

Town of Bluff

Planning and Zoning Commission

Minutes for July 11, 2019 at 7:00pm

at the Bluff Community Center

190 North 3rd East, Bluff, Utah 84512

APPROVED

7:06 Roll Call

Commission: Sarah Burak, Amanda Podmore, Robin Cantrell, Michael Haviken (phone)

Advisory Council: Deborah Westfall

Town Council: Ann Leppanen

Approval of meeting minutes from regular meeting 6/27. Burak motions to approve, Cantrell seconds, minutes approved unanimously. Work session 6/28. Burak motions to approve minutes, Cantrell seconds, minutes approved unanimously. Joint work session 7/3. Haviken motions to approve minutes, Cantrell seconds, Burak abstain, motion passes with three votes.

7:10 Citizens to be heard

Eric Cook asked if there was more details about how Design Build Bluff is proposed to be zoned. Burak recommended that Cook look at the International Zoning Code for a baseline of the proposed ordinances and that comment be provided directly to the Commission at the future hearing or via email. Documents will be made public for those hearings.

7:20 Old Business

1. Notice requirements for zoning and ordinances (Sayers or Leppanen) - (Discussed later at 7:26 pm) The notice requirements for the zoning and ordinances hearing are different than regular notice requirements. New or amended zoning requires that all affected property owners be provided with a notice that identifies each owner of the property, states the current zone, states the proposed new zone, provides information on the new regulations and provides disclosures regarding objections that a landowner may file. The disclosure is that the landowner has 30 days to object after the hearing. The notice may also need to include every parcel number. The notice will be a letter, not a postcard. The county assessor and clerk have never amassed this list so the Council and Commission are recreating this with the help of the surveyor's office. Sam Cantrell worked to produce an initial list of parcel owners with mailing addresses. Then the Council will need to identify missing parcel owners. Podmore & Leppanen have developed a list of questions about the notice for Chris McAnany. This mailing will require printing, postage and attorney costs. The goal is to have this completed by August 25th but this will be asking a lot of everyone. There is a question as to when the 180-day moratorium expires because the original moratorium was amended a week later. Leppanen clarified

that ordinances can be passed without the same notice requirements but she does not recommend that they be separated out from zoning.

Podmore thanks Robin and Sam Cantrell for their effort. Leppanen suggested at the Town Council meeting that two Commissioners own this project, Podmore agrees. Podmore created a document of steps to be completed for the mailing and will circulate to the Commission so they can sign up for tasks. Podmore is managing the spreadsheet.

Leppanen suggests the hearing be held no later than the week of August 19th. The notices should go out sometime between August 5-9th. Leppanen will let the Commission know of the date for a call with the town attorney. Haviken will draft the form letter that will provide information on the zones. Leppanen left after this discussion.

2. Town slogan (Sayers or Leppanen) - Podmore presented in their absence. A citizen approached the Town Council and asked that they create a town motto. The Town Council suggested this duty fall to Planning & Zoning and Podmore indicated that this was not a priority for PZ. Podmore, Westfall and Burak suggested that the Business Owners of Bluff could help conduct a public contest. Podmore motions to table discussion until October, Burak seconds, motion passes unanimously.
3. Discussion and Recommendation for application and appellate body (All) - Burak suggests the Commission follow Michael Bryant's recommendation that the Commission be the application body and that the Town Council be the appellate body. The application body will review anything like a variance, a conditional use permit, and similar requests. Applicants will use a form that PZ develops. Eric Cook asked if this recommendation applies to both building and zoning permits and if the Commission will use zoning permits. The Commission will require building permits, not zoning permits. Haviken said that some towns require an excavation permit (for the dust and landscape modification that may be required) and a building permit. The form was modified to reflect that the Commission will receive applications. Podmore motions to approve the recommendation form in its current form and that it be sent to the Town Council. Cantrell seconds. Motion approved unanimously.

7:52 New Business

4. Review zoning maps and make final corrections (Gillam) - Gillam reports there are some discrepancies with boundaries shifting as the river shifts; the Commission asked that for now, the BLM boundary be extended to the river as the zoning would not change. The southern river boundary of Bluff is based on the last survey of the centerline of the river by the BLM. All A-zones are green, C-zones are purple, FI-zones are tan, R-zones are yellow-orange on Gillam's draft maps. Some parcels are still missing zoning or have inconsistency. The group fixed several map issues.
5. Discuss and finalize zoning map for East Bluff, South of 191 (All) - The Commission discussed how to zone south of Highway 191 east of Cottonwood Wash. This is a migration corridor with heavy animal traffic. Gillam and Podmore said zoning the parcels commercial and residential would not landlock parcels or restrict access, only changes in

property owners could affect access. Cantrell said she wants to maintain the agricultural rural feel and wants an agricultural residential zone that could be applied to other areas. Jennifer Davila expressed concerns that this is a good area for new businesses and zoning it all A-2 could preclude business. Burak and Podmore agreed there is not many commercial areas in the town and this would be a good area for some, with A-2 south of the commercial, which would allow dwellings. Eric Cook suggested the Commission look at similar zoning in Montezuma County in Colorado. The Commission asked Gillam to zone it C-3 200' south and then the rest A-2. Gillam clarified that the Commission did not originally extend this commercial corridor to the farm.

Podmore requested that the Commission look at the old highway section of East Bluff (Navajo Twins Drive, 7th East and Black Locust Ave) that is proposed as all residential but has a lot of existing business. The Commission has discussed this section at length in the past. Haviken does not think this should be commercial.

The Commission set a tentative work session on Friday, July 19th at 8:30 am.

6. Recommendation to seek International Dark Sky Community designation (All) - tabled
7. Discussion of Short Term Rental ordinances (Podmore) - tabled
8. Discussion of animal ordinances (Cantrell) - tabled
9. Indigenous acknowledgement statement added to General Plan (Podmore) - tabled
10. No Camping sign at West Park (Podmore) - tabled
11. Discussion of Public Hearing on General Plan, roles and responsibilities (Burak) - tabled

8:20 Additional Items to be added to Next Week's Agenda - items 6-11 were moved to the July 18th meeting except item 10.

Gillam is available Friday, July 12th in the morning if any Commissioners have questions.

8:39 Podmore motions to adjourn at 8:39 pm. Cantrell seconds. Unanimous. Meeting adjourned.