

Minutes of the Bicknell Planning & Zoning Commission

Tuesday January 2, 2024 7:00 - 8:30 pm
Bicknell Town Hall, 64 West 100 North Bicknell UT

Welcome and Call to order @ 7:00: Ellen Anderson

Roll Call: Katie McDonald, Ellen Anderson, Tony Jackson, Jim Dudleston, present.
Rhett Jackson, JaCee Johnson, absent.

Brock Jackson from Six Counties was also in attendance.

A motion was made by Katie McDonald to approve the December minutes. The motion was seconded by Tony Jackson and unanimously approved.

The first item on the agenda is Brock Jackson

Brock is here to educate the commission on the process of updating the Towns Subdivision Ordinance to be in compliance with changes and mandates made by the State Legislature.

The State has put out an RFP to create a list of consultants to help smaller towns with the update of their subdivision ordinances.

Bicknell has until December 2024 to come into compliance. The state will provide up to \$14,000.00 in consulting services to the town for assistance in this process. The state has selected 6 consultants from which to choose from. Brock stated that the Town will work with their selected consultant and the consultant will invoice the State directly.

Some of the larger towns in the state only have until the end of February to come into compliance and are using the same 6 consultants which means there may be a backlog right now on getting someone to work with us.

The legislated changes are mainly dealing with administrative approval process and timeline issues of the process. The stated reason for these changes is the "Lack of housing" in Utah and the feeling that local municipalities are hindering development.

The changes were made to "Streamline" the subdivision process.

The new laws require us to appoint a 'Land Use Administrative Authority' which should be a member of the Planning and Zoning Commission and cannot be on the Town Council. This is because these decisions are administrative not legislative.

There was some discussion on the next step. Brock said he would send us 2 or 3 ordinances from others in the County (Loa or Lyman +) to look at. Brock was also going to check with the consultants on their current backlog.

Bottom line: The funding is here, the consultants are here and we have until the end of December to come into compliance.

It was decided that the Planning Commission would review ordinances from other towns as a starting point and use those to draft a new ordinance prior to retaining a consultant. By doing so, the consultant can give insight on the entire ordinance and move the process along more quickly.

The next thing on the agenda are the Goals for the General Plan:

Land Use Goals

Goal 3

2. Was changed to read: Require completed applications and supporting documents for all applications and permits before approval is granted by the Planning Commission or the Town Council.

3. Was changed to read: Improve coordination with the Building Inspector to ensure ordinances are being enforced.

Goal 4

1 was changed from requiring two off street parking stalls to 'the required number of off-street parking stalls.' This was done because the main structure requires 2 but if there is an accessory dwelling unit, it requires an additional parking stall.

Transportation Goals

Goal 1

3 was changed to read: Improve the efficiency of the existing roads and reduce potential conflicts through the use of signs, street markings and street lighting.

Public Service Goals

Goal 2 was changed to read: Provide quality Public Services to Bicknell residents and businesses.

Community Development and Design Goals

Goal 1

1 was changed to read: Regularly update and maintain an informational and attractive Town website and Facebook page.

Goal 3

1 was changed to read: Apply for grants and do everything possible to solve the flooding problems in Bicknell. Seek a permanent solution even if it is just one street or one block at a time.

Financial & Operational Goals

Goal 1

3. Was changed to read: Avoid long-term debt unless absolutely needed for emergencies. (Short-term debt, less than two years, is allowed if there is a specific reason for it and if grant money is available to extinguish it.

11. Was changed to read: Create a plan to train a replacement for the town maintenance position.

There were lots of questions on the following so it was removed as a goal but left at the bottom of the document for the Town Council to refine.

Ensure hiring a full-time maintenance and code-enforcement town employee who always acts in the best interest of Bicknell Town and performs work under the direction of the Mayor.

Next on the agenda:

Jim made a recommendation to move the P&Z meetings to the third Tuesday of the month. This will give at least a week between P&Z meetings and the Town Council meeting. This will give time for people to take plans to the inspector for signature between the two meetings. It will also alleviate the problem of moving meetings to the end of the previous month in order to meet before the Town Council.

Jim made the motion to change the Planning and Zoning regularly scheduled meeting to the third Tuesday of the month. Katie seconded the motion. The motion was unanimously approved.

Next item on the agenda is the Town Newsletter post:

Katie has agreed to write the monthly post for the Newsletter. We will create a shared document for ideas and discuss what is next at our regularly scheduled meetings. The purpose is to paraphrase snippets from existing or new ordinances or to pass on new things coming up to help keep the public informed as to what P&Z is doing..

The meeting was adjourned.