

Town of Bluff
Planning and Zoning Commission Regular Meeting
Minutes for Wednesday, December 1, 2021 at 6:00 pm

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

DRAFT

6:00 Roll Call - Sarah Burak, Amanda Podmore, Marcia Hadenfeldt, Malyssa Egge, Ed Dobson

Planning & Zoning Advisors: Deborah Westfall

Approval of minutes from 11/17/2021 regular meeting: ED motions, MH seconds, Burak – Aye, Podmore – Aye, Hadenfeldt -Aye, Egge – Aye, Dobson – Aye. All in favor, none opposed. The motion passed unanimously.

Public Citizens to Be Heard - Burak said PZ needs a note taker; those interested in this paid position can apply through the town of Bluff.

Old Business

1. Update from Town Council - none.

New Business

1. Land Use Clearances - none.
2. Wrap up edits of Zoning Ordinance -

Commissioners reviewed final edits to the Zoning Ordinance draft amendments. The definitions of *alleys*, *driveways*, *foot print*, *lot*, *recreational vehicles* were updated. Dudley Beck said that the definition of footprint usually includes area under the roof. Hadenfeldt said the footprint is important to how it sits on the ground whereas the floor area fits into the building permit. Podmore, Egge, and Hadenfeldt researched definitions of “footprint” and decided to solicit public feedback on the definition at the public hearing.

The definition of lot was updated to include frontage access. It was updated to protect people in the future from buying a lot without access. Egge and Hadenfeldt noted that it will be important to hear public comment on this matter as a suggested change for the good of the whole, not just for individuals.

Podmore asked if the Town Council’s short term rental ordinance allows RVs as short term rentals; Burak said they are not excluded from the ordinance.

The Commission asked the question of whether buffers and fencing can be directly on property lines or are they subject to setbacks but this was not resolved.

3. Meeting Time & Frequency for 2022

Hadenfeldt motions to maintain the current schedule and frequency as the 1st and 3rd Wednesday of every month from 6-7 pm barring any meetings with a holiday in that week. Burak seconds. Aye. All in favor, none opposed. The motion passed unanimously.

Podmore will send the dates and notice to the San Juan Record.

4. Mass Mailing & Assignments

Podmore worked with Cindi Holyoak and Lyman Duncan at the county and got an updated 33-page list of all Bluff property owners for a zoning ordinance amendment public hearing. She thanked the county for their help. She will next try to get the data in a spreadsheet from the county or from outside help.

Podmore will let the Commissioners know once she learns if a spreadsheet is possible or if the Commission needs to make one manually.

Hadenfeldt will draft a letter for the public hearing. Podmore will send a sample.

5. Items for next agenda which will be extended to 7:30 pm

1. Finish edits of zoning ordinance starting with RV park
2. Mass mailing update
3. Assign roles including who will work with the mailing house
4. Review draft public notice letter
5. Hearing schedule

6. Other

Hadenfeldt received a request for information about buying a lot and questions about water; she will respond.

Dobson moves to adjourn, Hadenfeldt seconds. All in favor, none opposed. The motion passed unanimously. Meeting adjourned at 7:06 pm.