

Town of Bluff

Planning and Zoning Commission

Minutes for September 5, 2019 at 7:00 pm

at the Bluff Community Center
190 North 3rd East, Bluff, Utah 84512
DRAFT

7:05 Roll Call

Commission: Sarah Burak, Amanda Podmore, Michael Haviken, Robin Cantrell

Advisory Council: Deborah Westfall

Town Council: Luanne Hook

Approval of meeting minutes from special meeting 8/29 - Podmore motions to move minutes to later in meeting when internet is back. Haviken seconds. Motion passes unanimously.

Rules for Public Comment - not addressed.

7:05 Public Citizens to Be Heard - Jennifer Davila thanked the commission for its hard work and there is much work ahead.

Old Business

7:06 Update from Town Council - The Town Council has had many meetings in the past week to work through the recommended zoning map and ordinances. They matched the Commission and USU study's recommendations to not put a commercial strip along the entire town. It was very important to everyone on the Council to protect the historic part of town. Hook reported that the Town Council passed the zoning and subdivision ordinances and the zoning map. The Council expressed appreciation for the Commission and Mary Gillam. It is the year anniversary of the Town Council being elected. Podmore said the Town Council wants to revisit a few issues in the coming months: setbacks, commercial building heights, lot sizes, and archaeological survey in subdivisions.

Haviken said he is not happy with the map but said that is what compromise is about.

Haviken motions to approve minutes from 8/29, Cantrell seconds. Minutes approved unanimously.

7:16 New Business

1. Review building permits and site plan applications - No building or site permit applications to review. This will be a standard order of business on future agendas.
2. Discussion of next steps for P&Z - Burak recommended a joint meeting or a discussion and agreement on what the Commission is working towards. Haviken suggested that the

Commission should be present during future discussions about things like setbacks. The Commission discussed sending a representative to every Town Council meeting without overburdening the Commission. Hook said it may be possible for a selected representative from the Commission sit with the Town Council and participate without a vote. Podmore & Burak suggested a rotating system to have all the representatives of the Commission take turns attending and interacting with the public. Haviken said it was important for the Commission to be in attendance to explain the basis of its decisions.

3. Discussion on prioritizing ordinances - In a discussion of what ordinances to draft next, Haviken suggested off-street parking, air rights and drones, and dark skies. Davila suggested that Burak present her slideshow on dark skies at a future dark sky presentation and to consider hosting a dark sky party. Podmore added short term rentals, water taps, and the animal ordinances as priorities. The town lawyer cautioned that conditional uses and variances can be perceived as arbitrary but the Commission is generally in agreement that variances are important. The Commission needs more information from the lawyer about variances and conditional uses. Podmore suggested the Commission update the list of priority ordinances and that they plan a few public hearings that address many issues at once. The current dark sky public hearing is scheduled for Oct. 3rd.
4. Discussion on ways to better engage the community; including subcommittees, advisor roles, work groups - Past communications complied with state law and the Commission is looking for ways to go above and beyond to keep the public informed. People have appreciated the town emails that have gone out. Because mailings are too expensive, flyers, town website, Jim Hook's listserve, Canyon Echo, and communications to Business Owners of Bluff through Jen Davila will be helpful. Burak suggests establishing a checklist of places to send Planning & Zoning Commission. Podmore can continue sending a monthly Planning & Zoning Commission through the Town of Bluff email and will regularly update the Planning & Zoning page on the Town website.

As homework, Burak requests that the Commissioners look at the draft dark sky ordinance. She has a presentation she can do at the hearing. The public notices will have to be sent by September 23rd but the Commission will aim for September 19th. Burak proposed cancelling the October 31st meeting. A November 7th hearing is proposed for animal ordinances, off street parking, variances and conditional use. Short term rentals and water taps public hearings will be scheduled for December.

The Commission discussed how to organize work groups that won't necessarily be asking the public for a long-term commitment. Haviken suggested expanding the Advisory Council to include members from the business, ranching, and conservation communities. Burak agreed that expanding the Advisory Council would help in many ways. The Commission had questions about how the Advisory Council is selected and hoped to address this in a joint meeting with the Town Council. Work group meetings could be held as work sessions.

The Commission discussed roles & responsibilities of Commission members. The Chair will write and post agenda. Cantrell will physically post the agenda. Podmore can teach Burak how to post the minutes, audio, and agendas on the Utah Public Notice Website.

Podmore will continue posting on website and send out town email. Brant Murray can help support with setup if that's ever an issue. Haviken's standing task will be to email Jim Hook, Jen Davila, and Zak Podmore special meeting notices. Podmore will send a monthly email before the next meeting including September meeting dates, the Oct. 3rd hearing date, September 12 presentation on dark skies and discussion of draft ordinance, September 19th questions, comments and community work session about dark skies. September 26th will be community discussion and establishing a subcommittee that will continue to work on dark sky compliance and grants.

5. Additional Items to be added to the next meeting's agenda - dark sky presentation and discussion of draft dark sky ordinance, finalize tentative September 26th joint meeting with Town Council.

Haviken added from the Town Council meeting today that 30 parcels were changed on the zoning map recommended by the Commission.

8:14 Adjourn - Haviken motions to adjourn the meeting, Cantrell seconds, motion passes unanimously.