

Town of Bluff

Planning and Zoning Commission Regular Meeting Minutes

Wednesday, August 7, 2024, at 6:00pm

VIRTUAL

190 North 3rd East, Bluff, Utah 84512

6:03pm Roll Call

Chair Amanda Podmore, Vice-Chair Marcia Hadenfeldt, Malia Collins, Ed Dobson, Brian Whitney
Town Council Representative: Luanne Hook, Note taker: Melanie Daniels

Public Comment

There were no public comments made at this meeting.

Approval of July 17, 2024 Regular Meeting Minutes

The Commissioners corrected some grammar mistakes, then Commissioner Hadenfeldt motioned to approve the minutes, and Commissioner Whitney seconded. There was no discussion on the motion and Commissioners Hadenfeldt, Whitney, Dobson, Collins and Podmore all voted aye. The motion passed unanimously.

Approval of July 24, 2024 Work Session Meeting Minutes

The Commissioners clarified language and inserted names of documents then agreed the minutes were ready for approval. Commissioner Dobson moved to approve the minutes, and Commissioner Hadenfeldt seconded. There was no discussion on the motion and Commissioners Dobson, Hadenfeldt, Whitney, Podmore, and Collins voted aye. The motion passed unanimously.

Approval of August 1, 2024 Work Session Meeting Minutes

There were no alterations to the minutes. Commissioner Collins motioned to approve the minutes, and Commissioner Hadenfeldt seconded. There was no discussion on the motion and Commissioners Dobson, Collins, Whitney, Hadenfeldt, and Podmore all voted aye. The motion passed unanimously.

Old Business

1. Update from Town Council

Council Member Hook reported that there has only been one meeting since that last Commission meeting but can report that:

- On the CCC building
 - August 13th, 2024 will be the bid opening for the Engineer/Architect position.
 - August 21st, 2024 there will be a joint meeting held with UDB concerning the bids.
- Erin and Ann are both in depositions today and tomorrow concerning the Town's boundaries.
- The Utah League of Cities and Towns are hosting a conference September 4th and 5th and need to know if any of the Commissioners wished to attend.
- The town is exploring technical support options as the town switches from ".org" to ".gov."
- The Town Council discussed how public comments will be managed officially.
- There was discussion on the West Park Kiosk and possible expansion of those plans, but the Council has decided to end pursuit of those plans.
- August 21st, 2024 John Curtis will be in Bluff.
- There is a Gravel Tax available to the town from the gravel pits within town boundaries.
- Mayor Leppanen approved payment from the State for the work the Hansen Group has done on the Subdivision Ordinance.

Commissioner Podmore issued the invitation to the Commission for the ULCT conference and Commissioner Collins was the only Commissioner who expressed interest. She will follow-up with Mayor Leppanen and Town Manager Nelson.

2. Sign Ordinance/Dark Sky Compliance: Information Concerning Lumens for Canopy Lighting

Commissioner Whitney led this discussion and reported on his discoveries around the Commission's inquisition into the allowable amount of lumens for canopies on properties. Commissioner Whitney clarified that this question evolved from

a letter to the Commission but is not a punitive response in any form. From his understanding Commissioner Whitney, found that canopy lighting is allowed, given it follows the parameters of the ordinance, where no horizontal or upward light is allowed and the “aggregate” amount of lumens per developed acre is what is measured and regulated.

3. Updates on draft RV Ordinance

The Commission did no work on the draft RV Ordinance, however, Commissioners Hadenfeldt and Collins updated the Commission on the updates they completed after the August 1, 2024 Work Session. Commissioners Hadenfeldt and Collins notified the rest of the Commission they were prepared to lead another group work session to be scheduled later in the meeting.

New Business:

4. Land Use Clearance Application

There are no applications to review for this meeting, however, there is one scheduled for August 21st. The Commission reminded the public that Land Use Clearance Applications need to be submitted the Wednesday before a meeting, so the Commission has sufficient time to review the application.

5. Request from Town Council to draft Noise Ordinance

Commissioner Podmore notified the public and other Commissioners that as the Town Council makes progress on the strategic plan one of the tasks outlined in the plan was to have the Planning and Zoning Commission create the Noise Ordinance. The Commission discussed the capacity and scope of work the Commission had and decided that they would prefer to have the Town Council develop the Noise ordinance, due to its nuisance and enforcement nature. However, the Commission is prepared to share resources to support the Town Council. The Commission also clarified if they were tasked with the responsibility of the Noise Ordinance, they would like a joint session to specify the scope of the ordinance for the Commission.

6. Physical and Online Posting of agendas & minutes

With a notetaker recently hired by the Town, the Commission discussed the shifting roles and responsibilities of posting minutes and agendas. It was decided that the various posting responsibilities of Commissioners Hadenfeldt, Podmore, and Dobson will be transferred to the notetaker with a final agenda deadline being the end of day on Monday.

7. Schedule an RV Ordinance Work Session

The Commission will host a 1-hour Work Session on Tuesday August 13, 2024 to work on the RV Ordinance.

8. Items for next agenda

The Commission will add RV Ordinance revisions, Update on the Subdivision Ordinance, and an Update on the Noise ordinance to the upcoming meeting agenda.

9. Other

Various Commissioners will be travelling this coming month and the Commission planned accordingly to meet their duties. Due to a pending Land Use Clearance application the Commission will designate the work session scheduled for August 13th, as a Special Meeting. The Commissioners clarified that there will be no August 21st or September 4th meeting and the next regularly scheduled meeting will be September 18, 2024, however, they will schedule meetings as needed during that period.

10. Motion to Adjourn

Commissioner Dobson motioned to adjourn, and Commissioner Collins seconded. Commissioners Podmore, Hadenfeldt, Collins, Dobson, and Whitney all voted aye.

The motion to adjourn the meeting passed unanimously and the meeting adjourned at 7:01pm.