

Town of Bluff

Planning and Zoning Commission Regular Meeting

MINUTES for Wednesday, February 7, 2024 at 6:00pm APPROVED

VIRTUAL

190 North 3rd East, Bluff, Utah 84512

6:04pm Roll Call: Amanda Podmore (chair), Marcia Hadenfeldt (vice-chair), Malia Collins, Ed Dobson, Brian Whitney (excused) Town Council Representative: Luanne Hook

Public Comment: (Three minutes per comment): Mike Hansen from the Hansen Planning Group on contract with the Town of Bluff to help with the state mandated update of the subdivision ordinance introduced himself and spoke about strategy and initial timelines. The current state deadline for updated subdivision ordinances is November or December of 2024.

Approval of meeting minutes from January 5, 2024 Work Session: Hadenfeldt motioned to approve the minutes as presented, Dobson seconded: Podmore (aye), Hadenfeldt (aye), Dobson (aye), Collins (aye). The motion passed. The minutes were approved as submitted.

Approval of meeting minutes from January 11, 2024 Work Session: Dobson motioned to approve the minutes as submitted, Collins seconded: Podmore (aye), Hadenfeldt (aye), Dobson (aye), Collins (aye). The motion passed. The minutes were approved.

Approval of meeting minutes from Feb. 1, 2024 Public Hearing: The email address and a spelling error was corrected. Collins motioned to approve the corrected minutes, Dobson seconded: Podmore (aye), Hadenfeldt (aye), Dobson (aye), Collins (aye). The motion passed. The minutes were approved.

Old Business

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

- * added Britt Hornsby and Jennifer Davilla as new members, replacing Sayers and Murray.
- * met with Elaine Geisler of the county Economic Development committee regarding housing.
- * reported that the Bluff Water Works hired Gary Lichtenstein of Quality Evaluations to facilitate a strategic plan.
- * is continuing with the town's strategic plan.
- * received and forwarded the proposed state subdivision code which includes some changes in building permits and LUCs.

2. Discussion on requirements for dirt-moving activities within town boundaries: Planning and Zoning had asked the Town Council for direction and scale of such an ordinance. The Town Council responded that there is moderate interest but is not a priority. P&Z tabled this issue for now. An idea for adding a sentence to the zoning code that dirt moving should not impact neighbors was suggested.

3. Next steps on RV ordinance and dirt moving ordinance: Discussion of the draft RV ordinance will be included on the next agenda.

4. Discussion of draft sign ordinance & next steps: The deadline for public comment submissions is February 11th by 5 PM. The working-draft was shared. Suggested edits involve the possibility of reducing the speed limit on highway 191, increasing some sign square footage and considering USSC recommendations. The Commissioners will make further edits/suggestions and continue the discussion at a special meeting scheduled for 2/15/2024 at 6:30 PM.

New Business

5. Land Use Clearance Applications: none

6. Economic Development Grant reporting requirements to cover construction costs of childcare center, satellite office space, and retail/artist gallery at CCC: The Planning and Zoning Commission will act as a (non-administrative) recommending-body to the Town Council.

7. Discussion and vote for approval of sending letter of support to UDOT for their federal grant application to plan bike and pedestrian trails on Highways 191, 163 and 162 (Active Transportation Advisory Committee): After discussion and editing of the final sentences in the draft submitted to P&Z, the Planning and Zoning Commission will submit that letter of support to the Active Transportation Plan Committee to submit to UDOT. Hadenfeldt made a motion to submit the letter as amended, Dobson seconded: Podmore (aye), Hadenfeldt (aye), Dobson (aye), Collins (aye).

8. Transitioning building permits to online software: The county has asked Bluff to begin issuing building permits for the town. The process is yet to be determined. The town is investigating the possibility of contracting with other municipalities.

9. Items for next agenda:

* subdivision ordinance update

*yearly planning, goal setting/prioritizing (bring list of goals)

* RV ordinance next steps

10. Other: none

Hadenfeldt made the motion to adjourn, Collins seconded, the vote was unanimous and the meeting adjourned at 7:11 PM.