

Town of Bluff
Planning and Zoning Commission Regular Meeting
Minutes for Wednesday, December 15, 2021 at 6:00 pm
VIRTUAL - Bluff Community Center
190 North 3rd East, Bluff, Utah 84512
DRAFT

6:04 Roll Call - Sarah Burak, Amanda Podmore, Marcia Hadenfelt, Malyssa Egge, Ed Dobson joined at 6:08

PZ Advisor: Deborah Westfall

Town Council: Luanne Hook, Ann Leppanen

Approval of minutes from 12/01/2021 regular meeting. Motion to approve minutes with changes by Hadenfeldt. Second by Burak. Burak – Aye, Podmore – Aye, Hadenfeldt -Aye, Egge – Aye. All in favor, none opposed. The motion passed unanimously.

Public Citizens to Be Heard - Ann Leppanen said she and Linda Sosa attended the Utah League of Cities and Towns training on ethics, conflict of interest, and open and public meetings Saturday in Blanding. The League has updated books and the Council will purchase one for each Commissioner. David Church retired from ULCT and was replaced.

Old Business

1. Update from Town Council - Hook reported on two meetings and a work session. They discussed removing a section of the Dark Sky Ordinance about whether an adversely affected citizen can bring a legal action. This will be discussed and decided upon at the next January 4th meeting. Hook provided updates on the old elementary school informally called the Cooperative Cultural Center, the Bluff Food Pantry, Americorps, and balloon festival January 14-16. The Dark Sky/Outdoor Light Ordinance enforcement deadline was delayed 6 months. Hadenfelt said she supported removing that clause from the Outdoor Lighting Ordinance. Burak and Adrienne Cesar have been planning a dark sky retrofit tutorial, either in person or virtual, in the new year.

New Business

1. Land Use Clearances, Subdivision Application - The Commissioners received an application for a subdivision from Jackie Warren to divide her property into two lots. Today, Hadenfeldt and Burak did an onsite visit to the property and confirmed that there will be access. Hadenfeldt said this is a lot division which according to 5.01.040F of our Subdivision Ordinance would be subject to an application for partition subject to future review. This application has not yet been created.

Warren was unclear about her property zoning. Podmore said that the zone on the Town Maps is accurate whereas the proposed zone letters sent out in advance of the original public hearing were subject to change. The zone map is the only source to determine a property's zoning. Burak recommends accepting her subdivision paperwork and not requiring a new application for a lot division. Hadenfeldt said there were outstanding questions that would require a delay in a vote. Egge asked for the difference between a minor subdivision and a lot division. Hadenfeldt said the

difference is development as a lot division is not for development. Podmore was not comfortable accepting the application without Warren at the meeting to confirm PZ writing her zone in the application, which is A-2.

Next steps include:

- Create a shorter, reduced application for lot division
 - Burak report back to Warren
 - Include Warren on January 4th meeting agenda.
2. Review and vote on Variance Ordinance - Podmore and Hadenfeldt noted that the Commission would be the approving body because the Town Council is the appellate body. Egge asked if this requires an associated application. Egge was also concerned about subjectivity in approving variance requests. Hadenfeldt said the process is highly restricted and prescribed by law. Egge noted two grammatical errors in the second to last paragraph. Podmore motioned to approve the variance ordinance for recommendation to Town Council for their approval. Dobson seconds. Burak- Aye, Podmore – Aye, Hadenfeldt -Aye, Egge – Aye, Dobson-Aye. All in favor, none opposed. The motion passed unanimously.

Hook asked for additional clarification as to why Warren's application was being deferred to the next meeting. The Commission clarified that the actual zone has no bearing on the application.

3. Finish edits of zoning ordinance starting with RV park - tabled.
4. Mass mailing update - Podmore thanked Cindy Holyoak at San Juan County for the help. Podmore will send Hadenfeldt the spreadsheet to fill in the final needed addresses. Burak will email Sosa and Leppanen to see if we need to get quotes again or if we can go with the same mailing house. The last mailing cost approximately \$430.
5. Assign roles including who will work with the mailing house - Podmore will work with the mailing house. Podmore will confirm their turnaround time.
6. Review draft public notice letter - Podmore suggested edits. Hook said the public hearing may have the option of being held in person and virtually.
7. Hearing schedule - Hadenfeldt suggested delaying selecting a date until we finish the zoning ordinance amendments. We will aim for a Feb. 2nd 2022 public hearing.
8. Items for next agenda - include Warren partition application, public hearing timeline layout, and standard items.
9. Other - Work session to finalize zoning ordinance edits on Monday, December 20 at 2:00-3:30 pm. Hadenfeldt will print four copies of the agenda and give it to Dobson.

Podmore motions to adjourn, Burak seconds, Burak- Aye, Podmore – Aye, Hadenfeldt -Aye, Egge – Aye, Dobson-Aye. All in favor, none opposed. The motion passed unanimously. Meeting adjourned at 7:19 pm.