

**City of Taylorsville
Planning Commission Meeting Minutes
August 26, 2025 – 6:30 P.M.
2600 West Taylorsville Blvd
Room No. 140 (Council Chambers)**

Attendance

Planning Commission

Don Russell – Chair
Marc McElreath - Vice Chair
Barbara Munoz
David Wright
David Young (Alternate)

Staff

Dina Blaes -Strategic Engagement
Terryne Bergeson - Planner
Jamie Brooks – City Recorder

Excused: Commissioners Quigley, Wilkey and Willardson

Guests: Ernest Burgess, Wilf Sommerkorn and Gray Thomas were in attendance as were the following individuals who attended electronically: Lucy Anderson, Dale Berreth, Ulrich Brunhart, Michael Cole, Elizabeth Davis, Nancy Drozdek, Jodi Geroux, Wendy Gurr, James Karkut, Laura Koester, Andres Paredes, Brian Reynolds, Stephanie Shelman, Chris Spagnuolo, David Taylor, Beverly Ward, and Jeff Watkins

Training Presentation

**1. Best Practices for Conducting Municipal Planning Commission Meetings –
*Wilf Sommerkorn (Utah Land Institute)***

Chair Don Russell welcomed participants attending both in person and online. Attendees hailed from various planning commissions including Emigration Canyon, Salt Lake County, Cottonwood Heights, Brighton, White City, Kearns City, and West Valley City.

Dina Blaes, Taylorsville's Chief of Strategic Engagement introduced Mr. Sommerkorn, describing his extensive background in planning, including roles as Planning Director for Davis County, Salt Lake City, and Director of Regional Planning and Transportation at Salt Lake County. He had been involved with the Utah Chapter of the American Planning Association since 1990 and currently served on the Kaysville Planning Commission.

The training covered several key topics:

- The importance of bylaws in guiding commission operations
- Explanation of administrative vs. legislative actions and their different requirements
- Effective meeting management
- Preparing for meetings with staff review of agenda items

- Starting meetings on time and maintaining order
- The chair's role as moderator
- Public Hearings vs. Public Meetings (Clarification that all planning commission meetings are public meetings, but not all include public hearings)
- Public hearings required for legislative items but not for administrative items
- Strategies for managing difficult public hearings, including using time limits, alternating pro/con speakers, appointing spokespersons, and taking breaks when tensions were high
- Parliamentary Procedure
- Types of motions commonly used in planning commission meetings
- Process for making, seconding, discussing, and voting on motions
- Handling substitute motions and amendments
- The importance of including findings in motions
- Voting procedures and requirements for a quorum and majority

City Council Business

2. Review & approval of the minutes for the August 8, 2025 meeting

This item was placed on the agenda in error. There was no meeting of the planning commission on August 8, 2025.

City Council Meeting Discussion

Regarding the August 6th city council meeting, Ms. Blaes briefly explained the policy discussion held regarding future zoning applications

Commissioner Muñoz then updated the rest of the commission regarding what transpired during the August 20th city council meeting,

MOTION: Commissioner Wright moved to adjourn. Commissioner McElreath seconded the motion which passed unanimously.

The meeting adjourned at 8:17p.m.


Jamie Brooks, City Recorder

