

Town of Bluff

Planning and Zoning Commission

Minutes for Wednesday, July 15th at 6:30 pm

at the Bluff Community Center

190 North 3rd East, Bluff, Utah 84512

APPROVED

6:33 Roll Call - Sarah Burak, Amanda Podmore, Malyssa Egge, Robin Cantrell

Planning & Zoning Advisors: Deborah Westfall

Town Council: Luanne Hook

Burak reminded everyone that Closed Captioning is available through Google Hangouts.

Approval of meeting minutes from regular meeting on June 17th. Egge made a few changes. Burak motions to accept minutes with changes, Cantrell seconds. Motion passes unanimously. Burak aye, Podmore aye, Cantrell aye, Egge aye. Approval of work session on July 9th, 2020. Egge motions to approve minutes from work session on July 9th, Cantrell seconds. Motion passes unanimously. Burak aye, Podmore aye, Cantrell aye, Egge aye.

Public Citizens to Be Heard - No public comment.

Old Business

1. Town Council Update- Town Council has asked PZ to look at idling vehicles and barking dogs as nuisances. Burak suggested that the Commission add a paragraph about dogs barking to the nuisance clause of the draft animal ordinance, put it to public hearing, and then to TC to talk about enforcement. The biggest issue with both nuisances will be enforcement. Cantrell agrees and suggested to the Mayor that arrangements could be made with UDOT to make a pull-off outside of town where trucks can pull off. Burak agreed it was an excellent idea. It would help with enforcement if trucks have an alternative place to idle. Egge suggested this go on the next agenda as a formality. Podmore will draft language on idling trucks for the Commission to consider at the next meeting.
Hook said the TC's idea was to make a separate noise ordinance that would address barking dogs, loud music, idling trucks, and jake brakes. The TC is starting to rent the Fire Mesa Kitchen. The TC asked for mandatory face coverings in Bluff but the TC is awaiting a decision from the state. Senators Lee and Romney's staff came to town to talk to businesses about COVID struggles.
Egge said the TC meeting also discussed the need for a Planning & Zoning Commission public hearing, which has been delayed. There was a suggestion at the TC meeting that the Commission schedule electronic public hearings. Egge suggested it be discussed at the next meeting.

New Business

2. Review building permits, land use clearances, & site plan applications - None.
3. Vote to recommend revised Land Use Clearance ordinance - The Commission made a few changes to Chris McAnany's draft ordinance that would amend and clarify the Land Use Clearance requirements for

developments less than 2000 square feet. Egge's final comment was that the outline and numbering are hard to follow. Podmore motions to approve the draft Land Use Clearance ordinance and send it on to the town council, Cantrell seconds. Motion passes unanimously. Burak aye, Podmore aye, Cantrell aye, Egge aye. Burak will send the document and form to the Town Council and put it in our tracking log. A Commissioner (likely Podmore or Burak) will attend the next Town Council meeting in order to answer any questions. Hook requested that Burak also send the Town Council the previous associated document.

4. Review and approve Land Use Clearance form- The Commission made a few final changes. The Commission wants to avoid confusion over what requires a site plan. Podmore suggested that the flow chart be attached to the LUC form as the fourth page. Cantrell motions to approve new revised land-use clearance application form, Podmore seconds. Motion passes unanimously. Burak aye, Podmore aye, Cantrell aye, Egge aye. Podmore will post to the website and email the Town Council to let them know a new version is available. The Commission will require applicants that use the old form from now on to switch to this new one. Podmore suggested sending the flow chart and new LUC form in a town email soon.
5. Review and discuss updated archeology language in current ordinance -The Commission commended Westfall on her great work. Podmore and Burak liked the idea of establishing enforcement by withholding a LUC or Site Plan if an archaeological survey needs to be done. Westfall said that Sections C. D. E. F. and G. are incomplete but Westfall has completed a preliminary draft to complete all sections. Westfall proposes to pass this draft on to Burak and Podmore for a review and then it can be passed along to the entire Commission for review. Westfall said she composed this within the existing Site Plan Review Process. Podmore clarified that the Commission has not discussed changing the Site Plan I (over 2,000 square feet) and Site Plan II (over 5,000 square feet) triggers and requirements in the ordinance; the Commission is only revisiting the requirements for buildings under 2,000 square feet.
6. Review and approve LUC flowchart - Podmore thanked everyone for their edits. Cantrell had a question about large projects going directly to the Town Council. Podmore said she thought it was only for subdivisions with more than 7 lots. Podmore will tone down the colors so it's easier to print. Egge suggested putting the email on one line.
7. Other - Egge reminded the Commission she and Burak are working on the building permit reporting form from the ULCT. They will connect offline.
8. Additional Items to be added to the next meeting's agenda - Language for idling vehicles, work on animal ordinance re: barking dogs, discuss an overall noise ordinance, discuss the possibility of public hearings, approve flow chart, present report for ULCT. Podmore suggested the Commission restart discussions on updating the zoning ordinance. The Commission scheduled a work session on the zoning ordinance on July 29th at 9 am.

Cantrell motions to adjourn the meeting. Burak seconds. Motion passes unanimously. Burak aye, Podmore aye, Cantrell aye, Egge aye. Meeting adjourned at 7:44 pm.