

Bluff Planning and Zoning Regular Meeting Minutes **DRAFT**

Thursday, April 2, 2026, at 6:00 PM

6:01 PM

Roll Call P&Z Commissioners: Malia Collins (Chair), Anne Brown, Caitlin McLennan, Brian Whitney

Marcia Hadenfledt – Excused Absence

Town Staff: Erin Nelson

Approval of Meeting Minutes from March 5, 2026, Regular Meeting

Whitney made the motion to approve the minutes as presented, Brown seconded. Four in favor, none opposed. Minutes approved.

Approval of Meeting Minutes from March 19, 2026, Work Session

Collins noted she made some minor grammatical changes, as well as corrected which commissioners were assigned to the specific research duties for the Zoning Code research project. Whitney made the motion to approve the minutes as corrected; McLennan seconded. Four in favor, none opposed. Minutes approved.

Public Comment: N/A

Old Business

1. Update from Town Council

Collins noted the Town Council has not met since the last P&Z meeting. There will be two Public Hearings on April 7: one for Proposed Amendments to the Master Fee Schedule and one for Proposed Amendments to the Master Fee Schedule. The council will also be discussing these items during their work session the following week.

2. Update from Building Department

Nelson shared that on Friday, March 27th, the town's building official resigned from his role. Nelson noted that the position is open and applications are due by Sunday, April 12th at 5:00 pm. She stated there are specific requirements as to the certifications a Building Official must have, as regulated by the State. In the meantime, Blanding City will be providing temporary, emergency coverage for building inspections until the position is filled. Landowners should continue following the building permitting process and ensure they reach out to the Bluff building department if they are planning construction or renovations.

At this time, Bushnell will continue to send the building permit tracking information but does not plan to attend specific P&Z meetings. McLennan said that it would be helpful to have Kristen Bushnell attend a P&Z meeting in the future to talk about the Zoning Code and processes.

New Business

3. Land Use Clearance approval – None.

Collins asked whether LUCs would continue to be evaluated by Bluff P&Z. Nelson stated she is working with legal counsel and town council regarding the procedural steps to change or eliminate the LUC ordinance and will advise once she gets more information.

4. Update from Commissioners: Zoning Code Revisions

McLennan relayed that she and Hadenfeldt had started researching their portion of the zoning code.

Whitney and Brown will meet on Friday to talk through their sections. Whitney has researched other towns including Torrey and has seen more simplified versions of zoning with fewer options. McLennan talked about defining what goes through P&Z by use rather than by type of structure. Uses such as utility-scale industrial would still come to P&Z for approval prior to a building permit process.

5. Update on Change of Use Discussion

Collins reached out to the individuals who had asked about the change in use to their zoning. Originally, there was a basic inquiry last year, after which the requesters received information about submitting a zoning change request, but there was not any follow-up until now.

The commissioners talked through the Zone Amendment Request Application, which currently has a \$500 fee on the master fee schedule. Nelson noted the Zoning Amendment fee amount is being evaluated for an increase on the Master Fee Schedule Proposed Amendments.

Collins also talked about whether the commission would open the opportunity for other properties to change their zone, with the consensus being that if types of zoning changed, this process would occur, otherwise, interested parties could also use the Zone Amendment Request Application.

6. Items for Next Agenda

Zoning Code Review and Discussions

7. Other

ULCT (Utah League of Cities and Towns) training event will be held April 13th in Monticello and four of the commissioners plan to attend.

8. Adjourn

Whitney made the motion to adjourn; McLennan seconded. 6:48 PM Meeting Adjourned.

Minute Taker: Erin Nelson

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