

BIG WATER PLANNING AND ZONING COMMISSION
Big Water Town Hall, 60 Aaron Burr, Big Water, Utah 84741

APPROVED MINUTES

6:00 PM WORK SESSION

7:00 PM PUBLIC HEARING

7:00 PM PUBLIC HEARING

7:02 PM MEETING

March 2, 2026

6:00 PM WORK SESSION

1. Call to Order: at 6:11 PM; Mark Burkett, Wryht Short, Nicole Wood, Jack Brisbin and Robert Wilkes.

2. Discuss Meeting Agenda Items- Discussion – Duplicate Code Sections (Lot Line Adjustments & Parcel Joiner Consolidations) The Commission conducted a detailed review of duplicate language appearing in:

- Municipal Code 14.20.020 – Parcel Joiner Lot Consolidation
- Municipal Code 14.20.030 – Lot Line Adjustments within a Recorded Plan
- Zoning Code 15.10.150 – Parcel Joiner Lot Consolidation
- Zoning Code 15.10.160 – Lot Line Adjustments

It was determined that the language in these sections is substantially identical. The Commission discussed eliminating redundancy by: Retaining the provisions in Title 14 (Subdivision Ordinance); and Amending Title 15 (Zoning Code) to reference Title 14 rather than duplicating the language.

The Commission agreed that referencing the earlier code section would: Prevent future inconsistencies, Reduce administrative confusion, Ensure updates in one section automatically apply where referenced.

Staff explained that Title 14 was adopted to comply with updated state subdivision standards, making it the appropriate section to retain as the controlling language.

Discussion followed regarding broader amendments related to “Land Use Authority” restructuring. Staff explained:

- The Town is working to streamline administrative processes.
- Certain approvals (e.g., lot consolidations meeting established criteria) could be handled administratively rather than requiring both Planning & Zoning and Town Council approval.
- The intent is to reduce delays and improve efficiency while maintaining legislative oversight.

Concerns were raised regarding: Ensuring transparency, Maintaining adequate reporting to the Commission, Avoiding over-centralization of authority.

Clarification was provided that: The proposed amendment transfers authority to grant time extensions (not to exceed one year) to the Planning & Zoning Administrator. Legislative authority remains with the Town Council. Administrative approvals would still require compliance with adopted code standards. Commission members requested additional clarification and future discussion with the Administrator regarding the broader Land Use Authority plan.

At the request of Town Council, the Commission discussed preparation of a revised zoning overlay map to accompany Ordinance 02-2026.

- Current map colors lack clarity and differentiation.
- Residential zones (R1, R2, etc.) should use distinct shades.
- Overlays (Commercial/Residential) should use blended or complementary colors.
- Industrial zones may be assigned neutral tones.

- Government facilities and parks should be clearly distinguishable.
- The downtown commercial area will require designation following further review.

Wryht Short volunteered to: Prepare revised color versions, Create an updated legend, Enlarge the west-side map section for clarity, Submit drafts within approximately one week, Deliver finalized version prior to the March 18 Town Council meeting.

3. Adjourn – Closes at 7:17 PM

7:02 PM MEETING

1. CALL TO ORDER – at 7:19 PM

2. ROLL CALL – Mark Burkett, Wryht Short, Nicole Wood, Jack Brisbin and Robert Wilkes.

3. APPROVAL OR AMENDMENT OF AGENDA- Jack Brisbin makes a motion to approve the agenda by removing the 2 public hearings as the posted dates were wrong. Seconded by Nicole Wood. All in favor.

4. APPROVAL OF FEBRUARY 2026 MINUTES – Mark Burkett motions to approve the February minutes and seconded by Jack Brisbin. All in favor.

5. CONFLICT STATEMENT – None

6. ADMINISTRATOR COMMENTS – Not in attendance

7. CITIZEN COMMENTS – None

8. OLD BUSINESS –

A) Discussion and Possible Action on Special Events and Ordinance/Temporary Use Permits – Tabled

B) Discussion and Possible Action on Amending Off Street Parking spaces – Tabled

C) Discussion and Possible Action on Definitions – Tabled

D) Discussion and Possible Action on Amending Table of Uses – Tabled

E Discussion and Possible Action on Land Use Ordinance – Tabled

F) Discussion and Possible Action on Timeshare and Camp Resort Act – Tabled

G) Discussion and Possible Action on Amending Municipal Code 14.20.030 Lot Line

Adjustments Within a Recorded Plan and 14.20.020 Parcel Joinder (Lot Consolidation) – Item G and H will be done together. Jack Brisbin makes a motion that zoning code 15.10.030 and zoning code 15.10.150 will reference municipal code 14.20.030 and zoning code 15.10.160 will reference municipal code 14.20.20. Seconded by Nicole Wood. All in favor.

H) Discussion and possible Action on Amending Zoning Code 15.10.160 Procedures for Lot Line

Adjustments and 15.10.150 Standards and Requirements for Parcel Joinder (Lot Consolidation) –

I) Discussion on Residential Setback Requirements- Item G and H will be done together. Jack Brisbin makes a motion that zoning code 15.10.030 and zoning code 15.10.150 will reference municipal code 14.20.030 and zoning code 15.10.160 will reference municipal code 14.20.20. Seconded by Nicole Wood. All in favor.

9. NEW BUSINESS–

A) Discussion and Possible Action on Creating a Zoning Overlay Map to Accompany Ordinance 02-2026 for COMMERCIAL AND INDUSTRIAL ZONES SUPPLEMENTARY DEVELOPMENTAL STANDARDS per Town Council’s Request – Wryht Short was assigned responsibility to prepare and present the revised overlay map to Town Council prior to March 18, 2026.

B) Discussion and Possible Action on Ordinance 03-2026 AMENDING SECTION 15.24.030 OF THE BIG WATER MUNICIPAL CODE REGARDING AUTHORITY TO GRANT TIME EXTENSIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE – Discussion on the Administrator may grant extensions not to exceed one year. The one-year limitation applies to the extension period, not to the Administrator’s authority. Nicole wood motions to approve of Ordinance 03-2026 to Town Council. Seconded by Jack Brisbin. All in favor.

10. FINAL CITIZEN COMMENTS- None

11. FINAL COMMENTS – None

12. ADJOURNMENT– Motion to adjourn made by Mark Burkett and seconded by Wryht Short at 7:27 PM.
All in favor.