
**City of Nibley
Planning Commission
Held at Nibley City Hall
455 West 3200 South
Nibley, UT 84321
Thursday March 17, 2022**

Call to Order – Roll Call – Approval of Agenda

Meeting called to order at 8:04 p.m.

Present: Commission Chair Bret Swenson, Commissioner Garrett Mansell,
Commissioner Matt Logan and Alternate Commissioner Erin Mann

Absent: Commission Vice Chair Tyler Obray and Commissioner Karina Brown

Staff Present: City Planner Levi Roberts, City Recorder Cheryl Bodily and Assistant
Recorder Jamie Ann Gonzales

Guests Present: Mayor Larry Jacobsen

Mr. Roberts clarified the amended evenings agenda.

Action: Approve the evening's agenda

Motion: Commissioner Mansell

Second: Commissioner Logan

Vote: Unanimous

Training and Discussion: Planning Commission Rules and Procedures

Mrs. Bodily utilized an electronic presentation entitled *Rules of Procedure and Order* (a printed copy of this presentation is included in the printed meeting minutes). Her presentation included *Rules of Conduct, Agenda, Roll of the Chair, Roll of the Chair – Clarity, Parliamentary Rules, Motions, and Debate*.

She informed the Commission that there was a state requirement to post the agenda for the public at least twenty-four (24) hours in advance. And according to the Nibley Planning Commission policies and procedures, it was the Friday before a meeting. She noted that City Council recently changed their policies and procedures. The agenda was made available to the councilmembers the Friday before a meeting but to the public by the Tuesday before. She affirmed that the Commission could make their own rules regarding the agenda. Mr. Roberts

added that there were things that come up between Friday and Tuesday. He reported that legally the agenda could be posted as late as Wednesday.

Commissioner Swenson confirmed that the rules and procedures were more of a guideline. Mr. Roberts encouraged the Commission to have rules that they could follow. Mrs. Bodily thought the Council was trying to do better by getting the information out to the public quicker than the state requirement.

Mrs. Bodily communicated that the recordings of meetings were not permanent. The permanent minutes were the written meeting minutes.

She informed the Commission that the parliamentary rules followed were a simplified version of *Robert's Rules Of Order*. And clarified Commissioner Swenson that she did not find any rule that was clearly stated on the requirement of a quorum for the approval of minutes. She referred to *Rule No 4: Purpose Of The Rule*. (a printed copy of *Nibley City Planning Commission ByLaws: Rules Of Procedure And Order* are included in the printed meeting minutes.)

Commissioner Mansell understood that a vote was needed on any motion with a second. Mrs. Bodily stated that a substitute motion could take care of that. Commissioner Swenson received confirmation that a motion made without a second could die and another motion could be made.

Mrs. Bodily went on to discuss debate. She referred to *Rule No 7: Purpose Of The Rule*. (a printed copy of *Nibley City Planning Commission ByLaws: Rules Of Procedure And Order* are included in the printed meeting minutes.) She noted that there were no definitions listed for types of non-debatable motions in the Commissions rules and procedures.

Mr. Roberts received clarification on a special meeting.

Mrs. Bodily stressed that the City was doing the public's business and it was important to be clear, professional and orderly.

She made some suggestions that were not in the rules:

- No texting during meetings
- Staff Reports should be a report and not a debate or discussion

Staff Report and Action Items

Mr. Roberts reported on the following:

- Stonebridge Development final plat application submitted by Shaun Dustin
- Ridgeline Phase 4 final plat review
- Heritage Crossing preliminary plat approval and final plat application received
- Hawk Hollow subdivision

Mrs. Bodily exited the meeting at 8:39 p.m.

- Nibley Meadows Phases 1-3 final plat
- Firefly Estates Phase 2
- TDR project moving forward
- Ridgeline Park city park design

Mrs. Bodily returned at 8:41 p.m.

Meeting adjourned at 8:43 p.m.

ATTEST:

Jamie Ann Gonzales, Assistant Recorder