

# Bluff Town Council Work Session Minutes

December 9, 2025

Bluff Community Center at 3:00 p.m.

190 N 3rd East P.O. Box 324

435-672-9990

Regular meetings are held the first three Tuesdays of every month at 4:00 p.m. Requests to be on the agenda may be submitted in writing to Ann Leppanen ([ann@townofbluffutah.gov](mailto:ann@townofbluffutah.gov)) at least 4 days before the meeting. Agendas and minutes are posted at: [townofbluffutah.gov](http://townofbluffutah.gov) and audio, in addition, at the Utah Public Notice Website. The public can participate via phone: (719)359-4580, Meeting ID: 92499673928# and via [Zoom](https://zoom.us/j/92499673928): <https://zoom.us/j/92499673928>

To view the livestream, or watch past recordings, please visit our [YouTube channel](https://www.youtube.com/channel/UCTqBxSP-Erhxq6muVMX6vdw): <https://www.youtube.com/channel/UCTqBxSP-Erhxq6muVMX6vdw>.

This meeting was in person and virtual.

**3:05pm Meeting Called to Order and Roll Call:** Mayor Ann K. Leppanen, Jennifer Davila, Linda Sosa, Britt Hornsby, Spencer Wade & Erin Nelson, Town Manager

## 1. Review and Discussion of Grants, Funding, and Ideas for the Cooperative Cultural Center and Bluff Community Center (Collins) (3:05pm):

Collins presented an update on the Cooperative Cultural Center (CCC) which included:

- Community Feedback
- Current & Terminated Funding, including reallocating Governor's Office of Economic Opportunity to spend funds in the next 6 months.
- Response to the Environmental Protection Agency 120-day close-out, whether under protest or not and Court options
- Potential Funding sources and needs for applications (Income Survey and Capital Asset Self Inventory)
- Collins requested a vote on December 16 meeting recommending which EPA Grant Close-out Council prefers and GOEO Reallocation

## 2. Review and Discussion of Town of Bluff, Utah Draft Ordinance for Renewable Energy (3:59pm):

- Presentation of Planning and Zoning approved Renewable Energy Ordinance with format updates completed by Nelson.
- Redundancies removed from 8.01.040 Site Plan

## 3. Review and Discussion of Town of Bluff, Utah Draft Ordinance Amending Title Six of the Municipal Code to Adopt Provisions for Mobile Home and Recreational Vehicle Parks; Provisions for Tiny Houses, Mobile Homes, and Modular Homes; and Related Terms (4:04pm):

- Presentation of Planning and Zoning approved ordinance, format cleanup is still required. Many P&Z comments present in the margin for council review.

- Chris McAnany reworked the ordinance to become an addition to the zoning ordinance. Since a public hearing was held for the ordinance, separate public hearing is not required for the zoning ordinance addition.
- Building dept is updating all documents referencing San Juan County Building Dept and Land Use Clearance.
- Council updated language following current Building Permit process

#### 4. Review and Discussion of Draft Revisions to the Town of Bluff's General Plan (4:12pm):

- Presentation of the Planning and Zoning approved General Plan with comments.
- Council reviewed and responded to comments & redlines
- Edits to multiple sections including Land Use and Water, document ready for final formatting

#### 5. Discussion of 2026 Meeting and Work Session Dates for the Bluff Town Council (4:46pm):

- 2026 Meeting dates must be published in December, prior to first meeting in January
- The current schedule (Regular Meeting 1st and 3rd Tuesday at 4pm & Work Session 2nd Tuesday at 4pm) works for most of the incoming and retained council, meeting day and time can be moved into the new year, if needed
- Council Discussion:
  - 4:00pm allows council to get home at a decent hour
  - Two regular meeting and one work session allows items to be addressed timely and the opportunity to schedule additional meetings, if necessary.

#### 6. Review and Discussion of Proposed Wildland Fire Cooperative Agreement (4:55pm):

- Completed every 5 years with the State and local Fire Warden, Ryan MacArthur and Chief Lott.
- All of Bluff Volunteer Fire Department's training, programs and response to calls contributes to the total cost as an in-kind contribution. Therefore, the dollar amount the Town must pay this cycle is \$17.

#### 7. Report by Council on Status of Strategic Plan (4:59pm):

- Leppanen:
  - Revision of General Plan
  - Cemetery mapping is completed, MOU with all stakeholders in progress, all known burials with birth and death dates recorded, orange flags indicating unmarked burials to be left undisturbed while a more permanent piece is considered
- Hornsby:
  - Succession Plan Meetings
  - Sole Source Aquifer – pulling language from existing grant applications
  - Wood Bank – functioning as emergency wood bank and back-up for Warm Elders. No organized system currently. Reach out to Hornsby or Collins if emergency wood is needed.
- Wade: Familiarizing himself with Strategic Plan & Elected Leaders Documents
- Nelson:
  - Organizational Effectiveness – documents for incoming council
  - Recreational Vehicle, Renewable Energy Ordinance, Cemetery Ordinance & General Plan

- Davila:
  - Playground equipment has been delivered, waterline is in the process of relocation
  - CCC: Construction Documents ready, DRC review Thursday
- Sosa:
  - All STR license renewals are out, checks coming in

#### 8. Review and Discussion of Local Homeless Coordinating Council Pending Projects (5:07pm):

- Every other month/quarterly stakeholder meeting, requirement by State to be part of the local coordinating council of homeless
  - Incoming council will need to designate a person on council or in community to take this count and attend meetings
- Early January there is a point-in-time count for a homeless count. Completed over a three-day period checking all locations where unhoused people could be living. Most likely around January 5-7, 2026.
- Survey must be done in next 10 days, Leppanen to complete.
- Criteria shifts each year, not the same USDA uses for food distribution, nor the same criteria Census uses. Online training will be provided prior to count.
- Previous years the count has found 4-5 people living in car/tent with questions about food and restroom facilities.
- Caution against inflating number to increase the services San Juan County receives.

#### 9. Other/Adjourn (5:12pm):

- Hornsby inquired if the list of boards the 2026 council must fill has been created, Nelson in the process
  - Nelson requested login/passwords to sites that apply to any duties from those who are the only person accessing said site (grant reporting, taxes, etc)
- **5:15pm** Hornsby motions to adjourn, Davila seconded. Leppanen, Sosa, Wade, Davila and Hornsby voted in favor.
- Special Meeting will begin at 5:30pm.