Town of Bluff

Planning and Zoning Commission Regular Meeting
Wednesday, April 6, 2022 - 6:00 pm
VIRTUAL - Bluff Community Center
190 North 3rd East, Bluff, Utah 84512
APPROVED

6:08pm Roll Call – Sarah Burak (chair), Marcia Hadenfeldt, Ed Dobson, Malyssa Egge. Amanda Podmore excused. Town Council Luanne Hook.

Approval of minutes from 4/6/2022 regular meeting: Egge asked to amend the statement about Beyond Land Acknowledgements. Hadenfeldt clarified that there may be subdivision concerns that may be upcoming and that HOA's do not have authority to control WaterWise growth. Hadenfeldt motioned to approve meeting minutes. Dobson seconded. Hadenfeldt aye, Dobson aye, Egge aye, Burak aye.

Public Citizens to Be Heard: None.

Old Business

1. **Update from Town Council:** Hook outlined Dark Skies updates and events in late April. Utah Dine Bikeyah held their 10 year celebration last weekend. Town Council voted to hire an accountant who will participate in audits alongside Larsen Accounting. Town has received some applicants for Town Manager. Town and the Mission look forward to some collaboration on upcoming Americorps members and projects. There's an opening on the Cemetery Board. Town has a work session tomorrow for signs and zoning code. No action taken on shifting to in person meetings.

New Business

1. **Land Use Clearances** – None. Hadenfeldt mentioned she received a message about building on a lot sized less than .5 acre.
2. **Review sign ordinance and information on billboards from Scenic Utah** – Hadenfeldt suggested the Commission read our current sign code alongside the Scenic Utah guidelines, noting that digital signage is changing rapidly. Hadenfeldt suggested the Commission needs to look at sign heights, timeline for prompt repair, sign setbacks, mass square footage of multiple signs and noted that UDOT controls some of the "mainstreet" parameters. Any suggested changes would need to be addressed at a future hearing. The Commission will need direction from the Town on proceeding. Hadenfeldt spent some time looking at signs within the Town and found some signs that may need attention to comply with the current ordinance. Egge asked if the Scenic Utah information was a statutory requirement to implement or if it was general guidance. Burak explained the guidance was reflective of best practice and suggested we look at allowable heights and specifically address setbacks. Egge asked about addressing billboards specifically within our ordinances. Hadenfeldt noted that a sign moratorium

could be an option if needed. Burak suggested the Commission may have some time to look at this topic at this time. Hadenfeldt suggested preparing changes and suggestions for a very future hearing.

3. **Begin list of needed forms:** Hadenfeldt listed the forms we have on the website and reminded that a request was made for a form for reporting ordinance violations and a form for variances. Burak suggested we also create letterhead templates for professional communications. Egge asked if any internal forms need to be modified or created. Hook suggested creating a process and form for formal zoning code change requests.
4. **Items for next agenda:** Egge asked to include forms on the next agenda. Burak suggested the Town Council can update us on priorities of signs. Burak suggested asking for a joint meeting with the Town Council for the next meeting, based on our goals in order to prioritize and coordinate yearly planning. Egge suggested discussing roles and responsibilities of the Commission at the May 18 meeting.
5. Other

Hadenfeldt motioned to adjourn at 6:51pm. Dobson seconded. Burak aye, Dobson aye, Egge aye, Hadenfeldt aye. Meeting adjourned.