

CITY OF FAIRVIEW
PLANNING COMMISSION MEETING
85 South State Fairview, Utah
February 3rd, 2026

7:30 P.M. SESSION - COUNCIL CHAMBERS

CONDUCTING Jason Mardell

APPOINTED OFFICIALS Kelly Rosenlund, Travis Chambers, and Talon Peterson

ABSENT

APPOINTED STAFF Mike MacKay; Planning and Zoning Officer, Nathan Kent Nelson; City Administrator

CALL TO ORDER – Jason Mardell

INVOCATION – Mike MacKay

SWEARING-IN OF NEW PLANNING COMMISSION MEMBERS

Mr. Nelson swore in the new Planning Commissioners and alternates. The individuals were sworn-in as listed:

Phil Beebe - Planning Commissioner
Jamie Christensen – Planning Commissioner
Jordan Seely - Planning Commission Alternate

Mr. Nelson concluded by stating Richard Cox was also appointed as an alternate but would be sworn in at a later date due to being absent.

APPROVAL OF MEETING MINTUES

- a. November 4th, 2025 Meeting Minutes

Mr. Chambers moved to approve the meeting minutes as listed. **Mr. Beebe seconded** the motion. The motion passed unanimously.

TOPICS OF DISCUSSION

Open and Public Meeting Act Training

Mr. Nelson appeared before the Planning Commission and explained the Utah Open and Public Meetings Act. He stated what constitutes a public meeting, how agendas are to be posted, etc. Mr. Nelson then concluded his presentation by detailing exceptions and precautions Commissioners should take in out-of-meeting communication.

Code Update Review

Mr. MacKay updated the Planning Commission on the progress of the Fairview City code update and consolidation project. He explained that it would be going before the City Council at their meeting later in the month for a final approval. Mr. MacKay concluded by saying after the code has been approved, binders containing the printed city code would be printed and given to each Planning Commission member and alternate.

General Planning Commission Training

Mr. MacKay went through various code requirements of the Planning Commission, and outlined their exact purpose and responsibilities. He then distributed copies of a book to help with land use requirements, procedure, etc. He concluded by explaining the relationship the Planning Commission has with the City Council and outlined a few other administrative boards and functions.

ADJOURNMENT

Mr. Chambers moved to adjourn. The motion **passed unanimously**. The meeting adjourned at 7:57 PM.

SIGNED AND APPROVED THIS 3RD DAY OF MARCH, 2026