

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

Thursday, March 5, 2026, at 6:00 PM

6:00 PM

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

Town Staff: Erin Nelson

Approval of Meeting Minutes of February 5, 2026, Regular Meeting

There were minor grammatical changes made, as well as a change to ensure the accurate minimum acreage for an onsite wastewater system was written as 0.275 acres.

Whitney made the motion to approve the amended minutes; Hadenfeldt seconded. Five in favor, none opposed. Minutes approved.

Approval of Meeting Minutes of February 19, 2026, Joint Work Session Meeting

Hadenfeldt made the motion to approve, Whitney seconded. Five in favor, none opposed. Minutes approved.

Public Comment: None

Old Business

1. Update from Town Council

Nelson provided a brief update on the newly passed Speed Limit Ordinance, a Petition to Adjust a Boundary Line, invitation to participate in the annual wellbeing survey, and the fuels reduction/fire mitigation weekend on 3/27 and 3/28.

2. Update from Building Department

Kristen Bushnell emailed an update to P&Z commissioners prior to the meeting with the current status of all building permits. Nelson noted that property owners should reach out to town staff if they have questions or need help with the building permit process.

New Business

3. Land Use Clearance approval: None.

4. Discussion of Resident Inquiry – Recreational Vehicle on lot

A landowner had emailed asking whether a specific use of their property is allowed. Collins and Whitney were able to conduct a site visit to evaluate the questions regarding long-term rental of an RV spot. There are utility hookups as well as a septic tank and the lot is zoned Residential. As of the Zoning update/RV updated in December 2025, residential lots can have an RV on them, but two or more RV spots cannot be rented, as that qualifies as an RV Park, which is not an approved use in the residential zone. The landowner's current use is permitted because the lot is currently non-conforming (i.e. smaller than 0.5 acres). Under 6.40.10, subsection B(f) on a non-conforming lot of record, an RV or THOW may be placed and occupied if it complies with Section 6.01.030 (F), which reads "if a nonconforming lot of record is proposed for development it may be developed, provided that the owner can: a. install and maintain an onsite wastewater system in compliance with Utah Administrative Code R.317-4; and b. comply with other applicable ordinances.

Discussion of the inquiry resulted in the commissioners determining the RV ordinance should be evaluated again to ensure that it meets the intention of the commissioners to allow people to live in an RV on their property long-term, as long as utilities, onsite wastewater, setbacks, and other land use regulations can be met - whether a lot is non-conforming or of standard size.

5. Discussion & Vote of Goals for 2026 (All)

Based on previous P&Z meeting discussions, the group agreed to focus on two primary items for the 2026 calendar year: 1) Zoning Code Rework including housing, open lands, mapping and/or overlays for Wildland Urban Interface (WUI), airport overlay to match the code that was passed, cemetery zoning, flood plain mapping and/or flood resilience guidelines. 2) Enforcement including assisting town council with updating ordinances with appropriate/equitable consequences and consistency across all ordinances.

Additional items that will be prioritized but not listed as goals include prioritizing commissioner professional development encouraging individuals to seek additional training in areas of interest, executing site visits, and ensuring the town stays up to date on new land use legislation. Whitney made the motion to approve the 2026 goals as presented. Hadenfeldt seconded. Five in favor, none opposed. Motion passed unanimously.

6. Discussion of Legislative Assignments - Land Use Legislation that may impact Bluff (All)

Each of the commissioners shared their findings regarding the legislative items they were assigned. **10-20-507 Unlisted Business Uses Process:** Recommended this can be combined within the Zoning Code Review process this year.

HB 48 Wildland Urban Interface Zones: This is a town decision whether Bluff wants to identify areas that are Wildland Urban Interface (WUI). If Bluff selects areas that are WUI, new buildings and large renovations will require additional requirements to meet building code standards. Hadenfeldt suggested Town Council determine which areas should be WUI and P&Z can provide feedback as to if the areas would impact current zoning regulations. For example, if something is identified as WUI, but is zoned for high-density housing, the town may want to evaluate if the zoning should be changed.

Creating Agricultural Protection Zones: No action items identified.

HB 37 Multifamily Density Standards: This bill does not apply to Bluff due to our population of less than 5000. We could evaluate if we wanted to adhere to some of the bill to incentivize developers.

SB 268 First Home Investment Zones: This bill does not apply to Bluff due to our population size. It could be evaluated during the Town Council's housing initiative discussions.

HB 368 Development Assurances/Bonds: This expedites processes for developers to obtain permits. P&Z will check to see if this has been addressed in the subdivision code.

Water Conservation in General Plan: The scope is already addressed in Bluff's General Plan. If the town council wants to address water further, Planning and Zoning may be tasked with more work.

Coordination with Regional Transportation Plan: Brown researched active transportation and the proposed trail systems and found out that design work is being done right now, and it's possible that physical work could begin soon on the trail from Montezuma to Monument Valley and Moab.

7. Discussion of Training Commitments/Interests (All)

Moved to next meeting.

8. Items for Next Agenda

- Discussion of training commitments – match individuals with their interests
- Collins signed up for the full day session from the Land Use Institute, which is to be held on Friday, March 20th.
- Legislative Session highlights from Caitlin McLennan

9. Other

Nelson announced that Utah League of Cities and Towns (ULCT) will host a meeting and training event on Monday, April 13th at the Hideout in Monticello. All elected and appointed officials are invited to attend. The event will take place from 5:30 until roughly 8pm and will include information on Powers and Duties, Land Use, and a Q&A session with ULCT.

Collins proposed increasing the meeting duration to 90 minutes for at least one monthly meeting. Commissioners will discuss in the future.

10. Adjourn

Whitney made the motion to adjourn the meeting. Hadenfeldt seconded the motion. Meeting adjourned at 7:22 pm

Minute Taker: Erin Nelson
Draft Minutes Published: 3/9/2026