

**Town of Bluff**  
Planning and Zoning Commission Work Session Minutes **APPROVED**  
**Thursday, August 1, 2024 at 12:00-1:00 pm MDT**  
**VIRTUAL**  
190 North 3<sup>rd</sup> East, Bluff, Utah 84512

**12:02pm Roll Call**

Chair Amanda Podmore, Vice-Chair Marcia Hadenfeldt, Malia Collins, Ed Dobson  
Brian Whitney (Absent)  
Town Council Representative: Luanne Hook, Note Taker: Melanie Daniels  
Guest Jacob Hansen, from the Hansen Group.

**Agenda**

**1. Review draft Subdivision Ordinance from Hansen Group**

The discussion was opened with a question from the Commission about Subsection “5.01.05 PENALTY FOR NONCOMPLIANCE” on typical measures taken by municipalities. The Commission notified Hansen that they would defer decisions on the penalty subsection to the Town Council and legal advisor.

Commissioner Hadenfeldt asked for clarification from the Hansen group about who the owning stakeholder is in the “I. “Common area”” definition, under the “5.01.06 DEFINITIONS Subsection.” The Hansen group will specify the owning stakeholder for the upcoming draft for further review.

Chair Podmore asked the Hansen representative if it was necessary to include “demolition,” in the definition of “M. “Development,”” in Subsection 5.01.06. After discussion the Commission approved dropping “demolition” from the “Development” definition.

The Commission then asked for further information on the requirements of “2. A plat” under the “5.02.01 SUBDIVISION APPLICATION REQUIREMENTS” Subsection. The Hansen representative elaborated on how they compiled the “2. A plat” subsection and the Commission agreed that each of these requirements were appropriate. Further discussion was held on the inclusion of plat regulations of “protected areas,” and the Commission decided that there was a possibility those would become applicable and should be left in the ordinance verbiage.

Responding to questions around studies required in Subsection “5.02.01” the Commission decided to keep all studies listed in the Subdivision ordinance draft and add wording that studies needed to be handled by licensed professionals. Further, it was clarified that studies are typically the responsibility of the applicant.

On part “A. Agricultural Land” under Subsection “5.02.02 EXCEPTIONS TO SPECIFIC APPLICATION REQUIREMENTS” the Hansen representative suggested that the town leave this plat as is, since it reflects state mandates. The Commission decided to keep the language provided by the Hansen group with the exception that the Commission would have the ability to waive requirements as it sees necessary.

After discussion on the number of “parcels” under part “B. Minor Subdivisions” subsection (1.) (a.) the Commission decided it was in the Town’s best interest that the number of parcels stay six (6).

Under Subsection “5.02.05 REVIEW” part D.(4) the question was raised by the Commission on the reasonability of a 180 day window for application revisions. After discussion the Commission accepted the Hansen recommendation and left the 180 day period to submit revised applications. Further, the Commission decided to leave the one year deadline to register the approved Subdivision with the County Recorder’s office under Subsection “5.02.06 POST APPROVAL ACTIONS.”

Commissioner Hadenfeldt asked the Hansen group representative about the reasoning behind requiring an “ordinance” for amendments under Subsection “5.02.08 AMENDING A SUBDIVISION.” After discussion with Hansen, the Commission suggested language that reflected the level of Council involvement for each type of amendment to be added by the Hansen group.

Under Chapter “5.03 SUBDIVISION IMPROVEMENTS” and beyond, the Hansen representative notified the Commission that this portion of the Ordinance is still being developed and will be ready for review in the next draft version. The Hansen group, at that point, will request from the Commission all applicable adopted ordinances, such as the Dark Skies Ordinance adopted by the Town Council. The Commissioners then quickly identified portions of the remaining ordinance draft for the Hansen group to consider for the next draft revision.

Upon Commissioner Hadenfeldt’s request, the Hansen group representative gave a quick overview of next steps for progression of the Subdivision Ordinance.

There was a question from Council Member Hook, about the inclusion of “demolition,” in policies and, the Commission reiterated that “demolition” would be removed from the definition of “development” and that the Councilwoman’s question was a related but separate issue from this ordinance.

## **2. Other**

No other business was discussed.

### **Motion to Adjourn**

Commissioner Hadenfeldt motioned to adjourn, and Commissioner Dobson seconded. Commissioners Podmore, Hadenfeldt, Collins, and Dobson voted in favor of the motion. Commissioner Whitney was absent.

The vote was unanimous, and the meeting adjourned at 12:57pm.