

Kaysville City Planning Commission Meeting Minutes
November 13, 2025

The Planning Commission meeting was held on Thursday, November 13, at 7:00 p.m. in the Kaysville City Hall located at 23 East Center Street.

Planning Commission Members in Attendance: Chair Mike Packer, Commissioners Wilf Sommerkorn, Rachel Lott, Paul Toller, Jeramy Burkinshaw, Erin Young, and David Moore and Paul Allred

City Council Members in Attendance: Mayor Tami Tran, Councilmember John Adams, Abbi Hunt, and Nate Jackson

Staff in Attendance: Melinda Greenwood, Katie Ellis, Anne McNamara, Mindi Edstrom, and Jaysen Christensen

Public Attendees: Travis Christensen, Beckham Christensen, Joshua Brough, Ryan Horrocks, Laurene Starkey, Val Starkey, Brittany Bringhurst, Tyler Bringhurst, Josh McBride and Jill Dredge

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- SWEARING IN AND OATH OF OFFICE FOR PLANNING COMMISSIONER JERAMY BURKINSHAW

Mindi Edstrom swore in new Planning Commissioner Jeramy Burkinshaw, and he joined the Planning Commissioners.

4- CONDITIONAL USE PERMIT FOR AN INSTRUCTIONAL HOME OCCUPATION FOR CHEF TYLER COOKS, LLC LOCATED AT 581 SOUTH 351 EAST FOR BRITANY BRINGHURST

Mindi Edstrom introduced the application for a Conditional Use Permit (CUP) for an Instructional Home Occupation submitted by Brittany Bringhurst of Chef Tyler Cooks, LLC, located at 581 South 350 East. The business, owned by Brittany and her husband Tyler Bringhurst, will operate as a hands-on cooking instruction service offering both in-home and off-site culinary classes.

Ms. Edstrom explained that Chef Tyler Cooks will provide customized classes tailored to various skill levels, teaching participants a range of techniques from basic knife handling to advanced plating. Classes will primarily take place in Bringhurst's residential kitchen, with the addition of one refrigerator and one freezer in the garage for food storage. The business will also offer off-site instruction, where Chef Tyler conducts personalized classes in clients' homes.

Bringhurst's have coordinated with the Davis County Health Department regarding food handling and safety requirements and have consulted with the Utah Department of Alcoholic

Beverage Services (DABS) concerning the inclusion of mocktails and cocktails during instruction. Staff confirmed that no special permits are required for the beverage portion of the business.

The proposed operation complies with Kaysville City zoning and business licensing regulations and with the Utah Department of Commerce. Classes at the residence will include two to six participants per session, with all parking accommodated on-site or directly in front of the home without impeding traffic or creating neighborhood disruption.

A public notice sign was posted on the property earlier in the week, and no inquiries or comments were received. Staff stated they don't anticipate negative impacts associated with the proposed use and recommended approval of the conditional use permit for Chef Tyler Cooks, LLC, subject to any additional conditions deemed appropriate by the Planning Commission under Kaysville City Code 17-30.

Commissioner Allred made a motion to approve the Conditional Use Permit for the Instructional Home Occupation as outlined in staff's report and supported by the findings presented and Commissioner Toller seconded the motion, and the vote was unanimous in favor of the motion (7-0).

Commissioner Packer: Yay
Commissioner Allred: Yay
Commissioner Young: Yay
Commissioner Sommerkorn: Yay
Commissioner Toller: Yay
Commissioner Moore: Yay
Commissioner Berkinshaw: Yay

Commissioner Young made a motion to amend the agenda and move the meeting minutes from October 9, 2025, to the next item on the agenda. Commissioner Toller seconded the motion, and the vote was unanimous in favor of the motion (7-0).

Commissioner Packer: Yay
Commissioner Allred: Yay
Commissioner Young: Yay
Commissioner Sommerkorn: Yay
Commissioner Toller: Yay
Commissioner Moore: Yay
Commissioner Berkinshaw: Yay

5- APPROVAL OF THE MINUTES FROM THE OCTOBER 9, 2025 PLANNING COMMISSION

Commissioner Allred made a motion to approve the October 9, 2025, Planning Commission meeting minutes as presented, and Commissioner Lott seconded the motion, and the vote was unanimous in favor of the motion (7-0).

Commissioner Packer: Yay
Commissioner Allred: Yay

Commissioner Young: Yay
Commissioner Sommerkorn: Yay
Commissioner Toller: Yay
Commissioner Moore: Yay
Commissioner Berkinshaw: Yay

6- PRESENTATION AND DISCUSSION ON KAYSVILLE CITY CENTER SMALL AREA PLAN

At this point in the meeting, Melinda Greenwood introduced the next agenda item, explaining that the Commissioners and City Council would be reviewing the most recent survey results associated with the Small Area Plan. She noted that this discussion would occur as part of the upcoming agenda item, where staff would walk commissioners through the feedback collected and answer any questions they may have.

Ms. Greenwood also explained that the Commissioners and City Council would subsequently review state-required updates to the General Plan, specifically the new Water Conservation element, which is a separate but related project the city must incorporate into long-range planning documents.

The Commission, Council, Staff, and Consultants held an extended discussion on the City Center Small Area Plan, focusing on land use options, transportation, parking, fiscal impacts, and community character.

Liz Jackson from GSBS Consulting first reviewed the Mutton Hollow scenarios, explaining all four concepts presented to the public assume the same total number of dwelling units, just arranged differently (all single-family, some duplex/triplex, some multifamily, plus varying amounts of green space and commercial). Scenario 2 mixed mostly small-lot single-family homes with some duplex/triplex and 10% parks; Scenario 3 added a strong retail and multifamily component; Scenario 4 blended small-lot single-family, duplex/triplex, multifamily, green space, and commercial as the “most balanced” mixed-use concept. Public feedback strongly favored all or mostly small-lot single-family housing, with resistance to multifamily/high-density even though residents also expressed interest in experiential retail, green space, and connectivity.

Ms. Jackson outlined mobility concepts for the City Center: shifting key bike routes off Main Street to a quieter parallel street (100 East), improving east–west connections and crossings over I-15, filling sidewalk gaps, upgrading aging infrastructure, and exploring a Holmes Creek trail as a long-term idea. For pedestrians, they emphasized safer, more visible crosswalks on Main Street to better connect existing parking to businesses, improved signal timing and ADA access, and reducing conflicts between vehicles and people at key intersections.

A large portion of the discussion centered on parking and Main Street operations. Commissioners and staff discussed ideas such as a parking structure on the east side of Main Street, restoring angle parking, and lowering travel speeds. UDOT’s safety concerns about

backing movements onto a state route and the functional role of SR-273 as a minor arterial were noted. Several commissioners shared examples from other cities like Provo and Holladay, showing that angled on-street parking, coordinated shared parking agreements, modestly sized plazas, and visible activity can support a vibrant downtown without over-building parking. They cautioned that cities frequently overestimate parking needs, and “over-parking” can harm small-town character.

The group also addressed shared parking and implementation. Ideas included city-brokered parking agreements with private lot owners, small incentives (e.g., reduced business license fees or permit breaks), wayfinding and “village parking” signage, and the formation of a merchant parking association or district to coordinate use of existing stalls. Commissioners asked that the final small area plan include a phased implementation strategy with short-term, low-cost steps (such as occasional food trucks in an existing lot or small streetscape improvements), as well as medium and long-term projects.

There was clarification that the Small Area Plan is a vision and aspirational policy guide, separate from the Community Reinvestment Area (CRA), which is an economic development tool that contemplates tax increment. The CRA remains on hold pending boundary adjustments and other issues. Staff added that while the CRA geography overlaps with the small area plan study area, they are separate items. It was further detailed that the small area plan itself will incorporate a market analysis but does not get into detailed project underwriting.

Fiscal concerns and appropriate land-use strategy for Mutton Hollow generated significant debate. Some participants felt that, given ongoing budget pressures and future capital needs, the site should be preserved as primarily commercial, potentially with larger “location-driven” users (big-box retail, auto-related uses, or other high-ticket sales) to maximize tax revenue. Others suggested that a mixed-use village-type concept (similar in feel to Gardner Village or Holladay Village) could provide strong economic performance over time via higher per-acre productivity but acknowledged the risk of gentrification and the challenge of recruiting the right mix of tenants.

Finally, Mayor Tran and several council members spoke about community identity and state housing pressures. They emphasized that Kaysville is fundamentally a small-town community, already largely built out, and unlikely ever to be “high density” even if remaining parcels were intensified. They expressed skepticism that the community would support bringing in large big-box retailers (such as Walmart) despite the potential tax benefits and stressed the need to protect the existing character while still planning responsibly for 20–30 years into the future.

The Mayor acknowledged confusion created by the timing of the CRA and the small area plan, and called for clearer communication to residents about what the plan does and does not do, and suggested that the results of this process should inform an update to the city’s General Plan.

The discussion closed with a shared understanding that the plan should reflect what residents

have clearly expressed a preference for small-lot single-family housing, walkability, local businesses, and gathering spaces while providing realistic implementation steps and acknowledging the city's fiscal and regulatory constraints.

7- PRESENTATION AND DISCUSSION ON AMENDING THE 2022 GENERAL PLAN TO INCLUDE WATER USE AND PRESERVATION REQUIRED BY UTAH STATE CODE 10-9A-403 GENERAL PLAN PREPARATION

The consultants from GSBS and Sunrise Engineering presented an overview of the state-mandated Water Conservation Element that Utah cities must now add to their General Plans, following recent legislation (SB 110 and SB 76). The mandate requires each municipality to evaluate its water supply, analyze future water demand, identify conservation strategies, and outline operational changes to ensure long-term sustainability. The update must cover a 20-year planning horizon and be refreshed every five years. GSBS is overseeing policy development and stakeholder engagement while Sunrise Engineering is handling the technical analysis of culinary and secondary water capacity, usage patterns, and future projections. City staff from Public Works, Parks, Community Development, and representatives from Weber Basin Water Conservancy District are contributing information as part of the project team.

The consultants explained current water usage in Kaysville, noting that only about 20% of total demand is culinary water, which comes entirely through Weber Basin and is managed by the city. Approximately 80% of all water use is secondary (outdoor irrigation), delivered through separate providers including Davis & Weber Canal Company, Benchland Irrigation, and Haight's Creek Irrigation. Secondary data is difficult to measure accurately because many of these systems are not yet fully metered. A recent state requirement mandates all pressurized secondary connections be metered by 2030, which will gradually improve data reliability but currently limits the ability to model precise future irrigation demand. The team also reviewed Kaysville's 2025 Water Conservation Plan, which targets a 10% reduction in culinary water use and includes strategies such as irrigation-hour restrictions, leak detection, infrastructure upgrades, public education, landscape conversion incentives, and adjustments to irrigation practices in parks and schools.

Sunrise Engineering then presented preliminary water demand projections through 2060. Based on current consumption rates and anticipated growth, the city could face an estimated 566 acre-foot annual deficit in culinary water by 2060 if no additional resources or conservation measures were implemented. Public Works staff clarified that this projection does not account for several key mitigating factors already in place. Each year, Kaysville exchanges spring water with Weber Basin, receiving approximately 400 acre-feet of treated drinking water in return. The city also holds 120 acre-feet of groundwater rights that are moving through state approval. When combined with the conservation measures outlined in the 2025 plan, staff stated that Kaysville is positioned to meet future culinary water needs, though long-term planning will remain important.

A significant portion of the discussion focused on the impact of land-use patterns on water

consumption. The consultants emphasized that outdoor irrigation—not indoor household use—is the largest driver of demand, accounting for roughly 80% of total use on the Wasatch Front. There was an expressed interest in ensuring that future planning discussions rely on accurate data showing how different housing types (single-family, townhome, and multifamily) compare in real water usage. It was noted that smaller lots and denser housing forms often result in lower outdoor irrigation needs, whereas larger single-family lots with substantial turf area consume significantly more water per acre. Several participants shared concerns about public misconceptions, observing that residents often oppose higher-density housing on the assumption that it uses more water, despite evidence that irrigated landscaping has a far greater impact than indoor consumption.

Additional discussion addressed public watering habits, with staff noting ongoing issues such as sprinkler systems running during or after major rain events. It was mentioned the growing popularity of turf removal and drought-tolerant landscaping and suggested that Kaysville may see increasing interest in these approaches. Josh Belnap from the Public Works Department further explained the importance of public education and the challenges associated with promoting efficient irrigation when the city is not the provider of secondary water. They also described how inefficient irrigation practices, outdated perceptions about lawn care, and lack of metering contribute to unnecessary water loss.

The consultant concluded by outlining next steps. GSBS and Sunrise will continue working with city staff and water providers to refine the technical analysis, confirm projected supply and demand, and develop a draft Water Conservation Element. A full draft will be presented in December for review, discussion, and possible revisions before moving forward to a required public hearing and eventual adoption by the City Council.

8- OTHER MATTERS THAT PROPERLY COME BEFORE THE PLANNING COMMISSION

Nothing was discussed.

9- ADJOURNMENT

Chair Packer adjourned the meeting at 8:57 pm.