

Town of Bluff
Planning and Zoning Commission Regular Meeting
Minutes for Wednesday, January 6, 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 (Acting Chair, 2nd half of meeting), Malyssa Egge; Town Council Representative: Luanne Hook

Approval of minutes from 12/16 regular meeting: Minor corrections were made to Marcia Hadenfeldt's interview for clarification, and name spellings were corrected. Egge made a motion to approve the Meetings Minutes from the December 16th Regular Meeting. Burak Seconded. Podmore – Aye, Burak – Aye, Egge – Aye, Dobson – Aye. Hadenfeldt – Abstained. 4 in favor, 1 abstained.

Public Citizens to Be Heard: Malyssa Egge acknowledged the community members recently lost, and the challenges democracy is facing in regard to the events unfolding in Washington on 1/6/2021. A moment of silence was held in honor and respect.

Marcia Hadenfeldt asked about Planning and Zoning policies regarding citizens comments which had been brought to her attention. Podmore asked to address this under Section 5 "Training for New Commissioners" on the agenda.

Luanne Hook thanked the community and UNHS, and acknowledged it has been a difficult time for everyone.

Old Business

1. **Update from Town Council:** Hook provided updates from Town Council including the approved recommendation for the new Planning and Zoning Commission Members (which passed unanimously), the gravel pit, the Town Clerk position (to be posted), and a special meeting with the county to fill spots on the Bluff Cemetery and Bluff Water Works boards. Kirk Bengel and Natalie Randall are no longer serving at the county level. It is unknown at this time if Natalie is working at the state level or if she joined the Utah Tourism Industry Association. Sarah Burak took over recording and the role of Acting Chair at 6:15pm.

Hook shared that there were 5 applicants for Bluff Water Works and 3 applicants for the Bluff Cemetery Board positions. The county is supposed to be reviewing next week. It is unknown if the county would accept any further applications.

2. **Update on request to Bluff Elementary School regarding electronic sign:** Burak has not heard anything else from Principal Silversmith. Burak will reach out again at the end of the week,

understanding that school has been out of session in observance of Winter Break. Burak will also get a visual of the sign at night, as well as view the lighting around the entrances. There have been additional citizen comments regarding light ordinance concerns at the elementary school.

New Business

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

4. **Planning & Zoning Schedule for 2021:** Burak noted it would not be possible to meet less than twice per month. Currently, Planning and Zoning has been meeting on the 1st and 3rd Wednesdays each month at 6PM. There was consensus from all commissioners that this schedule would continue to work.

Burak reminded the group that additional meetings could be called, and on weeks containing a federally recognized holiday, the meeting would be cancelled. While MLK Day does fall in the 3rd week in January, the Planning and Zoning Commission will meet on January 20th, as this meeting was already posted. The commission will also meet the 1st and 3rd weeks in February, despite President's Day.

Podmore will notify the San Juan Record to post the meeting schedule for the remainder of the year.

5. **Training for new Commissioners:** Podmore shared a checklist document for new commissioners. It is also recommended that the existing commissioners complete the applicable items on an annual basis.

Included in the checklist are: structure of the P&Z Commission, setting up P&Z specific emails, use of Google Drive, Conflict of Interest Form from Bluff Town Council, Office of the State Auditor Certificate for Open and Public Meetings Act training, read sections on Land Use in the Powers and Duties Book from the Utah League of Cities and Towns, review the General Plan, link to P&Z bylaws (processes and procedures), review existing and drafted ordinances, guidelines for communicating with the public/town lawyer, understand Land Use Clearance process, understand notices and postings.

Burak provided guidance to Hadenfeldt regarding citizens comments and communication. If the answer to a citizen question is unknown, please consult the commission. Commission members can either email all commissioners or verbally provide citizen comments during regular meetings. Any topics that require discussion should be included in the official agenda. (Agenda items must be to the Chair or Acting Chair no later than 5PM on Monday the week of the meeting.) Minor comments can be included in the public comment section of the meeting, with a 3-minute allotment of time.

Dobson commented that it is not possible for a public comment to automatically make its way onto the same night's agenda. They must be posted prior to the meeting.

6. **Open and Public Meetings Act Training Requirement for all Commissioners:** New commissioners should complete this training by January 20th (next meeting) and email the certificate of completion to Burak or Podmore.

7. **Planning for 2021 and homework to review General Plan:** Podmore suggested the commissioners bring 2-3 goals or items they would like to work on in 2021 to the next meeting.

8. **Supporting Town Council Members with stipend per Egge's recommendation:** Burak asked Egge to begin drafting a letter in support of this idea. The commissioners will work together in Google Docs to review and edit. The purpose of the stipend will be to help cover devices, internet, and other resources Town Council Members use in their public duties.

9. **Set date for virtual public hearings:** The commission discussed the logistics of posting notices for public hearings. 5-6 ordinances are ready to go to public hearing. It was proposed the first public hearing be held on March 3rd for the ordinances that are already completed, and a second hearing be held on April 7th for the remaining ordinances (including Noise and Idling). These dates were chosen in order to avoid conflict with the school district's Spring Break (March 15-19), and also allow adequate time to complete the ordinances still in the draft phase. Two separate public hearings will be held in order to allow enough time for all comments, as the commission recognizes many ordinances could create quite a lot of public feedback.

10. **Review draft idling ordinance:** The commission agreed to remove this agenda item due to time constraints

11. **Items for next agenda:**

1. Update from Town Council
2. Update on request to Bluff Elementary School regarding electronic sign
3. Status of OPMA training for Commissioners
4. Review any Land Use Clearances and Building Permit Applications
5. Vote on Commission Chair, Vice Chair, and Secretary
6. Assignment of PZ Duties & Responsibilities
7. Planning for 2021: Goals Based on General Plan
8. Items for the next agenda
9. Other

Hadenfeldt mentioned the 2 public comments she had already received. The first was regarding how to identify/define/confirm what an RV park actually is. The commission suggested including this as one of the 2021 goals/items to address, seeing as it's a larger discussion item that has come up multiple times.

The second comment was regarding properties the Town of Bluff owns, including a fenced off well site behind the BEEC and another piece of property near the DeLorme's property. Burak and Podmore confirmed this would be a question better suited for the Town Council, and that Planning and Zoning has no information regarding the use or planned uses of the properties. However, P&Z would be able to provide the correct zoning for the lots.

12. **Other:** Hadenfeldt had emailed the commission inquiring whether commissioners could have access to printed paper copies of draft ordinances, documents, etc. Town Council would like to support this by

paying someone for the time to print. Hadenfeldt expressed an interest in this role, and Podmore will get additional guidance from the mayor and possibly explore other solutions, as well.

Dobson made a motion to adjourn the meeting, Egge seconded the motion. Podmore – Aye, Burak – Aye, Hadenfeldt – Aye, Dobson – Aye, Egge – Aye. All in favor, none opposed. The motion passed unanimously. Meeting Adjourned at 7:03 PM