting would be considered adjourned.

Old Business

1. Update from Town Council: Hook reported that the Town Council Meeting of 8/1/2023 was abbreviated by an electrical power outage but that the following items were addressed prior to that:

- * Jim Hook made a public comment concerning the status of extending the 6th West alley.
- * Erin Nelson will no longer attend the P&Z meetings.
- * The Utah League of Cities and Towns upcoming conference attendance was mentioned.
- * The remaining Town Council agenda items will probably be moved to next week's agenda because of the power outage.

2. Update on Twin Rocks sign that was installed without a sign permit: Podmore had sent a letter to Simpson outlining the P&Z Commissioners' interpretation of the term "device" in the sign ordinance and requested that he file a sign permit application with the P&Z Commission. She received a response letter from Simpson stating that he would not comply; Podmore forwarded both letters to the town attorney for interpretation and advice on the next steps. Hadenfeldt supported her actions since the letter did not result in an open discussion nor in a sign permit application. Collins mentioned re-visiting the sign ordinance for clarification. Hadenfeldt stated that this issue involved the covering of an existing sign and an off-premise sign. Podmore mentioned that in his letter, Simpson inquired whether a sign permit was required in the case of up-dating an existing sign and that he assumed 'no'. Podmore said, 'yes', any new sign should be reviewed by P&Z for compliance with the ordinance whether it was an existing structure or not, partially to make sure it was in compliance with the outdoor lighting ordinance. Whitney and Dobson agreed.

3. Update on aviation ordinance recommendation to Town Council: none: to be included on next agenda due to the power outage affecting the Town Council meeting

New Business

4. Land Partition Review: Michael Podmore for property south of Cottonwood

Subdivision at 5th West: Amanda Podmore declared a conflict of interest and stated that she would continue to chair the discussion but abstain from voting. Michael Podmore submitted an application to partition his 2.9 acre parcel into a .75 acre parcel and a 2.15 acre parcel. Hadenfeldt mentioned there is some discrepancy between the partition application form and the ordinance, specifically when and whether a survey is required. She suggested that this discrepancy should be addressed at a future meeting. Hadenfeldt also questioned and confirmed that separate access to both parcels would be via the adjacent 80 ft. wide public right of way on 5th W Street. Dobson questioned the language in the application referring to W 400 S as an alley in which case, it should not reflect a street address. He questioned whether this meant that the alley was intended to become a street. He also inquired about the source of that designation: whether it was so designated in county or state records. Amanda Podmore noted that it was designated an alley on the Cottonwood Subdivision Plat. Further discussion concerned the purchase and vacating of alleys. Amanda Podmore and Hadenfeldt both stated that this issue did not affect the proposed 5th Street access to both parcels. Dobson said that if approved by the P&Z Commission, it honors the designation of the alley with a street address as claimed by the document and he made a motion to table the discussion so that Michael Podmore could be aware of the discrepancy and until it could be resolved. Hadenfeldt questioned the submitted survey citation source but stated that it was not necessarily the fault of those who are trying to subdivide the land. Hadenfeldt seconded the motion and discussion ensued. Amanda Podmore recognized Mary Gillam who said that the plat identified it as an alley based on the width of an alley at 20ft. and the width of streets at 60-80 ft. Gillam also stated that, to her knowledge, it is not identified as a street on the maps used by UDOT for maintenance of town streets, that she had never seen that name used before and that it is a possible mistake by the surveyor who may have been using it as a reference to location. Dobson noted that if the motion to table were to pass, he would suggest that P&Z follow up with a request to have the number removed so that it is not a street. Amanda Podmore pulled up the plat map. Gillam noted that the names of the streets were different. Amanda Podmore recognized Hook and Hook noted that Zuni Street is now Sage and that Apache is now Larkspur. Podmore also noted that, on the map, 4th is 5th Street, 3rd is 6th and 2nd is 7th. Hook paraphrased Dobson's concern that the problem is that apparently 7th and 8th have a 4th Street address which may have been referenced from old maps and that he needs to present it as not on 4th S which does show up on Google Maps. Podmore suggested that this discussion should not necessarily include addressing. Hadenfeldt stated that it is a mislabeling of an alley and to add a caveat to any motion that the wording be changed to 400 alley. Podmore stated that on the application it says that it is bordered by an alley. Dobson noted that the alley has a street number and that it gives P&Z an excellent opportunity to address this, given a little time. Collins mentioned that the W 400 S term of "alley" may have been used for an identification purpose and that based on the 2 stars on the Google Map, both parties do have access from 5th Street. Podmore called for the vote on the motion to table: Dobson (aye), Hadenfeldt (nay), Collins (nay), Whitney (nay), Podmore (abstained). The motion to table did not pass. Hadenfeldt motioned to approve the land partition request from Michael Podmore as presented. Collins seconded. The motion passed with 3 ayes and 2 abstentions: Hadenfeldt (aye), Collins (aye), Whitney (aye), Dobson (abstained), Podmore (abstained).

5. Land Use Clearance Review: none

6. Update on RV ordinance (Hadenfeldt & Collins): Hadenfeldt reported that she and Collins were able to condense a draft ordinance to present at the meeting or consider at a work

session. Podmore displayed the draft electronically and a short discussion followed. The draft with added comments was reviewed. Hadenfeldt noted that the segment numeration, some language and definitions needed review and clarification. Podmore suggested and Hadenfeldt and Collins agreed that they would further consider the comments, make any needed revisions and condense the draft further for consideration at the next P&Z meeting.

7. Items for next agenda:

- * RV Ordinance
- * Twin Rocks sign update
- * Aviation Ordinance Recommendation to Town Council update
- * Partition application / zoning code language review
- * Fee Schedule update
- * P&Z physical-paperwork process

8. Other: Hadenfeldt mentioned the need to clarify the physical-paperwork filing / storage process at the Town offices. Podmore agreed to discuss this with the Town Manager and report at the next P&Z meeting.

Dobson made a motion to adjourn the meeting, Collins seconded, the vote was unanimous and the meeting was adjourned at 6:58 PM.