

Town of Bluff
Planning and Zoning Commission Work Session Meeting Minutes
Thursday, July 17, 2025 at 6:00 pm to 7:00 pm
IN-PERSON & VIRTUAL
190 North 3rd East, Bluff, Utah 84512

6:03 pm Roll Call: Amanda Podmore (chair), Marcia Hadenfeldt, Malia Collins, Brian Whitney, Gary Haws
Town Council Representative: Luanne Hook Town Manager: Erin Nelson

Old Business

Key takeaways

- The meeting was held via Zoom with Marcia Haydenfeld acting as chair in Amanda Podmore's absence
- File management transition from Google to OneDrive was discussed, with instructions provided on how to access and edit shared documents
- The renewable energy ordinance is in progress with a meeting scheduled with SolSmart on August 18th
- Town Council updates included upcoming ordinance reviews, lighting retrofits for the community center, and a change to Stage 2 burning restrictions
- A pancake breakfast fundraiser for EMS is planned for September 13th

Discussed topics

Meeting logistics and attendance

Brief discussion about the new Zoom setup and confirming attendance

- Details
 - Marcia Haydenfeld: Acting as chair for the meeting
 - Malia Collins: Present
 - Gary Collins: Present
 - Luanne Hook: Present representing Town Council
 - Erin Nelson: Present as Town Manager
 - Kristen Bushnell: Present as Permit Tech for Building Department
- Conclusion
 - Amanda Podmore and Brian Whitney had excused absences

Approval of minutes

Review and approval of minutes from July 3rd and July 17th meetings

- Details
 - Malia: Noted some minor spelling corrections in the July 17th Minutes
 - Planning: Motioned to approve both sets of minutes
- Conclusion
 - Both sets of minutes were approved unanimously

Town Council updates

Luanne provided updates on various town matters

- Details
 - Luanne: Reported on upcoming work session to address ordinances including animal, noise, and idling
 - Luanne: Mentioned lighting retrofits for the community center
 - Luanne: Announced two upcoming conventions: Utah League of Cities and Towns (October 1-2) and Utah Bicycle Summit (August 14)

- Luanne: Reported the town has moved to Stage 2 burning restrictions (no open flames)
- Luanne: Updated on the old school/community center agreement being dissolved, with the town having clear ownership
- Luanne: Mentioned a Citizens Academy with Utah Highway Patrol with four meetings (August 21, 28, September 4, 11)
- Conclusion
 - The town is making progress on multiple fronts with various projects and initiatives

Building Department update

Kristen provided an update on building department activities

- Details
 - Kristen: Reported work completed with interns on resources that are now online
 - Kristen: Mentioned plans to review building ordinance and land clearance/site plan ordinance this fall
 - Kristen: Noted increased interest from people wanting to move to Bluff in the past two weeks
 - Kristen: Mentioned someone interested in developing RVs that might require rezoning
- Conclusion
 - Building department is functioning well with resources in place
 - Website needs updating to remove references to San Juan County Building Department

File management and Zoom

Discussion about transitioning from Google to OneDrive and using Zoom

- Details
 - Erin: Demonstrated how to access OneDrive through email login
 - Erin: Explained that only one person should edit a document at a time to avoid version conflicts
 - Erin: Showed how to upload and create new files in OneDrive
 - Marcia: Expressed concern about knowing where files are saved and how changes are tracked
- Conclusion
 - Commissioners should work in the online environment rather than downloading files
 - Erin will help troubleshoot any issues commissioners have with OneDrive
 - Google will be sunset in the next week

Renewable Energy Ordinance

Update on progress with the renewable energy ordinance

- Details
 - Marcia: Reported a meeting scheduled with SolSmart on August 18th
 - Marcia: Asked commissioners to review SolSmart examples sent via email
 - Marcia: Requested Malia to update charts by removing unnecessary items previously identified
- Conclusion
 - Brian and Marcia will meet with Sarah from SolSmart on August 18th
 - The work session on August 21st will include further discussion on the draft ordinance

Upcoming events and announcements

Various announcements about upcoming events

- Details
 - Erin: Announced a radiological risks and nuclear energy intergovernmental working session on August 22nd

- Erin: Announced a pancake breakfast fundraiser for EMS on September 13th from 8-10am, including a silent auction
 - Luanne: Warned about scam Zoom invites being circulated
- Conclusion
 - Only one commissioner can attend the radiological working session due to open meeting laws
 - The pancake breakfast will raise funds for EMS training and recruitment

Challenges

- Transitioning from Google to OneDrive is causing some confusion for commissioners who are not on town devices
- Coordinating meetings with SolSmart has been difficult due to vacation schedules
- Website still contains outdated references to San Juan County Building Department
- EMS is having trouble getting people signed up and trained

Action items

- Marcia
 - Work with OneDrive to understand file management system
 - Attend meeting with SolSmart on August 18th
 - Prepare for discussion on renewable energy ordinance at the August 21st work session
- Malia
 - Update renewable energy charts by removing unnecessary items
 - Test OneDrive functionality with Erin to confirm how online users can collaborate
- Gary
 - Email Kristen about any instances of San Juan County Building Department references on the website
- Erin
 - Submit IT ticket for Gary to get OneDrive access
 - Continue supporting the transition to OneDrive and Zoom
 - Attend the radiological risks working session on August 22nd
 - Organize pancake breakfast fundraiser for September 13th
- All Commissioners
 - Review SolSmart examples for renewable energy ordinance
 - Add General Plan update to the next work session agenda