



**BLUFFDALE PLANNING COMMISSION**  
**Wednesday, July 1, 2026**

Notice is hereby given that the Bluffdale City Planning Commission will hold a public meeting on **Wednesday, July 1, 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](http://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](mailto: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. Approval of minutes from May 20, 2026 and June 3, 2026 Planning Commission meetings.
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. **CONSIDERATION, AND RECOMMENDATION** on a proposed Text Amendment enacting Section 11.160.320 Placement and Usage of Accessory Storage Containers to allow for placement and use of storage containers (e.g. shipping containers, Conex containers, enclosed truck trailers, freight containers, etc.) within the City of Bluffdale and limiting the number and locations of such within residential and non-residential zones. **(Continued from June 3, 2026 meeting)** City of Bluffdale, Applicant. Caitlyn Tubbs, Staff Contact. (Application 2025-23)

**DISCUSSION ITEMS:**

6. Summary of 2026 Legislative Session. Fred Donaldson, City Attorney, presenting.
7. Discussion of proposed Planning Commission bylaws.
8. Planning Commission Business (planning session for upcoming items, follow up, etc.).
9. Adjournment.



**Dated: June 24, 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.



**MINUTES**

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY PLANNING COMMISSION  
MEETING MINUTES  
Wednesday, April 20, 2026**

1 **Present:**

2

3 **Members:** **Debbie Cragun, Chair**  
4 **Ulises Flynn**  
5 **Kory Luker**  
6 **Erik Swanson (arrived at 6:05 p.m.)**  
7 **Joel Woodruff**

8

9 **Staff:** **Grant Crowell, Community and Economic Development Director**  
10 **Caitlyn Tubbs, Planning Manager**  
11 **Ellen Oakman, Associate City Planner**  
12 **Kjersti Jarman, Development Coordinator**

13

14 **Other:** **Joe Witter**  
15 **Troy Sanders**  
16 **Tracie Kay**

17

18 **PLANNING COMMISSION BUSINESS MEETING**

19

20 **1. Roll Call.**

21

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

23

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

25

26 Commissioner Woodruff offered the invocation and led the Pledge of Allegiance.

27

28 **3. Minutes: Approval of the Minutes from the April 15, 2026, Planning Commission**  
29 **Meeting.**

30

31 **Commissioner Luker moved to APPROVE the Minutes of the April 15, 2026, Planning**  
32 **Commission Meeting. The motion was seconded by Commissioner Flynn. Vote on motion:**  
33 **Ulises Flynn-Yes, Kori Luker-Yes, Joel Woodruff-Yes, Chair Cragun-Yes. The motion passed**  
34 **unanimously.**

35

36 **4. Public Comment.**

37

38 There was no public comment.

39

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**LEGISLATIVE ITEMS**

**5. PUBLIC HEARING, CONSIDERATION, AND VOTE on a proposed Text Amendment to Chapter 3.40 of the Bluffdale City Code to update the City’s regulations on seasonal fireworks sales and to Section 11.180.020 of the Bluffdale City Code to allow outdoor fireworks sales as an allowed temporary use. (Application 2025-16). Joe Witter, Applicant. Staff Presenter, Caitlyn Tubbs.**

Planning Manager, Caitlyn Tubbs, reported that the existing Fireworks Code was written in 1988 and had not been updated since that time. The applicant, Joe Witter, intended to sell fireworks for the upcoming holidays. To do so, they proposed the following changes to mirror the Utah Fireworks Act (Utah Admin Code R710-20):

Chapter 3.40.020 – Outlet License Requirements

- Allowed in commercial and industrial zones.
- Direct reference to Utah Fireworks Act.
- Allow fireworks to be stored overnight in a steel shipping container in addition to the lockable building required by the current code.
- Delete individual salesperson license provisions.

Section 11.180.020 – Permitted Temporary Uses

- Add outdoor sales of fireworks with a Temporary Use Permit (“TUP”).

Ms. Tubbs reviewed the administrative TUP process. The applicant would submit an application including a description of the proposed use, a site layout demonstrating compliance with distance requirements from other fireworks sales outlets and flame sources, and a copy of their insurance policy. If the TUP is approved by the Zoning Administrator, they can apply for a business license.

Stands must be removed by July 30 for stands operating between June 20 and July 25, January 7 for stands operating between December 20 and January 2, or five days after the Chinese New Year.

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1 Ms. Tubbs reported that time was of the essence on this item, as the applicant needed adequate time  
2 to move through the TUP and business license processes. Staff requested that the Planning  
3 Commission consider making a recommendation of approval for City Council consideration.

4  
5 In response to a question raised by Commissioner Flynn, Ms. Tubbs reported that both the Fire Chief  
6 and Fire Marshall had reviewed and approved the proposed Text Amendment. They would also  
7 review any TUP applications to ensure that the business will comply with adopted fire codes.

8  
9 Chair Cragun asked if it was common practice to store fireworks in shipping containers. Ms. Tubbs  
10 reported that shipping containers are often utilized by seasonal fireworks stands.

11  
12 The applicant, Joe Witter with Phantom Fireworks, stated that his office drafted the proposed  
13 changes quickly, and he subsequently sent an email to Staff outlining recommended minor language  
14 changes to remove redundancies. The amendment would bring Bluffdale City Code in line with  
15 neighboring cities. They operate approximately 100 temporary locations in Utah, and Bluffdale’s  
16 code was very outdated. Mr. Witter reported that they partner with rental companies to set up and  
17 remove the tents, and they typically require more time for removal. He had also proposed extending  
18 that deadline and changing start dates to align with State Code.

19  
20 In response to a question from Chair Cragun, Ms. Tubbs stated that she could include any revisions  
21 in the City Council packet and inform them that the revisions were proposed by the applicant at the  
22 Planning Commission meeting.

23  
24 Commissioner Flynn asked if there were any restrictions on where fireworks stands could be operated.  
25 Ms. Tubbs reported that the proposal would allow them in any commercial or industrial zone with the  
26 property owner’s permission. Commissioner Flynn asked about potential impacts on families.  
27 Community and Economic Development Director, Grant Crowell, reported the use would not apply  
28 in residential areas.

29  
30 Mr. Whitter reviewed his recommended redlines. Changes to the above presentation included:  
31  
32 Chapter 3.40.020 – Outlet License Requirements

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- Removal of the word “outlet” as identified, including updating the chapter title to Outdoor Sales of Fireworks Requirements.
- Removal of references to in-person applications and updating the language to read *application form or as designated by City officials*.
- Removal of redundancies as indicated.
- Updating regulations for Other Merchandise to indicate *state legal consumer fireworks and novelty-related items*.

Chapter 3.40.060 Revocation of License

- Mr. Whitter recommended deletion of these requirements as revocation was discussed elsewhere in code and the specified dates did not align with State Code. Ms. Tubbs indicated that the TUP could also include a finding indicating the date the stand must be removed by.

Mr. Crowell noted that the applicant’s redlines included the removal of appeal information, but land use decisions need an appeal authority. However, he understood that it was a practical matter and the temporary stand would typically be removed before an appeal could be heard. He did not have any concerns with the redlines. The process was atypical due to the time-sensitive nature of the application.

Commissioner Woodruff asked if the City was comfortable allowing 14 days for removal rather than the originally proposed five. Mr. Whitter stated that 14 days was the soonest a city required removal, but most cities allow additional time. In addition to staging issues, fireworks are a hazardous material and must be removed by a certified driver. Mr. Crowell indicated that he was comfortable with setting a policy for removal within 14 days.

Commissioner Swanson asked if the most recent redlines relied on State Code for holiday numeration. Mr. Whitter confirmed that his recommendation would rely on State holidays and require removal within 14 days after the holiday. Otherwise, sales dates would need to be updated to match State Code. Commissioner Swanson stated that otherwise issues could arise with holidays like Diwali.

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1  
2 Chair Cragun stated that she supported any changes to City Code that will not require additional  
3 modifications. Commissioner Woodruff remarked that the proposal would remove a lot of provisions,  
4 but the amendment specified that the law is guided and superseded by State code.

5  
6 Chair Cragun opened the public hearing. There were no comments. The public hearing was closed.

7  
8 **Commissioner Flynn moved to forward a POSITIVE recommendation to the City Council for**  
9 **the proposed amendment of Bluffdale City Code Chapter 3.40 and Section 11.180.020 regarding**  
10 **the seasonal sale of fireworks, based on the findings presented in the Staff Report dated May**  
11 **20, 2026, and with the following additional findings:**

- 12  
13       1.       **The word “outlet” should be removed from the text.**  
14  
15       2.       **Staff is directed to clean up the text to refer to State Code where possible.**  
16  
17       3.       **Stands must be removed within 14 days after the holiday.**  
18

19 **The motion was seconded by Commissioner Luker. Vote on motion: Kori Luker-Yes, Ulises**  
20 **Flynn-Yes, Erik Swanson-Yes, Kory Luker-Yes, Joel Woodruff-Yes, Chair Cragun-Yes. The**  
21 **motion passed unanimously.**

22  
23 The item would be considered by the City Council at its May 27, 2026, meeting.

24  
25 **6.       PUBLIC HEARING, CONSIDERATION, AND VOTE on a request to amend the**  
26 **General Plan Map for approximately 1.90 Acres at 13942 South 2700 West from Very**  
27 **Low Density Residential to Commercial. (Application 2026-04). Applicant, Pine West**  
28 **Investment Group, LLC. Staff Presenter, Caitlyn Tubbs.**  
29

30 Chair Cragun reported that Items 6, 7 and 8 would be heard in conjunction.

31  
32 Ms. Tubbs presented the Staff Report. The subject site is comprised of three parcels near the  
33 intersection of 2950 West and 13900 South. Wardle Fields Regional Park and North Star Academy  
34 are south of the subject property. The property owner had proposed the development of four flex-  
35 space buildings totaling approximately 50,000 square feet of built space. In order to do so, General  
36 Plan and Zoning Map amendments were required for one parcel that currently carried a General Plan

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1 designation of Very Low Density Residential and was zoned R-1-43. Two parcels were already  
2 designated Commercial and zoned General Commercial (“GC1”).

3  
4 The Development Agreement process allows applicants to negotiate with the City and propose some  
5 deviations from underlying zoning standards. The applicant had proposed the following deviations:

- 6  
7
  - Lot Coverage: 85% (5% higher than the GC-1 Zone maximum of 80%)
  - Landscaping: 15% (55 lower than the GC-1 Zone minimum of 20%)

9  
10 In response to a question raised by Chair Cragun, Ms. Tubbs reported that the deviations were similar  
11 to those approved for the Bluffdale Exchange micro-flex development to the north of the subject  
12 property. That development also had setback deviations, but the current application would meet all  
13 GC-1 Zone setback requirements. All items not modified by the Development Agreement must  
14 comply with existing standards.

15  
16 Through Development Agreements, applicants may propose land uses that are not permitted in the  
17 underlying zone. The applicant proposed the following permitted uses:

- 18  
19
  - **Construction Sales and Service** (provided no outdoor storage of equipment or materials will  
20 be permitted within the project)
  - **Data Center**
  - **Loan Center** (limited by the City to one per 20,000 residents)
  - **Manufacturing, General**
  - **Manufacturing, Limited**
  - **Printing Services**
  - **Storage Facilities for Machinery and Equipment** (provided no outdoor storage of  
27 machinery or equipment is permitted)
  - **Wholesale and Warehousing** (including any e-retailers)

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- 1 • **Temporary Job Trailers and Offices** (provided these are only allowed during the  
2 construction period for the project and are removed after occupancy is completed for the final  
3 building in the project)

4  
5 Ms. Tubbs reviewed proposed materials. With the exception of a proposed glazing reduction, all  
6 materials standards would be met. Similar to the Bluffdale Exchange project, the applicant proposed  
7 a mixture of concrete masonry unit (“CMU”), brick, and metal siding. A total of 15% glazing is  
8 required for the first nine feet of façade, with 10% required for the remainder. The applicant proposed  
9 10% glazing on the full façade. All street-facing facades would have a minimum of 40% glazing for  
10 the first nine feet.

11  
12 Chair Cragun asked how the glazing reduction request compared to the Bluffdale Exchange  
13 development. Ms. Tubbs reported that the current application requested a less intense deviation.  
14 Unlike the other development, glazing would be included at the tops of garage doors and man doors  
15 in all drive aisles. The Development Agreement specified that no glazing was required for the façade  
16 facing the rear of North Star Academy, but the provided elevations included comparable glazing to  
17 the 13900 South façade.

18  
19 In response to a question raised by Commissioner Woodruff, Ms. Tubbs reported that notices were  
20 sent to property owners within 1,000 feet of the subject property. One comment was received in favor  
21 of the application and forwarded to the Planning Commission, but the school did not comment.  
22 Commissioner Woodruff stated that the development would increase traffic near the school, which  
23 was already very heavy. There was a large commercial development to the east of the school and a  
24 park to the south. He was surprised that neither the school nor nearby residences had commented, as  
25 it was an odd area to allow another commercial development.

26  
27 Mr. Crowell reported that a lot of time was spent discussing the block a few years previously, and  
28 Impact Fees were invested in creating the new road to encourage development. The intention was for  
29 the area to be one of Bluffdale’s very limited commercial nodes. There was a lot of demand for this  
30 type of product.

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1 Chair Cragun asked if a traffic study would be required with the Site Plan application. Ms. Tubbs  
2 reported that a traffic study is a standard requirement and must be submitted for engineering review.  
3 Mr. Crowell stated that there would be required street improvements on the west side of the project.  
4 13900 South, 13800 South, and 2950 West are collector roads that still have capacity. Heavier traffic  
5 during peak school periods is an issue throughout the community.

6  
7 Commissioner Woodruff asked about the request to have no glazing facing the school. Ms. Tubbs  
8 reported that the elevations provided in the packed showed glazing, but the Development Agreement  
9 specified that no glazing was required on that frontage. In response to a follow-up question from  
10 Chair Cragun, she reported that the rear of a building is typically required to have at least 10% glazing  
11 in most zones and 15% in the GC-1 Zone. Mr. Crowell added that some guidance was provided in  
12 the Staff Report regarding visual impacts.

13  
14 Commissioner Woodruff noted that the east façade had sufficient glazing in the elevations and asked  
15 if the number of glazing deviations requested by applicants was due to cost or other issues. Mr.  
16 Crowell stated that cost is a factor, as is building type. When the code was drafted, they did not  
17 anticipate the increased interest in flex-space buildings. The City wanted to be careful in not allowing  
18 the development to look like an industrial park while understanding that it was not a high-demand  
19 retail area. Commissioner Woodruff stated that he approved of the look shown in the elevations, but  
20 if the Development Agreement was approved, the developer could install considerably less glass. Mr.  
21 Crowell recommended that any potential conflicts be clarified.

22  
23 Commissioner Flynn stated that the proposal was almost identical to the recently approved  
24 development to the north, and it made sense to rezone the property commercial. He asked if the City  
25 Council was in favor of more warehousing in the area. Mr. Crowell reported that the Council  
26 welcomes new economic development opportunities and had acknowledged that the area would not  
27 be fully retail, although they hoped the developments would include some retail. Chair Cragun stated  
28 that it was highly unlikely the parcel would ever sell for residential use. Mr. Crowell reported that  
29 the owner resisted selling for many years, which is why it was the only parcel still zoned residential.

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1 Commissioner Swanson stated that the Planning Commission asked about that issue when the  
2 surrounding properties were rezoned commercial, but the City decided to wait for an application.

3  
4 Commissioner Woodruff asked about allowing Construction Sales and Service as a permitted use. A  
5 similar development in Sandy has a hidden utility area that is frequently used for equipment storage  
6 despite restrictions, and there is a development on 14600 South that always has construction  
7 equipment outdoors. He asked why the City would want a construction company in a high-density  
8 commercial space. Ms. Tubbs stated that, to her understanding, the applicant wanted to appeal to as  
9 many prospective tenants as possible.

10  
11 Mr. Crowell remarked that there was a high demand for space from people in construction trades.  
12 The Construction Sales and Service category is wide, and their intent was to find a place in the middle  
13 where trades are allowed with restrictions on the outside appearance. If businesses do not comply  
14 with restrictions, it would be a Code Enforcement matter.

15  
16 Commissioner Flynn agreed with Commissioner Woodruff that the use may not be appropriate, as  
17 the development would not have loading docks. He was also concerned about allowing the Data  
18 Center as a permitted use as they need substantial power and communications infrastructure. Chair  
19 Cragun shared those concerns but noted that the site was not large enough for large machinery or  
20 huge data centers. The development could only accommodate a small data center.

21  
22 Troy Sanders of Think Architecture spoke on behalf of the applicant. The building would be flex  
23 retail, which includes office space and limited warehousing. Their intent was to appeal to as broad a  
24 market as possible. The units typically have a public area or storefront in front with sales or office  
25 space and storage in the rear. The internal use determines what the outside of the building is like, and  
26 they wanted to allow for flexible uses along the drive aisles. The glazing reduction on the internal  
27 facades would provide that flexibility. The Development Agreement specified that street-facing  
28 facades would meet the full glazing requirement, with less glazing at the rear or loading side.

29  
30 Regarding uses, Mr. Sanders indicated that data centers meant something very different now than  
31 they did when the use was first discussed. It was not their intention to allow large data centers. The

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1 shape and configuration of the buildings would be self-limiting, so potential tenants would include  
2 small internet service providers or online retailers. Regarding storage, they would like to allow small  
3 business users to have a place to park their truck or store equipment at the rear of their unit.

4  
5 The applicant was open to maintaining consistent glazing on the school-facing facades. They  
6 expected public-facing uses to be on the perimeter streets where there is good visibility. Other uses  
7 would likely take the rear units with less visibility, and they did not believe those units needed as  
8 much glazing. However, it was a concern that the applicant was willing to meet standard glazing  
9 requirements.

10  
11 Commissioner Luker asked who would police outdoor storage restrictions. Mr. Sanders stated that  
12 the property owner would work with users to ensure that there was no external storage of materials,  
13 and space was also limited.

14  
15 Commissioner Flynn asked how amenable the applicant would be to maintaining existing lot coverage  
16 requirements. Mr. Sanders stated that the lot coverage request was based on the approved  
17 development to the north. In response to his question, Ms. Tubbs confirmed that lot coverage includes  
18 the parking lot. Mr. Sanders noted that, because the parking lot is included, 15% landscaping would  
19 naturally mean 85% lot coverage. The development had been moved to the south to create a five-  
20 foot landscape barrier adjacent to the school and allow for a larger landscape barrier at the street.

21  
22 Commissioner Luker stated that he appreciated concerns about glazing along the school frontage,  
23 both from the applicant and parents, but only two to three units appeared to be visible from the school.  
24 In response to his question, Mr. Sanders reported that the deviation outlined in the Development  
25 Agreement included all units on that side of the development. However, they were comfortable  
26 maintaining the zone standard glazing if that was a concern.

27  
28 Commissioner Woodruff asked if a wall would be required along that frontage. Ms. Tubbs reported  
29 that no buffer is required between institutional uses. Commissioner Woodruff stated that a wall would  
30 change his opinion on the matter, and child safety was a concern. In response to a question, Mr.  
31 Crowell reported that the area to the east of the play field has trees and a non-brick wall. Chair Cragun

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1 remarked that the Planning Commission needed to ensure that they were not being inconsistent  
2 without valid, defensible reasons for doing so.

3  
4 Chair Swanson asked if there were any concerns about the development becoming an auxiliary pick-  
5 up location for students. There was a discussion at “Love Where You Live” about parents abusing  
6 surrounding properties for pick-ups and drop-offs, and a wall would prevent the property from being  
7 used in that manner. Mr. Sanders reported that there is a fence along the rear of the school, and the  
8 applicant proposed a chain-link fence along 2950 West to discourage parents from parking in the  
9 development. No entrance from 2950 West was proposed.

10  
11 Commissioner Luker asked if the proposed material was consistent with City standards. Other  
12 proposals for chain-link fencing were discussed. Ms. Tubbs reported that chain link is allowed in the  
13 Sand and Gravel zone, and in other zones if negotiated through a Development Agreement. Mr.  
14 Sanders stated that their preference was for black or brown vinyl-coated chain link to provide some  
15 visibility for the businesses at the end of the building, but they were open to other materials like  
16 tubular steel or wrought iron if required. It was noted that the school fencing was chain link. In  
17 response to a question from Chair Cragun, Mr. Sanders stated that he could not speak for the applicant  
18 but did believe they would be willing to install different fencing.

19  
20 An aerial map of the subject property was displayed, and Mr. Sanders indicated entrances to the  
21 development. He reported that there is a grade change along 2950 West that requires a retaining wall,  
22 and a four-foot fence would prevent people from jumping down from the wall into the site. Chair  
23 Cragun stated that she would prefer a non-chain-link fence.

24  
25 Chair Cragun opened the public hearing.

26  
27 *Tracie Kay* gave her address as 2731 West 13900 South and stated that she owns the property east of  
28 the subject property. They share an easement with Brubaker, and there had been a longstanding battle  
29 with the owner of the lot to keep the easement open. She was concerned that people might use her  
30 driveway to access the rear lot. She identified the areas of concern on the aerial map and asked that  
31 the easement be closed to vehicle access.

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1  
2 Mr. Sanders stated that the property owner was aware of the easement, and he was willing to release  
3 it once approval was granted and access to the property was guaranteed. The Site Plan reflected that  
4 intent, as no access from the southeast corner was planned.

5  
6 In response to a question raised by Commissioner Flynn, Ms. Tubbs reported that easements typically  
7 outline specific rights and may run with the land or be owner-specific. Easement language dictates  
8 how it can be conveyed, who it can be conveyed to, who can release it, etc. Mr. Sanders added that  
9 the specific cross-access easement predated 13900 South, and the new road solved the issue it was  
10 created to address. As long as the applicant could develop the property, he was willing to release it.

11  
12 Mr. Crowell indicated that the other commercial property owner believed the easement was an  
13 impediment, but the owners of the residential property had the right to access it. He advised against  
14 requiring the release of a private access easement without consulting City Attorney, Fred Donaldson.  
15 He had spoken with the property manager, Dan Stewart, who indicated they would release the  
16 easement once all necessary approvals were obtained.

17  
18 Ms. Kay stated that they had prior negotiations with the interested parties, and at the time all but one  
19 property owner were in favor of releasing the easement.

20  
21 Chair Cragun stated that the item could be tabled pending advice from Mr. Donaldson. The motion  
22 could also recommend that the City Council address the matter.

23  
24 Commissioner Woodruff stated that if he were the builder, he would want to retain the easement for  
25 as long as possible. There is a paved road to the south of the easement, and another point of entry  
26 would not be a bad thing. As a homeowner, he would not want an easement. However, releasing an  
27 easement is difficult and expensive, and in this case would involve three property owners.

28  
29 Chair Cragun stated that the question was whether the City should intervene due to the Development  
30 Agreement or if it was a private matter. Commissioner Woodruff stated that he did not believe it was  
31 a City matter. Mr. Crowell agreed and noted that if one party was compelled to release the easement,  
32 all other parties must also be compelled to do so. The City actually requires cross-access agreements

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1 for many commercial developments. For example, McDonald’s was recently required to install a  
2 driveway at their property line to provide future access to a currently undeveloped property.

3  
4 Ms. Kay stated that if the development was as presented, it would assuage her concerns, and the  
5 easement could remain because her property could not be accessed through it.

6  
7 Mr. Crowell reported that it was within the Planning Commission’s purview to require that the  
8 development be constructed to the presented Site Plan. Commissioner Woodruff noted that doing so  
9 would also solve the glazing issue. Chair Cragun asked if the matter should be tabled pending further  
10 research by Staff. Commissioner Luker stated that it was a well-known easement, and the public  
11 comment did not bring up anything that was not already known by the City. Commissioner Swanson  
12 remarked that strengthening the language around the current Site Plan would resolve the issue.  
13 Specific wording was discussed.

14  
15 Mr. Crowell reported that major changes require a Development Agreement to be amended, and the  
16 current agreement did not address access locations. He recommended the motion state that any new  
17 or additional access would not be a minor change.

18  
19 There were no further comments. The public hearing was closed.

20  
21 Commissioner Flynn recommended removal of Data Center and Construction Sales and Service from  
22 the list of permitted uses. Commissioner Luker noted that Construction Sales and Service is allowed  
23 in the development across the street. Chair Cragun stated that she was not concerned as the use would  
24 be limited by the size of the project. Commissioner Woodruff agreed with Chair Cragun that there  
25 was little chance of a large data center on the property. He stated that Commissioner Flynn about  
26 Construction Sales and Service, as he has seen how they operate in flex-space developments. Center  
27 Point Business Park has equipment from three construction companies all over the development.  
28 However, he did not know that the Planning Commission could control that issue.

29  
30 Commissioner Flynn removed his objection to Construction Sales and Service but reiterate his  
31 concerns about allowing data centers. Commissioner Swanson indicated that the size of a data center  
32 would be limited by the current Site Plan. Commissioner Flynn remarked that, in theory, someone

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1 could buy multiple units. Commissioner Swanson noted that the data center near Commissioner  
2 Flynn’s home was much larger than would be possible on the subject property. Commissioner Luker  
3 stated that the property did not have the water or power infrastructure to support a large data center.

4  
5 Glazing was discussed. Commissioner Luker stated that he would prefer that all glazing meet zone  
6 requirements. In response to a question from Commissioner Woodruff, Mr. Crowell stated that, to  
7 his recollection, the City had not approved zero glazing on a façade.

8  
9 **Commissioner Flynn moved to forward a POSITIVE recommendation to the City Council for  
10 the proposal to amend the General Plan from Very Low Density Residential to Commercial,  
11 based on the findings presented in the Staff Report dated May 20, 2026. Commissioner Luker  
12 seconded the motion. Vote on motion: Ulises Flynn-Yes, Erik Swanson-Yes, Kori Luker-Yes,  
13 Joel Woodruff-Yes, Chair Cragun-Yes. The motion passed unanimously.**

14  
15 7. **PUBLIC HEARING, CONSIDERATION, AND VOTE on a request to amend the**  
16 **Zoning Map for approximately 1.90 acres at 13942 South 2700 West from R-1-43**  
17 **Residential to General Commercial. (Application 2026-04). Applicant, Pine West**  
18 **Investment Group, LLC. Staff Presenter, Caitlyn Tubbs.**

19  
20 This item was presented in conjunction with Item 6.

21  
22 **Commissioner Flynn moved to forward a POSITIVE recommendation to the City Council for  
23 the proposal to amend the Zoning Map from R-1-43 Residential to General Commercial (GC-  
24 1), based on the findings presented in the Staff Report dated May 20, 2026. The motion was  
25 seconded by Commissioner Swanson. Vote on motion: Ulises Flynn-Yes, Erik Swanson-Yes,  
26 Kori Luker-Yes, Joel Woodruff-Yes, Chair Cragun-Yes. The motion passed unanimously.**

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- 1 **8. PUBLIC HEARING, CONSIDERATION, AND VOTE on a request for a Development**  
2 **Agreement to develop four (4) microflex buildings on approximately 3.914 acres at 13918**  
3 **South 2700 West, 13942 South 2700 West, and 13937 South 2950 West, also reducing**  
4 **glazing and brick percentages and allowing construction sales and service, data centers,**  
5 **loan centers, general and limited manufacturing, printing services, storage facilities for**  
6 **machinery and equipment, temporary job trailers and offices, and wholesale and**  
7 **warehousing as permitted uses within the project. (Application 2026-04). Applicant,**  
8 **Pine West Investment Group, LLC. Staff Presenter, Caitlyn Tubbs.**  
9

10 The above item was presented in conjunction with Item 6. Voting on the item occurred prior to voting  
11 on Item 6.

12  
13 **Commissioner Flynn moved to forward a POSITIVE recommendation to the City Council for**  
14 **the proposed Development Agreement for the Bluffdale at 2950 Development, including**  
15 **deviations from lot coverage and landscaping percentages, architectural and site design**  
16 **standards, and permitted land uses, based on the findings presented in the Staff Report dated**  
17 **May 20, 2026, and including the following additional findings:**

- 18  
19 **1. Standard glazing is required for the southern building façades facing North Star**  
20 **Academy.**  
21  
22 **2. Any modifications to access points indicated in the Site Plan would not be a minor**  
23 **change.**

24  
25 **The motion was seconded by Commissioner Swanson. Vote on motion: Ulises Flynn-Yes, Erik**  
26 **Swanson-Yes, Kori Luker-Yes, Joel Woodruff-Yes, Chair Cragun-Yes. The motion passed**  
27 **unanimously.**

28  
29 Ms. Tubbs reported that a City Council meeting date had not yet been determined, but a second public  
30 notice would be sent in advance of the meeting.

31  
32 Commissioner Luker asked that the City Council review the proposed fence on 2950 West.  
33

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**DISCUSSION ITEMS**

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

Mr. Crowell reported on the following:

- The Felt Right ribbon cutting would be held on May 21 at 4:00 p.m.
- Great Clips Bout Time Pub & Grub had modified its layout. Upstairs was restricted to ages 21 and older, and downstairs was now a full-service restaurant and grill. Chair Cragun stated that the owner was interested in participating in the parade and donating swag to the Badlands Run/Walk Race.
- Staff was still working on items that had been continued to a date uncertain. They were in negotiations on a Development Agreement for the Sage Estates zoning project. The applicant was also working to clarify some property line issues with the County. The Text Amendment for shipping containers would be on a June agenda. The public hearing was left open, so the item would be re-noticed.
- The City Council had directed Staff to review Home Occupation Code and develop a definition for Short-Term Rental.
- The Planning Commission forwarded a positive recommendation to the City Council for the proposed R2 and R3 Zones and other zoning changes. The item would be on a City Council agenda after the budget process was completed.
- A Moderate-Income Housing Report was not required for 2026 but would be required in 2027.
- Staff was working on timing for the General Plan update and Station Area Plan.
- The Transportation Plan update would occur in the summer, but no major changes were anticipated.
- The trestle project was ongoing, but the boxes may not be completed until late 2026 or early 2027.
- The pedestrian overpass project that will connect Perry Farms to the Jordan River Parkway Trail near Hidden Valley Middle School has officially started. The location of the trail was discussed.

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1 Ms. Tubbs reported that Mr. Donaldson would provide a legislative update at a June meeting. Staff  
2 was working on code updates related to that recent legislation.

3  
4 Commissioner Swanson asked about the status of the Site Plan for the data center at 14600 South and  
5 Porter Rockwell Boulevard. Mr. Crowell stated that the project was stalled due to power generation  
6 constraints.

7  
8 Commissioner Swanson asked if the Planning Commission would be interested in reviewing the  
9 deviations they had approved over the past few years to determine if code amendments were needed  
10 to bring standards in line with those approvals, specifically in regard to micro-flex development.  
11 Chair Cragun stated that a review would be helpful in identifying trends. Mr. Crowell reported that  
12 Staff would compile a report on deviations, but noted that the two recent micro-flex developments  
13 had Development Agreements with negotiated legislative changes, not minor deviations granted at  
14 Site Plan approval. Chair Cragun asked that those changes be included in the report.

15  
16 **10. Adjournment.**

17  
18 The Planning Commission Meeting adjourned at 8:12 p.m.

19  
20  
21  
22  
23 \_\_\_\_\_  
24 Pauline Matagi, Community Development Coordinator

25 Approved: \_\_\_\_\_

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**BLUFFDALE CITY PLANNING COMMISSION  
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1 **Present:**

2  
3 **Members: Debbie Cragun, Chair**  
4 **Tina Griffis**  
5 **Kory Luker**  
6 **Erik Swanson**

7  
8 **Staff: Grant Crowell, Community and Economic Development Director**  
9 **Caitlyn Tubbs, Planning Manager**  
10 **Ellen Oakman, Associate City Planner**  
11 **Pauline Matagi, Community Development Coordinator**  
12 **Courtney Peterson, Legal Assistant**

13  
14 **PLANNING COMMISSION BUSINESS MEETING**

15  
16 **1. Roll Call.**

17  
18 Chair Debbie Cragun called the meeting to order at 6:00 p.m. All members of the Planning  
19 Commission were present, with the exception of Ulises Flynn, who was excused.

20  
21 **2. Invocation/Thought/Reading and Pledge of Allegiance.**

22  
23 Commissioner Woodruff offered the invocation and led the Pledge of Allegiance.

24  
25 **3. Public Comment.**

26  
27 There was no public comment.

28  
29 **LEGISLATIVE ITEMS**

30  
31 **4. PUBLIC HEARING, CONSIDERATION, AND RECOMMENDATION on a proposed**  
32 **Text Amendment enacting Section 11.160.320 Placement and Usage of Accessory**  
33 **Storage Containers to allow for placement and use of storage containers (e.g., shipping**  
34 **containers, Conex containers, enclosed truck trailers, freight containers, etc.) within the**  
35 **City of Bluffdale and limiting the number and locations of such within residential and**  
36 **non- residential zones. (Continued from February 18, 2026, Planning Commission**  
37 **Meeting) City of Bluffdale, Applicant. Caitlyn Tubbs, Staff Contact. (Application 2025-**  
38 **23).**

39  
40 <Audio begins abruptly>

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1 Planning Manager, Caitlyn Tubbs, reported that the item was initially heard by the Planning  
2 Commission at its February 17, 2026, meeting.

3  
4 General requirements:

- 5
- 6 • Accessory use only (in residential and non-residential areas).
- 7 • Vertical stacking prohibited.
- 8 • No roofs or lean-tos unless fully integrated into an accessory building.
- 9 • Not used as dwellings.
- 10 • It must be kept in good repair.
  - 11 ○ The proposal was revised to remove a requirement to secure the container.
- 12 • Stored on gravel or other compacted surface.
  - 13 ○ The proposal was revised to remove a requirement that the container be placed on
  - 14 concrete or asphalt.
- 15 • Not placed in required parking spaces.

16  
17 Staff conducted a survey of the community in March and determined that there were three storage  
18 containers south of Bringhurst Station, 11 north of Porter Rockwell Boulevard, 18 near Camp  
19 Williams, and seven through the Jordan Narrows, with fewer north of Redwood Road and in  
20 Springview Farms. The vast majority of residential properties did not have a container onsite,  
21 especially west of Redwood Road. Approximately 6% of properties had a container, which was a  
22 smaller percentage than anticipated. If the ordinance were to pass, conditions that exist on that 6%  
23 of properties would be permitted on the remaining 94%.

24  
25 Chair Cragun asked if the same rules would apply to both residential and industrial areas. Ms. Tubbs  
26 clarified that the proposal treated the areas differently. In industrial areas where open storage is  
27 permitted, one container would be allowed per 8,000 square feet of lot area, provided that it complies  
28 with all applicable standards.

29  
30 Not including shared driveways or private rights-of-way, residential lots that are less than 20,000  
31 square feet in size may have one container up to 40 feet in length. Lots between 20,000 square feet

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1 and one acre in size would be allowed one container per 5,000 square feet of lot area. One acre or  
2 larger lots may have one container per 5,000 square feet, not to exceed six total storage containers.

3  
4 Chair Cragun asked if any storage containers were placed in commercial areas after the design  
5 standards were updated, as she did not recall addressing containers in that update and they may  
6 conflict with the standards. Ms. Tubbs reported that the current code did not address storage  
7 containers, and the design standards do not apply to temporary structures.

8  
9 Ms. Tubbs reported that the Planning Commission recently forwarded a positive recommendation for  
10 the proposed 0.50- and 0.33-acre zones to the City Council for consideration, and that item was on  
11 hold pending an open house on the topic. If the proposed regulations were adopted, they would also  
12 apply to the new zones.

13  
14 Chair Cragun asked if a business with more parking spaces than needed could place a shipping  
15 container or shed in their parking lot and remain in compliance. Ms. Tubbs confirmed that that was  
16 a potential outcome, but a benefit of having an ordinance was the ability to regulate storage containers.  
17 The community had expressed concerns about the City setting design standards for shipping  
18 containers in residential zones. Chair Cragun indicated that her concern was about flex-space parking  
19 lots, not residential zones.

20  
21 Community and Economic Development Director, Grant Crowell, stated that the Planning  
22 Commission had spent some time trying to set expectations for outdoor storage in flex-space  
23 developments, and the proposal included a requirement that storage containers be designated on the  
24 Site Plan and not occupy required parking stalls. Chair Cragun noted that the guidelines would  
25 provide a way to enforce maximums and confirm that adequate parking is still available.

26  
27 Ms. Tubbs stated that over 90% of residential properties with storage containers had between one and  
28 two containers, although one property had nine containers. In response to a question from  
29 Commissioner Swanson, she reported that Staff did not know if they were being used for a business  
30 or other purpose. The count included truck trailers.

31

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1 Commissioner Swanson asked if existing containers would be grandfathered. Mr. Crowell stated that  
2 the legal standard for non-conforming uses is that they were permitted before the Code was changed,  
3 but the question was whether storage containers were permitted. Options included setting a grace  
4 period to come into compliance or addressing each property on a case-by-case basis. Grandfathering  
5 would require that the property owner prove when the container was placed on their property. Staff  
6 believed that only a few properties had more than six containers.

7  
8 Chair Cragun asked how the issue would be addressed given that there was previously no ordinance  
9 at all. Mr. Crowell reported that he did not have enough facts to give a firm answer. The property  
10 owner with nine storage containers could be asked how long it will take him to come into compliance  
11 and then be given a reasonable amount of time to do so. In response to a follow-up question, he  
12 confirmed that it would be a Staff decision. Determinations about compliance with City Code are  
13 administrative.

14  
15 In response to a question raised by Commissioner Swanson, Ms. Tubbs reported that the survey was  
16 conducted by driving through the City, and there may have been some containers outside of view.

17  
18 Commissioner Swanson asked if a definition of “compacted surfaces” should be created. Ms. Tubbs  
19 stated that Staff could do so at the Planning Commission’s direction. The feedback received at the  
20 previous meeting was that the community desired more flexibility, so they opted for a more  
21 generalized term.

22  
23 Commissioner Swanson asked how the current City Code would handle the temporary use of a storage  
24 container while loading or unloading a shipping pod, for example. Mr. Crowell stated that there were  
25 no current regulations. The proposed regulations prohibited storage containers in front yards, but an  
26 exception could be carved out to allow them for a specific duration. Chair Cragun stated that a home  
27 in her neighborhood is undergoing renovations and has had two pods in its driveway for several  
28 weeks, but neighbors knew the reason. Mr. Crowell stated that in that case, the container could be  
29 tied to the building permit. Riverton allows containers in front of the home for up to seven days.

30

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1 Commissioner Swanson stated that language should be added to allow temporary use in both  
2 residential and commercial zones. Commissioner Luker indicated that “temporary” would need to  
3 be defined, as well as a time period between temporary uses. Commissioner Swanson agreed.

4  
5 Commissioner Swanson asked why the proposed limit was on the number of containers rather than  
6 total linear feet. Ms. Tubbs reported that other cities regulate the number of containers, but the  
7 ordinance could be modified to specify linear feet if that made more sense for Bluffdale. Mr. Crowell  
8 indicated that the number of containers is easier to observe and potentially more permissive.

9  
10 Commissioner Swanson stated that an equivalent number of feet should be allowed on smaller  
11 properties so they could have two 20-foot containers, for example. In response to his follow-up  
12 question, Ms. Tubbs reported that container sizes were not noted in the survey. Chair Cragun  
13 remarked that four 10-foot containers could have a different visual impact from one 40-foot container.  
14 Commissioner Swanson stated that if all the containers had the same width and height, he was in  
15 favor of regulating linear feet to provide more flexibility. Commissioner Griffis agreed. Chair  
16 Cragun stated that it may be more economical for the homeowner because they may only be able to  
17 afford a 10-foot container at first.

18  
19 Commissioner Luker as if there was a definition for “in good repair.” Ms. Tubbs stated that the  
20 standard for good repair is that the container does not have rust holes, is not infested with vermin, etc.  
21 Enforcement would be complaint-based.

22  
23 Commissioner Woodruff asked what problems the ordinance would solve. Ms. Tubbs reported that  
24 the City Council held a strategic work session wherein they directed Staff to draft an ordinance  
25 regulating storage containers. The purpose is to provide as much flexibility as possible for residents  
26 and business owners while also maintaining the aesthetics of the community. Chair Cragun stated  
27 that some people were also building roofs over their storage containers.

28  
29 Commissioner Woodruff stated that the maximum square footage for a non-permitted structure is 200  
30 square feet, and a 20-foot or smaller container would be under that maximum. The ordinance will  
31 prohibit them in front yards in residential zones and regulate their placement in parking lots in

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1 commercial zones. The City was attempting to address a lot of problems while not overstepping  
2 bounds, but the individual problems could be solved separately without creating a large new code  
3 section. He understood the safety issue. If someone puts a roof on top of a shipping container, it  
4 becomes a structure and must be permitted. That could be solved with simple language. There is a  
5 company in Center Point Business Park whose entire building was constructed of shipping containers,  
6 and it had to meet extensive requirements. There was a great public outcry over the potential  
7 regulation of shipping containers, and he questioned whether the ordinance would solve the problem  
8 at hand.

9  
10 Mr. Crowell stated that because the City had no storage container regulations, Staff could not provide  
11 an answer when someone asks how many containers they can have. If no ordinance were passed,  
12 there would be no limit on the number of containers allowed. If a property became a problem, code  
13 enforcement would have to be approached in a different way. Staff hears from residents who want  
14 less regulation and those who want more.

15  
16 Chair Cragun stated that the primary reason to adopt the ordinance was that storage containers were  
17 currently unregulated, which some may interpret as permission to do anything they want to do and  
18 others may interpret as a prohibition. Staff had done a good job of adapting the ordinance in response  
19 to public comment and creating something reasonable. The ordinance needed to be modified to  
20 address temporary containers, but otherwise, she was in favor of approval. She did not believe it was  
21 too long.

22  
23 Commissioner Swanson noted that use of the structure was addressed in the draft code. If used as a  
24 permanent structure, it must be reinforced and permitted. Commissioner Woodruff stated that the  
25 general requirements indicated that anything more than simply placing the container on your property  
26 is considered a structure and must be handled as such. He asked if that was clearly stated in the actual  
27 code. He understood concerns about safety, aesthetics, or running a business on a residential property.

28  
29 Ms. Tubbs reviewed the specific language of the proposed ordinance. Per Section 11.160.320(B):  
30



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1 Commissioner Swanson asked about the recent decision to allow fireworks storage in shipping  
2 containers. Mr. Crowell reported that temporary storage in a steel container is allowed, but the  
3 duration is limited to approximately five to six weeks around holiday periods.

4  
5 Commissioner Luker asked if someone could use a storage container as a sign. Mr. Crowell reported  
6 that a container used as a sign would be regulated according to the current sign code, not the storage  
7 container ordinance.

8  
9 Chair Cragun opened the public hearing. There were no comments. The public hearing was closed.

10  
11 Chair Cragun stated that she had no issues with the proposed language, with the exception of adding  
12 language regarding temporary containers for moving, remodeling, loading, and unloading.  
13 Commissioner Swanson suggested allowing temporary containers for five to six weeks with a  
14 calendar-year maximum as recommended by Commissioner Luker. Commissioner Griffis agreed  
15 that seven days was not a lot of time for a remodel. Potential time periods and different scenarios  
16 were discussed, as well as whether different restrictions should be placed on commercial and  
17 residential properties.

18  
19 Mr. Crowell stated that the solution may be to add a separate category for temporary uses, make the  
20 other recommended changes, and bring the item back to the Planning Commission for additional  
21 discussion. In response to a question, he reported that the changes could be specified in a motion but  
22 would need to be very clearly stated. His recommendation was that Staff amend the draft ordinance  
23 prior to moving forward.

24  
25 Commissioner Swanson stated that the City should regulate linear footage rather than the number of  
26 units. Chair Cragun and Commissioner Griffis agreed. Mr. Crowell remarked that the ordinance  
27 could be modified to allow 40,000 linear feet of storage containers per 5,000 square feet of area in  
28 residential zones or 8,000 square feet in commercial zones. Commissioner Woodruff stated that one  
29 40-foot container would look better than four 10-foot containers, but some flexibility is necessary, so  
30 he would support the change. He noted that 10-foot containers are not as cost-effective, so he does  
31 not believe many people will choose that option.

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1  
2 Chair Cragun stated that the item should be tabled to provide Staff time to amend the draft ordinance  
3 as discussed.

4  
5 In response to a question from Commissioner Woodruff, it was confirmed that the ordinance would  
6 apply to the trailer portion of tractor-trailers, as they would be included in the definition of “cargo  
7 container.” Mr. Crowell reported that, per the City’s residential trucking ordinance, only one tractor-  
8 trailer is allowed on a residential property. Commissioner Woodruff clarified that his concern was  
9 about commercial properties. Chair Cragun asked if tractor-trailers were counted in the survey.  
10 Ms. Tubbs reported that only detached trailers were counted, as trailers are considered part of a  
11 vehicle when attached to a truck. In response to a follow-up question from Commissioner Woodruff,  
12 Mr. Crowell stated that Staff could review the interface between the trucking code and the proposed  
13 storage container ordinance. Commissioner Woodruff asked that Staff also clarify language around  
14 when a shipping container becomes a structure.

15  
16 **Chair Cragun moved to TABLE the item until Staff prepares language for review at a future  
17 meeting as discussed to:**

- 18  
19 **1. Define temporary uses in front yards.**  
20 **2. Refine language regarding commercial sites.**  
21 **3. Add Site Plan requirements.**  
22 **4. Change the maximum from number of units to linear feet.**  
23 **5. Review language regarding vehicles versus containers to identify any conflicts or**  
24 **gaps**  
25 **6. Any other necessary clarifications.**

26  
27 **The motion was seconded by Commissioner Luker. Vote on motion: Joel Woodruff-Yes, Erik**  
28 **Swanson-Yes, Tina Griffis-Yes, Kori Luker-Yes, Chair Cragun-Yes. The motion passed**  
29 **unanimously.**

30

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1 **5. PUBLIC HEARING, CONSIDERATION, AND RECOMMENDATION on a proposed**  
2 **Text Amendment to Chapter 11.20 of the Bluffdale City Code to adopt definitions of**  
3 **“fulfillment center” and “medical transportation establishment” and amending Section**  
4 **11.350.020 of the Bluffdale City Code to permit these new uses within certain non-**  
5 **residential zones. City of Bluffdale, Applicant. Caitlyn Tubbs, Staff Contact.**  
6 **(Application 2026-18).**

7  
8 Ms. Tubbs reported that in late 2025, the Planning Commission requested review of non-residential  
9 Land Use Tables to determine if any uses should be added. On March 18, 2026, a Work Session was  
10 held to discuss adding fulfillment centers and medical transportation establishments, as those are the  
11 most frequent inquiries received by the City. The following definitions were proposed:

12  
13 Fulfillment Center: A facility up to 10,000 square feet in floor area without any retail  
14 storefront that is not open to the public, where tangible goods are stored, packaged, and  
15 shipped directly to customers.

16  
17 Medical Transportation Establishment: A service that transports patients on an emergency or  
18 non-emergency basis to an off-site medical service provider or hospital. This use may include  
19 a dispatch office and sleeping facilities for up to four on-call providers.

20  
21 Ms. Tubbs reported that the above definition was a direct result of an inquiry from a private  
22 ambulance provider who called regarding several locations in the Wardle Business Park area and  
23 indicated that they may have two teams of two at the location.

24  
25 Fulfillment Centers would be prohibited in the Bringhurst Station Area A but permitted in Area B.  
26 Medical Transportation Establishments would be permitted in both areas. Fulfillment Centers would  
27 be permitted in all non-residential zones except Neighborhood Commercial and Civic Institutional.  
28 Medical Transportation Establishments would be permitted in Professional Office, Heavy  
29 Commercial, Regional Commercial, Heavy Industrial, and Light Industrial, and prohibited in General  
30 Commercial, Neighborhood Commercial, Sand and Gravel, and Civic Institutional, which typically  
31 abut residential zones. Staff wanted to buffer those areas from the anticipated noise impacts of sirens.

32  
33 Chair Cragun opened the public hearing. There were no comments. The public hearing was closed.  
34

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1 Commissioner Griffis moved to forward a POSITIVE recommendation to the City Council for  
2 the proposed amendment of Sections 11.20.020 and 11.350.020 based on the findings presented  
3 in the Staff Report dated June 3, 2026. The motion was seconded by Commissioner Swanson.  
4 Vote on motion: Joel Woodruff-Yes, Erik Swanson-Yes, Tina Griffis-Yes, Kori Luker-Yes,  
5 Chair Cragun-Yes. The motion passed unanimously.

6  
7 Ms. Tubbs reported that a City Council meeting date had not been scheduled for the item.  
8

9 6. **PUBLIC HEARING, CONSIDERATION, AND RECOMMENDATION on a proposed**  
10 **Text Amendment to update the City Code as follows: - Chapter 3.100 — to create a new**  
11 **chapter establishing definitions, permitted locations, inspections, local contact**  
12 **requirements, fees, registration provisions, and compliance standards for short-term**  
13 **rentals. – Chapter 11.20.020 — to add a general definition for “Short-Term Rental”**  
14 **within the zoning Code definitions section. - Chapters 11.350.020 and 11.350.030 — to**  
15 **amend the Residential and Non-residential Zones use tables to allow short-term rentals**  
16 **within residential zoning districts and prohibit them within commercial and industrial**  
17 **zoning districts. - Chapter 11.110.070.090 — to amend the Mixed-Use Land Use**  
18 **Requirements table to allow short- term rentals, in accordance with BCC 3.100, as a**  
19 **permitted use. - Chapter 11.110.100.040 — to amend the SD-X Bringhurst Station**  
20 **Project Zone standards to allow short-term rentals, in accordance with BCC 3.100, as a**  
21 **permitted use. - Chapter 11.110.090.040 — to amend the Development Standards and**  
22 **Design Guidelines to allow short-term rentals, in accordance with BCC 3.100, as a**  
23 **permitted use. City of Bluffdale, Applicant. Ellen Oakman, Staff Presenter (Application**  
24 **2026-02).**  
25

26 Associate City Planner, Ellen Oakman, reported that the City did not currently have a short-term  
27 rental (“STR”) ordinance, but Staff received a lot of calls about them. The City Council had also  
28 received inquiries, which prompted a Work Session discussion on March 25, 2026. At that time, Staff  
29 was directed to prepare an ordinance defining STRs and permitted locations, establishing basic  
30 requirements, and using business licensing to identify and track STRs.

31  
32 Chair Cragun asked if State legislation prohibiting cities from searching for illegal STRs was still in  
33 effect. Mr. Crowell reported that rental listings cannot be used as the sole source of the information.  
34 However, the listing itself was one piece of evidence, and reviews from renters were another.

35  
36 Ms. Oakman reported that the City was considering the ordinance for the following reasons:  
37

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY PLANNING COMMISSION  
MEETING MINUTES  
Wednesday, June 3, 2026**

- 1 • No existing STR regulations.
- 2 • Limited ability to identify and track STRs.
- 3 • No defined operational or safety standards.
- 4 • Limited enforcement tools for complaints and compliance.

5  
6 The proposed ordinance would:

- 7
- 8 • Define STRs and permitted locations.
- 9 • Establish basic requirements.
- 10 • Use business licenses to identify and track STRs.

11  
12 Ms. Oakman reviewed existing Accessory Dwelling Unit (“ADU”) standards versus proposed STR  
13 regulations.

14  
15 Current ADU standard

- 16
- 17 • ADUs (internal and detached) are regulated through City Code.
- 18 • ADUs may not be rented for periods less than 30 consecutive days.

19  
20 Proposed STR standards

- 21
- 22 • Permitted for stays less than 30 days.
- 23 • Not permitted within an ADU.
- 24 • Owner occupancy not required.

25  
26 In response to a question from Commissioner Woodruff, Ms. Oakman confirmed that only the  
27 primary home could be used as an STR, not a detached ADU on the property.

28  
29 Potential negative impacts of STRs include:

- 30
- 31 • Visitor activity and turnover in residential areas.
- 32 • Parking and traffic impacts.
- 33 • Noise and nuisance complaints.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY PLANNING COMMISSION  
MEETING MINUTES  
Wednesday, June 3, 2026**

- 1 • Property management and local contact responsiveness.
- 2 • Enforcement and compliance.

3  
4 The Proposed Text Amendment would:

- 5
- 6 • Create a new definition for STRs in Title 3 and Title 11.
- 7 • Create a new Chapter 3.100 establishing STR regulations, including:
  - 8 ○ Inspections and safety requirements (initial and annual inspections)
  - 9 ○ Local contact requirements
  - 10 ○ Business licensing requirements (administered through business license)
  - 11 ○ Compliance standards
  - 12 ○ Permitted Locations
- 13 • Amend Title 11 Land Use Tables to identify where STRs are permitted.
- 14 • Add STRs as a permitted use within residential zoning districts and designated special
- 15 districts, including mixed-use areas, the Bringham Station Project Zone, and the
- 16 Independence Village Project Zone.
- 17 • Clarify that STRs are not permitted within ADUs.

18  
19 Chair Cragun asked why ADUs were excluded. Mr. Crowell reported that they were excluded to be  
20 consistent with the ADU ordinance, which requires a rental period of 30 days or more. Ms. Oakman  
21 reported that it would also help mitigate potential concerns and prevent the property owner from  
22 having two STRs on one property.

23  
24 In response to a concern raised by Commissioner Woodruff, Ms. Oakman provided the proposed  
25 definition and noted that Staff intentionally did not address using a portion of a home as a STR.

26  
27 Short-Term Rental: A complete dwelling unit (home), not including an accessory dwelling  
28 unit or a portion of a dwelling unit, located within a residential zone district, that is rented or  
29 offered for occupancy for periods of less than thirty (30) consecutive days in exchange for  
30 compensation.

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY PLANNING COMMISSION  
MEETING MINUTES  
Wednesday, June 3, 2026**

1 Chair Cragun stated that she expected a lot of people to rent out their couches for the 2034 Olympics.  
2 Commissioner Swanson asked if a property owner could temporarily rent their home as a STR for the  
3 Olympics or while they were on vacation. It was clarified that they would need to apply for the yearly  
4 permit.

5  
6 Ms. Oakman reviewed potential benefits and challenges of allowing STRs.

- 7
- 8 • Benefits
    - 9 ○ Business license revenue
    - 10 ○ Clear rules and expectations for residents
    - 11 ○ Visitor spending at local businesses
    - 12 ○ Ability to require safety and operational standards
    - 13 ○ Easier tracking and regulation of licensed properties
    - 14 ○ Local contact requirement for faster complaint response
  - 15 • Challenges
    - 16 ○ Noise, parking, and traffic concerns
    - 17 ○ Increased complaints
    - 18 ○ Cost recovery of additional enforcement and administrative workloads
    - 19 ○ Ongoing enforcement and compliance tracking
    - 20 ○ Perception of commercial activity in residential areas
    - 21 ○ Potential housing availability concerns

22  
23 Commissioner Woodruff stated that if he invested in an ADU, he may want the flexibility to rent it  
24 as an STR. He was aware of many unsanctioned ADUs and STRs. In response to his question, Ms.  
25 Oakman reported that the fee for a standard commercial business license was \$110 per year. The first  
26 inspection was \$110, and the reinspection was \$70. The fees were based on the City's existing  
27 Consolidated Fee Schedule. There were no staffing concerns in regard to inspections. Mr. Crowell  
28 indicated that STR inspections may be listed separately on the fee schedule.  
29

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY PLANNING COMMISSION  
MEETING MINUTES  
Wednesday, June 3, 2026**

1 Commissioner Woodruff asked about the anticipated volume. Mr. Crowell stated that Staff did not  
2 expect a large number of applications. Commissioner Woodruff indicated that there were  
3 approximately 250 STRs listed on Airbnb.

4  
5 Chair Cragun opened the public hearing. There were no comments. The public hearing was closed.

6  
7 Commissioner Woodruff asked about the fire extinguisher and licensing requirements. Ms. Oakman  
8 reported that she spoke with the Business License Official and researched other cities. It made sense  
9 to manage STRs through a commercial business license as it is a commercial business use. The  
10 number of fire extinguishers or other safety features required is based on the size of the home, floors,  
11 and other factors as outlined in International Fire Code.

12  
13 **Commissioner Swanson moved to forward a POSITIVE recommendation to the City Council**  
14 **for the proposed Text Amendments based on the findings presented in the Staff Report dated**  
15 **May 29, 2026. The motion was seconded by Commissioner Griffis. Vote on motion: Joel**  
16 **Woodruff-Yes, Erik Swanson-Yes, Tina Griffis-Yes, Kori Luker-Yes, Chair Cragun-Yes. The**  
17 **motion passed unanimously.**

18  
19 It was reported that a City Council meeting date had not been scheduled for the item.

20  
21 **DISCUSSION ITEMS**

22  
23 7. **Summary of 2026 Legislative Session. Fred Donaldson, City Attorney, presenting.**  
24 **\*\*CANCELLED\*\***

25  
26 8. **Planning Commission Business (planning session for upcoming items, follow up, etc.**

27  
28 Mr. Crowell reported on the following:

- 29  
30
- The City Council approved the temporary fireworks stand ordinance.
  - The June 17, 2026, Planning Commission meeting was cancelled.
  - Great Clips held its ribbon cutting and was now open.
  - The City Council would adopt the FY2026-2027 Budget at its June 10, 2026, meeting.
- 31  
32  
33  
34

**DRAFT – FOR DISCUSSION PURPOSES ONLY**

**BLUFFDALE CITY PLANNING COMMISSION  
MEETING MINUTES  
Wednesday, June 3, 2026**

1   **9.   Adjournment.**

2

3   The Planning Commission Meeting adjourned at 7:38 p.m.

4

5

6

7

8   \_\_\_\_\_  
9   Pauline Matagi, Community Development Coordinator

9

10  Approved: \_\_\_\_\_

**Item 5**



2222 West 14400 South • Bluffdale, Utah 84065 • (801) 254-2200  
Community Development Department  
Planning Division

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STAFF REPORT  
July 1, 2026

**To:** City of Bluffdale Planning Commission  
**Prepared By:** Caitlyn Tubbs, Planning Manager

**Re:** A Text Amendment Enacting Section 11.160.320 to Regulate the Placement and Use of Accessory Cargo Containers in the City of Bluffdale.

Application No.: 2025-23

Applicant(s): City of Bluffdale

Request: To review the proposed amendments to Bluffdale City Code enacting Section 11.160.320, hold a public hearing, and consider forwarding a recommendation to the City Council.

**SUMMARY**

Following a Work Session, the City Council directed Staff to prepare an ordinance to regulate the number and placement of cargo containers as accessory storage devices. On February 18, 2026, the Planning Commission held a public hearing<sup>1</sup> on proposed text changes regulating cargo containers within the City of Bluffdale. Following public comment and requests from the Commission, the item was tabled, and Staff was directed to return after modifying the proposed ordinance.

The Planning Commission revisited the item on June 3, 2026, held and closed a public hearing, and directed Staff to make allowances for temporary storage in instances of moving or remodeling residences and to revise the allotment of containers from an overall count to a cumulative linear footage. Staff has revised the proposed ordinance redlines accordingly.

**ANALYSIS**

Bluffdale City Code (BCC) Section 11.20.020 defines “Open Storage” as:

“The storage of materials and goods not within an enclosed structure for more than seventy-two (72) hours. This includes the storage of inoperable vehicles for automobile-related primary uses.”

---

1 February 18, 2026 Planning Commission Meeting ([Agenda](#); [Packet](#), pg. 71; [Minutes](#), pg. 13)

Open Storage is not a permitted primary use in the City of Bluffdale and is permitted only as an accessory use in the Heavy Commercial (HC) and Light Industrial (I-1) Zones. Many businesses and residential property owners are turning to cargo containers as potential storage options. Currently, the BCC is silent on the use of cargo containers and the City has initiated these Text Amendments to provide a pathway for residents and businesses to utilize these containers while also maintaining an attractive community.

Staff conducted research of surrounding municipalities' codes and ordinances and found many communities prohibit the use of cargo containers, particularly in residential zones, unless they are incorporated into an accessory structure (such as a shed or detached home office) and have an approved building permit. Recognizing Bluffdale's predominantly large-lot development pattern, the City desires to provide flexibility for its residents and intends to allow usage of these containers in residential and some non-residential zones with specific criteria.

This Text Amendment proposes a new definition for "Cargo Container" to be added to BCC 11.20.020:

"Cargo Container: A standardized, reusable vessel fabricated to transport freight or goods on a truck, railroad, or ship, in accordance with international standards for overseas shipping, including cargo containers, shipping containers, or other portable storage units that are placed on private property and used for storage of items, including, but not limited to: clothing, equipment, goods, household or office fixtures or furnishings, materials and merchandise."

Staff proposes the following general requirements for the use and placement of cargo containers:

1. Storage containers may only be placed as an accessory use, meaning any lot or parcel containing a storage container must have an existing primary use before the container is placed and throughout the duration of its placement. If the primary use is abandoned or removed the storage container shall also be removed.
2. Vertical stacking of storage containers and stacking of any other materials on top of or attached to storage containers is prohibited. Roofs, lean-tos, and other structures shall not be affixed to or placed on storage containers, unless the cargo container is fully integrated into an accessory building and complies with all adopted Building Codes.
3. Storage containers shall not be used as dwelling or living quarters, nor for camping purposes, for any amount of time in any zone, except as permitted in Chapter 11.340 of this Title.

Following public comment received at the February 18, 2026 Planning Commission meeting, Staff revised paragraph 4 of the proposed text to remove the requirement to secure cargo containers against unauthorized entry and to allow containers to be stored on gravel or another compacted surface as shown below:

4. Property owners and users of storage containers shall ensure the containers are kept in good repair, ~~secured against unauthorized entry,~~ and are stored on a ~~concrete or asphalt gravel or other compacted~~ surface. For the purposes of this section, a storage container is not considered in a good state of repair when it is incapable of being moved intact, holes in the container exist due to damage or rust, or it has been infested with vermin or other pests.
5. Storage containers shall not be placed within required off-street parking spaces or public rights of way. Containers may only be placed in interior side yards or rear yards within residential zones.

The overall number of cargo containers permitted in the applicable non-residential zones (Heavy Commercial and Light Industrial) were proposed to be limited to one per 8,000 square feet of lot area. The Planning Commission directed staff to revise the allotment tabulation from an overall count to a cumulative linear footage of container. Staff has revised the non-residential allotment to read *“Up to forty linear feet (40’) (as measured by the cumulative length of the sum of the longest sides) of cargo container(s) may be placed for reach 8,000 square feet of lot size. Placement of cargo containers shall be indicated on the approved site plan in accordance with Chapter 11.150 of this Title.”*

Residential zones will be similarly restricted as follows:

<u>Lot Size *not including any abutting private right of way</u>	<u>Number of Storage Containers Allowed</u>
<u>Less than 20,000 Square Feet</u>	<del>One (1) (up to 40 foot) container</del> <u>Up to forty total linear feet (40’) of cargo container(s)</u>
<u>20,000 Square Feet up to One (1) Acre</u>	<del>One (1) (up to 40 foot) container per 5,000 square feet of lot area.</del> <u>Up to forty total linear feet (40’) of cargo container(s) per 5,000 square feet of lot area, not exceeding 240 linear feet total.</u>
<u>One Acre or Larger</u>	<del>One (1) (up to 40 foot) container per 5,000 square feet of lot area, no more than eight (8) storage containers total.</del> <u>Up to forty total linear feet (40’) of cargo container(s) per 5,000 square feet of total lot area, not exceeding 360 linear feet total.</u>

Additionally, the Planning Commission opined homeowners should have the ability to utilize pods or containers on a temporary basis while remodeling or moving in/out of a residence. Staff has added the following to allow temporary placement of a cargo container within the front yard:

One (1) cargo container (up to twenty feet (20') in length) may be placed within the front yard on a temporary basis (no more than 120 calendar days in one calendar year) for the purposes of personal storage while moving in, moving out, or remodeling a residence.

**Enforcement**

During the discussion at the June 3<sup>rd</sup> Planning Commission meeting, the Commissioners noted the potential for cargo containers to be used for signage outside of what is permitted by [Chapter 11.220](#). Staff noted that if this becomes the case, the City’s Administrative Code Enforcement proceedings would be initiated.

Further, with the revisions to the cargo container allotment, it is important to note if the City suspects a property owner has exceeded the allowed amount of cargo containers, it now must prove the total linear footage of containers. This would require the City to obtain the property owner’s permission to enter the site to measure the container(s), which may be difficult to obtain in some instances. Due to this issue, Staff believes that a regulation based on the number of allowed containers would be a more practically enforceable standard.

**MODEL MOTIONS:**

Model for a Positive Recommendation (**Staff Recommendation**) – “I move to forward a positive recommendation to the City Council for the proposed enactment of Section 11.160.320 regulating the use of cargo containers, based on the findings presented in the Staff Report dated June 3, 2026 (and including the following additional findings):”

1. List all findings for approval...

Motion for a Negative Recommendation – “I move we forward a negative recommendation to the City Council for the proposed enactment of Section 11.160.320 regulating the use of cargo containers, based upon the following findings:”

1. List all findings for negative recommendation...

Motion to Continue the Item to a Date Certain/Uncertain – “I move we continue the item to a date certain/uncertain and direct Staff to provide additional information regarding the following:

1. List any additional information, analysis, or findings the Planning Commission wishes Staff to provide in advance of the date certain/uncertain...

**EXHIBITS**

A: Draft redlines

## **11.20.020 Definitions**

...

Cargo Container: a standardized, reusable vessel fabricated to transport freight or goods on a truck, railroad, or ship, in accordance with international standards for overseas shipping, including cargo containers, shipping containers, or other portable storage units that are placed on private property and used for storage of items, including, but not limited to, clothing, equipment, goods, household or office fixtures or furnishings, materials and merchandise.

...

## **11.160.320 Placement and Usage of Accessory Cargo Containers**

(A) Purpose: The purpose of this section is to regulate the use of accessory cargo containers in the City, which regulations are adopted to protect the public health, safety, and welfare of the community and to promote public aesthetics within the City. Nothing in this code is intended to prevent the temporary use (less than 30 days) of a cargo container for moving or temporary construction purposes.

### (B) General Requirements

1. Cargo containers may only be placed as an accessory use, meaning any lot or parcel containing a storage container must have an existing primary use before the container is placed and throughout the duration of its placement. If the primary use is abandoned or removed the storage container shall also be removed.

2. Vertical stacking of cargo containers and stacking of any other materials on top of or attached to storage containers is prohibited. Roofs, lean-tos, and other structures shall not be affixed to or placed on storage containers, unless the container is fully integrated into an accessory building and complies with all adopted Building Codes.

3. Cargo containers shall not be used as dwelling or living quarters, nor for camping purposes, for any amount of time in any zone, except as permitted in Chapter 340 of this Title.

4. Property owners and users of cargo containers shall ensure the containers are kept in good repair and are stored on a gravel or other compacted surface. For the purposes of this section, a storage container is not considered in a good state of repair when it is incapable of being moved intact, holes in the container exist due to damage or rust, or it has been infested with vermin or other pests.

5. Cargo containers shall not be placed within required off-street parking spaces or public rights of way.

(C) Non-Residential Zones

1. Cargo containers may only be placed in non-residential zones where Open Storage is a permitted accessory use. ~~One container (up to 40-feet)~~ **Up to forty linear feet (40') (as measured by the cumulative length of the sum of the longest sides) of cargo container(s)** may be placed for each 8,000 square feet of lot size. Placement of cargo containers shall be indicated on the approved site plan in accordance with Chapter 11.150 of this Title.

(D) Residential Zones

1. Cargo containers shall not be placed in any required front yard or corner side yard. Cargo containers may only be placed within easements or utility corridors with the prior written consent of the easement holder(s) or corridor owner(s).

**a. One (1) cargo container (up to twenty feet (20') in length) may be placed within the front yard on a temporary basis (no more than 120 calendar days in one calendar year) for the purposes of personal storage while moving in, moving out, or remodeling a residence.**

2. Number of storage containers allowed:

Lot Size *not including any abutting private right of way	Number of Storage Containers Allowed
Less than 20,000 Square Feet	<del>One (1) (up to 40-foot) container</del> <b>Up to forty total linear feet (40') of cargo container(s)</b>
20,000 Square Feet up to One (1) Acre	<del>One (1) (up to 40-foot) container per 5,000 square feet of lot area.</del> <b>Up to forty total linear feet (40') of cargo container(s) per 5,000 square feet of lot area, not exceeding 240 linear feet total.</b>
One Acre or Larger	<del>One (1) (up to 40-foot) container per 5,000 square feet of lot area, no more than eight (8) storage containers total.</del> <b>Up to forty total linear feet (40') of cargo container(s) per 5,000 square feet of total lot area, not exceeding 360 linear feet total.</b>

**Item 7**



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THE CITY OF BLUFFDALE

2222 W 14400 South • Bluffdale, Utah 84065 • (801) 254-2200 • Fax (801) 253-3270

**Memo**

TO: Bluffdale City Planning Commission

FROM: Planning Department Staff

DATE: July 1, 2026

RE: Planning Commission Bylaws

Members of the Planning Commission,

During the 2026 Legislative Session, the Utah State Legislature enacted [Senate Bill 284](#) which (among other things) establishes new training requirements for municipal planning commissions and requires cities to adopt ordinances outlining processes by which Planning Commission Members are appointed and removed, general rules of procedure, and describe causes for removal. [Chapter 2.10](#) of the Bluffdale City Code already includes most of this information, however, some edits are needed to comply with SB 284 by adding causes for removal, requirements for when Members must recuse themselves from deliberations and voting on items, and training needs.

Staff has researched the bylaws published by the Planning Commissions of Draper City, Kaysville City, Murray City, Providence City, Provo City, and Santaquin City, and has compiled a short bylaw document outlining the details not currently covered under Chapter 2.10 for Bluffdale's Planning Commission. The Planning Commission should review this draft and decide what, if anything, they want to include in Chapter 2.10 in addition to the edits required by SB 284.

Exhibit:

Draft Planning Commission Bylaws

# PLANNING COMMISSION BYLAWS AND RULES OF PROCEDURE

## ARTICLE I – PURPOSE AND AUTHORITY

### Section 1. Purpose

These Bylaws and Rules of Procedure are adopted to provide guidance for the organization, authority, duties, and procedures of the Planning Commission and to ensure that meetings and decisions are conducted in accordance with applicable law, city ordinances, and principles of fairness, transparency, and due process.

### Section 2. Governing Authority

The Planning Commission shall be governed by:

1. Applicable state statutes governing public bodies and municipal land use regulation, specifically Chapter 2.10 of the Bluffdale City Code.
2. All other applicable municipal ordinances and development regulations.
3. The City's General Plan.
4. These Bylaws and Rules of Procedure.

### Section 3. Familiarity with Applicable Laws

Commission members shall maintain reasonable familiarity with applicable statutes, ordinances, policies, and these bylaws throughout their term of service.

---

## ARTICLE II – ETHICS AND CONFLICTS OF INTEREST

### Section 1. General Conduct

Commission members shall conduct themselves with professionalism, courtesy, impartiality, and respect.

### Section 2. Conflicts of Interest

Members shall disclose any actual or potential conflict of interest before participating in discussion or voting on a matter. A member with a conflict shall not participate in deliberation or voting on the affected item.

### Section 3. Ex Parte Communications

Members shall avoid private discussions with applicants, opponents, or interested parties regarding pending applications outside of a public meeting. Members shall instead direct

applicants, opponents, or interested parties to discuss pending applications within the applicable public meeting at which the item is scheduled for deliberation. Nothing in this Section shall prevent members from asking city staff for information related to the pending application and discussing applicable ordinance requirements.

#### Section 4. Representation by Members

No Commission member shall represent applicants, petitioners, property owners, or opponents of applications before the Planning Commission.

---

### ARTICLE III – AGENDA AND PUBLIC HEARINGS

#### Section 1. Agenda Preparation

City staff shall prepare and publish agendas in compliance with applicable law.

#### Section 2. Order of Business

The typical order of business shall be:

1. Call to Order
2. Conflict of Interest Disclosures
3. Approval of Minutes
4. Public Hearings and Business Items
5. Other Business
6. Adjournment

#### Section 3. Public Hearing Procedures

The Chair shall:

1. Announce the agenda item.
2. Receive staff presentation.
3. Receive applicant presentation.
4. Open the public hearing.
5. Receive public comment.
6. Close the public hearing.
7. Conduct Commission discussion.
8. Receive motions and votes.

Reasonable time limits may be established for public comment in accordance with applicable laws.

---

## ARTICLE IV – DECISIONS

### Section 1. Findings

Commission actions shall be supported by findings or reasons sufficient to support the decision.

### Section 2. Finality

Commission decisions shall become final upon completion of the vote unless otherwise provided by law.

### Section 3. Continuances

The Commission may continue any matter to a future meeting by motion. The Commission shall not unreasonably continue a matter for an undue period of time and shall make findings on the record for the continuance. Findings for continuance may include, but are not limited to, additional information is needed, the applicant has requested the item be continued, or the applicant needs additional time to incorporate comments from the public or Commission.

---

## ARTICLE V – RECORDS

### Section 1. Minutes

Minutes shall be prepared and maintained for all meetings in accordance with applicable law.

### Section 2. Public Records

Commission records, minutes, and decisions shall be maintained as public records unless otherwise protected by law.

---

## ARTICLE VI – AMENDMENTS

These Bylaws may be amended by a majority vote of the Planning Commission.

Effective Date: \_\_\_\_\_

Adopted by the Planning Commission on: \_\_\_\_\_

Chair: \_\_\_\_\_

Attest: \_\_\_\_\_

# **Planning Commission Business**