

Town of Bluff
Planning and Zoning Commission Regular Meeting Minutes
Agenda for Thursday, February 6, 2025 at 6:00 pm to 7:00 pm

VIRTUAL

190 North 3rd East, Bluff, Utah 84512

6:00 pm Roll Call: Amanda Podmore (chair), Marcia Hadenfeldt, Malia Collins, Brian Whitney

Public Comments: none

Approval of minutes from 1/2/2025 regular meeting: Hadenfeldt motioned to approve the minutes as presented. Whitney seconded. There was no further discussion. Podmore (aye), Hadenfeldt (aye), Collins (aye) Whitney (aye). The motion passed. The minutes were approved as presented.

Old Business

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

- * heard from the county that the building inspector position has not yet been filled.
- * recommended that P&Z review their Code of Conduct and bylaws.
- * Mayor and Project Manager will formulate a chart of Ordinances and Enforcement.
- * received the UDOT revised road report, including maps. Hadenfeldt asked for the availability of a town road map for us in PZ planning and processes.

2. Update on draft RV Ordinance from Town Attorney: no update

3. Update on enforcement discussion with Town Attorney: Collins has worked with the Mayor to research and create an ordinance and enforcement chart which will be ready for review and for editing at a future meeting.

New Business

4. Land Use Clearance Applications - none; Podmore gave a public reminder that LUC applications are due 2 weeks before a meeting and that the information for LUC application is online.

5. Interviews for Planning & Zoning Commission: Podmore outlined the interview process and introduced the candidates, noting that Wesley Shook had rescinded his candidacy. Anne Brown and Gary Haws each responded to the same set of 7 questions regarding their qualifications, primary P&Z issues to address, values, conflict resolution, time commitment, computer experience, and residency. The Commissioners will convene a Special Meeting and vote to make a recommendation to the Town Council next week.

6. Turquoise Building: Building Permit Requirement and Recommendations: Sam Weldon, contractor, joined this discussion. In previous meetings (2023 and 2024) P&Z had determined that because the proposed project was less than 2,000 square feet, an LUC was not required. But, because some of the work required inspection, a Building Permit, issued by the county, was required. The county noted that a Building Permit application was submitted in January 2025 but has not yet been approved because of

concerns regarding the roof, concrete walls, and the wooden beam supporting the outdoor front awning. Weldon noted that the outdoor beam is outside the scope of the contract . After thorough discussion, the Commission decided that since Building Permits, Inspections, and Certificates of Occupancy are issued by the County, this issue is within the county's jurisdiction to decide and enforce. Podmore declared a Conflict of Interest with the building in question as she serves on the board of the foundation requesting the work. She suggested contacting the County: 1. deferring to them regarding fees, 2. confirming that Bluff P&Z does not require an LUC, 3. approving the county recommendation requiring master electrician oversight and engineering review, 4. inquiring whether cosmetic work may continue, and 5. asking for clarification whether addressing the outdoor beam would impact approval of CO. Collins motioned to send a letter as outlined by Podmore to the county. Whitney seconded. Further discussion noted the primary concern of public health and safety. Podmore (aye), Hadenfeldt (aye), Collins (aye) Whitney (aye). The motion passed.

7. Election of PZ Officers: Collins nominated Podmore as Chair. Hadenfeldt seconded. The vote was unanimous. Collins nominated Hadenfeldt as Vice-Chair. Whitney seconded. The vote was unanimous. Podmore will update the roster.

8. Goals for 2025: This item will be addressed by circulating an internal google-doc to solicit goal-ideas to be addressed at a work session.

9. OPMA reminder: Commissioners were asked to complete OPMA training by the next work session and to submit the completion form to Linda Sosa to be included on the website.

10. Items for next agendas:

*cancelled 2/20/2025 P&Z meeting due to unavailability of 2 commissioners thus having no quorum and scheduled virtual Special Meeting and work session on 2/13/2025

*vote and recommendation on interview results

*RV ordinance

*enforcement

11. Other: Collins mentioned and will request clarification from the Town Council on jurisdiction regarding generational transfers.

Hadenfeldt motioned to adjourn the meeting. Collins seconded. The vote was unanimous: Podmore (aye), Hadenfeldt (aye), Collins (aye) Whitney (aye). The motion passed. The meeting adjourned at 7:29 PM.