

Town of Bluff

Planning and Zoning Commission

Minutes for Wednesday, May 20 at 6:30 pm

at the Bluff Community Center

190 North 3rd East, Bluff, Utah 84512

Videoconference

URL: meet.google.com/tpb-sehd-oof

Call-in number: +1 650-781-1127 PIN: 714 005 357#

6:30 Roll Call: Michael Haviken, Amanda Podmore, Malysa Egge, Robin Cantrell, Sarah Burak, Luanne Hook (town Council), Debbie Westfall (Advisory Board)

Approval of meeting minutes from May 6, 2020. Changes Made:

- Approving grammar changes (Egge)
- Sunrise engineering clarification

6:37PM Haviken motioned to approve minutes; Cantrell seconded

- Clarification on quote at end of document.
- Amend motion (Haviken motioned to approve minutes of May 6th with amendments previously stated), Cantrell seconded, Haviken aye, Cantrell aye, Egge aye, Podmore aye, Burak abstains. Motion passes.

Public Citizens to Be Heard - none

Old Business

Town Council Update: Luanne Hook reported that Last night's meeting had 30 in attendance. They are switching to Zoom next week. Twin Rocks came to request permission for beer orders to go - approved. The Old School will require 1.6 million to do a complete redo - still moving ahead to see what they'll offer for grants/loans. Capital improvement projects need to be added to the budget - bring ideas on June 2nd - could be old school could be green spaces. The Community garden will be 6 acres + small plot. USU is offering to pay a manager. Haviken and Brant Murray are working with UDOT to put up flexible delineators at the school turn off. The Town is completing the TRT form to keep Bluff resort community. Bluff is back in the orange risk zone per the health department.

New Business

1. Review building permits, land use clearances, & site plan applications: Egge received documents from Barbara Day - will send along soon.
2. Review of existing ordinances for possible changes
 - a. Podmore shared what she was hoping the Commission could accomplish today: looking at zoning ordinance and dark sky ordinance - updates and revision. Podmore suggests focus on zoning: set backs, definitions, building heights, wait on archeology section because Westfall emailed Chris Merrit and he's going to weigh in on that. Podmore also suggested waiting to talk about site plan requirements - heard from Chris Macananny that he is working on a revised ordinance - when a site use plan and a

comprehensive land use plan is required. Podmore will share with the Commission tomorrow. This is an issue the Commission has been discussing extensively for months. For projects smaller than 2000 square feet there isn't currently any site plan requirement.

- b. Podmore reported that Leppanen said there have been complaints in town of Bluff about dogs barking. We do not have an ordinance in place, only a draft animal ordinance that needs a public hearing. In the meantime the Sheriff is being called down to Bluff to address dog barking at 4 am. The sheriff told Leppanen. that sheriff doesn't have any jurisdiction to respond to dogs barking in incorporated towns. Podmore said this should be something negotiated in the interlocal agreement. Ann asked to keep the interlocal agreement in mind and the enforceability of that ordinance. The sheriff said we would need to have an animal enforcement officer and a place to store - could be contracted out of blinding - right now we essentially have no enforcement in the town. Egge asked if anyone was tracking the complaints, and if the town could track this, and if an animal ordinance should be something considered by the town, not the Commission.

Zoning ordinance

- c. RVs: Cantrell - looked at other towns about RVs being used as permanent dwellings. Couldn't find specifics but told what was allowed in districts - if use is not specified it's not allowed. Others handled it by explaining what a dwelling or residence was. Tend to have folks putting RVs, not talking about the lot - maybe we need to have some kind of limitation. Long term living on an RV lot, even the county ordinance does not refer to an RV - just assumed in an RV park. Couple of those in town - think we need to address such as in Cottonwood addition. Not something that is normally allowed in towns.
 - i. Haviken: maybe we should have a definition of what is a permanent residence. Are they connected to septic system. Cantrell - yes. Haviken: county health department approves septic?
 - ii. Egge: thinking through definitions and sections where any of that language would belong?
 - iii. Podmore: would recommend Cantrell put in a sample of permanent dwelling and show some language to review at the next meeting
 - iv. Burak: agree, would like to read the definitions that we're talking about. We don't want to make it so people who own property but can't afford to build. And need to be careful about tiny homes on wheel bases. But don't want price out our community
 - v. Haviken: last year we talked about permits for having folks who are building
- d. Maximum square footage of accessory dwelling unit - 800 - 1,200 square feet??
 - i. Make a proposal? Haviken: Make a motion that ADUs be limited to 800 square feet
Motioned failed
 - ii. Burak: understand where Haviken is coming from - lean on side of trying to give as much flexibility as possible and prefer based on plot size.
 - iii. Cantrell: Agree
 - iv. Podmore: also agree with that
 - v. Haviken: agree based on lot size
 - vi. Egge: accessory dwelling needs to be smaller, but I think we need to define smaller
 - vii. Podmore: what if lot was larger than half an acre then limited to XYZ
 - viii. Egge: didn't see it today, have to review comments, think there has to be a caveat as well - you can have a primary structure and secondary structure still have to meet requirements
 - ix. Podmore: homework - someone go through the very old zoning ordinance draft and see what we suggested? **Haviken and Mayissa**
 - x. Revisit: Next time
- e. Podmore: clarify the draft zoning ordinance - none will be in effect without public review
- f. Definition of Building permit - the Commission selected a something more like a definition and less prescriptive -
- g. Definition of Development
 - i. Podmore's additions
 - ii. Agreed from Burak
- h. Definition of Duplex

- i. Egge: Point that duplex was held in single ownership - seems like sometimes multiple people own.
- i. Definition of land use clearance:
 - i. All agree
- j. Definition of Non conforming lots
 - i. Egge: apply to lot also?
 - ii. Homework: add language that makes more specific to nonconforming use (Podmore)
- k. Definition: onsite wastewater system
 - i. Podmore: like because allows for other types of disposal
 - ii. No objections to keeping in
- l. Primary structure:
 - i. Architecture term referring to load bearing components of a house
 - ii. Egge: my understanding was main residence - i think we need to clarify what we mean by that or come up with different language
 - iii. Homework - update primary structure definition or eliminating it and getting a new word (Egge)
- 3. Discussion about Town Master Plan
 - a. Podmore reported on a conversation from Mayor Leppanen who encouraged the Commission to work on updating ordinances. One thing that Leppanen and Podmore said we should consider is that the master plan can cost a lot of money \$25k, which is not in 2020 budget. Because of the COVID19 outbreak so don't think it's something to focus on right now
 - b. Burak asked if a master plan prevented things like bike path discussion.
 - i. Podmore said the Commission can move forward without that- master plan.
 - ii. Podmore: We still have a long way to go in these ordinances - not sure who would take on with hiring, writing, mapmaking with the Master Plan.
 - iii. Haviken said no comment. Egge, Cantrell, Burak, and Podmore agreed to not prioritize a master plan.
- 4. Other
 - a. Work session Wednesday morning 27th - 9-10AM
 - b. Burak: are we legally able to do public hearings with conference calls?
 - i. Towns preference in person -
 - ii. Do 1 large public hearing for 5 ordinances
 - iii. Transitioning back Burak in (Podmore and Burak to talk)
- 5. Additional Items to be added to the next meeting's agenda (June 3rd)
 - a. Draft ordinances

7:46 PM Motion To adjourn by Haviken, second by Cantrell. Haviken aye, Cantrell aye, Egge aye, Podmore aye, Burak aye. All in favor. No opposed. Motion passed at 7:47 PM