

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

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**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
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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 Taylorville community for more than twenty years. He looked forward to serving in this new capacity.

2. General Plan Update
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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 Taylorville Municipal Code.

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

**GENERAL MEETING – 6:30 P.M.**

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

### Consent Agenda

1. Review and Approval of the Minutes for the February 10, 2026 Planning Commission meeting.

Commissioner Wright stated that he had spoken with the city recorder prior to the meeting to report that it appeared some comments in the draft minutes were attributed to the incorrect commissioner.

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

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

### Training Topics

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

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

Chair Young asked how the training would be documented. Mr. Allen responded that meeting attendance and training records would be maintained by planning staff.

### 2. Open and Public Meetings (OPMA) Training

A video prepared by the Utah Office of the State Auditor which provided an overview of OPMA was then presented. Among other things, it addressed what constituted a public meeting as opposed to a public hearing, lawful reasons to close a public meeting, and the fact that a vote could not be taken in a closed meeting except on a motion to adjourn. Agenda requirements were also covered, as were some noticing requirements.

### 3. Government Records Access Management Act (GRAMA)

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

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

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

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

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

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

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

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

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

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

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

### City Council Meeting Discussion

Commissioner Willardson provided an update on the city council meeting held on February 10th.

There was then a discussion regarding future training opportunities.

### Adjournment

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

The meeting adjourned at 7:31 p.m.



Jamie Brooks, MMC  
City Recorder

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