

Bluff Planning and Zoning Commission Regular Meeting **DRAFT** Minutes
Thursday, January 15, 2026
Held in Person & Virtually
190 North 3rd East, Bluff, Utah 84512

6:05 PM Roll Call:

P&Z Commissioners: Marcia Hadenfeldt (Acting Chair), Brian Whitney, Malia Collins

New P&Z Commissioners: Anne Brown, Caitlin McLennan

Town Staff: Erin Nelson, Kristen Bushnell

Hadenfeldt welcomed everyone and thanked the exiting commissioners for their service, noting Gary Haws has moved to Town Council. Hadenfeldt expressed gratitude for

Swearing in of New P&Z Commissioners

Nelson issued the oath of office to Anne Brown, then Caitlin McLennan

Election of Officers: Chair and Vice-chair

Brown made the motion to nominate Marcia Hadenfeldt for Planning and Zoning Chair for 2026.

Hadenfeldt thanked her but asked to decline the nomination.

Hadenfeldt in turn nominated Malia Collins as the Planning and Zoning Chair for 2026.

Collins made the motion to nominate Brian Whitney as Chair. Brown rescinded her nomination. The commissioners talked about placing Whitney in the Vice Chair position.

Hadenfeldt called for the vote to elect Malia Collins as P&Z Chair for 2026. Brown – Aye, Collins – Aye, Hadenfeldt – Aye, McLennan – Aye, Whitney – Aye. Five in favor, none opposed. The motion passed unanimously.

Hadenfeldt called for the vote to elect Brian Whitney as Vice Chair for P&Z for 2026. Brown – Aye, Collins – Aye, Hadenfeldt – Aye, McLennan – Aye, Whitney – Aye. Five in favor, none opposed. The motion passed unanimously.

Hadenfeldt turned the meeting chair position over to Malia Collins for the remainder of the meeting.

Approval of Meeting Minutes from December 4, 2025, Regular Meeting

There were minor grammatical changes made to the drafted meeting minutes from December 4th.

Hadenfeldt motioned to approve the minutes, as corrected; Whitney seconded. Five in favor, none opposed. Motion passed unanimously.

Public Comment (up to 3 minutes per comment)

None

Old Business

1. Update from Town Council

Nelson provided an update from Town Council indicating the RV Ordinance, as rolled into the Zone Code, was approved and passed by council, as was the Cemetery Ordinance, and General Plan update. Nelson noted the new council has been seated and during the January 13th work session, council members discussed and assigned council and board representation to fill the seats that were

vacated when Ann Leppanen, Linda Sosa, and Luanne Hook left office. Additionally, because both Nelson and Collins will attend P&Z meetings, they will serve as liaisons to council in the future instead of having a designated councilmember assigned to fill Luanne's old role. Nelson will advise council members when it is important to have a member from council present at P&Z meetings in the future.

2. Update from Building Department

Bushnell provided information on the drafted Onsite Wastewater Ordinance that she was working on with Dennis Shumway, the County Health Inspector. The project was approved by Town Council in December for her to do further research regarding health department regulations for how large a lot must be for a septic system to be legal. While the ordinance would be ultimately approved by San Juan County, Bushnell and Shumway still need buy-in from the Town of Bluff. Bushnell relayed that septic systems require at least an acre of land, per Utah State Code. The drafted ordinance would reduce the lot requirements to a minimum of 0.40 acres, which aligns more closely with many of the parcels in Bluff.

Bushnell went over some of the other items in the drafted ordinance including subdivision requirements for soil samples, and the checklist that a property owner needs to complete prior to having a septic system approved. Bushnell highlighted that while they are recommending 0.40 acres as the minimum lot size for a septic system, based on soil type and location, a lot or location may not be suitable for a system based on a variety of requirements that are regulated by the state.

Bushnell is also working on another special project with the land use codes to update the language to reflect the Bluff Building Department's role, now that the town has an internal building department and does not rely on San Juan County.

New Business

3. Land Use Clearance approval

None

4. Directions for Training for All P&Z commissioners OPMA, GRAMA, Conflict of Interest, Other (Nelson)

Deadlines to complete Open and Public Meetings Act training, as well as the deadline to submit Conflict-of-Interest Disclosure Statements is January 31, 2026. All commissioners are required to complete four hours of land use training each year. One of the hours must be spent on General P&Z Powers and Duties. If a commissioner attends at least 12 commission meetings annually, that also counts as an hour of training.

Nelson will send out training opportunities and encouraged commissioners to use the resources provided/linked in the New Commissioner Onboarding Checklist, especially the CiviclinQ online trainings.

5. New P&Z Commissioner Onboarding Checklist (Nelson)

Nelson provided information on where all commissioners can find various resources, training materials, and other items that will be helpful as they serve on the commission.

6. Discussion of Procedural Timelines/Deadlines, Agenda Packets, and Assignments for PZ Commissioners & Town Staff

Nelson and Collins will do the posting of agendas and minutes on the town's website, Utah Public Notice Website, and physical postings. Agendas will be finalized on Mondays and commissioners should receive the full agenda packets by end of day Monday, the week of a meeting. Submissions for agendas are due the Wednesday prior to the P&Z meeting.

Whitney will take over checking the shared planningzoning@townofbluffutah.gov website.

7. Discussion of Goals for 2026

Collins led the discussion, asking commissioners to think about what they would like to accomplish this calendar year. The commissioners will dedicate time during the February meetings to finalize the goals.

Hadenfeldt mentioned that the P&Z bylaws call for a joint work session with Bluff Town Council to set the annual goals.

8. Items for Next Agenda

- Discussion of 2026 Goals
- Updates from Town Council
- Updates from Building Department

Collins noted that regular meetings include public comments, updates from Town Council, and Building Department, whereas the Work Sessions do not include those items.

9. Other

Whitney made the motion to adjourn the meeting; Collins seconded. Meeting adjourned at 7:07PM