

**Town of Bluff**  
**Planning and Zoning Commission Regular Meeting Minutes**  
**Wednesday, August 18, 2021 at 6:00 pm**  
VIRTUAL - Bluff Community Center  
190th 3<sup>rd</sup> East, Bluff, Utah 84512

**APPROVED**

**6:02 PM Roll Call:** Sarah Burak, Amanda Podmore, Marcia Hadenfeldt, Malyssa Egge, Ed Dobson  
Planning and Zoning Advisors: Deborah Westfall  
Town Council Representatives: Luanne Hook, Ann Leppanen

**Approval of minutes from 08/04/2021 regular meeting:** Minor corrections for clarity were made regarding Bellson's shed usage, and Burak noted Deborah Westfall was excused from the August 4, 2021 meeting.

Dobson made the motion to approve the meeting minutes from the August 4, 2021 meeting. Hadenfeldt seconded the motion. Egge – Aye, Hadenfeldt – Aye, Dobson – Aye, Podmore – Aye. Burak – Abstains. Four in favor, none opposed, one abstain. The motion passed.

**Public Citizens to Be Heard:**

Ann Leppanen followed up with Denny Bellson regarding the shed on his property and discovered the space is used as a workshop and no retail sales are occurring in the shed. In addition, the person who is using the space lives on the property.

**Old Business**

**1. Update from Town Council:**

- Leppanen thanked the commissioners for their quick turn-around providing information for Worker's Compensation Insurance.
- Town Council agreed to defer the discussion on an Alley Policy for 4-6 months and will consult with the attorney whether this topic can be delegated to P&Z.
- Leppanen clarified Town Council's stance on the presentation Molly Schmidt gave during the August 4<sup>th</sup> meeting: Town Council is not currently moving ahead with Needs Assessments or any other assessments at this time. Should any movement be made in the future, Business Owners of Bluff would want to see efforts on these projects headed by the Town, not a different entity. The Town does support collaboration with SEUALG (Southeastern Utah Association of Local Governments).

Leppanen, Hook, and the commissioners discussed the Short-Term Rental application and whether a box should be added for Agricultural Zones on the application itself, as housing is available in such zones. It was noted that after January 1, 2022, Short-Term Rentals are only allowed in Commercial Zones, so an application including

Residential/Agricultural/Commercial Zones would allow the Council to view who could be grandfathered in with a permit.

Leppanen also confirmed that any property owner can apply for a permit prior to 1/1/2022 to be grandfathered in (any zone). After that time, if the property is sold or the owner terminates the Short-Term Rental designation, then the permit expires and can not be renewed in any zones except Commercial.

(Note – power outage at 6:18 pm, causing a short disruption to the meeting. Attendees who were impacted quickly re-joined the meeting.)

2. **Ann Leppanen - Long term planning:** Leppanen stated with the potential purchase of the old elementary school, the upcoming election for the position of Mayor, as well other projects that were previously committed to, the Town does not expect to conduct additional long-term planning until after the first of the year. Burak asked what the Town expected from Planning and Zoning in regard to Molly Schmidt's presentation and request for support (for grants/other items discussed during the August 4<sup>th</sup> meeting). Leppanen stated the Town will not be conducting any assessments at this time, however, it could be helpful to have a representative from P&Z at the SEUALG meetings, including the upcoming meeting on August 30. Leppanen reiterated that the potential purchase of the old elementary school property would dictate the priorities of 2022 and beyond. P&Z will review the General Plan in November, as scheduled in the 2021 Goals.

#### **New Business**

1. **Review any Land Use Clearances and Building Permit Applications:** None at this time
2. **Vote on email procedure:** Per the discussion during the August 4<sup>th</sup> meeting, the commissioners agreed to check emails on Wednesdays.

Hadenfeldt made the motion that Planning and Zoning commissioners check their emails on Wednesdays. Podmore seconded the motion. Dobson – Aye, Egge – Aye, Podmore – Aye, Burak – Aye, Hadenfeldt – Aye. All in favor, none opposed. The motion passed unanimously.

Podmore also asked whether the automatic reply function be implemented as well, telling email senders P&Z members are volunteers and will check emails weekly. Burak suggested using a standardized email signature which included that information, as well as encouraging email senders to email the primary P&Z email address, as opposed to contacting individual commissioners. Podmore volunteered to create the standardized email signature by end of business Friday (8/20). Burak is available to help any commissioners physically update their email signatures. The commission will look at removing the individual email addresses from the Town of Bluff website and instead route people to the primary email address: [planningzoning@townofbluff.org](mailto:planningzoning@townofbluff.org)

Hook also suggested including an automatic reply to alert senders who to contact if a faster reply is needed. Burak will ensure the auto-reply includes the [office@townofbluff.org](mailto:office@townofbluff.org) email address for urgent needs.

3. **Consider letter and support for USDA Grant:** Due to limited grant availability, it was noted in the previous meeting that short notice of a grant could inhibit the application if the approvals and support were not already obtained. As the Town of Bluff does not currently support moving forward with any type of Needs or Housing Assessments, the P&Z commission will not provide their written support or a letter at this time.
4. **Discussion regarding Big Water Consulting and items presented by Molly Schmidt:** The commission agreed since Town Council is not pursuing these projects at this time, P&Z will not either. Egge stated that she personally felt the project and assessments were relevant to the Town of Bluff and would like to see the work being done. Podmore also stated her support and noted benefit to the projects, however, agreed that the timing was off due to existing priorities and projects.
5. **Select Representative for SEUALG meetings:** Burak asked for volunteers and Leppanen noted the next meeting will take place on August 30 from 3-4PM. Leppanen also suggested a representative would be able to better determine whether continued attendance would be advisable, as the meeting on the 30<sup>th</sup> would be addressing the General Plan, and SEUALG's purpose is to connect municipalities with resources and opportunities. Podmore expressed interest in attending, but has a scheduling conflict. Dobson is interested in attending. Egge will also try to attend the meeting. Leppanen will provide names and emails for Michael Bryant to email the virtual meeting link.
6. **Review and vote to recommend Off-Street Parking Ordinance:** The commissioners decided they had finalized the draft to recommend to Town Council.

Dobson made the motion to approve the Off-Street Parking drafted ordinance, and Hadenfeldt seconded the motion. Podmore asked to amend the motion to reflect that Planning and Zoning recommends the Off-Street Parking Ordinance be submitted to Town Council for review. Dobson agreed with the adjustment, and Hadenfeldt seconded. Egge – Aye, Podmore – Aye, Burak – Aye, Dobson – Aye, Hadenfeldt – Aye. All in favor, none opposed. The motion passed unanimously. Podmore will send the Off-Street Parking Ordinance to Town Council.

Burak made the motion to move “Other” to the next agenda item, Hadenfeldt seconded. Egge – Aye, Podmore – Aye, Hadenfeldt – Aye, Dobson – Aye, Burak – Aye. All in favor, none opposed. The motion passed unanimously.

7. **Other:** Burak and Hadenfeldt shared that LaRue Kirkham had submitted Land Use Clearance paperwork for a subdivision of her property. The P&Z commission has not yet worked with a subdivision request. Members discussed the paperwork and forms currently available versus the Subdivision Ordinance requirements. It was determined

that because a Subdivision Application Form is not yet in existence, the current Land Use Clearance forms may suffice because many of the Subdivision requirements are addressed. Leppanen asked that the Town's attorney verify this is accurate and appropriate for Kirkham to move ahead with the current paperwork available. Egge also noted that the P&Z commission is not to impede the application process, and a lack of form availability should not hinder an applicant's ability to continue in the process.

Podmore found under section 5.01.040 of Subdivision Ordinance 2019-5b-9, the Planning and Zoning Commission does not approve subdivisions, but instead the applicant must meet with Planning and Zoning for a "pre-application meeting", during which the commission identifies project elements and issues which may need to be addressed prior to taking the application to the Town of Bluff for approval.

Podmore also noted much of the language in the current Subdivision Ordinance is written for new subdivisions, but does not address existing lots.

**8. Items for the next agenda:**

Work Session: Review of ordinances

Regular Meeting at 6PM:

Land Use Clearances

Update on Subdivision Paperwork/Process from the Town's attorney (Podmore)

Subdivision Pre-Application Meeting (LaRue Kirkham)

Update on Work Session Accomplishments/Review of outstanding items from work Session

Fall Plan/Year-End Goals

Dobson made the motion to adjourn the meeting and Hadenfeldt seconded. Egge – Aye, Podmore – Aye, Dobson – Aye, Hadenfeldt – Aye, Burak – Aye. All in favor, none opposed. Meeting adjourned at 7:05PM.