

Town of Bluff

Planning and Zoning Commission

APPROVED minutes for December 19, 2019 at 7:00 pm

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

7:08 Roll Call: Sarah Burak, Robin Cantrell, Malysa Egge, Michael Haviken (phone). Wendy Smith (advisor); Lu Hook (Town Council).

Egge motions to approve meeting minutes from 12/12, Cantrell seconds. Passes unanimously.

Public Citizens to Be Heard - none.

Old Business

1. Update from Town Council - Hook reported that the Town Council approved the Light Ordinance and offered thanks to Planning and Zoning. There were a few changes with document structure. Town Council eliminated the light curfew section. Kaitlyn Harris is available for some contract services. Interlocal Agreement was not passed yet. Recycle trailer will pass over to the Town. Vance Nielson is still willing to help. P&Z's request for a 10' cable was approved; needs to be ordered. San Juan Economic Board discussed grants, including dark skies. USU Community Garden meeting is January 7th at 5:30pm. Mayor Leppanen would like to see as many Town officials and P&Z Commissioners as possible attend the January 4th training. Cantrell asked Hook what kind of enforcement was added into the lighting ordinance. Hook responded with her interpretation that the violating entity could be taken to court.
2. Update from Chris McAnany on building permit application- Podmore sent the update from McAnany, expressing that the Town is not issuing permits and that the Town is only issuing a Land Use Clearance. Haviken asked if the Commission participates in the review or if it's just the signature of the chair that is needed. Burak responded it should be reviewed by the Commission, and Haviken said it should be put into writing. Cantrell asked how the Commission can keep pushing forward to make the process ready for upcoming builds. Burak reminds the Commission that we should be precise with communication with McAnany so that he knows our priorities. Burak will add a Land Use Clearance discussion to the next agenda.
3. (New Business) Marcia Hadenfeldt's request-Discussion and review of home occupations - Burak moved this agenda item up. Hadenfeldt described her property and its varied uses. Hadenfeldt referenced the zoning code, and the possibility of use of her "bunkhouse" as a home

occupation. Hadenfeldt understands the ordinance language and proposes that using the property as an office would be a continuation of use as an office. Haviken responds that the building across the street was a continuation of a nonconforming use. Egge read Podmore's 9:04am email sent on 12/19/19. Egge responded that maybe it would be appropriate to look at rezoning options. Haviken says the Town Council zoned it as residential and mentions historical perspectives on use. Haviken says Town Council should field a request to change zoning. Smith described a "CR" zone where commercial and residential properties could coexist in a buffer zone. Burak reminds that we're discussing home occupation. Smith asks if the entity who wants to use office space could move into the structure to solve for the immediate concern. Hook asks if someone can move in and run the business and if the business is full time or part time office use. Hadenfeldt responded it would be a general 9am-5pm, Monday to Friday, most days. Jen Davila says there will be a full time presence from these nonprofits. Cantrell reminded that she was in favor of 7th East as a commercial district. Cantrell says that Hadenfeldt's proposal isn't a home occupation but would like to find a way for this proposal to fit and work. Hook asks if the property owner was a board member would it qualify? Haviken suggests Hadenfeldt takes the proposal to the Town Council. Smith asks if there is a variance route. Cantrell suggests we consider a conditional use process. Hadenfeldt reiterates discussion and says she's disappointed, questioning what happened with the Simpson property across the street. After hearing the request, Planning and Zoning came to the agreement that this use did not fall under the definition of home occupation.

4. (#3 on agenda) Review and discuss draft for Short Term Rental ordinance- Commission discussed the comments made on Short Term Rental ordinance document. Commission agreed that the fees should be referenced. Davila stated that businesses would pay Sales Tax and Transient Room Tax. Burak stated that requiring proof of insurance and a safety checklist would put the burden on the business and not the fire department. Burak asks if we need to cap the number of STR's and if so, how would we do so?
5. (#4 on agenda) Off Street Parking Ordinance review and discussion- Burak asks if there are any significant changes to the document. Haviken responds he added a table. Haviken would like to address special events in the future. Commission worked on the definition of assembly seats of the parking table, residential zone, and special event parking. Davila questioned if the Town assumes liability if they issue a permit for parking.
6. Discussion of procedure for sending documents to Town Council - Egge suggested a Google doc to keep track of decisions for Town Council. Egge created the document draft and shared it with the Commission.
7. Additional Items to be added to the next meeting's agenda-Land Use Clearance, Conditional Use, off street parking, animal ordinances, public hearing timeline, discuss process of sending documents to Town Council.

8. (Discussed last, out of order.) Review building permits and site plan applications- There are none.

Cantrell makes a motion to adjourn, Haviken seconds. Unanimous. Planning and Zoning adjourned at 8:45pm