

**Town of Bluff**  
**Planning and Zoning Commission Work Session Minutes APPROVED**  
**Thursday, April 17, 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, Gary Haws  
Town Council Representative: Luanne Hook Erin Nelson Town Manager

**Old Business**

1. **Building department update:** Kristen Bushnell, Bluff Building Department Permit Technician, presented draft documents developed by the Building Department. Discussion included options for issuing, monitoring and tracking Land Use Clearances and Building Permits. Topics also included commercial and residential options, legal obligations, cost mitigation, the division of administrative responsibilities, reducing duplicate information on application forms, communication processes, checks and balances of multiple reviews, violation notices, and release of liability notifications. Some edits were suggested regarding timelines and enforcement. Bushnell requested that all questions involving building projects and permits be emailed and/or forwarded directly to the Building Department at [building@townofbluff.org](mailto:building@townofbluff.org). Bushnell also noted that all information and required forms for building permits are available on the town website.
2. **RV ordinance update:** on-hold; under review from the Town Attorney.
3. **Discussion on enforcement mechanisms in existing ordinances:** on hold; no update from the Town Attorney. The Town Council has requested that P&Z take over the administration of the Ordinance Enforcement spreadsheet. The Commissioners agreed to enter specific notes in columns on the spreadsheet, edit for consistency at a worksession, and develop a draft document to submit to the Town Attorney for legal review.
4. **Discussion on window building permit question:** This question concerns the replacement of windows in an older structure and has been raised by members of the community. After discussion, the Commissioners agreed that this question be addressed by the Building Department, relying on the expertise of the Building Department Official who operates under the State Building Code.
5. **Idling ordinance update:** This item has been tabled by the Town Council and is on-hold.
6. **Discuss goal of renewable and/or solar energy ordinance:** The Commissioners agreed that planning for current and future alternative energy projects should be addressed. Public safety, siting, zone allowances, limiting /expanding applications and future energy developments/applications should be included in broader renewable energy ordinances. Podmore and Collins agreed to meet to begin outlining and drafting possible approaches.
7. **Items for next agenda:**
  - Building Department update
  - Information Design Build Bluff
  - Hansen Group airport overlay and General Plan review

**Other:** none

**Collins motioned to adjourn the meeting. Hadenfeldt seconded. The meeting adjourned at 7:11 PM.**