

Town of Bluff
Planning and Zoning Commission Regular Meeting Minutes
Wednesday, August 4, 2021 at 6:00 pm
VIRTUAL - Bluff Community Center
190th 3rd East, Bluff, Utah 84512

Approved

6:01 Roll Call: Amanda Podmore (acting chair), Marcia Hadenfeldt, Malyssa Egge, Ed Dobson (Sarah Burak was excused from this meeting)

Town Council Representative: Luanne Hook

Planning & Zoning Advisors: Debbie Westfall excused by Burak prior to meeting

Approval of minutes from 07/21/2021 regular meeting: Minor typos were corrected including name, as well as "CIRB" was corrected to "CIRD". Hook corrected items under the Short Term Rental ordinance update from Town Council to include:

- The original exemption remained in the ordinance, allowing anyone to rent their residence for 30 days or less in a calendar year without a permit.
- STRs in residential zones permitted by December 31, 2021 will be grandfathered in unless changing ownership, in which case the STR use will cease.
- There was discussion regarding adding additional exemptions to allow residents to rent out part of their home, rooms or structures on their immediate property, but this did not pass in the ordinance.
- The county mandated a policy regarding persons experiencing homelessness, and Ann Leppanen sits on the county homeless coalition.

Egge also asked that the meeting minutes reflect people-first language and change the wording to "a person experiencing homelessness" or "a person who is unsheltered".

Hadenfeldt made the motion to approve the July 21, 2021 Meeting Minutes as amended and corrected. Egge seconded the motion. Hadenfeldt – Aye, Egge – Aye, Dobson – Aye. None opposed. Podmore – Abstain. Three in Favor, None Opposed, One Abstain. The motion passed.

Public Citizens to Be Heard:

Hadenfeldt noted that multiple citizens had made comments regarding the shed on Denny Bellson's property. Bellson had come to Marcia to ask about the setbacks and presumably has set the shed in place to meet the requirements. and met the required setbacks in construction for a shed. However, after Ann Leppanen had followed up with Bellson after she received inquiries and it was found that Bellson proposed the structure was to actually be used as a sewing business workspace, . Leppanen will be in contact with Bellson, as this cannot be a home occupation shed because the person involved does not reside in the house on the lot. business would be allowed in the structure indicated. Podmore requested that if further discussion is required, this topic be placed as a formal agenda item.

Old Business

1. **Update from Town Council:** Hook shared the council is working on the Short-Term Rental application. Congressman Curtis will be hosting a Town Hall Tuesday, August 10 at 6PM outside at the Community Center, and therefore the Regular Town Council meeting will take place Wednesday, August 11. The Town voted to sign the resolution to purchase the old elementary school property. The school district will need to sign the contract, at which time the Town has 60 days to gather funding for the purchase. Hook also noted during the CIRD meeting the group identified a need for a fire or emergency plan/path to connect the new elementary school to the community center for a safe gathering space. The group identified possibly building a bridge from Mulberry over Cottonwood Wash as a solution and will continue to look at options.

New Business

2. **Review any Land Use Clearances and Building Permit Applications-Brant Murray:** Murray relayed prior to the meeting that he was unable to secure a septic permit. This agenda item will be delayed until next meeting.
3. **Molly Schmidt Presentation:** Schmidt proposed the following items for the commission:
 - Request to work with Planning and Zoning and other town entities to collaborate on projects
 - Support of upcoming grants in September
 - Collaborating with UDOT, Mainstreet Development, and Bluff River Trail Groups to work on Mainstreet project
 - Asked if Kevin from Big Water Consulting would be able to present at the next meeting

Additional details regarding the discussion and presentation are as follows:

Schmidt presented on her work with the Citizens' Institute on Rural Design (CIRD), the missions and goals of the project, as well as the needs of the cohort to help work on Town of Bluff projects. Schmidt also noted she had spoken with the Business Owners of Bluff as well as Town Council, and was directed to also gain insight into the Planning and Zoning Commission's goals and alignment on projects such as the Mainstreet Project and if the commission would be in support of the town conducting Needs and Housing Assessments.

Schmidt has also attended SEUALG Meetings and requested a member of Planning and Zoning attend in the future to discuss the Master Plan and funding options. There was discussion during past SEUALG meetings regarding the Town of Bluff's Master Plan and General Plans not being in compliance, however, it was confirmed that the General Plan is in compliance. It was noted that addendums to the General Plan would contribute to the creation of a master plan a Master Plan.

In addition, Schmidt also has been researching funding and grant options, as well as a partnership with Big Water Consulting to conduct a Needs Assessment and Housing Assessment of Bluff. Big Water Consulting has worked with rural and tribal communities and hires local people to perform the work. Schmidt stated the cost associated with these assessments are quoted at \$133K, and the USDA Rural Placemaking Innovation Grant awards up to \$250K for projects that enhance rural communities, but requires a 15% match from the entity receiving the funds. While the deadline for the last grant was in July, there may be another grant available this fall.

Hadenfeldt inquired about the timeline of the grant process and whether Town Council had given approval for the Planning and Zoning Commission to work on the Master Plan after the discussions with SEUALG regarding addendums. Schmidt stated the timeline process was fairly quick after the USDA grants are posted, which is why gaining support from all Bluff stakeholders is important prior to the grant being announced. While SEUALG provides training and information regarding the available resources and how to apply, they do not perform the work such as a Housing Assessment.

Hadenfeldt suggested having a meeting with Town Council to discuss next steps, and Podmore noted that P&Z creates a timeline each year that is approved by the council. The General Plan is scheduled for review in November, but Podmore was not sure if this includes addendums.

The Community Needs Assessment would look at what resources the town already has, what is lacking, and put together a development plan to help initiate capital projects. Schmidt noted that Housing and Needs Assessments could help in the creation and structure of the Master Plan.

The commission agreed to consider the requests and will discuss the merits of the items presented during the next regular P&Z Meeting. At that time, they will determine if it's appropriate to have Kevin from Big Water Consulting present during a meeting.

Egge asked Schmidt to clarify who would own the data and work after the assessments conclude. Schmidt replied the Town of Bluff would be the owners and the data would be given back for the specific plans outlined in the proposal.

Hook also noted that as an attendee of both the Business Owners of Bluff and Town Council meetings, both entities are in support of the Town of Bluff leading the efforts discussed in Schmidt's presentation.

4. **Email-scheduled day to check and respond, signatures for commissioners:** Hadenfeldt requested assistance with the P&Z primary email account in the form of commissioners checking emails on a set day of the week. Podmore shared Burak's comment made prior to the meeting. Burak stated she supported a set time for reviewing emails and responding, while recognizing the members are volunteers. Burak suggested a once per

week email schedule and also noted that an automated reply function could be used to ensure expectations are communicated.

The commission decided Wednesdays would be a good day to review emails, and will vote on the email procedures during the next meeting when Burak is present.

Hook suggested via the chatbox to include an alternative in case emails are urgent, such as deferring a citizen to Town Council. Hadenfeldt also suggested she could text the commissioners.

5. **Plan for addressing changes and edits to existing ordinances:** The commissioners agreed to address this agenda item in a work session. The virtual work session will take place at 5PM, immediately preceding the 6PM regularly scheduled P&Z meeting on Wednesday, September 1, 2021.

6. **Items for Next Agenda:**

Roll Call

Approve Meeting Minutes

Town Council Update

Brant Murray Land Use Clearance

Vote on email procedure

Consider letter and support for USDA Grant

Discussion regarding Big Water Consulting and items presented by Molly Schmidt

Select Representative for SEUALG meetings

7. **Other:** Hadenfeldt made the motion to adjourn the meeting. Egge seconded the motion. Dobson had exited the meeting prior to the motion (unknown if connectivity issues occurred). Egge – Aye, Podmore – Aye, Hadenfeldt – Aye. Three in favor, none opposed. The motion passed. Meeting adjourned at 7:09PM.