

Town of Bluff

Planning and Zoning Commission Regular Meeting Minutes APPROVED

for Wednesday, March 20, 2024 at 6:00pm

VIRTUAL

190 North 3rd East, Bluff, Utah 84512

6:02 pm Roll Call: Amanda Podmore (chair), Marcia Hadenfeldt (vice-chair), Ed Dobson (joined @ 6:10), Malia Collins, Brian Whitney Town Council Representative: Luanne Hook

Public Comment: Three minutes per comment: none

Approval of meeting minutes from March 6, 2024 Regular Meeting: Corrections were made for clarity. Collins motioned to approve the minutes as amended, Whitney seconded: Podmore (aye), Hadenfeldt (aye), Collins (aye) Whitney (aye). The motion passed. The minutes were approved.

Old Business

1. Update from Town Council: Hook reported that the Town Council:

* had a successful meeting with UDB.

* heard Amanda Podmore's summary presentation of the draft sign ordinance.

* requested that the P&Z meeting with County Planning and Zoning be a joint meeting with Town Council.

2. Update on draft sign ordinance that was sent to Town Council: none; P&Z will continue to be a resource to the Town Council on this issue.

3. RV Ordinance - next steps: Hadenfeldt suggested this be addressed at a work session. Podmore suggested possibly scheduling for next week.

4. Update on expired building permits & next steps: Podmore met with San Juan County P&Z and worked out a process. The SJ County P&Z will provide a monthly list of active building permits to the Town of Bluff P&Z and the Town of Bluff P&Z will provide a list of approved LUCs to the County P&Z. Podmore also noted that the County is not the enforcing agency. Further discussion including expiration dates, deadlines, criteria for extensions and renewals, etc will be addressed at a work session.

New Business

5. Land Use Clearance Application: Debra Horton, 542 W. Sagebrush Ave.: The Commission noted this lot was nonconforming in size because it is less than .5 acres but with the setbacks being met and an approved septic, it can be allowed. Eileen Fjerstad asked if the mobile home was allowed and considered nonconforming. The Commission clarified that mobile homes are allowed. The lot was considered nonconforming, not the use. Dobson motioned to approve the LUC, Collins seconded, the vote was unanimous: Podmore (aye), Hadenfeldt (aye), Dobson (aye), Collins (aye) Whitney (aye). The motion passed. The LUC was approved.

6. Building permit clarification question by Sam Weldon: An email from Weldon was shared that raised the question whether there was a need for an LUC or building permit for the renovations at the Turquoise building. The Commissioners determined that a building permit is required for the Turquoise Building project due to the need for an electrical inspection. Enforcement could be the denial of inspections and Certificate of Occupancy until a building permit is procured. Hadenfeldt motioned to allow the P&Z chair to respond to Weldon and/or the building owner and the County, stating that an LUC is not required and recommending that a building permit be issued for the scope of work as listed within Weldon's email. Collins seconded, the vote was unanimous: Podmore (aye), Hadenfeldt (aye), Dobson (aye), Collins (aye) Whitney (aye). The motion passed. Further discussion included the need for the clarification and development of criteria for determining when a building permit might be required with and without an LUC, the need for more information regarding the requirements needed to obtain a building permit, and clarifying related paperwork and flowcharts to be addressed at a work-session.

7. Building permits and Land Use Clearances distinction: Podmore shared a draft document outlining LUC and building permit guidelines to be considered at a work session.

8. Utah League of Cities and Towns (ULCT) Land Use Training: Questions & follow up: Hadenfeldt reported that many of the laws passed and information provided may concern the town but not necessarily P&Z and that some proposed laws were forwarded as interim bills to be considered at a future legislative date. She did emphasize that issues such as subdivision revisions, affordable housing, transportation corridors, etc. were good for P&Z to be aware of as required and as the need arises. Additionally, under some new laws, data will need to be reported in order to meet funding requirements. The power of ombudsmen has also increased. It was also noted that in the transition of issuing building permits from the county to the Town of Bluff, a list of 3rd party, licensed inspectors needs to be compiled and provided.

9. Enforcement discussion with Town Council & Town attorney: Podmore will schedule work sessions with the Town Council, the county and the Town Attorney.

10. Reviewing & updating PZ forms: Addressed as part of item 7 for updating land use clearance/building permit information

11. Proper paperwork process : Hadenfeldt will speak with the Town Manager to clarify the process.

12. Schedule work session: Podmore will suggest to the Town Council, Thursday 3/28/24 from 5-7 PM or Friday 4/12/24 from 10 AM - 12PM as possible work session dates.

13. Items for next agenda:

- * RV Ordinance discussion
- * paperwork-update comments
- * Building Permit/LUC options/criteria

14. Other: none

Collins motioned to adjourn, Dobson seconded, the vote was unanimous and the meeting adjourned at 7:07 PM.