

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

Thursday, May 7, 2026, at 6:00 PM

6:01 PM

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

## *Approval of Meeting Minutes of April 2, 2026, Regular Meeting*

There was a suggested change made for clarity to the drafted minutes which changed a duplicative statement to the intended statement under Town Council Update to read “*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 FY2026 Budget.*”

Whitney made the motion to approve the minutes with the changes, Hadenfeldt seconded. Four in favor, none opposed. Meeting minutes approved.

## *Approval of Meeting Minutes of April 16, 2026, Work Session*

There were changes made for clarity to the drafted minutes regarding the Wildland-Urban Interface (WUI) section to ensure the public understood that WUI requirements in the building code would only apply to new construction or major remodeling, and “*standards are based on conditions including access, hydrant proximity, brush conditions, and more.*” Hadenfeldt also suggested modifications to correct her statements during the April 16<sup>th</sup> meeting to reflect her stance on what to include in the WUI recommendations.

Hadenfeldt made the motion to approve, McLennan seconded. Four in favor, none opposed. Minutes approved.

*Public Comment:* None

## **Old Business**

### 1. Update from Town Council

Collins provided the update, as Erin Nelson was unable to attend the meeting. Collins reported on the proposed property tax increase to fund an emergency services position and reminded everyone of the scheduled budget open house scheduled planned on May 19<sup>th</sup> from 6:00-7:30 PM. The Town Council has also approved bids for selective demolition, window replacement, and fire suppression for the old elementary school. During the May 5<sup>th</sup> Town Council Meeting Jeremy Hoagard presented a proposal for 1% sales tax increase specifically for EMS services. Councilmember Jennifer Davila clarified that San Juan County's proposed tax is a sales tax, not TRT and approximately 40% of EMS response calls are tourism-related. The sales tax proposal from the County would appear on the November ballot.

### 2. Review and Vote to Application to Subdivide Lot (Davila, All)

Jennifer Davila submitted an application to P&Z to receive approval to subdivide Davila property to create a separate half-acre lot with utilities and septic system, which is scheduled to be installed within 2-3 months. Hadenfeldt clarified that the commission only has the authority to approve the lot subdivision only, not the specific house placement or design shown on the plans and emphasized a new landowner can place house anywhere on the half-acre lot within setback requirements.

Davila confirmed the septic system will be installed as part of the sale package, though the buyers are

not yet ready to apply for building permit. Collins reiterated that all building details must go through the building department for approval.

Hadenfeldt made the motion to approve the Minor Subdivision Application as submitted by Jennifer Davila; McLennan seconded the motion. Four in favor, none opposed. Motion passed unanimously.

Collins will confirm the application fee with Davila and obtain payment before providing Davila the signed paperwork.

### 3. Finalization & Vote to accept WUI Map for Town Council Review (All)

The commission discussed and attempted to finalize the Wildland-Urban Interface map for Town Council review, focusing on whether to include some Level 4 areas adjacent to Level 5 zones, specifically on the east side of town. McLennan had created map with blue overlay showing these Level 4 areas. Collins stated that including tight-knit residential areas would help to ensure consistent building code application and easier administration for building department. Hadenfeldt advocated for only adopting the state-designated Level 5 areas without additions, noting that WUI designation triggers additional building requirements and responsibilities and emphasized that conditions within WUI zones vary based on property-specific factors. McLennan said including additional areas would create parity across developed town and simplify application of building codes. Whitney saw both sides of the situation and questioned whether the commission's overlay would actually change the state's Level 5 designation or remain superfluous.

Ultimately, Hadenfeldt made the motion to recommend the map to Town Council that shows any WUI 5 in the Town of Bluff be included in the WUI overlay zone. Whitney seconded the motion. There was further discussion in which McLennan made a motion to present both map options to Town Council without formal recommendation along with two Planning and Zoning commissioners attending the next Town Council meeting to present and explain the pros and cons of each option.

Hadenfeldt's motion to recommend the WUI overlay map with only Level 5 and above was called for a vote. Hadenfeldt – No, Collins – No, McLennan – No, Whitney – Abstain. Motion failed.

McLennan motioned to present Town Council both maps; the addition of the limited Level 4 areas on the East side of town, and the Level 5 and above option, with no formal recommendation from P&Z, however, two Planning and Zoning Commissioners should attend the next Town Council Meeting to discuss the options. Hadenfeldt Seconded the motion. For discussion purposes, Hadenfeldt noted that the motion shouldn't include two commissioners having to be present at the meeting.

Collins suggested an amendment to the motion to reflect that Planning and Zoning would put together a presentation for the Town Council instead of "Two Planning and Zoning Commissioners have to be present." Therefore, McLennan amended her motion to remove the requirement of two commissioners attending the Town Council Meeting to "commissioners will put together a presentation of the two maps and options with pros and cons of both. Hadenfeldt seconded the motion amendment.

Hadenfeldt – Aye, Collins – Aye, McLennan – Aye, Whitney – Aye. Four in Favor, None opposed. The motion passed unanimously. It was noted there wasn't a tie breaker since only four commissioners were in attendance.

Whitney, McLennan, and Hadenfeldt will collaborate on a written document to present both perspectives for Town Council. This will be completed by Saturday, May 10th, with edits due Monday, May 11th so as

to be included in Town Council agenda packet.

## **New Business**

### **4. Commissioner Emails & Shared Folder Tutorial (Collins, All)**

Collins demonstrated how commissioners can access Planning and Zoning documents through OneDrive and explained that shared files previously under Sam Bouchard's name are now under Malia Collins' ownership.

There was a suggestion to use the existing "Working Notes" folder within Planning and Zoning OneDrive for collaborative document creation and suggested using the folder as a test case for the WUI presentation development.

### **5. Update from Commissioners: Zoning Code Revisions (All)**

Collins requested an update on progress and asked whether commissioners are still meeting. Hadenfeldt reported having developed an overview of the desired changes but would like directions on the implementation process. She referenced Torrey's zoning chart as potential model.

The commissioners agreed to make zoning code revisions the focus of next work session and commissioners should prepare ideas and examples for comprehensive discussion.

### **6. Items for Next Agenda**

Collins will be out of town, so Vice-Chair Whitney will chair the meeting. He will organize the agenda preparation and distribution for the Work Session scheduled on May 21<sup>st</sup>.

### **7. Other**

Hadenfeldt expressed frustration with the disappointment with late submission of the subdivision paperwork, noting applicants are asked to submit materials early so commissioners can review the information. Whitney also confirmed that he did not receive paperwork until 5:30 PM on meeting day and was unaware the item was on agenda.

Hadenfeldt also asked that the chair follow the proper voting procedure: make motion, get second, ask for discussion, then call for aye votes, nay votes, and abstentions. The group reaffirmed the importance of timely application submission and proper voting procedures for future meetings.

Caitlin McLennan announced her resignation from the Planning and Zoning Commission, as she has accepted a new job which requires her to relocate. The work session scheduled for May 21<sup>st</sup> will be her last meeting. Collins will work with Nelson to notice the open position and the commission will conduct interviews during the scheduled June work session.

### **8. Adjourn**

Hadenfeldt made the motion to adjourn the meeting. Meeting adjourned at 7:10 pm

Minute Taker: Erin Nelson  
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