Town of Bluff

Planning and Zoning Commission

Agenda for Wednesday, March 4th at 6:30 pm

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

6:30 Roll Call: Amanda Podmore, Robin Cantrell, Malyssa Egge, Michael Haviken, Deborah Westfall (Advisor)

Approval of meeting minutes from 2/19- Egge motions to approve the minutes from 2/19 meeting, Haviken seconds the motion. Egge aye, Cantrell aye, Haviken aye, Podmore aye, motion passes.

Public Citizens to Be Heard - Egge congratulated Bluff resident Francisca Davila on being named Prom Queen.

Old Business

1. Update from Town Council - Podmore reported that the two proposed applications to drill were pulled and this is good news for the water supply. Craig Simpson came forward to transfer two private roads in copper cliffs subdivision. He requested transferring the roads and the town asked for 30 days to confer with the fire dept and roads committee. Podmore confirmed that this road issue will be handled solely by the Town Council and will not come back to the Commission for a decision. Egge inquired about a public hearing on April 2nd public meeting about the old elementary school. The Commission will confirm and announce at its hearing on March 18.
2. Advisory Council pledge form update -McAnany suggested new language to the form that advisers refrain from conduct that causes public confusion as to the role of a council member. Westfall commented that it is unclear what the act would be and it needs to be made clear that advisers do not vote. The Commission agreed. Podmore suggested to approve with Chris and Westfall's suggestions and PZ will approve when changed and give Westfall this to sign. Haviken makes a motion to approve the form with the comment from Chris and WEstfall's changes; Egge seconds. Egge aye, Cantrell aye, Haviken aye, Podmore aye, motion passes.

New Business

3. Review building permits, land use clearances, & site plan applications - None
4. Review Jamie Olson Land Use Clearance - The Commission thanked Olson for being the first to use their new form as they tried it out. In reviewing Olson's form, the Commission discussed several changes to the Land Use Clearance form to make it easier. The Commission agreed that Olson had all the information required on his application for Land Use Clearance. Haviken motioned to approve Jamie Olson LUC, Cantrell seconded. Egge aye, Burak aye, Haviken aye, Podmore aye, motion passes.

Olson suggested the form could be improved by splitting up residential and business section in the form.. there was a lot that didn't apply to him. Haviken agreed. Amer Tumeh asked if the town had a rezone application. Podmore said it had not been discussed yet but that the Commission would address his comment in the future.

5. Update from APA UT Conference - Cantrell and Podmore attended the American Planners Association Conference in Moab last week. Cantrell reported that a lot of the sessions were about engaging the community and part of the varied means they are using to make sure that everyone is engaged and sees postings. Cantrell suggested the Commission use things like the ladies lunch list and solicit emails to folks in town. Town hall meetings that would be less formal might be another way to go. Another session had to do with new state legislation including a proposed bill that would reduce immunity for boards and town councils in regards to land use.

   Podmore added that many Towns and cities use facebook to engage communities. One of her main goals was to seek out partnerships and funding opportunities. There is CIB money for planning projects under 50,000. For these you apply directly to the rural services office rather than having to go through the CIB directly. Haviken suggested this could be used for a master plan. Podmore also learned that the University of Utah has a Masters in CIty and Municipal Planning that is using students to work on things like travel plans. The USDA can also offer support for things like rural essentials and supported things in Bluff in the past like the Community Center floor and fire mesa kitchen. Podmore also learned of a NPS contact that can fund trail projects. High-density housing has was a major topic; Moab has a big tool kit of things that have worked and haven't that the Commission could consult in the future. One session on master planning discussed the importance of creating clear implementation goals and listing out roles and responsibilities when drafting any planning document, otherwise it's just an expensive paperweight. Another presentation was on how to make planned developments beautiful. It discussed best practices in private roads and said it was importatn to make sure they are up to city and county standards. Podmore said the next conference is in Salt Lake City in the fall.

6. Goal setting for 2020 - Podmore said the Commission has accomplished a lot and wanted to take the opportunity to set goals for the year but not take on more than we can handle. She suggested working more on admin and less on ordinances. The Commission brainstormed 6-8 goals for the year and Robin will present these to the Town Council next week. She will bring them with the chain of custody form. Podmore will email the Council to get on the agenda. The Commission decided not to schedule a joint meeting with the Town Council since they have not been as productive as desired in the past. The Commission will instead solicit feedback at the Council meeting.
7. Schedule joint planning meeting with Town Council - See above.

8. Establish a timeline for reviewing and amending current ordinances - Podmore asked the Commission to discuss what ordinances they would like to review and by what dates. Haviken went through the zoning ordinance and in his research, saw items that the Commission had not asked the attorney to add, saying that the attorney put in exemptions and cut offs that did not reflect the wishes of the COmmission. The Commission decided to review the zoning ordinance for homework and make suggested edits directly in the document. The COmmission will try to wrap up reviewing this ordinance by April and schedule a public hearing/mailing in May or June. The Commission discussed problems with drones in town but how they can be difficult to regulate because of the FAA. Podmore suggested this issue be revisited later, as with the need to review other ordinances like the Outdoor lighting ordinance. Haviken asked about comments that are coming in on the draft ordinances. The Commission reiterated that they are draft documents and they need to consider but do not need to respond to comment right now.
9. Update on partnership with University of Utah on ordinances - Podmore reported that the University of Utah Law School cannot give a legal opinion and have been unable to find a lawfirm to do it probono. Her contact at the University gave two ideas: one, the UoU planning masters and second, the SUstainable Development Code that was created by a team of planners and lawyers. Its free and online and full of good resources about water, trails, parking and other sustainable development issues. It includes sample codes from other cities. This man offered to do a webinar with the Commission sometime in the future. It was confirmed that this is not codying help but ordinance help.
10. Proposed dog waste station opportunity - Podmore had a nice PR idea for Planning and Zoning to place dog waste stations around town. They could write a grant for this and someone at the ULCT has helped identify one grant opportunity. Westfall asked if this was a real problem and the Commission and audience agreed, saying that it was a problem exacerbated by tourists. Podmore said it's about $200/station and they need refilled bags. The COmmission discussed finding compostable bags and deciding later if the stations should include trash cans and if the Town could contract with someone to empty the trash cans. Egge said that there could be issues to consider like signs getting hit. Cantrell suggested one at the Bluff park with a garbage can and said the implementation might be tough. WEstfall asked if hotels or RV parks provide these and could the lodging facilities provide dog waste stations on the properties for the tourists?
11. Discussion of possible community dark sky education event with IDA and Friends of Canyonlands and Arches¨- POdmore has been in communicaion with the International Dark-Sky Association (IDA) and Friends of canyonlands and arches to partner on this. Egge said Crystal White of Friends of Arches and Canyonlands did a great scientific presentation at the recent dark sky event. The Commission decided to look to September to schedule the event. Podmore suggested the event include a residential and commercial retrofit and that it

teach folks how to do light readings on light meters and phones. Egge added that it could be a blind drawing to decide what establishments to retrofit so it doesn't appear to favor the Council or Commission.

12. Responsibilities at public hearing on March 18th
    a. Set up - Michael, Amanda, Robin, Debbie 6:00
    b. Comment taking - Malyssa
    c. Powerpoint drafting - Robin will send amanda main points in animal ordinance, michael will send main talking points for parking
    d. Malyssa emcee/opening, close
    e. Present animals - Robin
    f. Present short term rentals - Amanda
    g. Present parking - Michael
    h. Print sign in sheets, ordinances, & comment forms - Michael will work with Ann

Comments will be accepted up to 10 days after the hearing through March 28th. Cantrell is sending out the notice to the list of affected entities. Egge asked how this list was generated, Podmore said this is different than property owners. For a hearing on an ordinance, state law require that the Commission notify services areas, school districts, etc.

13. Other
14. Additional Items to be added to the next meeting's agenda - LUC, minutes, advisory council, following agenda items.

Motion to adjourn by Egge, second by Haviken. Egge aye, Cantrell aye, Haviken aye, Podmore aye, all in favor. Meeting adjourned at 8:04 pm