

Minutes of the **Work Session** of the **Planning Commission Meeting** held Thursday, **March 5, 2025**, in the **Lehi City Hall** located at **153 North 100 East**.

Members Present: Tyson Eyre, Commission Chair
Nicole Kunze, Commission Vice Chair
Gregory Jackson, Commissioner
Beau Jones, Commissioner
Ken Roberts, Commissioner
Lindsay Gehman, Commission Alternate

Members Absent: Stephen Su'a-Filo, Commission Alternate

Others Present: Kim Struthers, Community Development Director; Gary Ellis, City Engineer; Brittney Harris, Planner; Jacob Curtis, Planner; Craig Chambers, City Attorney; Kate Morgan, Deputy City Recorder.

Regular Work Session, 5:30 p.m.

1) Call to Order

Commission Chair Eyre welcomed everyone to the meeting. The Commission noted that the order of items had been rearranged on the agenda to better work with employee schedules.

3) Utah Open and Public Meetings Act training

Craig Chambers presented the training to the Commission. He began with an overview of the policy. He discussed the differences between public meetings and public hearings, explaining that for any public comment period, the Chair may set parameters, but they must be consistent. The Chair may allow public hearings on items that do not require them. Chambers presented the legal definitions for a "meeting," a "body," and a "quorum," and followed them with examples.

Commissioner Jackson arrived at approximately 5:45 P.M.

Chambers went over legal requirements for meeting noticing and agendas. He briefly covered closed meetings, explaining that they are a very rare occurrence in Planning Commission. He explained that Lehi City allows for electronic meetings in their code. Chambers discussed records of meetings, which include minutes, recordings, and any texts or emails sent by commissioners about items in or out of session.

Commissioner Kunze arrived at approximately 5:51 P.M.

Chambers concluded his presentation with a review of the penalties of violating the Utah Open and Public Meetings Act. It qualifies at a Class B Misdemeanor and can result in personal penalties as well as a potential voiding of any decisions made within the meeting.

6) Walkthrough of new City Hall

Kim Struthers took those gathered on a tour of the new Lehi Civic Center.

2) State training requirements for Planning Commissioners

Brittney Harris presented the item. She briefly went over the type and amount of training required of Planning Commissioners by State Code, and how that is determined.

4) Review the application process, DRC, etc.

Jacob Curtis gave a brief overview of the development process that items go through before coming before the Planning Commission. Applications can be found on the city website and can be submitted digitally or in person. Items will then go through DRC, where all relevant departments in the city will provide input on the project. DRC is made up of city employees. Curtis discussed administrative vs. legislative decisions and displayed the approval process for various types of projects. Curtis concluded this portion of his presentation with some statistics on density in lieu and its usage in Lehi City.

5) Review of DRC and Planning Commission meeting statistics

Jacob Curtis shared his statistical analysis of the Planning Commission and DRC for 2025.

7)Adjournment

With no further business to come before the Planning Commission at this time, Commissioner Jackson moved to adjourn the meeting. Commissioner Roberts seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 6:58 p.m.

Approved: March 26, 2026

Attest:

Commissioner Tyson Eyre
Commission Chair

Kate Morgan, Deputy City Recorder