

KAYSVILLE CITY COUNCIL
December 4, 2025

Minutes of the regular Kaysville City Council meeting held on December 4, 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, Council Member Nate Jackson, and Council Member Perry Oaks

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, Parks and Recreation Director Cole Stephens, Information Technology Assistant Jordan Hansen, Josh McBride, Liz Jackson, Christine Richman, David Erhart, Susan Erhart, Levi Turner, Janelle Vettori, Shawn Deis, Hailee Deis, Blair Deis, Daniel Austin, Aaron Austin, Caden Montgomery, Hailey Kirlin, Rachel Shilton, Jonathan Pena

OPENING

Mayor Tran opened the meeting and welcomed those in attendance.

Council Member Jackson encouraged residents to engage in small acts of kindness during the holiday season and then invited the audience to stand for the Pledge of Allegiance.

CALL TO THE PUBLIC

Before opening public comment, Mayor Tran noted that a significant number of attendees were present in response to a notice recently posted on a DIY skate park that had been constructed without authorization on city-owned property at Trappers Field. The notice directed users to remove equipment by December 15 or it would be cleared by the city. She reported that the city had received complaints about both the notice and the potential removal. She emphasized that the city must consider safety concerns, liability issues, and the terms of an agreement between the city and the neighborhood HOA governing use of the property. She stressed the importance of gathering public input and invited City Manager Jaysen Christensen to provide background.

City Manager Jaysen Christensen explained that when the Trappers Field property was conveyed to the city, the neighborhood HOA required a recorded restriction prohibiting the development of a skate park on the site until the agreement expires in 2033. Because this restriction is binding, the city cannot authorize a skate park there without HOA cooperation. He acknowledged the safety and liability implications associated with the DIY skate features but also recognized the substantial community interest expressed through comments and correspondence. He stated that staff had previously discussed possibilities for a city skate park and that the next step would be coordinating discussions among residents, the HOA, and the city.

Mayor Tran asked attendees to sign the official attendance register so the city could notify them of future discussions and then opened public comment.

Aaron Austin, a longtime resident and parent of an active skateboarder, expressed support for development of an official, professionally designed skate park. He noted that many cities successfully address liability concerns and that a designated facility would reduce conflicts between skaters and local businesses. He suggested potential locations, including Barnes Park or the park near the library.

Caden Montgomery, a Davis High School senior, described the positive influence of skateboarding in his life and the sense of community the DIY area had created among local youth. He acknowledged the property restrictions but said the existence of the improvised features demonstrated strong local demand for a skate facility.

Blair Deis, a resident living near Trappers Field, noted that the structure and surrounding area on the site had remained unused for years. He believed the DIY efforts represented a constructive use of the space and encouraged the city and HOA to consider allowing continued use or interim solutions until a long-term plan is established.

Jonathan Peña, a member of the Utah National Guard, spoke about community-building benefits he had observed in other states where volunteer-built skate parks became valued public amenities. He emphasized the mentorship and connection skateboarding fosters and encouraged the city to preserve or formalize the opportunity for local youth.

Janelle Vettori, who lives directly across from the site, described how she had watched neighborhood youth work together to build the DIY features and felt the activity contributed positively to neighborhood cohesion. She outlined the long history of the property, including past equestrian-related plans and its eventual transfer to the city. She supported retaining skate activity in the area, observing that it offered a safer alternative to skating in commercial districts.

Mayor Tran thanked commenters and reiterated that the next step would involve working with the HOA, acknowledging that governmental processes take time.

Council Member Adams then expressed a desire to explore possible options before any removal of the DIY features. He referenced liability issues raised by staff but believed potential solutions existed. He proposed delaying the December 15 removal deadline so the council could discuss alternatives, evaluate whether privately donated skate-park funds might be applied, and consider interim measures while long-term possibilities were reviewed.

City Attorney Nic Mills cautioned that the skate park matter had not been publicly noticed on the agenda for discussion or action. Because of open meeting requirements, the council could not deliberate collectively or make decisions during this meeting. He noted that while some residents had attended because of the posted notice, others who may have supported removal might have chosen not to attend based on the expectation that the city would proceed as announced. He advised that any substantive discussion or decision must occur at a future, properly noticed meeting. He further warned that the existing DIY structures posed substantial liability to the city because they

were not professionally constructed. If the council wished to consider delaying removal, he advised that the city should still close access temporarily—such as through barricades—to mitigate risk until the matter could be formally considered.

Council Member Jackson asked whether the city could at least post signage indicating closure. Council Member Adams sought clarification on how council members could legally express support for delaying the deadline. Mr. Mills stated that council members could individually email the city manager or parks director with their views, but collective discussion could not occur outside a publicly noticed meeting. Mayor Tran reiterated these constraints, explaining that the matter was addressed during public comment only because it had been raised by residents, not because it was scheduled. She stated that the council anticipated placing the item on an upcoming agenda and that any decision must occur in accordance with Utah’s open meetings laws.

Mayor Tran emphasized that while the process would take time, the city did not wish to discourage skateboarding or community engagement. She referenced past collaborative projects—such as community-funded pickleball courts—as examples of successful partnerships. Council Member Jackson asked that the skate park issue be added to an agenda as soon as possible. Several council members expressed appreciation for the high level of public participation. Council Member Hunt thanked residents for their involvement. Council Member Blackham noted that he had received more positive correspondence on this issue than on any other during his tenure and said he had visited the site earlier that day. Mayor Tran added that the overall tone of the correspondence had been overwhelmingly positive.

After concluding council remarks, Mayor Tran thanked attendees again and closed the discussion.

DECLARATION OF ANY CONFLICTS OF INTEREST

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

CONSENT ITEMS

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

- a) Approval of Minutes from the November 5, 2025 City Council work session.

Council Member Oaks seconded the motion.

The vote on the motion was as follows:

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

The motion passed unanimously.

WORK ITEMS

DISCUSSION ON ADOPTING THE WILDLAND URBAN INTERFACE CODE AS REQUIRED BY UTAH HOUSE BILL 48

Fire Chief Paul Erickson presented information on the statutory requirement established by House Bill 48, which mandates that municipalities adopt the Utah Wildland Urban Interface (WUI) Code by January 2026. He explained that the requirement is challenging to implement because it relies on an outdated 2006 version of the code. Although a 2024 version is available, it has not been approved for use. He stated that the state has not yet finalized a statewide hazard map or selected which of four possible fee schedules will apply. To prepare for the discussion, he and staff produced a preliminary map for Kaysville showing that areas within the city fall within moderate-risk classifications, with severity ratings of four. He noted that other cities in Davis County, such as Syracuse and Layton, were having similar discussions due to the approaching deadline and the lack of finalized guidance from the state.

Chief Erickson explained that fire chiefs throughout Davis County have expressed concern about the incomplete framework for implementation. According to information shared by the state, fees associated with the WUI Code would apply only to properties located in high-hazard zones—those rated between seven and ten. Even so, he explained that residents could still be charged annual fees beginning in 2026 and 2027, despite not being able to file appeals until 2028 because the state has not yet certified personnel capable of conducting assessments. He added that insurance rates may increase for properties located within designated hazard areas. He stated that he believed the intent of the legislation was to encourage defensible-space maintenance and other mitigation measures on private property, but that the bill had been structured without adequate implementation planning.

Council members asked questions regarding the timing of adoption, possible insurance impacts, and the risks of delaying action. Chief Erickson explained that failure to adopt the code could leave the city financially exposed if a fire originating within city limits were to spread onto state or federal forest lands. Under the statute, the city could be responsible for the full cost of the response. He referenced a 2019 wildfire incident with response expenditures of approximately \$3 million as an example of potential liability. Council discussion also touched on the possibility that the Legislature acted in response to recent national wildfire events, though Chief Erickson stated that, regardless of the source of influence, many fire-safety standards arise from lessons learned after major incidents.

Following discussion, the council determined that additional clarity was needed but acknowledged the requirement to take action by the state deadline.

Council Member Hunt made a motion to move the item from a Work Item to an Action Item. Council Member Oaks seconded the motion.

The vote on the motion was as follows:

Council Member Jackson, Yea

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

The motion passed unanimously.

DISCUSSION OF UPDATES TO KAYSVILLE'S WATER CONSERVATION PLAN

Public Works Director Josh Belnap presented an update to Kaysville's Water Conservation Plan, noting that Utah State Code requires all public water systems to adopt and maintain a conservation plan updated every five years. He explained that this update builds on the city's 2019 plan but was delayed to align with recent changes to state law that also require updates to municipal general plans. Mr. Belnap described the distinct structure of Kaysville's water system, emphasizing that the city provides only culinary water and does not operate a municipal irrigation system. Instead, three independent irrigation companies serve approximately 94 percent of irrigation needs within the city. Because statewide conservation strategies often focus on outdoor watering, he explained that Kaysville must employ a different approach that prioritizes indoor conservation while working collaboratively with the irrigation companies that control outdoor supply.

Mr. Belnap reviewed current water usage patterns and supply capacity. He stated that the city purchases all of its culinary water from the Weber Basin Water Conservancy District and holds contracts totaling slightly more than 2,700 acre-feet annually. Kaysville typically uses around 2,400 acre-feet per year, resulting in a surplus of approximately 300 acre-feet. However, long-term projections indicate that growth through 2060 will push demand beyond the city's contracted supply by more than 500 acre-feet unless additional sources are secured. He explained that an exchange agreement with Weber Basin allows the city to receive credit for stream water diverted into Weber Basin's aqueduct, reducing the projected deficit to roughly 100 acre-feet. He added that the city is also pursuing additional water rights using ARPA funding and has identified potential well sites that could help close the remaining supply gap.

Mr. Belnap then outlined the conservation measures contained in the updated plan. Although the city does not regulate irrigation company operations, it has coordinated with those providers and implemented city-led initiatives involving public education, water-wise landscaping incentives, ordinance updates, and reductions in water loss through leak detection and improved system flushing practices. He reviewed the state's regional conservation goals, noting that the Weber Basin region is targeting 200 gallons per capita per day (GPCD) and a 20 percent overall reduction in use. Recognizing Kaysville's unique system, the city worked with state agencies and Weber Basin to develop local goals focused on achieving 60 GPCD for indoor use and a 10 percent reduction in overall indoor consumption. Much of this reduction is expected to come from improved system efficiency rather than from changes in individual household behavior.

Council members sought clarification on usage totals, the feasibility of meeting conservation targets, and strategies for resolving future supply deficits. Mr. Belnap explained that indoor use currently averages approximately 61 gallons per person per day and reiterated that irrigation consumption remains largely unknown until irrigation meters are fully installed. He stated that

additional wells, funded through water rights acquisitions, will be the primary tool to address long-term deficits. Council questions also addressed public outreach, conservation messaging, and opportunities to reduce unnecessary indoor use. Mr. Belnap confirmed that the updated plan includes ongoing educational efforts and that further outreach is anticipated as the plan is implemented.

To illustrate past operational challenges, Mr. Belnap described emergency scenarios such as the temporary shutdown of Weber Basin's feed line during the Highway 89 widening project, noting that Kaysville coordinated with Layton and Farmington to maintain water supply. He emphasized that strengthening system resilience remains a core priority as Kaysville prepares for continued growth and evolving water demands.

Council Member Jackson asked about a reference in the plan that noted unusually high hydrant flushing activity in 2024 due to water quality concerns. Mr. Belnap explained that Weber Basin's SR-193 treatment plant experienced a malfunction that caused elevated manganese levels in the drinking water. Although the water remained within state drinking-water standards, the discoloration and odor prompted significant public concern. In response, Public Works staff spent several weeks conducting extensive hydrant flushing and sampling throughout the distribution system until the water returned to normal clarity.

Council Member Hunt then asked whether a temporary moratorium on residential development might be warranted if future projections show eventual water deficits. Mr. Belnap responded that current supplies are sufficient through the 2030s and 2040s, with deficits not anticipated until the 2050s or 2060. He stated that because of the long timeline and complexities associated with enacting a moratorium, such an action was neither necessary nor appropriate at this time. He emphasized that the city is proactively planning through conservation measures, additional water rights, and well development.

Mayor Tran asked about the development timeline for new wells. Mr. Belnap stated that the city plans to secure additional underground water rights within the coming months before beginning exploratory drilling. He explained that exploratory drilling carries risk because not all test locations yield adequate water. If water quantity is sufficient, water quality must then be approved by the State Engineer's Office. He noted that some recent wells drilled by Weber Basin have shown elevated manganese and cadmium levels, which could necessitate treatment. After approval, constructing a production well can take four to five years, as demonstrated by a recent Weber Basin project that began around 2018–2019 and was completed only within the past year.

Mayor Tran also asked whether the city would have access to irrigation usage data once all meters are fully installed. Mr. Belnap stated that although the irrigation companies will continue operating independently, the city expects to receive usage data for planning and educational purposes. Council Member Oaks noted that state requirements will eventually mandate that irrigation water be billed based on usage rather than on flat share assessments, which will likely increase costs and encourage greater conservation. Mr. Belnap agreed and stated that Kaysville's irrigation providers—Davis & Weber Canal Company, Benchland Water District, and Haight's Creek Irrigation—will each need to develop metered rate structures as full metering approaches 2030.

He also discussed the benefits of metering technology and direct communication with residents. He provided an example of a homeowner who unknowingly used 120,000 gallons of culinary water in a single month for irrigation, resulting in a large utility bill. After receiving guidance from Public Works staff, the resident corrected the issue and returned to normal consumption levels. He stated that this type of proactive outreach will continue to play a key role in improving efficiency.

Council Member Blackham asked whether the city could meet the new general-plan water planning requirements by referencing the water conservation plan directly, rather than adopting a full new general plan element. He observed that existing ordinances already require properties to connect to pressurized irrigation where feasible and require water-wise landscaping when irrigation connections are not available. Mr. Belnap responded that although the conservation plan satisfies many state mandates, it does not address the land use planning components that statute requires in the general plan. He explained that the conservation plan and general plan should remain separate but coordinated documents, with the general plan referencing—but not absorbing—the conservation plan.

The council briefly reviewed specific language in the conservation plan, including provisions requiring new developments reliant on culinary water for irrigation to sign recorded agreements limiting landscaping to water-efficient designs. Mr. Belnap confirmed that this requirement is triggered when engineering analysis determines that irrigation connections are infeasible. He stated that both large developments and individual lots are expected to follow water-wise standards in these circumstances. Council Member Hunt asked whether these standards would apply to single-lot projects. Mr. Belnap replied that they should, although individual cases may still be evaluated as needed.

Council Member Hunt noted the city's progress in conservation initiatives, including participation from roughly 200 households in the "Flip Your Strip" rebate program. She also praised efforts to reduce flushing losses by redirecting hydrant flushing water to irrigated areas through coordination with the Parks Department, which improves efficiency and reduces public concern about waste. Mr. Belnap stated that this practice also reduces staff workload and enhances irrigation coverage due to higher system pressures.

Council Member Oaks made a motion to move the item from a Work Item to an Action Item. Council Member Adams seconded the motion.

Before the vote, Council Member Oaks asked whether the next Work Item—related to the general plan water use component—had already been sufficiently addressed. Mr. Belnap responded that although the two topics overlap, a formal discussion on the general plan element would still be necessary to ensure statutory compliance and clarity. He added that simplification or consolidation could occur later, but the discussion itself remained important.

The vote on the motion was as follows:

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

Council Member Hunt, Yea
Council Member Jackson, Yea

The motion passed unanimously.

DISCUSSION ON AMENDING THE 2022 GENERAL PLAN TO INCLUDE WATER USE AND PRESERVATION AS REQUIRED BY UTAH CODE §10-20-404, “GENERAL PLAN PREPARATION”

Community Development Director Melinda Greenwood introduced the item and explained that updates to both the city’s water conservation plan and the addition of a water-use element to the general plan are required under recently enacted state legislation. She noted that two representatives from the State of Utah and consultants from GSBS were present to support the discussion. Ms. Greenwood stated that following a severe drought year, the Legislature directed municipalities to integrate water planning more explicitly into land-use decision-making. As a result, cities must adopt a new general plan element addressing long-term water use, strategies for reducing demand, and coordination with water providers. Drawing from her prior experience in Pleasant View, she described how insufficient water data had once contributed to the overextension of that city’s supply, emphasizing the intent of the new statutory requirement to prevent similar situations. She stated that the updated element is intended to guide both future development and the city’s evaluation of its current water demands and conservation efforts.

Ms. Greenwood summarized the four main components the state requires within the new general plan water element: an evaluation of how land-use patterns and development intensity affect water demand; identification of strategies to reduce water use in new and existing development; an assessment of opportunities for municipal operations to conserve water; and coordination with all water providers serving the city, including secondary irrigation companies and Weber Basin Water Conservancy District. She noted that the statutory citation previously found in Utah Code §10-9a-403 had recently been recodified as §10-20-404. A complicating factor for Kaysville, she explained, is that most irrigation water is delivered through independent secondary systems, and the city currently has reliable data for only approximately 20 percent of total water usage. Because full metering is not yet in place for the secondary systems, the city must prepare the general plan element despite limited information for the remaining 80 percent of irrigation demand.

Public Works Director Josh Belnap then reviewed the city’s culinary water supply and usage trends in further detail. He reiterated the city’s complete reliance on Weber Basin for drinking water and stated that Kaysville receives about 2,400 acre-feet annually, with an estimated 11 percent system loss attributed to leaks and flushing—lower than the average for systems of similar age. He reviewed long-term projections indicating that, without supplemental sources, Kaysville could face a deficit of slightly more than 500 acre-feet by 2060, although that estimate drops to roughly 100 acre-feet when Weber Basin’s exchange credits are applied. He outlined ongoing efforts to refine development-related water demand estimates using ERC (Equivalent Residential Connection) calculations, and he described how the city is working with its consultants to better understand how various zoning categories influence overall water demand. He also reviewed the service areas of the city’s three irrigation companies and noted that each provider serves multiple jurisdictions, adding complexity to coordination efforts. He reminded the council that all

secondary systems must complete metering and adopt usage-based rates no later than 2030.

Liz Jackson of GSBS Consulting presented recommended goals, policies, and implementation strategies for the proposed general plan element. She explained that the recommendations were designed to align directly with state requirements and to integrate content from the updated water conservation plan. For development patterns, she outlined policies such as incorporating ERC-based water demand estimates into rezoning reviews, incorporating water availability and level-of-service checks into development applications, and encouraging compact development where appropriate to reduce outdoor irrigation needs. For new development, she described strategies including water-efficient landscaping requirements, recorded landscaping agreements for properties that must use culinary water for irrigation, increased coordination with Weber Basin and secondary providers during land-use review, and maintaining indoor usage at or below 60 gallons per capita per day.

Ms. Jackson then discussed water demand reduction strategies for existing development, including expanding turf-removal programs, increasing enrollment in the MyMeter usage portal, directing educational outreach to high-use accounts, reducing non-revenue water through pipeline replacement and leak detection, and supporting full implementation of secondary metering. She also identified opportunities for water conservation within municipal operations, such as converting additional city facilities to culinary irrigation to reduce flushing, using AMI data to refine rate structures, utilizing newly available state conservation funds, and continuing efforts to minimize system losses. She emphasized that implementation would involve ongoing coordination with Weber Basin, irrigation providers, and state agencies; updating the water element every five years; and incorporating irrigation usage data after meters are fully installed by 2030. She clarified that the “water element” refers specifically to the general plan chapter that will require periodic updates or reaffirmation.

Ms. Greenwood informed the council that the Planning Commission was scheduled to hold a public hearing the following Thursday to review the proposed water element. She stated that staff and consultants were working to finalize the draft for inclusion in the next day’s packet, though updates might be needed the following week. If the Planning Commission issued a recommendation at its hearing, the item would return to the City Council on December 18 for possible adoption.

In response to a question from Mayor Tran, Ms. Greenwood confirmed that a public hearing is required because state law mandates Planning Commission hearings for all general plan amendments, small area plans, and other legislative land-use actions. Because this proposal constitutes a new general plan element, the Planning Commission must hold a hearing before the Council may act. Mayor Tran then noted that the city would not have access to tiered irrigation rate information from secondary providers in time for adoption and asked how that limitation affects the plan. Ms. Greenwood acknowledged that the absence of detailed irrigation use data poses challenges, as approximately 80 percent of total water use remains unmetered. She stated that the plan can still include preliminary strategies and structural policies, with the understanding that a more robust, data-driven update will occur after irrigation companies complete metering and the city has at least one or two years of usage data—likely by 2032.

Mayor Tran then asked about a fee she had heard might apply to homeowners. Council Member Blackham indicated he had not seen such a requirement in the statute. Mr. Belnap clarified that beginning in 2028, the Utah Division of Drinking Water will impose a fee on municipalities—not individual homeowners—to fund state staffing and program oversight. He noted that the division’s former reliance on federal funding prompted the new fee, which has been reduced by half but will still take effect in 2028.

Mayor Tran summarized that the city’s immediate obligation is to adopt the required water-use and conservation component into its general plan. Council Member Blackham then read the statutory language from §10-20-404 to argue that Kaysville’s existing water conservation plan appears to satisfy the four required components. He questioned why a separate general plan element was needed if referencing the conservation plan could accomplish the same purpose. Mayor Tran suggested clarifying the issue with state representatives, and she invited the Division of Water Resources to respond.

Rachel Shilton from the Division of Water Resources explained that although Kaysville’s conservation plan covers several required topics, it does not evaluate how future land uses will affect total water demand or how water supply will be allocated across zoning categories. These land-use components, she stated, are the focus of the new requirement. She emphasized that the state expects the general plan to explicitly connect zoning, density, and permitted uses to projected water needs, and to plan for contingencies such as potential reductions in irrigation service. Without this analysis, she said the conservation plan cannot fully satisfy statutory requirements.

Council members raised concerns about the lack of complete irrigation data. Ms. Shilton responded that although parcel-level usage data remains unavailable, Davis and Weber Canal Company is fully metered, and the Division of Water Rights maintains master meter data showing water delivered into Kaysville. She stated that while these data are incomplete, they are adequate for high-level planning. She recommended that the city request available information from its irrigation providers and incorporate broad estimates into the general plan. City Attorney Nic Mills asked what level of detail the state expects. Ms. Shilton stated that cities may rely on average consumption assumptions based on ERC calculations and zoning categories, so long as the general plan makes clear how land-use designations correlate to projected demand.

In response to a question from Council Member Hunt, Ms. Shilton explained that the general plan is advisory rather than regulatory, and cities are not prevented from approving rezonings that differ from the plan. The intent, she reiterated, is to ensure that cities do not approve more development than their water systems can realistically support. Council Member Jackson asked whether adoption was tied to the \$15,000 state grant. Ms. Shilton clarified that the grant requires coordination with the state but that the statutory obligation to update the general plan exists regardless of whether the city accepts reimbursement funds.

Council Member Jackson expressed concern about the limited time available in the year and the difficulty he experienced reviewing the materials, noting that several referenced documents were not included in the packet. He stated that while he supports water conservation planning, he felt apprehensive about proceeding quickly—especially for the sake of securing reimbursement—without greater clarity on future obligations. He also noted his confusion about references to

moderate-income housing requirements, which state representatives clarified originated from other general plan mandates and were unrelated to the water-use element under discussion.

Ms. Greenwood recommended allowing the Planning Commission to conduct its scheduled hearing and then providing its recommendation to the City Council on December 18. She stated that although the city has entered into a reimbursement agreement with the state, no invoices have been submitted, and the statutory requirement to update the general plan applies whether or not the city uses the grant. Mr. Belnap noted that the general plan could contain only the zoning- and land-use-related elements required by statute, while referencing the more detailed conservation plan for technical content. He explained that the conservation plan is a more dynamic document that will evolve as new data become available. He also clarified that the list of possible conservation measures contained in state guidance—such as limiting yard waste or regulating pools—are optional ideas rather than required actions.

Council Members Oaks and Jackson expressed concern about whether those optional measures could become mandatory in the future and whether requesting data from irrigation providers might accelerate usage-based billing before the 2030 deadline. Mr. Belnap responded that irrigation providers face substantial technical and financial challenges in implementing usage-based billing and are unlikely to charge early even if some metering data becomes available sooner.

Mayor Tran asked whether a motion was required on the item. Ms. Greenwood and City Attorney Mills outlined the available procedural options: the council could table the item, move it to an action item, or take no action and allow the standard land-use process to proceed. Ms. Greenwood explained that staff planned to hold the Planning Commission hearing as scheduled and, if a recommendation was issued, to place the proposed water element on the December 18 City Council agenda as an action item. Mr. Mills noted that typically an item moves from work session to action after council discussion, but because this item will be heard by the Planning Commission first, taking no action will allow it to proceed. If the council wished to prevent the item from advancing, the appropriate action would be to table it.

Council members discussed the implications of tabling the item, including the effect on eligibility for the \$15,000 grant. Council Member Hunt confirmed that tabling would prevent the city from adopting the amendment by year's end. Council Member Adams stated that allowing the normal process to continue would still allow time for staff to refine the draft to reflect the feedback discussed, including the possibility of referencing the conservation plan while maintaining only a limited land-use component within the general plan. Mr. Belnap reiterated that this hybrid approach could satisfy state requirements without creating an overly complex document.

The council reached consensus to take no formal action on Work Item 5C, leaving the item in place for Planning Commission review and potential scheduling on the December 18 City Council agenda. With no motion offered, the mayor moved to the next item of business.

COUNCIL MEMBER REPORTS

Council Member Jackson complimented the holiday lighting on Main Street, stating that it was the best he had seen during his time in Kaysville and expressing appreciation for the enhancements.

Mayor Tran provided an update on the ongoing Kaysville Gives holiday charity program, noting that the effort was in full operation and that city staff had assisted with shopping activities earlier in the week. She highlighted the upcoming “Fill the Fire Truck” donation drive scheduled for Saturday at 10:00 a.m. at Barnes Park, explaining that the event was being held there to allow better vehicle circulation and to accommodate expected winter weather conditions. She reported that this year’s program would serve approximately 150 families and about 500 children, and that the focus would be on providing essential items rather than large or high-cost gifts. She encouraged residents to participate by donating in person at the event or by purchasing items through the Kaysville Gives Amazon wish list, which ships directly to Young Truck and Trailer, the city’s partner in receiving and staging donations. She expressed appreciation for city staff who had contributed time and effort, as well as for the community’s ongoing generosity in supporting local families.

Mayor Tran also announced that a public reception would be held prior to the December 18 City Council meeting to recognize retiring Council Member Perry Oaks for his years of service. She invited residents and community members to attend and join in expressing appreciation for his contributions to the city.

CITY MANAGER REPORT

City Manager Jaysen Christensen reminded council members about the upcoming city employee holiday party scheduled for the following Tuesday at 6:00 p.m.

ADJOURNMENT

Council Member Oaks made a motion to adjourn the regular City Council meeting at 9:02 p.m. The motion passed unanimously.