Bluff Planning and Zoning Work Session DRAFT MINUTES
Wednesday, October 21, 2026, at 10:00 AM

10:03 AM Roll Call: Malia Collins (Chair), Marcia Hadenfeldt, Tom Hiserodt, Anne Brown (online)
Later Arrival: Brain Whitney (arrived at 10:04 PM)
Commissioner Whitney (temporarily stepped out 11:36 AM – 11:38 AM)

Public Comment

Luanne Hook spoke about the zoning near the new elementary school. On the map, the school shows up as a large purple area surrounded by houses, green space, and a wash. She explained that putting commercial businesses near the school will bring heavy traffic into the neighborhood. She pointed out that town planning rules recommend placing elementary schools in quiet, low-density residential areas. Since the town is currently updating its zoning plans, she asked the Commission to keep the entire surrounding area residential. This would create a safe buffer that keeps busy commercial traffic away. She also supported building a walking trail to a nearby Nature Conservancy, which will help move traffic off the main roads and keep the area safe.

Old Business

1. Working Document: Zoning Code Revisions

During the meeting, Commissioners discussed town zoning codes for manufactured homes, modular homes, tiny houses on wheels, mobile home parks, and RV parks. They reviewed rules for storing unoccupied RVs and tiny houses on private property, noting that owners should be allowed to store their functional vehicles as long as they are not used as unmaintained storage units or health hazards. Because the existing wording felt complicated and difficult to enforce, the members decided to consult the town attorney for clearer legal guidance on dos and don'ts.

Commissioners simplified the rules to state that manufactured homes, modular homes, and tiny houses on wheels are permitted as primary or accessory dwellings in all districts where residential dwellings are allowed, provided they meet all applicable town ordinances and building codes. They also discussed removing the density table, agreeing that property density should instead be determined by public health standards and on-site wastewater system capacity. Commissioners discussed where to allow mobile home parks and RV parks, considering commercial (C2), residential, and agricultural zones (A2). The discussion concluded with plans to pick up their discussion on park standards at their next meeting in November.

2. Todd Godfrey of Hayes Godfrey Bell Lawyers (11:00 AM) to discuss Zoning Code Revisions and answer questions

During the meeting, the commissioners reviewed their notes and questions for Town Attorney Todd Godfrey before he arrived. They discussed conditional zoning, concluding that they needed to set specific uses as conditional uses within a zone, rather than using conditional zoning. They also discussed how to handle unlisted uses by creating separate categories or tables for permitted, conditional, and non-permitted uses. Malia explained that after talking to the town council, the council suggested having their attorneys review and revise the off-street parking ordinance because many matters regarding right-of-way parking and RVs are already handled there, meaning the parking ordinance was placed into the hands of the legal team.

When Attorney Todd joined the meeting, he confirmed that conditional zoning did not exist and recommended using modern tables or clear sections to list permitted, conditional, and prohibited uses. He agreed that regulating RV parking through a separate parking ordinance was the best method and supported their approach of allowing RVs as primary dwellings or accessory dwelling units (ADUs), while defining three or more RVs as an RV park. Todd also advised adding a clear requirement that RVs must meet all local, state, and utility codes for safety.

Todd noted that their river riparian buffer zones looked familiar and common but explained that true geological hazard zones require formal study backgrounds. Regarding code enforcement, Todd advised creating a separate town code chapter that uses a mixed civil and criminal model alongside a long, communicative process before dropping penalties. Todd also recommended sending a postcard notice to every property owner in town, including out-of-state owners, at least ten days before the public hearing. He suggested hosting an informational open house prior to the public hearing to allow one-on-one interactions with residents.

New Business

3. Discussion of Off-Site Parking Ordinance & how it ties into Zoning Code Revision

Discussed concurrently under Agenda Item 2. The Commissioners noted that the Town Council recommended assigning the off-street parking ordinance revisions directly to Town Attorney Todd Godfrey. No separate action was taken under Item 3.

4. Review & Approval of Letter of Support for Governor's Office of Economic Development Rural Communities Opportunities Grant for the Bluff Rural Innovation and Civic Center (BRICC)

Commissioners reviewed the support letter for a $500,000 grant application through the Governor's Office of Economic Development for the Bluff Rural Innovation and Civic Center, also called "the BRICC." Chair Collins explained that this additional funding was meant to bridge the financial gap between completed demolition work and a separate $165,000 energy efficiency block grant used for light fixtures and insulation. The money would cover necessary building upgrades, such as replacing the electrical transformer, rewiring the old building to meet code, and performing minor framing for installation. Because the Planning and Zoning Commission acted as the advisory board for the grant, they reviewed and signed an updated support letter every six months. Commissioner Hadenfeldt reviewed the draft and suggested minor grammar and punctuation edits for clarity. Although a quorum was present, the commissioners realized they were in a work session and could not formally vote on the letter without a posted agenda. To ensure the letter was submitted before the deadline, they agreed to hold a short virtual special meeting on Thursday, October 22, 2026, at 5:00 PM specifically to vote on and approve the support document.

At 11:36 AM, Commissioner Brian Winn temporarily stepped out of the room, returning at 11:38 AM.

Quorum Check: A quorum remained present with Chair Collins, Marcia Hadenfeldt, Tom Hiserodt, and Anne Brown

5. Zoning Code Open House & Public Hearing Schedule

Commissioners discussed the timeline for the zoning code updates, open house, and public hearing schedule. Chair Collins noted that the strict delivery pressure was removed, and they planned to hold an open house prior

to the public hearing while ensuring at least ten days of public notice through mailers and postings. To avoid holiday conflicts, they agreed to take a break between Thanksgiving and New Year's and push the formal public rollout into January, which also fit well with Collins starting her part-time maternity leave schedule on February 1st. They also discussed three commission seats opening up at the end of the year and briefly talked about reapplication requirements.

Attendance Note: Commissioner Brian Winn left the meeting at 11:42 AM. A quorum remained present for the remainder of the meeting.

6. Items for Next Agenda

7. Other

Commissioners addressed a point of order regarding public comments during work sessions. Commissioner Hadenfeldt disagreed in allowing unlisted public comments, such as previous guest statements, during work sessions because it set a precedent, took valuable time away from zoning code revisions, and lacked a mechanism for opposing viewpoints. It was agreed that citizens should instead submit written comments or speak during formal public hearings.

The Utah Land Use Institute Fall Conference would be streamed at the Community Center on Thursday, October 22, 2026, and on Friday, October 23, 2026, members could earn annual training credits.

For the upcoming meeting schedule, setting regular meetings for November 5th and scheduling the November 19th work session from 3:00 PM to 5:00 PM.

8. Adjourn (11:51 AM)

Hadenfeldt motioned to adjourn at 11:51 AM. Seconded by Hiserodt. Meeting adjourned at 11:51 AM

Note Taker: Charmayne Sandoval
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