

Minutes of the **Work Session** of the **Planning Commission Meeting** held Thursday, **January 2, 2025**, in the **Lehi City Hall** located at **153 North 100 East**.

Members Present: Brent Everett, Commission Vice Chair
Tyson Eyre, Commissioner
Emily Lockhart, Commissioner
Nicole Kunze, Commissioner
Ken Roberts, Commission Alternate
Beau Jones, Commission Alternate

Members Absent: Gregory Jackson, Commission Chair

Others Present: Kim Struthers, Community Development Director; Mike West, Planning Manager; Brittney Harris, Planner; Katie Bussell, Planner; Jacob Curtis, Planner; Noreen Edwards, Administrative Assistant for the Community Development Division; Kate Morgan, Deputy City Recorder.

Regular Work Session, 5:30 p.m.

1) Call to Order

Acting Chair Everett welcomed everyone to the meeting.

2) Election of Chair and Vice Chair

Motion: Commissioner Eyre moved to reelect Commissioner Jackson as Commission Chair for 2025. Commissioner Roberts seconded.

Vote: Commissioner Everett, yes; Commissioner Eyre, yes; Commissioner Kunze, yes; Commissioner Lockhart, yes; Commissioner Roberts, yes; Commissioner Jones, yes.

Motion passed unanimously.

Motion: Commissioner Kunze moved to reelect Commissioner Everett as Commission Vice Chair for 2025. Commissioner Eyre seconded.

Vote: Commissioner Everett, yes; Commissioner Eyre, yes; Commissioner Kunze, yes; Commissioner Lockhart, yes; Commissioner Roberts, yes; Commissioner Jones, yes.

Motion passed unanimously.

3) Review and acceptance of Planning Commission meeting schedule for 2025

Noreen Edwards presented the suggested meeting schedule, and noted several dates that may need to be cancelled due to holidays, graduations, and other conflicts. Commissioner Everett suggested that the work session for April be cancelled due to overlap with spring break. Commissioner Lockhart suggested changing July meeting dates so that they could avoid meeting on July 24. The commission agreed that July 31 made the most sense as a replacement date.

Motion: Commissioner Eyre motioned to approve the 2025 meeting schedule with the modifications to remove the April 3 and July 24 meetings, and to add a meeting on July 31. Commissioner Lockhart seconded.

Vote: Commissioner Everett, yes; Commissioner Eyre, yes; Commissioner Kunze, yes; Commissioner Lockhart, yes; Commissioner Roberts, yes; Commissioner Jones, yes.

Motion passed unanimously.

4) Review and acceptance of the Planning Commission Bylaws

Kim Struthers presented the Planning Commission Bylaws using a Jeopardy-style game, which Commissioner Everett won.

Struthers expressed interest in doing a training on the Municipal Officers and Employees Ethics Act, similar to other trainings that have taken place in the past.

The Commission asked for clarification as to what counts as bias when seeking information prior to a public hearing. Noreen Edwards explained that discussing aspects of the development code in relation to projects is allowed, but personal feelings and opinions are discouraged.

Commissioner Lockhart asked where amendments to the bylaws originate. Struthers explained that they primarily come from the Planning Commission itself, but that they may also happen if there are changes to State law that affect the bylaws.

Struthers took the opportunity to bring up a recent appeal that was approved due to wording in the bylaws that allowed applicants 30 days after minutes were approved and posted. This had caused confusion during the appeal decision. The Commission discussed the possibility of basing appeals off the date of the meeting in which the decision was made, rather than the approval of the minutes. This is a possibility due to instant access to the video feed of the meetings, and is fairer to citizens, as everyone would have an equal amount of time, rather than waiting on minutes approval, which may vary depending on the meeting. Commissioner Lockhart suggested taking out the sentence about the minutes entirely.

Motion: Commissioner Eyre motioned to accept the bylaws with the included modification of removing the sentence about posted minutes in section 8.2. Commissioner Jones seconded.

Vote: Commissioner Everett, yes; Commissioner Eyre, yes; Commissioner Kunze, yes; Commissioner Lockhart, yes; Commissioner Roberts, yes; Commissioner Jones, yes.

Motion passed unanimously.

5) Discussion of the mission, vision, and core values of the Planning Commission

Kim Struthers presented the item. He stated that the planning division felt it would be out of line to assign core values and mission statements without input from the Commission.

Commissioner Lockhart asked if adding a mission statement would open the Commission up for allegations and litigation from citizens. Commissioner Everett shared her concerns and mentioned that the mission of the Planning Commission is outlined in the municipal code already.

Commissioner Jones suggested that if anything were to change, it should be an addition to the bylaws that identify the duties of the Planning Commission, as he could not find anything of the sort in the current bylaws. Noreen Edwards suggested a referral to the duties outlined in the municipal code instead.

Motion: Commissioner Eyre motioned to amend his previous motion and include an amendment to the “Purpose” section of the bylaws that refers to the duties of the Planning Commission as outlined in the municipal code. Commissioner Kunze seconded.

Vote: Commissioner Everett, yes; Commissioner Eyre, yes; Commissioner Kunze, yes; Commissioner Lockhart, yes; Commissioner Roberts, yes; Commissioner Jones, yes.

Motion passed unanimously.

6) Review of 2023 Meeting Statistics

Jacob Curtis presented the item. He stated that nothing in the statistics indicated that any major changes needed to be made.

7) Discussion of meeting preparation importance

Kim Struthers presented the item. He emphasized that meeting preparation improved decision making, increased time efficiency, and ensured clear communication. He suggested reviewing agendas and materials, researching background information, and preparing questions and talking points ahead of each meeting.

Noreen Edwards gave a brief overview of how public noticing functions. She stated that she tries to get all notices out ahead of the required time. She also explained that noticing happens based on county records, which are imperfect, and may not have been updated, which is why there may be complaints from citizens when it comes to receiving notices (or lack thereof).

Commissioner Everett expressed thanks to the planning division for their help in keeping things running smoothly. He also expressed gratitude for being able to serve the public in his capacity as a Commissioner. The rest of the Commission expressed agreement.

8)Adjournment

With no further business to come before the Planning Commission at this time, Commissioner Lockhart moved to adjourn the meeting. Commissioner Jones seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 6:55 p.m.

Approved: January 23, 2025

Attest:

Commissioner Greg Jackson
Commission Chair

Kate Morgan, Deputy City Recorder