

Town of Bluff

Planning and Zoning Commission Regular Meeting

Wednesday, 5/17, 2023 at 6:00 pm

VIRTUAL - Bluff Community Center

190 North 3rd East, Bluff, Utah 84512

APPROVED

6:00 Roll Call: Amanda Podmore(Chair), Marcia Hadenfeldt(excused but joined at 6:29), Malia Collins, Ed Dobson, Brian Whitney (excused) Town Council Representatives: Luanne Hook, Erin Nelson:Town Manager

Approval of minutes from 5/3/2023 regular meeting: Dobson motioned to approve the minutes as submitted, Collins seconded: Amanda Podmore (aye), Ed Dobson (aye), Malia Collins (aye). The motion was passed. The minutes were approved.

Public Citizens to Be Heard: Amer Tumeh spoke stating that he had applied 2 weeks ago for an LUC, but has not heard from the town. Nelson clarified that an email went out to Tumeh and his attorney that the town determined that additional information was required and due to the need for staff review related to the fact that the proposed structure is in excess of 2,000 sq.ft. of commercial space, Tumeh's LUC request would not be placed on this agenda.

Old Business

1. Update from Town Council: Hook reported that the Town Council:

- * held an initial budget work session.
- * is planning a joint meeting with Utah Dine Bikeyah prior to submitting the EPA grant for the Community Culture Center.
- * reported that the asbestos testing results at the Community Culture Center indicates that there is no asbestos in the ceiling tiles, but there is some in the floor tiles and adhesive.
- * approved the Fort request to clean out culverts.
- * active transportation plan is progressing, Bike Utah has submitted maps.

2. Update on signage enforcement: none so far

New Business

3. Land Use Clearances: none

4. Site Plan Application Form Update: The drafted site plan application form has not yet been received from the town attorney. Nelson emphasized that the ordinance clearly states what is required for a site plan, that the purpose of the form is to assist applicants with meeting those requirements and that while the form has not yet been completed, the ordinance is applicable. The form will also assist P&Z commissioners and the Town Council members in the review of

submitted materials. Podmore said that a site plan fee schedule is still yet to be considered by the Town. Podmore and Nelson agreed to meet and present a proposal for a revised form or the final from the Town attorney at the next meeting.

5. Consider a decision to change the advance due date for LUCs or other applications to be reviewed by Planning & Zoning : After discussion, the Commission decided to change the submission deadline due to the additional time needed to review more complicated applications. Hadenfeldt motioned to adjust the time frame for submittal to P&Z to represent simple LUCs as 1 week from the Wednesday of the meeting and submissions for subdivisions, site plans and any other long forms to 2 weeks from the P&Z meeting. Dobson seconded and the motion passed unanimously. Podmore and Nelson agreed to update all relevant documents.

6. Finalize Plan for hosting aviation public hearing on May 22, 2023: The commission agreed that Podmore will chair the meeting and present the guidelines, Collins will record comments onto a spreadsheet, Hadenfeldt will manage the timing. Podmore will create attendance sign-in sheets and sign-up sheets for making a comment. Online commenters will drop their names into the chat-box. Anonymous comments will not be accepted.

7. RV Ordinance Discussion & next steps: none at this time: The creation of a draft ordinance for review is in progress.

8. Discuss June & July meeting(s) schedule: The commission decided to add Wednesday, June 28th to the summer regular meeting schedule.

9. Items for the next agenda:

- * signage enforcement
- * possible review of LUDMA/ULCT state legislative requirements
- * RV ordinance
- * site plan application
- * review of Public Hearing comments/form a recommendation to the Town Council

10. Other: Hadenfeldt inquired and Podmore briefly summarized the beginning of the meeting.

Dobson made a motion to adjourn the meeting, Hadenfeldt seconded, the vote was unanimous and the meeting was adjourned at 6:50 PM.