Town of Bluff

Planning and Zoning Commission Regular Meeting Minutes APPROVED

Wednesday, May 1, 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 Town Council Representative: Luanne Hook

Public Comment: none

Approval of meeting minutes from Regular Meeting 4/17/2024: An addition was made for clarity. Hadenfeldt motioned to approve the minutes as amended, Collins seconded: Podmore (aye), Hadenfeldt (aye), Dobson (aye), Collins (aye) Whitney (aye). The motion passed. The minutes were approved.

Old Business

1. Update from Town Council: Hook reported that:

* she presented a summary of the P&Z subdivision-update meeting with Hansen and Hansen to the Town Council.

* the Town Council placed the capital improvement plans and the sign ordinance on their next agenda.

2. Status on updating PZ forms for website: The Agenda Request, the Land Partition Application, the P&Z Recommendation to Town Council, the Variance request and the Zoning Amendment forms have all been sent to the Town Manager. Podmore will make slight corrections on the LUC and the Site Plan Application. Revisions will be continued on the sign permit form once the Town Council has approved the ordinance. Podmore will continue drafting a Change of Use form.

New Business

3. Update about Land Use Clearance & 200 square foot requirement: The Town Attorney notified the P&Z Commissioners that the Town can administratively interpret the ordinance that no LUC is required for structures under 200 sq. ft. as long as provisions are met (such as setbacks, height, etc.) After consideration and discussion, the Commissioners agreed to refine the wording to be included on the LUC/Building permit chart (see Item 4 below) at a work session.

4. Work on LUC/Building permit chart: Podmore shared the draft working-document. The discussion included provisional enforcement (such as setbacks, height, etc.), adding a zoning chart-reference, condensing items, refining language for clarity and the possibility of a tiered fee schedule. Additional information is needed to clarify the requirements of building permits and the status of the process for issuing them. This discussion will continue at a work session.

New Business

5. Land Use Clearance Application: none

6. Schedule work session for RV ordinance: The work session was initially scheduled for May 17th from 9-11 AM but ended up planned for 5/14 in order to have the best attendance and take place before the next regular P&Z meeting

7. Items for next agenda:

* LUC chart update

* RV ordinance update

* Sign Ordinance and update application form as needed

* update on K&C sign (see below)

8. Other: Dobson mentioned the Bears Ears Education Center had installed 2 RV connections on their lot. Podmore clarified that this was a change to their business license and is not within P&Z's jurisdiction. P&Z also received a public email regarding the sign over the pumps at the Sinclair K&C gas station. The Commissioners agreed to invite the owner to share the conditions of the sign at the next meeting.

Dobson motioned to adjourn, Collins seconded, the vote was unanimous and the meeting adjourned at 6:56 PM.