

Town of Bluff

Planning and Zoning Commission Regular Meeting Minutes APPROVED

Wednesday, April 3, 2024 at 6:00pm

VIRTUAL

190 North 3rd East, Bluff, Utah 84512

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

Public Comment: none

Approval of meeting minutes from March 20, 2024 Regular Meeting: Corrections and additions were made for clarity and accuracy. Collins motioned to approve the minutes as amended, Ed Dobson seconded: Podmore (aye), Hadenfeldt (aye), Dobson (aye), Collins (aye). The motion passed. The minutes were approved.

Old Business

1. Update from Town Council: Nelson reported that:

- * the Town Council is working on the sign ordinance including enforcement, seeking input from the Town Attorney and has the end of April as a completion goal.
- * the Town Council is about to post a job opening for a part-time Project Manager at the CCC which will be fully funded through the EPA grant.
- * the Mayor and the Town Manager will attend P&Z's next work session.

2. Update on draft sign ordinance that was sent to Town Council: (see above) Hadenfeldt also suggested that the final approved ordinance be disseminated throughout the community.

3. Scheduling: Enforcement discussion with Town Council & Town attorney: Podmore reported that this item may be postponed due to work-load scheduling of all parties. Hadenfeldt said she wanted to better understand who should report a suspected violation to whom and it was suggested to include a space for recording the 'reporting party' on enforcement paperwork. Nelson stated that it will need to be determined who is responsible for addressing violations equitably.

4. Update on RV ordinance: none, to be continued in a work session

New Business

5. Building permits and Land Use Clearances: continue work on chart: Nelson addressed a question of whether persons filling out an LUC request also needed to fill out a P&Z agenda request by noting that an LUC request was automatically entered on the agenda. Podmore mentioned that the County and Town will continue to swap building permit and LUC lists. Hadenfeldt inquired how to determine which building permits were active or expired. Podmore said to look for 'Certificate of Occupancy', 'Open' or

'Closed' designations. Podmore shared a working document outlining LUC/Building Permit requirements for review, edits and suggestions based on current ordinances. The Commissioners noted items, links and definitions requiring additional consideration at an upcoming work session.

6. Reviewing & updating PZ forms: Podmore noted that this is an annual process in order to provide consistency and any needed revisions. Podmore shared a list of P&Z documents which included suggested revisions previously noted by Hadenfeldt. The Commissioners divided the list, agreed to conduct an initial review of forms as assigned and the discussion/review will continue at the next meeting.

7. Schedule work session: The next work session is scheduled for 4/12/2024 from 10 AM-12 PM. Podmore will confirm whether the County P&Z Administrators are able to attend. The Mayor and the Town Manager will also attend. Podmore will work with the Mayor and Town Manager to develop the agenda. Dobson noted that he may not be able to attend.

8. Items for next agenda:

- *Subdivision-update presentation / discussion

- * Reviewing & updating PZ forms

- * other items as a result of work-session

9. Other: Hadenfeldt made arrangements for administrative duties to be covered during her upcoming, brief absence.

Dobson motioned to adjourn, Collins seconded, the vote was unanimous and the meeting adjourned at 6:49 PM.