



BLUFFDALE CITY PLANNING COMMISSION
Wednesday, February 4, 2026

Notice is hereby given that the Bluffdale City Planning Commission and Bluffdale City Council will hold a public meeting on **Wednesday, February 4, 2026, at 6:00 p.m., or as soon thereafter as possible** at the Bluffdale City Hall, 2222 West 14400 South, Bluffdale, Utah. This meeting will also be broadcast live to the public on the City's website www.bluffdale.gov. Notice is further given that access to this meeting by Commission members may be via electronic means via telephone conference call. The public may comment at the meeting or by emailing comments to planningmeetingcomment@bluffdale.gov by **4:00PM** the day of the meeting. Emailed comments will be submitted to the Planning Commission but will not be read at the meeting.

In the event the meeting is disrupted in any way that the City in its sole discretion deems inappropriate, the City reserves the right to immediately remove the individual(s) from the meeting and, if needed, end virtual access to the meeting. Reasons for removing an individual or ending virtual access to the meeting include but are not limited to the posting of offensive pictures, remarks or making offensive statements, disrespectful statements or actions, and any other action deemed inappropriate.

PLANNING COMMISSION BUSINESS MEETING 6:00 PM

1. Roll Call.
2. Invocation/Thought/Reading and Pledge of Allegiance.
3. **Minutes:** Approval of the minutes from the December 3, 2025 Planning Commission Meeting and January 21, 2026 Joint Planning Commission and City Council Meeting.
4. **Public Comment:** Any person who wishes to comment on items not scheduled on the agenda for a public hearing may address the Planning Commission and comments will be limited to not more than three (3) minutes.

LEGISLATIVE ITEMS

5. **PUBLIC HEARING, CONSIDERATION, AND RECOMMENDATION** on an Ordinance amending Chapter 9.10.020 related to the adoption of the Wildland Urban Interface Building Standards. City of Bluffdale, Applicant. Fred Donaldson, staff presenter.

DISCUSSION ITEMS:

6. Training on Open and Public Meetings Act and Procedures. Fred Donaldson, staff presenter.
7. Planning Commission Business (planning session for upcoming items, follow up, etc.).
8. Adjournment.

Dated: January 28, 2026

Grant Crowell, AICP
Community and Economic Development Director

In compliance with the American Disabilities Act, individuals needing assistance or other services or accommodation for this meeting should contact Bluffdale City at least 24 hours in advance of this meeting at (801)254-2200. TTY 7-1-1.

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Present:

Members: **Debbie Cragun, Chair**
 Tina Griffis
 Kory Luker
 Erik Swanson (arrived at 6:06 p.m.)

Staff: **Grant Crowell, Community and Economic Development Director**
 Caitlyn Tubbs, Planning Manager
 Courtney Peterson, AV Technician
 Ellen Oakman, Associate City Planner
 Dan Tracer, Assistant City Engineer
 Tiffany Shinsel, Community Development Coordinator
 Matt Evans, Fire Chief

Public: **Steve Austin**
 Janae Thomas Watson
 Jonathan Biesinger
 Mason Chavez

PLANNING COMMISSION BUSINESS MEETING

1. Roll Call.

Chair Debbie Cragun called the meeting to order at 6:00 p.m.

2. Invocation/Thought/Reading and Pledge of Allegiance.

Commissioner Tina Griffis led the Pledge of Allegiance.

3. Minutes: Approval of the Minutes from the December 3, 2025, Planning Commission Meeting and January 21, 2026, Joint Planning Commission and City Council Meeting.

Commissioner Griffis moved to APPROVE the Minutes of the December 3, 2025, Planning Commission Meeting and January 21, 2026, Joint Planning Commission and City Council Meeting, as presented. The motion was seconded by Commissioner Luker. Vote on motion: Tina Griffis-Yes, Kori Luker-Yes, Chair Cragun-Yes. The motion passed unanimously.

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4. Public Comment.

There was no public comment.

LEGISLATIVE ITEMS

5. PUBLIC HEARING, CONSIDERATION, AND RECOMMENDATION on the Ordinance Amending Chapter 9.10.020 Related to the Adoption of the Wildland Urban Interface Building Standards, City of Bluffdale, Applicant. Fred Donaldson, Staff Presenter.

City Attorney, Fred Donaldson, presented the proposed ordinance and indicated that the item is required to participate in the Utah Wildland Fire Program. If certain conditions are met, the State will pay all wildland fire costs incurred by the City. One requirement is to adopt the Wildland Urban Interface Building Standards.

Chapter 9.10.020, Building Codes Adopted, will be amended to read:

- A. Adoption: The City of Bluffdale adopts the State Construction Code as adopted in Utah Code Annotated title 15A, "State Construction and Fire Codes Act" *and the building standards in the 2006 edition of the Utah Wildland Urban Interface Code, issued by the International Code Council, with the alternatives or amendments approved by the Utah Division of Forestry, Fire, and State Lands* and subsequent amendments thereof, as the Building Code of the City of Bluffdale.

Mr. Donaldson reported that a current bill before State Legislature would amend State Code, and the language would automatically update City Code to the 2024 edition of the Wildland Urban Interface ("WUI") Code.

The updated WUI Map was reviewed. Fire Chief, Matt Evans reported that the map was created by the Utah Department of Natural Resources. High risk areas are identified in red, and those cities will be required to perform neighborhood assessments. There are no risk high areas in Bluffdale. The Bringhurst Farm area in yellow is at mild risk, but that risk will subside once the property is developed.

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Community and Economic Development Director, Grant Crowell stated that areas in red would require the Fire Marshal and Building Official to inspect affected properties and identify mitigation requirements. Mr. Donaldson added that requirements include things like clearing vegetation away from structures.

Chair Cragun opened the public hearing. There were no comments. The public hearing was closed.

Commissioner Griffis moved to forward a POSITIVE recommendation to the City Council for the Proposed Ordinance Amending Chapter 9.10.020 Related to the Adoption of the Wildland Urban Interface Building Standards. The motion was seconded by Commissioner Swanson. Vote on motion: Erik Swanson-Yes, Kori Luker-Yes, Tina Griffis-Yes, Chair Cragun-Yes. The motion passed unanimously.

The item will be considered by the City Council at its February 25, 2026, meeting.

DISCUSSION ITEMS

6. Training on Open and Public Meetings Act and Procedures. Fred Donaldson, Staff Presenter.

Mr. Donaldson reported that the Utah Open and Public Meetings Act (“OPMA”) and Government Records and Access Management Act (“GRAMA”) are the State’s sunshine laws, which promote transparency in government. The OPMA provides that meetings and deliberations of public bodies are to be open to the public unless properly closed. It is the legislature’s intention that political subdivisions take actions and conduct deliberations openly.

The OPMA applies only to meetings, which are defined as:

- A gathering of a public body.
- With a quorum present.
- That is convened by the person with authority to convene the public body following the process provided by law.

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- For the purpose of acting as a public body to receive public comment on a relevant matter, deliberate about a relevant matter, or take action on a relevant matter.
- A meeting can be in person, electronic, or hybrid.

Mr. Donaldson indicated that in the past, ribbon cuttings or other informal gatherings could potentially invoke the requirements of the OPMA. That had been clarified as stated above.

A “public body” is an administrative, advisory, executive, or legislative body that:

- Was created by the Utah Constitution, statute, rule, ordinance, or resolution;
- It consists of two or more persons;
- Spends, distributes, or is supported by tax money; and
- Is vested with the authority to make decisions about the public’s business.

The following are public bodies:

- City Council
- Planning Commission
- City Redevelopment Agency
- Local Building Authority
- Historic Preservation Commission
- Arts Advisory Board
- Healthy Bluffdale Coalition

At least 24 hours’ notice is required for public meeting. Notice must include the agenda, date, time, and place of the meeting, and the agenda must be reasonably specific. Matters that are not on the agenda may be discussed, but final action cannot be taken if the item is not listed on the agenda. Notice must be posted at City Hall and on the Utah Public Notice Website, and a schedule of regular meetings must be posted yearly. Although emergency meetings are rare for the Planning Commission, they do not require 24-hour notice.

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Detailed, written minutes must be kept for all meetings and include the following:

- Date, time and place of the meeting.
- The names of all members present and absent.
- The substance of all matters proposed, discussed, or decided.
- Individual votes on the matter.

The approved, written minutes are the official record of the meeting. However, the requirement can be satisfied by taking video. Minutes are classified as public under GRAMA and are distributed through the public notice website and City Hall.

Open meetings are recorded, and the complete, unedited recording is public record. Members of the public can also record meetings. Bluffdale public meetings are livestreamed on the City website.

Per Bluffdale City Code § 1.160.010, any public body can hold electronic meetings. An anchor location is required so that members of the public can participate in the meeting. However, that requirement can be suspended for certain public health emergencies like COVID-19. Electronic meetings must follow the same procedures as regular meetings, but all votes must be by roll call.

Mr. Donaldson reported that the legislature recently added the following language regarding predetermining public body action to the Code:

Individuals constituting a quorum of a public body may not act together outside a meeting in a concerted, deliberate way to predetermine an action to be taken by the public body at a meeting on a relevant matter.

Members of a public body should not transmit electronic messages to each other during a convened meeting. However, they may do so outside of meetings. Meetings should be orderly. If someone is disruptive, they can be removed.

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Meetings are open to the public unless closed for a specific reason, and no local government meetings are legally required to be closed.

If a meeting is closed:

- A quorum of the public body must be present.
- Two-thirds of members present must vote to close the meeting.
- Must first hold an open public meeting with proper notice before closing a meeting.
- The reason for closure must be publicly announced, and a roll call vote must be taken.
- The closed part of the meeting must be recorded except in very specific situations.

Reasons for closing a meeting include discussion of:

- The character, professional competence, or physical or mental health of an individual.
- Collective bargaining.
- Pending or reasonably imminent litigation.
- Security personnel, devices, or systems.
- An investigative proceeding regarding allegations of criminal misconduct.
- Certain issues related to procurements and trade secrets.
- A loan application if the discussion would disclose personal financial information or nonpublic business financial information that could result in competitive injury.
- The sale of real property, water rights, or water shares under certain circumstances.

During a closed meeting, a public body may not:

- Approve an ordinance, resolution, rule, regulation, contract, or appointment.
- Interview a person to fill an elected position.
- Discuss character, competence, or physical or mental health of an applicant to fill a mid-term vacancy.
- Take final action on a matter.

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Intentional violation of the Utah Open and Public Meetings Act is a Class B Misdemeanor, and a court can void any action taken in violation of the act. However, violations can also be cured in subsequent meetings. Violations may incur court and attorney fees.

The following entities enforce the Utah Open and Public Meetings Act:

- The Attorney General
- The County Attorney
- A private citizen denied a right under OPMA may also commence a lawsuit.

In response to a question raised by Commissioner Swanson, Mr. Donaldson clarified that the character, competence, or physical or mental health of an applicant for a mid-term vacancy would have to be discussed in an open public meeting. Discussions should be on professional qualifications.

Commissioner Swanson asked what constitutes a meeting outside of a public meeting. Mr. Donaldson reported that three Commissioners should not meet together to discuss Planning Commission business because that would constitute a quorum. If two members meet to discuss a matter, that is not considered a meeting. Deliberations must be conducted on the record at a public meeting, but it is acceptable to share your opinion with another Commissioner. In response to a follow-up question from Commissioner Swanson, Mr. Donaldson reported that members of the public are always allowed to record public meetings.

Mr. Donaldson reported that the OPMA was changed significantly in the 2024 legislative session, but no substantial changes were made in 2025 or so far in 2026. Chair Cragun asked Mr. Donaldson to provide an update on the session once it concludes.

7. Planning Commission Business (Planning Session for Upcoming Items, Follow Up, Etc.)

Mr. Crowell reported that the potential new zoning categories discussed at the joint City Council/Planning Commission Work Session will be on the agenda for the next Planning

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Commission meeting. A second joint meeting is scheduled for March 18, 2026.

In response to a question from Chair Cragun, it was reported that the Mo' Bettahs ribbon cutting had not been scheduled. Mil's Café will have a soft opening the following day.

8. Adjournment.

The Planning Commission Meeting adjourned at 6:30 p.m.

 /s/ Kjersti Jarman
Kjersti Jarman, Community Development Coordinator

Approved: 03-04-2026

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public meeting will be held before the Bluffdale City Planning Commission on **Wednesday, February 4, 2026, at Bluffdale City Hall, 2222 W 14400 S**, which will begin at **6:00 p.m., or as soon thereafter as possible** for the purpose of receiving public comment on an Ordinance amending Chapter 9.10.020 related to the adoption of the Wildland Urban Interface Building Standards. City of Bluffdale, Applicant. Fred Donaldson, staff presenter.

In addition to attendance at the Planning Commission, if you have any comments or concerns, there are several additional ways to participate:

1. **View** meeting on the City's website at **www.bluffdale.com**.
2. **Email** your comments to **planningmeetingcomment@bluffdale.com** for the Planning Commission and include "Wildland" in the subject line of the email.
3. **Mailed** written comments will also be accepted. Please mail to the following:

City of Bluffdale
c/o Fred Donaldson
2222 West 14400 South
Bluffdale, Utah 84065

For further information, please contact Fred Donaldson at **fdonaldson@bluffdale.com** or 801-254-2200. In compliance with the Americans with Disabilities Act, individuals needing assistance or other services for this meeting should contact Bluffdale City Hall at least 24 hours in advance of such meeting at 801.254.2200. TTY 7-1-1. The City website is located at **www.bluffdale.com**.