

**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 MEETING**

**April 6, 2026**

**6:00 PM WORK SESSION**

**1. Call to Order:** at 6:19 PM Robert Wilkes, Nicole Wood, Jack Brisbin. Absent: Mark Burkett, Wryht Short

**2. Discuss Meeting Agenda Items-**

**State Code & Ordinance Updates-**Members reviewed recent Utah State Code changes and discussed updating local ordinances to ensure compliance, noting ongoing coordination with legal counsel.

**Zoning Administrator Role-**The Commission discussed the Administrator's authority and emphasized a desire for continued communication and reporting while recognizing the role is primarily administrative and reports to Town Council.

**Code Enforcement-**The Commission reviewed the enforcement process, noting the Administrator initiates actions through notices while Town Council and the attorney determine escalation, with financial constraints limiting enforcement capacity.

**Complaint Process-**It was discussed that complaints must be submitted in writing to be acted upon, and improved public communication of this process is needed.

**Newsletter & Public Communication-**The Commission discussed using the Town newsletter to inform residents about ordinances, enforcement priorities, and zoning processes.

**Zoning Map Updates-**A revised zoning map was reviewed, with clarification that no zoning changes are proposed—only improved organization, labeling, and visual clarity.

**RV Regulations-**The Commission discussed developing RV regulations, including a potential conditional use permit system with safety and sanitation requirements.

**Future Development-**Discussion included upcoming SITLA projects, infrastructure needs, and long-term planning considerations, including potential impacts of solar and other developments.

**3. Adjourn – at 7:13 PM**

**7:00 PM MEETING**

**1. CALL TO ORDER – at 7:13 PM**

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

**3. APPROVAL OR AMENDMENT OF AGENDA-**Motion to approve the agenda made by Nicole and seconded by Jack. All in favor.

**4. APPROVAL OF MARCH 2026 MINUTES –** Motion to approve the March 2026 minutes made by Jack and seconded by Nicole. All in favor

**5. APPROVAL OF APRIL 1, 2026, MINUTES –** Motion to approve the April 1, 2026, made by Jack and seconded by Nicole. All in favor.

**6. CONFLICT STATEMENT –** none

**7. ADMINISTRATOR COMMENTS –** This month we have had 1 parcel joinder which you have already seen and have sent on to Town Council. Town homes came in and will be starting their phase 3. I will be working on land use authority the code changed in November, and we need to be up to code. SITLA will be doing some projects that will be coming in and David has brought you a map for your information.

**8. CITIZEN COMMENTS –** none

**9. 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 on Residential Setback Requirements- Tabled**

**10. NEW BUSINESS–**

- A) Discussion and Possible Action on Amending Section Municipal Code 5.07 Alcohol Beverage Control (Ordinance 06-2026) – Motion to approve Ordinance 06-2026 and send to Town Council made by Nicole and seconded by Jack. All in favor.**
- B) Discussion and Possible Action on Ordinance 07-2026 Planning and Zoning Administrator Authority - Motion to approve the Ordinance 07-2026 and send to Town Council made by Nicole and seconded by jack. All in favor.**

**11. FINAL CITIZEN COMMENTS- none**

**12. FINAL COMMENTS –** Tara thank you for being here. I think it is nice to have Town Council here to see what we are working on to make things simpler for our citizens.

**13. ADJOURNMENT–** Motion to adjourn made by jack and seconded by Nicole at 7:23 PM