

Town of Bluff

Planning and Zoning Commission

Minutes for Wednesday, February 5 at 6:30 pm

at the Bluff Community Center

190 North 3rd East, Bluff, Utah 84512

APPROVED

6:30 Roll Call: Amanda Podmore, Malysa Egge, Michael Haviken, Robin Cantrell; Advisors Deborah Westfall and Wendy Smith; Town Council Lu Hook.

Podmore explained that she will chair the meeting in Burak's planned absence.

Meeting minute approval from 1/15 motioned by Haviken and seconded by Cantrell. Podmore aye, Egge aye, Haviken aye, Cantrell aye. Motion passes. Haviken motions to approve the minutes from the special meeting 1/21; Cantrell seconds. Podmore aye, Egge aye, Haviken aye, Cantrell aye. Motion passes.

Public Citizens to Be Heard: Jamie Olson, with a lot in Copper Cliffs II, wants to build a house this spring and wants to know what the process is. Podmore explained the website and forms. Hook agreed to print the forms from the website for Olson. Smith added that asking for help with the process was always welcome.

Old Business

1. Update from Town Council - Podmore attended last night's meeting and provided that the Town is working on an airport manager contract with Jim Hook. Questions about alleys have arisen, and it's been indicated that Rocky Mountain Power has information. They will have their personnel provide a legal opinion for the Town. Star Festival happening February 20 & 21. Census contact will be Ann Leppanen. Joint meeting with Town Council on February 12. Bike path meeting upcoming. Podmore described the Land Use Clearance process to the Town Council. Hook added that there is now a volunteer release form that will help track hours for in-kind donations.
2. Review and vote on draft for Off Street Parking ordinance -- Haviken says this document is similar to the County's. The biggest change is requiring a five foot pedestrian walkway. Podmore asked if we need a definition section as all other ordinances have definitions. Haviken said to delete the definition section. Smith asked where parking is allowed, if in the setback or not. Haviken stated that the document says the public right of way can be used for parking if there is a walkway provided. Podmore reformatted the table for parking space. Haviken asks if we need to cite the International Building Code if we started our table from those recommendations. Podmore said no as we have edited the content. Podmore added to the table for two way traffic on driveways, allowing for 24'. Haviken asked if a culvert was needed when a driveway intersected the roadway. Podmore asked to leave that in the Land Use Clearance. Special Event Parking permit discussion about whether we should have a special event parking permit. Podmore stated that requiring a special event permit requires a larger process. Haviken stated we should bring this up at the joint meeting. Podmore asked

if we needed any exemptions. Podmore edited the document to reflect that there are no exemptions and would pass that off to the lawyer. Podmore said the violation section should be reviewed by Chris. Haviken motions to pass the Off Street Parking Regulations off to the lawyer. Cantrell seconds. Haviken aye, Cantrell aye, Podmore aye, Egge aye. None opposed. Motion passed.

3. Review and vote on draft for Animal ordinance - Podmore asked if there are any outstanding issues. Document edits were discussed and resolved. Discussion to add domestic animals in the trespass section, and Westfall asked what the punishment would be for escaping animals. Hook asked if the Sheriff's office work with stray animals is involved in this ordinance or not.

Sarah Burak joined the meeting at 7:15pm.

Questions about the fines were discussed. Haviken motioned to approve the Animal Ordinances and move to the attorney. Cantrell seconded. Podmore aye, Haviken aye, Cantrell, aye, Burak aye, Egge aye. None opposed. Motion passes.

Podmore passed the Chair back to Burak.

4. Review and vote on draft for Short Term Rental ordinance - not discussed; for a later meeting.
5. Discuss and vote on Planning and Zoning Bylaws and advisor expectations -- Burak discussed a future plan to create an annual refresher training for Commission members. Document edit would be left in the document so Town Council can review our changes. Burak suggested allowing the Commission to help with appointing new Commission members. Discrepancy on term dates was left for Town Council for their discussion. Podmore and Burak agree on having Commission involvement in the appointment and vacancy process. Burak stated there are changes in the attendance policies and an addition of a temporary approved leave. Edits to the document were left in suggesting mode so the Town Council can review. Another new addition is that the Chair could require a Commission member to vote. As well, disclosing a conflict of interest verbally prior to a vote would still allow a Commission member to vote on the same matter. Haviken motions to approve the Bylaws with the current revisions to be sent to Town Council. Podmore seconds. Podmore aye, Burak aye, Haviken aye, Cantrell aye, and Egge aye. None opposed. Motion passes.

P&Z Advisor Expectations document - Text read aloud by Burak. Text change from ex parte to third party. Burak asked how many advisors we could have. Burak motions to approve the Expectations for Advisors and send to Town Council. Haviken seconded. Podmore aye, Burak aye, Cantrell aye, Haviken aye, Egge aye. None opposed. Motion passes.

New Business

6. Review building permits and site plan applications - None to review.

7. Update on joint meeting with Town Council-February 12, 2020 - Scheduled for 6:30pm at the Community Center. Town Attorney Chris McAnny will be present. Mayor has a list of topics, and Burak asks for additions: 2000 square foot, conditional use permits, Bylaws, special event parking permits, priority list, ordinance review, business license P&Z section, and number of advisory council members. Burak will send the list to the Mayor to add to the agenda.
8. Schedule dates for public hearings- Work session on February 19 at 6:30pm and one hearing for animal ordinances, off-street parking, and short term rentals on March 18 at 7pm with a regular meeting at 6:30pm.
9. Establish a timeline for reviewing and adapting current ordinances - Tabled by Burak.
10. Update on partnership with University of Utah on ordinances - Podmore stated that this process is on hold.
11. Discussion of possible community dark sky education event with IDA and Friends of Canyonlands and Arches NPS - Podmore says two organizations are interested in helping our community to learn about dark sky topics, with a proposed event in the spring changing the lights at the Community Center and perhaps also a residence.
12. Discuss division of duties while Chair is on extended leave- Chair plans to be on leave starting on about March 4th. Kaitlin Harris agrees to take minutes and requests knowing specifics. Podmore will draft the agenda. Cantrell will continue posting. Burak requests everyone help edit and format documents. Cantrell is willing to help with some pieces of communication, with guidance on specifics. Cantrell agreed to pass along information as well as documents that had been formatted to the council. Podmore says we also need printed copies of the ordinances. Haviken will work with the Mayor to have printed copies available at each meeting, as well as a few copies of the agenda. Everyone is encouraged to quickly set up and clean up.
13. Other - none
14. Additional Items to be added to the next meeting's agenda- Burak reviewed list for Joint Meeting. Burak added Work Session on Feb 19 for just Short Term Rentals. March 4th agenda will review a timeline for ordinances.

Adjourn - Haviken motions to adjourn. Cantrell seconds. Podmore aye, Burak aye, Cantrell aye, Haviken aye, Egge aye. No objections. Motion passes, adjourn at 8:25pm.