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

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

Anne Brown (joined at 6:04pm)

Town Staff: Erin Nelson

Swearing in of new P&Z Commissioner
Nelson issued the Oath of Office to Thomas "Tom" Hiserodt as Town Recorder/Notary Public. Nelson directed Hiserodt to complete the Conflict-of-Interest Disclosure Statement and see her to have it notarized and filed.

Approval of Meeting Minutes from July 2, 2026, Regular Meeting
Hadenfeldt made the motion to approve, Whitney Seconded. Hadenfeldt – Aye, Whitney – Aye, Collins – Aye, Brown – Aye, Hiserodt – Abstain. Four in favor, one abstained. Meeting minutes approved.

Approval of Meeting Minutes from July 16, 2026, Work Session
Hadenfeldt suggested some minor changes and clarifications to her comments made during the meeting. Hadenfeldt made the motion to approve the July 16th meeting minutes as amended; Whitney seconded the motion. Hadenfeldt – Aye, Whitney – Aye, Collins – Aye, Brown – Aye, Hiserodt – Abstain. Four in favor, one abstention. Meeting minutes approved.

Public Comment: N/A

Old Business

1. Update from Town Council:
Nelson shared updates from council regarding the Wildland Urban Interface Map, Utah Department of Transportation Active Transportation Trail Design Phase from Montezuma Creek to Bluff and Bluff to Monument Valley, and a training opportunity hosted by SERDA (Southeastern Utah Association of Local Governments) & the Utah League of Cities and Towns taking place on September 9th in Price. Collins also noted that the Bluff Active Transportation Working Group/Committee is looking for two more members of the public to participate in their efforts.

2. Update from Commissioners: Zoning Code Revisions (Starting at 6.01.060, to include discussion of ADUs and DADUs)
Collins informed commissioners that she moved the working document back over to a "redline" version so the public and town council could see the recommended changes and edits.

ADUs
You need to allow people to have ADUs if they want them. Need to meet setbacks, etc. The suggestion is to be careful and should give people the leeway. Needs to meet health and safety guidelines (such as for septic). Collins shared that many codes seem to have let up on many regulations regulations such as significantly reduced setbacks. It would be advised to keep it simple.

Hadenfeldt shared that some municipalities have a two-foot setback but must have tinted or frosted windows.

Collins's research indicated there is no limit in the state code as to how many ADUs are permitted on a lot; that limit can be set by municipalities. State law requires municipalities to allow at least one ADU.

Hadenfeldt expressed her conflict-of-interest as they are working on an ADU on their property, and she also asked whether P&Z saw any issues with her project. Collins stated she had been working with the building department and saw no issues with the project pertaining to Bluff zoning code.

New Business

3. Review and Assign Forms to update

Collins shared that many of the forms have not been updated since 2024. One of the forms that had not been updated after the Subdivision Ordinance was overhauled last year. Collins and Hadenfeldt updated the form last week, as it was requested by a property owner.

Building Flowchart and Process

Collins

Hadenfeldt

- Sign Permit Application

Whitney

Brown

- Land Partition Application

All
Subdivision: Collins & Hadenfeldt (everyone else needs to review)

Subdivision Vacate or Amendment (NEW Form): Hadenfeldt
Site Plan Application: Whitney (coordinate with Building Department first)
Agenda Request Form: Collins to review if we need this
Internal Planning and Zoning/Town Council Recommendation Form: Collins
Variance Form: Whitney

Not Yet Assigned:
Zoning Amendment Request Form
Change of Use Application:
Adding a Use to the Zoning Code:

4. Review of Plan Review Checklist

Collins shared the Plan Review document she is developing with the Building Department. The purpose of the checklist is to ensure building permits meet the town's zoning code regulations. The process currently has the Planning and Zoning Chair signing off on Certificate of Occupancy forms. Nelson stated she had asked for Collins and the building department to work on the process so the P&Z Chair would be more informed as to Hadenfeldt expressed concern

5. Discussion of potential RV Park on West Side

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Nelson explained

6. Items for Next Agenda

- Zoning Code
- Forms
- September Open House Event Planning

(Collins to attend virtually)

7. Other

- Blanding P&Z Training on August 20th at 7:00 pm. Agenda is being put together – they're taking about changing their code. Virtual link, can just login
- Reminder of Utah Land Use Institute virtual conference on October 22nd and 23rd 8am – 5pm
- Collins has ordered the maps for the Open House Event; she will also work on flyer

8. Adjourn

Whitney motioned to adjourn
Meeting adjourned at 7:08pm

Note Taker: Erin Nelson
Draft Minutes Published: August

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