

Town of Bluff

Planning and Zoning Commission
Meeting Minutes for February 21, 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	

7pm Welcome and Attendance

Approval of Previous Meeting Minutes

There were a few questions about the resolution that was past. The resolution vote was misunderstood and we may review that from last week. The resolution was passed but was an inaccurate vote. Sarah, as chair, decided that the moratorium recommendation is not going to be re-voted upon since the town council is already underway.

The letter has been uploaded digitally to our archives. In the future, we will make sure these statements and supporting documents to be included with our meeting minutes.

Robert's Rules of Order are not necessary since we have our own procedures written within our Planning & Zoning Bylaws.

Previous meeting minutes were motioned to pass by Kristen, seconded by Michael. Passed unanimously.

Review of Previous Action Items

- Commission – Complete Certification of Utah League of Cities and Towns online training and send certificates to Linda Sosa

Have everyone within Google Drive – Debbie and I will work together tonight to create an email.

Sarah will work with Debbie to introduce the Google Drive system and she will share the invitation to Debbie at DebbiePZBluff@gmail.com

Utah League of Cities and Towns training is due by the end of the month. Please see your email for the link. Send your certificate to Linda Sosa.

Update of Relevant Information from City Council Meeting

Town Council updates need to be kept very brief and pertinent to Planning & Zoning discussions.

Sarah was able to present our resolution to the Town Council. They forwarded that onto Chris McAnny, our town lawyer, and he will be reviewing that and giving it back to the Town Council for a final approval.

In the future, the resolutions need to be brought to the Town Council in writing. We need to ensure that our recommendations/ordinances are written and presented. The language must reflect the legal guidelines that follow within that ordinance or recommendation.

Please make sure that we are referencing Bluff as a “Town” and not a “City”. These two designations have different rules as per the State of Utah.

We are working to move all of our public meetings at the same spot. There have been several community members that have not been able find this location. There are issues with the Design Build Bluff Cedar Hall location. We are trying to utilize the resources we have available. The backup location would be the Community Center. Commission members need to ensure that they do not have a perceived partnership with members within the community. There have been issues raised from community members about what seems to be relationships developed that may have conflict of interest with public duties.

Pending minutes and approved minutes need to posted. Draft minutes and finalized approved minutes need to be posted to the Utah Public Notices website and physically posted in the community. Both the written and the audio records need to be uploaded to the Utah Public Notice website.

7:15 Update from Amanda for contact with Natalie Randall

Amanda was able to connect with Natalie Randall about the Air B’n’B. There are a lot of tax issues associated with the Air B’n’B industry. Natalie will be conducting an investigation into the missed taxes for the county. She will not be able to share all information with Bluff Planning & Zoning. However, she may be able to share the summary results for us to make future decisions. There are approximately 10 locations in Bluff right now, sponsored through various booking companies. The booking companies take the taxes out and should be reporting this. Ann believed that we could have full access to the data collection if requested.

There were 32 vacation rentals in Silverton until the regulations went through. It now has about 20 nightly vacation rentals. Many of the members of this economy have dropped out due to the tight restrictions.

7:20 General Plan Revisions and Draft Completion – live update in Google Documents

ZONING

We have taken information for the Zoning section directly from San Juan County. Items that are highlighted need to be further researched or referenced. We will in the future go back and create our own zones at a later date and time.

WATER

Water is a huge concern. We need information on the number of household taps, amount of water used by lodging, etc. We need to find some numbers on the amount of gallons used, stored, etc. LuAnne met with Marx Powell and could give us that information. We have basically two weeks’ worth of water without power. Steve Simpson or Melanie Krantz is also on the Water Board and would have the information from the State Audits to summarize our community water use.

What do we need in order to make policies for water? Yearly reports? Growth and development? Limits of our water? Research alternative methods? Potential hazards/risks of our current culinary sources?

Marx has been looking into a secondary water system from the river. The Water Board does not have rights to the San Juan River water at this time. But they are looking into it as a source. The 500 acre feet went into culinary water system. We believe the Town of Bluff has the water rights to the river water. The State of Utah may not be allowing new filings on the San Juan River. A need must be shown and proposed for the water rights. The current town well aquifer is not connected to the ground water system, therefore the cross-contamination is not an issue.

We need to include a waste water assumption. What information do we need for this? Planning & Zoning is not ready to take on the issue of waste water. We would like to include both septic and sewer systems as possible future potential options.

Waste water storage and approval needs to be approved and regulated by the County. Planning and Zoning can adopt the county ordinance for right now and look into future options later. The county health department will continue the responsibilities of inspections and permits. San Juan County has their own health department, not under the Southeast Utah health department. We do need to address that there is a system in place for waste water.

We need to look into the official name of our aquifer. There are two aquifers on top of one another.

1906 had a record of use, and a recent survey showed that there has not been significant change in the aquifer level. The population of Bluff hasn't changed much since then.

Kristen would like to propose a tiered system of "infrastructure vs. development".

What are the legalities of water collection/rain water collection/reuse in the State of Utah? There are advocates trying to change rules on greywater and water collection in the state.

Plastic bottle considerations, pack-in/pack-out, recycling, fill stations, etc. 90% of the Bluff Water Works has to be billed, which leaves 10% of water available for community uses.

HISTORIC PRESERVATION

We may add the list of historical registry of homes in Bluff as an amendment/supporting documents attached to our General Plan. The Bluff Historic District is on the National Registry. We should have that nomination form and list the district.

Additions and renovations need to uphold Utah Historic Society policies. There are several architectural guidelines to remain on the historic list. The historic district boundary was designated and to include the cemetery and several other historic sites were identified. There are also archeology and historical sites of significance.

Planning and Zoning will work with the Bluff City Historic Association (Debbie, Eliza, Tina, Jim Hook, Thomas Hook, Gary Lichtenstein, Jennifer Stowell) to formulate a plan in the historic district. They will work with the Utah State Historic Society to get more structures nominated for Historic designation. This has to act within the period of significance (1880-1904), this excluded anything that was pre-historic sites. These sites will need to be designated as an archeological district.

Do we want to include anything on historic district tourism?

Archeology designation could be partnered with local organizations to survey private land that has archeological sites within it.

8:50 Public Comments

There were no public comments.

8:55 Additional Items to be added to Next Week's Agenda

We need to get through the general items on the agenda within the first 15 minutes of each meeting so that we have time to get to the real business.

We need to figure out how members who cannot attend the meetings in person. Technology resources may allow Skype, cell phone conference call, Face Time, etc. If you know you are going to be physically absent, please try to make an effort to listen in.

Training with ULCT is on Saturday, February 23rd in Moab. It is a great way to meet and connect to other rural local communities.

Agenda for Thursday, February 28th:

Steve Simpson – road at Copper Cliffs proposal

Training Debrief from attendees (Feb. 23rd)

General Plan

Action Items:

All – Continue to work on General Plan within Google Drive.

All – Complete ULCT online training by next week.

Amanda – Timing of General Plan rearranged with Michael Bryant.

Sarah – Town Council representation on Tuesday.

Amanda – Town Council needs to be added to Google Drive Access.

Michael/Amanda – Ask Michael Bryant how to more officially write our resolutions and ordinances.

LuAnne – Will gather information from the Water Board and the Town's current water condition.

Debbie – Bring the National Historic nomination forms.

9:00 Adjourn

Michael motioned to adjourn, Amanda seconded. Passed unanimously.

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 28th at 7:00pm.**