

Kaysville City Planning Commission Meeting Minutes
June 27, 2024

The Planning Commission meeting was held on Thursday, June 27, 2024 at 7:00 pm in the Kaysville City Hall located at 23 East Center Street.

Planning Commission Members in Attendance: Commissioner Sommerkorn, Commissioner Young, Commissioner Packer, and Commissioner Sevy

Planning Commissioners Absent: Commissioners Paul Allred and Deborah Shepard

Staff Present: Melinda Greenwood, Anne McNamara and Mindi Edstrom

Public Attendees: City Councilmember Abbi Hunt, Laurene Starkey, Laura Madsen, and Katie Ellis

1 - WELCOME AND MEETING ORDER

Commissioner Sommerkorn made a motion for Commissioner Packer to be the temporary Chair for the June 27, 2024 meeting. Commissioner Young seconded the motion and the vote was unanimous in favor of the motion (4-0).

Commissioner Packer: Yay
Commissioner Young: Yay
Commissioner Sevy: Yay
Commissioner Sommerkorn: Yay

Commissioner Packer welcomed everyone to the June 27, 2024 Planning Commission meeting.

2 - DECLARATION OF CONFLICTS OF INTEREST

There were no declarations of conflicts of interest from the Commissioners.

3 - CONDITIONAL USE PERMIT FOR A MAJOR B HOME OCCUPATION FOR KONSTRUCT BUILDERS, LLC LOCATED AT 585 SOUTH 300 EAST FOR BRANDT KNOWLTON

Mindi Edstrom introduced the Conditional Use Permit for Brandt Knowlton and Konstruct Builders located at 585 South 300 East. Mr. Knowlton will be doing general management of construction projects. Ms. Edstrom said that he is compliant with DOPL as well as the Department of Commerce. Mr. Knowlton lives at the top of a flag lot and has plenty of room to store equipment, however, he will only be bringing home his work truck. All supplies will be delivered to the job site.

Ms. Edstrom said staff recommends approval of the Conditional Use Permit located at 585 South 300 East for Brandt Knowlton with any conditions Planning Commission feel are necessary.

Commissioner Sommerkorn asked if staff had reviewed the application and if it follows all of

the city's requirements.

Ms. Edstrom said that all the requirements have been met and there will not be any business storage on site.

Commissioner Sevy made the motion to approve the Conditional Use Permit for a Major B Home Occupation for Konstruct Builders located at 585 South 300 East with no additional conditions to be placed and Commissioner Young seconded the motion. The vote was unanimous in favor of the motion (4-0)

Commissioner Packer: Yay
Commissioner Young: Yay
Commissioner Sevy: Yay
Commissioner Sommerkorn: Yay

4 - CONDITIONAL USE PERMIT FOR A PRESCHOOL AT THE PROPERTY LOCATED AT 933 SOUTH COMISH CIRCLE FOR APPLICANT LAURA MADSEN

Mindi Edstrom introduced the Conditional Use Permit for Whimsy Art Preschool located at 933 South Comish Circle and applicant Laura Madsen. Ms. Madsen lives in a cul-de-sac and will not be having more than 6 students at a time in her classes. She will be holding sessions from Monday - Thursday from 9:00 a.m. to 11:00 a.m. and Monday - Thursday 12:30 p.m. to 3:00 p.m. Ms. Madsen submitted a pick-up and drop-off flow for her preschool to provide safety for the students and neighbors and will work with the Kaysville Fire Department to complete her fire inspection once she is all set up. Ms. Edstrom said two residents called the office inquiring what the public notice sign indicated and there were no concerns regarding the business.

Ms. Edstrom said staff recommends approval for this Conditional Use Permit with any conditions that the Commissioners would like to apply.

Ms. Madsen approached the Commissioners and introduced herself as the applicant.

Commissioner Young agreed that Ms. Madsen has a perfect situation for her preschool.

Commissioner Summerkorn asked if the city has a limit for the number of students in a classroom for preschools. Ms. Edstrom responded saying that the limit is 12 students.

Commissioner Sommerkorn asked if staff saw any conditions that needed to be put on this Conditional Use Permit.

Ms. Edstrom responded saying she saw no need for additional conditions to be placed.

Commissioner Young made the motion to approve the Conditional Use Permit for a Major B Home Occupation located at 933 Comish Circle for Whimsy Art Preschool and Laura Madsen based on the recommendation of staff and meeting all the state and city regulations.

Commissioner Sommerkorn seconded the motion and the vote was unanimous in favor of the motion (4-0).

Commissioner Packer: Yay
Commissioner Young: Yay
Commissioner Sevy: Yay
Commissioner Sommerkorn: Yay

5 - APPROVAL OF THE MINUTES FROM THE JUNE 13, 2024 PLANNING COMMISSION MEETING

Commissioner Packer asked Ms. Greenwood if the Commissioners could approve the minutes if less than four of the Commissioners present at that meeting were in attendance.

Ms. Greenwood responded that she believes that at least four Commissioners are required to vote, so there isn't enough of a quorum present that had attended the June 13, 2024 meeting.

Commissioner Packer postponed the approval of the minutes until the July 11, 2024 meeting.

6 - OTHER MATTERS THAT PROPERLY COME BEFORE THE PLANNING COMMISSION

Ms. Greenwood said there will be a Planning Commission meeting held on July 11, 2024. There will be several Conditional Use Permits and a Rezone application for 2.8 acres to go to R-1-4 in the southwest quadrant of the city.

The City Council meeting on July 4th is cancelled due to the celebrations of the 4th.

Ms. Greenwood said she and Ms. McNamara attended a training from the APA regarding the General Plan requirement of adding a water conservation element to the General Plan by December 2025.

Ms. Greenwood said she has meet with several consultants who are interested in doing the City Center Small Area Plan.

Anne McNamara, who started as the Senior Planner on June 24, 2024 introduced herself to the Commissioners.

Commissioner Packer asked what the process is in appointing a new Commissioner since Chair Lyon has resigned. Ms. Greenwood said the bylaws have us elect a new Chair and Vice-Chair each July.

Ms. Greenwood said that she and Mayor Tran have been interviewing for the open Planning Commission position and once that individual is approved by the City Council the new Commissioner will join the Planning Commission.

7 - ADJOURNMENT

Commissioner Sommerkorn motioned to adjourn the meeting at 7:25 pm.