

Town of Bluff

Planning and Zoning Commission

Minutes for August 8, 2019 at 7:00 pm

at the Bluff Community Center

190 North 3rd East, Bluff, Utah 84512

APPROVED

7:00 Roll Call

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

Advisory Council: Deborah Westfall

Town Council: Jim Sayer

Approval of meeting minutes: Regular meeting 8/1 (Egge motions to approve minutes, Haviken seconds, motion passes unanimously), Work Session 7/19 (Egge motions to approve minutes, Haviken seconds, motion passes unanimously).

7:05 Public Citizens to Be Heard

Jim Sayers says that the Town Council wants to ensure that all ordinances are reflected in the plan and reminds the Commission that if there is a conflict of interest, it needs to be declared, as is required under Utah state law.

Burak clarified whether the Commission will be responsible for incorporating changes from public comments in the General Plan. Based on a Town Council work session, the Council is making few changes. Sayers is taking the lead on getting the changes to the Commission. Podmore suggests that this could be done outside of a work session.

Next, Burak asked what the Council meant in the draft minutes from the 8/6 meeting that Planning and Zoning will be responsible for a plan for mosquito abatement. Haviken said he attended the Council meeting and knows that was an error. The Commissioners will not be responsible for taking the required course and Burak requested more guidance on this in the future. Lois Young said that West Nile virus is a concern.

7:15 Old Business

1. Approve and accept zoning map - Gillam circulated final maps for review and the Commission reviewed and answered her questions via email. The final maps have to go to Sam Cantrell by August 13th for printing. Haviken emailed Bill Lincoln about a missing creek name on the map. Egge said she is eager to hear public comment on the commercial/residential decisions made for 7th Ave East, a decision about which she feels haunted. Haviken said that the purchase of the school building could allow for more commercial space. Cantrell reports that the public hearing notices have begun to arrive. The Commission has a spreadsheet to track changes and public comments in the ordinances and zoning maps. Haviken motions that the Commission accept the map dated 8/8 as the zoning map to be submitted for public review at the hearing. Egge reluctantly seconded the motion. Motion passed unanimously. Podmore will post the

maps online so they are available to the public. Mayor Leppanen would like to receive all the comments that come in on the maps. On a daily basis.

7:45 New Business

2. Discuss timing of sending ordinances to McAnany for review - Based on a request from McAnany, Podmore proposed the Commission send a draft form of ordinances to McAnany by tomorrow and indicate what sections are incomplete. Podmore will also clarify with McAnany what can be added into the zoning code or be a stand alone ordinance. Haviken thinks we can't meet a deadline by tomorrow. Burak asks Podmore how realistic this is. Podmore says we would need legal review before making the document public. McAnany advises to put a draft form of ordinances online as soon as possible and update the draft as appropriate. Burak asks what are the ordinances priorities for this upcoming meeting. Podmore suggests one ordinance be the zoning code with the addition of animal regulations, dark skies, and geologic hazards. Westfall says before the Commission can develop detailed ordinances, it needs a 100-year floodplain map from FEMA. Westfall also recommends looking at wildlife corridors and development considerations. Westfall asks who will enforce the ordinances and that this info needs to be discussed with the building inspector. She also questions if we need to find an additional inspector. Burak responds and agrees on moving the discussion of geological hazards to a later date. Podmore's second ordinance suggestion is subdivisions. Burak commented that animal ordinances are ready to go and so are subdivision ordinances. Haviken says he did not see any archaeological survey required in subdivision. Podmore will ask McAnany about adding archaeological survey requirements to subdivision ordinances.

Cantrell is concerned about some of the parcel sizes, especially some Commercially-zoned properties that are less than 1 acre. Cantrell learned that with subdivisions, the Commission needs to be very careful that it does not prohibit the use of people's property. Cantrell called Rick Meyer and learned that if a property does not have city water, it must be an acre to have a well. Cantrell suggests adding a caveat about wastewater being a limiting factor. Burak suggests that the Commission rezone areas that are already problematic; for example, she suggests reexamining parcels that are smaller than an acre that are zoned R-2. The Commission proposes adjusting some of the zone minimums. Cantrell is going to email the written document with a caveat about smaller lots and wastewater regulations to Podmore for it to be added to the zoning code for commercial and residential. Sayers said undersized lots would be grandfathered in, so the minimum lot size discussion is really applying to future subdivisions; leaving the minimum to be decided by Water Quality regs having to do with septic systems is a good idea.

3. Additional ordinance work - Haviken is concerned about sacrificing quality for speediness. The Commission finalized zoning tables for residential, commercial, and factory/industrial zones. Next the Commission edited the parking chapter of the zoning code, simplifying it and adding ADA compliance to some sections. Haviken did an inventory of signs in town.

4. Public Hearing-rules and layout - The building is reserved. Podmore started an outline and Burak requests that everyone sign up for something to present. Podmore will draft a powerpoint. Cantrell will post flyers. Commissioners will arrive at 6:30 to set up. The Commission received a public comment that it post end times for its public meetings and hearings. The public hearing will end at 8:30 pm.

5. Discuss reducing meeting frequency - P & Z will keep the meeting scheduled for 8/15/19; and Egge can be excused. Burak will add this to the 8/15/19 agenda.

6. Schedule work session for ordinance work - 8/14 at 8:30 am. Haviken will verify with Carol Shook.

7. Additional Items to be added to Next Week's Agenda - Ordinance work. Podmore is responsible for the agenda for the 14th.

8:56 Adjourn - Egge motions to adjourn meeting, Haviken seconds, motion passes unanimously, meeting adjourned.