

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

Thursday, August 20, 2026, at 6:00 PM

6:07 pm Roll Call

Brian Whitney (Vice Chair acting as Chair), Malia Collins online, Marcia Hadenfeldt, Anne Brown (online), Tom Hiserodt (excused absence)

Town Staff: Erin Nelson and Charmayne Sandoval

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

Relationship to Utah State Code: The commission agreed not to copy and paste entire state codes into local ordinances because state codes change frequently, and the primary purpose of local zoning is community specific to local control. The town will reference state code or adopt specific state definitions for concrete items (such as Accessory Dwelling Units or basic legal compliance), but keep the actual rules tailored to local needs.

Restructuring Commercial Districts (From Three to Two): The commissioners agreed to collapse the existing three commercial districts (C1, C2, C3) down into two distinct commercial districts to simplify the code. New C1 District (Mellow/Downtown Focus), designed to encourage small businesses, pedestrian activity, and a local/tourist village feel (concentrated around areas like Black Locust / Main Street and the old elementary school). Allowed Uses: Retail, trading posts, galleries, professional offices/services, daycare, libraries, public/government buildings, places of worship, restaurants, and outpatient medical clinics. New C2 District (Larger / More Restrictive Uses), designed for larger footprints, highway frontage (along Highway 191), and heavier infrastructure. Allowed Uses: Motor vehicle fuel dispensing/gas stations, hospitals, inpatient rehabilitation centers, RV parks, and mobile home parks.

Map Alignment & Grandfathering: The commissioners noted that changing the code from three tiers to two will require corresponding updates to the town zoning map to ensure the new C1 and C2 districts are mapped logically. It was confirmed that existing businesses, parks, or facilities affected by the zone changes will be safely grandfathered in.

2. Discussion of Public Input Session for Zoning Code Revisions on September 17 @ 5:00pm & Requested Joint Meeting with Town Council on September 8 or 15 @ 4:00pm.

Joint Work Session with the Town Council: The proposed joint work session with the Town Council was moved from September 8 to September 15 due to council member availability conflicts. The commissioners clarified that this meeting is intended as a check-in to give the Town Council an early look at the direction of the zoning code for revisions and ensure alignment, rather than a final presentation.

Postponement of the Public Input Session: Commissioners (including Anne and Marcia) expressed strong concerns that with only one meeting left before the scheduled event, the drafts and map revisions are not yet polished enough to present to the community without looking unorganized. The commission voted to postpone the September 17 public input session to a later date in the year (such as October or November) when the zoning code and map adjustments are more solidified. Commissioners coordinated the removal of physical flyers.

3. Discussion of Updated Forms

- General Document Review & Branding Updates: Commissioners reviewing the Planning & Zoning application forms noted that many documents still feature old letterheads and .org web links instead of updated “.gov” formatting. A directive was requested to have management and staff evaluate all town forms to ensure proper branding and digital address updates.
- Streamlining Specific Applications
 - Sign Permits & Variances:
 - The sign permit form was noted as needing some additional updates, though work on it is progressing.
 - Commissioners discussed combining the various property subdivision and variance forms into a single, unified variance and property amendment form to simplify the process.
 - Land Partition Application:
 - Ann proposed eliminating the separate "land partition application," arguing it is functionally identical to a minor subdivision (splitting a piece of land into two pieces) and creates unnecessary redundancy, especially considering complex state subdivision rules.
- Site Plan Review & Building Department: Commissioners discussed the site plan application and associated flowcharts/guidelines, noting that much of the site plan requirement may be better handled directly by the building department rather than duplicating efforts in zoning code. It was clarified that a Planning & Zoning review/signature serves to confirm compliance (such as the chair signing off before a certificate of occupancy) rather than requiring a burdensome, full commission site plan review for every single project like building a standard house. Brian agreed to sync offline with Kristen (building department/staff) to clarify the site plan to review workflow and align the forms with actual practice.

4. Items for Next Agenda

- Zoning Code Revisions: Continuing the ongoing deep dive into the zoning codes.
- Forms Review Update: Brian will touch base with Kristen (building department/staff) ahead of time to align on the site plan review workflow, after which the commission will resume reviewing the Planning & Zoning application forms. The forms also serve as a useful tool for catching discrepancies in the code, such as outdated square footage thresholds.
- Repurposing the September 17 Date: Instead of holding the previously canceled public input session on September 17, the commissioners agreed to keep the 5:00 PM time slot on September 17 as an internal 2-hour work session (running from 5:00 PM to 7:00 PM) to give themselves uninterrupted time to work through the zoning code text without constantly running out of time.
- Long-Term Timeline & Target Presentation Date: The commission tentatively set November 19 as a target

date to present their congealed progress to the Town Council (though keeping an eye on timing relative to holidays and member availability). To meet this goal without rushing, the team discussed potentially moving to two work sessions per month or extending meeting times, so they have enough time to handle the volume of notes and revisions.

5. Other

N/A

6. Adjourn

Whitney motioned to  adjourn at 7:00pm. Meeting adjourned at 7:00pm.

Note Taker: Charmayne Sandoval
Draft Minutes