

Town of Bluff

Planning and Zoning Commission Regular Meeting Minutes DRAFT

MINUTES for Wednesday, March 6, 2024 at 6:00pm

VIRTUAL

190 North 3rd East, Bluff, Utah 84512

6:00 pm Roll Call: Amanda Podmore (chair), Marcia Hadenfeldt (vice-chair), Brian Whitney Malia Collins (excused), Absent: Ed Dobson Town Council Representative: Luanne Hook

Public Comment: Three minutes per comment - none

Approval of meeting minutes from February 7 Regular Meeting: Corrections were made for clarity. Hadenfeldt motioned to approve the minutes as amended, Whitney seconded: Podmore (aye), Hadenfeldt (aye), Whitney(aye). The motion passed. The minutes were approved.

Approval of meeting minutes February 15, 2024 Special Meeting: Hadenfeldt motioned to approve the minutes, Whitney seconded: Podmore (aye), Hadenfeldt (aye), Whitney (aye). The motion passed. The minutes were approved.

Old Business

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

* is working through the EPA Grant

* is working on Strategic Planning

2. Hansen/Subdivision ordinance update scheduled for April 17, 2024: This meeting is related to the subdivision ordinance update mandated by the state legislature.

3. Update on draft sign ordinance that was sent to Town Council: Podmore is scheduled to present the draft to the Town Council at their work session scheduled for 3/12/2024 @ 3:30.

4. RV Ordinance - next steps: Hadenfeldt suggested and the Commissioners agreed to cover this item in section 6 of this agenda.

New Business

5. Land Use Clearance Applications - none

6. 2024 Goals for Planning & Zoning: Podmore shared the 2023 P&Z goals. The 2024 goals were outlined and prioritized. Discussion items included enforcement, building permits, RV ordinance, annual review of forms and the state-mandated update of the subdivision ordinance. Hadenfeldt motioned to accept the 2024 goals. Whitney seconded. The vote was unanimous. The motion passed.

7. Process for notifying PZ & Town about observed or reported enforcement issues: Podmore suggested and the Commissioners agreed to use an email-chain-process to all PZ members for potential enforcement issues, noting dates, location, details, etc.

8. Where to direct questions about road signs and street addresses: Podmore reported that street/road sign issues should be addressed through the Bluff Roads Department and that street address issues need to go through the Town Manager.

9. Expired Building Permits - next steps: The Commissioners agreed that more information from the county officials and the Town Manager would be beneficial in determining the next steps.

10. Items for next agenda:

- * LUC
- * scheduling of potential work sessions
- * sign ordinance update
- * Building Permits update (invite SJC to P&Z)
- * start review of P&Z forms
- * proper paperwork process

11. Other: none

Whitney motioned to adjourn, Hadenfeldt seconded, the vote was unanimous and the meeting adjourned at 6:46 PM.