

Town of Bluff
Planning and Zoning Commission Regular Meeting DRAFT Minutes
Thursday, November 6, 2025, at 6:00 pm to 7:30 pm
190 North 3rd East, Bluff, Utah 84512
Held In Person and Virtually

6:01 pm Roll Call

Amanda Podmore (Chair), Marcia Hadenfeldt, Malia Collins, Gary Haws, Brian Whitney
Erin Nelson, Town Manager

Public Comment

Not Applicable

Approval of Minutes

Approval of meeting minutes from 10/2/25 regular meeting, 10/16/25 work session, and 10/28 joint public hearing

October 2, 2025, Meeting Minutes

Edits were made to the sign permit application section regarding the color of the rocks in the proposed sign monument to match the existing color of the fort building. The sign size was also clarified to three feet, six inches by eight feet instead of thirty-six feet by eight feet. Collins made the motion to approve the minutes from the October 2nd meeting; Hadenfeldt seconded the motion. Five in favor, none opposed. Motion passed unanimously.

October 16, 2025, Meeting Minutes

Hadenfeldt made the motion to approve the minutes from the October 16th meeting as presented, Whitney Seconded. Five in favor, none opposed. Motion passed unanimously.

October 28, 2025, Joint Meeting Minutes

Collins noted that these minutes have been approved by Bluff Town Council earlier this week. Whitney made the motion to approve the meeting minutes from October 28th as presented, Hadenfeldt seconded. Five in favor, none opposed. Motion passed unanimously.

Old Business

1. Update from Town Council

Nelson provided the update from town council including that Luanne Hook is no longer serving on Town Council and Spencer Wade was sworn in to serve. Wade will serve in the interim until the other seats on the council change in January 2026. Nelson also provided information about ADA compliance regulations for all electronic documents, which Bluff needs to adhere to no later than April 2027.

2. Update from Building Department

Podmore read an email from Kristen Bushnell, Building Permit Technician, to provide the following information:

- Bluff Fort is working to get us their engineered drawings and has been cooperative in moving their project forward.
- Bluff Dwellings has been approved for a solar permit.
- JCM Construction has put in a residential application for 17 West Cobble Lane and is under review.
- The building department is still working on red lines for ordinances and is getting organized before presenting the recommended changes to town council and planning and zoning.

3. Update and discussion of LUC ordinance presented at public hearing

Nelson shared that while the LUC ordinance did not receive any feedback during the public hearing, the purpose of dissolving the LUC ordinance would be to reduce the financial burden on the property owner, as well as time spent filling out and reviewing the applications by both the landowner and the Planning and Zoning Commissioners and staff. The issue is under legal review.

4. Update and discussion of RV ordinance presented at public hearing

Podmore led the discussion regarding the drafted RV Ordinance, acknowledging comments had been received on the draft. Collins prepared comments and potential edits for the drafted document. Hadenfeldt will reach out to Bushnell regarding site plan reviews to ask if there are different levels needed and how the site plan process would tie into the building permit process. Collin's edits also ensured the recommended usage table matched the town's zoning code, as certain items identified in the drafted ordinance did not align with the zoning code regulations.

Podmore identified that they had received a comment from Bears Ears Partnership regarding confusion as to if their plans fell under the regulations of the drafted RV ordinance. Podmore stated that the original intention of the ordinance was to not regulate how businesses ran RV parks, but to ensure health and human safety. Podmore stated that whether money is exchanged or not was not necessarily relevant in the applicability of whether a property would be considered an "RV Park."

The commission will review the drafted ordinance in further detail during the November 20, 2025, work session meeting.

5. Update and discussion of General Plan amendments included future land use map presented at public hearing

Since the planning commission is currently working on a number of drafted ordinances, Nelson and Town Council will work to incorporate the comments from the public hearing and make more edits to the General Plan. The next draft will be presented to the

commission on November 20, 2025. Planning and Zoning is required to vote to move the General Plan to Town Council for approval. The public has until Friday, November 7, 2025, at 5:00 pm to submit public comments.

6. Discussion of Sign Code Update

Podmore suggested this update be tabled until January 2026, as the commission is working on higher priority items. Hadenfeldt suggested tabling the sign ordinance update without a set date to allow the discussion to take place prior to January, if possible. Hadenfeldt made a motion to table the sign ordinance update until a reasonable time for further review; Collins seconded. Five in favor, none opposed. Motion passed unanimously.

New Business

7. Land Use Clearance approval

None

8. Interview applicants (Anne Brown, Caitlin McLennan) for open PZ positions; recommend to Town Council

The commissioners interviewed both applicants for the midterm vacancies. Anne Brown was interviewed first, followed by Caitlin McLennan.

Interview: Anne Brown

Brown introduced herself and stated that she is a property owner, has lived in small towns prior, and finds it important to have plans and ordinances to ensure order. If appointed to P&Z, Brown stated she would like to address town solar and consistency of regulation across ordinances. Brown stated she is a firm believer in planned growth, as her previous towns did not plan for growth, which created issues for residents. In her thirty years of coming to Bluff, she has not seen a lot of growth but believes Bluff will experience future growth and the town should have a plan to address it.

Brown talked about handling conflict in her professional career and bridging the gap between digital and print employees. She stated that listening to understand was important as well as identifying the goals of both parties. She stated she can meet the time and technology requirements and is a bona fide resident of Bluff.

Brown asked if the public had access to the General Plan shared earlier, and Podmore confirmed it was on the town's website.

Interview: Caitlin McLennan

McLennan stated she was qualified for the position as she received her master's degree in environmental policy and planning and urban planning from Tufts University in 2021. She wrote her thesis on Agrivoltaics and the intricacies of trying to zone and plan for urban systems and rural environments, and how to understand the social, economic, and political impacts. She has a great deal of technical knowledge and is currently employed as

a community organizer. McLennan stated she was interested in the forthcoming Renewable Energy Ordinance, learning more about town, and addressing the housing needs of the community. McLennon talked about how she values and is interested in integrating the larger community and population more broadly into Bluff, as noted in the General Plan. She is also interested in historical and cultural preservation and stated those elements would be important to her if she served on the commission.

When asked about resolving conflict, McLennan talked about using the right facilitation technique in different situations. She talked about how disagreements and conflicts can create opportunities and can sometimes be beneficial, and that asking the right questions and being direct has helped her handle disagreements. McLennon stated she can meet the requirements of the position including the time and technology requirements and is a bona fide resident of Bluff. She did state that she acknowledges that she is new to town but is excited to contribute to town and is committed to this role, if selected.

McLennon asked about the meeting frequency and days, which Podmore and Hadenfeldt stated are the first and third Thursdays of the month, although that schedule may change based on the needs of the commission next year.

Discussion of Applicant Qualifications and Recommendations to Council

Podmore opened the floor for discussion on the applicant interviews. The commissioners acknowledged and agreed that both applicants had strong attributes, and each would compliment the current work of the commission.

Brown had emailed the commission stating she would prefer the three-year term.

Hadenfeldt made the motion to recommend Anne Brown for the three-year term, beginning in January 2026 for the Planning and Zoning Commission; Collins seconded the motion. Podmore stated that since Brown specifically stated she was interested in the three-year term, which was why she is being recommended for that midterm seat duration. Five in favor, none opposed. Motion passed unanimously.

Hadenfeldt made the motion to recommend Caitlin McLennan for the remaining one-year term, beginning in January 2026 for the Planning and Zoning Commission; Haws seconded the motion. Five in favor, none opposed. Motion passed unanimously.

Podmore will send the recommendations to Town Council.

Brown asked about upcoming meetings, and Hadenfeldt said that while the recommended P&Z applicants cannot participate in meetings, they are welcome to attend any public meeting and listen to the discussions.

9. Review of ULCT meeting – Collins

Collins shared an update about her attendance at the Utah League of Cities and Towns conference that took place in the first week of October. Collins attended multiple sessions including those on affordable housing, Utah Department of Transportation, impact fees, and housing authorities. There is a southeast housing authority. There are houses in Moab, San Juan County, Monticello, and Blanding. Collins recommended reaching out to the housing authority to help create connections.

Collins also attended Conflict Competence 101 which addressed conflict resolution techniques, communication tools, and effective listening. The training will also be available virtually in January. She stated that if additional town officials and staff attended the training, it would give the organization the ability to talk about issues with the same language.

10. Items for Next Agenda

- Review of RV Ordinance
- Renewable Energy
- General Plan
- Meeting Dates for 2026

11. Other

Renewable Energy Ordinance Draft

The commissioners talked about how technology changes quickly. Podmore has started integrating public comments including those about balcony solar and whether a building permit would be required. Collins made the document ADA compliance including adding headings, conditional permitting. Collins talked about the conditional use process and when an application for conditional use would be required. Hadenfeldt recommended that the application still goes to the building department, but the building department would send the conditional use question/permit to Planning and Zoning for a conditional use permit. The commissioners agreed that all solar or renewable energy permits would go to the building department first and if it required a conditional use permit, the applicant would be sent to Planning and Zoning.

Collins reminded everyone that public comments on the public hearing items are due at 5:00 pm on Friday, November 7, 2025.

Adjournment

Collins made the motion to adjourn. Hadenfeldt seconded the motion. Meeting adjourned at 7:17 pm.