

Planning and Zoning Commission/Town Council Joint Meeting **DRAFT** Minutes

Thursday, November 20, 2025, 6:00 PM
190 North 3rd East, Bluff, Utah 84512
Held In Person and Virtually

Roll Call: 6:00 pm

Planning and Zoning Commissioners: Amanda Podmore (Chair), Malia Collins, Marcia Hadenfeldt, Brian Whitney, Gary Haws

Town Council Members: Ann Leppanen, Linda Sosa, Britt Hornsby, Spencer Wade, Jen Davila (joined at 6:01pm)

Town Staff/Counsel: Erin Nelson – Town Manager, Chris McAnany – Legal Counsel

1. Review Renewable Energy Ordinance

Town attorney, Chris McAnany, advised simplifying the ordinance by focusing on one or two levels of review process for solar projects, with use-by-right for small-scale arrays and conditional use for larger commercial or utility-scale arrays. He suggested avoiding overly complex zoning districts and emphasized the importance of clear, flexible processes for smaller projects. McAnany also noted that wind and geothermal projects have different impacts and may require separate considerations, while heat pump installations might not need extensive zoning review. McAnany suggested there may be enough differences between the different renewable energy types to justify separate ordinances.

For larger utility-sized projects McAnany recommended an adjudicatory process where P&Z would make recommendations to Town Council, and Town Council would be the approving body. Additionally, McAnany outlined conditional use and explained in Utah, if conditions can be put in place that will offset the impact of a development, then the application should be approved. The approval of a conditional use permit does not set a precedent for other landowners, as each project would need to be evaluated for conditional use. Shouldn't be regarded as setting a precedent. McAnany stated that creating "Established Standards" would enable an owner/project to meet specific discreet criteria, they would be eligible for a permit. McAnany noted that without a professional planner on staff, review of the applications could be a concern in terms of catching the technical details.

McAnany asked a question from Hadenfeldt regarding some small-scale geothermal and wind energy systems in town. McAnany stated that Utah's law dictates that if a use isn't stated as illegal in code, it is legal. Podmore indicated that the town supports renewable energy sources in the General Plan.

Podmore and the commissioners requested McAnany review the ordinance by December 4th and provide feedback that can be evaluated during the December 4th P&Z meeting.

2. Review RV Ordinance

The group discussed zoning regulations for RVs, mobile homes, and tiny houses. McAnany discussed integrating RV and tiny house provisions into the existing zoning code, ensuring consistency with non-conforming use rules. The group discussed density standards, short-term versus long-term rules, and site plan review processes for new developments. McAnany expressed support for the ordinance's provisions and offered to adjust the draft to align to non-conforming use rules with the town's general policies.

While the drafted ordinance recognizes non-conforming RV parks (more than one unit), the general rule is that if you have a non-conforming use, it can continue indefinitely, and it can be transferred to another individual, but it can't be expanded.

McAnany suggested treating mobile homes and modular homes the same as stick-built homes in terms of density standards, because there isn't much of a functional difference between a mobile home and a stick-build home. P&Z should refer to the same density requirements as in the Zoning Code, although ADUs would be treated differently. McAnany stated that the commission may want to allow mobile homes/modular as an ADU, which would make them subject to the same rules as an ADU. McAnany emphasized that the ordinance should not penalize people for the type of housing they want to construct, and this would be a good way to encourage people to build housing and affordable housing. The members of the discussion expressed a desire to add clarity to where affordable housing can be built and to address the problem of informal RV parks.

The group also talked about where RV parks would be allowed (Agriculture 1 and 2, and Commercial), and where Mobile Home Parks would be allowed (Residential zones only).

Podmore indicated that she would also like to address the drafted RV ordinance in the December 4th meeting and asked McAnany to please provide further feedback to meet that deadline. Collins will provide cleaned up versions of the ordinances to McAnany by the end of the week.

3. Review Draft General Plan & Associated Documents

Nelson shared a re-formatted version of the drafted General Plan changes. Nelson indicated that in her discussions with Town Council, they agreed that the plan could be shortened and provide a higher-level direction for the town, as opposed to the detailed goals that had been set forth. Nelson also recommended moving much of the detailed *current conditions* to the appendices of the document. The purpose was to create a more easily readable document and make it more approachable for the public and officials. Nelson recommended adding photographs and points of interest to engage readers, as well as removing the most prescriptive and duplicative goals that are either addressed in the Strategic Plan or noted elsewhere in the document.

Nelson highlighted a number of these goals and asked the commissioners to review the suggested changes. During the December 4th meeting, P&Z will edit and approve the suggested changes, which will then allow Nelson to make the final formatting changes, before sending the document to Town Council for final approval mid-December.

4. Discuss Possible Dates for 2026 Meetings

The commissioners noted they would need to verify with incoming commissioners Brown and McLennon, however, they suggested keeping the twice-per month meeting frequency which they had been using in 2025. Regular meetings would be scheduled on the first Thursday of each month and work sessions on the third Thursday of each month. All meetings would begin at 6PM.

Nelson later asked P&Z to evaluate their meeting schedule for January, as the first Thursday of January falls on New Year's Day.

5. Grant extension and reallocation request for the Governor's Office of Economic Opportunity grant for the Cooperative Cultural Center

P&Z is the designated approving body for this grant, as set out in the grant conditions from GOEO. Collins is still working on the paperwork for these changes. Currently, she is asking for an extension, as the Town is waiting to receive the final drawings from the architectural firm and no further work on

the building has taken place. Collins shared that the Town has \$269K of funding remaining, and the grant contract currently ends at the end of December 2025. She is asking to extend the contract through June 2026. Collins asked the commission to add the extension discussion and vote to the December 4th meeting.

6. Items for Next Agenda

- RV Ordinance
- Renewable Energy Ordinance
- General Plan
- GOEO Grant

7. Other

- Hadenfeldt sent questions to Bushnell regarding Site Plans. Bushnell has not yet responded.
- Leppanen noted the recorder that was closest to her started at 6:12. A full recording can be found on the Utah Public Notice Website, as well as on YouTube.

Collins made the motion to adjourn the meeting, Hadenfeldt seconded. Meeting adjourned at 7:03pm.