

Town of Bluff

Planning and Zoning Commission

Meeting Minutes for January 31, 2019 at 7:00pm

Attendees (marked as bold)

Bluff Town Council	Planning and Zoning	Advisory Board
Mayor Ann Leppenan	Malyssa Egge	Wendy Smith
Linda Sosa	Amanda Podmore	Eileen Fjerstad
~~Luanne Hook~~	Sarah Burak	~~Deborah Westfall~~
~~Jim Sayers~~	Michael Haviken	~~Jim Hook~~
~~Brant Murray~~	Kristen Bushnell	

Review of Previous Action Items

- ☐ Ann – Create a phone messaging system at the Community Center
- ☐ ~~Ann & Sarah – Set up Google Voice messaging system~~
- ✓ All – Review Policies and Procedures
- ✓ All – Read through current Draft of General Plan
- ☐ All – Set up Google Account (_____PZBluff@gmail.com)
- ☐ Commission – Complete Certification of Utah League of Cities and Towns online training
- ✓ Ann & Kristen – Set up Account with Utah Public Notice website
- ✓ Michael – Attend City Council Meeting and provide Planning & Zoning with update

Agenda

7pm Welcome and Attendance

Approval of Previous Meeting Minutes

Review of Previous Action Items

Update of Relevant Information from City Council Meeting from Michael

Google Documents Drive – **TABLED UNTIL NEXT WEEK**

Presentation by Sarah on use of Google Documents shared file system

Roles and Structure of Planning & Zoning Commission

Presentation by Kristen of Structure and Process Overview

Communication channels to Community and Council?

County and State regulations and responsibilities?

Timeline for Priorities – Full documents adopted within 6 months

General Plan - Recommended to Town Council by March 5th

Zoning Map - Recommended to Town Council by end of March

Ordinances - Recommended to Town Council by end of April

Note: Ordinances must be enforceable (neighborly or otherwise)

Can we expedite?

Adoption of a similar town's ordinances (ex. Torrey) would expedite the process while Commission works in sections to update as needed.

Moratorium Considerations presented by Michael – TABLED UNTIL NEXT WEEK

Public Comments

Additional Items to be added to Next Week's Agenda

Action Items for Next Meeting

- Linda – Link to the Utah League of Cities and Towns Certification Course
- Kristen – Upload files onto new Google Drive account
- Amanda – Send Google Invite out for new drive
- Amanda & Kristen – Set up "Group" email list with new PZBluff@gmail.com accounts
- Amanda – Scan and upload Sunrise Engineering document
- Michael – Prepare presentation of International Zoning Code and Moratorium
- All – Prepare objective facts and evidence of moratorium
- Ann – Set up Skype meeting with Michael Bryant
- All – Review and revise "Town of Bluff General Plan" (Oct. 2018) for discussion
- All – Bring a laptop / device to the next meeting for live updates of General Plan
- Amanda – Bring connection cables for PC to television
- Amanda – Attend and report on Town Council Meeting

Request for additional or modifications to agenda items are due by 8pm each Tuesday to KristenPZBluff@gmail.com to be discussed at the next Thursday scheduled meeting.

Our next regular meeting date will be held at Cedar Hall on **Thursday, February 7th at 7:00pm.**