

Bluff Planning and Zoning Work Session **DRAFT** MINUTES

Thursday, July 16, 2026, at 6:00 PM

6:00 pm Roll Call: Malia Collins (Chair), Marcia Hadenfeldt, Anne Brown, Brian Whitney

1. Update of Next Steps for the Planning and Zoning Vacancy

P&Z Chair Collins opened with a statement expressing disappointment in how the previous recommendation process was handled and emphasizing that the commission needs to act with professionalism and inclusivity.

Hadenfeldt expressed that her vote was regarding the philosophical alignment or lack thereof of an individual to the goals of the P&Z commission. She expressed genuine willingness to collaborate with the applicant and expressed apologies for that not coming through in the previous meeting. Hadenfeldt stated that her role on P&Z is to vote, and her vote during the last meeting aligned with her concerns about the ability of the applicant to meet the directional goals of P&Z at this time.

Collins shared that Town Council intends to appoint Tom Hiserodt at the next Tuesday meeting and commissioners are encouraged to act in a welcoming and professional manner toward all community members seeking to serve.

2. Update & Discussion amongst Commissioners: Zoning Code Revisions (All)

Collins presented the working outline for zoning code revisions, including a prioritized order of topics. Brian Whitney was brought up to speed after his excused absences. Commissioners should work in reviewing mode (not edit mode) when reading the redline document independently. The redline document is a living document and commissioners are encouraged to add comments and flag items for review.

Maps

The commissioners began by looking at the text in the code stating, “adoption of the official zoning map” and discussed whether the interactive map should be referenced. They decided that the ordinance will need to reference multiple maps (plural), since the town has the whole town boundary map as well as the East and West maps that enable the viewer to see a greater level of detail. The interactive map is not yet official but should align to the zone code.

Permits/Fees/Planning Administrative Duties

They reviewed language regarding building permits and fees, with agreement that planning administrator duties should be referenced in the code since the town does not have a dedicated administrative planning department. In a larger municipality, the Planning Department would be an administrative department, however, in Bluff, the duties still revert to P&Z and the Building Department for any building code specific items.

Archeological Resources/Human Remains

The commissioners decided to recommend removing archaeological resource requirements from the zoning code because they determined state laws already adequately address the finding and reporting of human remains. It is state law that if someone finds a human remain, in any state of decomposition, they must contact the proper authorities.

Non-Conforming Uses & Lots

The team reviewed and edited definitions for non-conforming uses, focusing on cleaning up language and consolidating duplicate definitions. They agreed to strike section C which they determined was unnecessary and discussed section D which referred to non-conforming “lots” rather than “uses”. They decided to restructure the content to include both “uses” and “lots” under a single heading. They will consult the building department about the one-year restoration provision and whether it is reasonable to allow a year for restoration for a non-conforming structures reconstruction.

Survey Maps

The group also debated when a survey map (prepared by a surveyor) should be required and at what phase. Some members suggest that this might only be necessary for larger geographic changes or specific transactions like sales. Whitney noted that surveys can be cost-prohibitive. The group agreed that an application for a zoning change did not seem significant enough to require a survey map.

Signs

The commissioners noted that the Sign Ordinance has some different information and will need to be addressed. They reviewed language about public hearing signs and map amendments, with Hadenfeldt agreeing to research code section 10-9A-205 regarding sign posting requirements.

Zoning Map Updates

The group also discussed the wording around map amendments, deciding to replace "discourages reevaluating" with more positive language that encourages community input while acknowledging that maps need updates to address changing community needs.

Home-based Businesses

The team discussed updates to regulations regarding home-based businesses, determining that they do not require a separate business license unless they generate excessive offsite impact.

Building Height and Setbacks

The commissioners agreed to simplify building height references by directing readers to the matrix instead of listing specific heights in different locations. The discussion also covered on-site wastewater system requirements and buffers between zones, with the team noting that developers would be responsible for paying for any required buffers. They discussed setback requirements for structures including recreational vehicles and accessory buildings, with Town noting that current setback definitions needed improvement, particularly for commercial zones which currently require a 50-foot front setback.

They agreed to restructure agricultural zones into two categories: developable agricultural and non-developable agricultural, with the latter primarily covering areas like BLM land where the code would serve as a suggestion rather than mandatory requirements. Collins requested that the commissioners review the proposed agricultural zone changes and provide additional comments, particularly regarding specific uses and restrictions for non-developable areas.

The team discussed combining zoning categories A2 and A3 into “A2”, with a potential minimum lot size of three (3) acres. Collins advised that the commissioners continue to review these potential changes and propose suggestions. P&Z also considered similar consolidations for commercial (combining C2 and C3). Commissioners should also review maps to identify if there is a spot that would be appropriate for Factory-Industrial.

3. Discussion of Public Input Session for Zoning Code Revisions on September 17 @ 5:00pm

The commissioners scheduled a public input session for September 17th at 5:00 PM to gather community feedback on zoning code revisions before scheduling the required and more formal public hearing process. This event will be scheduled as more of an open house where the public can participate and ask questions or make suggestions. Collins will order large, laminated maps to facilitate public input.

4. Items for Next Agenda

Continuing Zoning Code Revisions
ADU Definitions and allowed Uses.

5. Other

Hadenfeldt asked for clarification regarding her property which has two structures. She is looking to make changes to one of the structures (which could be considered an ADU as a rental?), but she wanted to ensure she was following the zoning code. While she is working with the building department, she wants further clarification. Collins suggested adding this to the next agenda as an example (see above).

Collins also suggested using hypothetical scenarios to “test” the zoning code after revisions are made.

Collins Other Items:

- September 9th SERDA Regional Training in Price
- August 20th at 7PM Virtual Land Use Training hosted by Blanding City (immediately after Bluff P&Z Meeting)
- Town Council is putting together a Housing Working Group and would like to have a P&Z commissioner on the team. Collins recommended Brian Whitney; Whitney agreed.

6. Adjourn

7:10 PM meeting adjourned.

Note Taker: Erin Nelson

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