

Town of Bluff Planning and Zoning Commission Regular Meeting Minutes
Thursday, August 7, 2025 at 6:00 pm to 7:00 pm
IN-PERSON & VIRTUAL
190 North 3rd East, Bluff, Utah 84512

6:02 pm Roll Call:

P&Z Commissioners: Marcia Hadenfeldt (Acting Chair), Malia Collins, Gary Haws
Amanda Podmore and Brian Whitney were excused
Town Council Representative: Luanne Hook
Town Staff: Erin Nelson, Kristen Bushnell

Public Comment (up to 3 minutes)

None

Approval of meeting minutes from July 3, July 17

Collins made the motion to approve the July 3rd meeting minutes as presented, Haws seconded. Three in favor, none opposed, the motion passed unanimously.

Collins made the motion to approve the July 17th meeting minutes as presented, Haws seconded. Three in favor, none opposed, the motion passed unanimously.

Old Business

1. Update from Town Council

Hook provided updates on the upcoming Utah League of Cities and Towns conference in October, some of the ordinances the council has been reviewing, denying a community dance request past 10pm due to zoning restrictions (having the dance in a residential area). Hook also reported on the TAP grant opportunity for an active transportation path on the route along the old highway (Navajo Twins Drive, 7th East, and along Black Locust Avenue).

2. Update from Building Department

Bushnell reported that the building department made progress over the summer with intern resources and is planning to review building ordinances and site plan requirements to ensure they align with the Building Code that was adopted in April.

Bushnell also noted a significant increase in inquiries to her office from people wanting to move to Bluff, particularly from Salt Lake City region. Hadenfeldt highlighted the need for better communication among town officials when handling inquiries about planning and zoning and mentioned receiving a call from Jones and DeMille regarding subdivision paperwork for a local resident. The group also discussed updates to the town's website and ordinances, with the building department staff planning to continue to update references to the building authority as the Town, as many of the documents still reference San Juan County's building department.

3. Update on file management and Zoom

Nelson provided information on file management through OneDrive/SharePoint, as the town is sunsetting the Google Drive system. Nelson encouraged commissioners to practice with the system and she would be available to answer questions. The new system improves the Town's ability to search and retain records.

4. Renewable energy ordinance update

The Commission has scheduled a meeting with Solsmart on August 18th to discuss the renewable energy ordinance. Hadenfeldt and Whitney are preparing for this meeting by reviewing examples and refining their draft ordinance. Collins was asked to update charts by removing unnecessary elements to streamline the review process. The commission discussed the timing of presenting the energy ordinance to the Town Council, deciding to wait until after the work session on the 21st.

New Business

5. Land Use Clearance approval

None

6. Items for next agenda

Energy Ordinance

General Plan Update

7. Other

Collins reminded the commissioners that the Radiological Risks and Nuclear Energy Intergovernmental Working Session is being hosted on Friday, August 22nd. Collins intends to attend.

The Annual Pancake Breakfast Fundraiser (this year supporting EMS) is planned for September 13th from 8-10am and this year's event will also feature a silent auction.

Hook noted that a Zoom scam is going around and to be cautious.

Collins motioned to adjourn at 6:52pm, Haws seconded. Three in favor, none opposed. Meeting adjourned at 6:52 pm.