

Provo City Planning Commission

Report of Action

February 25, 2026

***ITEM 1** The Provo City Council office requests an Ordinance Text Amendment to Section 14.04.010 to add requirements for Planning Commission members running for office to take a leave of absence. Citywide Application. Aaron Ardmore (801) 852-6404 aardmore@provo.gov PLOTA20260033

The following action was taken by the Planning Commission on the above described item at its regular meeting of February 25, 2026:

RECOMMENDED APPROVAL

On a vote of 9:0, the Planning Commission recommended that the Municipal Council approve the above noted application.

Motion By: Lisa Jensen

Second By: Anne Allen

Votes in Favor of Motion: Anne Allen, Jonathon Hill, Barbara DeSoto, Melissa Kendall, Jon Lyons, Lisa Jensen, Matt Wheelwright, Joel Temple, Daniel Gonzales

Jonathon Hill was present as Chair.

- Includes facts of the case, analysis, conclusions and recommendations outlined in the Staff Report, with any changes noted; Planning Commission determination is generally consistent with the Staff analysis and determination.

TEXT AMENDMENT

The text of the proposed amendment is attached as Exhibit A.

STAFF PRESENTATION

The Staff Report to the Planning Commission provides details of the facts of the case and the Staff's analysis, conclusions, and recommendations. Staff answered Planning Commission questions related to the proposal.

CITY DEPARTMENTAL ISSUES

- The Coordinator Review Committee (CRC) has reviewed the application and given their approval.

NEIGHBORHOOD MEETING DATE

- Citywide Application; all Neighborhood District Chairs received notification.

NEIGHBORHOOD AND PUBLIC COMMENT

- This item was Citywide or affected multiple neighborhoods.

CONCERNS RAISED BY PUBLIC

Any comments received prior to completion of the Staff Report are addressed in the Staff Report to the Planning Commission. Key issues raised in written comments received subsequent to the Staff Report or public comment during the public hearing included the following: No concerns were raised by the public.

APPLICANT RESPONSE

Key points addressed in the applicant's presentation to the Planning Commission included the following:

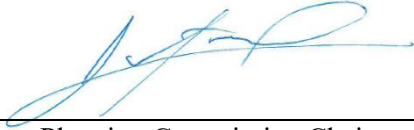
- Tanner Taguchi (City Council Office Staff) explained the background of the proposal and responded to Planning Commission questions regarding applicability and timing.

PLANNING COMMISSION DISCUSSION

Key points discussed by the Planning Commission included the following:

- Several Planning Commissioners noted that this is a good idea and formalizes in code what has been a practice for the Planning Commission and Development Services.
- Staff responded to a question about timing, noting that the leave of absence would be from when the Commissioner

files for office until the election occurs, and that the Commissioner would be able to come back to the Planning Commission if they lost the election.



Planning Commission Chair



Director of Development Services

See Key Land Use Policies of the Provo City General Plan, applicable Titles of the Provo City Code, and the Staff Report to the Planning Commission for further detailed information. The Staff Report is a part of the record of the decision of this item. Where findings of the Planning Commission differ from findings of Staff, those will be noted in this Report of Action.

Legislative items are noted with an asterisk (*) and require legislative action by the Municipal Council following a public hearing; the Planning Commission provides an advisory recommendation to the Municipal Council following a public hearing.

Administrative decisions of the Planning Commission (items not marked with an asterisk) **may be appealed** by submitting an application/notice of appeal, with the required application and noticing fees to the Development Services Department, 445 W Center Street, Provo, Utah, **within fourteen (14) calendar days of the Planning Commission's decision** (Provo City office hours are Monday through Thursday, 7:00 a.m. to 6:00 p.m.).

BUILDING PERMITS MUST BE OBTAINED BEFORE CONSTRUCTION BEGINS

EXHIBIT A

14.04.010 Planning Commission Created - Chair - Rules

- (1) A Provo City Planning Commission is hereby created. Said Commission shall consist of nine (9) members, each of whom shall be a resident of Provo City and each of whom shall be appointed by the Mayor with the advice and consent of the Municipal Council.
- (2) The terms of office for all members of the Planning Commission shall be no more than three (3) years. Terms shall be staggered to ensure that one-third of Commission Member appointments shall expire each year. Members may be removed with or without cause by a majority vote of the Municipal Council.
- (3) Members shall be selected without respect to political affiliation and shall serve without compensation except for payment of reasonable expenses.
- (4) The Planning Commission shall:
 - (a) Elect from its membership a chair who shall serve a one (1) year term;
 - (b) Pursuant to Section 14.04.040, Provo City Code, adopt reasonable policies and rules for the transaction of business, which shall not conflict with any of the provisions of this Chapter; and
 - (c) Keep a public record of its proceedings.
- (5) A quorum of the Commission shall consist of four (4) members, and at least four (4) votes must be cast in order to render a decision of the Commission. All members present, including the chair, are encouraged to participate in discussion and vote, unless recusing themselves due to conflict of interest.
- (6) When a regularly scheduled and noticed meeting of the Planning Commission does not occur because a quorum of the Commission is not present, all action items scheduled to be heard on that date shall be continued to the next regularly scheduled meeting of the Commission.
- (7) If any member of the Planning Commission files as a candidate for election to a public office, they must take a leave of absence from the Planning Commission immediately upon filing and until the election is over. If any member of the Planning Commission is elected or appointed to any public office, their seat as a member of the Planning Commission becomes vacant upon election or appointment to the public office.