

Town of Bluff
Planning and Zoning Commission Regular Meeting Minutes
Wednesday, June 16, 2021 at 6:00 pm
VIRTUAL - Bluff Community Center
190th 3rd East, Bluff, Utah 84512

Approved

6:02 Roll Call: Sarah Burak (Chair), Amanda Podmore, Marcia Hadenfeldt, Ed Dobson, Malyssa Egge
P&Z Advisors: Deborah Westfall ; Town Council Representatives: Luanne Hook

Approval of minutes from 05/19/2021 regular meeting: The commission corrected the spelling of the name "Marx Powell". Hadenfeldt made the motion to approve the minutes for the May 19 meeting, with the spelling revision. Dobson seconded the motion. Egge – Aye, Podmore – Aye, Burak – Aye, Hadenfeldt – Aye, Dobson – Aye. All in favor, none opposed. The motion passed unanimously.

Public Citizens to Be Heard: Hadenfeldt reported a phone call from a town citizen regarding the Short-Term Rental ordinance. The commission confirmed the intent of the current Short-Term Rental ordinance draft, as submitted to Town Council, would require an individual to follow the permitting process, no matter if the property in question had been a Short-Term Rental previously. Burak noted three individuals had contacted P&Z in the past few weeks regarding the application and permitting process.

Podmore thanked the commission for their work on the Animal ordinance. Podmore will send the ordinance to Town Council.

Old Business

1. **Update from Town Council:** Per Hook, the Town Manager position has been posted and is open until filled. She also provided updates on the Short-Term Rental ordinance (under review, in addition to looking at other options). The ordinance has not been voted on. Hook noted that the Copper Cliffs II subdivision covenants do not allow short-term rentals, and the State of Utah is currently reviewing legislature regarding homeowners renting rooms in their own homes.

New Business

1. **Review any Land Use Clearances and Building Permit Applications:** None at this time
2. **Discussion and revision of Off Street Parking ordinance:** The commission specified that the ordinance section on driveways refers to all driveways, paved and unpaved. The section on traffic sign damage is intended for only commercial zones and not homeowners.

Podmore expressed her concerns regarding adding any type of grandfather clause, as the ordinance specifically addresses public safety. The commission discussed the feasibility of certain ordinance requirement compliance issues, including 5-foot setbacks, and decided it would be reasonable to require ordinance compliance within a set timeframe. The commission set an overall compliance date of January 1, 2023 under the "Violations" section. In addition, it was determined the ordinance would apply to all zones, as specified per ordinance section. (i.e. the tables included in the ordinance provide detailed requirements, by business type or zone type).

The commission agreed to not include any grandfathering clause, as the argument for public safety was of greater concern. Discussion was held regarding the public comments of not discriminating against homeless or transient persons, as well as overnight parking and camping. Ultimately, the commission decided to approach the fire department directly, to ask them to place a "no overnight parking sign" in order to address the safety issues that could occur on the premise. At this time, the commission did not identify other locations that would create a safety hazard if overnight parking occurred, and did not include any sections on this topic in the ordinance.

Hadenfeldt made the motion to submit the Off Street Parking ordinance draft to Town Council. Dobson seconded the motion. Podmore – Aye, Egge – Aye, Burak – Aye, Dobson – Aye. Hadenfeldt – Aye. All in favor, none opposed. The motion passed unanimously.

Podmore will submit Animal and Parking ordinance drafts to Town Council.

3. Discussion of P&Z 2021 Goals

A) Move draft ordinances through public hearing:

1. **Noise, idling, short-term nightly rentals, animals, off-street parking:** Short Term Rental, Animal, and Off Street Parking drafts have been completed and are in the process of either being reviewed by Town Council, or submitted to Town Council. The Idling and Noise ordinances are still in the draft stage. Podmore suggested the commission work on the Zoning ordinance review and revision next, as comments and questions have been received from the public.
2. **Update and keep zoning ordinances current:** The commission agreed to review the Zoning ordinance first.
3. **Create list of changes and clarification needed:** The commission discussed the best method to review and work on ordinances and agreed that each commissioner should review the ordinance, make detailed notes as homework, and return to discuss during meetings, or work sessions, if necessary.
4. **Establish process for revisions:** One-item agendas are recommended in order to complete the work. Additional public hearings may be required, depending on what changes/revisions are made. It was noted that multiple ordinances may be placed on a public hearing agenda (a separate meeting is not required for each ordinance).
Podmore asked whether mailers needed to be sent to property owners in Bluff if the Zoning Code was updated and whether the entire text would need to be updated and shared, or would a 1-page document, detailing the revisions be the preferred method to share the changes. Podmore will email Leppanen to gain insight from the town's lawyer.

B) Discussion of remaining goals and priorities: The commission agreed to review the Zoning ordinance first.

4. Items for the next agenda:

Roll Call
Approve June 16 meeting minutes
Public Comment
Town Council Update
Review any Land Use Clearances and Building Permit Applications
Review Zoning ordinance

5. **Other:** The commissions discussed conducting in-person meetings. Per Hook, the maximum number of individuals allowed in the community center is currently 10 (ten), which could be exceeded based on the current number of attendees at meetings. Hadenfeldt would prefer in-person, when permissible by the town. The commissioners did agree to continue to meet via Google for the month of July, but will revisit the topic. Hook suggested leaving the option open for work sessions to be held in person, and also noted the community center is being set up to broadcast meetings via a dedicated YouTube channel.

The first week of July has a holiday, and therefore there will not be a Planning and Zoning meeting. The next meeting will be held at 6 PM on Wednesday, July 21, 2021.

Dobson made the motion to adjourn the meeting. Egge seconded the motion. Hadenfeldt – Aye, Podmore – Aye, Egge – Aye, Dobson – Aye, Burak – Aye. All in favor, none opposed. The motion passed unanimously. Meeting adjourned at 6:59 PM.