Town of Bluff

Planning and Zoning Commission

Minutes for Wednesday, May 6 at 6:30 pm

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

6:33pm **Roll Call:** Commissioners: Amanda Podmore, Michael Haviken, Malyssa Egge, Robin Cantrell

Advisors: Deborah Westfall; **Town Council:**Luanne Hook

Approval of meeting minutes from April 15, 2020: Haviken - Motion to approve, Cantrell - Second, all in favor Haviken aye, Cantrell aye, Podmore aye, Egge aye., Motion passes unanimously minutes approved at 6:37PM

Public Citizens to Be Heard - no public comments

Old Business

Town Council Update:

- Haviken - discussion of garden project with USU, census importance, update on elementary school (issue with the roof), emergency ordinance
- Community center will stay closed through May and will discuss on May 19th.
- Haviken reported that Ann Leppanen talked about BOB, water board meetings. Sunrise engineering is at 90% complete with their study.
- Bike Meeting with UDOT May 14th
- Budget: Class C Roads Money - Haviken was given go ahead for 2020 to put together a plan for maintenance

New Business

1. Review building permits, land use clearances, & site plan applications
    a. Not received any land use clearances since Hole in the Rock Foundation - approved with contingencies
2. Review of existing ordinances for possible changes
    a. **Zoning ordinance (20 min):** Accessory Dwelling Units (ADUs) Haviken has been looking at Moab - they did 800 square feet and issued a stack of floor plans for ADUs. Is about density, where most of the lots are around a half acre 1,000 isn't needed for an ADU. Podmore said it does seem pretty large for an ADU since ADU is typically 1B 1B. Egge was on the fence limiting square footage; should be based on lot size. On the fence about defining accessory dwelling to a square footage knowing that the lot sizes are not all the same. Podmore proposed a 1,000 sq ft ADU on larger lot size. Haviken would be okay in terms of density. Egge suggested ADU needs to be smaller than the primary structure and suggested the ordinance describe what an ADU has, and eliminating the square footage requirement. Simplify what we're putting in - allowing more things to work. Podmore agrees in simplicity and potentially having ADUs' size based on lot. She will take the lead on language and research other towns' language.
        i. Advisory documents that were attached to Land Use Clearance are confusing and too complicated. Haviken would like this addressed in the future.
        ii. Definitions:

1. Building permit definition: Haviken will add
2. Podmore will add definitions for development or construction
3. Land use clearance definition: Cantrell will add
4. Commission agreed to define Construction as greater than 200 sq ft needs building permit, as is common in places like Torrey, Moab. Egge said it was important to have a trigger for what size requires a building permit so you know that people in town are following the rules.

iii. Archaeological resources

1. Egge: Marcia did make some valid comments - t
2. Debbie: the general rule for when human remains are encountered, is to stop work in the vicinity and contact the San Juan County Sheriff. Sheriff's office is trained to consult with State Forensic Anthropologist regarding treatment of human remains. There is no statute that requires an archaeologist survey archaeological objects or features on private land. The Commission believes that other types of artifacts do not need to be reported.
3. The Commission updated the language based on Marcia and Westfall's feedback and will revisit in the future.

iv. Cantrell: concerned about the 50 ft setback

b. Dark sky ordinance: The Commission discussed modifying the compliance deadline for dark skies. Podmore wants to do that recognizing with COVID it might be hard to meet light change requirements. Haviken and Cantrell agreed. The group could not decide between 6 months to 18 months so they will revisit.

3. Discussion about Town Master Plan including the definition of Master Plan and update from past Town Council meetings
   a. The Commission discussed what is a master plan and how it is different from a general plan. Haviken read page 139 of the Utah league of cities and Town's book on "official maps" - recorded in the county recorder's office" may provide a basis for restricting development. Goes on to say that dedication - places can be put on a map. If that land goes up for sale the town or the city has the first right of refusal. Haviken would like to see greenways for the washes in town. Dedicating parcels of land if they come up for sale or if the individual donates land to the town. Record is kept at the county recorder's office. "Dedication is a legitimate exaction" as stated in the ULCT manual on the section on General Plan.
   b. Podmore said the general plan defines the vision of the town, and master plan is a subset of that. The master plan does include the map. Cantrell said the town council was not really keen on P&Z working on the master plan at this point. Town Council asked that we work on revising ordinances not master plan. They want a joint meeting. Podmore said COVID is challenging the town council and P&Z on so many levels - worried about our capacity and the budget to do a master plan this year. Haviken's term is up this year and he would like to see it happen before his term is up. Egge agrees with the funding issues. She asked if the Commission has the time and interest and the ability to create a draft master plan.
4. Other - none.
5. Additional Items to be added to the next meeting's agenda May 20th
   a. Same agenda as today

Motion to adjourn Haviken
Egge Seconds
All in favor Haviken aye, Cantrell aye, Podmore aye, Egge aye - unanimous

7:36 Meeting adjourned