

KAYSVILLE CITY COUNCIL
September 18, 2025

Minutes of the regular Kaysville City Council meeting held on September 18, 2025, at 7:00 p.m. in the Council Chambers of Kaysville City Hall, located at 23 East Center Street, Kaysville, Utah.

Council Members Present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt, and Council Member Perry Oaks

Excused: Council Member Nate Jackson

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Public Works Director Josh Belnap, Fire Chief Paul Erickson, Information Technology Assistant Jordan Hansen, Karen Erickson, Val Starkey, Trek Loveridge, Josh McBride, Kimberley Neilson

OPENING

Mayor Tran called the meeting to order at 7:00 p.m. and welcomed those in attendance.

Council Member Oaks offered opening remarks, reflecting on recent and historic political assassinations and relating these events to the recent killing of Charlie Kirk in Utah. He briefly outlined Mr. Kirk's position on family, life issues, and free speech, and spoke about the importance of maintaining respectful dialogue despite differences in opinion. He emphasized the responsibility to care for others regardless of disagreements, concluded his remarks with a prayer, and then led the audience in the Pledge of Allegiance.

Mayor Tran thanked Council Member Oaks for his remarks and announced that Council Member Jackson was excused from the meeting. She noted two agenda changes, with Items 3c and 3d postponed to a future meeting.

CALL TO THE PUBLIC

No members of the public came forward to speak during this portion of the meeting.

PRESENTATIONS AND AWARDS

PROCLAMATION DECLARING SEPTEMBER 27–OCTOBER 5, 2025, AS BLUE STAR WELCOME WEEK

Council Member Oaks read a proclamation declaring September 27 through October 5, 2025, as Blue Star Welcome Week in Kaysville City. The proclamation highlighted the role of Blue Star Families in supporting military families, acknowledged the challenges associated with frequent relocations, and emphasized the importance of creating a sense of belonging for service members

and their households. The proclamation encouraged residents to extend support and welcome military and veteran families into the community. Mayor Tran formally proclaimed the observance on behalf of the city.

PROCLAMATION DECLARING OCTOBER 5–11, 2025 AS KAYSVILLE CITY FIRE PREVENTION WEEK

Fire Chief Paul Erickson introduced the proclamation designating October 5 through October 11, 2025, as Kaysville City Fire Prevention Week. He explained that Fire Prevention Week is the nation's longest-running public safety campaign, established in 1922 and formally recognized by President Calvin Coolidge in 1925 following several devastating fires. Chief Erickson stated that the 2025 theme focuses on fire safety related to lithium-ion batteries, which present unique hazards in homes and electric vehicles. He emphasized the risks of these fires, which react dangerously to water, and underscored the need for education, preparedness, and situational awareness. He highlighted the efforts of Kaysville's first responders in promoting fire prevention and public education. Chief Erickson then read the proclamation, encouraging residents to remain alert to fire hazards, respond quickly to alarms, and practice safety measures in their homes.

Following the proclamation, Mayor Tran expressed appreciation to Chief Erickson and the Fire Department for their service. Council Member Blackham asked about the date and time of the Fire Department's annual open house. Chief Erickson confirmed it would be held on October 1 from 6:00 to 8:00 p.m. at the Kaysville Fire Station. He noted that details would be shared through social media, signage, the city marquee, and the city website. Mayor Tran clarified that the event would be open to all members of the community, and Chief Erickson confirmed that everyone was welcome to attend.

RECOGNITION OF CERT PARTICIPANTS

This item was postponed to a future meeting.

SWEARING IN OF 2025-2026 YOUTH CITY COUNCIL

This item was postponed to a future meeting.

COMMUNITY DEVELOPMENT DEPARTMENT REPORT

Community Development Director Melinda Greenwood delivered her annual department report, reviewing the four core service areas of Community Development: building, business licensing, planning and zoning, and code enforcement. She presented the department's organizational chart and noted that one building inspector position was vacant, with four candidates scheduled for interviews. Mrs. Greenwood explained that department revenues vary by activity. Business licensing generates a consistent revenue stream of approximately \$75,000 to \$80,000 annually, while planning and building activity fluctuates with market demand. For fiscal year 2025, which ended on June 30, total revenues for the department were \$591,295.

Mrs. Greenwood reported that the number of permits issued, measured on a calendar-year basis, has declined since 2020 and 2021 due to high interest rates and broader market conditions. However, the department expects this year's total to be consistent with the last two years. Most permits issued are for residential projects, though 36 commercial permits had been processed to date in 2025. These included sign permits, tenant improvements, and new buildings. Notable projects included the construction of a new LDS stake center, Lifetime Dental near the former Bennion Crafts site, and 51 new single-family permits, which also included townhomes under the system's classification. At the Flint Acres development north of Smith's Marketplace, eight permits had been issued with more anticipated as the project advances. Mrs. Greenwood noted that inspections significantly outnumber permits, since each project requires multiple inspections for plumbing, HVAC, electrical, structural work, and possible rechecks.

She described how staff used slower periods to improve processes. Permit technicians audited expired permits and related completion bonds, ensuring that outdated bonds were either returned or written off. They also reviewed approximately 150 pool permits issued since 2016 to verify compliance with the city's zoning requirement for a five-foot barrier fence around pools. Inspectors confirmed that five or six properties did not have proper fencing and required corrective action.

On business licensing, Mrs. Greenwood reported that license volumes, which had declined during 2020 and 2021, had since rebounded to about 1,100. She highlighted the business support group organized by the city's Business License Officer, who coordinates with Davis Technical College's small business office. The program provides new license holders with opportunities to network, present their businesses, and access resources. Participation has increased over the last 18 to 24 months, and Mrs. Greenwood emphasized that the program's value remains even if it benefits only a small number of businesses each year.

In planning and zoning, Mrs. Greenwood reported that 40 applications had been processed so far in 2025, compared to 32 in 2024. Many of these applications were boundary line adjustments, previously referred to as lot line adjustments. She emphasized the challenge of complying with frequent legislative changes and noted that the city's new Assistant City Attorney was assisting with updates to bring procedures into line with state law. Mrs. Greenwood also provided updates on two major planning projects. Work on the City Center Small Area Plan, which focuses on Main Street and 200 North, remains ongoing, though the timeline has been extended with adoption now expected around February 2026 instead of by the end of 2025. She also reported on the required water conservation element of the General Plan, which state law requires all cities to adopt by the end of 2025. Kaysville received a \$15,000 state grant for the project, held a kickoff meeting, and anticipates presenting the plan to the Planning Commission in November and to the City Council in December.

Mrs. Greenwood then reported on code enforcement activity. She acknowledged that the process often involves frustration for both complainants and property owners but emphasized that the department has worked to address issues proactively. This year staff sent 65 letters to properties with prior weed violations, which resulted in weed cases being reduced by half compared to 2024. Despite this, the department continues to manage a significant number of cases. Mrs. Greenwood

explained the intake and verification process, which includes site inspections, photographs, documentation, and case tracking using the city's licensing software. She noted the challenges of identifying and contacting owners of vacant properties and explained that staff frequently coordinate with other departments, including Utility Billing, Public Works, Fire, the Health Department, and Animal Services. Illegal parking complaints are referred to the Police Department, since Community Development lacks authority to issue citations.

She emphasized that the department's primary goal is voluntary compliance, with sensitivity to residents' health, resources, and housing circumstances. She cited examples of working with residents living illegally in trailers to avoid creating homelessness and managing complaints about short-term rentals, which are prohibited in the city. Mrs. Greenwood explained that the department aims to resolve violations with as little disruption as possible, while reserving enforcement actions for uncooperative cases. If compliance cannot be achieved, the department consults with the city's Legal Department to determine whether citations or legal action are necessary. Mrs. Greenwood concluded her presentation by noting that detailed statistics had been included in the council packet and invited questions.

With no questions from the council, Mayor Tran and the City Council thanked Mrs. Greenwood for her report.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts of interest were declared by members of the City Council.

CONSENT ITEMS

Council Member Hunt made a motion to approve the following Consent Items:

- a) Approval of minutes from the August 21, 2025, Council Meeting.
- b) Approval of minutes from the September 4, 2025, Council Meeting.

Council Member Oaks seconded the motion.

The vote on the motion was as follows:

Council Member Hunt, Yea
Council Member Oaks, Yea
Council Member Blackham, Yea
Council Member Adams, Yea

The motion passed unanimously.

ACTION ITEMS

REQUEST TO REZONE 1.62 ACRES OF PROPERTY LOCATED AT 2053 WEST GRASSY PLAIN DRIVE FROM GC (GENERAL COMMERCIAL) TO R-1-14 (SINGLE FAMILY RESIDENTIAL) FOR PHIL HOLLAND

Community Development Director Melinda Greenwood introduced a request to rezone approximately 1.62 acres at 2053 West Grassy Plain Drive from General Commercial to R-1-14 Single-Family Residential for applicant Phil Holland. She explained that the property is situated behind the site of a new LDS stake center at the corner of Angel Street and 200 North. While the parcel is currently zoned General Commercial, its limited frontage makes it less suitable for commercial use. Surrounding zones include R-1-20, R-1-14, light industrial, general commercial, and agricultural. Mrs. Greenwood noted that rezoning commercial property to residential is not common, so the general plan offered limited direction in this case. However, she pointed out that the parcel borders existing residential neighborhoods and that the city's future land use map designates the property for single-family residential, which provides support for the rezone.

She reported that the Planning Commission held a public hearing on August 28, during which one resident requested that trees or other landscaping be installed as a buffer. Mrs. Greenwood explained that city code does not require a buffer in this situation and that such requirements are more appropriate for commercial uses. She stated that the Planning Commission voted unanimously, seven to zero, to recommend approval of the rezone request. Mrs. Greenwood presented this recommendation to the City Council, noting that a representative of the applicant was present to answer questions.

Mayor Tran opened the floor for public comment, but no comments were offered. She then asked about the type of homes proposed. Trek Loveridge, representing Phil Holland, stated that four single-family homes were planned, each between 3,000 and 4,500 square feet, with lots of approximately 14,000 square feet. Access would be provided from Grassy Plain Drive. He explained that rather than constructing a cul-de-sac, the development could use hammerhead driveways as fire truck turnarounds under a newer ordinance. This approach would also allow for a potential future street connection to Preston Street, which has been discussed with nearby property owners as part of a long-term plan for improved connectivity.

Council Member Oaks asked why the 1.62-acre parcel was limited to four lots rather than five. Mr. Loveridge responded that the road layout reduced the available space for development, leaving room for only four. Mayor Tran asked about anticipated home prices. Mr. Loveridge estimated that homes would be priced in the mid-\$700,000s to low \$800,000s. He described the homes as semi-custom builds, allowing for buyer flexibility, and noted that they would be similar in quality to homes in the nearby Pintail Subdivision. Council Member Adams asked whether the property had been acquired from adjacent landowners to the east. Mr. Loveridge confirmed that Judy and Tina Wilson owned the adjoining land and had sold the property to Phil Holland, while retaining 1.62 acres for themselves in order to keep the remainder of their land in Greenbelt status.

Council Member Oaks made a motion to approve the request to rezone 1.62 acres of property at 2053 West Grassy Plain Drive from GC (General Commercial) to R-1-14 (Single Family

Residential) for Phil Holland. The motion was seconded by Council Member Adams.

The vote on the motion was as follows:

Council Member Oaks, Yea
Council Member Blackham, Yea
Council Member Adams, Yea
Council Member Hunt, Yea

The motion passed unanimously.

A RESOLUTION APPROVING UPDATES TO THE KAYSVILLE STORMWATER MANAGEMENT PLAN

Public Works Director Josh Belnap presented a resolution approving updates to the city's Stormwater Management Plan, which is required by the State Department of Environmental Quality. He explained that the plan addresses stormwater management both for construction activities and for ongoing city maintenance of the stormwater system that discharges to the Great Salt Lake. He noted that a special legislative session earlier in the year required revisions, which must be adopted in a public meeting. Mr. Belnap outlined three primary changes to the plan. First, it now includes additional best management practices designed to reduce sediment and other pollutants from entering the storm drain system during construction. Second, the city has shifted its education program from providing printed packets to contractors to requiring in-person training conducted at the county level in coordination with other cities. Third, and most significantly, enforcement procedures have been altered. In the past, cities were limited to using stop-work orders rather than fines to address noncompliance. The legislature has now prohibited stop-work orders and instead requires cities to impose fines for violations of stormwater pollution prevention plans on projects that disturb more than one acre of land or are located near sensitive areas.

Mayor Tran opened the floor for public comment. No comments were offered.

Mr. Belnap expressed concern about the abrupt legislative change, explaining that the state has set high fine amounts that may only be used for stormwater education and outreach. Council Member Blackham questioned the fines, describing them as excessive, and asked whether their use was discretionary. Mr. Belnap confirmed that the amounts are fixed by the state and cannot be adjusted by the city. He emphasized that staff would continue to work with contractors and permit holders to achieve compliance through education and reminders, reserving fines for more serious or unresolved violations. Mayor Tran asked how the enforcement process would function. Mr. Belnap stated that staff are developing a ticket system that would issue paper citations along with electronic notifications. City Attorney Nic Mills added that due process requires an internal review procedure for individuals who wish to contest citations, and he and Mr. Belnap are working together to establish that process.

Mr. Belnap explained that most violations are discovered by the city's stormwater inspector, who regularly monitors construction sites and investigates community complaints. He provided an example from the previous year in which a landscaping project deposited large amounts of dirt and

boulders in a neighborhood street, obstructing traffic. The inspector worked with the homeowner and contractor to reopen the roadway while allowing reasonable time for the full cleanup. Mr. Belnap stressed that the city's intent is to protect residents and the environment while applying regulations fairly and with flexibility. Council Member Hunt asked whether fines could accumulate for repeated violations and whether they applied outside of construction. Mr. Belnap responded that ongoing violations could escalate to state or county health department involvement. He explained that the fines are specific to projects disturbing more than one acre or those located near sensitive areas and do not apply to smaller-scale residential landscaping.

Following discussion, Council Member Adams moved to approve the resolution approving updates to the Kaysville Stormwater Management Plan. Council Member Hunt seconded the motion.

The vote on the motion was as follows:

Council Member Blackham, Yea

Council Member Adams, Yea

Council Member Hunt, Yea

Council Member Oaks, Yea

The motion passed unanimously.

COUNCIL MEMBER REPORTS

Mayor Tran announced that the Scarecrow Walk at Utah State University's Botanical Center would begin that weekend. The event, which is free to the public, features scarecrow displays and educational activities. She noted that the Kaysville Youth City Council created an election-themed scarecrow with ballot boxes and commended their efforts. Mayor Tran also announced a "Meet the Candidates" night hosted by the League of Women Voters of Davis County to be held at City Hall on Monday, October 6, from 6:00 to 8:00 p.m., with all city council and mayoral candidates invited to participate.

Council Member Blackham reported on the Davis County Mosquito Abatement District's plans to pursue a tax increase to fund a new pesticide storage facility, expand the laboratory used for mosquito pool testing, and enlarge locker room facilities due to staffing growth and a greater number of women in the workforce. He stated that the proposed increase would add approximately seven to eight dollars per household annually, less than one dollar per month. Although the decision rests with the special service district, state law requires affected cities to place notice of the proposed increase on their agendas so the public is informed; no city action is required. He added that the district would publish detailed information on its website and suggested the city may also share the information to aid public understanding. Council Member Blackham noted there had been three confirmed cases of West Nile virus in Davis County during the year, two of which resulted in deaths, underscoring the importance of the district's work.

Mayor Tran observed that this notice requirement differs from practices for other regional boards and asked for clarification. City Attorney Nic Mills stated he would coordinate with the Mosquito

Abatement District to ensure the required agenda item is included and presented clearly to avoid confusion. Mayor Tran thanked him and reiterated the seriousness of recent West Nile activity in the county.

CITY MANAGER REPORT

City Manager Jaysen Christensen provided a scheduling update, confirming plans for a strategic planning work session with the City Council and department heads on Wednesday, October 22, at 7:00 p.m., based on responses to a poll. Mayor Tran noted she had a board meeting in Bountiful that evening but expected to join shortly after the session began. Christensen said he would work to issue a calendar invitation and finalize arrangements.

ADJOURNMENT

Council Member Oaks made a motion to adjourn the Kaysville City Council meeting at 8:03 p.m. The motion passed unanimously.

Following adjournment, the Kaysville Business Park Architectural Review Committee convened to consider proposed items.

**KAYSVILLE BUSINESS PARK
ARCHITECTURAL REVIEW COMMITTEE MEETING
September 18, 2025**

Minutes of a Kaysville Business Park Architectural Review Committee meeting held on September 18, 2025, at 8:03 p.m. in the Council Chambers of Kaysville City Hall, located at 23 East Center Street, Kaysville, Utah.

Committee Members Present: Chairperson Tamara Tran, John Swan Adams, Mike Blackham, Abbigayle Hunt, and Perry Oaks

Excused: Nate Jackson

Others Present: City Manager Jaysen Christensen, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Technology Assistant Jordan Hansen, Karen Erickson, Val Starkey, Josh McBride, Kimberley Neilson

OPENING

Chairperson Tran opened the meeting and welcomed those present.

APPROVAL OF AN ILLUMINATED WALL SIGN FOR OPTCONNECT AT 865 WEST 450 NORTH, SUITE 1

Community Development Director Melinda Greenwood explained that the Architectural Review Committee is responsible for approving all signage within the Kaysville Business Park. She presented an application for a wall sign for OptConnect, to be located on the east side of the building at 865 West 450 North, Suite 1. The sign would be illuminated with backlighting but would not be digital. Mrs. Greenwood stated that staff had reviewed the application, confirmed compliance with city sign code requirements, and recommended approval.

Chairperson Tran noted that a representative of the applicant was in attendance and invited questions. No questions were raised, and the applicant declined to offer additional comments.

Committee Member Hunt moved to approve the illuminated wall sign for OptConnect at 865 West 450 North, Suite 1. The motion was seconded by Committee Member Blackham.

The vote on the motion was as follows:

Committee Member Adams, Yea

Committee Member Hunt, Yea

Committee Member Oaks, Yea

Committee Member Blackham, Yea

The motion passed unanimously.

ADJOURNMENT

Committee Member Blackham made a motion to adjourn the Kaysville Business Park Architectural Review Committee Meeting at 8:05 p.m. The motion passed unanimously.