Town of Bluff

Planning and Zoning Commission

Minutes for December 12, 2019 at 7:00 pm
at the Bluff Community Center
190 North 3rd East, Bluff, Utah 84512
DRAFT

7:07 Roll Call

Commission: Sarah Burak, Malyssa Egge, Michael Haviken (phone), Robin Cantrell, Amanda Podmore
Advisory Council: Wendy Smith, Deborah Westfall
Town Council: Luanne Hook

Approval of meeting minutes from 12/5 - Cantrell motioned to approve minutes from December 5, Egge seconded, motion passed unanimously.

Public Citizens to Be Heard- Burak said she would like PZ meetings to end on time and clean up in a timely manner, Cantrell agrees.

Old Business

1. Update from Town Council - Hook presented on behalf of the TC. Their work sessions have been focusing on the outdoor lighting ordinance, with particular attention given to the curfew, the length of time for compliance, and enforcement. The TC is also considering working with USU on a community garden on the bar well property. The Council discussed a per-meeting stipend for the Planning & Zoning Commission. The Council is also working on a protocol for sharing documents between the Commission. The Town can address street signs and has had some requests. David Everitt will be working as the appeal officer for the Town and will help with some other "nuts and bolts" for the town.
2. Update from Chris McAnany on building permit application - Tabled until next week because the Commission has not received a response from Chris McAnany.
3. Review and discuss draft for Short Term Rental ordinance - Podmore made changes to the opening, definitions, and application section that the Commission reviewed. The Commission envisions a license separate from the business license. The Commission agreed to an annual permit that will be accepted on a rolling basis and renewed with a fee on March 1st. The Town will not charge a fee in 2020. The Commission decided to use the term "permit" so as not to confuse it with a business license. Podmore said it was standard to charge for a short term rental permit. The Commission addressed the need for a fire inspection. Hook questioned whether a fire insepction puts additional liability on the town. The Commission questioned whether inspections should be required or if a checklist is sufficient. Haviken said the Fire Department typically looks for a secondary egress. The Commission will revisit this question on the 19th.

New Business

4. Review building permits and site plan applications - No new permits.
5. Off Street Parking Ordinance review and discussion- Haviken used the International Zoning Code and the San Juan County Ordinance Chapter 5 to develop this draft. Podmore asked if Haviken intended for compliance to be effective when the ordinance is signed. Burak will email Kyle with the school district to see how they determined the number of parking spots for the new school. Haviken said the minimum standards he put for parking spots truly are minimum. Podmore asked for clarification on ADA compliance. The Commission agreed they do not need to be the enforcers on ADA compliance. The Commission thanked Haviken for drafting and will review for homework.
6. Review and discuss adding regulation of feral and roaming cats to Animal Ordinance Draft - Burak is concerned about overly regulating domestic pets, especially because of the enforcement issue. These are valid concerns and difficult to regulate; Haviken agreed. Burak questioned whether the ordinance could encourage reduction in the feral cat population and suggest ways to contact B.A.R.C. Podmore supported the Audubon Society language about not feeding feral cats and said the enforcement could be the removal of the food, not a fine. Cantrell said that Bluff does not have animal control so enforcement is a big issue and education is the solution. The Commission decided to add some language discouraging supporting feral cats. The Commission will add the definition of a nursing pair so that a mother and baby are considered one animal unit until weaned.
7. Brainstorm enforcement solutions - Egge created a spreadsheet for brainstorming that the Commission will review for a future meeting.
8. Discuss regular meeting schedule for the New Year - The Commission agreed to two meetings a month for two hours each on the first and third Wednesday of every month at 6:30 PM with the option of calling a work session as needed. Podmore will draft the notice for the San Juan Record, Burak will confirm with the BSA that the proposed schedule will not conflict.
9. Additional Items to be added to the next meeting's agenda - Building permit application, Marcia Hadenfeldt has a request that Burak will email in advance so the Commission is prepared to make a decision, site plan discussion, town council protocol, off-street parking, short term rentals.

8:30 Adjourn - Haviken motions to adjourn, Egge second, meeting unanimously adjourned at 8:39 pm.