

Town of Bluff

Planning and Zoning Commission Regular Meeting

Minutes for Wednesday, December 16, 2020 6:30 pm

VIRTUAL - Bluff Community Center
190th 3rd East, Bluff, Utah 84512

6:31 Roll Call: Amanda Podmore (Acting Chair), Malyssa Egge, Sarah Burak; P&Z Advisory Council: Deborah Westfall; Town Council Representative: Luanne Hook

Approval of minutes from 12/2 regular meeting: Minor changes were approved to edit formatting and reduced the length of the document. Burak made a motion to approve the meeting minutes from December 2, Egge seconded. Podmore – Aye, Egge – Aye, Burak – Aye. All in favor. None opposed. The motion passed unanimously.

Public Citizens to Be Heard: Malyssa Egge commented that after listening to the Town Council meeting, she would like to propose the P&Z Commission explore recommending a stipend or another payment for the Town Council Members for their hard work, time, and supplies.

Podmore noted Reed Sampson withdrew his application and proposed removing Agenda Item 8, and also wanted to add an additional agenda item to set the January meeting agenda. Egge made the motion to remove Reed Sampson's interview and add agenda setting for January. Burak seconded the motion. Podmore – Aye, Egge – Aye, Burak – Aye. All in Favor. None Opposed. The motion passed unanimously.

Old Business

1. Update from Town Council: Hook provided the following: The next Town Council meeting is January 5; a committee was formed to address the gravel pit location; strategic town planning continues and the Town has already implemented many of the suggested recommendations; expect to see an update on the strategic survey; the Bluff Service Area held their final meeting and was dissolved; the Town will absorb any additional responsibilities; possibly looking for a Clerk; CDBG grant is in the works with no current selected projects; the audit is complete and nothing problematic was found.

2. Update on request to Bluff Elementary School regarding electronic sign: Burak received a text from the school principal stating she was working on the situation and is researching the sign itself. Podmore suggested a Thank You to the school for voluntarily complying. Podmore noted the Commission will still draw up a formal complaint process and will ensure the Town is contacted if P&Z is contacting other entities in a formal capacity.

New Business

3. Review any Land Use Clearances and Building Permit Applications: None at this time.

4. Planning & Zoning Schedule for January 2021: Podmore suggested waiting to plan the full year's schedule until new commissioners are appointed. Burak would prefer either a 6PM or 7PM meeting start time. The Commission agreed to 6PM meetings on January 6, 2021 and January 20, 2021.

Before Podmore began the 5th agenda item, she reminded the group that there are two (2) Commissioner spots open. The terms are effective January 1, 2021 through December 31, 2024. The interview process will consist of the same questions for each applicant.

5. Planning & Zoning Commissioner Interview: Ed Dobson (10 minutes)

Podmore: Can you please tell us why you are qualified for the Planning and Zoning Commission?

Dobson: The idea of an elder should figure in, I guess. I would bring a lot of experience to the table.

Burak: Can you please tell us one, two, three issues you would like to address if you were on Planning and Zoning?

Dobson: I haven't settled on any particular issues. I am more interested in where we go from here. I'm sure I'll have some ideas as we go on, but I am not advocating for anything specific right now.

Egge: What town values are important to you that Planning and Zoning work to protect?

Dobson: Going back to the General Plan, I think it's well laid out. I haven't prioritized any aspects over others. I think the Plan is well written and I want to continue that process.

Podmore: Can you tell us a time when you helped resolve a conflict at work or in a professional environment?

Dobson: There was a time back in Montana when mining companies were pumping a lot of chemicals into the environment and were polluting and impacting ground water. I wrote and instituted a plan to stop this from happening. We collected signatures, put the measure on the ballot, and ran a campaign to gather support. We were losing on election night, and while we were waiting to request a recount, canvassing had actually turned the vote around, and we won. The opposition requested a recount, but that garnered even more votes in our favor. The laws are still in effect in Montana today.

Burak: Planning and Zoning is a voluntary position, but requires 1-4 hours per week of volunteer time. Can you meet that commitment?

Dobson: Yes, I am retired now and will have the time.

Egge: This position requires checking email, google docs, and Microsoft word. Tell us about a project you completed on a computer.

Dobson: I was a lawyer for D&A legal services and all of our legal work was done on computer. I put together legal briefs and more, all via computer.

Podmore: Are you a bonified resident of Bluff? Is Bluff your primary place of residence?

Dobson: Yes, I have been voting here for 20 years. No one has challenged my residency.

Podmore: Do you have any questions for us?

Dobson: No, I will donate my time back to the meeting.

6. Planning & Zoning Commissioner Interview: Marcia Hadenfeldt (10 minutes)

Podmore: Can you please tell us why you are qualified for the Planning and Zoning Commission?

Hadenfeldt: I am qualified because I have done it before. I did it when I was back in Colorado. My city assignment was for Planning and Zoning then on the Appeals Board. Then coming to Utah 24 years ago, I ended up working on the first Planning and Zoning Commission for San Juan County and was elected as the chair, where I served for 10 years.

Burak: Can you please tell us one, two, three issues you would like to address if you were on Planning and Zoning?

Hadenfeldt: I don't have specific issues, but I would like to follow along with the General Plan. I read through the Plan this week and also read draft ordinances. You all have done an amazing job with taking the Plan and creating ordinances. I do have barking dogs in the neighborhood, but other than that, I would like to continue on with what is already being done.

Egge: What town values are important to you that Planning and Zoning work to protect?

Hadenfeldt: While I'm a big city girl from Boston, and then lived in Colorado, I feel like I have adjusted to the rural lifestyle. The ideas in the General Plan and the ideals of rural Utah need to be protected. In order to protect this, we need the right ordinances in place.

Podmore: Can you tell us a time when you helped resolve a conflict at work or in a professional environment?

Hadenfeldt: I worked in a retail store for 15 years, the outfitting business for almost 30 years and I have always had to deal with clients and employees. I can deal with all things. The most current example was with Planning and Zoning, and the conflict with the windfarm in Monticello. As the chairman, I did a lot to get everyone's input and there was a lot of love and hate on both sides. I kept the discussion going and ensured all sides were represented.

Burak: Planning and Zoning is a voluntary position, but requires 1-4 hours per week of volunteer time. Can you meet that commitment?

Hadenfeldt: Yes, I have retired out of the library. I knit and bake, so I would like to have something to keep me busy and focused. If I am going to commit to something, it should be something I love doing.

Egge: This position requires checking email, google docs, and Microsoft word. Tell us about a project you completed on a computer.

Hadenfeldt: I check my email quite often and communicate with friends, family, and businesses through email. I write a lot in Word documents and edit and work in Excel. My knowledge of Google Docs I would credit to you all here in P&Z, and while I might need a little coaching, I edited something for Vaughn today in Google Docs.

Podmore: Are you a bonafide resident of Bluff? Is Bluff your primary place of residence?

Hadenfeldt: Yes, we have lived in our house for 24 years, 3 months, and 10 days. We are here to stay.

Podmore: Do you have any questions for us?

Hadenfeldt: No, no questions for you all. The only comment is that I would like to work on something I like doing, and I think I can contribute my knowledge. I understand though if you select someone else. I am here if you need me, thank you for your time.

7. Planning & Zoning Commissioner Interview: Jared Barrett (10 minutes)

Barrett was not on the call. The Commissioners debated calling him and discussion was held around if that was the right procedure. Podmore commented that while she had corresponded with him via email prior, he had not directly responded to the email regarding this meeting.

Public Comment in Chat Box: Jim Hook 7:07 PM I just phoned Jared, he is coming right now!

The Commission agreed to move to Agenda Item 9, and returned to this agenda item afterwards, when Barrett joined.

Jared Barrett joined the meeting and explained there was a wedding this weekend and was busy, he apologized to the group. Podmore explained that the same seven questions were asked to each of the applicants.

Podmore: Can you please tell us why you are qualified for the Planning and Zoning Commission?

Barrett: My background experience is as an interested citizen of Bluff, Utah to promote sustainable and intelligent growth. I have a background in construction and building, with B100 and E100 certifications, residential and commercial building. I also have done utility work, and am just overall experienced in building and developing.

Burak: Can you please tell us one, two, three issues you would like to address if you were on Planning and Zoning?

Barrett: I don't have any specific issues, and am not a big public servant wanting to be in the public eye. In general, I feel like I have experience and a diverse background that could add to the diversity of the team. The best teams are built out of diversity. I don't have an agenda.

EGGE: What town values are important to you that Planning and Zoning work to protect?

Barrett: I think the Planning and Zoning Commission came on at an exciting time. There are many strong feelings of keeping Bluff, "Bluff." But I think there needs to be balance for sustainable business. Developing the Town to allow for a small grocery store [for example] and sustainable development in a consciousness way. I want to keep it very similar to what it is. Personally, I feel like right out of the gate, Planning and Zoning almost had emergency brakes on some of the development, but while I think caution is good, I think the sustainable future for businesses is important. Restaurants are struggling, my business is closed. I want to help businesses continue to succeed and thrive.

Podmore: Can you tell us a time when you helped resolve a conflict at work or in a professional environment?

Barrett: This has happened many times as a professor. One particular example was at USU, at the Blanding campus, there was with a recruiter for the school and there were some conflicts. After listening for a period of time, I made a suggestion that the person was working really hard and maybe the group should take another approach, as they had been somewhat punitive towards the individual. I suggested we take a step back, think, and evaluate if we were categorizing this in the right way? Everyone took a step back and was able to evaluate and we were able to create a more positive interaction, and it worked out well.

Burak: Planning and Zoning is a voluntary position, but requires 1-4 hours per week of volunteer time. Can you meet that commitment?

Barrett: Yes, when I get time to ask my questions, I was going to ask a bit about this. I think that anything that is important, is worth doing. If I'm on the Commission, I would make the time to be a contributing member.

EGGE: This position requires checking email, google docs, and Microsoft word. Tell us about a project you completed on a computer.

Barrett: I taught information technology at a number of schools and am very familiar with computers and technology. I am also confident to contribute virtually and at a distance.

Podmore: Are you a bonified resident of Bluff? Is Bluff your primary place of residence?

Barrett: Yes, it is.

Podmore: Do you have any questions for us?

Barrett: I have two questions. Can you help me understand the 1-4 hours a week? You all have worked so hard; can you tell me about how long the meetings are? Is the rest of the time editing documents and such? What are your visions of the time contributions?

Podmore: If you look at a month, we typically have two 1-hour meetings a month, in the evening. We often have a work session once a month, for an hour, during the day. During this time, we work more heavily on ordinances, which creates a total of 3 hours' worth of meetings a month. We also ask commissioners to research, edit, and work on drafts, prepare PowerPoints on specific topics to present to the other members, and host public hearings. We also prepare additional documents and must be available to the public. We will discuss as a commission the division of duties, such as administrative tasks, editing the website, emailing the Town, public notices, and more.

Egge added that when Land Use Clearances arise, they review those and also look back on ordinances, as needed. Burak finished by adding that it's definitely more than one hour per week, and that on weeks there are meetings, it's closer to four hours. While meetings recently have been an hour, in-person they would last almost two hours.

Advisor comment in the chat box: William Davis 7:25 PM

"Debbie here: as an advisor, I generally spend about 20 hours a month on research for ordinances."

Barrett: What do you think is the most important thing ahead of the Commission in the coming year? How do you feel about where you're currently at?

Burak: We have two outstanding ordinances to wrap up. Next is figuring out enforcement for the ordinances that have already been written. We would like to be moving towards more plans, based on the General Plan.

Barrett thanked the Commission again for the opportunity.

8. Planning & Zoning Recommendations for 2 Commissioners for new terms starting January 01, 2021 - December 31, 2024: Podmore asked the commissioners to write down up to two candidates that they would like to recommend to the Town Council. If everyone agrees, those two names move forward. If two of the three commissioners agree, then the name moves on to the Council. The responses were written down for formality. Podmore reminded the group that Town Council does not meet again until January, and new commissioners would not be selected until then.

Egge asked for clarification as to if they were to write down one or two names. Podmore said up to two names.

Burak: Marcia Hadenfeldt, Ed Dobson

Egge: Marcia Hadenfeldt, Ed Dobson

Podmore: Marcia Hadenfeldt

Podmore, as acting chair, will send an email to Town Council recommending Marica Hadenfeldt and Ed Dobson for the position of Planning and Zoning Commissioner.

9. Items for the Next Meeting:

Outstanding Ordinance Drafts: Noise and Idling

Discussion around a public hearing – virtual unless suspended until the summer

Supporting Town Council Members with stipend per Egge's recommendation

Items that may be included in second meeting in January:

Revisiting the General Plan

Training new commissioners

Electing a Chair and Vice-Chair for the P&Z Commission

Burak will post meeting notices physically, and Podmore will post electronically and in the San Juan Record.

Burak made the motion to adjourn the meeting, Egge seconded. Podmore – Aye, Egge – Aye, Burak – Aye. All in favor. None opposed. The motion passed unanimously. Meeting Adjourned at 7:36PM.