

Town of Bluff Planning and Zoning Commission Regular Meeting DRAFT Minutes
Thursday, October 2, 2025 at 6:00 pm
IN-PERSON & VIRTUAL
190 North 3rd East, Bluff, Utah 84512

6:03 pm Roll Call:

P&Z Commissioners: Marcia Hadenfeldt (Acting Chair), Malia Collins, Brian Whitney, Gary Haws. Excused: Amanda Podmore

Town Council Representative: Luanne Hook

Town Staff: Kristen Bushnell, Building Permit Technician

Public Comment (up to 3 minutes per comment): None

Approval of meeting minutes from 9/4 regular meeting and 9/18 and 9/26 work sessions.

There was clarification to the cardinal directions regarding the location description of a potential location for future zoning of public gathering spaces in draft minutes of the 9/18/25 work session minutes. Collins made the motion to approve the minutes for the September 18, 2025, Work Session with the edit; Haws seconded. Four in favor, none opposed. Motion passed unanimously.

Collins made the motion to approve the minutes from September 26, 2025, work session; Whitney seconded. Four in favor, none opposed. Motion passed unanimously.

Collins made the motion to approve the minutes from the September 4, 2025, meeting minutes; Whitney seconded. Four in favor, none opposed. Motion passed unanimously.

Old Business

1. Update from Town Council

Hook provided updates including information on the disconnection public hearing, a scheduled public hearing for the adoption of an Airport Overlay Ordinance on October 7th at 5:30pm, and requests for local consent to sell alcohol.

The commission moved item number 6 (six sign permit application) to the next agenda item to be considerate of the public's time.

Sign permit application: Rick Jones for Hole in the Rock Foundation (The Fort)

The group discussed a sign permit application presented by Rick Jones for The Bluff Fort. The location of the proposed off-premises, monument-style sign is on the west side of Highway 191 at the bottom of Cow Canyon. The property is owned by the Hole in the Rock Foundation. The sign would be made of colored concrete to match the existing building and would be installed on property owned by the Hole in the Rock Foundation.

There was extensive discussion regarding the town's sign ordinance, including discussion of off-premises signs, with focus on size limitations and zoning requirements. The commission determined that the proposed sign, measuring 36 by 8 feet, would be under the 32 square foot limit for A2 zones, but raised questions about whether the entire monument-style structure or just the sign surface was subject to size restrictions. Malia noted that monument signs can be up to 86 square feet, leading to uncertainty about the applicable regulations.

The committee discussed the size and measurements of a proposed sign, focusing on whether to include the entire structure or just the sign itself in the square footage calculation. After reviewing the definitions and considering past practices, they concluded that the sign itself, not the entire structure, should be used for square footage measurements. They determined that the proposed sign met height and size requirements, but noted that the ordinance needs clearer language regarding sign measurements.

It was clarified that the sign would be further from the highway than the town's sign and suggested obtaining an encroachment permit from UDOT, if needed. Collins inquired about illumination, and Whitney mentioned considering a small solar panel with lights, subject to dark sky ordinances. Bushnell advised that electrifying the sign would require a building permit, while a standalone structure would not.

Whitney made the motion to approve the sign permit application, as presented, with the stipulation that any changes to the sign including adding electrical or lighting would need to be brought back for additional approvals; Haws seconded the motion. Bushnell noted that if the applicant chooses to place the sign in the UDOT right-of-way, they will need to receive an encroachment permit from UDOT.

Haws – Aye, Whitney – Aye, Hadenfeldt – Aye, Collins – No. Three in favor, one opposed. Motion passes.

Hadenfeldt confirmed that the sign would not need a building permit.

2. Update from Building Department

Kristen Bushnell reported that the Turquoise Project has received approval for construction, and a solar permit was approved for the Stevens property on the west side of town. Bushnell noted that some projects taking place in town were originally applied for at the County-level and are still being administered by the County, as they collected the fee. If anyone who applied and were approved for a building permit prior to April 1, 2025, but has not begun construction by the end of March 2026, they will be required to reapply with the Town of Bluff's Building Department.

Bushnell reported that the Land Use Clearance Ordinance may need to be dissolved because the prior process required an LUC to send to the County's building department.

Now that the town has an internal building department, the department can handle almost all of the process.

Bushnell also indicated that the building department believes the site plan application is no longer required, as the elements are also covered under the building department processes.

Hadenfeldt confirmed that the commissioners had previously agreed that there were many overlapping or no longer necessary elements to the LUC and Site Plan processes now that the department was in place.

3. General Plan: Discussion and vote to pass along to Town Council for Public Hearing

The Planning and Zoning Commission briefly reviewed the drafted amended General Plan document. The commissioners agreed to send the full document to the Town Council, and potentially make additional changes after the public hearing period.

Collins made the motion to pass the drafted General Plan amendments to the Bluff Town Council for a public hearing; Haws seconded the motion. Four in favor, none opposed. Motion passed unanimously.

4. Renewable Energy Ordinance: Discussion and vote to pass along to Town Council for Public Hearing

The commission briefly discussed the drafted renewable energy ordinance. Whitney expressed that the commission has spent a great deal of time on the drafted ordinance. They went through a few questions/clarifications regarding the document including how the ordinance would fit into the exterior lighting ordinance. Hadenfeldt noted that there was not wording for “solar” lights in the dark sky ordinance, and therefore the commission suggested adding clarifying language in the renewable energy draft.

The commission recommended that the ordinance was ready to send to council. The ordinance would require a public hearing, which may result in additional work that might come back to P&Z to add or edit.

Whitney made the motion to pass the renewable energy ordinance to the Town Council, Collins seconded the motion. Four in favor, none opposed. Motion passed unanimously.

New Business

5. Land Use Clearance Approval: None Received

6. Sign Permit Application: Rick Jones for Hole in the Rock Foundation (The Fort)
(See above)

7. Items for Next Agenda:

The commission noted that since many of the working items are going to public hearing at the end of October (October 28th), there weren't too many items for the agenda yet.

- Review Sign Ordinance, Temporary Signs
- Report on Utah League of Cities and Towns Conference (Collins)

8. Other

Collins noted the Utah League of Cities and Towns Conference was taking place and would report back during the next meeting.

Collins made the motion to adjourn; Whitney seconded the motion. Meeting adjourned at 7:11pm.