

Kaysville City Planning Commission Meeting Minutes
January 22, 2026

The Planning Commission meeting was held on Thursday, January 22, 2026 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, Megan Sevy, Jeramy Burkinshaw, Erin Young, and Rachel Lott

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

Public Attendees: Val Starkey and Councilmember Joshua McBride

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- TRAINING: UTAH STATE CODE TITLE 62 CHAPTER 4 OPEN AND PUBLIC MEETINGS ACT

Assistant City Attorney Katie Ellis provided annual training to the Planning Commission on the Utah Open and Public Meetings Act (OPMA). Ms. Ellis explained that the purpose of the Act is to require public bodies to conduct public business openly and with full transparency. Ms. Ellis reviewed the definition of a public body and confirmed that the Planning Commission meets the statutory criteria of a public body, including being created by ordinance, consisting of two or more members, being supported by tax revenue, and having authority over public business. Ms. Ellis then defined a public meeting as a convening of a public body with a quorum present, whether in person or electronically, for the purpose of discussing, receiving public comment, or acting on matters within its jurisdiction or advisory authority. Ms. Ellis clarified that social or chance gatherings are not public meetings but advised the Commission to avoid discussing agenda items in such settings and to err on the side of noticing meetings whenever members are gathered.

Ms. Ellis reviewed the requirements of OPMA, including providing public notice at least 24 hours in advance with the date, time, and place of the meeting; adopting an annual schedule of regular meetings; and preparing written minutes and audio recordings of meetings and making them available to the public. Ms. Ellis cautioned that side conversations, whispering, or electronic communications between Commissioners during a meeting about agenda items, such as texting, if not stated into the microphone, could constitute violations of the Act. Commissioners were advised that all discussion related to agenda items should occur on the record.

Ms. Ellis summarized the key principles of OPMA: public bodies must conduct business openly and transparently; a meeting occurs when a quorum convenes to conduct public business; social or chance gatherings are not meetings; and minutes and recordings are required and

subject to public access. A Commissioner asked about ex- parte communications. Ms. Ellis explained that ex-parte concerns primarily arise when the Commission is acting in a quasi-judicial capacity, such as on appeals, where decisions must be based solely on evidence presented during the meeting. For administrative actions, ex-parte communication is less restrictive; however, Commissioners were advised that if they receive relevant information outside the meeting, they should disclose that communication on the record.

Ms. Ellis concluded the training by advising Commissioners that the training satisfies the annual requirement and that they may ask questions any time as issues arise.

4- TRAINING: PLANNING COMMISSION 101

Commissioner Wilf Sommerkorn provided a Planning Commission 101 training session, and explained that local land use decisions fall into two main categories: legislative and administrative actions.

Legislative actions (such as general plans, zoning changes, ordinances, and annexations) are policy decisions. They are political in nature, involve public opinion, go from the Planning Commission to City Council, and can be challenged by the public through referendum. Administrative actions (such as conditional use permits, site plans, and some subdivisions) are rule-based decisions. They must be decided strictly on whether an application meets the code and must be supported by evidence, not public opposition or “public clamor”. Administrative decisions are appealed through an appeal process and not by referendum.

Mr. Sommerkorn emphasized:

- Planning Commissions act as the land use authority for certain administrative actions.
- Decisions must rely on substantial evidence, not opinions or emotions.
- Vague code language must be interpreted in favor of the applicant under Utah law.
- Utah’s general plans are advisory, unless a city chooses to require compliance.
- Once a complete application is submitted, the applicant gains vested rights and can proceed under the rules in place at that time.
- Public hearings are most useful for legislative actions; they can be frustrating for administrative actions because public opinion alone cannot determine the outcome.

Overall, the training focused on helping Planning Commission members understand what type of decision they are making, who has authority, and how to make legally defensible decisions based on code and evidence rather than pressure or emotion.

5- APPROVAL OF THE MINUTES FROM THE JANUARY 8, 2026 PLANNING COMMISSION MEETING

Commissioner Lott made a motion to approve the minutes from January 8, 2026, and Commissioner Burkinshaw seconded the motion and the vote was unanimous in favor of the motion (6-0).

Commissioner Packer: Yay

Commissioner Lott: Yay

Commissioner Sevy: Yay
Commissioner Burkinshaw: Yay
Commissioner Sommerkorn: Yay
Commissioner Young: Yay

6- OTHER MATTERS THAT PROPERLY COME BEFORE THE PLANNING COMMISSION

The session concluded with Ms. Greenwood outlining upcoming agenda items, including rezones and a bylaw updates.

7- ADJOURNMENT

Chair Packer adjourned the meeting at 8:44 pm.