Town of Bluff

Planning and Zoning Commission

Minutes for Wednesday, June 3 at 6:30 pm

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

6:31 Roll Call - Malyssa Egge, Sarah Burak, Michael Haviken, Amanda Podmore, and Robin Cantrell
Advisors: Deborah Westfall
Town Council: Luanne Hook

Approval of meeting minutes from regular meeting on May 20, 2020: Podmore motions to approve minutes with Egge's grammatical changes, Cantrell seconds, motion passes unanimously. Burak aye, Egge aye, Podmore aye, Haviken aye, Cantrell aye.

Approval of work session minutes from May 27, 2020: Cantrell motions to approve minutes from work session on May 27, Haviken seconds, motion passes unanimously. Burak aye, Egge aye, Podmore aye, Haviken aye, Cantrell aye.

Public Citizens to Be Heard - no public comment

Old Business

1. Town Council Update - Hook reported that the Community Center is closed through June except for primary elections. They passed the amended budget so there is a budget hearing next week, it included capital projects including $10,000 toward open space and parks. The BSA dissolution will be on the November ballot. Bluff is still in the orange zone for COVID-19. The school CIB grant is still in process. Building permits were put off until next week. The Town encouraged volunteers to sign Town liability waivers. The water right extension went through.

New Business

2. Review building permits, land use clearances, & site plan applications-Barbara Day application - Egge met with Barbara Day to get Land Use Clearance documents and measure setbacks. Podmore motions to approve Barbara Day's land use clearance application - motion passes unanimously. Podmore will get the document to Burak to sign on Friday and will contact Day to get it to her. Another LUC was received this week and will be reviewed at the next PZ meeting. Burak will remind the builder of the outdoor lighting ordinance because compliance wasn't clear.
3. Discussion of Weldon/Krantz building permit and county procedure - The Commission is waiting for some information from Town Council. It was received before our Land Use Clearance process and zoning ordinance. When a building permit was filed, that is the date of the application. Podmore said the Town Council is considering this as a building permit subject to SJC ordinances and is having the Town lawyer draft a letter to the builders to remind them that they are subject to SJC ordinances. Haviken asked if County considered the Right-of-Way when reviewing the application because he is concerned there is an encroachment on the ROW.
4. Review of the existing zoning ordinance for possible changes and vote to recommend for public hearing - The Commission clarified that the Site Plan Process section of the Zoning Ordinance is very similar to the Subdivision Ordinance that was passed on September 5, 2019. Podmore added language about the history of the development of this new draft ordinance at the beginning of the document. The Commission has not had time to review the suggested changes in full so the Commission will not vote on the ordinance tonight. The

Commission edited the Definitions section. They will revisit the document, including the definition of setbacks, at a later date.

5. Vote to recommend revised Land Use Clearance ordinance - Egge wants the process for what documents and review are required for different types of development. A flow chart would be helpful and Egge's changes to the Land Use Clearance form help clarify things. The Commission did not change the general scale requirements. Haviken requested that the Commission review the advisory documents attached to the Land Use CLearance and the Site Plan requirements. Podmore motioned to recommend the Land Use Clearance document for public hearing and comments. Egge said she felt this process was being rushed and asked for clarification. Podmore said that this separate Land Use Clearance document addresses the concern that the Zoning Ordinance does not create plan submittal requirements for developments under 2,000 square feet. Haviken is comfortable with this new ordinance backing up our Land Use Clearance document but is concerned with the submittal requirements. Podmore withdraws her motion. Ordinance tabled for next regular meeting.
6. Discussion of preliminary work on Master Plan for presentation to Town Council - Mayor Leppanen indicated the PZ can look into what is required to look into making a Master Plan. Haviken is doing some research into what is required of a Master Plan. Haviken wants to create a map electronically without an ArcGIS technician that is separate from a Master Plan. He is looking into cost and time estimates. The Commission supports Haviken doing the research.
7. Other - Work Session on Thursday, June 11th at 9 am to work on LUC form and advisory documents.
8. Additional Items to be added to the next meeting's agenda - Land use clearance form, advisory documents to LUC, finalizing zoning ordinance recommended changes.
9. Haviken motions to adjourn, Cantrell seconds. Burak aye, Egge aye, Podmore aye, Haviken aye, Cantrell aye. Adjourned at pm. Meeting adjourned at 7:47 pm.