

City of Taylorsville
Planning Commission Meeting Minutes
February 24, 2026
Briefing – 6:00 p.m. – Regular Session – 6:30 p.m.
2600 West Taylorsville Blvd – Council Chambers

Attendance-

Planning Commission

David Young, Chair
Barbara Muñoz, Vice Chair
Marc McElreath
B. Murphy
Cindy Wilkey (attended electronically)
Gordon Willardson
David Wright

Staff

Dina Blaes – Strategic Engagement
Grant Allen – Senior Planner
Terryne Bergeson – Planner
Jamie Brooks – City Recorder
Ryan Richards – Dep. City Atty

Excused: Commissioner Don Russell

BRIEFING SESSION – 6:00 P.M.

The briefing session began at 6:05 p.m. Senior Planner Grant Allen provided the commissioners

1. City Updates

with a schedule showing who was assigned to attend each city council meeting and report back to the others. He also provided the planning commission meeting schedule for 2026. He then briefly reviewed the training requirements outlined by state statute.

Chair Young introduced B. Murphy, who had been appointed the previous week to serve as an alternate on the planning commission. Mr. Murphy explained that he and his wife had been a part of the Taylorsville community for more than twenty years. He looked forward to serving in this new capacity.

2. General Plan Update

Planner Terryne Bergeson explained that the final touches had been made to the General Plan. It was too large to send to the commissioners via email but would soon be posted on the city's website.

Chief of Strategic Engagement Dina Blaes explained that the hope was that the commission would keep the new general plan in mind as a filter through which to view future land use applications. Additionally, as Utah's Land Use Development and Management Act (LUDMA) continued to be amended each legislative session, staff would facilitate policy discussions with a direct effect on Title 13 of the Taylorsville Municipal Code.

The briefing session adjourned at 6:18 p.m.

GENERAL MEETING – 6:30 P.M.

46 Chair Young called the meeting to order at 6:30 p.m. He read the opening statement, explaining
47 that the commission was comprised of residents appointed by the mayor with that appointment
48 ratified by the city council. Their function was to make recommendations to the city council on
49 proposed zoning matters, and code changes and to approve conditional uses and subdivisions.

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51 **Consent Agenda**

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| 1. Review and Approval of the Minutes for the February 10, 2026 Planning Commission meeting. |
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53 Commissioner Wright stated that he had spoken with the city recorder prior to the meeting to
54 report that it appeared some comments in the draft minutes were attributed to the incorrect
55 commissioner.

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57 Considering that, City Recorder Jamie Brooks asked if the body wished to move to table the
58 minutes until the next meeting so that she could find the errors and make the appropriate changes.
59 Commissioner Wright responded that he felt it was ok to approve them with the understanding
60 that changes would be made. Ms. Brooks indicated that since it was unknown which or how many
61 changes needed to be made, she would be more comfortable if she had the opportunity to amend
62 the minutes before presenting them again for the commission's consideration.

63
64 **MOTION: Commissioner Wright moved to table the minutes of February 10, 2026 until the**
65 **next meeting. The motion was seconded by Commissioner Muñoz and passed**
66 **unanimously by those physically present at the anchor location.**

67
68 **Training Topics**

69 Mr. Allen provided an overview of state-required training for planning commissioners, explaining
70 that municipalities must provide one hour of powers and duties training, Open and Public
71 Meetings Act training, and three additional hours of land use training annually. He noted that the
72 Utah Land Use Institute's virtual Spring conference on March 20th could fulfill those requirements.

73 Ms. Brooks pointed out that according to state law, the presiding member of the body was
74 responsible for ensuring annual training occurred. She added that training must be provided
75 electronically to accommodate remote participation. Commissioner Russell would be able to listen
76 to the audio of this meeting at a future date to get training credit.

77 Chair Young asked how the training would be documented. Mr. Allen responded that meeting
78 attendance and training records would be maintained by planning staff.
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| 2. Open and Public Meetings (OPMA) Training |
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81 A video prepared by the Utah Office of the State Auditor which provided an overview of OPMA
82 was then presented. Among other things, it addressed what constituted a public meeting as
83 opposed to a public hearing, lawful reasons to close a public meeting, and the fact that a vote
84 could not be taken in a closed meeting except on a motion to adjourn. Agenda requirements were
85 also covered, as were some noticing requirements.

86

3. Government Records Access Management Act (GRAMA)

87 Deputy City Attorney Ryan Richards explained that GRAMA attempted to balance public access
88 to government information with individual privacy rights and public policy interests.

89 He explained what constituted a government record under GRAMA, noting that records included
90 any documentary material prepared, owned, received, or retained by a government entity. He
91 clarified that personal notes and communications unrelated to public business were *not*
92 considered records.

93 Commissioner Muñoz excused herself from the meeting at 7:09 p.m.

94 The presentation covered the four categories of records: public records (the default), private
95 records (containing personal information), controlled records (typically medical/psychiatric),
96 protected records (requiring written authorization), and limited records (restricted by specific
97 statutes).

98 Mr. Richards emphasized best practices including adopting a mindset that government business
99 was public, being cautious with electronic communications that could become public records,
100 preserving records subject to GRAMA, and consulting legal counsel when questions arose.

101 Commissioner Wright asked Mr. Richards to address the use of personal email accounts when
102 conducting city business. Mr. Richards explained that it was problematic for the city, who would
103 not have access to check for public records on a personal device. It could also be challenging for
104 the commissioner if a request for such records were to be submitted, appealed, and potentially
105 end up in court. The personal device could then be subject to subpoena. He indicated that it was
106 much easier and cleaner to keep personal communications separate from city communications.

107 Considering Mr. Richards' suggestion to consult legal counsel, Chair Young asked if Mr. Richards
108 would be considered the commission's attorney. He responded that he represented the city. In
109 some ways he might represent a commissioner in his or her capacity as a city representative, but
110 ultimately his responsibility was to the city and its interests.

111 Ms. Blaes explained that planning staff typically sent communications to the commissioner's city
112 email addresses but sometimes would cc their personal address because they had heard there
113 was a preference for that. Staff would like to discontinue doing that. Mr. Richards indicated that a
114 simple solution was for the commissioners to have their city emails forwarded to their personal
115 devices. Communication would still take place via the Taylorsville email address. Ms. Blaes was
116 happy to coordinate with IT if technical assistance was needed.

117 She also said that a non-public roster of planning commission members and their contact
118 information would soon be created. She asked that each let staff know if there was any information
119 they preferred kept from that roster. Finally, she wished to point out that text messages sent during
120 public meetings, even if sent or received on a personal device-- could be subject to GRAMA.
121 Therefore, she strongly recommended they refrain from texting during meetings. This pertained
122 to messages among their colleagues and also audience members or applicants. It was a problem
123 that she had seen with other government bodies which had resulted in an erosion of public trust.

124 Commissioner McElreath indicated his city emails had been forwarded for years. He asked that
125 staff refrain from sending city business to his personal account.

126 Chair Young asked if his personal emails would be subject to GRAMA if he responded to a city
127 email through his personal account. Mr. Reynolds said there was that potential. He reiterated that
128 the safest route was to keep personal and public business separate.

129 **City Council Meeting Discussion**

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131 Commissioner Willardson provided an update on the city council meeting held on February 10th.
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133 There was then a discussion regarding future training opportunities.
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135 **Adjournment**

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137 **MOTION: Commissioner Wright moved to adjourn. The motion was seconded by**
138 **Commissioner Willardson and passed unanimously.**

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140 The meeting adjourned at 7:31 p.m.
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145 _____
146 Jamie Brooks, MMC
147 City Recorder

148 *Minutes created with the Aid of HeyGov Artificial Intelligence*
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