

Town of Bluff
Planning and Zoning Commission Work Session
Agenda for Wednesday, February 10, 2021 at 6:00 pm
VIRTUAL - Bluff Community Center
190th 3rd East, Bluff, Utah 84512

Videoconference

meet.google.com/iqf-nipw-kvf

Join by phone: (US) +1 636-735-3215 PIN: 928 639 871#

6:04 Roll Call: Sarah Burak, Amanda Podmore, Marcia Hadenfeldt, Malysa Egge

Advisors: None; **Town Council Representatives:** Luanne Hook

(Ed Dobson did not verbally acknowledge his presence, but may have called into the work session and had audio difficulties)

Public Citizens to Be Heard: None at this time

New Business

1. **Google Drive (organization, naming system, etc.):** All five Planning and Zoning Commissioners have editor permissions in the P&Z Shared Folder. Town of Bluff Town Council members have access to the Shared P&Z folder, but are only able to view, not edit any of the documents.

How to Access Shared Drive (for Commissioners):

From Gmail or Google, look for array of dots

- ☐ Google Drive (personal drive)
- ☐ Shared with Me
- ☐ Bluff P&Z folder

The Commissioners discussed which documents and folders are contained in the shared folder including previous minutes, the General Plan, Land Use Clearance/Building Permits, and Ordinances.

- *Meeting Minutes folder:* Contains the most recent minutes. Past minutes are located in the "Archived" folder.
Naming convention for meeting minutes: YYYY-MM-DD-PZ-Meeting-Minutes-(Approved or Draft). Egge will rename documents with the appropriate naming conventions.
- *Admin folder:* Contains examples of postings for San Juan Record, conflict of interest forms, Town of Bluff Letterhead for formal use, and the Planning and Zoning Roster (not for public use, as it contains addresses/contact information)
- *Ordinance folder:* Contains unsigned and signed ordinances (PDF), Public Hearing & Public Comments – capture all public comments via oral, email, or letter (who, oral or written, date, comment) – send to Town Council w/ original copies of the comments if applicable

Naming convention for Land Use Clearance Permits: Name/Company – Year - 3-digit numbering system

Erin Richards posted a question to the chat box: “Do you take concurrent full meeting minutes while taking the Public Comments? Is this something we can discuss prior to the meeting for my role?” Burak confirmed Richards will take notes while Egge will notate the public comments. The division of duties during public hearings will also be discussed during the meeting on February 17, 2021.

2. **Google Documents (editing, sharing, etc.):** Grammatical or spelling changes can be made in Edit Mode, but any content changes must be documented under green “Suggesting” mode. When editing, comments and changes are accessible to everyone; it’s a live document. The “Version History” function shows all previous versions. Podmore reminded the commissioners not to delete any comments or accept any suggestions individually; these must be approved by the entire commission during a meeting.

Burak demonstrated how to add and reply to comments and how to tell who is currently in the document at the same time (upper right hand side bubbles). Burak provided instructions on creating new documents, exporting, sharing (including who should have which permissions: “View” vs “Editor”), copying, and how to share/move personal documents to the Bluff P&Z Shared folders. Burak also discussed how Google Docs/Google Sheets formatting can be different from Word/Excel.

Only PDFs should be posted, as the commission does not want versions available in which people can change the content. Burak demonstrated how to download a PDF version of a Google Doc. Burak also shared how to copy and send links to documents.

Hadenfeldt asked about emailing vs using the shared drive. Burak noted commissioners are able to use email to discuss basic questions, but any discussion regarding documents can be made in Google Docs.

3. **Other:** Burak reminded attendees that Town Council has a Work Session scheduled for 9AM on Wednesday, February 17. The next Regular Planning and Zoning Meeting is scheduled for 6PM on Wednesday, February 17.

Podmore made the motion to adjourn the work session, and Hadenfeldt seconded. Hadenfeldt – Aye, Egge – Aye, Podmore – Aye, Burak – Aye. The motion passed unanimously. The work session meeting adjourned at 6:51 PM.

Additional Items to be added to the next meeting’s agenda or modifications to agenda items are due by 5pm each Monday to planningzoning@townofbluff.org or to Town of Bluff at 435-672-9990 to be discussed at the next Wednesday scheduled meeting. An Agenda Item Request form can be found online at <http://townofbluff.org/planning-zoning/>.

Closed captioning will be available on the videoconference.