# Bluff Planning and Zoning Regular Meeting DRAFT MINUTES
# Thursday, June 4, 2026, at 6:00 PM

6:03 pm Roll Call: Malia Collins (Chair), Marcia Hadenfeldt, Anne Brown, Brian Whitney

## Approval of May 7 Regular Meeting Minutes

The commissioners discussed changes to the drafted minutes specifically related to the motions made on the Wildland Urban Interface recommendation to town council and clarifying that a motion was "suggested" and not actually made. Changes were also made to make the drafted minutes more concise and corrected strange wording and phrasing.

Whitney motioned to approve the minutes as amended, Hadenfeldt seconded the motion. Four in favor, none opposed; motion passed unanimously.

## Public Comment (up to 3 minutes per comment)

Stephen Reale requested information and clarification from P&Z regarding the zoning code. The code seems to have contradictory information under section 6.40.10, subsection A, where it says "where permitted, mobile homes, modular homes, or tiny houses shall be permitted as a use-by-right as a primary dwelling or as an accessory dwelling unit in all zoning districts in which a residential dwelling or ADU are permitted uses" with some listed stipulations. However, in subsection B, it states "recreational vehicles and tiny houses on wheels or tiny houses shall only be placed or used as dwelling in authorized recreational vehicle parks or mobile home parks." Mr. Reale asked if the zoning commission could clarify what is allowed for the placement of a tiny home and would like to have one placed within about two months. The commissioners agreed to research this and get Mr. Reale an answer.

## Old Business

### 1. Review & Vote on Sign Permit Request by Sweetwater Market

The commissioners evaluated a sign permit submitted by Andrea Martin, represented by Kelly Martin for their business, Sweetwater Market. The proposed sign will be 3 by 12 feet (36 sq ft), building-mounted, with downward-facing lighting using existing electrical infrastructure, replacing a prior sign for Comb Ridge. The commissioners talked about the location and dimensions of the sign to ensure it meets the sign ordinance language and asked several clarifying questions of Mr. Martin. There was additional discussion about a neon sign on the property and whether it met the exterior lighting ordinance requirements, which it does.

Whitney made the motion to approve the sign permit application contingent on payment of the permit fee being received, Hadenfeldt seconded the motion. Collins opened the motion for discussion. Nelson, who was attending virtually, clarified that the neon sign, if permanent, would also require a sign permit. She stated that signs that are four (4) square feet or less are exempt and do not require a permit; signs over four (4) square feet require a permit. The neon "open" sign, estimated at approximately six (6) square feet by Mr. Martin would require a separate permit.

Collins called for the vote. Four in favor, none opposed, motion passed unanimously. Collins will sign the permit and provide it after the fee is paid.

The commission also briefly discussed the sign ordinance and what constitutes as a "temporary sign". It does not appear that "temporary sign" is defined in the ordinance, despite earlier intentions to include it.

There was agreement that the two tables in the sign ordinance create confusion for property owners, and it can be burdensome for applicants to have to reference multiple ordinances if they are looking for information on lit or illuminated signs. The sign ordinance, particularly temporary sign duration and cross-referencing with the dark sky ordinance, needs to be revisited. Public education on sign compliance was identified as an ongoing need, as well.

### 2. Discussion of Planning & Zoning Mid-term Vacancy & reminder of interviews June 18

Caitlin McLennan is moving and therefore a seat is opening on the Planning and Zoning Commission. The commission is accepting letters of interest with a deadline of Monday, June 15th. Applicants will be interviewed during the June 18th meeting. The same questionnaire process used previously will be used for interviews scheduled for June 18th.

### 3. Update & Discussion amongst Commissioners: Zoning Code Revisions

Hadenfeldt shared research comparing Bluff's Zoning Code to five similarly sized Utah towns (small population, geographic similarity, proximity to recreation and tourism), noting those towns have significantly simpler ordinances. Whitney expressed concerns about removing provisions of the zoning code without understanding previous commissioners' original rationale. It was suggested that it would be helpful to consult previous P&Z commissioners, while also ensuring compliance with recent Utah State law changes, particularly regarding ADUs, tiny homes, and affordable housing mandates.
The commission specifically stated that Stephen Reale's public comment earlier highlighted a good example of the types of issues the code currently contains.

The commissions would like to evaluate the code in a work session prior to resuming sub-group revision research and work. The tiny home/RV language will be a focused example for a future work session, noting the current code may be more conservative than state law in some areas, particularly regarding RVs as primary dwellings.

## New Business

### 1. Discuss & Collect Feedback for Finalization of Bluff's Interactive Zoning Map as Drafted by the Utah Geospatial Resources Center

Collins shared the drafted, digitized map and noted that Nelson had already communicated with the Utah Geospatial Resources Center (UGRC) about adding a WUI overlay and road names, as well as the airport overlay and airport facilities maps.
Hadenfeldt noted that that parcel boundaries appear misaligned with actual surveyed property lines, using her own property as an example. Commissioners noted it would be helpful to also have closed alleys, private easements, and access roads labeled. Whitney suggested the parcel overlay may be pulling directly from the San Juan County parcel map, which may itself be incomplete or outdated. Collins will compile additional feedback and will send it to the UGRC contact. The map is owned and maintained by the Utah Geospatial Resources Center as a free service.

### 2. Discussion of shifting Commissioner checks to quarterly & Best Practices for excused absences (Collins, All)

Collins shared the Town Manager's request to shift commissioner stipend checks from monthly to quarterly and the commissioners agreed without objection.

Following the May 21st meeting where quorum was not achieved, the commissioners discussed a formal process to notify others if they are unable to attend a meeting. Collins proposed that commissioners notify all other commissioners and the Town Manager via email if they will be absent from a meeting. This was agreed upon and the commissioners will follow this practice in the future.

### 3. Review and Vote to submit Governor’s Office of Economic Opportunity Annual Report (Collins, All)

Collins, acting as Administrative Director, requested the commission signoff on the Governor's Office of Economic Opportunity (GOEO) annual report for the Rural Communities Opportunity Grant $445,000 awarded to the town for the renovation project at the BRICC/CCC building. The Planning and Zoning Commission serves as the advisory board for the grant. The grant covered demolition expenses, window replacement, asbestos remediation, and fire suppression. The grant is in its third year, and all funds will be spent by the end of June. Collins is still tabulating the final invoices for the grant but will be finished soon.

Hadenfeldt made the motion to approve the letter for the grant report, with the caveat that Malia should have time to finish the final numbers before submission. Whiteny seconded and requested that the final expenses be sent to the Planning and Zoning Commissioners once they are finished. Collins indicated she would abstain from voting due to a conflict of interest given her involvement in the project. Hadenfeldt – Aye, Brown – Aye, Whiteny – Aye. Collins – Abstain. Three in favor, one abstention. Motion passed.

Whitney will sign the letter as Vice Chair since Collins has had significant involvement in the project. Collins will finalize outstanding figures and circulate the completed report to all commissioners prior to submission.

### 4. Items for Next Agenda

Commissioner Seat / Vacancy Interviews
Zoning code revision discussion

### 5. Other

Hadenfeldt raised a procedural question about Robert's Rules of Order and the commission’s procedures. She wanted to know the procedures regarding if when a motion is amended, should the the amendment be voted on before the main motion, or what the order of voting should be. Collins recommended that this should be clarified with Nelson.

The commissioners will circle back to review and potentially edit the sign ordinance after working on the zoning code, and therefore will not include this as an agenda item for the next meeting.

### 6. Adjourn

Whitney made the motion to adjourn. Meeting adjourned at 7:12 pm

Note Taker: Erin Nelson
Draft Minutes Published: June 29, 2026