

Town of Bluff

Planning and Zoning Commission
Meeting Minutes for March 7th, 2019 at 7:00pm

7pm Welcome and Attendance

Sarah Burak, Amanda Podmore, Kristen Bushnell, Malyssa Egge, Michael Haviken (via cell phone), Debbie Westfall, Wendy, Eileen, Ann, LuAnne

Approval of Previous Meeting Minutes

Michael would like to adjust the term "International Building Code" to say "International Zoning Code".

Motion to pass previous meeting minutes by Kristen, seconded by Amanda, passed unanimously.

Review of Previous Action Items

~~All – ensure that the General Plan has been corrected through Section 1~~

~~All – reread/revise the current conditions of "Sustainable Development"~~

~~Eileen – contact Anthony Lott to review the roadway in the Copper Cliffs Phase II~~

~~Amanda – send General Plan to Michael Bryant by Tuesday~~

Sarah – contact Town Council for moratorium ordinance for our discussion

The Town Council has revised the building moratorium to only be in effect for Commercial / Industrial building. The moratorium has been lifted on single family residence.

This gives us 180 days to get a General Plan, Zoning Map and Ordinances adopted by the Town of Bluff.

Amanda would like to post this document onto the Town of Bluff website on the "Planning and Zoning" page.

In the future, we do not need to read ordinances and references word-for-word, but can be posted in our official documents.

Update of Relevant Information from City Council Meeting and Moratorium situation

Ann will be sending out a copy of the Inter-local Agreement to all Planning & Zoning members. Ann will also be working on securing a location for our meetings, for now our next meeting will be at the Community Center. The Town Council needs to work with a member of Planning & Zoning to test the internet connections and needed resources to hold productive meetings. The State of Utah does not allow an extension. If Planning & Zoning is running out of time, we will need to prioritize the sections that have been completed and adopted. Keep in mind this is a living document that can be amended along the way.

Jim Sayers wanted to clarify that Planning & Zoning members are welcome to the Town Council meetings, and vice versa. We need to designate a contact person between the two entities so that there is a clear communication of important information between entities. As long as no one has a meeting of three or more people, concerns and discussions are allowed between members regarding Planning & Zoning items.

7:15 Deadlines and way points of Planning and Zoning timeline

Planning & Zoning needs to leave some lead time for Town Council to approve the General Plan and Ordinances. Town Council would like a polished finished product instead of setting a hard deadline.

The General Plan, Zoning Map and Ordinances would like to be completed by beginning of August. End of May is preliminary deadline for General Plan, Ordinances (including a subdivision ordinance) and Zoning Map.

End of March	General Plan
End of April	Zoning Map
End of May	Ordinances (based from International Zoning Code)

In order to reach this successfully, Planning & Zoning members will need to dedicate time outside of the meetings to go through our official documents. Meetings can then be focused on the final review of submitting documents to the Town Council.

Planning & Zoning would like to adopt the International Zoning Code in full and make modifications to such for our ordinances. Each member needs to review and describe a section of their choice to the commission until the entirety of the book is shared with the commission.

The International Zoning Code digital copy is \$2.95/month. We need the PDF file so that we can upload it to our documents for adoption.

There are maps available through the county and previous maps done through the process of incorporation and road maps. These could be useful resources for us to obtain to begin the process of Zoning Maps.

7:45 General Plan Revisions and Draft Completion – live update in Google Documents

Amanda was able to meet with Michael Bryant. He said that we had done a fantastic job and had few suggestions. He changed “we” and “our” to a more appropriate title of “Bluff” of “Town”. Goals seemed redundant. He suggested that we put goals into a table format. This would take

Review and revisions were made live on shared Google drive General Plan document.

8:50 Public Comments

There were no public comments at this meeting.

Next Meeting Agenda – Monday, March 11th at 6pm-8pm (Cedar Hall)

Designate a representative between Planning & Zoning and Town Council communications.

Live edit to the General Plan.

ACTION ITEMS:

Eileen – upload Plat Maps from Copper Cliffs Phase II Road.

Kristen – E-mail the San Juan Record of updated location at the Community Center and resend dates.

Sarah – Meet with Town Council members to assess the Community Center resources.

Kristen – Cancel next week's meeting, Thursday, March 14th with the San Juan Record, Utah Public Notices and three community locations.

Kristen – Look into the IBC digital files (did the book come with a CD).

Kristen – Contact county surveyor's office for Town Boundary (with public and private lands).

Sarah – Post next week's notices in Amanda's absence.

Due to Town Council conflicts we will also be shifting our weekly meeting to Wednesday, March 20th at 7pm (Community Center) instead of that Thursday.

Regularly scheduled meetings will continue March 28th, each Thursday at 7pm at the Community Center.

9:00 Adjourn

Malyssa Egge motioned to adjourn the meeting, seconded by Amanda, 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 regular meeting next week will be canceled due to several commission members being unavailable. A meeting has been rescheduled to Monday, March 11th.

Therefore, our next meeting date will be held at Cedar Hall on **Monday, March 11th at 6:00pm.**