

Joint meeting with Town of Bluff and Planning & Zoning Commission
Monday, September 30, 2019 7:00 p.m.
Bluff Community Center
Minutes

Roll Call

Town Council: Ann Leppanen, Jim Sayers, Brant Murray, Luanne Hook

Planning & Zoning Commission: Sarah Burak, Amanda Podmore, Michael Haviken, Robin Cantrell, Malyssa Egge

1. Planning for the Next Year

Leppanen opened the meeting saying it was a good opportunity to figure out what is working well and what needs improvement with communications, policies, and procedures between the two entities. Egge suggested setting a timeline for revisiting the zoning map in the long term. Haviken said it is important to give it time and see how it unfolds. Murray said that the zoning map is a living document and may work better with reviews as they arise. Leppanen suggested that the Commission talk to other towns and see what zoning issues have come up and if a regular zoning review would be a good idea. Burak agrees with the idea of setting a timeline for review and would like Planning & Zoning to consider an annual year agenda every February when positions are renewed.

The Town Council will be discussing on October 14th how to scale back the frequency of meetings; the Planning & Zoning Commission will consider the same. Leppanen said it will be helpful to take off pressure without losing momentum. Burak reported that the Commission is looking at one ordinance a month and would like the input of the Council.

2. Review of Process and Interaction between Entities

(Discussed after Item 3 on the agenda.) Burak referenced Commission minutes from June 13 in which the Commission discussed potential amendments to the bylaws. [Burak presented a few places in the bylaws that need updates. The bylaws read that the Mayor can remove and appoint with the advice and consent of the Council. Burak would like to know more details on how that advice and consent is received to add clarification as to how Commission members can be removed and appointed (page 8 IV.7). Section IV.8 on Candidate Interviews implies that the Commission has the ability to participate in interviews. Burak would like to clarify the steps for this process in the future. Additionally, Burak would like to add under additional duties a procedure for a yearly meeting between Town Council and Planning & Zoning to help set priorities for the year. Burak would also like to change the conflict of interest section (VII.3 page 15) to clarify how to disclose a conflict of interest. Leppanen said this is more so a training issue and Burak suggested a conflict of interest training be required in the bylaws. Burak and Podmore suggested clarifying in the bylaws how and when a conflict is disclosed. It was clarified that it needs to be disclosed before the vote. Burak would also like to have it stated in the bylaws that a chair can require a vote. Leppanen and Burak will work on suggested language on

bylaw reviews before this goes before the Council on the 14th. Haviken also suggested the language clarify when start dates are, how they are renewed, and what a term is for a Commissioner that starts in the middle of the year. Podmore suggested rosters to track term limits and contact information. Hook read the bylaw's definition of a conflict of interest on page 15 Article VIII.3.

Hook suggested it be added to the bylaws that a Commission member attend Council meetings, and vice versa, and participate as a non-voting member to improve communication. There was general agreement that a single ex-officio member would be a lot of responsibility on a single member. Burak suggested staggering the meetings of the Council and Commission. Egge suggested it was difficult to represent the Commission as a single member. Podmore suggested keeping a clear distinction between the two entities by having the representative sit in the audience, not at the table with the decision-making body. Leppanen suggests each entity make a recommendation and get back to the Council.

3. Discussion of Ordinances to be Written

Haviken suggested using “no-fly zone” language with regards to drones.” Podmore circulated a draft of ordinances prioritized by the Commission based on what they have heard from the community. Murray will research the legality of adding no drive-thrus at restaurants and get back to the Commission. Haviken asked about the prioritization of greenways and pedestrian walkways, which may initially be addressed at an upcoming UDOT meeting.

Leppanen suggested the Town make decisions on feedback [on the list of ordinances](#) at their meeting on the 14th. Podmore suggested they consider which future ordinances will require legal review or advice in advance, like variances, conditional uses, and water taps. Burak also suggested they consider ordinances that will require outside resources or ordinances that they would likely reject. Sayers reiterated the Council's support for the Commission and their direction.

Chris McAnany would like to come down this fall to do a training with the Council and Commission. Leppanen will send a list of prioritized ordinances to McAnany when it's ready for his preliminary review. Leppanen suggested the Council could contact law schools to get an intern to write ordinances and research. Leppanen said the Town needs to do a codification of the ordinances. A quote from Sterling is outstanding. Podmore offered to reach out to the University of Utah.

4. Other Business

Burak asked what the process is for submitting building permits and how and when do they come to the Commission. The Council is having the process put in writing in coordination with Chris McAnany and the County. Starting last week, all permits originate in the Town of Bluff. Planning & Zoning will do the site review and the Town will issue the permit. The County will do the compliance review. Scott Burton will allow the Town to use an application similar to what

San Juan County uses. The Council is developing a checklist that will go to Planning & Zoning for review. A stamp will be required on site plans approved by the Town. Burak suggested this process may supersede ordinances in priority so to help the process, Podmore will be the Commission liaison. Review criteria on the application will be very clear for the Council and the Commission to avoid subjectivity. The Commission will address suggestions for a review checklist at a future meeting. Jen Davila requested a sign permit application and Leppanen said Polaris can generate a sign permit application. A fee structure is not yet passed. The plan is to have the process be online in the future.

The Commission requested clarification as to who the appellate body is for building permits. Leppanen said this will be addressed with McAnany, likely in a phone call.

Sayers motioned to adjourn, Haviken seconds, motion passed unanimously. Meeting adjourned at 8:14 pm.