



PUBLIC NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION WILL
MEET FOR A REGULAR MEETING IN THE

Grand County Commission Chambers 125 East Center Street, Moab, Utah
July 27, 2026 - 5:30 PM

Call To Order

[Youtube Link](#)

Join Zoom Meeting

[Zoom Link](#)

Meeting ID: 420 993 8173

Find Your Local Number: <https://us02web.zoom.us/j/kenwhyag3>

Citizens To Be Heard

We are receiving public comments by phone and online through Zoom. Dial: (669) 900 - 6833 Meeting ID: 420 993 8173 Planning Commission Zoom Link When joining the meeting, you will be placed in a waiting room and be added to the meeting by the moderator. Your comments will be recorded and on YouTube. (Unmute for public comment: *6)

Ex Parte Communications And Disclosures

Approval Of Meeting Minutes

July 13, 2026 Draft Minutes

Andrew Jackson, Planning and Zoning Director

Presentations (15 Min)

County Commission Update

Public Hearings

General Business - Action Items - Discussion And Consideration Of Approval

Discussion Items

- 1. Land Use Code Audit**

Andrew Jackson, Planning and Zoning Director

- 2. Planning Commission Bylaws Workshop**

Andrew Jackson, Planning and Zoning Director

Future Considerations

Adjourn

NOTICE OF SPECIAL ACCOMMODATION DURING PUBLIC MEETINGS. In compliance with the Americans with Disabilities Act, individuals with special needs requests wishing to attend Grand County Commission meetings/hearings and other Grand County Boards, Commissions, or Committees are encouraged to contact the County two (2) business days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. T.D.D. (Telecommunication Device for the Deaf) calls can be answered at: (435) 259-1346. Individuals with speech and/or hearing impairments may also call the Relay Utah by dialing 711. Spanish Relay Utah: 1 (888) 346-3162

It is hereby the policy of Grand County that elected and appointed representatives, staff and members of the Grand County Commission meetings/hearings and other Grand County Boards, Commissions, or Committees may participate in meetings through electronic means. Any form of telecommunication may be used, as long as it allows for real time interaction in the way of discussions, questions and answers, and voting.

At the Grand County Commission meetings/hearings and other Grand County Boards, Commissions, or Committees any citizen, property owner, or public official may be heard on any agenda subject. The number of persons heard and the time allowed for each individual maybe limited at the sole discretion of the Chair. On matters set for public hearings there is a three-minute time limit per person to allow maximum public participation. Upon being recognized by the Chair, please advance to the microphone, state your full name and address, whom you represent, and the subject matter. No person shall interrupt legislative proceedings.

Requests for inclusion on an agenda and supporting documentation must be received by 5:00 PM on the Tuesday prior to a regular Commission Meeting and forty-eight (48) hours prior to any Special Commission Meeting.

Information relative to these meetings/hearings may be obtained at the GrandCounty Commission's Office, 125 East Center Street, Moab, Utah; (435)259-1346.

MINUTES OF THE GRAND COUNTY PLANNING COMMISSION
Monday, July 13, 2026 at 5:30 p.m. – 125 E. Center St., Moab, UT 84532

The Grand County Planning Commission held its regular meeting on the above date, with attendees participating in person and remotely via Zoom, <https://us02web.zoom.us/j/4209938173>
Meeting ID: 420 993 8173

YouTube recording of the meeting can be viewed at
<https://www.youtube.com/@GrandCountyUtahGovernment>
Previous recordings archived at www.grandcountyutah.gov/AgendaCenter

Members Present:

Megan Schafer, Vice Chair
Mary Hofhine
Aaron Lindberg
Robert O'Brien
Randy Day
Jerry Klaes, Chair (Zoom)

Members Absent:

Sara Kimmerle

Staff Present:

Andrew Jackson, P&Z Director
Lisa Cenicerros
Trish Hedin and Brian Martinez,
Commission Liaisons

Call to Order 5:29 p.m.

Planning Commission Vice Chair Schafer called the meeting to order.

Citizens To Be Heard 5:30 p.m.

None.

Ex Parte Communications and Disclosures 5:31 p.m.

None.

Approval Of Meeting Minutes 5:31 p.m.

May 26, 2026

Motion: M. Hofhine moved to approve the June 22, 2026 minutes; R. O'Brien provided the second. The motion passed 6-0-0.

Yeas – 6

M. Schafer
A. Lindberg
R. Day
J. Klaes
R. O'Brien
M. Hofhine

Nays - 0

Abs - 0

County Commission Update 5:32 p.m.

County Commission Liaisons Hedin and Martinez provided updates on items recently heard by the County Commission and other items of interest.

Presentations (15 min.) 5:37 p.m.

Land Use Code Audit Findings

A. Jackson presented and then turned the time over to Daniel Jensen with Sunrise Engineering. Daniel provided information about the Land Use Code audit findings and answered questions.

Public Hearings

None.

General Business – Action Items - Discussion and Consideration of Approval

Discussion Items

1. Abercrombie & Kent 6:02 p.m.

A. Jackson presented and then turned the time over to Adriana Granato of Abercrombie & Kent, who then presented the project and answered questions from the Planning Commissioners.

2. 3090 Desert Road 7:00 p.m.

A. Jackson presented and then turned the time over to the developers who discussed their proposed project.

3. Reading Public Comments 7:10 p.m.

A. Jackson presented and specifically noted that “we have to remain comment neutral.” There was discussion.

4. Planning Commission Bylaws 7:24 p.m.

A. Jackson presented. There was discussion.

Future Considerations 7:58 p.m.

Planning Commission Bylaws in 2-4 weeks
Land Use Map.

Adjourn 8:00 p.m.

Motion: J. Klaes moved to adjourn; R. O’Brien provided the second. The motion passed with a vote of 6-0-0.

Yeas – 6

J. Klaes
A. Lindberg
R. Day
M. Schafer
M. Hofhine
R. O’Brien

Nays - 0

Abs - 0



AGENDA SUMMARY

Planning Commission Meeting

Date: July 27, 2026

Title: Land Use Code Audit

Fiscal Impact:

If this submission is from the general public you will need a commission sponsor, feel free to contact the Commission Administrators Office with any questions commadmin@grandcountyutah.net (435) 259-1342 or contact the Commissioners directly at commission@grandcountyutah.net

Presenter(s): Andrew Jackson, Planning and Zoning
Director

Department: Planning and Zoning

Legal Review: Not Applicable

Approved and Not Applicable
within budget?

Budget Number:

Recommended Motion:

Discussion only.

Background:

Attachments:

1. GC LUC Audit 6-2026

Grand County Land Use Code Audit

June 2026

Prepared by:

Daniel Jensen, JD, AICP

Principal Planner

daniel.jensen@sunrise-eng.com

801-592-9599

Sunrise Community Development, a Sunrise Engineering group



Contents

Overview

2

Overview

There are significant updates required to the Grand County Land Use Code. The following represent the highest-priority items:

1. **Incorporate code updates:** There are at least 5 ordinance updates that have occurred without being included in the code. These need to be added into the Code with prior language stricken. These include:
 - a. Subdivision Code Update: Ordinances 708 and 711 (2024), which are substantively identical, made significant changes to the land use code to comply with Senate Bill 174 (2023) and House Bill 476 (2024). However, the new provisions were not incorporated into the Land Use Code, and the update failed to strike conflicting language. Additionally, rather than integrating with the current code sections, the ordinances created a new section (9.18) to contain the new provisions. This language should instead be integrated into the respective sections with conflicting provisions removed.
 - b. Waterwise Landscape Ordinance: An undated draft was circulated November 3, 2025 and later adopted as Ordinance 726. The adopted ordinance contains staff annotations. The most defensible approach is to treat those annotations as accepted in the adopted version.
 - c. Major Utility Overlay: (Ordinances 706 and 713) Ordinance 713 repealed and replaced Ordinance 706 but has not been incorporated into the code. Ordinance 713 creates conflicts by using different terminology than is used elsewhere in the code.
 - d. Permitted Signs (Ordinance 727): This relates to freestanding signs in the HC Zone. It was not incorporated into the code. The ordinance appears to meet UDOT and FHWA standards; however, it is unclear whether UDOT was consulted prior to adoption.
 - e. HDHO Amendments (Ordinance 720): Not incorporated into the code. The adopting ordinance is unclear on the exact language of certain adopted provisions. The ordinance creates terminology conflicts, notably “Local Area” versus “84532 zip code,” and introduces broken cross-references that require resolution.
2. **Clean up code impacted by ordinance updates**
 - a. Many ordinance updates did not take a global view of the code and created conflicts elsewhere. Definitions and processes need to be reconciled to accommodate the updates. Examples include:
 - i. citations within the code that reference prior section numbers
 - ii. conflicting or inconsistent terminology
 - iii. terms used without definitions in Article 9
 - iv. prior provisions not stricken when new regulations were adopted

3. Reorganize / Simplify / Shorten Code

- a. The code is organized by topic rather than by zone. A property owner must understand the entire code rather than simply looking up their zoning district. This organization is cumbersome for property owners and applicants.
 - i. Example: Inside a commercial or industrial zoning district, the code can simply include a line about a transitional buffer when the property is adjacent to a single family residential zone. Currently, the code creates a term of art called a “protected zone district,” which is essentially a transitional buffer, and requires you to understand that term, look at a map, and read that section of code.
- b. The code mixes “Special Purpose” and “Overlay” Districts (Article 4)
 - i. Special purpose districts, such as watershed and airport, should be set up as districts (instead of overlays) that include the additional restrictions. They should not outline permitted uses or other standards.
 - ii. Overlay districts: Once special purpose districts are removed, the number of true zoning overlay districts shrinks significantly. The short-term rental (OAO) overlay is a creative approach. However, this approach functions more like a legislative conditional use permit than a traditional zoning overlay, and that distinction has implications for how the program is administered and challenged. This policy can be addressed in a later phase.
 - iii. “Evaporation pond overlay” exists as a map in the addendum, but has no explanation, standards, or regulations.
 - iv. MFR Overlay: This is called out as an “overlay” in the addendum and as a “base zone” in the code. However, the nature of the zone is clearly set up as an overlay. This needs to be clarified.
- c. Key issue: Addendum A (RMF.... MFR OVERLAY ZONING MAP) is a recorded document. No language in the code about expiring an overlay or project approval (except for OAO 4.6.7.F, HDHO 4.7.8.F, and ADO 4.9.5.G).
 - i. Need to resolve what rights exist and which have expired
 - ii. The County Attorney should advise on: (1) whether downzoning the MFR sub-zones constitutes a taking requiring compensation; (2) whether amortization is required; and (3) whether the adoption minutes for Ordinance No. 410 (September 16, 2005) contain any language regarding approval expiration.
 - iii. The current code contains no explanation of the “Valley Zoning Types” shown in the map. The designations shown differ from those used in the code body and require reconciliation.
- d. “Operational Performance Standards” (6.12) should be renamed “Nuisances.”
- e. Subdivisions should be pulled into one article. Right now “Subdivision standards” house many of the standards but the process is buried in Article 9 “Admin & Procedures.”
- f. Conditional use permit provisions are out of date and incomplete. Utah State Code now requires a CUP to be an administrative process, while Grand County’s remains legislative. The code needs better standards, enforcement provisions, and greater clarity around nonconforming use vesting.

- g. Article 1 is structurally inconsistent: several provisions belong in Article 8 (Administration and Procedures), and vice versa.
 - i. Update code citations
 - ii. Reference most recently adopted general plan, as opposed to one with a particular date
 - iii. Penalties – setting a minimum dollar amount and saying it shall be considered a separate offense binds the County to this minimum threshold, even for small or inconsequential violations.
 - 1. Specific penalties, such as the subdivision plat filing, should be moved to the subdivision section
 - iv. Should include:
 - 1. Rules of interpretation
 - 2. Vesting
 - 3. Relationship to other county regulations
 - 4. How to amend the code
 - h. Public noticing / courtesy notice requirements need to be updated for consistency and to match the desired process.
4. **Clean up inconsistencies and outdated language:** Much of this will become clear as organization and flow are improved. Some examples include:
- a. The code has archaic legalese, like “Notwithstanding other provisions to the contrary.” This kind of phrasing can be simplified.
 - b. The code has archaic language: i.e. “mentally retarded” and “emotionally disturbed”
 - c. Inconsistent terminology. This is found throughout, but some examples include:
 - i. “Rear setback” vs. “rear yard,” “street side yard” vs “street side setback,” and “interior side yard” vs “side yard” vs “side setback.”
 - ii. “Community Development Department” vs. “Planning Department” vs. “Planning and Zoning Department” and “Zoning Administrator” vs. “Administrator” vs. “Planning Director”
 - iii. “County Commission” vs. “Board of County Commissioners” vs “Commission”
5. **Revamp areas the code doesn’t appropriately address:**
- a. Group homes are regulated by federal and state law. The code is outdated and appears non-compliant.
 - b. Medical cannabis is not addressed
 - c. Telecommunications towers: Technology has changed significantly since the regulations were adopted and needs to be updated.
 - d. Home occupations: The code has a section for “home businesses” (which requires a CUP) and “home occupations” (which does not). This creates confusion. The home occupation section needs to be updated to reflect the modern workforce and land use best practices. It is currently quite thin and does not address many of the adverse impacts that should be regulated, such as frequency of deliveries and shipping, outside employees on-site, and client or customer visits.
 - e. Laws around variances have been updated. The code allows the County Commission to grant a variance “in conjunction with the review of subdivision

applications.” The County Commission is no longer permitted to review variances or subdivision applications.

- f. The water supply section is incomplete. A placeholder bracket remains in the adopted text: “[Where private water systems are proposed, water rights information and water system design and capacity should be provided.]” This language must be finalized or removed.
6. **Future Land Use Map:** The map should be re-evaluated for consistency with the 2030 General Plan and the proposed zone district restructuring.
7. **Update Zoning:** Once the Future Land Use Map is updated, the code will need to be updated to include any new zones necessary to implement the future land use map and vision.

Proposed Code Structure

Focus of the Code:

1. **What rules apply to my property?** (Where am I, what can I do here)
2. **How do I meet those rules?** (Standards I have to comply with)
3. **How do I get approval?** (Process to follow)

9 Articles – An Overview

Article 1 — General Provisions

Article 1 addresses the code itself and nothing else. It is kept lean and purely administrative.

Title, Authority, Applicability, Enactment and Repeals, Purpose (updated General Plan reference), Rules of Interpretation, Relationship to Other Regulations, Vesting, Fees, Severability, Commentaries.

Two provisions are relocated: enforcement moves to Article 8, and nonconforming provisions move to Article 5.

Article 2 — Zoning Districts

Article 2 is the primary reference for property owners and developers. Each district section contains three elements:

1. a purpose and character statement describing what the district is intended to accommodate
2. a district-specific use table showing permitted and conditional uses for that zone
3. a dimensional standards table showing lot size, density, setbacks, height, and coverage requirements.

A developer should be able to answer “what can I build and how big can it be” from Article 2 alone, then consult Article 3 only if their specific use carries operational conditions.

1. Zoning Designations (with a chart for uses and a chart for lot size, frontage, dimensions, and setbacks)
 - Residential zoning is reorganized by density. Current district names are unclear and are replaced as follows:
 - R-8: Formerly MFR 8 units / acre (is this truly an overlay or a base zone? The current code is conflicted)
 - R-5: Formerly SLR 5 units / acre
 - R-2: Formerly LLR 2 units / acre
 - R-1: Formerly RR 1 units / acre (40,000 sq ft min lot size)
 - RA: Resident Agricultural, formerly Range and Grazing
 - Commercial zoning is consolidated
 - The need for separate Resort Commercial and Resort Special districts, along with associated overlays, should be evaluated as part of the commercial zone consolidation.
2. Alternative Development Standards — PUD, Zero Lot Line (moved from current §4.4 and §§3.2.1.A and 3.2.1.K)
3. Nonconforming Provisions (moved from current §1.10): Nonconforming uses, nonconforming structures, and nonconforming lots are moved here so residents know what can be done if their current property conflicts with the current regulations.

Article 3 — Use Regulations

Article 3 contains operational and design standards tied to specific uses. These standards apply because of what a use does, not because of what district it is in or what is being built on a site. The test for whether a standard belongs here is simple: does it apply only to this particular use?

Examples include:

- telecommunications tower fall zone and co-location requirements
- mining reclamation plans and bonding
- home occupation delivery and employee limits
- group home licensing and separation requirements
- drive-through stacking lane standards

General development standards that apply to all uses on a site, such as parking, landscaping, signs, lighting, move to Article 5. The use category descriptions from current §3.4 are retained here as context for the use-specific standards. The consolidated Use Table moves to Article 2, embedded within each district section.

Article 4 — Special Purpose and Overlay Districts

Do any additional layers apply to my property?

Essentially the current Article 4, but cleaned up significantly. Overlays have general information about vesting, approval, expiration, amendment, what an overlay is, how overlays interact with base districts, how conflicts between overlays are resolved, and a map or index of where overlays currently apply. Right now that explanatory framework doesn't exist anywhere.

All overlays are moved into this section and cleaned up:

- OAO: Overnight Accommodation Overlay. There is interest in revisiting this approach. The recommended course is to incorporate the OAO into the restructured code first, then evaluate policy changes in a subsequent phase.
- HDHO
- Important Note: Addendum A includes a *recorded* zoning / land use map that outlines zones and overlays that no longer exist in the code. The legal status of the designations shown in the appendix map requires clarification. Does the recorded document create a vested right? Did the overlays expire?
- SPA: It appears this is mostly obsolete. May not need to be a separate overlay anymore.
 - The SPA related to the Atlas Uranium Mill remediation (UMTRA site). (See §4.2.1)
 - It is "interim" zoning pending reclamation and remediation of the Atlas mill site
 - "Upon completion of the site reclamation, more specific land uses should be determined" following a General Plan amendment
 - Community preference is that the land be "restored to a relatively natural state and preserved as open space"

Other existing “overlays” aren’t the same as zoning overlays, and are instead site specific requirements and should be moved to Article 6 “Site Specific Standards.” These include the Airport Overlay (AL), scenic resource protection, watershed protection, and major utility overlay. The PUD is moved to Development Standards.

- The Major Utility Overlay is structured as a true overlay, which is distinctive. Whether it should remain in its current form, be converted to a conditional use permit process, or be incorporated into use-specific standards warrants further evaluation, particularly given its limited use to date.

Article 5 — Development Standards

Article 5 contains universal site development standards. These standards apply to all development on a site regardless of use or district. These are the standards an architect or site designer works with: how the site must be arranged, landscaped, accessed, lit, and operated. Dimensional standards (lot size, density, setbacks, height, coverage) move to Article 2 within each district section. Nonconforming provisions move here from Article 1.

- **5.1** Access and Circulation (current §6.2)
- **5.2** Parking and Loading (current §6.3)
- **5.3** Landscaping and Screening (current §6.4)
- **5.4** Fences and Walls (current §6.3)
- **5.5** Signs (current §6.5)
- **5.6** Outdoor Lighting (current §6.6)

- **5.7** Open Space and Common Area (current §6.11)
- **5.8** Compatibility Standards (current §6.10)
- **5.9** Nuisances (noise, vibration, odor, glare — current §6.12, renamed)
- **5.10** Affordable and Assured Housing Standards (current §§6.14–6.15)
- **5.11** Development Impact Fees (current §6.13)

Article 6 — Site Specific Standards

Are there any site-specific regulations? (Ideally there is a GIS map that includes all these districts, including WUI and FEMA maps)

- **6.1** Purpose and How to Use This Article (new)
- **6.2** Constrained Lands (current §§5.4.1.E and 5.5.2.C — consolidated)
- **6.3** Floodplain Standards (current §6.8)
- **6.4** Slope and Site Disturbance Standards (current §§6.9.1–6.9.5 and §5.6.6)
- **6.5** Wildfire Standards (current §§6.9.6–6.9.7)
- **6.6** Ridgeline and Skyline Standards (current §6.9.8)
- **6.7** Water Source Protection Standards (current §4.5)
- **6.8** Airport Influence Area Standards (current §4.3)
- **6.9** Scenic Resource Standards (current §4.8)

Article 7 — Subdivision Standards

Currently subdivision standards are partially in Article 9 (procedures) and partially scattered through Articles 5 and 6 (improvement standards). Best practice separates subdivision *standards* (what a subdivision must provide — streets, utilities, open space, plat requirements) from subdivision *procedures* (how you apply and get approval). This article consolidates all the substantive subdivision design and improvement standards. The procedural steps for subdivision approval are relocated to Article 8, Administration and Procedures.

Article 8 — Administration and Procedures

Article 8 merges the current Articles 8 and 9. Decision-making bodies and procedures are inseparable in practice, yet a reader navigating the CUP process must currently consult both articles to get the full picture. The merged article opens with decision-making bodies (Planning Commission, Zoning Administrator, County Commission, Hearing Officer), then walks through each permit type in order of complexity:

- Zoning Development Permits

- Minor Subdivisions
- Major Subdivisions (incorporating new §9.18 from Ord. 708)
- Site Plans
- Conditional Use Permits
- Variances
- Rezoning and Text Amendments
- Appeals
- Interpretations
- Enforcement and Penalties (moved from current §§1.8–1.9)

Article 9 — Definitions

Article 9 should include an introductory provision explaining that undefined terms carry their common meaning and that the Zoning Administrator resolves disputes over interpretation. This language currently appears in §10.2, where it is easily overlooked.

Phases

1. Code Update:
 - a. Priority 1: Insert adopted ordinances
 - b. Priority 2: Reorganize code to a coherent structure
 - c. Priority 3: Clean up language within the code
 - d. Priority 4: Fill in code
2. General Plan Update (partial): Sunrise will review and update several elements of the General Plan. This immediate update is not a full update, and will not include the Land Use Element. By postponing the Land Use Element, we can wait to engage the public on questions of land use policy.
3. Policy Update: short-term rentals
4. Policy Update: Future Land Use Map, or at least a consistent vision for future land use to make sure the written code matches the vision and intent of the Commission.
5. Code Update: Once a consistent vision is confirmed, the County may need to update current zones or create a new zone or two to accommodate the desired land use vision.



AGENDA SUMMARY

Planning Commission Meeting

Date: July 27, 2026

Title: Planning Commission Bylaws Workshop

Fiscal Impact:

If this submission is from the general public you will need a commission sponsor, feel free to contact the Commission Administrators Office with any questions commadmin@grandcountyutah.net (435) 259-1342 or contact the Commissioners directly at commission@grandcountyutah.net

Presenter(s): Andrew Jackson, Planning and Zoning
Director

Department: Planning and Zoning

Legal Review: Not Applicable

Approved and Not Applicable
within budget?

Budget Number:

Recommended Motion:

Discussion/Workshop only.

Background:

Attachments:

1. Agenda Summary
2. Staff_Report_PC_Bylaws_Final
3. PC_Bylaws_Redline final



AGENDA SUMMARY

Planning Commission Meeting

Date: July 27, 2026

Title: Planning Commission Bylaws

Fiscal Impact:

If this submission is from the general public you will need a commission sponsor, feel free to contact the Commission Administrators Office with any questions commadmin@grandcountyutah.net (435) 259-1342 or contact the Commissioners directly at commission@grandcountyutah.net

Presenter(s): Andrew Jackson, Planning and Zoning
Director

Department: Planning and Zoning

Legal Review: Not Applicable

Approved and Not Applicable
within budget?

Budget Number:

Recommended Motion:

Background:

Discussion Item

Attachments:

1. PC_Bylaws_Redline final
2. Staff_Report_PC_Bylaws_Final



AGENDA SUMMARY / STAFF REPORT
Grand County Planning Commission Meeting
Date: July 27th, 2026

AN ANNUAL REVIEW AND PROPOSED AMENDMENT OF THE GRAND COUNTY PLANNING COMMISSION BYLAWS, REWRITTEN FROM THE BYLAWS ADOPTED BY RESOLUTION 3263 (2021), WITH CONFORMING AMENDMENTS TO LAND USE CODE § 8.1, TO UPDATE STATUTORY CITATIONS REQUIRED BY THE 2025 RECODIFICATION OF UTAH CODE TITLE 17 AND TO ENSURE THE BYLAWS AND THE COUNTY CODE ARE CONSISTENT.

Presenter(s): Planning & Zoning Department Staff **Department:** Planning and Zoning

Legal Review: Recommended prior to County Commission adoption **Approved and within budget?** Not Applicable

1. Plain English Summary: The Planning Commission reviews its Bylaws each year and recommends any amendments to the County Commission for adoption by resolution. Staff has prepared a clean rewrite of the Bylaws built directly on the authoritative text adopted by Resolution 3263 (2021). The rewrite updates the Bylaws' references to Utah state law (renumbered in 2025 from Title 17, Chapter 27a to Chapter 79, effective November 6, 2025) and conforms several provisions to the Grand County Land Use Code (LUC). Because a few provisions run the other way — the LUC itself needs updates to stay consistent with the Bylaws — staff has also prepared a conforming redline of LUC § 8.1 (the Planning Commission subsection). None of the changes alter County policy. A clean copy of the Bylaws (Exhibit A), a Bylaws redline (Exhibit B), and the LUC § 8.1 redline (Exhibit D) are attached.

2. Requested Action: Review the rewritten Bylaws and the conforming LUC § 8.1 amendments and, by motion, forward a recommendation to the County Commission. The Bylaws are adopted by resolution under County Ordinance 472 (2008); the LUC amendments are legislative and require a public hearing and adoption by ordinance. The Bylaws also remain subject to the Commission Administrator's review under Ordinance 472 before County Commission action.

3. Background: The Bylaws were last amended by Resolution 3263 (March 2, 2021). A January 2026 working redline began updating the Bylaws but used manual formatting that had become difficult to review, so staff rewrote the Bylaws from the adopted 2021 text and applied the necessary updates. Two developments drive the changes: the recodification of Utah Code Title 17 (Chapter 27a to Chapter 79, effective November 6, 2025); and LUC § 8.1 (Article 8), which governs the Planning Commission. Because the Bylaws must not conflict with the LUC, staff reviewed both documents together and identified the items where each needs to change so the two remain consistent.

4. Updates Required by State Law (Bylaws):

- **Article I — statutory citations.** The authority citations “17-27a-301” and “17-27a-302” are updated to “§ 17-79-301” and “§ 17-79-302,” reflecting the S.B. 1007 recodification. Section 17-79-302 was amended in the 2025 session; staff confirmed the language remains consistent.
- **Electronic meetings citation.** The rewrite references Utah Code § 52-4-207, which was not part of the Title 17 recodification and is current. Electronic participation continues under current County policy, including Resolution 2944.

5. Changes to Conform the Bylaws to the Land Use Code:

- **Officer-election timing (Article III) — “first” to “last.”** Conformed to LUC § 8.1.3(E).
- **“County Council” to “County Commission.”** Conformed throughout to the LUC and the County’s form of government.
- **Electronic participation and quorum (Article V).** Sections V.14–V.16 are rewritten to permit electronic participation, and a remote member counts toward the quorum and may participate and vote fully, per § 52-4-207 and Resolution 2944.
- **Address and grammar.** Meeting materials address updated (§ V.6); minor, non-substantive corrections.

6. Conforming Amendments to Land Use Code § 8.1 (Exhibit D): Reviewing the two documents together, staff identified provisions where the LUC — not the Bylaws — needs to change so the County Code stays consistent with the amended Bylaws. The attached LUC § 8.1 redline makes the following changes:

- **Citation update (§ 8.1.4(C)).** The general-plan citation “Title 17-27-204 of the Utah Code” — which predates the 2005 recodification and is doubly outdated — is updated to the Chapter 79 general-plan section (§ 17-79-205, to be confirmed by the County Attorney). The Hearing Officer citations in § 8.2.4 (17-27a-701 and 702) are likewise updated in the companion Article 8 citation redline.
- **Electronic participation (new § 8.1.3(E)(9)).** A new provision has been added so that the Code, like the Bylaws, authorizes real-time electronic participation and voting under § 52-4-207 and Resolution 2944. The LUC is currently silent on this.
- **Minutes responsibility (§ 8.1.3(E)(3)).** Clarified that the recording of minutes is the responsibility of the County, through Planning Department staff, consistent with Bylaws § V.8.
- **Terminology (§ 8.1.3(E)(1)).** “Chairman” changed to “Chair” for consistency. Broader terminology cleanup across the Code is addressed in the separate Land Use Code audit and update.
- **Quorum — no LUC change; Bylaws to conform.** LUC § 8.1.3(E)(4) defines a quorum as “a majority of the appointed members,” which adjusts for vacancies and is the controlling standard. Rather than change the Code, staff recommends the Bylaws be conformed to this standard in a follow-up (see Section 7). The requirement of at least four affirmative votes to pass a motion is identical in both documents.

7. Items to Confirm or Address in a Follow-Up: Staff did not change substantive Bylaws rules without Commission direction. Three items remain: (1) conforming the Bylaws' quorum definition to the LUC's "majority of the appointed members" standard and mirroring the LUC's member-removal provisions (2/3 vote of the County Commission; three-unexcused-consecutive-absence standard); (2) confirming that Resolution 2944 authorizes electronic voting as drafted and confirming the § V.6 meeting-materials address. Staff can bring the quorum/removal-conforming amendment as a follow-up, if the Commission desires, and address how many County Commission Liaisons should be appointed.

8. Staff Recommendation: Staff recommends that the Planning Commission (a) forward a favorable recommendation to the County Commission to adopt the rewritten Bylaws (Exhibit A), and (b) forward a favorable recommendation to initiate the conforming LUC § 8.1 amendments (Exhibit D) through the legislative amendment process with a public hearing, subject to County Attorney review of the updated citations and the electronic-participation provision.

"I move that the Planning Commission forward a favorable recommendation to the County Commission to adopt the amended Planning Commission Bylaws as rewritten, and to initiate the conforming amendments to Land Use Code § 8.1 described in the staff report, subject to Commission Administrator and County Attorney review and the required public hearing on the Code amendments."

EXHIBITS

Exhibit A — Planning Commission Bylaws *(clean rewrite from the 2021 adopted text).*

Exhibit B — Planning Commission Bylaws Redline *(proposed amendments against Resolution 3263 (2021)).*

Exhibit C — Resolution 3263 (2021) *(current adopted Bylaws).*

Exhibit D — Land Use Code § 8.1 Redline *(conforming amendments to the Planning Commission subsection).*

GRAND COUNTY PLANNING COMMISSION BYLAWS

Grand County, Utah

REDLINE — proposed amendments to the bylaws adopted by Resolution 3263 (2021)

Legend: ~~struck text~~ = deleted; underlined text = added.

ARTICLE I

Authority

The Grand County Planning Commission is authorized by ~~the~~ Utah Code Annotated ~~17-27a-301~~ § 17-79-301 and ~~17-27a-302~~ § 17-79-302 and by Grand County Ordinance 299 (1999), Section 8.1 of the Grand County Land Use Code. The Planning Commission exercises authority and assumes responsibilities delegated to it under these authorities.

ARTICLE II

General Provisions

II.1. Applicable State Statutes, County Ordinances, and Policies

The Grand County Planning Commission, hereinafter referred to as “the Commission,” shall be governed by State statutes and County ordinances and policies including the following:

- a. State statutes applying generally to public boards, members, and officials
- b. State statutes governing the activities of County Planning Commissions
- c. Grand County Ordinances and Resolutions
- d. The Grand County Land Use Code
- e. The bylaws of the Grand County Planning Commission as set forth herein. These bylaws are not adopted by Ordinance and do not have the force of law. They are advisory guidelines only. Consequently, should the Commission waive, suspend, or otherwise deviate from these bylaws during the course of a meeting, such deviation shall not be grounds for invalidating a hearing held during such meeting or any decisions made at such meeting.

II.2. Familiarity with State Statutes, County Ordinances and Resolutions, and Rules Affecting the Commission

Upon taking office, all members of the Commission shall familiarize themselves with applicable statutes and rules, ordinances and resolutions, and while in office shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of Commission affairs.

ARTICLE III

Officers and Election

III.1. Officers

The Officers of the Commission shall be a Chairperson and Vice-chairperson.

III.2. Election

- a. The Chairperson and Vice-chairperson shall be elected as the ~~first~~last item of business at the first meeting of the year after the County ~~Council~~Commission appoints vacant seats. They shall serve for a term of one year or until their successors are elected. Their term shall start the meeting following the election.
- b. If the office of the Chairperson or Vice-chairperson becomes vacant, the Commission shall elect a successor from its membership who shall serve the unexpired term of the predecessor.
- c. Nominations shall be by oral motion. At the close of nominations, the Commission shall vote by voice vote upon the names nominated for the office. If requested by the Chair, written ballots may be used for voting purposes.

III.3. Chair

The Chairperson has the following duties:

- a. The Chairperson presides at all meetings of the Planning Commission, maintaining order and decorum, and ~~insures~~ensures that the procedures prescribed in the Grand County Land Use Code, Utah state code, and policies stated herein are followed.
- b. The Chairperson sets the agenda.
- c. The Chairperson may call special meetings at any time and in accordance with applicable state and County codes.
- d. The Chairperson may appoint up to three Commission members to serve on a committee as needed.
- e. The Chairperson shall inquire regarding potential conflicts of interest and ex parte communication, regarding agenda items, at the beginning of a public meeting or hearing.

III.4. Vice-chair

The Vice-chair performs the duties of the Chairperson in the absence of the Chairperson, or duties as delegated by the Chairperson. In the event of temporary absence of the Chairperson and Vice-chairperson, the remaining members present shall elect an acting Chairperson for that meeting.

ARTICLE IV

Vacancies, Interviews, and Voting

IV.1. Vacancies

County staff shall notify the current Commission of those members whose terms will expire at the end of the calendar year. In cases where a vacancy is created during the middle of a board member's term (mid-term vacancy), County staff shall notify the Commission as soon as practically possible. County staff shall post a notice of Board vacancies, including mid-term vacancies, in a local newspaper of record.

IV.2. Candidate Interviews

The Commission shall interview qualified candidates and provide a recommendation to the County Commission. At the start of each interview, candidates will be given three minutes to briefly introduce themselves and to provide relevant information as to background and experience. During the interview process, Commissioners are ~~encourage~~encouraged to ask questions which verify a candidate's experience

and eligibility ~~of meeting to meet the~~ requirements of service. Commissioners shall ask the same questions of each candidate. After responding to those questions, Commissioners may ask the applicant additional clarifying questions if necessary.

IV.3. Voting

The Commission shall vote upon the names of candidates in alphabetical order. Each Commissioner shall be entitled to one vote for each vacancy. Commissioners shall vote by voice or a raise of hands. If requested by the Chair, written ballots may be used for voting purposes.

Planning staff will tally the number of votes cast for each candidate and read this information back to the Commission. ~~Planning~~The Planning Commission, by motion, will forward this recommendation, including any findings, to the County ~~Council~~Commission for consideration.

IV.4. Recommendations to the County Commission

The Chairperson, or Planning staff as directed by the Chairperson, shall present the Commission's recommendation, including any findings, to the County Commission.

ARTICLE V Meetings and Organization

V.1. Open Meetings

All regular meetings, special meetings, workshops, and field trips of the Commission are open to the public and will be noticed in accordance with the requirements of the Open and Public Meetings Act.

V.2. Regular Meetings

Regular Commission meetings shall be twice a month unless there are mitigating circumstances, such as a lack of a quorum, lack of items to be discussed, holidays, or other circumstances.

V.3. Annual Training

Commission members are required to attend an annual Open Meetings Training, as provided by Grand County or an online equivalent training. Commissioners are encouraged to attend the Citizen Planner Workshop, as conducted by the Utah League of Cities and Towns or other entity.

V.4. Special Meetings, Workshops, and Field Trips

Special meetings, workshops, and field trips for any purpose may be held at the call of the Chairperson or the Grand County Commission.

V.5. Agendas

Agendas shall be set at the direction of the Chairperson. Agendas for regular meetings shall be provided by staff to all members at least three days prior to the meeting.

V.6. Meeting Materials

Planning Department staff shall provide meeting materials to Commission members by 5:00 p.m. the Friday before the Planning Commission meeting date unless extenuating circumstances exist. Meeting materials will be available for review by the public in the Planning Department at ~~125 East Center Street~~59 North 200 East, Moab, UT 84532 and at the Grand County Library.

V.7. Written Citizen Comment

Any citizen wanting to submit written information to the Planning Commission for inclusion in the Planning Commission meeting materials packet shall provide written comments to the Planning Department by 5:00 p.m. the Wednesday before the Planning Commission meeting date. All documents, including electronically transmitted material, should be submitted directly to the Planning Department. Materials sent to individual Commission members will not be considered.

V.8. Minutes

The recording of minutes of all Commission meetings shall be the responsibility of Planning Department staff. In the event staff is absent from any meeting, the Planning Department may send a designee.

V.9. Rules of Order

In the event a question over procedures arises, Robert's Rules of Order shall prevail.

V.10. Voting

Commission members shall make a good-faith effort to become knowledgeable on matters before the Commission. A quorum of the Commission shall consist of four (4) members, and the affirmative vote of at least four (4) members in attendance shall be necessary to pass any motion.

V.11. Motion

All decisions of the Commission shall be made in a public meeting by motion, made and seconded, and by voice vote. Any Commissioner may make or second a motion. If there is any ambiguity on any vote, or if the nature of the application or petition warrants, the Chairperson may conduct a roll-call vote.

Motions should be supported by reason and include findings. The person making the motion is encouraged to state the reasons and finding(s) supporting the motion at the time the motion is made. Any conditions for approval must be stated in the motion. The motion may refer to the staff report for details of the conditions for approval if the person making the motion desires to do so.

V.12. Conduct During Public Meetings

During all meetings and hearings, persons providing testimony shall proceed without interruption except by members of the Commission at the discretion of the Chairperson. All comments, arguments, and pleadings shall be addressed to the Chairperson, and there shall be no debate or argument between individuals in the audience. There shall be no debate or argument between individuals. The Chairperson shall maintain order and decorum, and to that end may order removal of disorderly or disruptive persons.

Any member of the Commission, Counsel to the Commission, or the Commission staff, upon recognition by the Chairperson, may direct any questions to the applicant, witness, or any person speaking from the audience for the purpose of eliciting relevant facts. The Chairperson or Commission members may call for relevant facts from staff and make appropriate comments relevant to the matter.

V.13. Time Control

The Chairperson may control the time for debate on any issue. Care should be taken to ~~insure~~ ensure fairness in the hearing process. Those speaking in support and opposed should have substantially equal time. The Chairperson may stop debate once he or she believes the issue has been adequately and fairly heard.

V.14. Citizen, Applicant, and Other Participation by Real-Time Telecommunication

Participation by ~~Citizens, Applicants, and Others~~ citizens, applicants, and others may be allowed by real-time telecommunication as provided by Utah Code § 52-4-207 and the ~~per the~~ current Ordinances and Policies established for such by the Grand County Commission, including Grand County Resolution 2944.

V.15. Quorum

~~Means~~ Quorum means the minimum number of ~~persons~~ members required to act as a body. A quorum requires ~~4 (four)~~ four (4) Commission members ~~whom must be present~~, who may be present in person or by real-time electronic means as provided by Utah Code § 52-4-207 and the ~~as per the~~ current Ordinances and Policies established for such by the Grand County Commission, including Grand County Resolution 2944. A member participating by real-time electronic means counts toward the quorum and may participate and vote fully.

V.16. Commissioner Participation by Real-Time Telecommunication

Planning Commissioner participation by real-time electronic means shall be permitted as provided by Utah Code § 52-4-207 and the ~~per the~~ current Ordinances and Policies established for such by the Grand County Commission, including Grand County Resolution 2944.

V.17. Request to Withdraw or Amend Applications or Petitions

Upon request from the applicant, petitioner, or authorized agent, an application or petition may be withdrawn at any time before the Commission makes a decision on the same.

An applicant, petitioner, or authorized agent may amend applications or petitions in any lawful manner on written request delivered to the Commission not less than 14 days prior to the scheduled public meeting. The purpose of this requirement is to assure that the amendment is properly evaluated and addressed in the staff report. In the event that an amendment to an application or petition is received less than 14 days before the public meeting addressing the same, the staff will orally report to the Commission at the public meeting the nature of the amendment. The Commission shall determine whether the nature of the amendment is such as to require reexamination by the County Attorney or staff. If reexamination of the amendment is deemed necessary, the Commission may proceed with the hearing or may continue it to a future date until it has received sufficient information and analysis to make the appropriate findings and conclusions associated with the amended application or petition.

ARTICLE VI

Ethical Considerations

The following ethical principles shall guide the actions of the Commission and its members.

VI.1. Serve the Public Interest

The primary obligation of the Commission and each member is to serve the public interest.

VI.2. Support Citizen Participation in Planning

The Commission shall ensure a forum for meaningful citizen participation and expression in the planning process, and assist in the clarification of community goals, objectives, and policies.

VI.3. Conflict of Interest

Planning Commission members shall adhere to Grand County policy as stated in Ordinance 462, or any subsequent amendment thereof, regarding conflicts of interest. A member with a conflict of interest shall

be required to disclose such conflict prior to consideration of the matter by the Planning Commission. A member with a conflict of interest may not attempt to influence other members or appointed staff outside the meeting. A member with a conflict of interest shall be required to recuse herself or himself from participating in, commenting on, or voting on the matter in which such conflict exists.

VI.4. Ex Parte Communication / Ensure Full Disclosure at Public Meetings

A Planning Commissioner shall not have any ex parte discussions regarding any business before the Commission.

For the purpose of Planning Commission policy, ex parte discussions include any communication with Interested Parties of any issue coming before the Planning Commission outside of a public meeting, and prior to the Commission's final decision.

For the purposes of Planning Commission policy, Interested Parties shall mean applicants, representatives of applicants, investors, business partners, or any other party having a financial association with a land use application.

Any ex parte communications or information, unsolicited or otherwise, shall be disclosed in a public meeting.

VI.5. Maintain Public Impartiality

Commission members may seek information from other Commission members, the counsel to the Commission, staff serving the Commission, or the staff of other departments or agencies advising the Commission. Each member of the Commission has an ethical duty to avoid making public statements for or against the merits of any application before the Commission hearing is concluded and a decision or recommendation has been rendered.

VI.6. Faithful Attendance and Performance

Should circumstances arise where a Planning Commission member is unable to attend a scheduled meeting, the member shall be responsible for notifying the Chair or Planning Department staff as soon as possible. If circumstances prevent faithful attendance and performance of Planning Commission member duties, the member should resign from the Planning Commission.

ARTICLE VII

Resignations and Removal of Membership

VII.1. Resignations

Any member of the Commission must submit a signed letter of resignation specifying the effective date on which the member's service will cease. The letter of resignation shall be submitted to the County Commission Office.

VII.2. Acceptance of Resignation

The County Commission shall accept resignation upon receipt thereof.

VII.3. Removal from Commission

[The](#) Planning Commission may request the resignation of a member for reasons of attendance and/or ethical considerations. [The](#) County Commission may remove a Commission member for cause prior to the expiration of the appointed term.

ARTICLE VIII
Adoption, Review, and Amendment of Bylaws

VIII.1. Annual Review and Amendment

The bylaws will be reviewed by the Commission at the beginning of each calendar year. Amendments will be recommended to the County Commission for approval as per County Ordinance 472 (2008).

VIII.2. Waiving or Suspending Rules

A rule of procedure may be suspended or waived at any meeting by unanimous vote of the Commission members present unless such rule is set by state law or County ordinance.