

Town of Bluff

Planning and Zoning Commission Regular Meeting Minutes APPROVED

Wednesday, June 5, 2024 at 6:00pm

VIRTUAL

190 North 3rd East, Bluff, Utah 84512

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

Public Comment: none

Approval of meeting minutes from Work Session 5/14/24: Collins motioned to approve the minutes as submitted, Whitney seconded: Hadenfeldt (aye), Collins (aye) Whitney (aye). The motion passed. The minutes were approved.

Approval of meeting minutes from Regular Meeting: 5/15/2024: Changes were made for clarity/accuracy. Collins motioned to approve the minutes as amended, Whitney seconded: Hadenfeldt (aye), Collins (aye) Whitney (aye). The motion passed. The minutes were approved.

Old Business

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

* held Public Hearings for the 2024 and 2025 budgets and for the Capital Improvements Plan.

*is re-advertising for a part-time Project Manager and advertising for a part-time bookkeeper /notetaker. supports the "E" option of the Bears Ears Management Plan, as does the BLM.

*referred the 6th West alley issue to the roads department.

2. Rural Communities Grant Letter of Attestation for Annual Reporting (Nelson): Nelson reported that the grant names the P&Z Commission as the Advisory Board and requested a letter from the P&Z Commission verifying the financial accuracy which is that \$445,000 has been received, but that no amount has yet been spent. Hadenfeldt motioned to sign a letter of confirmation, noting that the finances are up to date. Collins seconded: Hadenfeldt (aye), Collins (aye) Whitney (aye). The motion passed.

3. Sign Ordinance/Dark Sky compliance: information concerning lumens for canopy lighting: The Commissioners agreed to advance this item to the next agenda since this topic is informational for the Commissioners and not specific to any action.

4. Sign Application: update on form after approval of new sign ordinance: The Commissioners agreed to table this item until further in the meeting.

5. RV Ordinance: consideration of edits and additions continues: In the interest of accommodating members of the public presenting under New Business, the Commissioners moved to put this item at the bottom of the agenda.

New Business

5. Land Use Clearance Application: none

6. Sign Application: Nicole Croft for Bears Ears Partnership: Croft reported that the Bears Ears Partnership would like to rejuvenate an existing sign noting that they do not intend to change the size and will ensure that it is structurally sound via a contractor. Discussion included the parameters of previously existing signs, abandoned signs and non-conforming signs. Collins motioned to approve the sign permit application, Hadenfeldt seconded: Hadenfeldt (aye), Collins (aye) Whitney (aye). The motion passed. The permit will be issued upon receipt of payment.

7. Sign Application: Deborah Westfall for Bluff Historical Society: Westfall noted that the Bluff Historical Society received permission from the Town Council for the kiosk to be placed in West Park and are now seeking a sign permit. Discussion included zones, square footage, illumination (none), traffic safety and height. Collins motioned to approve the kiosk sign application, Whitney seconded: Hadenfeldt (aye), Collins (aye) Whitney (aye). The motion passed. The permit will be issued upon receipt of payment.

8. Sign Application: Valerie Brown for real estate signs: Brown requested approval to place 2 in-ground real estate signs on a 10 acre, road-frontage lot. Discussion included whether a permit was required, temporary signs, exempted signs and the limit of signage per lot. Technicalities of definitions and discrepancies of lot/acreage were noted between the ordinance and the proposed signs. The Commissioners agreed that a sign permit is required, that no exemption applies and that there was a single sign limit as stated in the ordinance. Brown inquired whether a single 2-sided sign would be permissible and received confirmation that it would be. Hadenfeldt motioned to deny the sign request from Brown for 2 signs but will approve the proposed double-sided sign as Brown amended during the meeting.. Collins seconded: Hadenfeldt (aye), Collins (aye) Whitney (aye). The motion passed. The permit will be issued upon receipt of payment.

*** Due to an employment obligation for Whitney and the subsequent lack of a quorum, items 9-11 and other remaining items were not addressed in this meeting. Hadenfeldt will confer with Nelson and a Special Meeting may be convened if needed.

9. Application for Change of Use: postponed to next agenda

10. Items for next agenda: (not discussed at meeting but summarized from above minutes)

* (Item 3 from above minutes) Sign Ordinance/Dark Sky compliance: information concerning lumens for canopy lighting

* (Item 4 from above minutes) Sign Application: update on form after approval of new sign ordinance

* (Item 5 from above minutes) RV Ordinance: consideration of edits and additions

* (Item 9 from above minutes) Application for Change of Use

11. Other:

Collins motioned to adjourn, Whitney seconded, the vote was unanimous and the meeting adjourned at 7:12 PM.