Town of Bluff

Planning and Zoning Commission Regular Meeting

Minutes for Wednesday, January 20, 2021 at 6:00 pm

VIRTUAL - Bluff Community Center

190th 3rd East, Bluff, Utah 84512

Approved

6:02 Roll Call: Amanda Podmore (Acting Chair), Marcia Hadenfeldt, Ed Dobson, Sarah Burak, Malyssa Egge
Town Council Representative: Luanne Hook
Planning and Zoning Advisor: Deborah Westfall joined at 6:30PM

Approval of minutes from 1/6/2021 regular meeting: The commissioners discussed Ed Dobson's vote on the motion to approve the December 16, 2020 Regular Meeting Minutes. Because Dobson was not present at the December 16 meeting, it was decided Dobson should have abstained from the vote.

Dobson made a motion to rescind his vote on the December 16 Regular Meeting Minutes. Egge Seconded the motion. Egge – Aye, Hadenfeldt – Aye, Burak – Aye, Podmore – Aye, Dobson – Abstains. 4 in favor, 1 abstain. The motion passed.

Burak made a motion to approve the January 6, 2021 Regular Meeting Minutes, Hadenfeldt seconded. Podmore – Aye, Egge – Aye, Hadenfeldt – Aye, Burak – Aye, Dobson – Aye. All in favor, none opposed. The motion passed unanimously.

Public Citizens to Be Heard: None at this time

Old Business

1. **Update from Town Council**: Hook provided updates including approval of Municode (for publishing ordinances) and MuniDocs (to archive post incorporation and BSA documents) and the CDBG grant to fix up the community center offices. Bluff Water Works recommended Steve Simpson, Brandt Hart, and Mike Yearous to serve on the BWW board. The county has not yet determined if the Cemetery District was set up correctly via an election, and therefore board appointments are on-hold. The BLM signed off on the River Trail. The application for Town Clerk is still posted.

2. **Update on request to Bluff Elementary School regarding electronic sign**: Burak received an email from Principal Silversmith relaying that the electronic sign has been programmed to turn off from 8:00 PM – 6:00 AM. The school also reduced the glow of the sign. The commission thanks Principal Silversmith and Bluff Elementary School for their cooperation and willingness to work with the town. There was discussion around the entrance lights, but the Chair will alert Town Council.

3. **Status of OPMA training for Commissioners**: All five commissioners have completed the Open Public Meetings Act Training; four of the five certificates have been submitted to the Chair for P&Z records.

4. **Update on training for new Commissioners**: Hadenfeldt has completed the entire training checklist, but had a few questions. Hadenfeldt asked if P&Z members need to take GRAMA (Government Records Access and Management Act) training. Podmore noted that Linda Sosa on Town Council has completed this training and it is not required for other members. Dobson will let the commissioners know if he has any questions that arise.

New Business

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

6. **Assignment of PZ Duties & Responsibilities:** Podmore shared a document outlining the roles and responsibilities of the Chair, Vice-Chair, and Secretary roles on the Planning and Zoning Commission. There were additional duties and responsibilities to be shared between other members.

Hadenfeldt asked to define Erin Richards' role as a member/non-member of the commission. She stated it was not in the best interest of the commission for any commissioner to be taking notes during the meetings, so all members can concentrate on the matters at hand. Podmore clarified that Richards is a paid contractor with the Town of Bluff and her role is to take written notes and send them to the Chair. Hadenfeldt also inquired as to who the best person would be to recording the audio of each meeting.

The commissioners discussed the division of duties for each role and agreed to move "electronically posting agendas" to the Chair, and "Notifying San Juan Record of public hearings and meetings" to the Secretary. It was noted that the San Juan Record notification responsibility could be transferred to the Town Clerk upon hire. The commissioners discussed other responsibilities and where they best fit. Egge noted that each member knows their skillsets and proposed that members could take on additional responsibilities, or share responsibilities, should they enjoy or excel in a particular area. Podmore suggested "checking the P&Z email" be a rotating task.

Chair Responsibilities: Drafting agendas, prepare electronic meeting packets, making Google Calendar meetings events, running public meetings, sharing screens during meetings, electronically posting agendas on Utah Public Notice
Vice Chair Responsibilities: Attending Town Council meetings, conduct the duties of the chair in their absence, write and send quarterly emails to Town email list
Secretary Responsibilities: Working with Erin to get draft minutes, sharing draft minutes with commissioners, coordinating office/administrative needs with Town Clerk, audio recording meetings, upload audio recording to Utah Public Notice within 3 days, post draft minutes and approved minutes on Utah Public Notice Website, notify San Juan Record of public hearings and meetings

Hadenfeldt made the motion to approve the division of duties, Dobson seconded. Egge commented that she wanted to include the sharing of some duties. Hadenfeldt amended the motion to include sharing the responsibilities listed as approved by the commission.

The commission voted on amendment to the motion: Hadenfeldt – Aye, Burak – Aye, Podmore – Aye, Egge – Aye, Dobson – Aye. All in favor, none opposed. The motion passed unanimously.

The commission voted on the motion to approve the division of duties. Hadenfeldt – Aye, Podmore – Aye, Egge – Aye, Burak – Aye, Dobson – Aye. All in favor, none opposed. The motion passed unanimously.

7. **Vote on Commission Chair, Vice Chair, and Secretary:** Hadenfeldt recognized the three members who have already served on the commission and commended them for a job well done. She asked whether any of them would want to maintain their positions, and asked for each to confirm their roles. Burak served as Chair, Podmore served as Vice Chair and has been serving as Acting Chair since August/September. There is not currently a Secretary.

Burak expressed the interest in continuing to serve as Chair, and would not feel comfortable serving as Secretary. Egge expressed she did not have an interest in holding any official role, but is willing and able to help in other areas, such as one-time duties. Podmore expressed an interest in either holding the Vice Chair or Chair role.

Hadenfeldt made the motion to nominate Burak as Chair and Podmore as Vice Chair. Egge seconded the motion. Dobson – Aye, Hadenfeldt – Aye, Egge – Aye, Burak – Aye, Podmore – Aye. All in favor, none opposed. The motion passed unanimously.

Dobson noted it is not necessary for the Planning and Zoning Commission to have a secretarial position. Hadenfeldt agreed with assessment. Podmore confirmed the bylaws do not require a secretary. The commission agreed to review the roles and responsibilities and place the item for discussion on the next regular meeting agenda. It was noted Hadenfeldt, Egge, and Dobson would divide the remaining duties between them, as the Chair and Vice Chair roles already had many responsibilities.

The following comment was recognized from the chat-box: "Debbie would like to comment here, that one reason for having a dedicated person take the minutes was to accommodate my hearing disability. This was before we moved to the Google Meet virtual platform." Podmore recognized that when the commission meets in person again, they will provide someone to take minutes to support her.

8. **Planning for 2021: Goals Based on General Plan:** Podmore shared a document listing the shared goals.
Burak would like to revisit preserving night skies and noted the commission should pursue ways of encouraging and bringing people into compliance. Egge agreed with Burak on the night skies and also wants to address water protection, enforcement, establishing and building relationships with the broader community (BLM, Bears Ears agencies, Cemetery board, etc.), addressing community use of community resources (river trail, parks, etc.), and performing a thorough analysis of the policies that have already been generated. Egge also wants to move the outstanding draft ordinances through the public hearing process, which Podmore and Hadenfeldt also thought was a priority.

Hadenfeldt wants to address RVs and correcting and updating existing ordinances to keep them current. Hadenfeldt noted that a few of the items already listed would fall under the Town of Bluff's

responsibilities, such as enforcement. Dobson will email the commissioners later in the week regarding his goals, and noted that he supports what has already been accomplished.

Podmore asked the commissioners to review the list of goals, revisit the list at the next meeting, and then be ready to share it with Town Council so they are aware of the commission's 2021 goals.

9. **Review draft letter of support for stipend for Town Council Members**: The commission agreed to table this agenda item until the next meeting. Egge left the meeting at 7:02 PM

Podmore acknowledged this note in the chat-box: "Debbie here: how about I compose an e-mail to P&Z Commission with an update on the draft archaeology ordinance, and communications with Utah Division of State History?" Podmore thanked Westfall and asked her to compose the email.

10. **Items for the next agenda:**
    - Revisiting roles and responsibilities
    - Discuss the draft ordinances that will be put on the Public Hearing agenda in March

11. **Other: None at this time**

Hadenfeldt made the motion to adjourn the meeting. Dobson seconded the motion. Burak – Aye, Podmore – Aye, Hadenfeldt – Aye, Dobson – Aye. All in favor, none opposed. The motion passed unanimously. The meeting adjourned at 7:04 PM.