Town of Bluff

Planning and Zoning Commission Regular Meeting

Meeting Minutes Wednesday, February 3, 2021 6:00 pm

VIRTUAL - Bluff Community Center
190th 3rd East, Bluff, Utah 84512

Approved

Videoconference
meet.google.com/iqf-nipw-kvf
Join by phone: (US) +1 636-735-3215 PIN: 928 639 871#

6:00 Roll Call: Sarah Burak (Chair), Amanda Podmore, Marcia Hadenfeldt, Ed Dobson, Malyssa Egge; P&Z Advisor: Deborah Westfall; Town Council Representative: Luanne Hook sarah wasnt here

Approval of minutes from 1/20/2021 regular meeting: Podmore made the motion to approve the meeting minutes from the January 20th meeting, and Dobson seconded. Hadenfeldt – Aye, Egge – Aye, Burak – Aye, Dobson – Aye, Podmore – Aye. All in favor, none opposed. Motion passed unanimously.

Public Citizens to Be Heard: Malyssa Egge stated she emailed the mayor and fire chief regarding excessive trash at the intersection of highways 191 & 163. There had been a public comment regarding this, as well.

Old Business

1. **Update from Town Council:** Hook shared that the CBDG grant to remodel the community center has been put on hold and the town will reapply in October, the cemetery district is still under investigation, and Bruce Adams drafted an email to UDOT regarding a long-term Transportation Investment Fund project constructing a four (4) lane highway from Spanish Folk to the UT/AZ border (this will be it's own work session for Town Council). Hook also shared the mayor is drafting a letter regarding Bill 61 which would remove control from local government regarding signage, there is an upcoming Munidocs training, and the town has hired Kathy Carson as Clerk. Please continue to bring requests directly to Ann Leppanen, not the Clerk.

2. **Assignment of PZ Duties & Responsibilities:** The commission discussed the roles and responsibilities of each member and decided to split duties by category. Hadenfeldt will be responsible for meeting minute management, however, Erin Richards will continue to take meeting minutes during each session. Richards will send the drafts to Hadenfeldt, who will then manage, upload, and post. Hadenfeldt will also screen emails. Dobson will be responsible for physically posting meeting agendas, which must be done 24 hours in advance of each meeting.

   As Vice Chair, Podmore will attend Town Council meetings, but it is understood she is not required to attend every meeting. She will update the mayor if she is unable to attend. Egge will oversee the Google Drive.

   The document of duties was finalized and approved by the commissioners.

3. **Planning for 2021: Goals Based on General Plan and vote on Goals:** The commissioners discussed which items would be feasible and fit into the purpose of the Planning and Zoning Commission. Ultimately, five goals were set for 2021:

I. Dark Skies compliance
II. Move ordinance drafts through the public hearing process (Noise, Idling, Short-term Nightly Rentals, Animals, Off-Street Parking)
III. Enforcement of existing ordinances
IV. Analyze resulting policies & complete a year-end review
V. Update and keep ordinances current

During the 2021 Goals discussion Egge asked to pursue water protection work due to Bluff's aired climate and water being one of the most important resources in the area. It was decided that Planning and Zoning did not have the jurisdiction to address water, only drainage in developments.

Comment from Deborah Westfall in the chatbox was acknowledged by Burak:
"Debbie here: I'd like to comment on the water issue. The Geological Hazards section that I wrote has some language about altering water courses (i.e., washes)."
Burak asked if the intention was to create a full ordinance for geological hazards, and Westfall confirmed. This will be addressed in the future, as mapping capabilities will be required. Most zoning ordinances have a geological hazard section.

Enforcement was discussed in depth, as Planning and Zoning IS NOT AN enforcement body. Burak stated that while Town Council determines or provides enforcement, the council has asked that Planning and Zoning provide recommendations regarding the enforcement process, and working towards enforcement is within the town's goals for P&Z. Burak also reminded the commission that they will be presenting the goals to Town Council to ensure both entities are aligned.

The commission discussed long-term planning for green spaces, roads, drainages, but Podmore noted these issues take a large amount of money and funding. Fundraising would need to be accomplished first, and therefore the commission agreed to move this item to 2022.

Hadenfeldt moved to accept the five goals for 2021 as posted. Dobson seconded the motion. Podmore – Aye, Burak – Aye, Egge – Aye, Hadenfeldt – Aye, Dobson – Aye. All in favor, none opposed. The motion passed unanimously.

Egge will clean up the document, and Podmore will share with the goals during the next Town Council Meeting.

4. **Review draft letter of support for stipend for Town Council Members**: Drafted by Egge, however, other commission members expressed concern that the topic was outside of land use, and therefore outside the scope of Planning and Zoning. Burak acknowledged there was not consensus to move forward. Egge will remove the document from Planning and Zoning files.

New Business

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

6. **Discuss the draft ordinances (short term rentals, animals, off-street parking) that will be put on the Public Hearing agenda in March:** Podmore stated the ordinances were already written and the public hearings will generate changes. She also noted that because the hearing announcements were already submitted to the San Juan Record, the drafts should not be changed at this time. The commissioners agreed. Podmore will create PowerPoints outlining each ordinance to easily share during the public hearings. The first hearing on March 3, 2021 will include the Short-Term Rental, Animal, and Off-Street Parking Ordinances.

7. **Items for the next agenda:** The commission agreed a work session would be beneficial to help new commissioners review items on Google Drive. A work session is set for Wednesday, February 10, 2021 at 6:00 PM. This will be a virtual meeting.

   The next regular Planning and Zoning Meeting agenda will include:

Meeting minutes approval (regular meeting and work session)
Update from Town Council
Prioritization of work to prepare for the public hearing
Assignment of roles for the public hearing

8. **Other:** Hook reminded everyone three seats (Hook, Leppanen, and Sosa) on Town Council are up for re-election/election this year. Primaries are August 10, 2021 and the election takes place on November 2, 2021. Per Hook, at this time, Leppanen does not intend to run for re-election, Hook plans to run, and Sosa did not share her intentions yet. If a citizen intends to run, they must formally declare with Sosa by June 1, 2021.

   Hadenfeldt made the motion to adjourn the meeting, Podmore seconded the motion. Burak – Aye, Egge – Aye, Dobson – Aye, Hadenfeldt – Aye, Podmore – Aye. All in favor, none opposed. The motion passed unanimously. Meeting adjourned at 7:02 PM

Additional Items to be added to the next meeting's agenda Request for additional 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.