

Kaysville City Planning Commission Meeting Minutes September 11, 2025

The Planning Commission meeting was held on Thursday, September 11, 2025, at 7:00 p.m. in the Kaysville City Hall located at 23 East Center Street.

Planning Commission Members in Attendance: Vice Chair Erin Young, David Moore, Paul Toller and Megan Sevy

Planning Commissioners Absent: Commissioners Mike Packer and Wilf Sommerkorn

Staff Present: Mindi Edstrom, Melinda Greenwood and Anne McNamara

Public Attendees: City Councilmember Abbi Hunt, Doug Dredge, Jill Dredge, Josh McBride, Val Starkey, Jake Williams, Maureen Laser, Nephi Harvey, Tucker Hunsaker, Pamela Hunsaker, Bruce Laser, and Jane Dunford

1- WELCOME AND MEETING ORDER

Chair Packer welcomed all in attendance at the Kaysville City Planning Commission meeting.

2- DECLARATION OF CONFLICTS OF INTEREST

There were no conflicts of interest.

3- APPROVAL OF THE MINUTES FROM AUGUST 14, 2025 PLANNING COMMISSION MEETING

Commissioner Toller made the motion approve the minutes from August 14, 2025 and Commissioner Moore seconded the motion, and the vote was unanimous in favor of the motion (4-0).

Commissioner Young: Yay

Commissioner Moore: Yay

Commissioner Allred: Yay

Commissioner Sevy: Yay

4- CONDITIONAL USE PERMIT FOR AN ELECTRONIC MESSAGE CENTER SIGN FOR MAVERIK AT 888 WEST 200 NORTH

Anne McNamara presented the Conditional Use Permit request for an electronic message center (EMC) sign at the Maverik located on 200 North. The applicant sought approval to replace the existing freestanding electronic sign with upgraded electrical components, while keeping the sign in its current location.

Ms. McNamara explained that the property lies in the Light Industrial Zone and is subject to the sign regulations in Title 17, Chapter 33 of city code. The proposed replacement sign meets all applicable standards, including setbacks, lighting, height allowances, and EMC performance criteria such as avoiding glare, rapid blinking, or interference with vehicle or pedestrian safety.

Ms. McNamara said a public notice sign was placed on the property on September 5 and the City received only one inquiry, which was resolved once the purpose of the request was explained. No opposition was expressed. Ms. McNamara therefore recommended approval of

the permit, subject to any conditions deemed appropriate by the Planning Commission.

During commissioner questions, Vice-Chair Young asked about the sign's height.

Ms. McNamara confirmed the height will remain the same as the current sign and complies with freestanding sign standards, noting allowances are provided due to the property's location along 200 North and near I-15.

Commissioner Toller clarified whether the request involved an off-premises sign, and staff explained that it is not new construction but rather a replacement of the existing on-premises sign. Commissioners expressed satisfaction with staff's findings, and no further concerns were raised.

Commissioner Moore motioned to approve the Conditional Use Permit for an EMC sign located at 888 West 200 North. The motion was seconded by Commissioner Sevy, and the vote was unanimous in favor of the motion (4-0).

Commissioner Young: Yay

Commissioner Moore: Yay

Commissioner Allred: Yay

Commissioner Sevy: Yay

5- REZONE REQUEST FOR 80 EAST CENTER STREET FROM A-1 LIGHT AGRICULTURAL TO CC CENTRAL COMMERCIAL WITH A MIXED USE OVERLAY CONTINUES FROM AUGUST 14, 2025

Ms. McNamara explained that this item was continued from the August 14, 2025 Planning Commission meeting, when Commissioners asked the applicant to revise the site plan to show more green space, reconsider the total number of dwellings, and incorporate elements of a mixed-use overlay.

She reviewed the applicant's updated site plan, noting that three townhomes along the southern border, adjacent to existing twin homes, had been removed and replaced with additional amenities, and the size of the dog run had been increased, thereby creating more usable open space. The revisions reduced the total dwelling count from 27 to 24, consisting of 23 townhomes and one single-family home that incorporates the historic church. In response to prior concerns about the commercial viability of the project, the applicant maintained the storefront townhomes along Center Street and the Zions Bank property line, which include ground-floor commercial space with 12 foot tall ceilings and the residential units above the storefront. Although these live-work units retain the commercial component, they will not have the higher 12-foot ceiling heights initially proposed. With these adjustments, staff determined that the applicant had addressed the Commission's concerns and recommended approval of the project as presented, pending Commissioner questions and discussion.

Vice-Chair Young invited the applicant to come up to answer questions from the Commissioners.

Jake Williams, the applicant, explained that the updated plan includes more open space, with

the central green area now envisioned as a children's play area. He noted that the revisions reflect the maximum concessions the applicant could make while still honoring the purchase price agreed upon with the landowner.

Addressing the live-work units, Mr. Williams clarified that the outward-facing townhomes along Zions Bank and Center Street will retain higher 12 foot tall ceilings and a storefront appearance to encourage commercial use, while the internal units are more flexible, suitable for home offices or other purposes. He emphasized efforts to compromise with the neighborhood, pointing out that units facing 100 East are limited to duplexes, which align with existing housing types nearby, such as a duplex and fourplex across the street. He also highlighted that parking has been improved to exceed the minimum requirement, now providing over 2.5 stalls per unit, and that green space has been increased. Mr. Williams stressed that the unit reduction brings the project into alignment with the city's maximum allowable multifamily density, ensuring compliance while still preserving the historic church and providing a viable development for the landowner. He framed the revisions as a balanced compromise between neighborhood concerns and project feasibility.

Commissioner Toller asked Jake Williams to clarify how many units had been reduced in height and where those changes were located.

Mr. Williams explained that all the internal units, along with six units on the front corner and four interior units, had been lowered by about four feet as part of the revisions. While these buildings will still include parapet walls to screen rooftop mechanical equipment, their overall height is reduced.

Commissioner Toller confirmed his understanding that the taller buildings will be limited to those fronting 100 South and facing Zions Bank, while the others will reflect the reduced height.

Commissioner Sevy, who had reviewed the prior meeting recordings, asked about the home located next to the historic church.

Mr. Williams clarified that while the church would be preserved and renovated, the adjacent home would be demolished and replaced with new construction. The new structure would include a breezeway connection to the church, allowing the church to maintain its stand-alone appearance on the corner while integrating into the project.

Commissioner Sevy also asked about the mixed-use concept for residents, such as incorporating art studios or similar uses, and Mr. Williams confirmed that the intent is to provide flexible ground-floor spaces in line with the storefront-style design while ensuring the church remains a central preserved feature.

Commissioner Toller asked for clarification regarding an existing older home located near the project site, noting its position in front of the planned development area. He wanted to know whether that home was part of the proposal and if it would remain.

Mr. Williams confirmed that the home is included within the project boundaries and will be demolished as part of the redevelopment.

Commissioner Sevy asked for clarification on the layout, asking which street is which.

Mr. Williams confirmed that Center Street runs diagonally, while the street lined with additional green space and neighborhood is 100 East. He then clarified that the taller buildings are planned for the outer perimeter of the project, while the interior buildings will have reduced height.

Mr. Williams invited a representative of the landowner's family to share their perspective and support for the project. Mr.

Nephi Harvey introduced himself to the Commission, noting his deep family ties to Kaysville and the property in question. His family homesteaded in Fruit Heights in the 1850s, and his grandparents lived in the home on the site that is now slated for demolition. While he has no financial interest in the property, he explained his personal and familial connection, emphasizing that his main concern is preserving the historic church, which was built in 1888 and stands as a community landmark.

Mr. Harvey acknowledged that the church requires extensive restoration likely over a million dollars to address issues with the bricks, roof, foundation, and seismic safety. He said his late Aunt Hazel invested heavily in cosmetic improvements, but much more is needed. He stressed that the proposed project by Mr. Williams offers a rare opportunity to save the church, and the required density is likely the only way to generate the funds necessary for such a restoration. He acknowledged the community's concerns about density but argued that, realistically, open space cannot be preserved indefinitely, and development will occur. Mr. Harvey also clarified that contrary to public perception, the property owners, the Parish family, have not already received their money. The sale is contingent on a rezone, and any buyer would need such approval to move forward. He praised Mr. Williams for being a developer who not only plans to build but also wants to live in the community and take on the costly preservation of the church, calling it a rare "lightning strike" opportunity. He concluded by stressing the importance of keeping the church as the focal point of the project while recognizing that the old home next to it is beyond saving, unlike the church, which still has a chance if resources are made available.

Vice-Chair Young began by sharing her general impressions of the project. She agreed with Mr. Harvey's remarks, calling the proposal an important opportunity to preserve the historic church, which she said many residents of Kaysville would like to see saved because of its history and unique architecture. She acknowledged the challenges of making the building habitable and safe, as well as the significant financial hurdles involved. Beyond preservation, she expressed enthusiasm about the project's potential to enhance Kaysville's Main Street area.

Vice-Chair Young noted that the current Main Street is limited—essentially one small stretch of roadway, much of which is not retail-oriented, making it difficult to create a true "main street

feel” where people want to walk, linger, and gather. She said this project could bring more vibrancy and opportunity to the area while also introducing additional housing density in what she believes is a very appropriate location. Concluding, she invited her fellow Commissioners to share their own thoughts, questions, or concerns.

Commissioner Moore voiced his support for the project, echoing the chairwoman’s appreciation for preserving historic buildings whenever possible. He commended the applicant for the adjustments made to the proposal and noted that he could sense some hesitation when the applicant presented, as though he hoped the changes would be enough to gain approval.

Commissioner Moore’s main question was whether there was a contingency plan if, after approval, it turned out the church could not be saved.

In response, applicant Jake Williams stated that he felt confident the church could be preserved. He explained that structural engineers and brick specialists had already reviewed the building and, while the costs were higher than he originally estimated, the church remained salvageable. Mr. Williams acknowledged that reducing the number of units impacted the financial balance of the project, as the additional units would have helped offset restoration costs. Still, he emphasized that he was committed to preserving the church regardless, even if it meant the restoration process would take longer or require changes to its intended use. He clarified that while some seismic or structural modifications might influence whether the building became a “family room” as originally envisioned, the church itself would remain standing and preserved.

Commissioner Sevy followed up on issues raised during the prior meeting regarding the mixed-use overlay and concerns about whether the retail portion of the project would be practical. She asked if the applicant had resolved those concerns and whether the retail spaces would be utilized.

Applicant Jake Williams explained that the design intentionally allows flexibility, so future townhome owners could choose how to use the ground-floor space—whether as retail, a home office, or even a bedroom if needed. He emphasized that the units would be owner-occupied, which he felt increased the likelihood that the spaces would remain active and well-used.

Mr. Williams noted that, from a financial standpoint, the value of each townhome would not be affected by whether the lower level was used commercially or residentially, since the square footage remained the same. The added ceiling height of twelve feet, however, would give the units a more commercial feel and better accommodate retail, like mixed-use developments in other cities. Ultimately, the goal was to create flexibility so the use could evolve with the neighborhood over time.

Commissioner Sevy also asked about the architectural style, noting that earlier presentations included both modern and more traditional inspiration images.

Mr. Williams clarified that the project would move forward with a more traditional and “quaint” design. He described storefronts with historic detailing such as cornices and trim work, modeled after other restored Main Street buildings in Kaysville, to reinforce the historic character and blend appropriately with the preserved church building.

Vice-Chair Young revisited an earlier concern raised by Commissioner Sommerkorn, who had questioned whether a flexible mixed-use model might result in fewer retail opportunities than intended. She noted that the approach essentially leaves it to market demand: if there is demand, the ground-floor units could function as retail, but if not, they would still serve as residential space rather than sitting vacant.

Mr. Williams agreed, explaining that in his experience working with Commissioner Sommerkorn on projects in Salt Lake City, strict commercial requirements often left ground-floor units empty in neighborhoods where retail demand didn’t exist. By allowing flexibility, the market could determine the best use, ensuring the spaces would remain occupied and productive.

Commissioner Sevy added that she liked the idea, especially since the ground-floor commercial spaces were relatively small at around 250 square feet. She felt that including architectural details would make the spaces attractive not only to potential buyers but also to the surrounding neighborhood. Vice-Chair Young emphasized the importance of cohesion with Kaysville’s downtown character, noting that architectural consistency would strengthen the project’s contribution to Main Street’s appeal.

Commissioner Sevy pointed to specific inspiration images from the applicant’s presentation, highlighting two that she felt worked well with Kaysville’s existing Main Street aesthetic.

Mr. Williams acknowledged that some of the examples, particularly one modern white façade didn’t fully reflect the project’s intent but reiterated that the vision was to create a more traditional look with appropriate trim work, symmetry, and textures. Mr. Williams assured the Commission that the final design would emphasize traditional materials and detailing to fit seamlessly with the community.

Commissioner Toller raised concerns about the project’s architectural details, noting that the latest imagery differed significantly from what was presented at the August 14 meeting. He asked Mr. Williams about the stage of planning, specifically whether the project had been formally bid or priced. Mr. Williams explained that only rough concept bids had been prepared at this point.

Commissioner Toller then asked staff whether the Development Agreement would require storefront designs to reflect specific architectural styles. Ms. Greenwood clarified that the Development Agreement was intended to capture the applicant’s commitment to traditional styles. She noted that some of the images presented were not meant as final design examples but rather to illustrate how a more traditional townhome appearance—without extensive glass storefronts—might look.

Mr. Williams added that the intent was to maintain cohesion with earlier renderings while refining the scale and style. Instead of large, modern glass façades, the design would incorporate more traditional features such as vertical entryways and bay windows to reduce the overall height and maintain a historic look.

Vice-Chair Young expressed concern about ensuring the project retains its special architectural character. She observed that projects sometimes lose key design details as costs increase and construction progresses, and she emphasized the importance of preserving the design quality shown in the initial renderings.

Mr. Williams responded that it was his intent to stay true to the designs presented and include the architectural features as envisioned.

Commissioner Toller emphasized that any motion to rezone the property from A-1 to CC with the MU (Mixed Use) overlay should also include a requirement for architectural design standards. He stressed the need to ensure the project's design remains consistent with what the commission and public expect, noting that the development should harmonize with the existing character of Kaysville rather than introduce incongruent modern elements.

Ms. Greenwood responded that the Development Agreement already contains a section outlining development standards and guidelines, including requirements for architectural style. She explained that the drawings presented during the meeting would be attached to the agreement. If approved, city staff would ensure the building permit plans were substantially conforming to those attached designs. While colors might vary slightly, for example, different shades of green or tan architectural styling and materials would need to remain consistent with what was presented.

Ms. Greenwood noted that the development agreement would give the city the authority to hold the project to those design standards.

Mr. Williams added that while his wife would make final decisions on colors, he would remain focused on ensuring the trim and detailing aligned with the traditional look shown.

Vice-Chair Young recommended that special attention be placed on the architectural component within the Development Agreement to safeguard the design vision.

Commissioner Toller then asked staff to clarify whether the updated site plan had reduced reliance on street parking.

Ms. Greenwood confirmed that it had, though the change was modest. The removal of three townhomes reduced the overall number of required residential parking stalls, while the commercial reduction of approximately 800 square feet did not significantly affect the parking calculation because commercial requirements are based on increments of 1,000 square feet. Ultimately, only one street parking stall was reduced, though the overall parking ratio was

improved due to the decrease in dwelling units.

Commissioner Sevy asked about the additional green space and whether it could accommodate a small playground.

Mr. Williams explained that the increase in green space increase came primarily from expanding the dog run area and retaining features like the bocce ball court. Because the project design uses rear-loaded garages, most of the green space appears in strips along the front walkways and between buildings. These landscaped areas, defined in code as patios and courtyards, are included in the green space calculation. Although the requested zone does not require a minimum percentage of open space, Mr. Williams stated that the project's design aimed to exceed standards used in other nearby town-home developments. Specifically, the town-home parcel alone exceeds 33% open space, while the inclusion of the corner lot with the preserved church raises the total to approximately 45%, helping buffer the project against the surrounding neighborhood.

Ms. Greenwood explained that if the project were rezoned to RM, the required open space would total 15,600 square feet. In contrast, the proposed plan provides approximately 42,000 square feet of open space overall nearly three times the RM standard demonstrating that the applicant exceeds minimum requirements.

Vice-Chair Young thanked applicant Mr. Williams for his efforts, and Commissioner Sevy added that while she appreciated the modifications, she still questioned whether the removal of just a few units was sufficient, noting she might need more information to feel fully comfortable with the tradeoff.

Ms. Greenwood clarified that the removal of three townhomes along the southern boundary not only increased green space but also provided a buffer to the neighboring twin home. She noted that the original request had required a height waiver, but with the new design and additional separation of over 50 feet, that waiver was no longer needed. The redesign also created an opportunity to incorporate a small play area or tot lot that previously was not possible. In addition, the expanded plan enhanced the dog run while maintaining other amenities like the bocce court and hammock area.

Commissioner Sevy confirmed this addressed her concerns, acknowledging that the increased open space now allowed for more meaningful amenities. With questions resolved, Vice-Chair Young asked if any Commissioner was ready to put forward a motion.

Commissioner Toller made a motion recommending that the Planning Commission forward approval to the City Council for the rezoning of the property from A-1 to CC with a Mixed-Use Overlay. His motion included the condition that a Development Agreement be prepared, and that the agreement incorporate as an exhibit the architectural elevation labeled "South Elevation," which was included in the Planning Commission packet. Commissioner Moore seconded the motion, and the vote was unanimous in favor of the motion (4-0).

Commissioner Young: Yay
Commissioner Moore: Yay
Commissioner Allred: Yay
Commissioner Sevy: Yay

6- OTHER MATTERS THAT PROPERLY COME BEFORE THE PLANNING COMMISSION

Ms. Greenwood provided staff updates, beginning with the reminder that the Jake Williams rezone application is expected to be scheduled for October 2nd City Council agenda.

She encouraged all who care about the downtown area to attend the second open house for the Small Area Plan on Tuesday, September 16, from 6–8 p.m. in the Council Chambers. The open house will allow the public to share feedback on the vision for the city center area. She also noted that work has begun on incorporating the state-mandated water conservation element into the General Plan, which must be adopted by the end of the year. Kaysville purchases water from Weber Basin Water Conservancy District, and coordination will be required with secondary water providers. That item will likely come to the Planning Commission in November for a public hearing and recommendation to City Council.

She stated that the Planning Commission will meet on September 25, with an agenda that will include another EMC sign request for Lifetime Dental at 300 North and Main Street, and possibly an appeal item. Ms. Greenwood also welcomed Katie Ellis, who has transitioned from the Planning Commission to serve as the City’s new Assistant City Attorney, primarily supporting Community Development. Ms. Greenwood praised the benefit of having a second attorney in-house to help review documents and provide timely legal input.

Looking ahead, the Symphony Homes application is planned to return to the Planning Commission on October 9, 2025.

Ms. Greenwood reminded commissioners of several upcoming training opportunities, including the APA conference on October 9–10 in Salt Lake City, the Utah League of Cities and Towns Planners Day on October 2, and the Utah Land Use Institute conference later in October. She noted that October will be a busy month for training and professional development.

7- ADJOURNMENT

Chair Sevy motioned to adjourn the meeting at 7:55pm.