



**Kaysville City Planning Commission
Meeting Notice and Agenda**

The Kaysville City Planning Commission will hold a regular meeting on February 26, 2026, at 7:00 PM in the Council Chambers of the Kaysville City Municipal Building located at 23 East Center Street. The public is encouraged to attend in person or may view the meeting online via www.Kaysvillelive.com.

1. Welcome and Meeting Order
2. Declaration of Conflict of Interest
3. Oath of Office for Eries H. Cornelius as Kaysville City Planning Commissioner Alternate
4. Public Hearing to amend and enact various chapters of Title 17 regarding prohibited uses and enacting 17-39 - Ambiguous Use Classification to comply with Utah State Code 10-20-507 Classification of new and unlisted business uses
5. Consideration of a rezone for approximately 1820 South Sunset Drive (parcels #08-694-0005, 08-027-0009, and 08-027-0008) from R-A and A-1 to R-1-6 with a PRUD Overlay (Continued from January 8, 2026)
6. Consideration of amending the Planning Commission Bylaws and Rules of Procedure (Continued from February 12, 2026)
7. Approval of the minutes from the February 12, 2026 Planning Commission Meeting
8. Other matters that properly come before the Planning Commission
 - a. Reports
 - b. Correspondence
 - c. Calendar
9. Adjournment

On a Notice of Meeting was posted in accordance with Utah State Code Section 52-4-202 (3).

Kaysville City is dedicated to a policy of non-discrimination in admission to, access to, or operations of its programs, services, or activities. If you need special assistance due to a disability, please contact the Kaysville City Offices at (801) 546-1235 at least 24 hours in advance of the meeting to be held.

Mindi Edstrom
Community Development Department

PLANNING COMMISSION STAFF REPORT

To: Kaysville City Planning Commission

From: Anne McNamara, Senior Planner

Date: February 11, 2026

Agenda Item #4: Public Hearing to amend and enact various chapters of Title 17 regarding prohibited uses and enacting 17-39 - Ambiguous Use Classification to comply with Utah State Code 10-20-507 Classification of new and unlisted business uses

Meeting Date	February 26, 2026
Application Type	Ordinance Text Amendment
Applicant	Kaysville City
Chapter Title Section	17-3-1 Zoning Administrator 17-8-7 Prohibited Uses 17-9-7 Prohibited Uses 17-10-7 Prohibited Uses 17-11-10 Prohibited Uses 17-12-7 Prohibited Uses 17-13-7 Prohibited Uses 17-14-7 Prohibited Uses 17-15-8 Prohibited Uses 17-16-8 Prohibited Uses 17-17-8 Prohibited Uses 17-18-8 Prohibited Uses 17-19-8 Prohibited Uses 17-20-8 Prohibited Uses 17-21-8 Prohibited Uses 17-22-8 Prohibited Uses 17-26- Prohibited Uses 17-27-8 Prohibited Uses 17-39 Ambiguous Use Classification

1. BACKGROUND

In November of 2025, the Utah State Legislature adopted 10-20-507, Senate Bill 179 titled “Local Regulation of Business Entities Amendments” which added new language and code requirements that detail how business uses that are not already addressed in a municipalities existing code should be classified, processed and reviewed. Therefore, to enable the City to fully comply with the requirements now adopted by the state, a new Chapter in Title 17 of the Kaysville City Code is

proposed to facilitate the new classification process, as well as updated language in the relevant zoning designation chapters where this new classification process would apply. The language in Chapter 39 as proposed outlines the process for review of these unclassified or new business uses, with the applicant now required to submit a request for classification to the Zoning Administrator (the Community Development Director serves in this capacity), who is then responsible for determining the similarity of the proposed use. If the applicant disagrees with determination of the Zoning Administrator, they can then submit an application for the matter to be reviewed by City Council, who determines the appropriate zones if the use is found to be suitable, or they may issue a denial if the use is found the use is not compatible with the zoning designation. Any uses denied by the City Council will subsequently be added as prohibited uses in the pertinent code chapters.

Consequentially, each of the relevant zoning district chapters, will with the adoption of this text amendment, include language stating that any use found to be “substantially similar to an existing permitted or conditional use” per the standards in Chapter 39 is now referenced directly in the prohibited uses section of each zoning district chapter.

2. PUBLIC NOTICING AND PUBLIC COMMENT

A public hearing notice for this item was posted on February 13, 2026. To date, no comments have been received.

3. GENERAL PLAN

The general plan does not speak in favor of or against the proposed amendments on the classification of business uses and is therefore considered neutral on this matter.

4. RECOMMENDATION

Staff recommends the Planning Commission send a recommendation of approval to the City Council for enacting the proposed chapter and the proposed text amendments as provided in the attached draft ordinance.

5. ATTACHMENTS

1. Draft redline ordinance changes.
2. State Code Requirements

ORDINANCE 25-__-__

AN ORDINANCE DESIGNATING THE COMMUNITY DEVELOPMENT DIRECTOR AS THE ZONING ADMINISTRATOR; ADOPTING NEW SECTIONS INTO EACH CHAPTER OF TITLE 17 THAT DISCUSS PERMITTED OR CONDITIONAL USES; ADOPTING A NEW CHAPTER 39 INTO TITLE 17 TO PROVIDE A PROCESS FOR REVIEWING AND APPROVING NEW OR UNLISTED BUSINESS USES; PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Utah Code Section 10-20-507 requires each municipality to incorporate into its land use ordinances a clear process for reviewing and approving new or unlisted business uses, which must be referenced in each ordinance that contains a list of approved or prohibited business uses; and

WHEREAS, Kaysville City desires to comply with state law by adopting a uniform, transparent, and predictable process for handling classification requests and applications for new or unlisted business uses, thereby promoting fair administration of land use regulations and supporting appropriate economic development;

WHEREAS, on (date), the Kaysville City Planning Commission held a public hearing and voted X-X to recommend approval/denial to the City Council; and

WHEREAS, the City Council feels that it is in the best interest of the City to provide a process for reviewing and approving new or unlisted business uses.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KAYSVILLE, UTAH:

SECTION I: Repealer. If any provisions of the City's Code previously adopted are inconsistent herewith they are hereby repealed.

SECTION II: Amendment. Title 17, Chapter 3, Section 1 shall be amended to read as follows:

17-3-1 Zoning Administrator.

1. There is hereby created the position of Zoning Administrator, which shall be the Community Development Director or the Community Development Director's designee.
2. The Zoning Administrator shall be authorized to make reviews and approvals as set forth herein.

SECTION III: Enactment. Title 17, Chapter 8, Section 7 shall be enacted to read as follows:

17-8-7 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the A-5 zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION IV: Enactment. Title 17, Chapter 9, Section 7 shall be enacted to read as follows:

17-9-7 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the A-1 zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or

2. approved as a new or unlisted business under Chapter 39.

SECTION V: Enactment. Title 17, Chapter 10, Section 7 shall be enacted to read as follows:

17-10-7 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the R-A zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION VI: Enactment. Title 17, Chapter 11, Section 10 shall be enacted to read as follows:

17-11-10 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the R-T zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION VII: Enactment. Title 17, Chapter 12, Section 7 shall be enacted to read as follows:

17-12-7 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the R-1 zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION VIII: Enactment. Title 17, Chapter 13, Section 7 shall be enacted to read as follows:

17-13-7 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the R-D zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION IX: Enactment. Title 17, Chapter 14, Section 7 shall be enacted to read as follows:

17-14-7 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the R-2 zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION X: Enactment. Title 17, Chapter 15, Section 8 shall be enacted to read as follows:

17-15-8 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the R-4 zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION XI: Enactment. Title 17, Chapter 16, Section 8 shall be enacted to read as follows:

17-16-8 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the R-M zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION XII: Enactment. Title 17, Chapter 17, Section 8 shall be enacted to read as follows:

17-17-8 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the HC zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION XIII: Enactment. Title 17, Chapter 18, Section 8 shall be enacted to read as follows:

17-18-8 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the PB zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION XIV: Amendment. Title 17, Chapter 19, Section 8 shall be amended to read as follows:

17-19-8 - Prohibited Uses.

1. Uses which are singularly focused on vehicles are expressly prohibited on properties with frontage along 200 North between I-15 and 100 East and Main Street between the City's northern border and 100 South. Such uses include but are not limited to auto repair shops, tire shops, auto detailing services, towing services, auto tinting services, auto rentals, lube and oil service stations, spray and tunnel car washes, windshield repair centers, drive-through establishments which do not include indoor retail or dining spaces for customers and other uses which create a heavy emphasis on vehicle space.
2. Storage services are not permitted on properties with frontage along 200 North between I-15 and 100 East and Main Street between the City's northern border and 100 South.

3. Any other use that is not a permitted use or a use allowed by conditional use permit is prohibited unless:
 - a. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
 - b. approved as a new or unlisted business under Chapter 39.

SECTION XV: Amendment. Title 17, Chapter 20, Section 8 shall be amended to read as follows:

17-20-8 - Prohibited Uses.

1. Uses which are singularly focused on vehicles are expressly prohibited on properties with frontage along 200 North between I-15 and 100 East and Main Street between the City's northern border and 100 South. Such uses include but are not limited to auto repair shops, tire shops, auto detailing services, towing services, auto tinting services, auto rentals, lube and oil service stations, spray and tunnel car washes, windshield repair centers, drive-through establishments which do not include indoor retail or dining spaces for customers and other uses which create a heavy emphasis on vehicle space.
2. Storage services are not permitted on properties with frontage along 200 North between I-15 and 100 East and Main Street between the City's northern border and 100 South.
3. Any other use that is not a permitted use or a use allowed by conditional use permit is prohibited unless:
 - a. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
 - b. approved as a new or unlisted business under Chapter 39.

SECTION XVI: Enactment. Title 17, Chapter 21, Section 8 shall be enacted to read as follows:

17-21-8 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the LI zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION XVII: Enactment. Title 17, Chapter 22, Section 8 shall be enacted to read as follows:

17-22-8 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable in the PU zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION XVIII: Enactment. Title 17, Chapter 26, Section 11 shall be enacted to read as follows:

17-26-11 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable as home occupations. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION XIX: Enactment. Title 17, Chapter 27, Section 8 shall be enacted to read as follows:

17-27-8 - Prohibited Uses.

The permitted uses or uses allowed by conditional use permit in this chapter shall constitute the entirety of uses allowable the MU zone. All other uses are prohibited unless:

1. determined to be substantially similar to an existing permitted or conditional use in accordance with Chapter 39; or
2. approved as a new or unlisted business under Chapter 39.

SECTION XX: Enactment. Title 17, Chapter 39 shall be enacted to read as follows:

Chapter 39 – Ambiguous Use Classification

17-39-1: Process.

If ambiguity arises concerning the appropriate classification of a particular use within the meaning and intent of this title, the following process applies:

1. An applicant may submit a classification request to the Zoning Administrator to determine if a proposed business use aligns with an existing permitted or conditional use in this title. The application shall include information specified by the Zoning Administrator, such as use description, operational details for the business, and site plans.
2. The Zoning Administrator shall determine if the proposed use is substantially similar to an existing permitted or conditional use based on the following criteria:
 - a. type of goods and services provided;
 - b. number of customers;
 - c. number of employees;
 - c. amount and type of on-site storage; and
 - d. noise, odor, dust, or vibration generated.
3. If the Zoning Administrator determines the proposed use is substantially similar to an existing use, the applicant may proceed under the regulations applicable to that use.
4. If the Zoning Administrator determines the proposed use is a new or unlisted business use not substantially similar to an existing use, the applicant may submit the application to the City Council for review.

17-39-2: City Council Review.

If an application is sent to the City Council for review:

1. The City Council shall review the application at a public meeting within 60 days of submission, provided the applicant responds to requests for additional information within ten business days and attends required meetings.
2. The City Council shall approve or deny the new or unlisted business use based on:
 - a. consistency with the Kaysville City General Plan,
 - b. public health, safety, and welfare, and
 - c. zoning compatibility.
3. If approved, the City Council shall designate one or more appropriate zones for the use and direct staff to amend this title to incorporate the use as a permitted or conditional use in those zones.
4. If denied, the City Council shall provide written reasons for the denial, and staff shall amend this title to add the use to a list of prohibited uses.

17-39-3: Appeals.

The Zoning Administrator's determination may be appealed in accordance with Section 17-4-5, as amended. The City Council's decision may be appealed to the district court in accordance with the Utah Land Use, Development, and Management Act within 30 days of the City Council's decision.

Section XXI: Severability. If any section, subsection, sentence, clause or phrase of this ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, said portion shall be severed and such declaration shall not affect the validity of the remainder of this ordinance.

SECTION XXII: Effective Date. This ordinance being necessary for the peace, health and safety of the City, shall become effective immediately upon posting.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this ____ day of _____, 20__.

—
ATTEST:

Tamara Tran, Mayor

Annemarie Plaizier, City Recorder

Local Regulation of Business Entities Amendments

2025 GENERAL SESSION

STATE OF UTAH

Chief Sponsor: Calvin R. Musselman

House Sponsor: Karen M. Peterson

LONG TITLE

General Description:

This bill enacts provisions related to local classification and approval of new and unlisted business uses.

Highlighted Provisions:

This bill:

- defines terms; and
- requires each municipality and county to enact a land use regulation establishing a process for reviewing a business use not listed as an approved use in existing ordinances.

Money Appropriated in this Bill:

None

Other Special Clauses:

None

Utah Code Sections Affected:

ENACTS:

10-9a-507.5, Utah Code Annotated 1953

17-27a-506.5, Utah Code Annotated 1953

Be it enacted by the Legislature of the state of Utah:

Section 1. Section **10-9a-507.5** is enacted to read:

10-9a-507.5 . Classification of new and unlisted business uses.

(1) As used in this section:

- (a) "Classification request" means a request to determine whether a proposed business use aligns with an existing land use specified in a municipality's land use ordinances.
- (b) "New or unlisted business use" means a business activity that does not align with an existing land use specified in a municipality's land use ordinances.

- (2)(a) Each municipality shall incorporate into the municipality's land use ordinances a process for reviewing and approving a new or unlisted business use and designating an appropriate zone or zones for an approved use.
- (b) The process described in Subsection (2)(a) shall:
- (i) detail how an applicant may submit a classification request;
 - (ii) establish a procedure for the municipality to review a classification request, including:
 - (A) providing a land use authority with criteria to determine whether a proposed use aligns with an existing use; and
 - (B) allowing an applicant to proceed under the regulations of an existing use if a land use authority determines a proposed use aligns with that existing use;
 - (iii) provide that if a use is determined to be a new or unlisted business use:
 - (A) the applicant shall submit an application for approval of the new or unlisted business use to the legislative body for review;
 - (B) the legislative body shall consider and determine whether to approve or deny the new or unlisted business use; and
 - (C) the legislative body shall approve or deny the new or unlisted business use, within a time frame the legislative body establishes by ordinance, if the applicant responds to requests for additional information within a time frame established by the municipality and appears at required hearings;
 - (iv) provide that if the legislative body approves a proposed new or unlisted business use, the legislative body shall designate an appropriate zone or zones for the approved use; and
 - (v) provide that if the legislative body denies a proposed new or unlisted business use, or if an applicant disagrees with the land use authority's classification of the proposed use, the legislative body shall:
 - (A) notify the applicant in writing of each reason for the classification or denial; and
 - (B) offer the applicant an opportunity to challenge the classification or denial through an administrative appeal process established by the municipality.
- (3) Each municipality shall amend each land use ordinance that contains a list of approved or prohibited business uses to include a reference to the process for petitioning to approve a new or unlisted business use, as described in Subsection (2).

Section 2. Section ~~17-27a-506.5~~ is enacted to read:

17-27a-506.5 . Classification of new and unlisted business uses.

(1) As used in this section:

(a) "Classification request" means a request to determine whether a proposed business use aligns with an existing land use specified in a county's land use ordinances.

(b) "New or unlisted business use" means a business activity that does not align with an existing land use specified in a county's land use ordinances.

(2)(a) Each county shall incorporate into the county's land use ordinances a process for reviewing and approving a new or unlisted business use and designating an appropriate zone or zones for an approved use.

(b) The process described in Subsection (2)(a) shall:

(i) detail how an applicant may submit a classification request;

(ii) establish a procedure for the county to review a classification request, including:

(A) providing a land use authority with criteria to determine whether a proposed use aligns with an existing use; and

(B) allowing an applicant to proceed under the regulations of an existing use if a land use authority determines a proposed use aligns with that existing use;

(iii) provide that if a use is determined to be a new or unlisted business use:

(A) the applicant shall submit an application for approval of the new or unlisted business use to the legislative body for review;

(B) the legislative body shall consider and determine whether to approve or deny the new or unlisted business use; and

(C) the legislative body shall approve or deny the new or unlisted business use, within a time frame the legislative body establishes by ordinance, if the applicant responds to requests for additional information within a time frame established by the county and appears at required hearings;

(iv) provide that if the legislative body approves a proposed new or unlisted business use, the legislative body shall designate an appropriate zone or zones for the approved use; and

(v) provide that if the legislative body denies a proposed new or unlisted business use, or if an applicant disagrees with a land use authority's classification of the proposed use, the legislative body shall:

(A) notify the applicant in writing of each reason for the classification or denial;
and

(B) offer the applicant an opportunity to challenge the classification or denial

97 through an administrative appeal process established by the county.
98 (3) Each county shall amend each land use ordinance that contains a list of approved or
99 prohibited business uses to include a reference to the process for petitioning to approve a
100 new or unlisted business use, as described in Subsection (2).

101 Section 3. **Effective Date.**

102 This bill takes effect on May 7, 2025.

PLANNING COMMISSION STAFF REPORT

To: Kaysville City Planning Commission
From: Melinda Greenwood, Community Development Director
Date: February 23, 2026

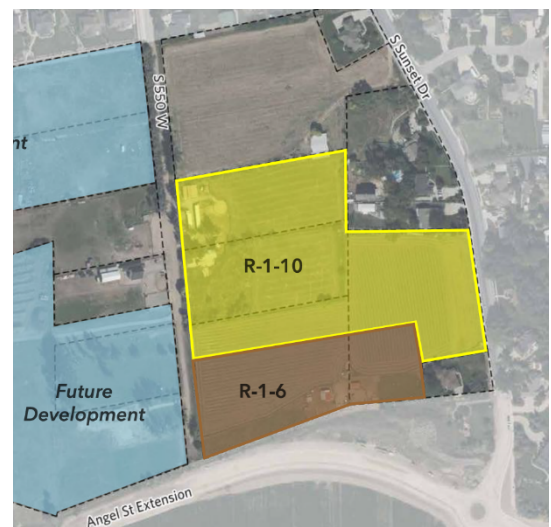
Agenda Item #5: Consideration of a rezone for approximately 1820 South Sunset Drive (parcels #08-694-0005, 08-027- 0009, and 08-027-0008) [R-A Residential Agricultural District](#) and [A-1 Light Agricultural District](#) to [R-1-6 Single Family Residential District](#) with a [PRUD Overlay](#) (Continued from January 8, 2026)

Meeting Date	February 26, 2026
Application Type	Rezone
Applicant Owner	Symphony Homes
Address Parcel ID Number(s)	~1820 South Sunset Drive 08-694-0005; 08-027-0009; 08-027-0008
Lot Size	~14.7 acres
Current Use	Undeveloped and Agricultural
Current Zoning	R-A Residential Agricultural District A-1 Light Agricultural District
Density Entitlement	~ 21 dwellings
Requested Zoning	R-1-6
Density Request	45 dwellings

1. BACKGROUND

This item was previously presented and discussed at the [January 8, 2026, Planning Commission Meeting](#) (staff report and minutes attached). A public hearing was held during that meeting, with many residents providing testimony. In response to public comment and feedback from the Planning Commission, Symphony Homes has made several minor modifications to the project, including:

- A request to have two zones applied: R-1-10 and R-1-6 with a PRUD Overlay to accommodate a [private street subdivision](#).
- A one lot reduction from 46 total lots to 45.



- A slight realignment to the proposed intersection on Sunset Drive. This proposed alignment places the intersection further south and will allow for a greater site distance.
- Lot sizes were adjusted to accommodate the new road alignment, trail, open space, etc.
- Side setback requests for the R-1-10 area are six feet and eight feet for a combined total of 14 feet. (Current side setback is 8 feet.)
- Removal of increased building height request.
- Six parking stalls have been added near the proposed open space to assist with parking needs along the private road.
- A trail has been added that connects from the main road into the open space area.

The proposed rezone requests a total of 45 single-family lots, resulting in an overall density of approximately 3.9 units per acre. If approved, the development would be subject to a development agreement specifying standards and other project requirements. Lot sizes range from 6,300 to 22,060 square feet, with an average size of approximately 11,100 square feet. The following breakdown provides an 'at-a-glance' comparison of how the proposed lot sizes fit into the City's single-family zoning designations. Based on these minimum requirements, the lot mixture includes:

Zone	Minimum Lot Size	# Lots
R-1-20	20,000	1
R-1-14	14,000	7
R-1-10	10,000	24
R-1-8	8,000	4
R-1-6	6,000	9
Total		45

2. SURROUNDING LAND USE AND ZONING

Please refer to [staff report](#) from the January 8, 2026 Planning Commission meeting.

3. 2022 GENERAL PLAN

Please refer to [staff report](#) from the January 8, 2026 Planning Commission meeting.

4. PROJECT SPECIFICS & DEVELOPMENT AGREEMENT

As a rezone application is a legislative action, the City Council may enter into a development agreement to establish specific project standards and allow for variations from adopted zoning regulations. The applicant has proposed several variations and conditions to be formalized within the development agreement, should the City Council approve the project. Further details regarding the project and the proposed agreement are categorized and discussed later in this report.

A. HOUSING TYPES & NUMBER OF DWELLINGS

Symphony Homes is requesting 45 single-family lots across approximately 14.7 acres. The proposal includes lot sizes ranging from 6,300 to 20,060 square feet. Within the R-1-10 zone, the development agreement stipulates that lots must be at least 10,000 square feet. For the R-1-6 PRUD overlay, the agreement requires a minimum lot size of 6,000 square feet.

B. SINGLE ACCESS LIMITATION

The development agreement stipulates that no more than 30 homes would be allowed until secondary access could be constructed. This restriction is based off fire code.

C. FRONTAGE WIDTHS

The development agreement would allow for variations in lot width within the R-1-6 PRUD Overlay area. Specifically, it stipulates an average lot width of 60 feet, while permitting individual frontages to be as narrow as 50 feet, provided the overall average is maintained. Since the standard R-1-6 zone requires a 55-foot frontage, this provision would grant a 5-foot reduction from the established minimum for certain lots.

D. SETBACKS

The project proposal asks for variations on setbacks to the following standards. Proposed setbacks for the R-1-10 area are:

- 20 feet for the front yard (as opposed to 25 feet).
- A total of 14 feet of side setback, with one side at a minimum of six feet and the other side setback at a minimum of eight feet (as opposed to eight feet on both sides for a total of 16 feet).
- 25 feet for the rear yard setback with covered patios being exempted from this setback and only having a 10 foot setback. The rear setback for R-1-6 is 25 feet and doesn't have any current exceptions for a covered patio.

Setbacks for the R-1-6 PRUD Overlay are:

- 20 feet for the front yard (as opposed to 25 feet).
- Five feet per side for a total of ten feet. This is not a variation to current regulations.
- 25 feet for the rear yard setback with covered patios being exempted from this setback and only having a 10 foot setback. The rear setback for R-1-6 is 25 feet and doesn't have any current exceptions for a covered patio.

E. INTERSECTION AND ROAD DESIGN

The development agreement stipulates that all intersections would be designed in accordance with American Association of State Highway and Transportation Officials standards. This is the city's standard practice when reviewing civil drawings during the subdivision phase.

Sunset Drive Intersection: The Fire Chief, Public Works Director, City Engineer and Community Development Director and the applicant are advocating for an ingress/egress point on Sunset Drive.



550 West/Seabiscuit Drive: For approximately two decades, [Kaysville City Code 8-3 Major Street Plan](#) has identified the alignment of 550 West/Seabiscuit Drive as a “significant local street” with a 66 foot ROW intended to connect at Mare Drive into Angel Street. After discussions with the City Council, they recognize the necessity of the road connection. The Council has committed to acquiring the necessary ROW from Central Davis Sewer District, ideally through friendly acquisition. Should those efforts prove unsuccessful, the Council is open to using the power of eminent domain to condemn on the property needed for the road connection.

5. UPDATED TRAFFIC IMPACT STUDY

The developer submitted an updated traffic impact analysis which includes details on traffic flows with the Angel Street connector road being completed. The City Engineer and the Public Works Director, who is also a licensed professional engineer, have reviewed this and have not found anything concerning.

6. PUBLIC COMMENT

On December 22, 2025, a total of 62 public notices were mailed to property owners within 500’ of the subject property. The public hearing notice was posted to the City’s website, social media account and the state’s website on that same day. A sign was placed on the property on Wednesday, December 31, 2025.

The Planning Commission received over a dozen emails through their comment portal. A public hearing was held during the January 8, 2026, Planning Commission meeting, with about 18 residents making comments. Those comments can be heard through [this link](#) or read in the meeting minutes from that meeting, which are attached to the staff report.

7. RECOMMENDATION

For legislative items, such as a rezone, the Planning Commission serves as a recommending body to the City Council, who is the land use authority on this application. The Planning Commission is free to make any recommendation to the City Council that they feel is appropriate, including:

- A recommendation of approval the rezone request;
- A recommendation of denial of the rezone request; or
- Requesting the applicant make modifications to the project.

Staff’s assessment of the application in comparison to the 2022 General Plan is that adequate support exists for the application to comply with the General Plan as outlined in items A-E.

Findings supporting a recommendation of approval include:

- A.** The application aligns with one of the five Guiding Principles of the 2022 General Plan: “Provide diverse housing options.”
- B.** The Future Land Use Map supports the detached single-family project as proposed.
- C.** Chapters 1, 2, and 3 of the 2022 General Plan contain multiple goals, policy objectives, and implementation measures that support approval of the rezone request.
- D.** There is adequate culinary water to serve the proposed project.

- E. The development agreement, to be recorded against the properties, ensures the project will be completed as approved.

Staff recommends the Planning Commission forward a recommendation of approval to the City Council for the zone change application, along with the proposed development agreement.

PLANNING COMMISSION STAFF REPORT

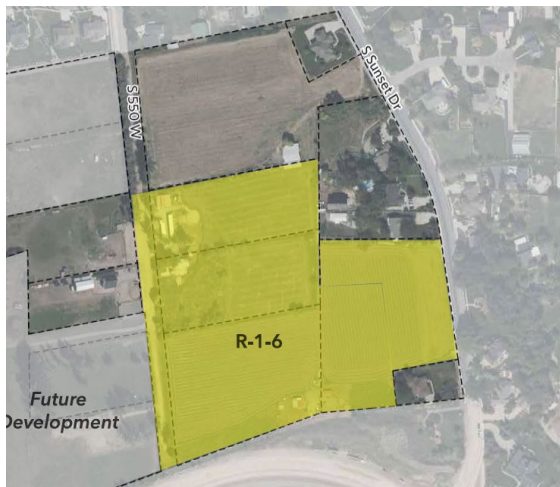
To: Kaysville City Planning Commission
From: Melinda Greenwood, Community Development Director
Date: January 2, 2026

Agenda Item #6: Public Hearing and Rezone application from Symphony Homes requesting a zone change for approximately 1820 South Sunset Drive from [R-A Residential Agricultural District](#) and [A-1 Light Agricultural District](#) to [R-1-6 Single Family Residential District](#) with a [PRUD Overlay](#)

Meeting Date	January 8, 2026
Application Type	Rezone
Applicant Owner	Symphony Homes
Address Parcel ID Number(s)	~1820 South Sunset Drive 08-694-0005; 08-027-0009; 08-027-0008
Lot Size	~14.7 acres
Current Use	Undeveloped and Agricultural
Current Zoning	R-A Residential Agricultural District A-1 Light Agricultural District
Density Entitlement	~ 21 dwellings
Requested Zoning	R-1-6
Density Request	46 dwellings

1. BACKGROUND

This new rezone application from Symphony Homes concerns their property on the east side of the future 550 West road connection, and they are requesting a rezone to R-1-6 with a PRUD overlay to accommodate some private roads. Note that Symphony Homes withdrew their previous application, which was before the Planning Commission on August 28, 2025.



There are three parcels included in the application, all of which are owned by Symphony Homes and combine to total approximately 14.7 acres. The subject properties are located in the southwest corner of the City, west of Sunset Drive and just North of the roundabout at the intersection of Angel Street and Sunset Drive. The properties are currently zoned for

agricultural and single-family uses, with approximately 7.4 acres zoned A-1 Light Agriculture and the remaining acreage (about 7.3 acres) is zoned R-A Agricultural Residential. As currently zoned, the acreage could accommodate as many as 21 single-family dwellings.

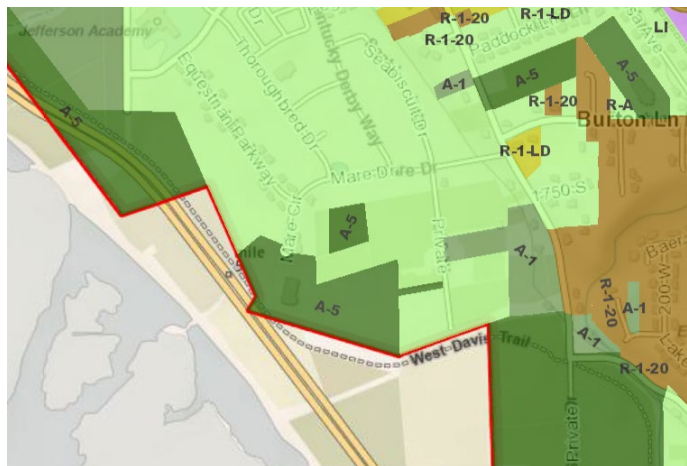
The proposed rezone to R-1-6 requests a total of 46 single-family lots, resulting in an overall density of approximately 3.2 units per acre. If approved, the development would be subject to a development agreement specifying standards and other project requirements. While the R-1-6 zone stipulates a minimum lot size of 6,000 square feet, the developer is proposing many larger lots, ranging from 6,300 square feet to 22,455 square feet. For an "at-a-glance" comparison, staff has provided a breakdown of the proposed lot sizes and how they would fit into the City's single-family zoning designations based on minimum lot size requirements. Using these calculations, the lot mixture includes:

- R-1-20 – 2 lots
- R-1-14 – 4 lots
- R-1-10 – 23 lots
- R-1-8 – 6 lots
- R-1-6 – 10 lots

2. SURROUNDING LAND USE AND ZONING

Existing uses in the area and neighborhood include the following zoning and established uses.

- **Adjacent** – The subject properties are bordered by Sunset Drive, the future 550 West road, a handful of single-family homes, agricultural land, and land owned by the Central Davis Sewer District.
- **North** – Properties to the north are zoned R-A Residential-Agricultural, which requires a minimum lot size of 21,780 square feet. The existing Sunset Equestrian Estates community is also north of the subject properties.
- **South** – Properties to the south are zoned A-5 Heavy Agriculture and are owned by the Central Davis Sewer District. The future Angel Street extension is south of the subject properties as is the Kaysville City border.
- **East** – Properties to the east are zoned R-A and A-1, both single-family agricultural zones. Farther east are areas zoned R-1-20 (single-family, minimum 20,000-square-foot lots) and R-1-LD (single-family, averaging half-acre lots).
- **West** – Properties to the west are zoned either A-5 Heavy Agriculture and R-A Agricultural Residential. Also to the west is the Sunset Equestrian Center, Bridled Up Hope, some UDOT-owned parcels along the West Davis Corridor, as well as wetlands outside city limits at Kaysville's western boundary.



3. 2022 GENERAL PLAN

Staff has provided the following analysis of the pending Symphony Homes application in relation to the 2022 General Plan to assist the Planning Commission in determining if the project aligns with the principles, goals, and objectives of the General Plan.

A. GUIDING PRINCIPLES

The 2022 General Plan begins by establishing five guiding principles. The guiding principles are broad categorical policy statements which were derived from the public involvement process during the creation of the General Plan. Staff suggests the guiding principle below relates to Symphony Home's application.

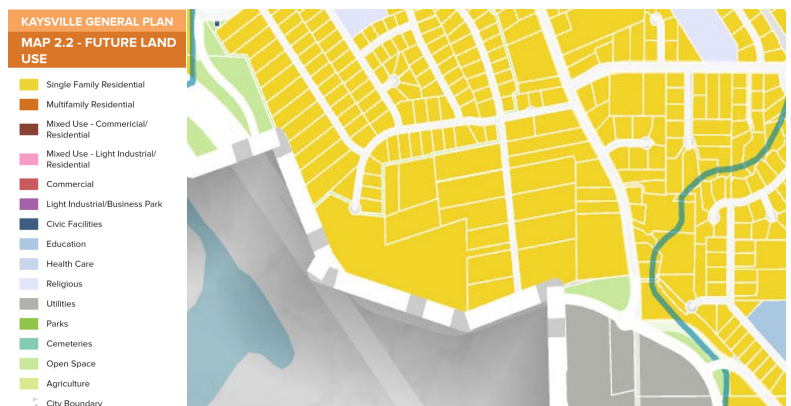
Provide diverse housing options - *We will work to preserve our existing neighborhoods while accommodating a full range of housing opportunities to meet the economic, lifestyle and life-cycle needs of our residents.*

The proposed R-1-6 zoning, combined with the proposed mixture of both large and small single-family lots will assist in providing additional housing options in this quadrant of the City. While some of the proposed lot sizes are smaller than many existing half-acre lots, the continuation of the established single-family development pattern fits the character of the area, while simultaneously providing alternatives to large single family lots which are prevalent in the area.

The rezone application is supported by this guiding principle.

B. FUTURE LAND USE MAP

Chapter 1, the Land Use & Placemaking Plan contains the *Future Land Use Map 2.2* which identifies ideal future development patterns based on land use types. As shown in yellow, the 2022 General Plan Future Land Use Map designates the subject properties for single-family use. The General Plan does not delineate lot sizes or suggest appropriate density when referencing the "Single Family Residential" character area. The proposed Horizon East project and zone change proposes 46 single-family detached dwellings and fits within the single-family.



The Future Land Use Map supports the proposed zone change.

C. GOALS, OBJECTIVES AND IMPLEMENTATION MEASURES

Each chapter of the 2022 General Plan has a section of goals, objectives and implementation measures which help determine if a proposed rezone application meets ideals established by the community's vision. The 2022 General Plan has a section of goals, objectives and

implementation measures at the end of each chapter and after a staff evaluation of the General Plan, the following excerpts contain support for the rezone application.

- i. **Chapter 1 Land Use & Placemaking Plan** notes that “Quality places are about quality of life - they include a mix of uses and housing, embody good design, contain effective public spaces and green spaces, and multiple options for transportation.”

Goal 1: Preserve and protect Kaysville’s “small town” atmosphere by limiting change in functioning neighborhoods and districts. *Objective 1.1* continues to state the city should: *Preserve single-family neighborhoods by restricting development to models that fit the existing character of the neighborhood.*

The area of the city where the proposed rezone is requested is currently developed as single-family neighborhoods. If the rezone is approved, the continuation of single-family uses should not be a detriment to the existing single-family atmosphere.

GOAL 6: PRESERVE THE ESTABLISHED CHARACTER OF KAYSVILLE

Chapter 1 continues to lay out **Goal 6: Preserve the established Character of Kaysville** and *Objective 6.1 Continue the established focus on single-family residential uses.* The rezone application is congruent with these statements.

Objective 6.1: Continue the established focus on single-family residential uses.

Lastly, Chapter 1 offers ***Goal 8: Provide a range of housing options and price points that help ensure Kaysville is an affordable place to live.***

Kaysville is limited in its existing housing options and affordability, especially on the west side of the city. Horizon’s proposed mix of some smaller lots would slightly diversify housing options and price points, especially in this area of the city.

Chapter 1 contains goals and objectives which support the Symphony Homes rezone application to R-1-6.

- ii. **Chapter 2 Transportation & Connectivity** speaks about community access, and suggests the city connect new developments to existing streets networks. Connectivity allows a sense of community to easily be created. When people can conveniently be linked through streets, sidewalks, and trails, it encourages a connected neighborhood and interactions. It further creates a sense of safety as it is easier for emergency responders to reach homes when needed.

Chapter 2 of the 2022 General Plan.

Goal 2: Preserve and enhance community access and *Objective 2.3 Create a connected network* asks the City to “Seek to create a highly connected street and pathway

network for new and existing development. This includes connected streets, a dense network, and accessibility to community destinations.”

The proposed rezone application would appropriately create a connection from Sunset Drive into the new subdivision.

The second chapter’s goals continue to state: **“Goal 3: Preserve neighborhood character”** and **“Objective 3.3: Integrate new development. Balance the preservation of neighborhoods with the integration of new development. Connect new development to the existing network in ways that respect neighborhoods.”**

Currently, this area of the City has limited connectivity and is not accessible through dedicated public rights-of-way. If the Horizon project is approved, connectivity will improve as gaps between existing and planned streets are completed.

Chapter 2 contains goals and objectives that offer support for the proposed rezone.

- iii. **Chapter 3 Housing & Neighborhoods** states that “Development activity within the city, especially west of I-15 where the majority of vacant developable land is located, is expected to continue expanding the low and medium density neighborhoods within the city.” With an overall proposed density of 3.2 units per acre, the Horizon development – comprising of both large and small lots – would be classified as low-density single-family. For comparison, the City’s R-1-6 zone allows approximately a maximum of 7.2 units per acre; therefore, the Symphony Homes proposal is significantly lower in density than what is permitted by the zoning code.

The Utah State Legislature has required municipalities focus on moderate income housing (MIH) as well as provide an annual report on the City’s efforts towards MIH. In November of 2022, the City amended the 2022 General Plan to include the state required MIH elements.

GOAL 1: PROVIDE A FULL RANGE OF HOUSING OPPORTUNITIES TO MEET THE ECONOMIC, LIFESTYLE AND LIFECYCLE NEEDS AND EXPECTATIONS FOR RESIDENTS

Objective 1.3: (A) Rezone for densities necessary to facilitate the production of moderate income housing.

As a continuation of the guiding principle and similar goals in Chapter 1, Chapter 3 outlines: **Goal 1: Provide a full range of housing opportunities to meet economic, lifestyle, and lifecycle needs and expectations for residents.** Falling underneath Goal 1 and creating support for the rezone application, *Objective 1.3* states the City will: **“Rezone for densities necessary to facilitate the production of moderate income housing.”** **The implementation measures for this objective requires a positive staff recommendation for rezone applications which are harmonious with the future land use map and other areas of the General Plan, as is the case with this application.**

Rezoning this property to R-1-6 will allow for much needed housing, specifically on smaller single-family lots. It is an easy argument that smaller lot sizes will yield lower priced housing. However, there is no guarantee that even if approved, any of the housing produced on the smaller lots would actually fall into the state's definitions of MIH.

Chapter 3 contains an additional goal and objective in support of Symphony's rezone application.

iv. **Chapter 6: Kaysville Water Use & Preservation**

The Utah State Legislature recently passed legislation that required cities to adopt provisions into their general plans that address water conservation and water availability. Pursuant to that requirement, on December 18, 2025, the City Council amended the 2022 General Plan by adopting Chapter 6: Kaysville Water Use & Preservation, which goes into effect on Friday, January 2, 2026. Based on this new chapter, staff has provided the following assessment of culinary water usage in relation to level of service (LOS) and equivalent residential connections (ERC) and availability of water for the rezone application. When analyzing the City's water capacity, the contracts held with Weber Basin Water Conservancy District (WBWCD) for water are listed in acre feet, so this section will convert ERCs from gallons to acre-feet (AF).

Goal 1 of Chapter 6 states the City will **"Align future land use with sustainable water demand"** and:

- *"Use ERC-based water demand estimates for major plan amendments and rezonings, especially for large greenfield and higher-intensity infill projects."*
- *"Incorporate water demand and LOS checks into staff reports for significant development proposals (e.g., annexations, large subdivisions)."*

The remainder of this section details the water availability analysis and fulfills the goals and objectives outlined above. Data from the Public Works Department indicates that one equivalent residential connection (ERC)—representing a single-family home—uses an average of 7,100 gallons of culinary water per month. The Symphony project proposes 46 single-family dwellings, which would result in an estimated annual usage of 3,919,200 gallons of water. Since one acre-foot (AF) of water equates to 325,851 gallons, 46 ERCs equate to approximately 12.02 AF per year. The City contracts for culinary water with WBWCD via a primary contract for 2,786 AF and a secondary contract for an additional 286 AF. A final contract allows Kaysville to exchange water rights, providing another 400 AF of capacity. In total, the City has 3,186 AF of water contracted with WBWCD. A five-year history of total consumption shows that the highest usage occurred in 2020 (2,783.33 AF) and the lowest in 2023 (2,145.13 AF). The average annual consumption over this five-year period is 2,436.15 AF.

Table 2 below summarizes the last five years of deliveries from WBWCD, broken out by month.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual in Acre Feet
2024	177	182.02	204.88	159.89	202.63	215.27	286.43	199.4	291.83	208.04	181.06	177.26	2,485.71
2023	149.43	134.98	146.78	144.93	210.39	186.49	225.96	212.69	177.65	195.04	167.51	193.28	2,145.13
2022	188.03	183.6	203.05	183.53	222.89	197.5	193.17	219.34	179.1	226.84	172.97	151.15	2,321.17
2021	205.32	178.45	210.44	212.96	206.78	251.14	219.2	202.51	209.57	187.7	187.64	173.72	2,445.43
2020	206.54	193.59	190.67	202.21	243.24	259.08	279.81	294.84	246.32	242.16	230.94	193.93	2,783.33

Table 2 – Weber Basin Water Conservancy District Deliveries

With the current contractual annual water allocation at 3,186 acre feet, and this proposed development requiring an estimated 12.02 acre feet, the culinary water needs for this development will be met and do not exceed our contractual availability.

Culinary Water Availability (AF)	
Based on Annual Usage	
Contracted Water	3,186.00
5-Year Use Average	2,436.15
Horizon East Estimated Use	12.02
Remaining Capacity	737.83

The City has adequate culinary water capacity to support this rezone application.

After a comprehensive review of the 2022 General Plan, the proposed rezone for Symphony Homes is supported by the guiding principles, goals, objectives and implementation measures of the 2022 General Plan.

4. PROJECT SPECIFICS & DEVELOPMENT AGREEMENT

Because approving a rezone application is a legislative action taken by the City Council, laws allow for a development agreement to set zoning standards for a project and allow for variations of adopted zoning regulations. The applicant has proposed several variations and conditions which will be solidified by the development agreement should the City Council choose to approve the project. Details of the project and development agreement will be further discussed in the staff report based on categories.

A. HOUSING TYPES & NUMBER OF DWELLINGS

Symphony homes has requested 46 single-family lots over the approximate 14.7 acres of property. The proposal includes lot sizes ranging between 6,300 and 22,455 square feet. The development agreement requires that all lots be at least 6,000 square feet in size.

The development agreement also stipulates that no more than 30 homes would be allowed until a secondary access could be constructed. This restriction is based off fire code.

B. FRONTAGE WIDTHS

The Development agreement would allow for some variation on lot width. It requires that all lots average 60 feet, but allows frontages to go as low as 50 feet so long as that 60 foot average is maintained. As currently written, the R-1-6 zone requires a 55 foot frontage, so this allowance would grant a 5 foot reduction from the established minimum.

C. SETBACKS

The project proposal asks for variations on setbacks to the following standards. Proposed are:

- 20 feet for the front yard (as opposed to 25 feet).
- 5 feet for the side yard.
- 25 feet for the rear yard setback with covered patios being exempted from this setback and only having a 10 foot setback. The rear setback for R-1-6 is 25 feet and doesn't have any current exceptions.

D. BUILDING HEIGHT

The applicant is asking for an increase in allowed building height, which is limited to 30 feet. The request is for 35 feet in height, and no more than two stories. All main buildings would be a minimum of ten feet in height and accessory buildings would be at least six feet tall.

E. INTERSECTION DESIGN

The development agreement stipulates that all intersections would be designed to meet American Association of State Highway and Transportation Officials standards. This is the city's standard practice when reviewing civil drawings during the subdivision phase.

5. UTILITIES AND TRAFFIC

City staff and utility partners have reviewed the project for utility capacity (separate from the water availability analysis provided) and have not identified anything concerning. While most utilities are not yet in place to serve the entire area, as is typical, the developer would construct the necessary infrastructure to support the project.

The developer has also submitted a traffic impact analysis, which was reviewed by the City Engineer and the Public Works Director, who is also a licensed professional engineer. Their review raised no concerns.

6. PUBLIC COMMENT

On Monday, December 22, 2025, a total of 62 public notices were mailed to property owners within 500' of the subject property. The public hearing notice was posted to the City's website, social media account and the state's website on Monday, December 22, 2025. A sign was placed on the property on Wednesday, December 31, 2025.

As of the date of this staff report three comments have been received through the online portal, which automatically distributes those comments to all Planning Commissioners. Two of the three comments were in support of the project, with the other in opposition.

7. RECOMMENDATION

For legislative items, such as a rezone, the Planning Commission serves as a recommending body to the City Council, who is the land use authority on this application. The Planning Commission is free to make any recommendation to the City Council that they feel is appropriate, including:

- A recommendation of approval the rezone request;
- A recommendation of denial of the rezone request; or
- Requesting modifications to the project.

Staff's assessment of the application in comparison to the 2022 General Plan is that adequate support exists for the application to comply with the General Plan as outlined in items A-E.

Findings supporting a recommendation of approval include:

- A.** The application aligns with one of the five Guiding Principles of the 2022 General Plan: "Provide diverse housing options."
- B.** The Future Land Use Map supports the detached single-family project as proposed.
- C.** Chapters 1, 2, and 3 of the 2022 General Plan contain multiple goals, policy objectives, and implementation measures that support approval of the rezone request.
- D.** There is adequate culinary water to serve the proposed project.
- E.** The development agreement, to be recorded against the properties, ensures the project will be completed as approved.

Staff recommends the Planning Commission forward a recommendation of approval to the City Council for the zone change application, along with the proposed development agreement.

When Recorded return to:

Kaysville City
23 East Center Street
Kaysville, UT 84087

**DEVELOPMENT AGREEMENT
FOR HORIZON EAST**

THIS AGREEMENT is made and entered into this ____ day of _____, 2026 ("Effective Date") by and between Kaysville City, a municipal corporation organized and existing under the laws of the State of Utah (hereinafter the "City"), and Symphony Development Corporation, a Domestic Business Corporation and its successors and/or assigns, and Horizon 2024, LLC, a Utah limited liability company and its successors and/or assigns (hereinafter collectively referred to as the "Developer");

RECITALS

WHEREAS, Developer is desirous of developing a residential community (the "Community") on certain real property located between 550 West and Sunset Drive in the City of Kaysville, County of Davis, State of Utah and more particularly described on the Property Location Map attached hereto as Exhibit A (the "Property") and in the Area Description in Section 1.A of this Agreement; and

WHEREAS, the purpose of this Agreement is to define the development standards, conditions and improvements, schedule for development of the Community and other terms and conditions pursuant to which the Community proposed by Developer is to be developed within the City; and

WHEREAS the City granted a rezone of the properties to the R-1-10 and R-1-6 zoning districts with a PRUD overlay, and the project as further set forth in this Agreement and to generally authorize the development of the Community proposed by Developer in conformance with this Agreement, City Ordinances, and applicable Utah law; and

WHEREAS after a review and recommendation from the Planning Commission which included a public hearing, the Kaysville City Council granted the rezone and approves this Development Agreement as part of their legislative authority in accordance with Utah State Code 10-20-508;

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

AGREEMENT

1. GENERAL DESCRIPTION.

- A. **Area Description:** The Property upon which the Community will be constructed is located as shown on the Property Location Map, a copy of which is attached as Exhibit A hereto and incorporated by reference herein. The property is further described as approximately 14.68 acres of real property identified on the Davis County records as the following 3 parcel(s):
- 08-694-0005 (9.02 acres)
 - 08-027-0009 (2.86 acres)
 - 08-027-0008 (2.8 acres)
- B. **Project Description:** The project proposed by Developer is a residential community consisting of traditional fronting single-family homes and community amenity space, all substantially conforming to the concept site plan attached hereto as Exhibit B and incorporated by this reference (the "Site Plan").

2. DEVELOPMENT STANDARDS AND REGULATIONS

- A. **Total Unit Count:** The overall Community unit count shall not exceed ~~46~~45 residential units as depicted in the site plan unless additional acreage is added to the Property and is permitted through an amendment to the Development Agreement as approved by the City Council.
- B. **Adoption of Development Standards:** The City hereby adopts, as the development standards and guidelines for the Community and as generally depicted in Exhibit C (the "Development Standards"), the following in addition to all other applicable City Ordinances, standards and guidelines:
- (1) **Compliance with Approved Plans:** Developer shall develop the site in substantial compliance with the land uses, lot types, and building types depicted on the Site Plan and Development Standards, provided however that some roads, lot orientation and dimensions, or other things may slightly adjust following technical engineering review of the Preliminary and Final Plat. This includes:
- a. **Zoning:** City hereby adopts ~~R-1-10~~ and R-1-6 with a PRUD overlay as the zoning for the Property as depicted in the Development Standards attached as Exhibit C. This includes:
 - b. **R-1-~~6~~10 (with conditions):** Based on the size of the Project Area in section 1.A, Developer and City agree the Developer may construct up to ~~46~~29 detached traditional single-family units, subject to the following conditions:

- i. **Site Plan:** As depicted in the Development Standards, product type, size, and configuration shall substantially conform with the Site Plan, but subject to the technical engineering review of the Preliminary and Final Plat.
- ii. **Minimum Lot Size:** As depicted in the Development Standards, single family lots shall be a minimum of 610,000 square feet in size.
- iii. **Frontage Requirements:** ~~Developer may reduce the lot frontage below sixty (60') feet, but no less than fifty (50') feet, so long as the average of the total lot widths meets or exceeds sixty (60') feet throughout the entirety of the Property area.~~
- iv. **Setbacks:**
 - 1. **Front setbacks:** Setbacks for single family dwelling structures shall have a minimum of twenty feet (20') between the front property line and the front porch, garage, and living area.
 - 2. **Side setbacks:** Each side yard setback shall include a minimum of ~~five-six~~ feet (65'), and a minimum eight feet (8'), for a combined ~~ten-fourteen~~ feet (10'14') between buildings.
 - 3. **Rear Setbacks and Covered Patio Exception:** Rear yard setbacks shall be no less than twenty-five feet (25') between indoor living area of the primary structure and rear property line. However, covered patios attached to the home may protrude into the setback but no more than ten feet (10') off the rear property line.
 - 4. **Corner Setbacks:** Each side yard setback abutting a Public or Private Right of Way shall include fifteen (15') between Right of Way and buildings.

v. Building Height:

- 1. ~~**Maximum Height[REMOVED]:** No dwelling structures in the R-1-6 PRUD Zone shall be permitted to exceed thirty five feet (35') or two (2) stories in height as defined by the proposed final grade of the applicable Lot to the midpoint of the highest roofline.~~
- 2. ~~**Minimum Height:** No main building shall be less than ten (10') feet in height, and no accessory building shall be less than six (6') feet in height~~

c. R-1-6 (with conditions): Based on the size of the Project Area in section 1.A, Developer and City agree the Developer may construct up to 16 detached traditional single-family units, subject to the following conditions:

i. Site Plan: As depicted in the Development Standards, product type, size, and configuration shall substantially conform with the Site Plan, but subject to the technical engineering review of the Preliminary and Final Plat.

ii. Minimum Lot Size: As depicted in the Development Standards, single family lots shall be a minimum of 6,000 square feet in size.

iii. Frontage Requirements: Developer may reduce the lot frontage below sixty (60') feet, but no less than fifty (50') feet, so long as the average of the total lot widths meets or exceeds sixty (60') feet throughout the entirety of the Property area.

iv. Setbacks:

1. Front setbacks: Setbacks for single family dwelling structures shall have a minimum of twenty feet (20') between the front property line and the front porch, garage, and living area.

2. Side setbacks: Each side yard setback shall include a minimum of five feet (5'), for a combined ten feet (10') between buildings.

3. Rear Setbacks and Covered Patio Exception: Rear yard setbacks shall be no less than twenty-five feet (25') between indoor living area of the primary structure and rear property line. However, covered patios attached to the home may protrude into the setback but no more than ten feet (10') off the rear property line.

4. Corner Setbacks: Each side yard setback abutting a Public or Private Right of Way shall include fifteen (15') between Right of Way and buildings.

[REMOVED]:

e.d. Default Standards: Any standard not specifically or adequately addressed in this development agreement shall default to the standard in Kaysville City Code 17-12 Single Family Residential District.

(2) Fencing: Developer shall install a solid 6-foot tall fence in accordance with the Fencing Plan noted in the Development Standards as depicted in Exhibit C. Any new fencing shall be a solid or visual screening structure and shall meet all fence standards as defined by Kaysville City Ordinances.

(3) **Private vs. Public ROW:** Developer shall construct, and dedicate to the City, all Public Right of Way ("Public ROW") in accordance with the approved Site Plan and the construction drawings approved through the subdivision process. Any Right of Way not built to City specifications shall be owned and maintained by the Community's Homeowner Association, including any landscaped medians and entrance features for the Development. On-street parking shall not be permitted on any Private ROW outside of private driveways within a lot or designated parking stalls. Developer will be responsible for installing "NO PARKING" signage on Private ROWs and the CC&Rs shall include a provision for perpetual enforcement.

(4) **Approved Trees and Water-Wise Landscaping:** Developer agrees to follow Kaysville City Code 17-5 Water Efficient Landscape Standards. Developer further agrees that any trees planted in designated park strip or public Right of Way areas shall be from the list provided below.

- a. Amur Maple
- b. Chokecherry
- c. Eastern Redbud
- ~~d. Flowering Crabapple~~
- ~~e.d.~~ Gambel Oak
- ~~f. Kwanzan Flowering Cherry~~
- ~~g.e.~~ Lavalie Hawthorn
- ~~h.f.~~ Rocky Mountain Maple
- ~~i. Serviceberry~~
- ~~j.g.~~ Tatarian Maple
- ~~k.h.~~ Wireless Zelkova

C. **Phasing & Construction:** The Project will be developed in phases as detailed in the attached phasing plan. The sequence of phasing will be determined by the Developer. Unless set forth herein, no sequential phasing is implied by the Site Plan, however it is anticipated development will start along Sunset Drive with phasing working east to west, in order to ensure infrastructure connections during construction. The parties acknowledge that the most efficient and economic phasing will depend on numerous factors, such as market conditions and demand, infrastructure planning, competition, the public interest, and other similar factors. The Parties agree to cooperate in good faith with respect to continued master planning and implementation of such phasing consistent with the public interest. Each phase shall require submission of a preliminary and final subdivision plat and approval for that phase, consistent with the Site Plan and this DA.

D. **Single Access Limited to 30 Dwellings:** The Developer acknowledges that the Project shall be limited to thirty (30) residential Lots, and Certificates of Occupancy, until a secondary access is approved and constructed per drawings approved by the City Engineer.

- E. **Findings of Compatibility:** In adopting this Agreement, the City hereby expressly finds that the development of the Community, in conformance with this Agreement, promotes the creation of a desirable residential Community in an appropriate location. The City further finds that the development of the Community, in conformance with the this Agreement, will not violate the general purpose, goals and objectives of the City Ordinances and any plans adopted by the Planning Commission and City Council.

Subject to the Developer's performance and compliance with the terms of this Agreement and City Ordinances in effect on the date of this Agreement, Developer's rights to develop the Community in accordance with the approved site plan is vested.

3. PROJECT IMPROVEMENTS

Developer shall construct and install all improvements, including utilities and roadways, required for the Community and as detailed herein, at Developer's sole cost and expense, in compliance with approvals, and all applicable ordinances, regulations, standards and status of the City, the secondary water provider, Central Davis Sewer District, other relevant providers, and the State of Utah. If City requires developer to oversize any project improvement, or construct any system infrastructure improvement, City shall reimburse developer for such oversizing or system improvement construction in accordance with Utah Code 10-20-911 and the *Nollan/Dolan* line of exaction cases.

- A. **Intersection Design and Approvals:** All intersections in the Community shall be designed to meet standards recognized by American Association of State Highway and Transportation Officials (AASHTO) and shall be reviewed and approved by the City Engineer during the subdivision application approval process.
- B. **Intersection Visibility:** Intersections for the Project shall maintain adequate visibility and remain clear of trees, landscaping, fencing and other items which may negatively impact visibility. Developer agrees to maintain adequate AASHTO sight distance requirements at all intersections, as determined by the City Engineer.
- C. **950 North and Sunset Drive Intersection:** Developer's traffic study indicates that after the project is complete, the level of service (LOS) at the 950 North and Sunset intersection meet City standards (LOS D or above) and no mitigation items would be required. If modifications to the proposed project (e.g. increased density, traffic rerouting, etc.) lower the LOS to level E or worse, then the developer shall proportionately contribute to City mitigation efforts for the intersection to raise the LOS to a level D, and City shall be responsible for all other such costs. To further clarify, if no changes are made through Amendment to the Development Agreement and the mentioned intersection lowers to LOS Level E or worse, then Developer has no proportionality obligation.

4. VESTING.

In accordance with Utah vesting laws, all laws and ordinances adopted by City after the Effective Date ("City's Future Laws") shall not apply to the Project, except as follows:

- A. City's Future Laws that Developer agrees in writing apply to the Project;
- B. City's Future Laws that are both generally applicable to all properties in the City's jurisdiction and that are required in order to comply with state and federal laws and regulations affecting the Project;
- C. City's development standards, engineering requirements, approval, and supplemental specifications applicable to public works, and any City's Future Laws that are updates or amendments to existing building, plumbing, mechanical, electrical, dangerous buildings, drainage, or similar construction or safety related codes, such as the International Building Code, the APWA Specifications, AAHSTO Standards, the Manual of Uniform Traffic Control Devices or similar standards that are generated by a nationally or statewide recognized construction/safety organization, or by the state or federal governments and are otherwise required to meet legitimate concerns related to public health, safety or welfare;
- D. Lawful taxes, or modifications thereto, provided that nothing in this Agreement shall be construed as waiving or limiting in any way Developer's right to challenge taxes imposed by City, which right to challenge is hereby reserved;
- E. Changes to the amounts of utility rates, service fees or charges, or fees for the processing of Development Applications that are generally applicable to all development within City's jurisdiction and that are adopted pursuant to state and local law.

5. REPRESENTATIONS OF DEVELOPER

- A. **Authority:** Developer hereby represents that is has authority to proceed with the Community.
- B. **Ability:** Developer represents that it has the ability to timely proceed with the development and construction of the Community. Developer agrees to begin construction of the Community as soon as practicable and use commercially reasonable efforts through course of development.

6. ASSIGNMENT

Developer may assign this Agreement to any other third party provided that the City consents to such assignment, which consent shall not be unreasonably withheld, conditioned or delayed upon a showing to the satisfaction of the City Council that such third party has the financial ability to perform Developer's obligations hereunder *provided, however* that Developer may assign this Agreement to any other third party in which Developer, or any affiliate of Developer, holds an ownership interest without the consent of the City Council.

7. BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

8. ATTORNEY'S FEES

In the event of any dispute between the parties hereto arising out of or relating to this Agreement or the breach hereof, or the interpretation hereof, or brought to enforce the terms hereof, the prevailing party shall be entitled to recover from the losing party reasonable expenses, including, without limitation, reasonable attorneys' fees, and costs incurred herein, or in the enforcement or collection of judgment or award rendered therein.

9. SEVERABILITY

If any term or provision of this Agreement shall, to any extent, be determined by a court of competent jurisdiction to be void, voidable, or unenforceable, such void, voidable or unenforceable term or provision shall not affect the enforceability of any other term or provision of this Agreement.

10. CAPTIONS

The section and paragraph headings contained in this Agreement are for the purposes of reference only and shall not limit, expand or otherwise affect the construction of any provisions hereof.

11. GOVERNING LAW

This Agreement and all matters relating hereto, shall be governed by, construed and interpreted in accordance with the laws of the State of Utah without regard to the conflict or choice of law provisions thereof.

12. ENTIRE AGREEMENT

This Agreement, together with the exhibits attached hereto, constitutes the entire understanding and agreement by and among the parties hereto.

13. CONSTRUCTION

As used herein, all words in any gender shall be deemed to include the masculine, feminine, or neuter gender, all singular words shall include the plural, and all plural words shall include the singular, as the context may require.

14. AUTHORIZATION OF EXECUTION

A. **City:** The execution of this Agreement by the City has been authorized by the City Council of Kaysville City at a regularly scheduled meeting of that body, pursuant to the notice.

B. **Developer:** The execution of this Agreement has been duly authorized by the Developer.

(remainder of page intentionally left blank; signature page follows)

DRAFT

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

	<u>Symphony Development Corporation</u>
	By: _____
_____ TITLE	_____ TITLE
	<u>Horizon 2024, LLC</u>
	By: _____
_____ TITLE	_____ TITLE

DRAFT

ATTEST:

KAYSVILLE CITY

By:

Annemarie Plaizier
City Recorder

Tamara Tran
Mayor

On the ____ day of _____, 2026, personally appeared before me TAMARA TRAN, and ANNEMARIE PLAIZIER, who being by me duly sworn did say, each for herself that she, the said TAMARA TRAN, is the Mayor of Kaysville City, Davis County, State of Utah and that she, the said ANNEMARIE PLAIZIER, is the City Recorder of Kaysville City, and that the within and foregoing instrument was signed on behalf of the said Kaysville City by authority of the City Council of Kaysville City and said TAMARA TRAN and ANNEMARIE PLAIZIER, each duly acknowledged to me that the said Kaysville City executed the same and that the seal affixed is the seal of the said Kaysville City.

NOTARY PUBLIC

(SEAL)

STATE OF UTAH)
: ss.
COUNTY OF DAVIS)

On the ____ day of _____, 2026, personally appeared before me, _____, the signer of the foregoing Development Agreement for _____, who duly acknowledged to me that he executed the same for and on behalf of Horizon 2024, LLC, a Utah limited liability company.

NOTARY PUBLIC

(SEAL)

STATE OF UTAH)
: ss.

COUNTY OF DAVIS)

EXHIBIT A
PROPERTY LOCATION & LEGAL DESCRIPTION



Owner: Symphony Development Corporation; Horizon 2024, LLC

Total Acres: 14.68

08-694-0005 A PART OF THE SW 1/4 OF SEC 10-T3N-R1W, SLB&M (THE BASIS OF BEARING IS N 00°16'22" W ALG THE SEC LINE BETWEEN THE CENTER & N 1/4 COR OF SEC 9-T3N-R1W, SLB&M), BEING MORE PART'LY DESC AS FOLLOWS: BEG AT A PT LOC ON THE S'LY LOT LINE OF 4A, ALLEE'S ACRES AMD PLAT RECORDED AS E# 3554371 BK 8399 PG 86 ON 12/14/2023, SD PT ALSO BEING LOC S 89°27'07" W 1656.60 FT ALG THE SEC LINE & N 0°32'53" W 955.61 FT FR THE S 1/4 COR OF SEC 10-T3N-R1W, SLB&M; TH ALG SD LOT 4A THE FOLLOWING TWO (2) COURSES: (1) S 83°57'30" W 87.28 FT; TH (2) S 85°09'14" W 165.29 FT; TH S 70°36'00" W 507.93 FT TO THE E'LY R/W OF 550 WEST STR; TH ALG SD R/W N 06°35'14" W 413.20 FT; TH N 79°44'00" E 528.77 FT; TH N 00°54'39" W 199.90 FT TO THE S'LY LOT LINE OF LOT 3A OF AFOREMENTIONED ALLEE'S ACRES AMD PLAT (DEED READS ALLE'S ACRES AMD PLAT); TH ALG SD LOT LINE THE FOLLOWING THREE (3) COURSES: (1) N 89°05'21" E 217.82 FT; TH (2) S 01°26'28" E 5.00 FT; TH (3) N 89°05'21" E 188.00 FT TO THE W'LY R/W LINE (DEED READS E'LY

R/W LINE) OF SUNSET DR; TH ALG SD R/W S $09^{\circ}24'00''$ E 375.29 FT; TH S $80^{\circ}36'00''$ W 221.14 FT; TH S $06^{\circ}15'58''$ E 108.46 FT TO THE POB. (BEARINGS IN DESC ARE BASED ON THE DAVIS COUNTY COORDINATE SYSTEM, ROTATE BEARINGS CLOCKWISE $00^{\circ}20'36''$ FOR THE EQUIVALENT NAD83 BEARINGS.)

CONT. 9.02 ACRES

08-027-0009 BEG AT A PT N 606.59 FT & W 87.46 FT & N $70^{\circ}36'$ E 505.83 FT & N $6^{\circ}35'14''$ W 413.2 FT FR SW COR OF SEC 10-T3N-R1W, SLM; TH N $6^{\circ}35'14''$ W 229.68 FT; TH N $79^{\circ}44'$ E 552.02 FT, M/L, TO W LINE OF PPTY OF ALAN B BLOOD; TH S $0^{\circ}54'18''$ E 232.45 FT, ALG SD PPTY; TH S $79^{\circ}44'$ W 528.97 FT, M/L, TO BEG.

CONT. 2.86 ACRES

08-027-0008 BEG N 606.59 FT & W 87.46 FT & N $70^{\circ}36'$ E 505.83 FT & N $6^{\circ}35'14''$ W 642.88 FT FR SW COR SEC 10-T3N-R1W, SLM; TH N $6^{\circ}35'14''$ W 215.7 FT; TH N $79^{\circ}44'$ E 573.68 FT; TH S $0^{\circ}54'18''$ E 218.31 FT; TH S $79^{\circ}44'$ W 552.02 FT TO POB.

CONT. 2.80 ACRES

DRAFT

EXHIBIT B
SITE PLAN



EXHIBIT C
DEVELOPMENT STANDARDS

(see attached)

DRAFT



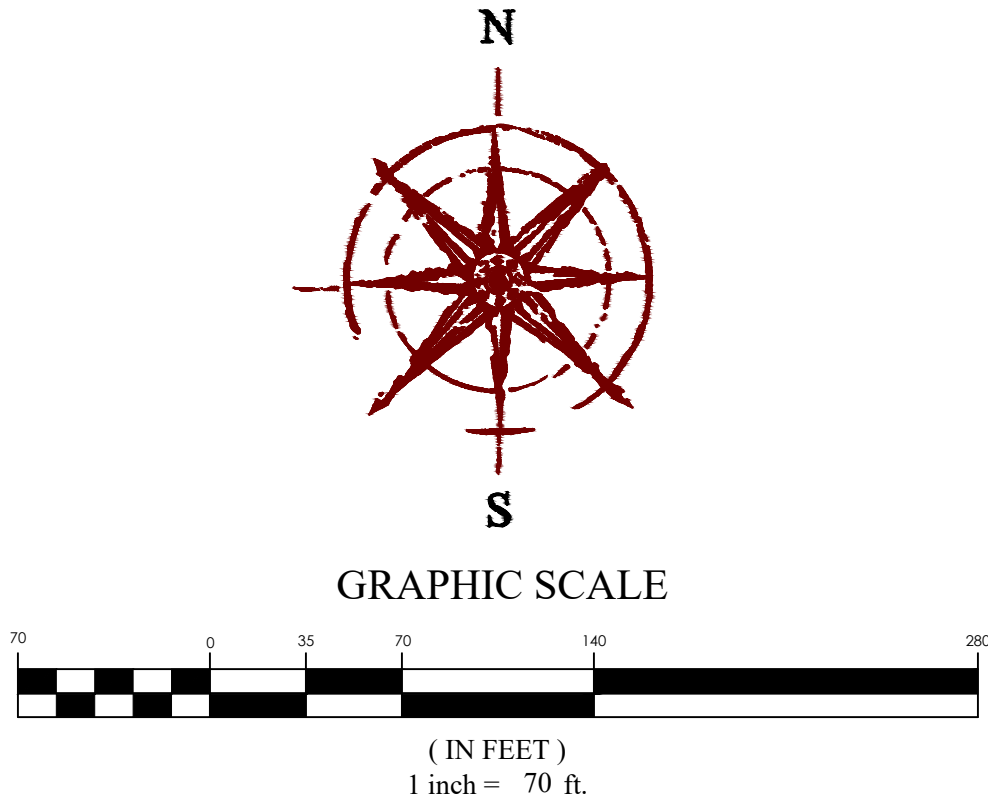
CONCEPT TABULATIONS	
TOTAL ACREAGE	± 16.2 ACRES
CURRENT ZONING	A-1, R-A
LOT/UNIT COUNT	
LEGACY LOTS	29
CONCERT LOTS	16
TOTAL DENSITY	2.7 UNITS/ACRE

CITY STANDARDS	
LOCAL STREET R.O.W. WIDTH	55' (66' WHEN DETERMINED GREATER USE BY CITY ENGINEER)
CUL-DE-SAC & KNUCKLE RADIUS	50'
MAX CUL-DE-SAC LENGTH	600' FROM CENTERLINE OF ADJOINING STREET

40 MPH DESIGN SPEED SIGHT TRIANGLES PER AASHTO GREENBOOK TABLES 9-7 AND 9-9

LEGEND

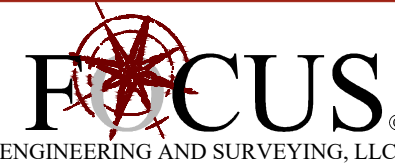
- R-1-10 ZONE
- R-1-6 ZONE



HORIZON EAST *concept plan*

KAYSVILLE, DAVIS COUNTY
2/19/2026
22-0098

Note: This plan is for illustrative purposes. Boundaries may be based on information obtained through public data and we can't confirm it's accuracy. It is recommended that a boundary survey be performed to determine actual boundary size and dimensions as well as other potential boundary conflicts.





HORIZON

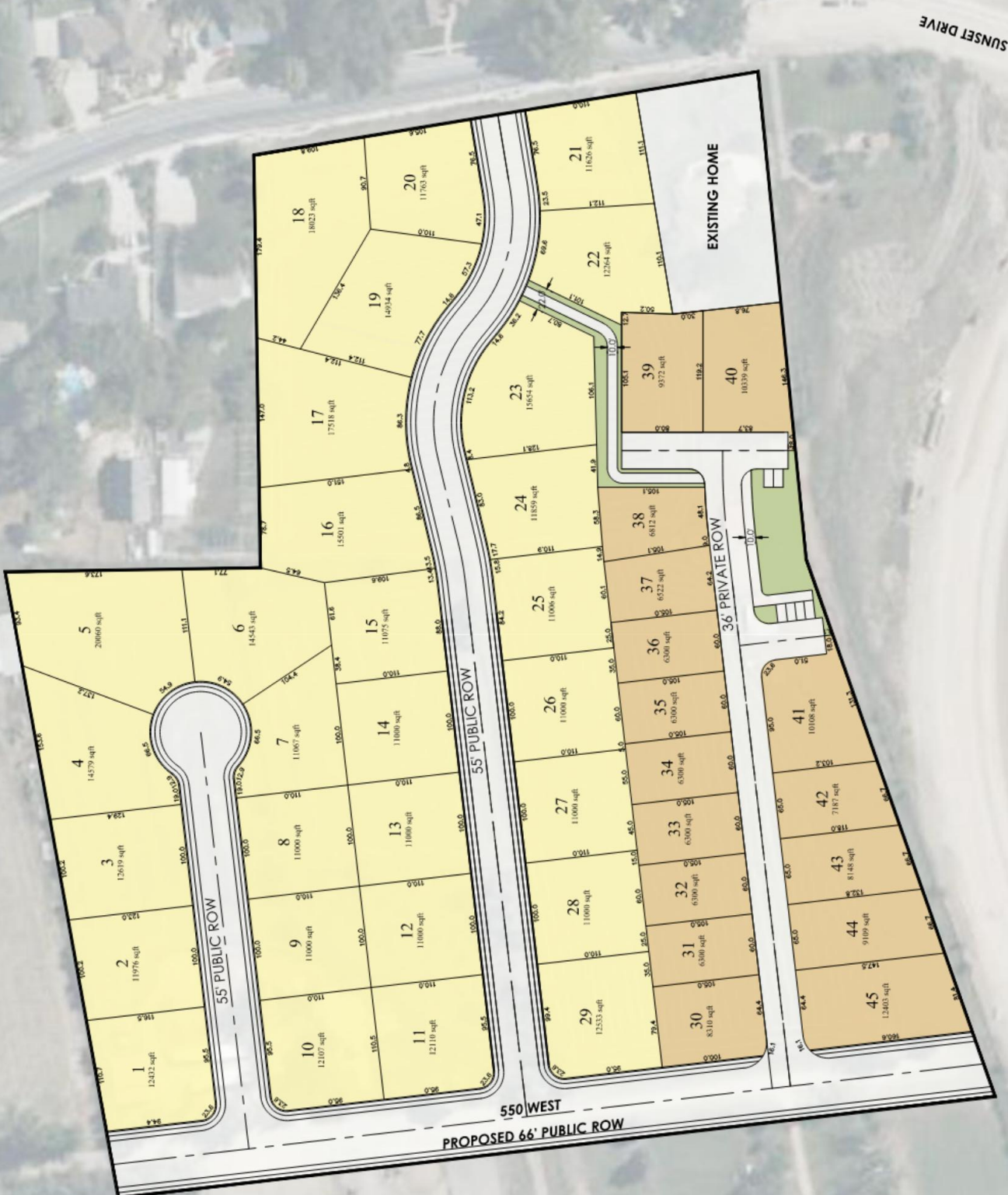
COMMUNITY PLAN

February 18, 2026





COMMUNITY PLAN
OVERALL BOUNDARY



OVERALL

Total Project	14.7 ac
R-1-6	4.0 ac
R-1-10	10.7 ac

RESIDENCES

R-1-6 Single Family	16
R-1-10 Single Family	29
RM Single Family	0
RM Townhomes	0
Total Residences	45



COMMUNITY PLAN
EAST

OVERALL

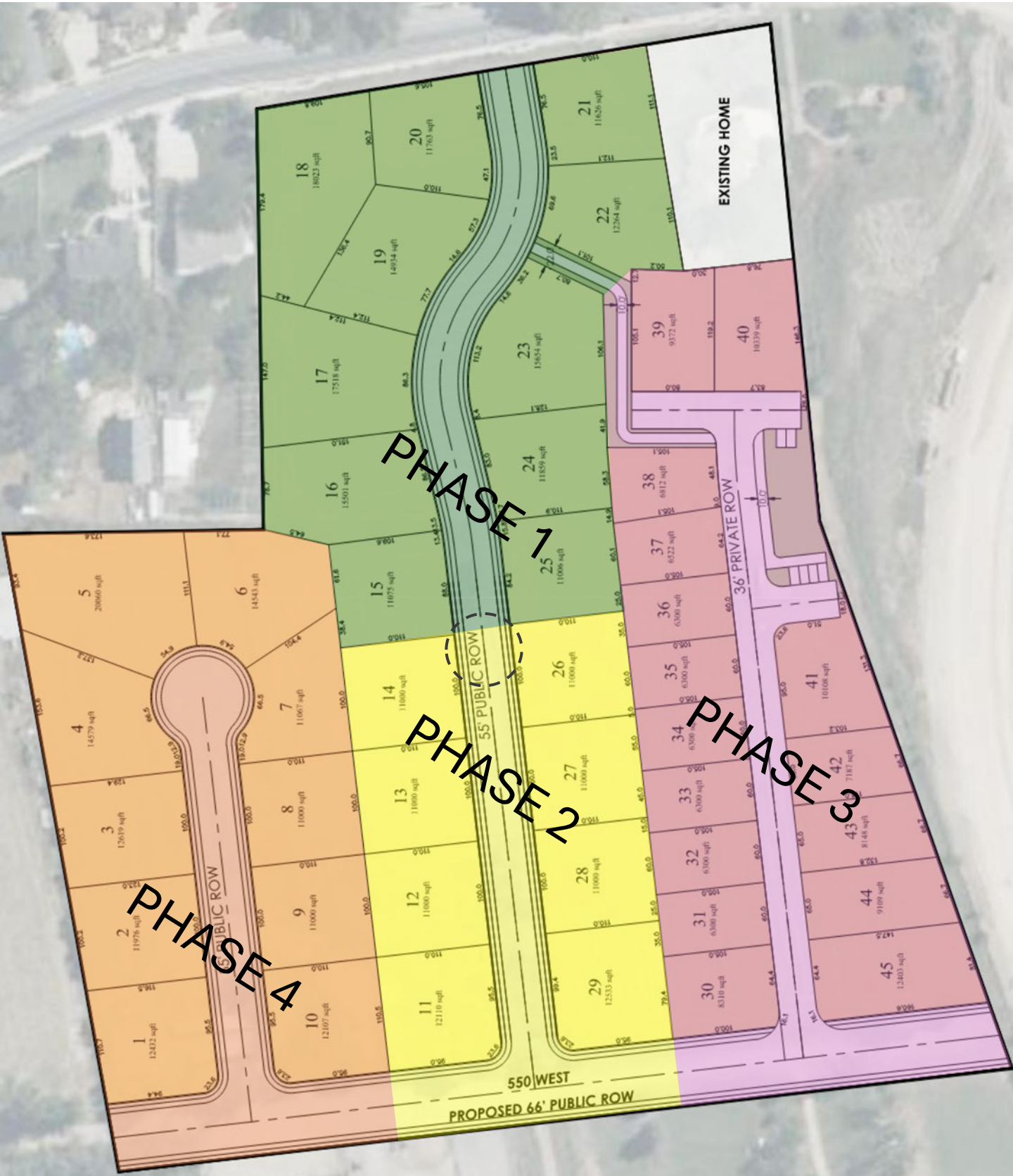
Total Project	14.7 ac
R-1-6	4.0 ac
R-1-10	10.7 ac

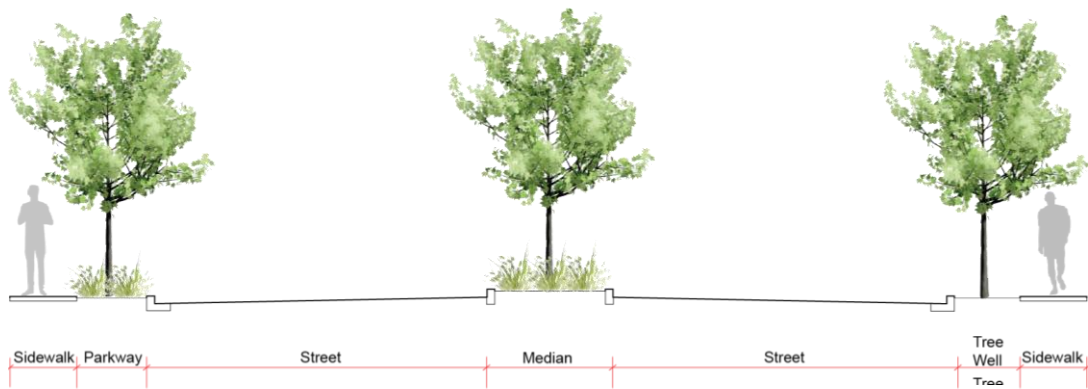
RESIDENCES

R-1-6 Single Family	16
R-1-10 Single Family	29
RM Single Family	0
RM Townhomes	0
Total Residences	45



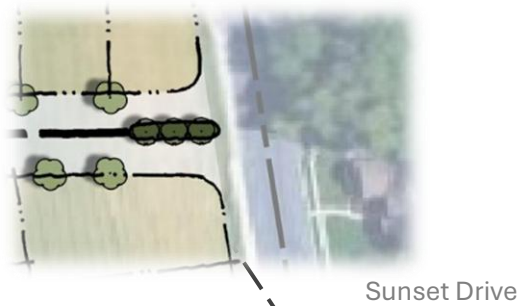
COMMUNITY PLAN
PHASING PLAN



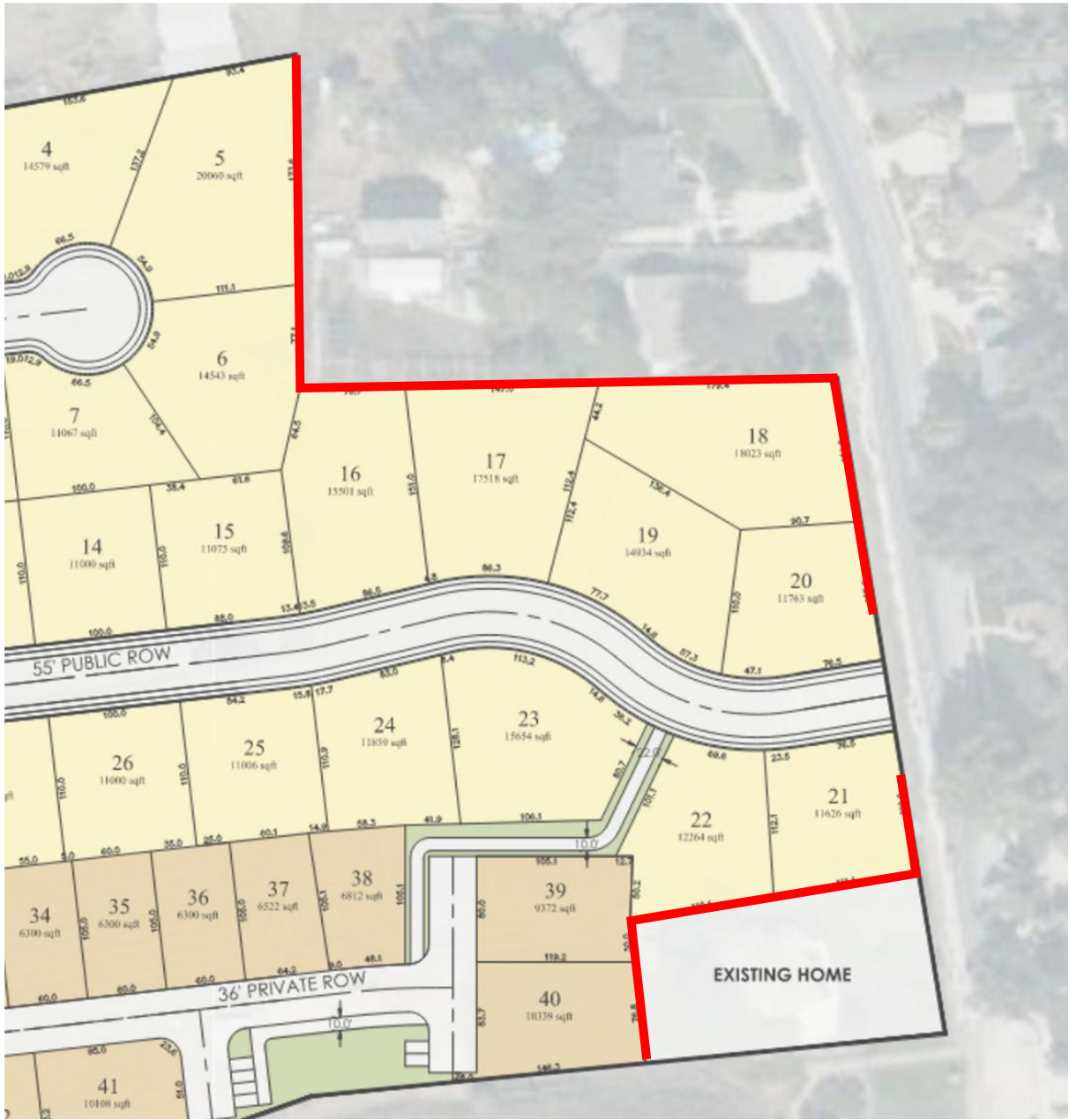


LANDSCAPED MEDIANS

- Sunset Drive Median (1) 35' x 10'
- Sunset Entrance Monument (1)



COMMUNITY PLAN
FENCING PLAN



6' Privacy Fence

Developer shall install Community Fencing within each applicable development phase, but in no event later than the first Certificate of Occupancy within the applicable phase. Type, material, and color of fencing will be at the discretion of the Developer and included with the landscape plans but must be a 6' tall privacy fence. No required fencing is assumed within the site triangles of intersections and will be designed to meet standards recognized by Kaysville City and the American Association of State Highway and Transportation Officials.



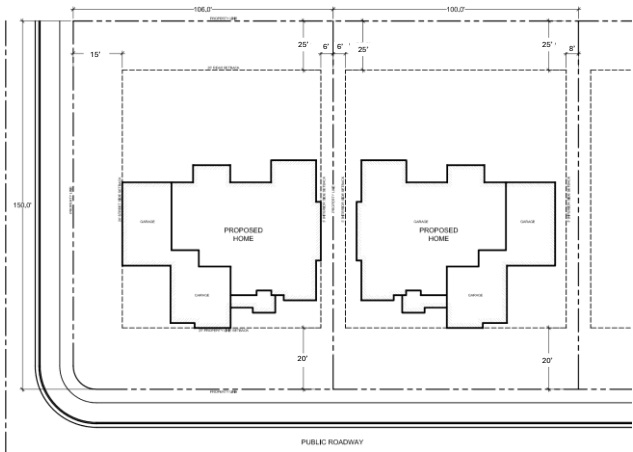
LOT TYPICAL

Minimum Lot Size	10,000 sq ft
Minimum Lot Frontage	80 ft
Average Lot Frontage	100+ ft
3-Car garage minimum	

R-1-10 SETBACKS

Front Setback	20 ft
Rear Setback*	25 ft
Interior Side Setback	8/6 ft
Street Side Setback	15 ft

**Provided that attached patios may extend into the rear setback area up to 10' from rear property line*



ARCHITECTURE & BUILDING TYPOLOGIES

R-1-6 ZONING (TRADITIONAL SINGLE FAMILY)



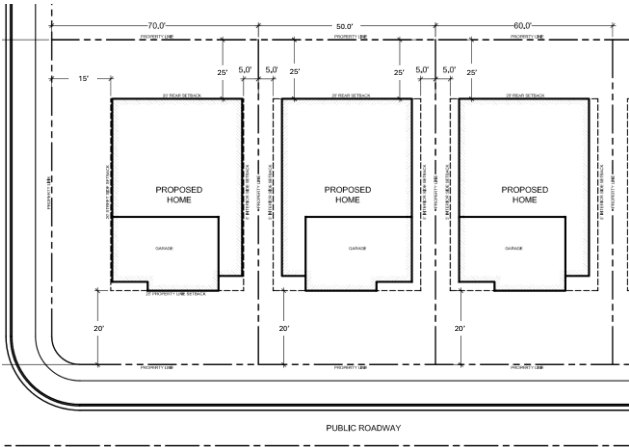
LOT TYPICAL

Minimum Lot Size	6,000 sq ft
Minimum Lot Frontage	50 ft
Average Lot Frontage	60+ ft
2-Car garage minimum	

R-1-6 SETBACKS

Front Setback	20 ft
Rear Setback*	25 ft
Interior Side Setback	5/5 ft
Street Side Setback	15 ft

**Provided that attached patios may extend into the rear setback area up to 10' from rear property line*





Symphony
Homes



Horizon

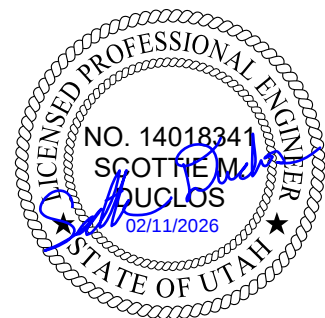
Traffic Impact Study



Kaysville, Utah

February 11, 2026

UT24-2901



EXECUTIVE SUMMARY

This study addresses the traffic impacts associated with the proposed Horizon development located in Kaysville, Utah. The development is located between Angel Street Extension and Mare Drive, west of Sunset Drive.

The purpose of this traffic impact study is to analyze traffic operations at key intersections for existing (2025) and future (2030) conditions with and without the proposed project and to recommend mitigation measures as needed. The morning and evening peak hour level of service (LOS) results are shown in Table ES-1. A site plan of the project is provided in Appendix A.

Table ES-1: Peak Hour Level of Service Results

Intersection		Level of Service							
		Existing (2025)				Future (2030)			
		Background		Plus Project		Background		Plus Project	
		AM	PM	AM	PM	AM	PM	AM	PM
1	Burton Lane / Sunset Drive	a	a	a	a	a	a	a	a
2	Angel Street / Sunset Drive	A	A	A	A	A	A	A	A
3	Shephard Lane / Sunset Drive	a	a	a	a	a	a	a	a
4	Sunset Drive / 950 North	b	b	b	c	b	c	c	d
5	East Access / Sunset Drive	-	-	a	a	-	-	a	a
6	550 West / Angel Street	-	-	a	a	-	-	a	a
1. Intersection LOS values represent the overall intersection average for roundabout, signalized, and all-way stop-controlled (AWSC) intersections (uppercase letter) and the worst movement for all other unsignalized intersections (lowercase letter)									
Source: Hales Engineering, February 2026									

SUMMARY OF KEY FINDINGS & RECOMMENDATIONS

Project Conditions		
- The development will consist of single-family detached and attached (townhome) residential units - The project is anticipated to generate approximately 2,614 weekday daily trips, including 186 trips in the morning peak hour, and 248 trips in the evening peak hour - The following project intersections were found to meet guidelines for deceleration (ingress) lanes: - East Project Access / Sunset Drive: Northbound left-turn - Southwest Project Access / Angel Street: Westbound right-turn - Since there are currently no turn lanes on the existing corridor for Sunset Drive or Angel Street, these deceleration lanes were not assumed in the analysis		
2025	Background	Plus Project
Assumptions	None	- Full build of project completed - No Angel Street connection west of Sunset Drive to existing Angel Street - Some cut-through traffic from existing development to the north
Findings	Acceptable LOS	Acceptable LOS
2030	Background	Plus Project
Assumptions	- Angel Street connected from Western Drive intersection to Sunset Drive roundabout - Added in anticipated traffic volumes from planned developments south of the Sunset Drive / 950 North intersection	The addition of the Shepard Lane Interchange at I-15 may alter traffic volumes on 950 North. The full impact of the interchange is uncertain.
Findings	Acceptable LOS	Acceptable LOS
Mitigations	None	The SB LT lane may need to be lengthened at Sunset Drive / 950 North. Traffic patterns should be analyzed when the Shepard Lane Interchange is complete.

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Appendix A: Project Site Plan
Appendix B: Turning Movement Counts
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Appendix E: Crash Data Reports

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I. INTRODUCTION

A. Purpose

This study addresses the traffic impacts associated with the proposed Horizon development located in Kaysville, Utah. The proposed project is located between Angel Street Extension and Mare Drive, west of Sunset Drive. Figure 1 shows a vicinity map of the proposed development.

The purpose of this traffic impact study is to analyze traffic operations at key intersections for existing (2025) and future (2030) conditions with and without the proposed project and to recommend mitigation measures as needed.



Figure 1: Vicinity map showing the project location in Kaysville, Utah

B. Scope

The study area was defined based on conversations with the development team. This study was scoped to evaluate the traffic operational performance impacts of the project on the following intersections:

- Angel Street / Western Drive
- Kentucky Derby Way / Western Drive
- Burton Lane / Sunset Drive
- Angel Street / Sunset Drive
- Shepard Lane / Sunset Drive
- Sunset Drive / 950 North
- East Project Access / Sunset Drive
- Southwest Project Access / Angel Street
- 550 West / Mare Drive

C. Analysis Methodology

Level of service (LOS) is a term that describes the operating performance of an intersection or roadway. LOS is measured quantitatively and reported on a scale from A to F, with A representing the best performance and F the worst. Table 1 provides a brief description of each LOS letter designation and an accompanying average delay per vehicle for both signalized and unsignalized intersections.

The *Highway Capacity Manual* (HCM), 7th Edition, 2022 methodology was used in this study to remain consistent with “state-of-the-practice” professional standards. This methodology has different quantitative evaluations for signalized and unsignalized intersections. For signalized, roundabout, and all-way stop-controlled (AWSC) intersections, the LOS is provided for the overall intersection (weighted average of all approach delays). For all other unsignalized intersections, LOS is reported based on the worst movement.

Using Synchro/SimTraffic software, which follow the HCM methodology, the peak hour LOS was computed for each study intersection. Multiple runs of SimTraffic were used to provide a statistical evaluation of the interaction between the intersections. The detailed LOS reports are provided in Appendix C. Hales Engineering also calculated the 95th percentile queue lengths for the study intersections using SimTraffic. The detailed queue length reports are provided in Appendix D.

Many of the figures in this report are printouts of the Synchro model. These figures are not meant to be a design exhibit for exact lane striping and design, due to the limitations of the Synchro software. Instead, the purpose of these figures is to show assumed peak hour turning movement volumes and the conceptual travel lane configuration of the study roadway network.

D. Level of Service Standards

For the purposes of this study, a minimum acceptable intersection performance for each of the study intersections was set at LOS D. If levels of service E or F conditions exist, an explanation and/or mitigation measures will be presented. A LOS D threshold is consistent with “state-of-the-practice” traffic engineering principles for urbanized areas.

Table 1: Level of Service Description

LOS		Description of Traffic Conditions	Average Delay (seconds/vehicle)	
			Signalized Intersections	Unsignalized Intersections
A		Free Flow / Insignificant Delay	≤ 10	≤ 10
B		Stable Operations / Minimum Delays	> 10 to 20	> 10 to 15
C		Stable Operations / Acceptable Delays	> 20 to 35	> 15 to 25
D		Approaching Unstable Flows / Tolerable Delays	> 35 to 55	> 25 to 35
E		Unstable Operations / Significant Delays	> 55 to 80	> 35 to 50
F		Forced Flows / Unpredictable Flows / Excessive Delays	> 80	> 50

Source: Hales Engineering Descriptions, based on the *Highway Capacity Manual* (HCM), 7th Edition, 2022 Methodology (Transportation Research Board)

II. EXISTING (2025) BACKGROUND CONDITIONS

A. Purpose

The purpose of the background analysis is to study the intersections and roadways during the peak travel periods of the day with background traffic and geometric conditions. Through this analysis, background traffic operational deficiencies can be identified, and potential mitigation measures recommended. This analysis provides a baseline condition that may be compared to the build conditions to identify the impacts of the development.

B. Roadway System

The primary roadways that will provide access to the project site are described below:

Sunset Drive – is a City-maintained roadway classified by the Kaysville General Plan (2022) as a Community Street (major collector). The roadway has one travel lane in each direction. The posted speed limit is 30 mph in the study area.

Angel Street – is a future City-maintained roadway classified by the Kaysville General Plan (2022) as a Community Street (major collector). The roadway has one travel lane in each direction. The posted speed limit will likely be 30 mph in the study area.

Mare Drive – is a City-maintained roadway classified by the Kaysville General Plan (2022) as a local road. The roadway has one travel lane in each direction. The posted speed limit is 25 mph in the study area.

C. Crash Data Summary

Hales Engineering obtained crash data within 250 feet of the study intersections. At least 7 years of crash data were collected between January 1, 2019, and February 9, 2026, and the data is summarized by crash severity in Table 2 and by crash type in Table 3. As shown, there were a total of 9 crashes within the study area. Many of the roadways and intersections have been newly constructed within the last year and may not have any reported crash data. The detailed crash data reports are provided in Appendix E. Due to the use of crash data, this report may be protected by 23 USC 407.

There have been an increase in recent crashes at the new roundabout at the Sunset Drive / Angel Street intersection. However, there were no identifiable trends in the crashes. Therefore, no mitigations are recommended based on the crash data.

Table 2: Crash Severity by Intersection

Intersection	Crash Severity					Total Crashes at Intersection
	Fatal	Suspected Serious Injury	Suspected Minor Injury	Possible Injury	Property Damage Only	
Burton Lane / Sunset Drive	0	0	0	2	0	2
Angel Street / Sunset Drive	0	0	1	0	4	5
Shepard Lane / Sunset Drive	0	0	0	0	1	1
Sunset Drive / 950 North	0	0	1	0	0	1
TOTAL	0	0	0	3	1	9

Source: UDOT Numetric AASHTOWare, February 2026

Table 3: Crash Type by Intersection

Intersection	Crash Type					Total Crashes at Intersection
	Front to Rear	Single Vehicle	Angle	Sideswipe	Other	
Burton Lane / Sunset Drive	2	0	0	0	0	2
Angel Street / Sunset Drive	0	5	0	0	0	5
Shepard Lane / Sunset Drive	1	0	0	0	0	1
Sunset Drive / 950 North	0	0	1	0	0	1
TOTAL	3	5	1	0	0	9

Source: UDOT Numetric AASHTOWare, February 2026

D. Traffic Volumes

Weekday morning (7:00 to 9:00 a.m.) and evening (4:00 to 6:00 p.m.) peak period traffic counts were performed at the following intersections:

- Angel Street / Western Drive
- Kentucky Derby Way / Western Drive
- Burton Lane / Sunset Drive
- Shepard Lane / Sunset Drive
- Sunset Drive / 950 North

The counts were performed on Thursday, November 19, 2024. The morning peak hour was determined to be between 7:00 and 9:00 a.m., and the evening peak hour was determined to be between 4:00 and 6:00 p.m. The evening peak hour volumes were approximately 15% higher than the morning peak hour volumes. Both the morning and evening peak hour volumes were used in the analysis. Detailed count data are included in Appendix B.

Hales Engineering made seasonal adjustments to the observed traffic volumes. Monthly traffic volume data were obtained from a nearby UDOT automatic traffic recorder (ATR) on SR-67 (ATR #625). In recent years, traffic volumes in November have been equal to approximately 96% of average traffic volumes. The observed traffic volumes were adjusted accordingly to determine average turning movement counts at the study intersections.

Figure 2 shows the existing morning and evening peak hour volumes as well as intersection geometry at the study intersections.

E. Level of Service Analysis

Hales Engineering determined that all study intersections are currently operating at acceptable levels of service during the morning and evening peak hours, as shown in Table 4. These results serve as a baseline condition for the impact analysis of the proposed development during existing (2025) conditions.

Table 4: Existing (2025) Background Peak Hour LOS

Intersection		LOS (Sec. Delay / Veh.) / Movement ¹	
Description	Control	Morning Peak	Evening Peak
Burton Lane / Sunset Drive	WB Stop	a (8.1) / WBL	a (8.0) / WBL
Angel Street / Sunset Drive	Roundabout	A (3.8)	A (3.2)
Shepard Lane / Sunset Drive	WB Stop	a (9.2) / WBL	a (6.8) / WBL
Sunset Drive / 950 North	SE Stop	b (12.5) / SEL	b (14.2) / SEL
¹ . Movement indicated for unsignalized intersections where delay and LOS represents worst movement. SBL = Southbound left movement, etc. ² . Uppercase LOS used for signalized, roundabout, and AWSC intersections. Lowercase LOS used for all other unsignalized intersections. Source: Hales Engineering, February 2026			

F. Queuing Analysis

Hales Engineering calculated the 95th percentile queue lengths for each of the study intersections. No significant queueing was observed during the morning and evening peak hours.

G. Mitigation Measures

No mitigation measures are recommended.





III. PROJECT CONDITIONS

A. Purpose

The project conditions discussion explains the type and intensity of development. This provides the basis for trip generation, distribution, and assignment of project trips to the surrounding study intersections defined in Chapter I.

B. Project Description

The proposed Horizon development is located between Angel Street Extension and Mare Drive, west of Sunset Drive. The development will consist of single-family detached and single-family attached (townhome) residential units. A concept plan for the proposed development is provided in Appendix A. The proposed land use for the development has been identified in Table 5.

Table 5: Project Land Uses

Land Use	Intensity
Single-family detached housing	200 Units
Single-family attached housing	99 Units

C. Trip Generation

Trip generation for the development was calculated using trip generation rates published in the Institute of Transportation Engineers (ITE), *Trip Generation*, 11th Edition, 2021. Trip generation for the proposed project is included in Table 6. The total trip generation for the development is as follows:

- Daily Trips: 2,614
- Morning Peak Hour Trips: 186
- Evening Peak Hour Trips: 248

The project land uses reflect the current plans for the development. Should the ratio of attached and detached residential units change, the intensity of the land uses can be converted to maintain the number of daily trips generated from the development. The number of daily trips generated from 100 single-family attached units is roughly equivalent to the daily trips generated from 68 single-family detached units.

Table 6: Trip Generation

Trip Generation Kaysville - Horizon TIS									
Land Use ¹	# of Units	Unit Type	Trip Generation			New Trips			
			Total	% In	% Out	In	Out	Total	
Weekday Daily									
Single-Family Detached Housing (210)	200	DU	1,910	50%	50%	955	955	1,910	
Single-Family Attached Housing (215)	99	DU	704	50%	50%	352	352	704	
TOTAL			2,614			1,307	1,307	2,614	
AM Peak Hour									
Single-Family Detached Housing (210)	200	DU	140	25%	75%	35	105	140	
Single-Family Attached Housing (215)	99	DU	46	25%	75%	12	34	46	
TOTAL			186			47	139	186	
PM Peak Hour									
Single-Family Detached Housing (210)	200	DU	192	63%	37%	121	71	192	
Single-Family Attached Housing (215)	99	DU	56	59%	41%	33	23	56	
TOTAL			248			154	94	248	
1. Land Use Code from the Institute of Transportation Engineers (ITE) <i>Trip Generation</i> , 11th Edition, 2021. SOURCE: Hales Engineering, February 2026									

D. Trip Distribution and Assignment

Trip distribution percentages for new trips were based on the type of trip and the proximity of project access points to major streets, high population densities, and regional trip attractions. Existing travel patterns observed during data collection were also used to establish these distribution percentages, especially near the site. A future Angel Street connection is planned before 2030, so a separate trip assignment was made for the future (2030) analysis. The assumed distribution of new trips during the morning and evening peak hour is shown in Table 7.

Table 7: New Trip Distribution

Direction	% To/From Project	
	2025	2030
North (Sunset Drive)	25%	15%
North (Angel Street)	0%	10%
West (950 North)	30%	30%
East (950 North)	15%	15%
East (Burton Lane)	15%	15%
East (Shepard Lane)	15%	15%

These trip distribution assumptions were used to assign the morning and evening peak hour trip generation at the study intersections to create trip assignment for the proposed development. Trip assignment for the development is shown in Figure 3.

E. Access

The proposed access for the site will be gained at the following locations:

Sunset Drive:

- The east project access will be located approximately 550 feet north of the Angel Street / Sunset Drive intersection. It will access the project on the west side of Sunset Drive. It is anticipated that the access will be stop-controlled. There are no anticipated sight distance issues at the proposed access location with the existing speed limits and alignment.

Angel Street:

- The southwest project access will be located approximately 2,000 feet west of the Angel Street / Sunset Drive intersection. It will access the project on the north side of Angel Street. It is anticipated that the access will be stop-controlled.

There is also a planned connection to the existing neighborhoods to the north via 550 West (Sea Biscuit Drive).

Angel Street may be connected from the Sunset Drive roundabout to the existing Angel Street northwest of the project but this connection was not assumed until the future (2030) analysis.

F. Auxiliary Lanes

Auxiliary lanes are deceleration (ingress) or acceleration (egress) turn lanes that provide for safe turning movements that have less impact on through traffic. These lanes are sometimes needed at accesses or roadway intersections if right- or left-turn volumes are high enough.

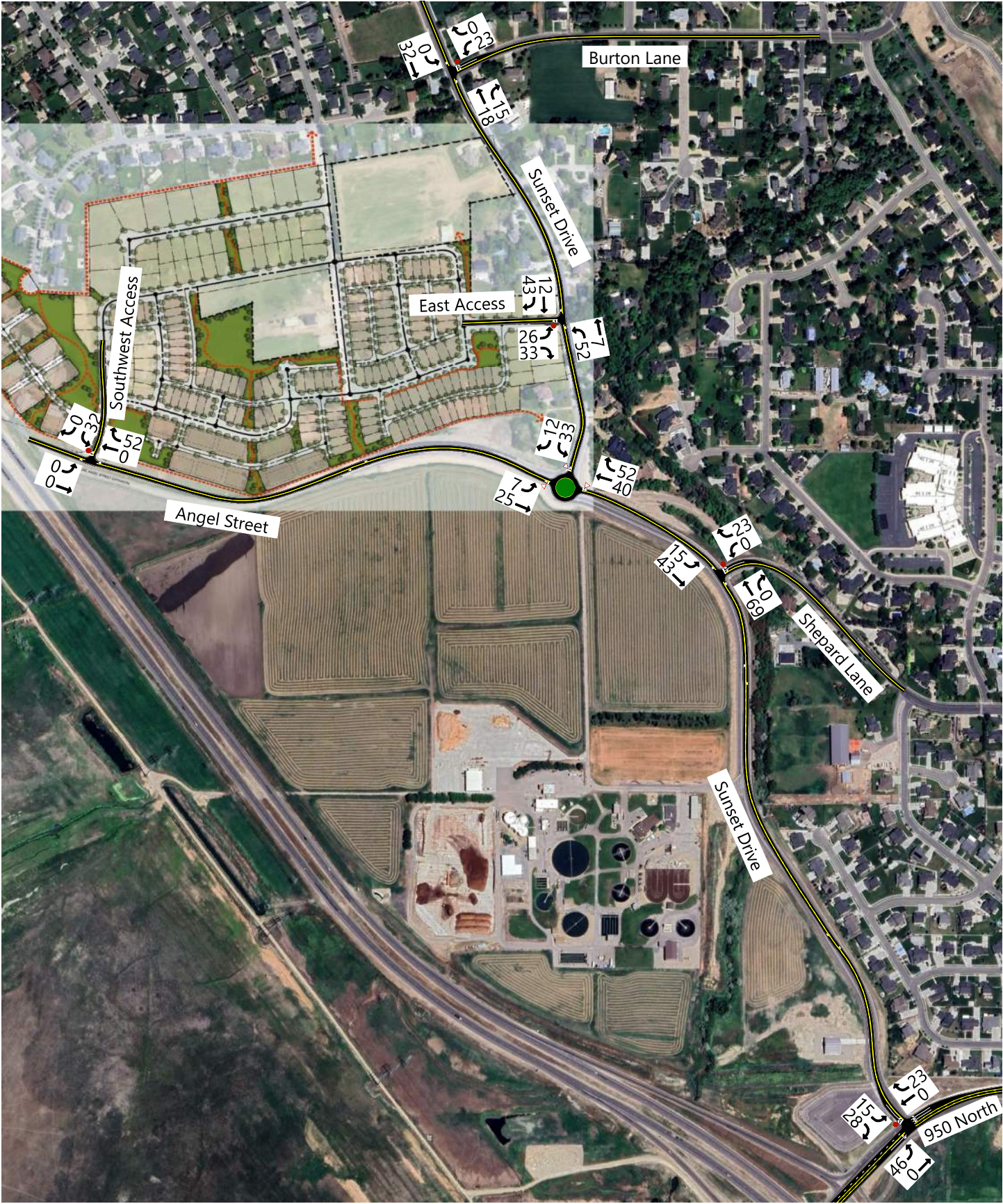
Deceleration (ingress) lanes are generally needed when there are at least 50 right-turn vehicles or 25 left-turn vehicles in an hour. These guidelines were used for the City roadways in the study area.

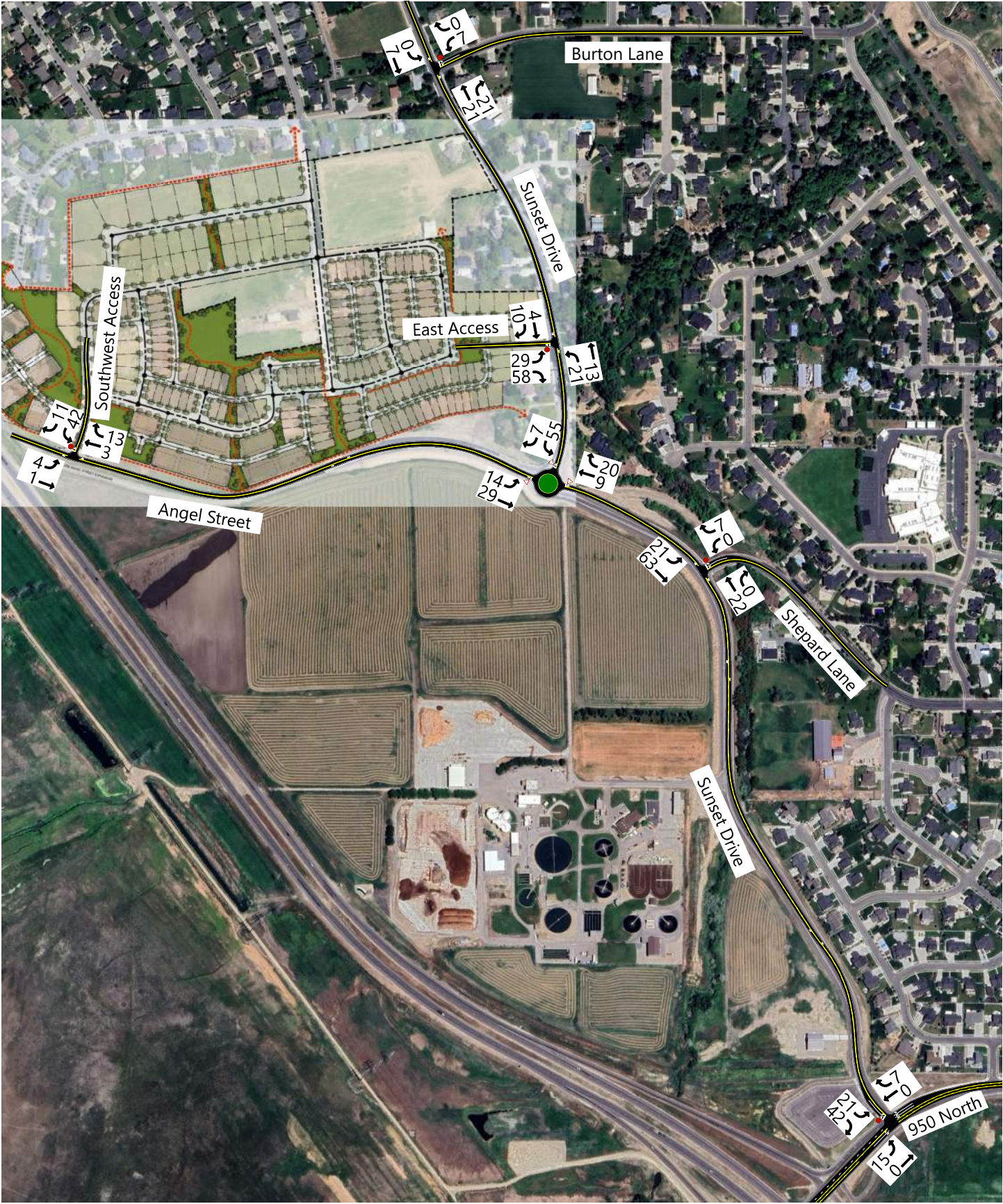
Based on these guidelines and the anticipated project traffic, the following deceleration (ingress) lanes could be considered:

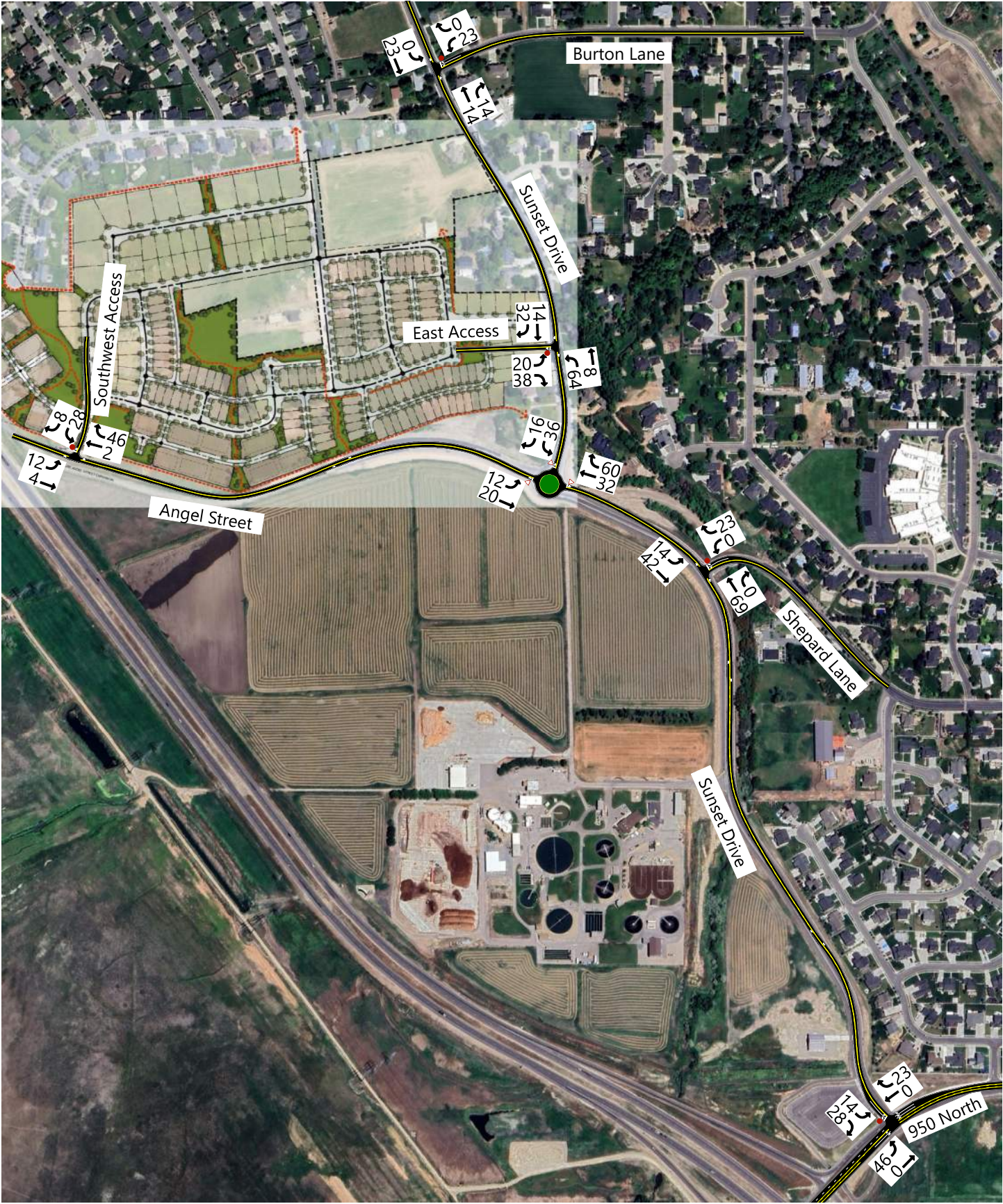
- East Project Access / Sunset Drive: Northbound left-turn
- Southwest Access / Angel Street: Westbound right-turn

While these meet the minimum guidelines for auxiliary lanes on local roads, they were not included in the analysis due to the overall context of the Sunset Drive corridor, which does not include turn lanes at any intersections. By not incorporating the turn lanes into the analysis, a more conservative analysis can be performed.









IV. EXISTING (2025) PLUS PROJECT CONDITIONS

A. Purpose

The purpose of the existing (2025) plus project analysis is to study the intersections and roadways during the peak travel periods of the day for existing background traffic and geometric conditions plus the net trips generated by the proposed development. This scenario provides valuable insight into the potential impacts of the proposed project on background traffic conditions.

B. Traffic Volumes

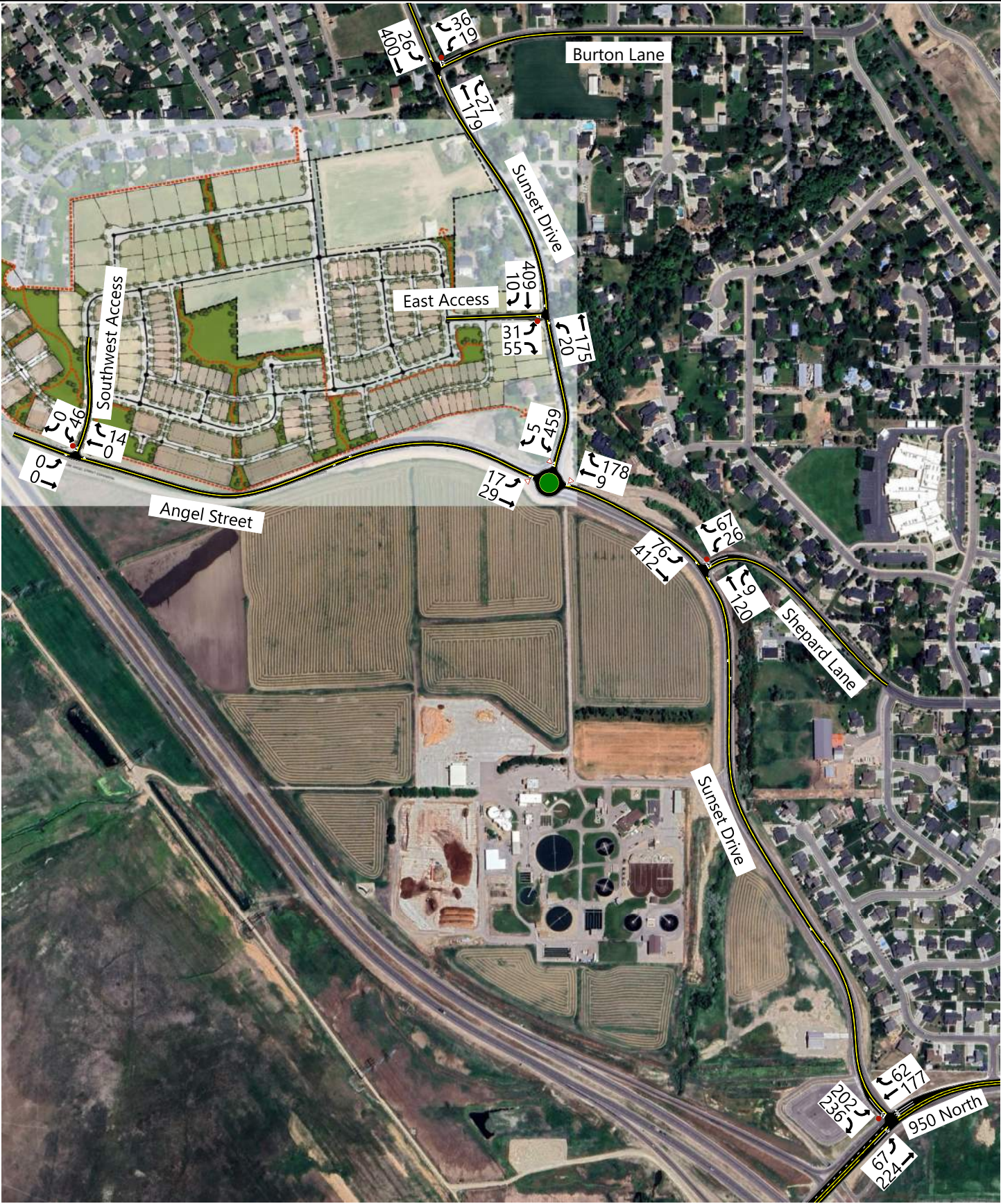
Hales Engineering added the project trips discussed in Chapter III to the existing (2025) background traffic volumes to predict turning movement volumes for existing (2025) plus project conditions. Utilizing the collected traffic counts at the Kentucky Derby Way / Western Drive intersection, a proportion of the vehicles were estimated to use 550 West as a cut-through down to Angel Street or Sunset Drive. Additionally, projected traffic volumes from developments south of 950 South were added to the Sunset Drive / 950 South intersection. Existing (2025) plus project morning and evening peak hour turning movement volumes are shown in Figure 4.

C. Level of Service Analysis

Hales Engineering determined that all intersections are anticipated to operate at acceptable levels of service during the morning and evening peak hours with project traffic added, as shown in Table 8.

Table 8: Existing (2025) Plus Project Peak Hour LOS

Intersection		LOS (Sec. Delay / Veh.) / Movement ¹	
Description	Control	Morning Peak	Evening Peak
Burton Lane / Sunset Drive	WB Stop	a (8.2) / WBL	a (8.2) / WBL
Angel Street / Sunset Drive	Roundabout	A (3.7)	A (3.5)
Shepard Lane / Sunset Drive	WB Stop	a (9.4) / SWL	a (9.0) / SWL
Sunset Drive / 950 North	SE Stop	b (11.8) / SEL	c (18.2) / SEL
East Access / Sunset Drive	EB Stop	a (8.5) / EBL	a (8.1) / EBL
Southwest Access / Angel Street	SB Stop	a (4.4) / SBL	a (4.2) / SBL
¹ Movement indicated for unsignalized intersections where delay and LOS represents worst movement. SBL = Southbound left movement, etc. ² Uppercase LOS used for signalized, roundabout, and AWSC intersections. Lowercase LOS used for all other unsignalized intersections.			
Source: Hales Engineering, February 2026			





D. Queuing Analysis

Hales Engineering calculated the 95th percentile queue lengths for each of the study intersections. No significant queueing was observed during the morning and evening peak hours.

E. Mitigation Measures

No mitigation measures are recommended.

V. FUTURE (2030) BACKGROUND CONDITIONS

A. Purpose

The purpose of the future (2030) background analysis is to study the intersections and roadways during the peak travel periods of the day for future background traffic and geometric conditions. Through this analysis, future background traffic operational deficiencies can be identified, and potential mitigation measures recommended.

B. Roadway Network

According to the Wasatch Front Regional Council (WFRC) Regional Transportation Plan, Angel Street is planned to be connected from Western Drive to the roundabout at Sunset Drive before 2030. Therefore, this change was made to the roadway network for the future (2030) analysis.

C. Traffic Volumes

Hales Engineering obtained future (2030) forecasted volumes from the WFRC travel demand model. Peak period turning movement counts were estimated using National Cooperative Highway Research Program (NCHRP) 255 methodologies which utilize existing peak period turn volumes and future average weekday daily traffic (AWDT) volumes to project the future turn volumes at the major intersections. The construction of the Shepard Lane Interchange at I-15 is currently underway. The Interchange is assumed in the travel demand model. The full impact of the interchange for traffic volumes on 950 North is dependent on multiple factors that come with a level of uncertainty.

In addition, trips generated from the planned 950 North Subdivision TIS (Focus Engineering, 2024) were added to the future (2030) background volumes. Future (2030) morning and evening peak hour turning movement volumes are shown in Figure 5.

D. Level of Service Analysis

Hales Engineering determined that all study intersections are anticipated to operate at acceptable levels of service during the morning and evening peak hours in future (2030) background conditions, as shown in Table 9. These results serve as a baseline condition for the impact analysis of the proposed development for future (2030) conditions.

E. Queuing Analysis

Hales Engineering calculated the 95th percentile queue lengths for each of the study intersections. No significant queuing was observed during the morning and evening peak hours.

F. Mitigation Measures

No mitigation measures are recommended.





Table 9: Future (2030) Background Peak Hour LOS

Intersection		LOS (Sec. Delay / Veh.) / Movement ¹	
Description	Control	Morning Peak	Evening Peak
Burton Lane / Sunset Drive	WB Stop	a (7.8) / WBL	a (7.5) / WBL
Angel Street / Sunset Drive	Roundabout	A (3.8)	A (3.5)
Shepard Lane / Sunset Drive	WB Stop	a (8.0) / SWL	a (8.3) / SWL
Sunset Drive / 950 North	SE Stop	b (14.8) / SEL	c (24.6) / SEL
1. Movement indicated for unsignalized intersections where delay and LOS represents worst movement. SBL = Southbound left movement, etc. 2. Uppercase LOS used for signalized, roundabout, and AWSC intersections. Lowercase LOS used for all other unsignalized intersections. Source: Hales Engineering, February 2026			

VI. FUTURE (2030) PLUS PROJECT CONDITIONS

A. Purpose

The purpose of the future (2030) plus project analysis is to study the intersections and roadways during the peak travel periods of the day for future background traffic and geometric conditions plus the net trips generated by the proposed development. This scenario provides valuable insight into the potential impacts of the proposed project on future background traffic conditions.

B. Traffic Volumes

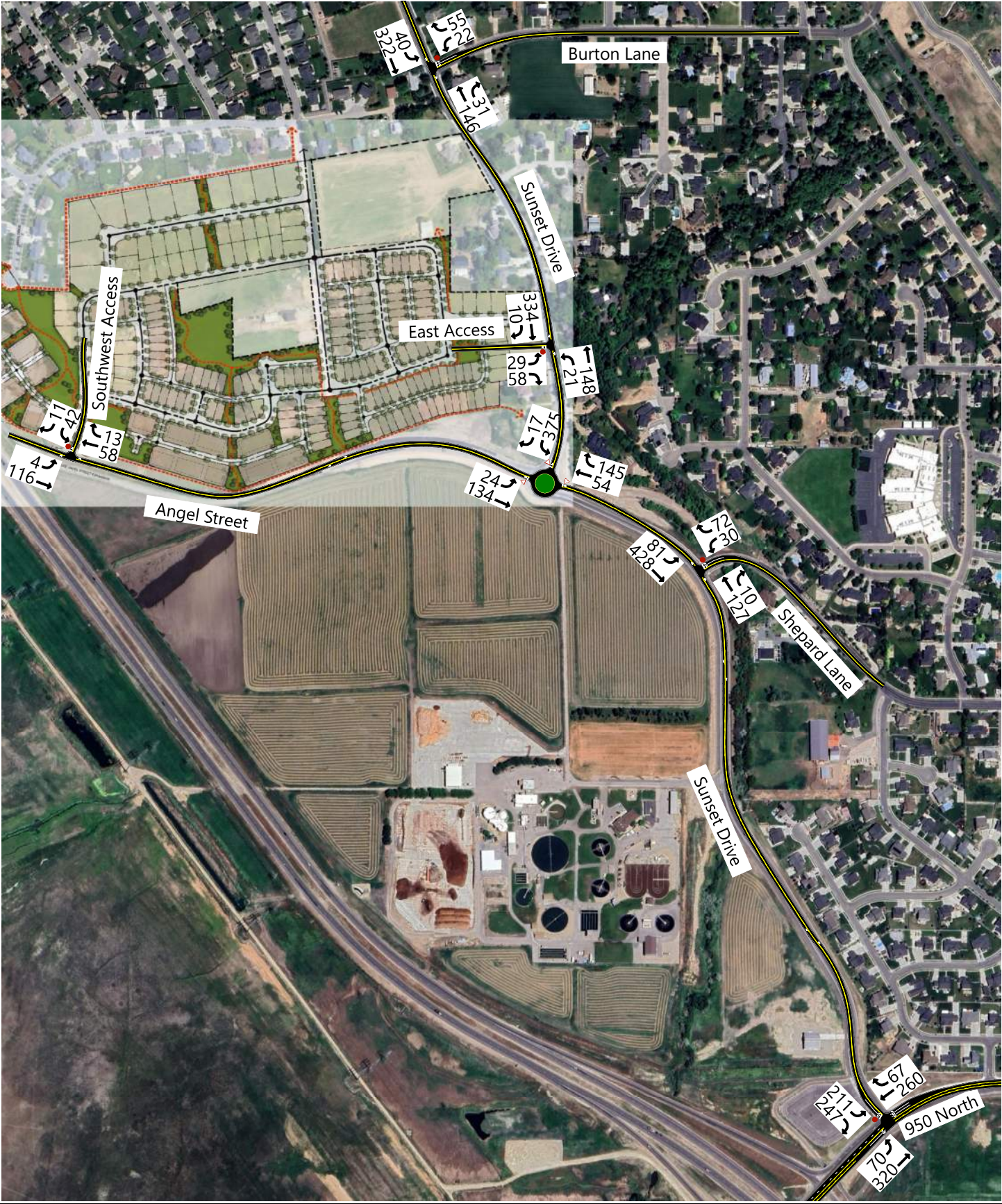
Hales Engineering added the project trips discussed in Chapter III to the future (2030) background traffic volumes to predict turning movement volumes for future (2030) plus project conditions. Utilizing the collected traffic counts at the Kentucky Derby Way / Western Drive intersection, a proportion of the vehicles were estimated to use 550 West as a cut-through down to Angel Street. Future (2030) plus project morning and evening peak hour turning movement volumes are shown in Figure 6.

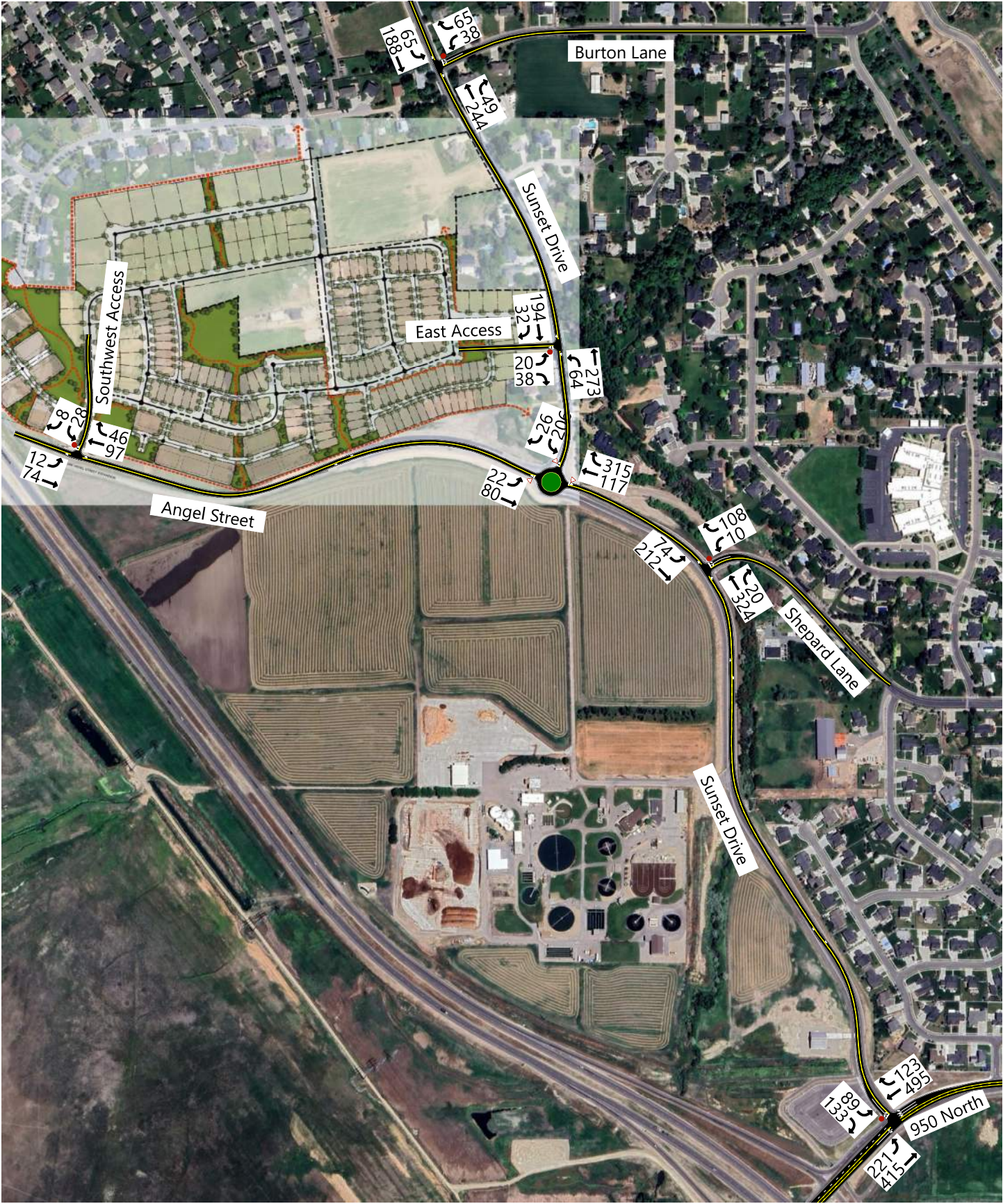
C. Level of Service Analysis

Hales Engineering determined that all intersections are anticipated to operate at acceptable levels of service during the morning and evening peak hours in future (2030) plus project conditions, as shown in Table 10.

Table 10: Future (2030) Plus Project Peak Hour LOS

Intersection		LOS (Sec. Delay / Veh.) / Movement ¹	
Description	Control	Morning Peak	Evening Peak
Burton Lane / Sunset Drive	WB Stop	a (7.1) / WBL	a (8.1) / WBL
Angel Street / Sunset Drive	Roundabout	A (3.9)	A (3.7)
Shepard Lane / Sunset Drive	WB Stop	a (10.0) / SWL	a (9.6) / SWL
Sunset Drive / 950 North	SE Stop	c (15.5) / SEL	d (31.6) / SEL
East Access / Sunset Drive	EB Stop	a (7.3) / EBL	a (9.0) / EBL
550 West / Angel Street	SB Stop	a (5.2) / SBL	a (5.4) / SBL
¹ Movement indicated for unsignalized intersections where delay and LOS represents worst movement. SBL = Southbound left movement, etc. ² Uppercase LOS used for signalized, roundabout, and AWSC intersections. Lowercase LOS used for all other unsignalized intersections.			
Source: Hales Engineering, February 2026			





D. Queuing Analysis

Hales Engineering calculated the 95th percentile queue lengths for each of the study intersections. No significant queueing was observed during the morning and evening peak hours.

E. Mitigation Measures

No mitigation measures are recommended.

F. Recommended Storage Lengths

Hales Engineering determined recommended storage lengths based on the 95th percentile queue lengths given in the future (2030) plus project scenario. These storage lengths do not include the taper length. Recommended storage lengths for the study intersections are shown in Table 11. Intersections shown in Table 11 include new intersections and existing intersections that have recommended storage length changes.

Table 11: Recommended Storage Lengths

Intersection	Recommended Storage Lengths (feet)															
	Northbound				Southbound				Eastbound				Westbound			
	LT		RT		LT		RT		LT		RT		LT		RT	
	E	P	E	P	E	P	E	P	E	P	E	P	E	P	E	P
4 Sunset Drive / 950 North	-	-	-	-	100	125	100	-	100	-	-	-	-	-	100	-
1. Storage lengths are based on 2030 95th percentile queue lengths and do not include required deceleration / taper distances 2. E = Existing storage length (approximate), if applicable; P = proposed storage length for new turn lanes or changes to existing turn lanes, if applicable Source: Hales Engineering, February 2026																

APPENDIX A

Site Plan



APPENDIX B

Turning Movement Counts

Intersection: Angel Street / Western Drive
North/South Road: Angel Street
East/West Road: Western Drive
Jurisdiction: Kaysville
Project Title: Horizon TIS
Project No: UT24-2901
Weather: Clear

Date:	11-19-24, Tue
Day of Week Adjustment:	100.0%
Month of Year Adjustment:	96.0%
Adjustment Station #:	625
Growth Rate:	0.0%
Number of Years:	0

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Intersection Turning Movement Summary

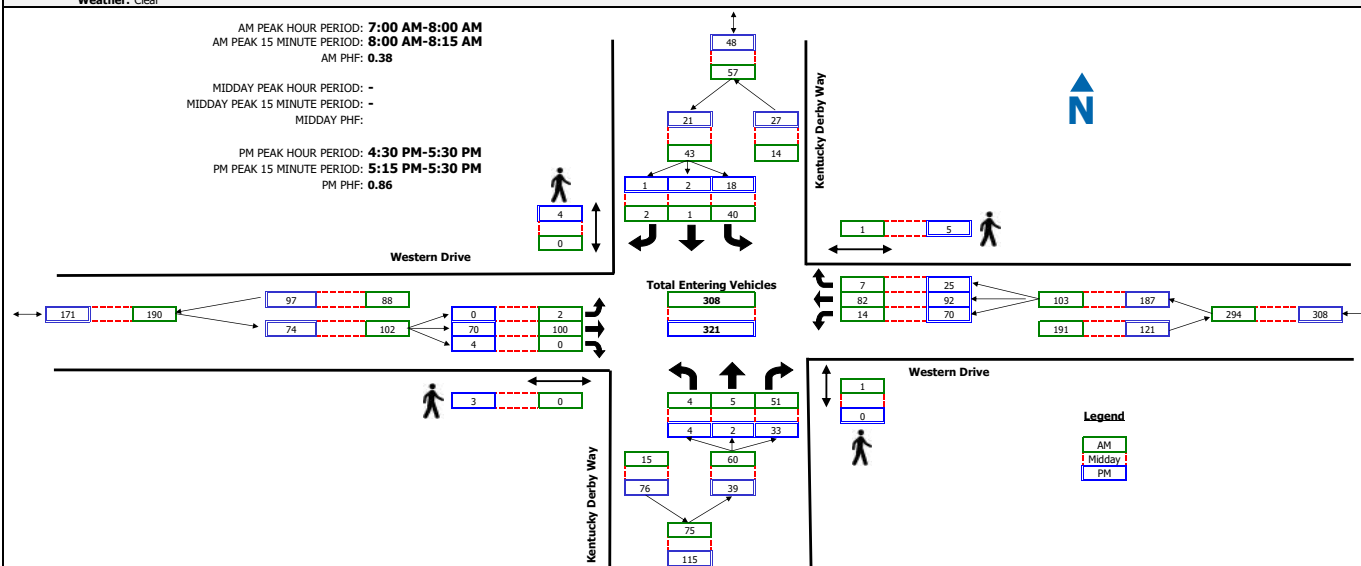
Intersection: Kentucky Derby Way / Western Drive
North/South Road: Kentucky Derby Way
East/West Road: Western Drive
Jurisdiction: Kaysville
Project Title: Horizon TIS
Project No: UT24-2901
Weather: Clear

Date: 11-19-24, Tue
Day of Week Adjustment: 100.0%
Month of Year Adjustment: 96.0%
Adjustment Station #: 625
Growth Rate: 0.0%
Number of Years: 0

AM PEAK HOUR PERIOD: 7:00 AM-8:00 AM
AM PEAK 15 MINUTE PERIOD: 8:00 AM-8:15 AM
AM PHF: 0.38

MIDDAY PEAK HOUR PERIOD: -
MIDDAY PEAK 15 MINUTE PERIOD: -
MIDDAY PHF: -

PM PEAK HOUR PERIOD: 4:30 PM-5:30 PM
PM PEAK 15 MINUTE PERIOD: 5:15 PM-5:30 PM
PM PHF: 0.66



COUNT SUMMARY	Kentucky Derby Way Northbound				Kentucky Derby Way Southbound				Western Drive Eastbound				Western Drive Westbound				TOTAL
	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	
AM PERIOD COUNTS																	
Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
7:00 - 7:15	0	1	2	1	19	0	0	0	0	38	0	0	4	4	1	0	89
7:15 - 7:30	0	0	0	11	8	0	1	0	0	14	0	0	2	18	2	0	56
7:30 - 7:45	2	0	13	0	5	0	0	0	0	16	0	0	5	14	2	1	57
7:45 - 8:00	2	4	5	0	8	1	1	0	2	32	0	0	3	46	2	0	106
8:00 - 8:15	1	1	11	0	6	0	6	2	1	55	3	1	15	101	2	0	202
8:15 - 8:30	0	0	5	0	3	0	0	0	0	58	0	0	3	20	2	0	91
8:30 - 8:45	0	0	22	0	3	2	0	0	0	30	0	0	5	19	2	1	83
8:45 - 9:00	1	0	16	0	8	0	0	0	0	14	1	0	8	18	4	0	70
MIDDAY PERIOD COUNTS																	
Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
9:00 - 9:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:15 - 9:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:30 - 9:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:45 - 10:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:00 - 10:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:15 - 10:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:30 - 10:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:45 - 11:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 - 11:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:15 - 11:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:30 - 11:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:45 - 12:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:00 - 12:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:15 - 12:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30 - 12:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:45 - 13:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:00 - 13:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:15 - 13:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:30 - 13:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:45 - 14:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:00 - 14:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:15 - 14:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:30 - 14:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:45 - 15:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:00 - 15:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:15 - 15:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:30 - 15:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:45 - 16:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PM PERIOD COUNTS																	
Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
16:00 - 16:15	1	1	8	0	7	7	7	0	1	18	1	0	13	11	3	0	63
16:15 - 16:30	0	0	9	0	10	1	0	1	0	23	1	0	10	16	6	0	76
16:30 - 16:45	1	0	9	0	4	1	0	2	0	16	0	1	11	23	5	2	70
16:45 - 17:00	1	1	7	0	7	0	0	0	0	21	0	0	17	24	5	0	83
17:00 - 17:15	2	0	6	0	3	0	0	0	0	9	3	2	25	21	6	2	75
17:15 - 17:30	0	1	11	0	4	1	1	2	0	24	1	0	17	24	9	1	93
17:30 - 17:45	0	0	4	0	7	0	0	2	1	13	0	0	11	27	8	0	71
17:45 - 18:00	0	0	5	0	14	0	0	1	0	20	0	0	13	14	9	0	75

Intersection Turning Movement Summary

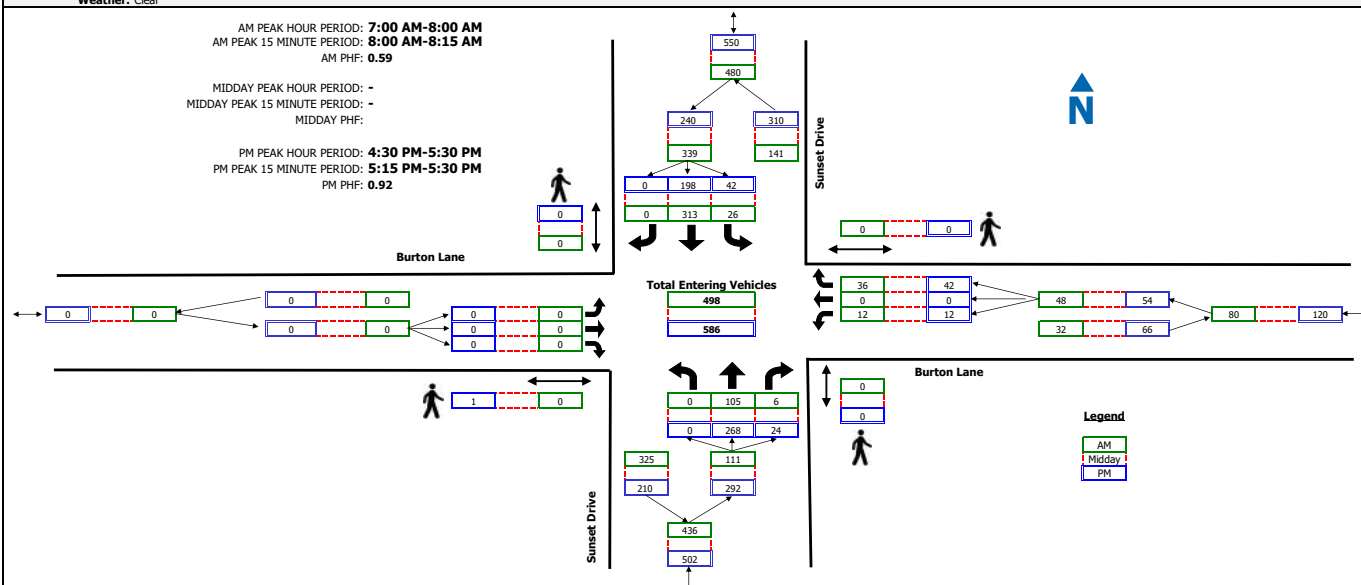
Intersection: Sunset Drive / Burton Lane
North/South Road: Sunset Drive
East/West Road: Burton Lane
Jurisdiction: Kaysville
Project Title: Horizon TIS
Project No: UT24-2901
Weather: Clear

Date: 11-19-24, Tue
Day of Week Adjustment: 100.0%
Month of Year Adjustment: 96.0%
Adjustment Station #: 625
Growth Rate: 0.0%
Number of Years: 0

AM PEAK HOUR PERIOD: 7:00 AM-8:00 AM
AM PEAK 15 MINUTE PERIOD: 8:00 AM-8:15 AM
AM PHF: 0.59

MIDDAY PEAK HOUR PERIOD: -
MIDDAY PEAK 15 MINUTE PERIOD: -
MIDDAY PHF: -

PM PEAK HOUR PERIOD: 4:30 PM-5:30 PM
PM PEAK 15 MINUTE PERIOD: 5:15 PM-5:30 PM
PM PHF: 0.92



COUNT SUMMARY	Sunset Drive Northbound				Sunset Drive Southbound				Burton Lane Eastbound				Burton Lane Westbound				TOTAL
	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	
AM PERIOD COUNTS																	
Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
7:00 - 7:15	0	15	0	0	6	118	0	0	0	0	0	0	2	0	3	0	144
7:15 - 7:30	0	21	2	0	6	85	0	0	0	0	0	0	3	0	6	0	123
7:30 - 7:45	0	26	3	0	7	45	0	0	0	0	0	0	6	0	5	0	92
7:45 - 8:00	0	43	1	0	7	65	0	0	0	0	0	0	1	0	22	0	139
8:00 - 8:15	0	57	6	0	29	84	0	0	0	0	0	0	7	0	27	0	210
8:15 - 8:30	0	34	4	0	16	99	0	0	0	0	0	0	5	0	10	0	168
8:30 - 8:45	0	21	4	0	15	72	0	0	0	0	0	0	5	0	4	0	121
8:45 - 9:00	0	17	4	0	20	40	0	0	0	0	0	0	7	0	20	0	108
MIDDAY PERIOD COUNTS																	
Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
9:00 - 9:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:15 - 9:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:30 - 9:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:45 - 10:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:00 - 10:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:15 - 10:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:30 - 10:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:45 - 11:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 - 11:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:15 - 11:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:30 - 11:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:45 - 12:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:00 - 12:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:15 - 12:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30 - 12:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:45 - 13:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:00 - 13:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:15 - 13:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:30 - 13:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:45 - 14:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:00 - 14:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:15 - 14:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:30 - 14:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:45 - 15:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:00 - 15:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:15 - 15:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:30 - 15:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:45 - 16:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PM PERIOD COUNTS																	
Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
16:00 - 16:15	0	55	3	0	9	35	0	0	0	0	0	0	4	0	6	0	112
16:15 - 16:30	0	59	4	0	10	56	0	0	0	0	0	0	1	0	7	0	137
16:30 - 16:45	0	56	5	0	16	54	0	0	0	0	0	0	2	0	9	0	142
16:45 - 17:00	0	58	3	0	10	64	0	0	0	0	0	0	3	0	13	0	151
17:00 - 17:15	0	74	11	0	6	25	0	0	0	0	0	1	4	0	13	0	133
17:15 - 17:30	0	80	5	0	10	55	0	0	0	0	0	0	3	0	7	0	160
17:30 - 17:45	0	78	5	0	2	29	0	0	0	0	0	0	3	0	9	0	126
17:45 - 18:00	0	63	6	0	8	49	0	0	0	0	0	0	3	0	3	1	132

Intersection Turning Movement Summary

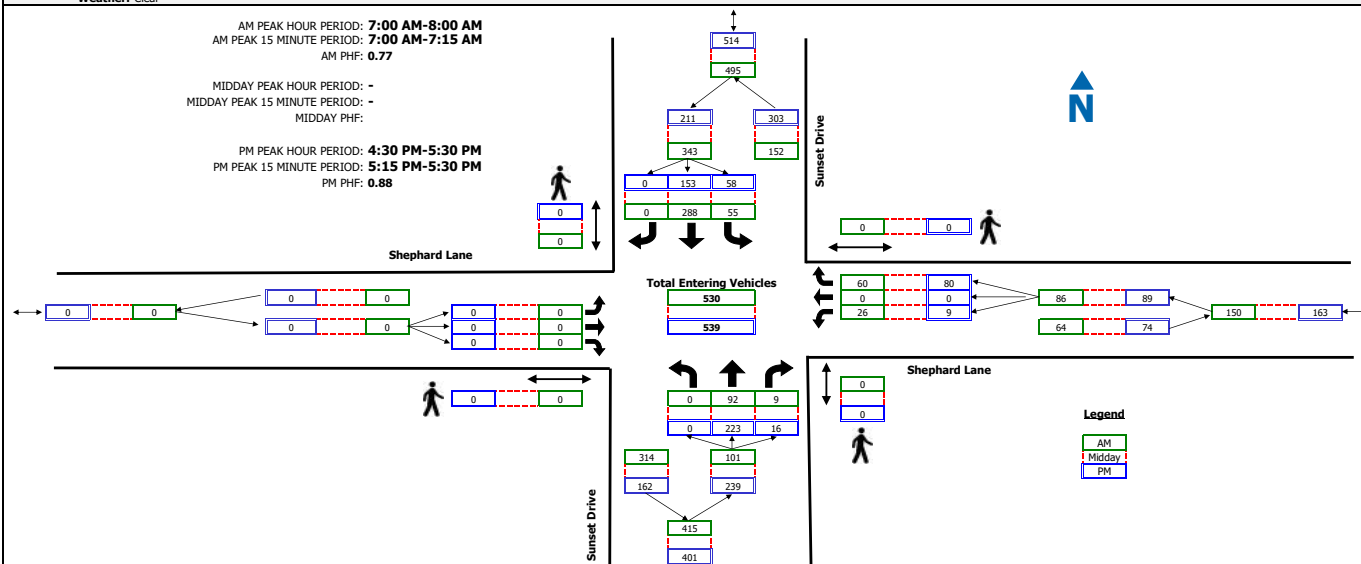
Intersection: Sunset Drive / Shephard Lane
North/South Road: Sunset Drive
East/West Road: Shephard Lane
Jurisdiction: Kaysville
Project Title: Horizon TIS
Project No: UT24-2901
Weather: Clear

Date: 11-19-24, Tue
Day of Week Adjustment: 100.0%
Month of Year Adjustment: 96.0%
Adjustment Station #: 625
Growth Rate: 0.0%
Number of Years: 0

AM PEAK HOUR PERIOD: 7:00 AM-8:00 AM
AM PEAK 15 MINUTE PERIOD: 7:00 AM-7:15 AM
AM PHF: 0.77

MIDDAY PEAK HOUR PERIOD: -
MIDDAY PEAK 15 MINUTE PERIOD: -
MIDDAY PHF: -

PM PEAK HOUR PERIOD: 4:30 PM-5:30 PM
PM PEAK 15 MINUTE PERIOD: 5:15 PM-5:30 PM
PM PHF: 0.88



COUNT SUMMARY	Sunset Drive Northbound				Sunset Drive Southbound				Shephard Lane Eastbound				Shephard Lane Westbound				TOTAL
	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	
AM PERIOD COUNTS																	
Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
7:00 - 7:15	0	16	1	0	15	122	0	0	0	0	0	0	9	0	15	0	171
7:15 - 7:30	0	19	3	0	15	46	0	0	0	0	0	0	8	0	9	0	100
7:30 - 7:45	0	27	0	0	13	44	0	0	0	0	0	0	6	0	17	0	107
7:45 - 8:00	0	30	5	0	19	76	0	0	0	0	0	0	3	0	19	0	152
8:00 - 8:15	0	20	6	2	29	74	0	0	0	0	0	0	11	0	13	0	153
8:15 - 8:30	0	11	6	0	9	66	0	0	0	0	0	0	5	0	8	2	105
8:30 - 8:45	0	23	4	0	11	52	0	0	0	0	0	0	18	0	5	0	113
8:45 - 9:00	0	15	6	0	11	33	0	0	0	0	0	0	8	0	7	0	80
MIDDAY PERIOD COUNTS																	
Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
9:00 - 9:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:15 - 9:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:30 - 9:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:45 - 10:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:00 - 10:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:15 - 10:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:30 - 10:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:45 - 11:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 - 11:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:15 - 11:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:30 - 11:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:45 - 12:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:00 - 12:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:15 - 12:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30 - 12:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:45 - 13:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:00 - 13:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:15 - 13:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:30 - 13:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:45 - 14:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:00 - 14:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:15 - 14:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:30 - 14:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:45 - 15:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:00 - 15:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:15 - 15:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:30 - 15:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:45 - 16:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PM PERIOD COUNTS																	
Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
16:00 - 16:15	0	5	4	2	13	26	0	0	0	0	0	0	5	0	18	0	105
16:15 - 16:30	0	51	5	0	16	40	0	0	0	0	0	0	4	0	13	0	129
16:30 - 16:45	0	48	5	0	15	42	0	0	0	0	0	0	3	0	19	0	132
16:45 - 17:00	0	51	4	0	18	52	0	0	0	0	0	0	1	0	22	0	148
17:00 - 17:15	0	55	3	0	8	17	0	0	0	0	0	0	4	0	18	0	105
17:15 - 17:30	0	69	4	0	17	42	0	0	0	0	0	0	1	0	21	0	154
17:30 - 17:45	0	70	6	0	14	22	0	0	0	0	0	0	12	0	14	0	132
17:45 - 18:00	0	57	4	0	15	33	0	0	0	0	0	0	2	0	14	0	125

Intersection Turning Movement Summary

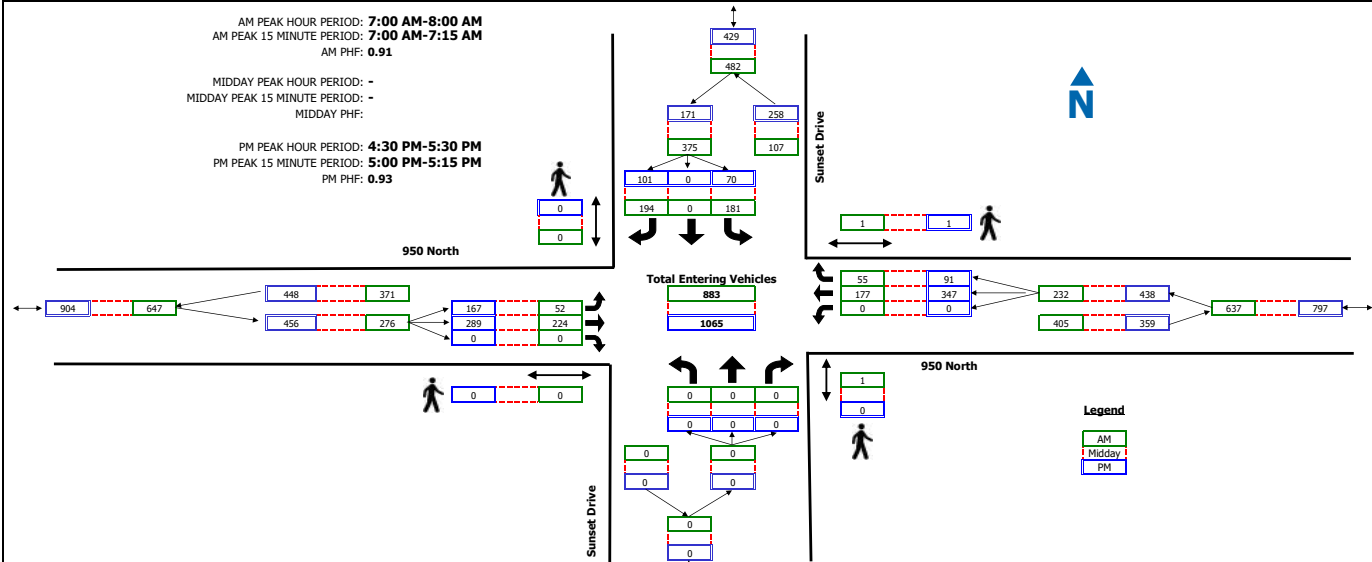
Intersection: Sunset Drive / 950 North
North/South Road: Sunset Drive
East/West Road: 950 North
Jurisdiction: Kaysville
Project Title: Horizon TIS
Project No: UT24-2901
Weather: Clear

Date: 11-19-24, Tue
Day of Week Adjustment: 100.0%
Month of Year Adjustment: 96.0%
Adjustment Station #: 625
Growth Rate: 0.0%
Number of Years: 0

AM PEAK HOUR PERIOD: 7:00 AM-8:00 AM
AM PEAK 15 MINUTE PERIOD: 7:00 AM-7:15 AM
AM PHF: 0.91

MIDDAY PEAK HOUR PERIOD: -
MIDDAY PEAK 15 MINUTE PERIOD: -
MIDDAY PHF: -

PM PEAK HOUR PERIOD: 4:30 PM-5:30 PM
PM PEAK 15 MINUTE PERIOD: 5:00 PM-5:15 PM
PM PHF: 0.93



COUNT SUMMARY	Sunset Drive Northbound				Sunset Drive Southbound				950 North Eastbound				950 North Westbound				TOTAL
	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	Left	Thru	Right	Peds	
AM PERIOD COUNTS																	
Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
7:00 - 7:15	0	0	0	1	101	0	47	0	5	53	0	0	0	31	5	1	242
7:15 - 7:30	0	0	0	0	49	0	57	0	13	44	0	0	0	41	18	0	222
7:30 - 7:45	0	0	0	0	16	0	52	0	14	56	0	0	0	58	11	0	207
7:45 - 8:00	0	0	0	0	15	0	38	0	20	71	0	0	0	47	21	0	212
8:00 - 8:15	0	0	0	0	31	0	60	0	15	72	0	0	0	36	22	0	236
8:15 - 8:30	0	0	0	0	32	0	59	0	22	64	0	0	0	55	10	2	242
8:30 - 8:45	0	0	0	0	27	0	58	0	11	60	0	0	0	55	10	0	221
8:45 - 9:00	0	0	0	0	21	0	52	0	8	73	0	0	0	53	18	0	225
MIDDAY PERIOD COUNTS																	
Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
9:00 - 9:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:15 - 9:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:30 - 9:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9:45 - 10:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:00 - 10:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:15 - 10:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:30 - 10:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:45 - 11:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:00 - 11:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:15 - 11:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:30 - 11:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11:45 - 12:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:00 - 12:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:15 - 12:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30 - 12:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:45 - 13:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:00 - 13:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:15 - 13:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:30 - 13:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13:45 - 14:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:00 - 14:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:15 - 14:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:30 - 14:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:45 - 15:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:00 - 15:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:15 - 15:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:30 - 15:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:45 - 16:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PM PERIOD COUNTS																	
Period	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	TOTAL
16:00 - 16:15	0	0	0	0	20	0	21	0	30	66	0	0	0	73	18	0	228
16:15 - 16:30	0	0	0	0	20	0	24	0	38	61	0	0	0	79	19	1	241
16:30 - 16:45	0	0	0	0	15	0	33	0	32	61	0	0	0	84	22	0	247
16:45 - 17:00	0	0	0	0	18	0	32	0	39	68	0	0	0	73	17	0	247
17:00 - 17:15	0	0	0	0	10	0	16	0	46	92	0	0	0	99	23	0	286
17:15 - 17:30	0	0	0	0	27	0	20	0	50	68	0	0	0	91	29	1	285
17:30 - 17:45	0	0	0	0	10	0	20	0	53	82	0	0	0	66	22	0	253
17:45 - 18:00	0	0	0	0	31	0	17	0	48	84	0	0	0	66	19	0	265

APPENDIX C

LOS Results

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Existing (2025) Background
Time Period: Morning Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Burton Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	152	151	100	0.7	A
	R	6	5	83	0.7	A
	Subtotal	158	156	99	0.7	A
SB	L	26	26	101	3.5	A
	T	392	382	97	0.9	A
	Subtotal	418	408	98	1.1	A
WB	L	12	12	102	8.1	A
	R	36	35	97	4.1	A
	Subtotal	48	47	98	5.1	A
Total		623	611	98	1.3	A

Intersection: Angel Street & Sunset Drive
Type: Roundabout

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SB	L	404	395	98	4.2	A
	T	0	0	0		
	Subtotal	404	395	98	4.2	A
WB	T	1	1	133	1.1	A
	R	158	156	99	2.8	A
	Subtotal	159	157	99	2.8	A
Total		562	552	98	3.8	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Existing (2025) Background
Time Period: Morning Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Shephard Ln
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	99	97	98	0.4	A
	R	9	10	108	0.2	A
	Subtotal	108	107	99	0.4	A
SB	L	55	52	95	2.8	A
	T	349	343	98	1.0	A
	Subtotal	404	395	98	1.2	A
WB	L	26	25	97	9.2	A
	R	60	61	102	4.0	A
	Subtotal	86	86	100	5.5	A
Total		598	588	98	1.7	A

Intersection: 950 North & Sunset Drive
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SE	L	181	179	99	12.5	B
	R	194	187	97	6.0	A
	Subtotal	375	366	98	9.2	A
NE	L	52	52	100	2.9	A
	T	224	233	104	0.8	A
	Subtotal	276	285	103	1.2	A
SW	T	177	172	97	0.5	A
	R	55	54	98	0.2	A
	Subtotal	232	226	97	0.4	A
Total		883	877	99	4.3	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Existing (2025) Background
Time Period: Evening Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Burton Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	299	298	100	1.5	A
	R	24	25	104	1.2	A
	Subtotal	323	323	100	1.5	A
SB	L	42	39	93	4.1	A
	T	208	200	96	0.8	A
	Subtotal	250	239	96	1.3	A
WB	L	12	12	98	8.0	A
	R	42	42	101	4.9	A
	Subtotal	54	54	100	5.6	A
Total		626	616	98	1.8	A

Intersection: Angel Street & Sunset Drive
Type: Roundabout

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SB	L	220	212	96	3.1	A
	Subtotal	220	212	96	3.1	A
WB	R	322	323	100	3.2	A
	Subtotal	322	323	100	3.2	A
Total		542	535	99	3.2	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Existing (2025) Background
Time Period: Evening Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Shephard Ln
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	243	242	100	0.7	A
	R	16	17	108	0.5	A
	Subtotal	259	259	100	0.7	A
SB	L	58	56	97	3.4	A
	T	163	156	96	0.9	A
	Subtotal	221	212	96	1.6	A
WB	L	9	9	97	6.8	A
	R	80	82	102	4.7	A
	Subtotal	89	91	102	4.9	A
Total		568	562	99	1.7	A

Intersection: 950 North & Sunset Drive
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SE	L	70	64	92	14.2	B
	T	1	1	133	0.0	A
	R	101	100	99	4.4	A
	Subtotal	172	165	96	8.2	A
NE	L	167	168	100	4.8	A
	T	289	285	99	1.0	A
	Subtotal	456	453	99	2.4	A
SW	T	347	356	103	1.0	A
	R	91	93	102	0.5	A
	Subtotal	438	449	103	0.9	A
Total		1,066	1,067	100	2.7	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Existing (2025) Plus Project
Time Period: Morning Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Burton Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	179	174	97	1.1	A
	R	27	29	107	0.9	A
	Subtotal	206	203	99	1.1	A
SB	L	26	27	104	3.4	A
	T	400	397	99	1.0	A
	Subtotal	426	424	100	1.2	A
WB	L	19	16	85	8.2	A
	R	36	38	105	4.4	A
	Subtotal	55	54	98	5.5	A
Total		687	681	99	1.5	A

Intersection: Angel Street & Sunset Drive
Type: Roundabout

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SB	L	459	450	98	4.0	A
	T	1	1	133	0.4	A
	R	5	6	120	3.9	A
	Subtotal	465	457	98	4.0	A
EB	L	17	16	96	3.6	A
	T	29	34	117	4.6	A
	Subtotal	46	50	109	4.3	A
WB	T	9	9	97	3.7	A
	R	178	175	98	2.9	A
	Subtotal	187	184	98	2.9	A
Total		698	691	99	3.7	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Existing (2025) Plus Project
Time Period: Morning Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Shepard Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	121	120	99	0.3	A
	R	9	7	76	0.2	A
	Subtotal	130	127	98	0.3	A
SB	L	76	79	104	3.3	A
	T	412	406	98	1.3	A
	Subtotal	488	485	99	1.6	A
SW	L	26	24	92	9.4	A
	R	67	64	95	4.1	A
	Subtotal	93	88	95	5.5	A
Total		712	700	98	1.9	A

Intersection: 950 North & Sunset Drive
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SE	L	202	195	97	11.8	B
	T	0	1	400	0.9	A
	R	236	231	98	6.0	A
	Subtotal	438	427	97	8.6	A
NE	L	67	68	101	3.3	A
	T	224	226	101	0.8	A
	Subtotal	291	294	101	1.4	A
SW	T	177	178	101	0.6	A
	R	62	59	95	0.2	A
	Subtotal	239	237	99	0.5	A
Total		968	958	99	4.4	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Existing (2025) Plus Project
Time Period: Morning Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & East Access
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	L	20	21	106	3.9	A
	T	176	171	97	0.5	A
	Subtotal	196	192	98	0.9	A
SB	T	410	404	98	1.5	A
	R	10	10	98	1.0	A
	Subtotal	420	414	99	1.5	A
EB	L	31	32	103	8.5	A
	R	55	54	99	5.5	A
	Subtotal	86	86	100	6.6	A
Total		702	692	99	2.0	A

Intersection: Angel Street & Southwest Access
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SB	L	46	49	107	4.4	A
	Subtotal	46	49	107	4.4	A
WB	R	14	14	98	0.1	A
	Subtotal	14	14	100	0.1	A
Total		60	63	105	3.4	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Existing (2025) Plus Project
Time Period: Evening Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Burton Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	318	313	99	1.7	A
	R	38	40	105	1.4	A
	Subtotal	356	353	99	1.7	A
SB	L	42	44	105	4.2	A
	T	240	240	100	0.9	A
	Subtotal	282	284	101	1.4	A
WB	L	35	35	99	8.2	A
	R	42	42	101	5.0	A
	Subtotal	77	77	100	6.5	A
Total		714	714	100	2.1	A

Intersection: Angel Street & Sunset Drive
Type: Roundabout

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SB	L	256	256	100	3.2	A
	T	0	1	200	0.7	A
	R	20	21	106	3.2	A
	Subtotal	276	278	101	3.2	A
EB	L	12	10	82	3.1	A
	T	20	20	100	3.8	A
	Subtotal	32	30	94	3.6	A
WB	T	32	33	102	4.6	A
	R	382	380	99	3.6	A
	Subtotal	414	413	100	3.7	A
Total		723	721	100	3.5	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Existing (2025) Plus Project
Time Period: Evening Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Shepard Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	312	307	99	0.8	A
	R	16	19	121	0.5	A
	Subtotal	328	326	99	0.8	A
SB	L	72	69	96	3.9	A
	T	205	208	102	1.1	A
	Subtotal	277	277	100	1.8	A
SW	L	9	8	86	9.0	A
	R	103	106	103	5.3	A
	Subtotal	112	114	102	5.6	A
Total		716	717	100	1.9	A

Intersection: 950 North & Sunset Drive
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SE	L	84	84	100	18.2	C
	T	0	1	400	0.4	A
	R	129	129	100	4.8	A
	Subtotal	213	214	100	10.0	A
NE	L	213	209	98	5.2	A
	T	289	289	100	1.2	A
	Subtotal	502	498	99	2.9	A
SW	T	347	350	101	1.0	A
	R	114	114	100	0.6	A
	Subtotal	461	464	101	0.9	A
Total		1,176	1,176	100	3.4	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Existing (2025) Plus Project
Time Period: Evening Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & East Access
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	L	60	58	96	3.4	A
	T	335	334	100	1.0	A
	Subtotal	395	392	99	1.4	A
SB	T	240	241	100	1.2	A
	R	35	34	96	0.9	A
	Subtotal	275	275	100	1.2	A
EB	L	21	20	96	8.1	A
	R	36	37	102	4.4	A
	Subtotal	57	57	100	5.7	A
Total		728	724	100	1.6	A

Intersection: Angel Street & Southwest Access
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SB	L	32	30	93	4.2	A
	Subtotal	32	30	94	4.2	A
WB	R	52	53	102	0.3	A
	Subtotal	52	53	102	0.3	A
Total		84	83	99	1.7	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Future (2030) Background
Time Period: Morning Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Burton Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	125	119	95	0.6	A
	R	10	12	117	0.7	A
	Subtotal	135	131	97	0.6	A
SB	L	40	40	99	3.3	A
	T	315	327	104	0.9	A
	Subtotal	355	367	103	1.2	A
WB	L	15	14	92	7.8	A
	R	55	52	95	4.2	A
	Subtotal	70	66	94	5.0	A
Total		561	564	101	1.5	A

Intersection: Angel Street & Sunset Drive
Type: Roundabout

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SB	L	320	328	103	3.9	A
	T	1	1	133	1.0	A
	R	10	11	107	4.1	A
	Subtotal	331	340	103	3.9	A
EB	L	10	10	98	3.8	A
	T	105	104	99	4.7	A
	Subtotal	115	114	99	4.6	A
WB	T	45	43	95	3.7	A
	R	125	122	98	2.9	A
	Subtotal	170	165	97	3.1	A
Total		616	619	100	3.8	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Future (2030) Background
Time Period: Morning Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Shepard Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	106	103	97	0.4	A
	R	10	13	127	0.1	A
	Subtotal	116	116	100	0.4	A
SB	L	60	56	93	3.3	A
	T	366	377	103	1.1	A
	Subtotal	426	433	102	1.4	A
SW	L	30	30	100	8.0	A
	R	65	62	95	3.9	A
	Subtotal	95	92	97	5.2	A
Total		637	641	101	1.8	A

Intersection: 950 North & Sunset Drive
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
EB	L	55	53	97	3.6	A
	T	320	322	101	0.9	A
	Subtotal	375	375	100	1.3	A
WB	T	260	253	97	0.3	A
	R	60	62	103	0.2	A
	Subtotal	320	315	98	0.3	A
SE	L	190	198	104	14.8	B
	R	205	208	102	5.9	A
	Subtotal	395	406	103	10.2	B
Total		1,089	1,096	101	4.3	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Future (2030) Background
Time Period: Evening Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Burton Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	231	235	102	1.1	A
	R	35	37	106	0.8	A
	Subtotal	266	272	102	1.1	A
SB	L	65	66	102	3.6	A
	T	165	166	101	1.0	A
	Subtotal	230	232	101	1.7	A
WB	L	15	14	92	7.5	A
	R	65	61	94	4.9	A
	Subtotal	80	75	94	5.4	A
Total		576	579	101	1.9	A

Intersection: Angel Street & Sunset Drive
Type: Roundabout

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SB	L	170	168	99	3.2	A
	R	10	12	117	3.2	A
	Subtotal	180	180	100	3.2	A
EB	L	10	10	98	2.7	A
	T	60	61	102	3.9	A
	Subtotal	70	71	101	3.7	A
WB	T	85	85	100	4.3	A
	R	255	261	102	3.4	A
	Subtotal	340	346	102	3.6	A
Total		591	597	101	3.5	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Future (2030) Background
Time Period: Evening Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Shepard Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	255	255	100	0.7	A
	R	20	23	116	0.3	A
	Subtotal	275	278	101	0.7	A
SB	L	60	59	99	3.7	A
	T	170	170	100	1.1	A
	Subtotal	230	229	100	1.8	A
SW	L	10	11	107	8.3	A
	R	85	90	106	4.7	A
	Subtotal	95	101	106	5.1	A
Total		600	608	101	1.8	A

Intersection: 950 North & Sunset Drive
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
EB	L	175	173	99	6.8	A
	T	415	415	100	1.3	A
	Subtotal	590	588	100	2.9	A
WB	T	495	491	99	0.6	A
	R	100	107	107	0.5	A
	Subtotal	595	598	101	0.6	A
SE	L	75	73	97	24.6	C
	T	1	1	133	0.1	A
	R	105	106	101	4.7	A
	Subtotal	181	180	99	12.7	B
Total		1,366	1,366	100	3.2	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Future (2030) Plus Project
Time Period: Morning Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Burton Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	146	140	96	1.1	A
	R	31	30	97	0.7	A
	Subtotal	177	170	96	1.0	A
SB	L	40	43	107	3.4	A
	T	322	322	100	0.9	A
	Subtotal	362	365	101	1.2	A
WB	L	22	21	97	7.1	A
	R	55	56	102	4.3	A
	Subtotal	77	77	100	5.1	A
Total		616	612	99	1.6	A

Intersection: Angel Street & Sunset Drive
Type: Roundabout

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SB	L	375	377	100	3.8	A
	T	1	1	133	1.0	A
	R	17	17	101	3.8	A
	Subtotal	393	395	101	3.8	A
EB	L	24	21	88	4.2	A
	T	135	139	103	4.9	A
	Subtotal	159	160	101	4.8	A
WB	T	55	55	100	3.7	A
	R	145	140	97	3.0	A
	Subtotal	200	195	98	3.2	A
Total		751	750	100	3.9	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Future (2030) Plus Project
Time Period: Morning Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Shepard Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	127	124	97	0.4	A
	R	10	10	98	0.2	A
	Subtotal	137	134	98	0.4	A
SB	L	81	81	100	3.4	A
	T	429	434	101	1.4	A
	Subtotal	510	515	101	1.7	A
SW	L	30	29	97	10.0	A
	R	72	71	98	4.1	A
	Subtotal	102	100	98	5.8	A
Total		750	749	100	2.0	A

Intersection: 950 North & Sunset Drive
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SE	L	211	205	97	15.5	C
	R	247	257	104	6.2	A
	Subtotal	458	462	101	10.3	B
NE	L	70	68	97	3.6	A
	T	320	314	98	1.0	A
	Subtotal	390	382	98	1.5	A
SW	T	260	266	102	0.7	A
	R	67	66	98	0.3	A
	Subtotal	327	332	102	0.6	A
Total		1,175	1,176	100	4.7	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Future (2030) Plus Project
Time Period: Morning Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & East Access
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	L	21	18	87	3.6	A
	T	148	144	97	0.4	A
	Subtotal	169	162	96	0.8	A
SB	T	334	334	100	1.4	A
	R	10	10	98	1.0	A
	Subtotal	344	344	100	1.4	A
EB	L	29	28	97	7.3	A
	R	58	60	103	5.2	A
	Subtotal	87	88	101	5.9	A
Total		600	594	99	1.9	A

Intersection: Angel Street & Southwest Access
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SB	L	42	44	104	5.2	A
	R	11	11	98	3.8	A
	Subtotal	53	55	104	4.9	A
EB	L	4	3	75	2.2	A
	T	116	116	100	0.1	A
	Subtotal	120	119	99	0.2	A
WB	T	58	56	96	0.4	A
	R	13	15	113	0.2	A
	Subtotal	71	71	100	0.4	A
Total		245	245	100	1.3	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Future (2030) Plus Project
Time Period: Evening Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Burton Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	245	244	100	1.7	A
	R	49	52	107	1.3	A
	Subtotal	294	296	101	1.6	A
SB	L	65	64	98	3.7	A
	T	188	186	99	1.0	A
	Subtotal	253	250	99	1.7	A
WB	L	38	37	97	8.1	A
	R	65	64	98	5.1	A
	Subtotal	103	101	98	6.2	A
Total		650	647	100	2.4	A

Intersection: Angel Street & Sunset Drive
Type: Roundabout

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SB	L	206	204	99	3.2	A
	T	1	2	200	0.2	A
	R	26	26	100	3.2	A
	Subtotal	233	232	100	3.2	A
EB	L	22	24	110	3.2	A
	T	80	81	101	4.1	A
	Subtotal	102	105	103	3.9	A
WB	T	117	117	100	4.6	A
	R	315	318	101	3.8	A
	Subtotal	432	435	101	4.0	A
Total		767	772	101	3.7	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Future (2030) Plus Project
Time Period: Evening Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & Shepard Lane
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	T	324	327	101	0.8	A
	R	20	19	96	0.4	A
	Subtotal	344	346	101	0.8	A
SB	L	74	71	96	4.1	A
	T	212	214	101	1.2	A
	Subtotal	286	285	100	1.9	A
SW	L	10	11	107	9.6	A
	R	108	108	100	5.6	A
	Subtotal	118	119	101	6.0	A
Total		748	750	100	2.1	A

Intersection: 950 North & Sunset Drive
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SE	L	89	89	100	31.6	D
	T	1	1	133	0.5	A
	R	133	135	102	5.0	A
	Subtotal	223	225	101	15.5	C
NE	L	221	224	101	6.4	A
	T	415	406	98	1.5	A
	Subtotal	636	630	99	3.2	A
SW	T	495	486	98	1.4	A
	R	123	121	99	0.8	A
	Subtotal	618	607	98	1.3	A
Total		1,478	1,462	99	4.3	A

SimTraffic LOS Report

Project: Kaysville Horizon TIS
Analysis Period: Future (2030) Plus Project
Time Period: Evening Peak Hour

Project #: UT24-2901

Intersection: Sunset Drive & East Access
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
NB	L	64	69	107	3.2	A
	T	273	274	100	0.8	A
	Subtotal	337	343	102	1.3	A
SB	T	195	196	101	1.1	A
	R	32	29	90	0.8	A
	Subtotal	227	225	99	1.1	A
EB	L	20	21	106	9.0	A
	R	38	36	94	4.5	A
	Subtotal	58	57	98	6.2	A
Total		623	625	100	1.7	A

Intersection: Angel Street & Southwest Access
Type: Unsignalized

Approach	Movement	Demand Volume	Volume Served		Delay/Veh (sec)	
			Avg	%	Avg	LOS
SB	L	28	26	93	5.4	A
	R	8	10	121	3.3	A
	Subtotal	36	36	100	4.8	A
EB	L	12	14	114	2.3	A
	T	74	78	106	0.1	A
	Subtotal	86	92	107	0.4	A
WB	T	98	98	101	0.7	A
	R	46	45	98	0.6	A
	Subtotal	144	143	99	0.7	A
Total		266	271	102	1.1	A

APPENDIX D

95th Percentile Queue Length Reports

SimTraffic Queueing Report

Project: Kaysville Horizon TIS

Analysis: Existing (2025) Background

Time Period: Morning Peak Hour

95th Percentile Queue Length (feet) - Rounded Up to Nearest Multiple of 25 ft



Project #: UT24-2901

Intersection	NB	NE	SB		SE		SW		WB	
	TR	L	LR	LT	L	R	R	T	L	R
01: Sunset Drive & Burton Lane				50					50	50
02: Angel Street & Sunset Drive										
03: Sunset Drive & Shephard Ln				50					50	75
04: 950 North & Sunset Drive		50			125	100				

SimTraffic Queueing Report

Project: Kaysville Horizon TIS

Analysis: Existing (2025) Background

Time Period: Evening Peak Hour

95th Percentile Queue Length (feet) - Rounded Up to Nearest Multiple of 25 ft

HALES  **ENGINEERING**
innovative transportation solutions

Project #: UT24-2901

Intersection	NE		SB		SE		SW		WB	
	L	LR	LT		L	R	R	T	L	R
01: Sunset Drive & Burton Lane			50						50	75
02: Angel Street & Sunset Drive										
03: Sunset Drive & Shephard Ln			75						50	75
04: 950 North & Sunset Drive	75				75	75				

Intersection	NB		NE	SB			SE		SW			EB		WB		
	LT	TR	L	LR	LT	TR	L	R	L	R	T	LR	LT	L	R	TR
01: Sunset Drive & Burton Lane					50									50	75	
02: Angel Street & Sunset Drive				50								50				
03: Sunset Drive & Shepard Lane					50				50	75						
04: 950 North & Sunset Drive			50				125	100								
05: Sunset Drive & East Access	50											75				
06: Angel Street & Southwest Access				50												

SimTraffic Queueing Report

Project: Kaysville Horizon TIS

Analysis: Existing (2025) Plus Project

Time Period: Evening Peak Hour

95th Percentile Queue Length (feet) - Rounded Up to Nearest Multiple of 25 ft



Project #: UT24-2901

Intersection	NB		NE	SB		SE		SW			EB		WB		
	LT	TR	L	LR	LT	L	R	L	R	T	LR	LT	L	R	TR
01: Sunset Drive & Burton Lane					50								50	75	
02: Angel Street & Sunset Drive				50							50				
03: Sunset Drive & Shepard Lane					75			50	75						
04: 950 North & Sunset Drive			75			100	75								
05: Sunset Drive & East Access	75										75				
06: Angel Street & Southwest Access				50											

SimTraffic Queueing Report

Project: Kaysville Horizon TIS

Analysis: Future (2030) Background

Time Period: Morning Peak Hour

95th Percentile Queue Length (feet) - Rounded Up to Nearest Multiple of 25 ft

HALES  **ENGINEERING**
innovative transportation solutions

Project #: UT24-2901

Intersection	NB	SB		SE		SW		EB		WB		
	TR	LR	LT	L	R	L	R	L	LT	L	R	TR
01: Sunset Drive & Burton Lane			50							50	75	
02: Angel Street & Sunset Drive		50							75			
03: Sunset Drive & Shepard Lane			50			50	75					
04: 950 North & Sunset Drive				125	100			50				

SimTraffic Queueing Report

Project: Kaysville Horizon TIS

Analysis: Future (2030) Background

Time Period: Evening Peak Hour

95th Percentile Queue Length (feet) - Rounded Up to Nearest Multiple of 25 ft



Project #: UT24-2901

Intersection	SB		SE		SW		EB			WB			
	LR	LT	L	R	L	R	L	LT	T	L	R	T	TR
01: Sunset Drive & Burton Lane		50								50	75		
02: Angel Street & Sunset Drive	50						50						
03: Sunset Drive & Shepard Lane		75			50	75							
04: 950 North & Sunset Drive			100	75			100						

SimTraffic Queueing Report

Project: Kaysville Horizon TIS

Analysis: Future (2030) Plus Project

Time Period: Morning Peak Hour

95th Percentile Queue Length (feet) - Rounded Up to Nearest Multiple of 25 ft



Project #: UT24-2901

Intersection	NB	NE	SB		SE		SW		EB		WB		
	LT	L	LR	LT	L	R	L	R	LR	LT	L	R	TR
01: Sunset Drive & Burton Lane				50							50	75	
02: Angel Street & Sunset Drive			75						75				
03: Sunset Drive & Shepard Lane				50			50	75					
04: 950 North & Sunset Drive		50			125	100							
05: Sunset Drive & East Access	50								75				
06: Angel Street & Southwest Access			50										

SimTraffic Queueing Report

Project: Kaysville Horizon TIS

Analysis: Future (2030) Plus Project

Time Period: Evening Peak Hour

95th Percentile Queue Length (feet) - Rounded Up to Nearest Multiple of 25 ft

HALES  **ENGINEERING**
innovative transportation solutions

Project #: UT24-2901

Intersection	NB		NE		SB		SE		SW			EB		WB		
	LT	TR	L	T	LR	LT	L	R	L	R	T	LR	LT	L	R	TR
01: Sunset Drive & Burton Lane						75								50	75	
02: Angel Street & Sunset Drive					50							50				50
03: Sunset Drive & Shepard Lane						75			50	75						
04: 950 North & Sunset Drive			100				125	75								
05: Sunset Drive & East Access	50											75				
06: Angel Street & Southwest Access					50											

APPENDIX E

Crash Data Reports

CRASH SUMMARY REPORT

Kaysville Horizon

Created on February 9, 2026

Created by Scottie Duclos

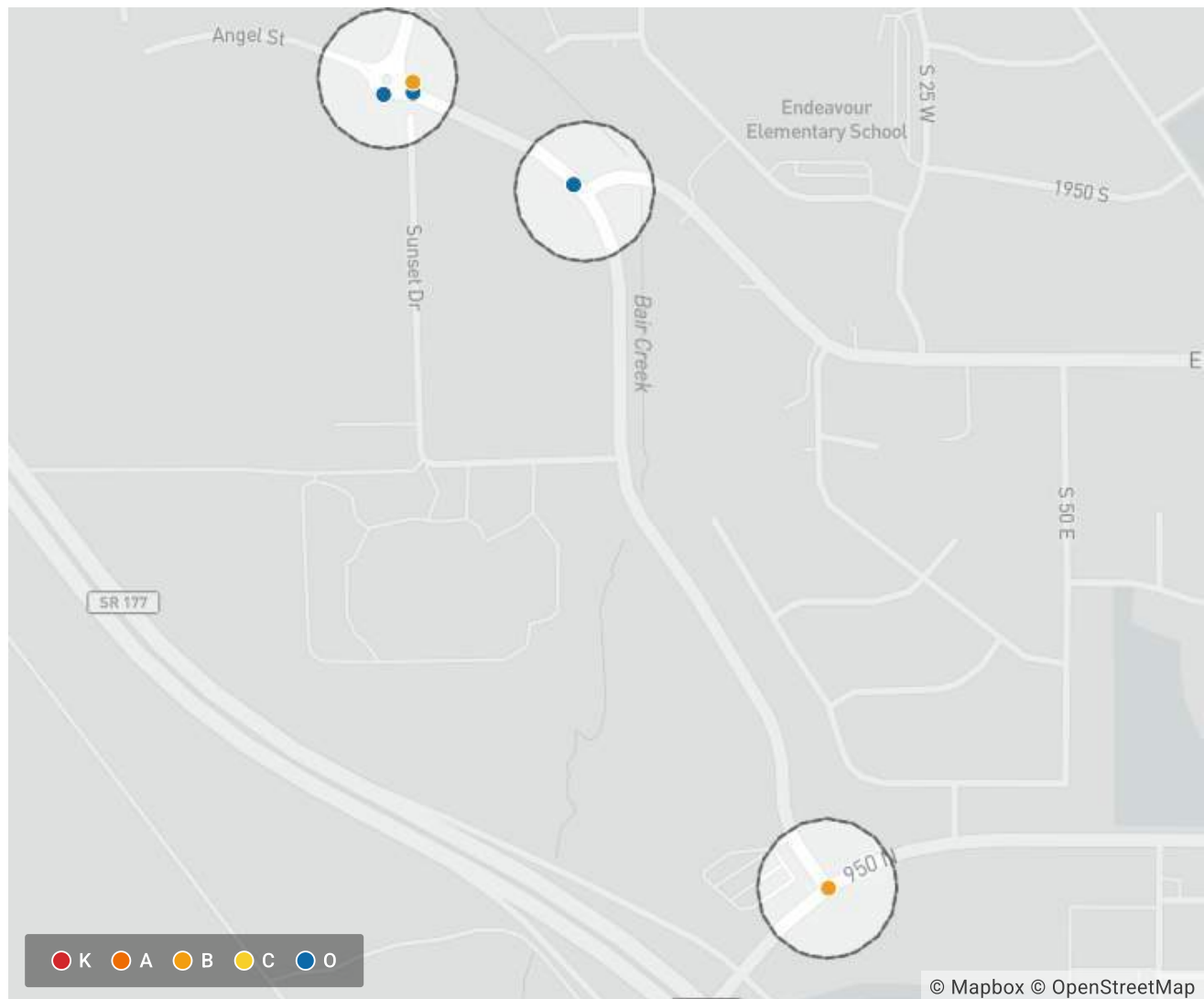
Requested by Hales Engineering

Data extents: January 1, 2019 to February 9, 2026



Applied Filters

Shape: Circle 250 ft Shape: Circle 250 ft Shape: Circle 250 ft Shape: Circle 250 ft



Total Crashes	9	Fatal Crashes	0
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UDOT Crash Summary		Crash_View	
Total Crashes	9	100.00%	
Intersection Related	5	55.56%	
Roadway Departure	4	44.44%	

Distracted Driving	1	11.11%
Speed Related	1	11.11%
+ 7 more	0	0%

Crash Verified	Crash_View	
True	7	77.78%
False	2	22.22%

Crash Severity	Crash_View	
No injury/PDO	5	55.56%
Possible injury	2	22.22%
Suspected Minor Injury	2	22.22%
+ 3 more	0	0%

Injury Level	Person_View	
No injury	9	56.25%
Suspected Minor Injury	4	25.00%
Possible injury	3	18.75%
+ 4 more	0	0%

Manner of Collision	Crash_View	
Not Applicable/Single Vehicle	5	55.56%
Front to Rear	3	33.33%
Angle	1	11.11%
+ 9 more	0	0%

Crash Date Time (Year)	Crash_View	
2026	2	22.22%
2025	2	22.22%
2024	1	11.11%
2023	1	11.11%
2022	2	22.22%
2019	1	11.11%
+ 11 more	0	0%

V1 & V2 Movement & Direction (Crash Level Only)	Crash_View	
Straight Ahead (Northbound) & Slowing in Traffic Lane (Northbound)	1	11.11%
Straight Ahead (Southbound) & Stopped in Traffic Lane (Southbound)	1	11.11%
Straight Ahead (Southbound) & Turning Left (Southbound)	1	11.11%

Turning Left (Southbound) & Straight Ahead (Westbound)	1	11.11%
+ 996 more	0	0%

Roadway Surface Condition	Crash_View	
Dry	6	66.67%
Dirt	1	11.11%
Snow	1	11.11%
Wet	1	11.11%
+ 11 more	0	0%

Weather Condition	Crash_View	
Clear	7	77.78%
Rain	1	11.11%
Snowing	1	11.11%
+ 10 more	0	0%

Most Harmful Event	Vehicle_View	
Collision With Other Motor Vehicle in Transport	8	61.54%
Curb	1	7.69%
Ditch	1	7.69%
Fence	1	7.69%
Overturn/Rollover	1	7.69%
Tree/Shrubbery	1	7.69%
+ 52 more	0	0%

Light Condition	Crash_View	
Daylight	5	55.56%
Dark - Not Lighted	3	33.33%
Dark - Lighted	1	11.11%
+ 6 more	0	0%

Countermeasures	Crash_View	
Countermeasure: Pave Or Widen Shoulder	3	33.33%
Countermeasure: Horizontal Curve Improvements	2	22.22%
Countermeasure: Left Turn Lane	2	22.22%
Countermeasure: Clear Zone Improvements	1	11.11%
Countermeasure: Intersection Lighting	1	11.11%
Countermeasure: Roundabout or Signal	1	11.11%
+ 9 more	0	0%

Kaysville City Planning Commission Meeting Minutes
January 8, 2026

The Planning Commission meeting was held on Thursday, January 8, 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, Paul Toller, Jeramy Burkinshaw, Erin Young, and David Moore

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

Public Attendees: Laurene Starkey, Val Starkey, Jill Dredge, Boyd Argyle, Matthew Mann, Shauna Mann, Athens Hunt, Abbi Hunt, Mark Oveson, Mark Tren, Thomas T. Wilding, Gary D.E Pierce Esq., Sapientia Fernandez, Tim Hirsch, Matt Loveland, Krysten Wheeler, Kory Wheeler, Dawn Hardy, Lary Hardy, Brad Crockett, Allysen Stenquist, Bryan Rue, Rick Jones, Jacquie Jones, Ike Anderson, John Russon, Alexis Larson, Kirk Nacey, Dave McSwain, Keith Halls, Cindy Jenkins, Lee Sim, Mark Tren, Brian Kartchner, Paul Belnap, Mike Jensen, J.G. (signature not legible), Janeen Evans, Matt Howes, and Terrell Rohm.

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- PUBLIC HEARING FOR A REZONE FOR APPROXIMATELY 1820 SOUTH SUNSET DRIVE (PARCELS #08-694-0005, 08-0-27-0009, AND 08-27-0008) FROM R-A AND A-1 TO R-1-6 WITH A PRUD OVERLAY

Community Development Director Melinda Greenwood presented an application submitted by Symphony Homes requesting a rezone of approximately 14.7 acres located at approximately 1820 South Sunset Drive. The application includes three parcels currently zoned A-1 Light Agriculture or R-A Residential Agricultural and seeks to rezone them to R-1-6 Single-Family Residential with a PRUD (Planned Residential Unit Development) overlay to allow for a mix of public and private streets. The proposed development would consist of 46 single-family lots ranging in size from approximately 6,300 square feet to over 22,000 square feet.

Ms. Greenwood explained that the property is currently largely undeveloped and that surrounding zoning includes A-1, R-1-20, and R-1-LD. She reviewed the City's 2022 General Plan, noting that the Future Land Use Map designates the subject properties for single-family residential use, making the proposed R-1-6 zoning consistent with the General Plan. She stated that the project supports the 2022 General Plan's guiding principle of providing diverse housing options through a range of lot sizes. She also cited goals from the Land Use and Placemaking, Transportation and Connectivity, and Housing and Neighborhoods chapters that support maintaining single-family neighborhoods, improving connectivity, and providing a range of

housing opportunities.

Ms. Greenwood reviewed the City's water availability analysis required under the recently adopted General Plan water chapter. She stated that the City purchases water from Weber Basin Water Conservancy District and currently holds contracts for 3,186 acre-feet of culinary water and have used an average of just over 2,400 acre-feet over the past five years. The proposed development of 46 homes is projected to require approximately 12 acre-feet of water annually, which is within the City's available capacity. She clarified that the City does not provide secondary water but confirmed that adequate culinary water is available to serve the development.

Ms. Greenwood described the proposed development agreement that would accompany the rezone and be recorded against the property. She explained that the development agreement would regulate the zoning, site layout, number of lots, and other development standards, preventing any increase in density beyond the 46 lots without City Council approval. She reviewed key provisions of the agreement, including minimum frontage standards averaging 60 feet with a minimum frontage of 50 feet, front setbacks of 20 feet, side setbacks of five feet, rear setbacks of 25 feet with covered patios holding a 10 foot setback, a maximum building height of 35 feet limited to two stories, fencing requirements, landscaping standards, and prohibition of on-street parking on private streets to ensure emergency access. She also noted that the development agreement requires compliance with fire code standards, including limiting the number of homes to 30 until a second point of ingress and egress is constructed. The development agreement also includes a provision that all intersections, including the connection to Sunset Drive, would be designed to American Association State Highway Transportation Officials (AASHTO) safety standards.

Ms. Greenwood presented a proposed change to the development agreement regarding the list of trees permitted in park strips. Based on recommendations from the City's Parks and Recreation Department and certified arborists, she recommended removing three tree species from the approved list to ensure suitability for park strips, salt tolerance, and drought resistance.

Chair Mike Packer asked for clarification regarding the project's phasing. Ms. Greenwood explained that the project would be constructed in phases, with the central portion of the development proposed as Phase One because it provides the only current access point. She stated that a temporary turnaround would be required at the end of Phase One for emergency access. Before proceeding to additional phases, Sea Biscuit Drive (550 West) would need to be improved to full right-of-way width. She noted that phasing could be adjusted based on market demand but would remain subject to the requirements in the development agreement. Ms. Greenwood reviewed the planned improvements to Sea Biscuit Drive/550 West, explaining that City Code identifies the street as a "significant local street" requiring 66 feet of right-of-way and 41 feet of asphalt, extending from Mare Drive to Angel Street. She noted that this street alignment and width requirement have been part of City Code for many years.

Ms. Greenwood summarized public comments received to date, stating that approximately 13 emails had been received, including three in support and the remainder expressing opposition or concerns. The primary concerns included traffic safety at the proposed Sunset Drive intersection, project density, loss of agricultural land, infrastructure capacity, and the Angel Street connection. Ms. Greenwood stated that staff and the City's engineers believe the Sunset Drive connection is important for connectivity and is supported by the General Plan. She explained that the intersection would only be allowed if it could be designed and constructed to meet AASHTO safety standards. She also stated that adequate sewer and water capacity exist or would be constructed as part of development and that the development agreement would limit density to 46 lots regardless of what the underlying R-1-6 zoning might otherwise allow. Regarding Angel Street, she noted that Symphony Homes does not own the property required for the road connection, but that discussions are underway between the City and the Sewer District to potentially facilitate that future connection.

Ms. Greenwood stated that staff recommends approval of the rezone based on consistency with the General Plan. She requested that if the Planning Commission chooses to recommend approval, the motion allow for staff and legal counsel to make minor non-substantive edits to the development agreement prior to City Council consideration, including possible clarification regarding the Angel Street connection and updating the tree list.

Chair Packer asked for clarification regarding the nature of potential edits. Ms. Greenwood stated that they would be limited to minor items such as the tree list and possible language related to the Angel Street connection and would not be substantive. Chair Packer reminded the Commission and the public that the Planning Commission's role is to make a recommendation to the City Council, who will make the final decision on the rezone. Ms. Greenwood added that should that happen, any changes to the development agreement would be shown as redlined revisions in the City Council packet for full transparency.

Commissioner Sommerkorn asked whether City plans contemplate the Angel Street connection. Ms. Greenwood stated that City Code in Title 8 identifies Sea Biscuit Drive/550 West as a significant local street extending from Mare Drive to Angel Street with a 66-foot right-of-way, confirming that the connection has long been part of the City's adopted street framework.

Chair Mike Packer invited the applicant to present following staff's report.

Matt Loveland, representing Symphony Homes, provided his business address at 111 South Frontage Road in Centerville, Utah. Mr. Loveland explained that the project has evolved significantly since its original application. He stated that in January of the prior year Symphony hosted a neighborhood open house to gather community feedback before beginning formal design. In May of that year, Symphony submitted an application for 297 homes across a larger area, which was heard by the Planning Commission in August. Following that process, Symphony divided the overall project into eastern and western portions, noting that Symphony owns the entirety of the eastern portion but not all of the western area. The current application is limited to the eastern portion of the original application.

Mr. Loveland explained that under the prior application, the east side included 99 homes, including 13 traditional front-loading homes and 86 rear-load smaller units. Under the revised proposal now before the Commission, the east side has been reduced to 46 traditional front-loading single-family homes on R-1-6 zoning. He stated that Symphony Homes intentionally scaled back density and adjusted the design based on prior feedback.

Mr. Loveland addressed concerns regarding R-1-6 zoning allowances, noting that although R-1-6 could allow higher density, the development agreement would restrict the site to exactly 46 homes. He presented renderings and examples of the types of homes Symphony intends to build, explaining that the yellow-coded lots would be larger and the brown-coded lots medium sized, with all lots allowing either two-car or three-car garages. He stated the overall density would be just over three units per acre. He reviewed the proposed setbacks of 20 feet in front, 25 feet in the rear, five feet on each side, and 15 feet on street corners, noting that covered patios could extend into the rear setback while remaining at least ten feet from the rear property line, allowing for 1,000 to 1,500 square feet of outdoor living space.

Mr. Loveland discussed the proposed building height of 35 feet, compared to the 30-foot limit in code, explaining that the increase would allow Symphony to use European-inspired roof designs with steeper roof pitches. He stated that all homes would remain limited to two stories and that the height increase was solely to accommodate architectural rooflines, not additional floors.

Mr. Loveland then addressed traffic and access. He explained that Symphony's traffic engineer, Hales Engineering, prepared a traffic study in August 2025 for the prior 297-unit plan. That study assumed two access points—one at Sunset Drive and one at Angel Street—and further assumed that 25 percent of traffic from the adjacent Sunset Equestrian Estates would route through the project to be conservative. It also assumed Angel Street would not connect beyond the project, forcing all traffic to exit via Sunset Drive. Based on those conservative assumptions, all Sunset Drive intersections were determined to operate at Level of Service A, including both proposed access points.

Mr. Loveland further explained the AASHTO standards for intersection design and site distance. He stated that although Sunset Drive is posted at 30 miles per hour, the engineering analysis assumed 35 miles per hour for safety. Based on AASHTO tables, minimum site distance requirements of 335 feet to the north and 390 feet to the south would apply. He stated that Symphony's engineer and the City's public works and engineering staff concluded the proposed intersection at Sunset Drive could be designed to meet those AASHTO site distance requirements.

Mr. Loveland addressed neighborhood concerns and stated that fencing along Sunset Drive had been added to the plan to provide buffering between the proposed homes and existing residences. He also discussed the Sewer District remnant parcel between the project and Angel Street, stating that Symphony would like to include it if possible but respects that it is owned by the Sewer District. He stated Symphony is willing to assist the City in any discussions related to

that property but intends to proceed with the portion of the project that Symphony controls. Mr. Loveland concluded by stating that Symphony is confident the proposed development would add value and character to the community and requested the opportunity to answer questions during public discussion.

Chair Mike Packer formally opened the public comment portion of the meeting. He explained that any person wishing to speak would be allowed up to three minutes and must state their name for the record. He advised that the Planning Commission would not engage in dialogue or answer questions during public comment in order to allow each speaker to use their full time. Speakers were permitted to pose questions, but responses would be addressed after the public comment period closed. The public comment portion of the hearing was then opened.

Paul Belnap addressed the Commission and stated that he had submitted a written letter dated December 1, 2025 outlining prior master planning efforts for West Kaysville. He stated that, beginning in the early 2000s, the City had directed neighborhood meetings involving approximately 15 homes, which resulted in a master plan establishing low-density development for the area encompassing more than 300 acres between Angel Street and the former railroad corridor. He asserted that this planning history remains relevant when evaluating whether the current proposal preserves the area's established character.

Mr. Belnap expressed concern that the current application covers only 14.7 acres of what was originally a 52-acre area, leaving approximately 38 acres without any documented zoning or development standards. He stated that the proposed community amenity area of approximately 6,000 square feet within a 632,000-square-foot development does not reflect the rural and low-density character historically established for West Kaysville.

He further stated that the development agreement available on the City's website does not include a detailed site plan or product types and that five-foot side yard setbacks, private streets, and no-parking restrictions would not be compatible with existing neighborhood patterns and could create parking issues. He expressed concern that approval of R-1-6 zoning for this portion of the property could later be extended to the remaining acreage without a complete plan.

Mr. Belnap requested that the application be denied or, at minimum, tabled until a full development plan for all remaining property is provided. He also stated that although he had been told that issues with the equestrian center had been resolved, the development agreement contained no provisions addressing that property or its role in open space planning.

Jacquie Jones stated that she and her husband are residents of Kaysville and developed three lots directly across from the proposed project after moving into the area in 2007. She explained that their development was required to comply with R-1-20 zoning standards, including lot size and building height limits, and that she constructed a European-style home with steep roof pitches while remaining within the City's height restrictions.

Ms. Jones stated that Symphony Homes' request for increased building height to accommodate roof pitch was unnecessary, as similar architectural designs can be achieved through engineering solutions within existing limits. She expressed concern that regulatory standards are being relaxed for the current project beyond what prior developers were required to follow. She also discussed the Planned Residential Unit Development (PRUD) overlay, stating that it allows flexibility in housing types, open space, and amenities but can significantly affect neighborhood character, density, traffic, and livability. She stated that residents should be cautious and fully informed when PRUD zoning is used. Ms. Jones indicated that she and her neighbors worked hard to preserve the established character of the area and made development decisions that prioritized compatibility with surrounding properties, even at financial cost.

Ms. Jones expressed concern that the traffic studies relied upon were conducted between 2019 and 2023 and do not reflect current traffic conditions following completion of the I-15 and 950 West connections. She stated that residents have experienced significantly increased traffic volumes and difficulty accessing Sunset Drive.

She presented materials showing the number of homes that could ultimately be built on the full 52-acre property and stated that approximately 300 homes could be developed, regardless of whether the zoning is R-1-6 or R-1-7. She further presented a traffic count conducted by her and her daughter, reporting approximately 100 vehicles every ten minutes during peak times, or about 600 vehicles per hour, directly in front of her home.

Ms. Jones stated that the proposed development access would be located at a blind curve on Sunset Drive where accidents, a child injury, and pet fatalities have already occurred. She requested that an independent traffic study be conducted before any approval of the project.

Ms. Jones submitted a 4 page handout showing homes she believes would be affected by the development, the location of the 300 homes to be added, a Kaysville City Schedule of Zoning District Regulations, and a document showing results of a recent speed study completed by the Kaysville Police Department and an explanation for the need of a fully independent traffic study.

Keith Halls stated that he lives at 1787 South Sunset Drive at the location where the proposed road connection to Sunset Drive would be constructed. He explained that he has lived at the location for approximately 40 years and has personal experience navigating the blind curve and downhill grade at that point. He stated that entering and exiting his driveway has become increasingly difficult over time due to traffic and visibility limitations.

Mr. Halls expressed concern that the proposed development access would create a hazardous condition, particularly if fencing is installed that would further restrict sight distance. He described scenarios in which parents and school-age drivers would be required to make left-hand turns onto Sunset Drive at a blind curve, creating a high risk of serious accidents.

He stated that access through Angel Street would be significantly safer because of the existing roundabout and roadway design. He reported that in prior discussions with the applicant, Symphony Homes indicated that if Angel Street access could be obtained, the Sunset Drive access could be eliminated. He urged the Commission to prioritize Angel Street access and consider the safety of future residents and existing neighbors when evaluating the project.

Lee Sim stated that he lives north of the proposed development and is a retired civil engineer. He raised a question regarding whether the existing culinary water infrastructure, specifically the main water lines along Sunset Drive, are adequately sized to serve an additional 46 homes without negatively affecting water pressure.

Mr. Sim noted that while the City may have sufficient overall water supply, he had not heard confirmation that the existing distribution infrastructure in the area could handle the additional demand. He asked that this issue be evaluated as part of the project review.

Terrell Rohm stated that he lives on Appaloosa Drive, a few blocks east of the proposed development. He thanked Symphony Homes for meeting with neighbors and attempting to address concerns. He stated that he and others are not opposed to new construction but are opposed to the proposed R-1-6 rezoning.

Mr. Rohm explained that the surrounding neighborhood consists primarily of larger lots, approximately 0.46 acres, and that R-1-6 zoning is not compatible with the existing aesthetic or master planning for the area. He stated that many residents present were in opposition to the rezoning and asked those who shared that view to indicate their opposition. He thanked the Commission for considering community input.

Matt Howes stated that he lives on Seabiscuit Drive within the area affected by the proposed development. He explained that residents are not opposed to development but are opposed to the density being proposed. He expressed concern that the phased application does not reflect the full buildout, which he estimated could reach approximately 500 homes and generate over 1,000 to 1,500 vehicles.

Mr. Howes stated that traffic already presents significant problems at Sunset Drive and Western Drive, as well as at 950 West and Sunset Drive, with long delays at peak times. He stated that the impact of additional traffic would affect not only intersections but neighborhood streets throughout the area.

He also stated that Seabiscuit Drive was described as a major access street, but he measured the roadway and found it to be approximately 30 to 31 feet wide. He stated that Seabiscuit Drive was originally designed as a residential street and not intended to serve as a primary traffic route for a large development. He urged the Commission to consider traffic safety and the cumulative impact of the proposed density.

Tim Hirsch stated that he lives at the corner of Sunset Drive and Shepherd Road. He explained

that he moved to the area to live in a lower-density neighborhood with less traffic. He stated that traffic on Sunset Drive has increased significantly, particularly since the construction of the roundabout and as more drivers use Sunset Drive to access the freeway from surrounding communities.

Mr. Hirsch expressed that while residents value the low-density character of the area, development is being driven by financial investment rather than community preference. He stated that Symphony Homes has invested heavily in the property and is seeking to maximize its return, while the existing residents are opposed to the proposed zoning and density. He noted that the future residents of the development are not present in the discussion, as the homes have not yet been built or sold.

Dave McSwain stated that he lives directly across from the proposed development on Sunset Drive. He expressed that no portion of the project should be approved until the full development plan for the entire property is known. He stated that the zoning was in place when Symphony Homes purchased the property and that ongoing changes have created prolonged uncertainty for residents.

Mr. McSwain stated that Symphony Homes produces a high-quality product and that if the development resembled the Preserve subdivision, which is built on approximately one-third acre lots, he would not object to the zoning. He expressed concern that smaller lot sizes could negatively affect surrounding property values.

He also stated that traffic studies can be interpreted in different ways and do not reflect the current conditions on Sunset Drive. He described significant congestion and delays for left turns, including a recent instance where 13 vehicles were backed up behind a turning vehicle. He noted that there are no left-turn lanes and that traffic has increased since the opening of new regional highway connections. He stated that Angel Street and the roundabout were intended to reduce pressure on Sunset Drive and urged that the project be tabled until access through Angel Street can be secured.

Allyson Stenquist stated that she lives in the existing development adjacent to the proposed project and that she and her husband's family owned portions of the property that were sold to Symphony Homes. She stated that Symphony had previously committed to developing the area with lot sizes of one-half acre, one-third acre, or possibly one-quarter acre, and that those commitments were shared with neighboring residents at that time. She stated that those earlier plans did not generate neighborhood opposition.

Ms. Stenquist stated that she opposes the R-1-6 zoning because it is not compatible with the surrounding RA, A-1, and A-5 zoning districts and represents a significant reduction in lot size. She further stated that the proposal does not provide meaningful accommodation for agricultural uses or open space and that Kaysville is losing opportunities to preserve those community assets. She expressed concern that the proposal lacks sufficient engineering detail and roadway planning and described it as incomplete. She stated her opposition to the R-1-6

zoning request.

Jill Dredge, a Kaysville resident who does not live in the immediate project area, asked whether the proposed Symphony Homes development would be a Public Infrastructure District (PID) and requested clarification from the applicant on that point.

Mike Jensen, representing Bridled Up Hope Davis County, an equine-assisted learning facility located directly across from the proposed development, addressed the Commission. He stated that in conversations with both nearby residents and Symphony Homes, there was broad agreement that the project would function better if access were routed through Angel Street rather than Sunset Drive. He noted that discussions are already occurring between the City and the Sewer District regarding potential access solutions and that community members have expressed a willingness to participate in those discussions.

Mr. Jensen emphasized the importance of preserving the equestrian character of the area, particularly along 550 West, where multiple horse owners and facilities are located. He described the horses currently in the area and stated that how the development interfaces with the equestrian uses are an important community consideration. He concluded by urging the City to pause the current proposal and pursue a more comprehensive and mutually agreeable solution, particularly one centered on Angel Street access.

Mark Treu, who lives immediately east of the project area, stated that while he supports the property being developed for housing, his primary concern is traffic and roadway safety. He explained that Sunset Drive, Western Drive, and nearby intersections already experience significant congestion and dangerous turning movements, particularly for families with children traveling to local schools. He stated that adding a new access point onto Sunset Drive would worsen these safety issues.

Mr. Treu strongly supported resolving access through Angel Street before approving any new development, stating that if that connection were completed, he would be willing to support a residential project in the area. He also opposed the proposed R-1-6 zoning, stating that he would prefer larger-lot zoning such as R-1-8 or R-1-10, and expressed skepticism that the plans presented would ultimately reflect what is built. He concluded by emphasizing the need for a comprehensive traffic management plan along Sunset Drive before proceeding.

Kirk Assay, whose home and front yard are located at the blind corner where the proposed Sunset Drive access would occur and whose backyard would border Lot 5 of the project, expressed concerns regarding building height, zoning and density. He stated that he had previously been denied approval for a cupola, a small architectural feature on a shed, due to height limits and questioned why the development should be allowed increased height beyond existing city standards. He argued that homes should be designed to comply with current height regulations rather than modifying those standards.

Mr. Assay also objected to zoning the entire property R-1-6, stating that it creates uncertainty

for future phases and allows future density increases. He requested that any commitments regarding lot sizes or zoning be placed in binding written form rather than relying on verbal agreements, noting that prior verbal agreements had changed over time. He further stated that smaller lots in the southern portion of the project would not be affordable despite being characterized as such, and that Kaysville is not a first-time homebuyer market but is for second time homeowners.

Finally, he expressed concern that the proposed density is incompatible with the surrounding area, which is characterized by one-acre and large-lot properties and ongoing equestrian and agricultural uses, and stated that reducing lot sizes below approximately one-third of an acre was not appropriate for this area.

Sapienta Fernandez spoke about the emotional and safety impacts of increased density and traffic in the neighborhood. He stated that while traffic data and studies can be quantified, the daily stress of backing out of a driveway and worrying about children traveling to and from school cannot be measured in the same way. He explained that his family moved to Kaysville for its open, low-density character and sense of space and safety, which contrasted with high-density living environments he had previously experienced.

Mr. Fernandez emphasized that the expansiveness of the neighborhood provides a sense of security and quality of life for families and children, and he expressed concern that the proposed development would change that character. He questioned whether future residents would be fully informed about existing traffic and safety conditions on Sunset Drive and concluded by urging the Commission to consider the lived experience of residents in addition to technical analyses.

Mark Oveson, who lives directly across from the proposed Sunset Drive access, described the daily difficulty of entering and exiting his driveway with a truck and trailer for his tree care business. He stated that he already waits up to two minutes for a safe opening in traffic and that even short delays feel significant when traffic is constant.

Mr. Oveson expressed concern that traffic conditions would worsen if a new development access were added to that location. He urged the Commission to take a more deliberate, long-term approach by waiting until access options to the south are resolved so the project can be planned in a more coordinated and safe manner.

Cindy Jenkins spoke briefly after lending most of her allotted time to another speaker. She explained that in September, during the start of the school year, traffic at the Sunset Drive and Western Drive intersection was extremely heavy and unsafe. At the City's request, she conducted a manual traffic count between 7:00 and 8:00 a.m. and recorded 865 vehicles crossing the intersection during that single hour, while also witnessing multiple near-accidents involving vehicles attempting to cross.

She stated that the subsequent traffic study showed approximately 30,000 vehicles passing

through that intersection in a one-week period. While she said she was not opposed to new homes being built, she emphasized that Sunset Drive has become significantly busier since 950 West was opened and that the high volume of traffic, including many teenage drivers, makes the proposed new access point onto Sunset Drive feel unsafe.

Matthew Mann, a resident of 1795 South Sunset Drive who lives directly across from the proposed development entrance, stated that while he supports responsible and well-planned development, he formally opposed the Symphony Homes proposal as presented, including both the rezoning request and the proposed access onto Sunset Drive.

He explained that the requested change from agricultural zoning to R-1-6 represents a major and abrupt increase in residential density that is inconsistent with the Kaysville General Plan for west Kaysville, which calls for lower-density residential development with gradual transitions that align with roadway and infrastructure capacity. He said the proposal skips multiple intermediate zoning categories and introduces a level of intensity that was not planned for this area.

Mr. Mann emphasized that zoning and infrastructure cannot be separated, stating that approving the higher-density zoning would grant development entitlements that assume traffic and access issues can be resolved later, even though those issues have not yet been demonstrated to be safe or workable. He warned that once zoning is approved, the City's ability to address these constraints is significantly reduced.

He also focused on safety concerns related to the proposed access onto Sunset Drive, noting that Sunset Drive is a collector roadway that already carries heavy traffic. He cited a traffic-study conducted by Kaysville City Police Officer Logan Nichols in December 2025 near his home, which showed operating speeds between 33 and 38 miles per hour in a 30-mile-per-hour zone, or 10 to 27 percent over the posted speed limit. He said this occurs on a downhill, blind corner, where sight distance and stopping distance are already compromised.

Mr. Mann concluded that adding a development access at this location would introduce turning and stopping vehicles in a setting that is already unsafe and that these conditions cannot be adequately mitigated by signage, striping, or minor design changes. He urged the Planning Commission to deny the rezoning request and remove any access onto Sunset Drive and recommended that any future consideration of the property be deferred until a safe alternative access, such as the Shepherd–Angel Street connection, is completed and available.

Boyd Argyle, a resident who lives on 550 West near Seabiscuit, Mare Drive, and “Castration Circle” and who keeps horses in the area, stated that he is one of the few remaining residents living directly in that portion of the project area. He expressed concern that the development will further impact his access and the rural character of the area, which is currently used by hikers, horseback riders, and residents.

Mr. Argyle emphasized that 550 West needs to be better managed, particularly in terms of

traffic speed and safety, because it is used by both vehicles and people with horses. He said this is the primary road he uses to access his property and that it must be handled carefully if development proceeds.

He also raised concerns about communication from Symphony Homes. He stated that although the developer had previously approached him and said they would keep him informed, he has not heard directly from them and has instead relied on others, including Mike, for updates. He further stated that his dirt road access has not been properly maintained, particularly after prior construction activity, and that he remains concerned about how future development will affect that road.

Mr. Argyle concluded by stating that the City should not make decisions based on only a small portion of the development area. He urged the Planning Commission to require a full picture of the entire project area before acting, rather than considering only a limited “postage stamp” portion of the overall development.

Chair Mike Packer formally closed the public comment portion of the meeting after confirming that no additional speakers wished to address the Commission. He then explained the next step in the process, stating that it is standard procedure for the applicant to return to the podium to respond to issues raised during public comment before the Planning Commission begins its deliberation.

Mr. Loveland addressed the Planning Commission following the close of public comment. In response to Ms. Jill Dredge’s question, he clarified that the project is not a Public Improvement District (PID) and that a PID is not being proposed or contemplated for this development.

Regarding traffic, he stated that Symphony has relied on the findings of its traffic studies but acknowledged the emotional concerns and lived experiences expressed by residents. He noted that there are also opportunities for traffic enforcement to help address some of the issues raised.

On the question of east-versus-west access, Mr. Loveland explained that both sides present unique challenges, and Symphony is actively working to mitigate and resolve those challenges so the project can proceed responsibly. He emphasized that splitting the project into two phases is not ideal for Symphony and does not make development easier, but he believes the project can be adequately served by existing and planned infrastructure based on what is currently being proposed.

He concluded by stating that he remained open to dialogue and discussion with the Commission.

Chair Packer thanked residents for their written and in-person comments and explained that the Commission considers all feedback, even if not every issue can be directly addressed. He acknowledged concerns about the project being split into phases but clarified that the applicant

has the right to bring forward only the portion currently proposed. Any future phases would require their own full review process, including public comment, Planning Commission review, and City Council approval. He stated that the Commission would focus primarily on the proposal currently before them while still considering the broader concerns raised.

Commissioner Sommerkorn stated that the dominant concern raised by the public related to traffic, circulation, and street layout, and asked Ms. Greenwood to clarify the status of the planned connection between 550 West (Seabiscuit Drive) and Angel Street, noting that such a connection could significantly relieve pressure on Sunset Drive.

Ms. Greenwood clarified that the new portion of Seabiscuit between Mare Drive and Angel Street is planned to be a 66-foot-wide street, even though the existing street in the neighborhood to the north is currently much narrower. She acknowledged there had been confusion about this earlier.

She explained that Symphony Homes attempted last year to purchase a portion of land owned by the Sewer District to complete the 550 West to Angel Street connection, but the Sewer District declined to sell at that time. The City has since been in ongoing discussions with the Sewer District and believes that the connection is critically important for the community and future development.

Ms. Greenwood stated that the Angel Street connection has been in the City's code and long-range planning for many years, and while the City does have the authority to obtain property through condemnation (eminent domain), Symphony Homes does not have that ability. She said the City is currently attempting to resolve the issue cooperatively with the Sewer District, and while holiday schedules delayed meetings, staff is working to schedule further discussions. She emphasized that dealing with another public entity such as the Sewer District is inherently slow because their staff must work through their governing board. While she believes the Sewer District may be open to selling the necessary right-of-way, no final agreement has yet been reached.

Ms. Greenwood also explained that the City cannot require Symphony Homes to build a road across property it does not own, the development agreements can only require actions that a developer has the ability to control, the Sewer District owns the land needed for the Angel Street connection, and it remains their decision whether to sell.

She concluded by stating that she believes the Sewer District will ultimately recognize the importance of the connection for both the community and future development, but the discussions are ongoing.

Commissioner Young asked staff to show the location of the Sewer District parcels that are preventing the connection between 550 West (Seabiscuit Drive) and Angel Street.

Ms. Greenwood explained that the map being shown identifies the three parcels owned by

Symphony Homes. When the Angel Street extension was built in a previous year, it effectively split two of the Sewer District parcels into north and south portions. Between those parcels lie two parcels owned by the Sewer District, including a triangular piece of land that extends toward 550 West. This triangular Sewer District parcel is the key piece of property needed to complete the road connection from 550 West down to Angel Street.

Ms. Greenwood clarified that the 550 West to Angel Street connection cannot occur without acquiring a portion of the Sewer District's triangular shaped property.

Commissioner Young asked whether the area where 550 West would connect to Angel Street was not owned by the Sewer District, and Ms. Greenwood corrected that understanding, stating that the triangular area is indeed owned by the Sewer District and blocks the connection.

Ms. Greenwood further explained that while the parcel is relatively small—approximately 13 feet wide at its narrowest point, the full 66-foot roadway width required for the planned street would have to be obtained. Although the amount of land is small, the City cannot force the Sewer District to sell it to Symphony Homes, and she confirmed that Symphony had attempted to purchase the land, but the Sewer District declined to sell.

Commissioner Sommerkorn addressed the broader issue of traffic on Sunset Drive, noting that in rapidly growing areas, existing streets often become overwhelmed as development occurs. He explained that communities are generally left with only two options: construct additional streets or widen existing ones, and sometimes a combination of both. While additional street connections such as Angel Street are being pursued, he stated that Sunset Drive will continue to face increasing traffic pressure as growth continues both within and outside Kaysville. He noted that widening Sunset Drive would be highly disruptive, as it would require taking property from many existing homeowners, creating a difficult trade-off regardless of which option is pursued.

Ms. Greenwood reported that since the Commission last reviewed a prior proposal in August, the City secured a county grant to fund construction of the remaining portion of Angel Street, extending from the roundabout northward past the Sunset Equestrian Estates. However, she stated the City does not yet own all the land needed to build the road, as a portion of the required right-of-way crosses property owned by the Equestrian Center. While funding for construction is in place, the City must still acquire that property before the road can be completed.

Commissioner Sevy asked staff to clarify how the proposed Angel Street connection interacts with the existing Equestrian Center property and the funding that has been secured for roadway construction. Ms. Greenwood explained that the planned Angel Street extension would pass through portions of the Equestrian Center property that the City does not currently own. While the City has received county grant funding to construct the Angel Street roadway from the roundabout northward past Sunset Equestrian Estates, construction cannot proceed until the necessary private property is acquired. Ms. Greenwood stated that UDOT owns some

adjacent remnant parcels from the West Davis Corridor and will convey those to the City, but a portion of the equestrian property still remains a critical obstacle.

Ms. Greenwood further clarified that Symphony is proposing one connection to Sunset Drive as part of this phase, while the City strongly desires a second connection from 550 West (Seabiscuit) down to Angel Street. That second connection requires approximately a 66-foot-wide right-of-way, including a narrow triangular strip—about 13 feet wide—that is currently owned by the Sewer District. Symphony attempted to purchase that property, but the Sewer District declined to sell it. Ms. Greenwood stated that the City is continuing discussions with the Sewer District and believes they may be willing to sell the right-of-way needed for the 550-to-Angel connection, although the Sewer District is not currently interested in selling its remaining land. She noted that if negotiations fail, the City does have the authority to pursue eminent domain, though that would require political will.

Commissioner Young asked whether, if the Angel Street connection were completed, the City would still want a connection to Sunset Drive. Ms. Greenwood responded that the City's preference is to have both a Sunset connection and a 550/Seabiscuit connection to provide sufficient circulation and redundancy for the neighborhood.

Commissioner Sommerkorn asked whether the development would retain the Sunset connection even if Angel Street were completed, and Ms. Greenwood confirmed that it would.

Commissioner Young then asked about the purpose of several small street stubs and hammerhead turnarounds shown on the site plan near certain lots. Ms. Greenwood explained that those features relate to negotiations with the Sewer District, which has requested certain development concessions if it is to convey the needed right-of-way. Those stubs are designed to preserve future connectivity options should those negotiations succeed.

Ms. Greenwood said that while the City is actively working toward securing Angel Street and 550 connections, the City cannot require Symphony to build through land it does not own, and any commitments in the development agreement must be limited to property Symphony controls.

Commissioner Sommerkorn summarized that the Sewer District's interest in protecting the development potential of its remaining land appears to be a key factor in its negotiations, as any right-of-way dedication would need to preserve the viability of that property for future use.

Ms. Greenwood deferred to the applicant to explain the purpose of the hammerhead street layouts. Mr. Loveland explained that the hammerheads primarily function as turnarounds but also serve a dual purpose by preserving the ability to connect into Sewer District property in the future, particularly near Lot 40. He stated that Symphony intends to act as a good neighbor and pursue future connectivity where possible, but that they can only commit to what is currently within their control.

Commissioner Toller asked for clarification regarding access requirements. Ms. Greenwood confirmed that under fire code, any development exceeding 30 units must have at least two points of ingress and egress. She stated that the development could build up to 30 units with only one access point, but a second connection would be required to exceed that number. Commissioner Toller referenced the Hales Engineering traffic study, which recommended deceleration lanes on both Sunset Drive and Angel Street. He asked whether deceleration lanes were part of AASHTO standards. Ms. Greenwood confirmed that AASHTO does include standards for acceleration and deceleration lanes but stated she could not specify the exact requirements.

Commissioner Toller stated that although deceleration lanes do not currently exist on Sunset Drive, the engineering study identified them as best practice. He emphasized that any approval should account for the opportunity to implement such improvements while land is still available.

Commissioner Toller also noted that while many residents opposed any access to Sunset Drive, even if traffic were routed to Angel Street or Seabiscuit, most trips would still ultimately use Sunset Drive for southbound travel. He stated that Seabiscuit is narrower than other neighborhood streets and expressed concern about existing barriers and circulation at Mare Drive. He argued that pushing traffic onto dirt roads and through neighborhood streets toward Western Drive was not viable. He noted that the traffic study accounted for traffic draining through Kentucky Derby Drive to Western Drive and that this routing had already been analyzed.

Commissioner Toller further emphasized that the current application covers only 14.7 acres and that future development will occur regardless. He stated that adequate street connectivity and safety must be ensured now. He clarified that the approved development agreement would legally bind Symphony to the lot configuration and product types shown, and the City would retain enforcement authority. He explained that the proposal includes approximately 22 larger lots and 23 smaller lots.

Commissioner Toller stated that Symphony's proposed 0.14-acre lots were unfamiliar to him and that he would like to see an example of what that product looks like before supporting a recommendation to City Council. He concluded that he was not prepared at this time to forward the proposal for approval but was open to further evaluation.

Mr. Loveland responded to questions regarding the feasibility and precedent of the proposed smaller lots. He stated that Symphony currently builds on lots smaller than one-half acre in other communities, including projects in Lehi where lots are approximately 0.14 acres or smaller, with 50-foot frontages and 90-foot depths. He stated that the proposed Kaysville lots would be larger, with widths of approximately 60 to 70 feet and depths ranging from approximately 110 to over 160 feet. He also noted that Symphony has a comparable development in Saratoga Springs near the temple with similar lot sizes, and he offered to coordinate a field visit for commissioners to see those projects.

Commissioner Toller asked for an estimated price range for the smaller lots, specifically referencing Lots 43, 32, and 31. Mr. Loveland stated that the southern “brown” lots were anticipated to sell for approximately \$1,000,000, depending on home plan, square footage, and garage configuration. Commissioner Toller expressed astonishment that a 0.14-acre lot adjacent to the sewer plant would command that price.

Commissioner Young stated that there is precedent in Kaysville for similar-sized cottage lots, citing the Hill Farms neighborhood, where lots are approximately 6,000 square feet. She stated that those lots initially faced opposition but have since become a desirable neighborhood. She further stated that although these homes would not be affordable, increasing lot sizes would result in even larger, more expensive homes, and that increasing housing inventory on smaller lots is one of the few mechanisms available to help address housing costs.

Commissioner Sommerkorn agreed and stated that while the homes would still be expensive, increasing the supply of housing through smaller lot sizes can help moderate price pressures because land cost is a major driver of housing prices. He stated that it is not the lot size alone that determines affordability, as even homes on small lots can be very expensive. He also stated that communities across the state are being asked to take responsibility for contributing to housing supply, rather than relying only on low-density development patterns. He further noted that while the zoning proposed is R-1-6, only about 10 of the 46 lots would be at the minimum 6,000-square-foot size, with the remainder being larger, and that the development agreement would ultimately control what is built.

Ms. Greenwood clarified that the average lot size in the proposed development is over 10,000 square feet across the 46 lots. She also identified existing Kaysville developments with smaller lots that could serve as visual references, including a subdivision just south of the Pickler on Deseret Drive with lots around 5,000 square feet and Talbot Estates east of Highway 89 with lots generally between 6,000 and 8,000 square feet.

Mr. Loveland added that Symphony’s development packet included exterior elevations showing home types that would fit on the smaller lots, and Ms. Greenwood displayed those examples to the Commission.

Commissioner Sommerkorn stated that lot size alone was not persuasive as a measure of neighborhood character, noting that while smaller lots do result in more homes and therefore more traffic, that condition exists throughout many growing communities. He stated that while traffic impacts should not be ignored, widening Sunset Drive would be extremely difficult, and that a connection to Angel Street would provide meaningful relief by giving traffic additional routing options.

Chair Packer stated that he had reached similar conclusions. He explained that he could not find any legitimate planning reason why different zoning districts and lot sizes cannot exist adjacent to one another, noting that this condition already exists throughout Kaysville without degrading neighborhoods. He stated that smaller lot zoning does not inherently ruin neighborhoods and

that, although residents may prefer larger lots, personal preference is not a sufficient planning basis to deny zoning. He further stated that one of Kaysville's goals is to provide a variety of housing options and that the city currently lacks diversity in housing types.

Chair Packer acknowledged traffic as a valid concern but noted that traffic impacts exist citywide and are not unique to this area. He stated that while Sunset Drive has grown busier over time, it still serves one of the least dense areas in Kaysville, and that traffic alone should not preclude development. He concluded that, taken as a whole, the proposal could fit within Kaysville and function appropriately with mitigation measures.

Commissioner Sommerkorn added that, in lieu of widening Sunset Drive, traffic control measures such as signals, stop signs, or other traffic management tools could be considered, even though such measures may not be popular with residents.

Commissioner Burkinshaw thanked the applicant for participating in the public process and acknowledged the difficulty of receiving strong community opposition. He also thanked residents for attending and participating. He stated that although Symphony was not required to present plans for the full 52-acre site, he believed doing so would better serve both the Commission and the community. He noted that unresolved development on the remaining acreage was creating uncertainty and concern.

Commissioner Burkinshaw expressed concern about the lack of trail connectivity and the limited amount of open space proposed, particularly given the density being requested. He stated that the level of open space was not comparable to surrounding developments in the area and did not sufficiently support the character of West Kaysville. He reiterated his support for pursuing the Angel Street connection and encouraged staff to continue efforts to make that connection possible.

He further stated that the density was being pushed to a level that required the use of private streets because the street widths could not meet city standards, and he questioned whether emergency services could be adequately provided under those conditions. He noted that while the private streets technically met fire code, he believed the Fire Department would likely have concerns about emergency access and response. He also cited concerns with the proposed setbacks, particularly the five-foot side yard setbacks and reduced rear setbacks, which he stated did not preserve the open-space character residents expect in West Kaysville.

Commissioner Burkinshaw stated that public comments, emails, and community surveys consistently reflected a desire to preserve Kaysville's rural, low-density, small-town atmosphere. He concluded that the density and setbacks proposed were not consistent with those expectations and that he could not support the proposal as presented.

Chair Packer asked whether the five-foot side yard setback was an exception or was allowed under city code. Ms. Greenwood clarified that the five-foot side setback is the standard for the R-1-6 zone. Commissioner Burkinshaw stated that the reduced setback was therefore a result of

the zoning being requested.

Ms. Greenwood further explained that in all other single-family residential zones the minimum side yard setback is eight feet, and in some zones, it increases to ten feet, meaning that R-1-6 allows a total separation of ten feet between homes compared to sixteen feet in other zones. Commissioner Burkinshaw asked about rear setbacks. Ms. Greenwood initially misstated the figures and then corrected the record, explaining that R-1-6 and R-1-8 have 25-foot front yard setbacks, while R-1-10 and larger zones require 30 feet. Rear yard setbacks are 15 feet for R-1-20 and R-1-14 zones and increase to 30 feet for agricultural zones.

Commissioner Young stated that she did not have concerns with the proposed density but felt that the project lacked sufficient open space. She also expressed uncertainty about the proposed roof heights, noting that she generally preferred to let architecture dictate design but suggested that roof pitch could be adjusted to comply with standards if it became a concern. Commissioner Sommerkorn asked Ms. Greenwood whether the City's Planned Residential Unit Development (PRUD) ordinance included any standards or trade-off requirements, such as increased open space, in exchange for flexibility from zoning standards. Ms. Greenwood explained that the PRUD ordinance is largely based on flexibility and does not include specific requirements for trade-offs such as open space. She noted, however, that such conditions could be imposed through a development agreement.

Commissioner Moore stated for the record that he agreed with Commissioner Burkinshaw's concerns. He described having a "heavy" feeling about the proposal and said that he believed significant information was still missing. He stated that it would be helpful for both the Commission and the public to better understand the overall direction of the project. He expressed that the uncertainty surrounding the remainder of the property created doubt and said he was inclined toward tabling the request until a clearer and more actionable plan was presented.

Commissioner Sommerkorn asked whether Commissioner Moore's concerns related to the remainder of the property or to the overall rezone request. Commissioner Moore clarified that while the applicant had submitted a plan for the 14-acre portion, uncertainty about the remaining acreage was still hanging over the proposal and affecting public confidence.

Commissioner Young responded that no approvals were being granted for the remaining property and that any future proposals for the rest of the acreage would still be subject to full review, public comment, and Commission and City Council action. She stated that no commitments were being made beyond the current application.

Commissioner Toller agreed that phasing itself was not the primary concern. However, he stated that if the Commission were to recommend approval as presented, it would allow 46 units to be developed even though the site plan showed only one access, when two would ultimately be required. He said that moving forward under those circumstances did not feel appropriate.

Mr. Loveland stated that secondary access could and would be resolved, explaining that Symphony owns the property needed to create a second connection, although it was not included in the current planning scope. He said the project was being phased to first establish single-family zoning that would apply across the full 50 acres. He noted that this portion of the site was the only area suitable for basements, which is why this phase was being prioritized. He also clarified that three separate property owners are involved in the broader area: Ivory Homes, Symphony Homes, and the Hansons, who own the equestrian center.

Commissioner Toller asked whether the Sewer District was also involved.

Mr. Loveland confirmed that the Sewer District also controls land relevant to access but reiterated that Symphony owns the land required for the second access being referenced.

Commissioner Sommerkorn clarified that the second access referenced in the traffic study was the one located west of the equestrian center and was some distance from the current phase. Commissioner Young confirmed that the 550 West connection was planned and not dependent on the Sewer District, meaning the project would ultimately have both Sunset Drive and 550 West for access, with Angel Street being the remaining unresolved portion.

Mr. Loveland stated that Symphony owns a portion of Angel Street and the City owns the remaining portion, and that the connection could and would be completed, though timing was the issue. He explained that the development agreement included a 30-unit limit until the west connection was operational, a provision he added to ensure no more than 30 homes could be built until the second access was available. He stated that Symphony was close to resolving the remaining property ownership issues but did not want to create expectations beyond what it could control.

Mr. Loveland then asked the Commission to provide consolidated feedback if the project was not likely to receive a positive recommendation, so he could understand what changes would be needed to move the proposal forward.

Commissioner Toller responded that he appreciated the reduction in density and the revised product compared to the August proposal but said those were not the primary concerns. He stated that the unresolved traffic, access, and safety issues were the major obstacles, and that he was not comfortable proceeding without certainty that those issues would be resolved. He said he would not make a motion to forward the application to City Council and would vote against such a motion if one were made.

Chair Packer stated that he was comfortable with the proposed lot sizes and zoning, noting that the R-1-6 zone already exists in Kaysville and is used in other parts of the city. He expressed concern with the idea that this area of Kaysville should be treated differently or be reserved only for large lots, stating that he could not find any legitimate planning reason why smaller lots could not be in this area if they were acceptable in other areas of the city.

The Chair explained that when evaluating the proposal, he focused on the 14.7-acre phase that was before the Commission rather than speculating about future phases or unresolved access issues. He stated that even if the project was limited to 30 homes, he would still find the proposal acceptable.

He acknowledged that traffic is always a concern with development but stated that traffic issues exist throughout the city and that families across Kaysville regularly deal with roads that are far busier than Sunset Drive. He indicated that traffic concerns alone were not sufficient, in his view, to prevent the project from moving forward.

Based on those considerations, Chair Packer stated that he would support recommending the proposal to the City Council.

Commissioner Young stated that she felt similarly to the Chair and was generally supportive of the proposal. She indicated she would be open to recommending the project to the City Council but also would not oppose tabling the item if that would allow the Angel Street connection to be finalized. She identified open space as the primary element she felt was lacking in the current proposal and stated she would like to see more open space included. However, she said she was comfortable with the proposed density and believed the project could be a high-quality development that would not harm surrounding neighborhoods. She also noted that the density had been reduced by more than half from the original proposal and that the revised plan represented a much-improved product.

Commissioner Sevy agreed with both Chair Packer and Commissioner Young, stating that she felt the proposed density and product were appropriate. She characterized the project as a higher-end development that would bring a consistent buyer market into the area and said the applicant had made significant concessions since the original proposal, including substantial reductions in density. She stated she did not have concerns with the zoning and believed the development would ultimately blend into the surrounding area as it became established.

Commissioner Sommerkorn stated that he also did not have a problem with the lot sizes or zoning, noting that the proposal remained a single-family residential development, which aligns with the General Plan. He said the project could be done in this location. However, he expressed interest in potentially tabling the application to apply pressure toward resolving the 550/Angel Street connection, which he viewed as an important long-term circulation improvement. He also noted that, since the project was being processed as a Planned Residential Unit Development (PRUD), he would like to see additional community benefits, such as increased open space, included as a trade-off for the flexibility provided by the overlay. Finally, he expressed concern about the use of private streets, explaining that in his experience they often become long-term maintenance problems for neighborhoods and frequently lead to residents later asking the city to assume responsibility for them.

Chair Packer asked the applicant to clarify whether the use of private streets was driven primarily by size constraints or by another purpose.

Mr. Loveland responded that the private streets were partly intended to differentiate between the two product types in the development, with one portion designed to be elevated relative to the other. He stated that private streets were also part of the prior development plans for the property and that Symphony had become accustomed to incorporating them as part of the overall project concept.

Commissioner Burkinshaw offered to restate his concerns and requested confirmation that the applicant had captured his detailed feedback. Mr. Loveland confirmed that he had taken detailed notes and understood the concerns that had been expressed.

Chair Packer then stated that the Commission generally understood where each member stood on the proposal and asked the Commission what direction it wanted to take next, given the range of views expressed.

Following extended discussion among the Planning Commission regarding the proposed rezone and development, Commissioner Sommerkorn stated that based on the concerns raised—particularly regarding traffic circulation, access, connectivity, open space, and unresolved infrastructure issues—he believed additional work and clarification were needed before the Commission could forward a recommendation to the City Council. He indicated that the discussion had provided meaningful direction to the applicant and staff regarding areas requiring further refinement.

Commissioner Sommerkorn then made a formal motion to table the rezone request currently before the Commission, to allow time for additional information, revisions, and alternative approaches to be developed and considered. Commissioner Toller seconded the motion, and the vote was unanimous in favor of the motion (7-0).

Commissioner Packer: Yay
Commissioner Burkinshaw: Yay
Commissioner Young: Yay
Commissioner Sommerkorn: Yay
Commissioner Toller: Yay
Commissioner Moore: Yay
Commissioner Sevy: Yay

Following the motion to table, Chair Packer stated that the agenda item was now tabled and asked how the Commission should proceed regarding when the matter would be put on another meeting agenda. He questioned whether the item would automatically be placed on a future agenda or whether it would come back to Planning Commission once additional information was available.

Commissioner Sommerkorn indicated that the item should be brought back when there was more clarity and progress on the outstanding issues.

Ms. Greenwood explained that staff would work to coordinate discussions with the Sewer District and with the applicant to attempt to resolve the connectivity and access issues, particularly related to the proposed Angel Street and 550 West connection. She noted that the Sewer District meets only once per month, which could slow the timeline. Because of this, she did not anticipate the item returning at the next meeting and stated that it might not be ready even for the following meeting. She encouraged members of the public to sign up for City agenda notifications using the QR code provided so they would be alerted when the item was scheduled again.

Mr. Loveland stated that Symphony Homes would be prepared to return in approximately two meetings and expressed a desire to establish a general timeline so that both the applicant and the community would know when the item was expected to come back. He also noted that the Sewer District's position on selling right-of-way property was a key variable, since if the Sewer District declined to sell, the Commission would still be faced with similar access issues.

Commissioner Sommerkorn commented that he hoped pressure could be applied to the Sewer District to help move the issue forward.

Chair Packer clarified that the application would not appear on the next January agenda and likely would not appear at the first meeting in February, but that the same application would return once it was ready. He also noted that since a public hearing had already been held, it would not typically be reopened when the item returned.

4- APPROVAL OF THE MINUTES FROM DECEMBER 11, 2025 PLANNING COMMISSION MEETING

Commissioner Sevy made a motion to approve the minutes from the December 11, 2026 Planning Commission meeting. Commissioner Young seconded the motion, and the vote was unanimous in favor of the motion (7-0).

Commissioner Packer: Yay
Commissioner Burkinshaw: Yay
Commissioner Young: Yay
Commissioner Sommerkorn: Yay
Commissioner Toller: Yay
Commissioner Moore: Yay
Commissioner Sevy: Yay

5- OTHER MATTERS THAT PROPERLY COME BEFORE THE PLANNING COMMISSION

Ms. Greenwood encouraged Commissioners to participate in the upcoming Kaysville University training program, which is intended to help elected and appointed officials better understand city operations and departments. She noted that Commissioner Young had already expressed interest and emphasized that even attending a few sessions would be beneficial. Ms. Greenwood stated she would resend the information and confirmed that the program would be held on Wednesday evenings.

There was discussion among Commissioners regarding the start date, with clarification that the program would begin on January 21. Chair Packer confirmed that a flyer was available with the correct date. Commissioners Toller, Moore, and Sevy indicated interest in attending, and Ms. Greenwood stated she would notify the City Manager.

Ms. Greenwood also advised the Commission that amendments to the Planning Commission bylaws may be forthcoming. She explained that the City Council is currently addressing an issue involving individuals circulating clipboards at public meetings, which has caused confusion among residents who may believe they are providing information directly to the City when they are not. She said similar provisions may be added to the Planning Commission bylaws to prevent misleading practices and protect the public from unintentionally sharing personal information.

Ms. Greenwood informed the Commission that staff has been working on rezoning several City-owned properties, particularly parks that are currently zoned residential, to a Public Use zoning designation. She explained that this change would not alter how the properties function but would align the zoning with their actual public use and provide more accurate zoning statistics for the City. Staff intends to bring these rezonings forward at a future meeting when the agenda is lighter, noting that little public comment is expected because no functional changes would occur.

Commissioner Toller thanked staff for intervening earlier in the meeting regarding the yielding of public comment time, noting that the City Council bylaws prohibit speakers from transferring their allotted time to others.

City Attorney Katie Ellis confirmed that the City Council's rules prohibit yielding time and explained that, while Robert's Rules of Order may be referenced, the Commission is not required to follow them, and the Chair has authority over procedural matters.

9- ADJOURNMENT

Chair Packer adjourned the meeting at 9:58 pm.



PLANNING COMMISSION STAFF REPORT

To: Kaysville City Planning Commission

From: Melinda Greenwood, Community Development Director

Date: February 13, 2026

Agenda Item #6: Consideration of amending the Planning Commission Bylaws and Rules of Procedure (Continued from February 12, 2026)

Meeting Date	February 26, 2026
Application Type	Amendment to Bylaws and Rules of Procedure
Applicant	Kaysville City

1. BACKGROUND

This item was discussed at the February 12, 2026 Planning Commission meeting, where only four Planning Commissioners were present. The Planning Commission decided to continue the item to the February 26, 2026, meeting to allow for additional members of the Commission to be present and participate in the discussion and decision.

One item to note is the ability for the Commission to temporarily suspend or waive a rule with a majority vote. The Commission also has the ability to add temporary rules that may be needed.

12.2 Suspension or Waiver

Procedural rules may be suspended or waived by majority vote unless required by law.

12.3 Temporary Rules

Temporary procedural rules may be adopted by unanimous vote for a specific meeting or agenda item, consistent with law.

[Kaysville City Code 17-4-2](#) provides the Planning Commission with the opportunity to adopt policies and procedures necessary for the function of the Planning Commission. The Planning Commission last amended their bylaws in January of 2024.

Language in the draft Bylaws and Rules of Procedure has been simplified and the document has been reformatted and reorganized to more closely match the [Kaysville City Council Rules of](#)

[Procedure and Order](#). This will allow staff to more efficiently refer to rules for both bodies. Because of the reformatting, a redlined version of the changes is not provided. However, the most significant and substantive changes include:

- **Article VII, Section 8.2 Continuances:** Requires re-noticing for items that are not continued to a specific time.
- **Article IX Rules of Procedure and Parliamentary Practice:** This is a new section that provides some helpful guidance on meeting order and how to address parliamentary procedures.
- **Article X Public Civility:** Item “c” does not allow for on individual to yield or allocate their public comment time to another person. This rule allows for an impartial approach to comments which creates fairness for all citizens who wish to speak. This is consistent with the City Council’s rules of procedure. The remainder of the section calls for civility and provides standards for conduct such as discouraging personal attacks.
- **Article XI Distribution of Materials and Signage:** This section provides rules for the public who may want to distribute flyers, hold signs or gather contact information. The City Council recently amended their Rules of Procedure and Order to add this section.

The current bylaws have been attached to this report as are the recently amended City Council Rules of Procedure and Order.

2. RECOMMENDATION

Staff recommends the Planning Commission discuss the proposed bylaw amendments, repeal the January 2024 bylaws and replace those with this version. Alternatively, the Planning Commission may ask for changes to the proposed document.



PLANNING COMMISSION BYLAWS AND RULES OF PROCEDURE

ARTICLE I – PURPOSE AND AUTHORITY

1.1 Purpose

These Bylaws and Rules of Procedure are adopted to provide clear guidance for the organization, authority, duties, and procedures of the Kaysville City Planning Commission (the “Commission”) and to ensure meetings and decisions are conducted in compliance with Utah law, Kaysville City ordinances, and principles of fairness, transparency, and due process.

1.2 Governing Law

The Commission shall be governed by:

- a. State statutes applying to public boards, members, and officials.
- b. State statutes governing the activities of municipal Planning Commissions.
- c. City zoning ordinances and development code.
- d. These bylaws and rules of procedure.

1.3 Familiarity with Law and Procedures

Upon appointment and throughout their service, Commission members shall maintain familiarity with applicable state statutes, city ordinances, and these bylaws and rules of procedure.

1.4 Mandatory Training

Upon appointment, Commissioners must attend a minimum of four hours of training as required by Utah law. Training may be provided by City staff or qualified professionals and may include recorded or remote sessions.

1.5 Public Availability

A current copy of these bylaws and rules of procedure shall be maintained as a public record and made available on the City’s website or at City offices.

ARTICLE II – MEMBERSHIP, APPOINTMENT, AND REMOVAL

2.1 Membership

The Planning Commission shall consist of seven regular members. Up to two alternate members may be appointed as allowed by City Code to assist in maintaining a quorum.

2.2 Qualifications

All Planning Commissioners shall reside in Kaysville for at least one year prior to their appointment and must remain residents of the City during the entirety of their term. Members shall be selected from different professional and vocational backgrounds and geographic areas when possible.

2.3 Appointment

Appointments to the Commission shall be made in accordance with Utah law and Kaysville City ordinances.

2.4 Resignation

A member wishing to resign shall provide reasonable notice to the Mayor to allow for orderly appointment of a replacement.

2.5 Removals

Failure to attend three consecutive regular meetings or three of any seven consecutive meetings may constitute grounds for removal, subject to recommendation by the Mayor and action by the City Council.

ARTICLE III – DUTIES OF OFFICERS, COMMITTEES, AND STAFF

3.1 Officers

The Commission shall elect a Chair and Vice Chair annually at the first regular meeting in July. If a quorum is not present, the election shall occur at the next meeting with a quorum.

3.2 Duties of the Chair

The Chair shall preside at all meetings and hearings; ensure meetings are conducted in an orderly, fair, and lawful manner; maintain decorum and enforce these rules; recognize speakers, rule on points of order, and announce results of votes; and coordinate with City staff and the Mayor as necessary.

3.3 Vice Chair and Temporary Chair

The Vice Chair shall act in the absence of the Chair. If both are absent, members present shall appoint a Temporary Chair for that meeting. If the Chair is no longer a member of the Commission, the Vice Chair shall succeed to the office of Chair for the remainder of the term. If the Vice Chair is no longer a member of the Commission or succeeds to the office of Chair, a special vote shall be held to fill the vacancy of Vice Chair at the next regularly scheduled meeting of the Commission in which a quorum is available.

3.4 Appointment of Committees

The Chair may designate members of the Commission to make personal inspections when necessary for proper consideration of agenda items. The Chair may appoint standing or ad hoc committees as may be found necessary to successfully and efficiently carry out the function of the Commission. Committee meetings shall comply with the state open meeting requirements.

3.5 Staff Duties

Staff shall attend to all correspondence of the Commission; send out and publish required notices; create and publish staff reports to include adequate information for the Commission to make a decision on applications before them; present information to the Commission during the meetings; compile and maintain all required records, schedules minutes, files, and indexes; and generally perform all clerical work of the Commission.

ARTICLE IV – ETHICS, CONDUCT, AND CONFLICTS OF INTEREST

4.1 General Conduct

Commission members shall conduct themselves with courtesy, impartiality, and professionalism, focusing discussion on the issues before the Commission and avoiding personal attacks or inappropriate commentary.

4.2 Conflicts of Interest

Members shall comply with the Utah Municipal Officers and Employees Ethics Act including disclosing any actual or potential conflict of interest prior to deliberation. A member with a conflict shall refrain from participating, discussing, or voting on the matter as required by law.

According to state disclosure laws, no member of the Commission shall participate in, discuss or vote on any application or item if they:

- a. Have financial or personal interest in the property or action concerned;
- b. Will be directly affected by the decision of the Commission; or
- c. Believe they have any other conflict of interest.

A member who has a question as to whether a conflict of interest exists should raise the matter with the Community Development Director, City Attorney, or Planning Commission to determine whether the member can participate in the vote.

4.3 Representation of Applicants

No Commission member shall represent applicants or petitioners on matters before the Commission.

4.4 Participation and Voting

Members shall not express an intended vote outside a noticed public meeting. A member absent from earlier proceedings may participate and vote only after reviewing the record and evidence.

4.5 Electronic Participation

Electronic participation may be permitted when allowed by law and City policy, including to establish a quorum during emergencies.

ARTICLE V – MEETINGS AND NOTICE

5.1 Regular Meetings

Regular meetings shall generally be held twice monthly on the second and fourth Thursday at 7:00 p.m., unless the Planning Commission determines another date and time during a regularly scheduled meeting or the meeting is cancelled pursuant to Section 5.6.

5.2 Special Meetings

Special meetings, study sessions, or field trips may be held when proper notice is provided in accordance with state and city law. During field trips, Planning Commissioners shall not discuss their position, opinions, or intended vote on an application or agenda item. Planning Commissioners will keep group discussion limited until a regularly scheduled meeting. Any member of the public may accompany the Commission on field trips.

5.3 Open Meetings

All meetings shall comply with the Utah Open and Public Meetings Act.

5.4 Quorum and Tie Votes

A quorum shall consist of four members. An affirmative vote of at least three members and a majority of those present shall be required for action. If a motion before the Commission receives a tie vote, and a subsequent motion on the matter is either not made or cannot achieve a majority vote, the matter is denied.

5.5 Meeting Duration

Meetings shall generally conclude by 10:00 p.m. unless continued by motion.

5.6 Cancellation

Meetings may be cancelled if no business is scheduled or a quorum is unavailable, with proper notice provided.

5.7 Records for Consideration

All handouts, materials, studies, data, photos for consideration of the Commission must be submitted no later than 1 p.m. two days prior to the meeting. Late submissions may result in continuance if the Commission lacks adequate time for review.

ARTICLE VI – AGENDA AND ORDER OF BUSINESS

6.1 Agenda Preparation

City staff shall prepare and publish an agenda for each meeting in compliance with open meetings requirements.

6.2 Order of Business

The typical order of business shall include:

- a. Welcome and Meeting Order
- b. Declaration of conflicts of interest
- c. Items of business
- d. Approval of minutes
- e. Other matters
- f. Adjournment

The order may be modified by vote of the Commission.

6.3 Administrative Applications

Public comments will not be received on administrative items unless the majority of the Commission votes to receive comments.

6.4 Applicant Representation

Any applicant may appear or be represented by authorized agents. Such agents shall present documented evidence of their authorization.

ARTICLE VII – DECISIONS AND FINDINGS

7.1 Decisions

All decisions shall be made in a noticed public meeting following a motion and vote.

7.2 Findings

Decisions shall be accompanied by reasons or findings sufficient to support the action taken.

7.3 Finality

Commission decisions shall be final at the conclusion of the vote and completion of the agenda item, subject to appeal as provided by law.

ARTICLE VIII – CONTINUANCES, WITHDRAWALS, AND RE-HEARINGS

8.1 Withdrawal

An applicant may withdraw an application in writing prior to the meeting or orally before action is taken.

8.2 Continuances

The Commission may continue items or hearings by motion stating the cause. Re-notice shall be required unless time and place are specified in the motion.

ARTICLE IX – RULES OF PROCEDURE AND PARLIAMENTARY PRACTICE

9.1 Governing Rules

The following shall be the parliamentary rules for conducting the business of the Commission. The City Attorney or Community Development Director will serve as the Parliamentarian, and upon request by the chair, may make recommendations on all points of order raised during the proceedings.

RULE NO. 1: The meeting is governed by the agenda, and the agenda constitutes the Commission's agreed-upon roadmap for the meeting.

PROCEDURE. Each agenda item will be handled by the Chair in the following basic format:

First, the Chair should clearly announce the agenda item number and should clearly state what the agenda item subject is.

Second, following that agenda format, the Chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have.

Third, the Chair should ask members of the Commission if they have any technical or clarifying questions.

Fourth, the Chair should invite public comments if at a formal public hearing and should open the public hearing for public input. Unless the Chair grants an exception, comments are limited to three minutes. At the conclusion of the public comments, the Chair should announce that the public hearing is closed.

Fifth, the Commission may begin discussing the item if necessary. If there is no desired discussion, the Chair should call for a motion on the item.

Sixth, the Chair should invite a motion. The Chair should announce the name of the member of the Commission who makes the motion.

Seventh, the Chair should determine if any member of the Commission wishes to second the motion. The Chair should announce the name of the member of the Commission who seconds the motion. If there is no second, then the item will be deemed concluded without decision.

Eighth, if the motion is made and seconded, the Chair should make sure everyone understands the motion. This is done in one of three ways: (1) The Chair can ask the maker of the motion to repeat it. (2) The Chair can repeat the motion. (3) The Chair can ask staff to repeat the motion.

Ninth, the Chair should invite further discussion of the motion by the Commission. If there is no desired discussion, or after the discussion has ended, the Chair should announce that the Commission will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Tenth, the Chair asks for a vote of the Commission.

Eleventh, the Chair should announce the result of the vote and should announce what action (if any) the Commission has taken.

PURPOSE OF THE RULE: The purpose of this rule is to govern how the Chair runs the meeting. All meetings must comply with the Utah Open and Public Meetings Act which requires that a notice and an agenda for a public meeting be prepared in advance of the meeting and that no final action be taken on any item that is not on the agenda. In addition, the Act requires that the minutes of the meeting contain certain minimum information including the name of any Commissioner speaking on an issue, the substance of what the member says, an accurate description of any action taken by the Commission and the voting record of each individual member of the Commission.

RULE NO 2: Any matter that requires a Commission decision shall be brought before the Commission by motion.

PROCEDURE. The procedure for any motion shall be as follows: First, the Chair should recognize the member of the Commission. Second, the member of the Commission makes a motion by preceding the member's desired approach with the words: "I move "

The Chair usually initiates the motion by either (1) Inviting the members of the Commission to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the Commission. (3) Reading a motion suggested by the City Staff and asking if any member would like to make that motion. The Chair then asks if any member of the Commission wishes to second the motion. If there is no second, then the item will be deemed concluded without discussion or decision.

PURPOSE OF THE RULE. The purpose of this rule is to limit items under discussion to those and only those that Commissioners want to discuss; give clarity as to what is being decided; and to make sure everyone, including the person taking the minutes, can remember what the ultimate outcome of any discussion and debate is.

RULE NO 3: One matter at a time and one speaker at a time.

PROCEDURE: Only one matter will be discussed at a time. The matter may involve several motions.

There will only be one speaker at a time. Anyone who wishes to speak must raise their hand first after the current speaker finishes. The Chair will call upon the person by name. Once a Commissioner has been recognized, the Commissioner has been granted "the floor" and may begin speaking. The speaker may not be interrupted except as allowed by these rules.

If a Commissioner wishes to ask a question during their time and retain the floor to speak after the question has been answered, they may indicate so before posing the question by saying something similar to "I have additional comments and wish to retain the floor after this question has been answered."

PURPOSE OF THE RULE. The purpose is to focus on only one subject matter at a time and to allow Commissioners the ability to express their points of consideration without losing their train of thought and to completely finish without fear of interruption.

RULE NO 4: The Chair may use General Consent (also known as Unanimous Consent) with all motions except those motions where the votes are used for purposes of the meeting minutes and require a roll call vote.

PROCEDURE: When the Chair feels the Commission is all in agreement, the Chair asks if there are any objections to the motion. The Chair pauses and if there are no objections, states that the motion is approved. If there is any objection, the motion is put to a regular vote. A Commissioner may object simply to force a formal vote.

Example: The Chair states, "If there is no objection, we will recess for 10 minutes, [pause to see if any member objects]. There being no objection, we will recess for 10 minutes.

If a member objects by stating, "I object" the matter is then put to a vote.

The Chair states, "An objection being made, the question is shall we recess for 10 minutes? As many as are in favor, say Aye. Those opposed, say No. The Ayes have it and we will recess for 10 minutes."

PURPOSE OF THE RULE. General consent is helpful in expediting general routine business or when the Chair senses the Commission is in agreement. General consent allows flexibility of the rules while protecting the right of the majority to decide and the minority to be heard.

RULE NO 5: There are only three basic forms of motions allowed: Initial Motions, Motions to Amend, and Substitute Motions.

PROCEDURE: The initial motion. The initial motion is the one that puts forward an item for the Commission's consideration. An initial motion might be: "I move that we recommend ordinance number 10-1 as presented."

The motion to amend. If a member wants to change the initial motion that is before the Commission, they would move to amend it. A motion to amend might be: "I move that we amend the motion to recommend ordinance number 10-1 with changes in paragraph 1 as follows...." A motion to amend takes the initial motion which is before the Commission and seeks to change it in some way. The motion to amend must be germane to the initial motion. The motion to amend must not be the same as a negative vote on the initial motion.

The substitute motion. If a member wants to completely do away with the initial motion that is before the Commission, and put a new motion before the Commission, they would move a substitute motion. A substitute motion might be: "I move that we refer ordinance number 10-1 to staff for additional analysis."

PURPOSE OF THE RULE. "Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the Chair. So that if a member makes what that member calls a "motion to amend", but the Chair determines that it is really a "substitute motion", then the Chair's designation governs.

RULE NO 6. There can be up to three motions on the floor at the same time and no more than three. The Chair can reject a fourth motion until the Chair has dealt with the three that are on the floor and has resolved them.

PROCEDURE: When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to adopt ordinance 10-1." During the discussion of this motion, a member might make a second motion to "amend the main motion to adopt ordinance 10-1 with changes in paragraph 1 as follows...." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we refer the matter to the planning commission." The proper procedure would be as follows:

First, the Chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the Commission of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Chair would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Chair would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment. If the motion to amend passed, the Chair would now move to consider the main motion (the first motion) as amended. If the motion to amend failed, the Chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format, or, if amended, would be in its amended format.

PURPOSE OF THE RULE: Too many motions on the same subject can cause confusion as to what the end result is and in the official record. Limiting the number of motions to no more than three at a time, allows for enough debate and parliamentary maneuvering to satisfy those who want to be clever while allowing the slow to still keep up.

RULE NO 7: The discussion or debate can continue as long as members of the Commission wish to discuss an item, subject to the Chair determining it is time to move on and take action by using General Consent to limit debate or by a proper motion by a Commissioner to limit the debate. The following motions are not debatable—a motion to adjourn; a motion to recess; a motion to fix a time to adjourn; a motion to table; and a motion to limit debate.

PROCEDURE. There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the Commission to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Chair must immediately call for a vote of the Commission without debate on the motion):

A motion to adjourn. This motion, if passed, requires the Commission to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

A motion to recess. This motion, if passed, requires the Commission to immediately take a recess. The length should be set in the motion which may be a few minutes or an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the Commission to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the Commission: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case the matter will not be placed back on an agenda for a future Commission meeting except at the order of the Chair or the request of any two Commission members. A motion to table an item requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the Commission makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a simple majority vote of the Commission.

PURPOSE OF THE RULE. Debate and discussion are important until they are not. When a matter is chewed on enough, it should be swallowed. This rule allows the Chair by General Consent or the majority of the Commission to end the debate, after a reasonable time. It also keeps those in a minority position on an issue from filibustering until they get their way.

RULE NO 8: A motion to reconsider any item requires a majority vote to pass, but there are special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the Commission if the item is properly on the agenda. In addition, a motion to reconsider cannot be made at a special meeting of the Commission unless the number of Commissioners present at the special meeting equals or exceeds the number present at the meeting when the action was approved. Second, a motion to reconsider can only be made by a member who voted in the majority on the original motion.

PROCEDURE. If such a member has a change of heart, the member can make the motion to reconsider (any other member of the Commission may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order.

PURPOSE OF THE RULE. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the Commission again and again. That would defeat the purpose of finality. If the motion to reconsider passes, then the original matter is back before the Commission, and a new initial motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time. A new matter brought before the Commission that has the affect of repealing or amending a previously decided matter is not considered a motion to reconsider. It is a new matter and should be treated as such.

RULE NO 9: The Chair and Commissioners shall adhere to the code of conduct.

PROCEDURE. The Chair, as chair of the meeting, is primarily responsible to see that debate and discussion of an agenda item focuses on the agenda item and the policy in question, not the personalities of the members of the Commission. There are, however, exceptions that are intended to assist the Chair in keeping order to the meeting. A speaker may be interrupted only for the following reasons and in the form set forth below:

Privilege. The proper interruption would be: "point of privilege." The Chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort or safety of the meeting or when the reputation of the Commission or any individual is at stake. For example, the room may be too hot or too cold, a blowing fan might interfere with a person's ability to hear, or the speaker may be misrepresenting an individual's remarks.

Order. The proper interruption would be: "point of order." Again, the Chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the Chair makes a ruling that a member of the Commission disagrees with, that member may appeal the ruling of the Chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Chair is deemed reversed. An example could be that the shuts off discussion before the Commission is ready.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the Commission has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Chair discovers that the agenda has not been followed, the Chair simply reminds the Commission to return to the agenda item properly before them. If the Chair fails to do so, the Chair's determination may be appealed.

Withdraw a motion. To withdraw a motion, the maker of the motion on the floor states, "I request that my motion be withdrawn." The motion to withdraw a motion requires a simple majority vote.

PURPOSE OF THE RULE. Debate and discussion should be focused, but free and open. In the interest of time, the Chair may, however, limit the time allotted to speakers, including members of the Commission. A Commissioner may continue speaking on a majority vote of the Commission. The rules of order are meant to create an atmosphere where the members of the Commission and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Chair and the members of the Commission to maintain common courtesy and decorum. Only one person at a time will have the floor and every speaker must be recognized by the Chair before proceeding to speak.

9.2 Robert's Rules of Order

Robert's Rules of Order, Newly Revised, may be used by the Chair or Parliamentarian as a supplementary advisory reference.

ARTICLE X – PUBLIC CIVILITY

The Chair will enforce the following rules of civility for the public:

- a. No member of the public shall be heard until recognized by the Chair.
- b. Public comments will only be heard during a Public Hearing or a member of the public is asked to speak on a matter by the Chair.

- c. An individual may not allocate time to another individual.
- d. Speakers must state their name for the record.
- e. Any resident requesting to speak shall limit their comments to matters of fact regarding the issue of concern.
- f. Comments should be limited to three minutes. Unless prohibited by law, the Chair may adjust time limitations as deemed appropriate. The Chair may extend time limits, reduce time limits, set cumulative time limits, discourage repetitive comments, or issue other limitations deemed appropriate.
- g. Personal attacks made publicly toward any person or city employee are discouraged. Speakers are encouraged to bring their complaints regarding employee performance through the supervisory chain of command in accordance with the City's Personnel Policies.
- h. Commission meetings should be a place where anyone can comfortably observe or participate in city government. It is important to maintain an environment where everyone feels safe and free to express their opinions, views, and concerns. Therefore, clapping, cheering, shouting, booing, or other outward expressions of support or disagreement are not permitted during meetings. Such outward expressions may have a chilling effect on others who may have or want to express differing opinions.
- i. Public comments may be made without interruption, subject to time constraints and civility standards. These standards are not intended to regulate the content of any message, but rather to deter behavior that may be disruptive or impede the orderly conduct of meetings.
- j. Only one person is permitted to speak at a time and each speaker must be recognized by the Chair before proceeding to speak. Comments made by a presenter should be directed to the Commission. Anyone engaging in discussions beyond the topic before the Commission may be directed to stop by the Chair.
- k. Any person who violates the decorum, order, or procedure of any meeting after a reasonable warning or admonishment may be considered disorderly and expelled pursuant to Utah Code Section 10-3-608.

ARTICLE XI – DISTRIBUTION OF MATERIALS AND SIGNAGE

11.1 Distribution of Materials

To maintain decorum and ensure the orderly conduct of public meetings, no member of the public may distribute fliers, pamphlets, handouts, signs, signup sheets, petitions, or other

written or printed materials within the chambers before, during, or after Planning Commission meeting.

Residents wishing to distribute materials, circulate petitions, or gather contact information may do so in the lobby or outside the City building, provided such activity does not obstruct access to entrances or exits or otherwise disrupt city business.

No person may leave or place any materials unattended anywhere within the City building, including the meeting chambers, lobby, hallways, restrooms, tables, chairs, or any other surface. Any materials left unattended may be removed and disposed of by City staff without notice.

11.2 Signage

Signs are allowed at Commission meetings. However, signs, placards, banners, hats, costumes, or any other items that obstruct the view of other audience members are not permitted. Signs, placards, banners, props, or similar items shall not be larger than 18 inches in width or height, be illuminated, or be attached to any pole, rod, or other device.

A sign holder should remain seated and not stand in the aisles. Signs must be held or displayed by a seated individual below shoulder height unless the individual is seated on the last row and may not be affixed to walls, doors, or items of décor. These restrictions do not apply to exhibits, displays, and visual aids used in connection with official presentations on agenda items.

ARTICLE XII – AMENDMENT, WAIVER, AND TEMPORARY RULES

12.1 Amendments

These Bylaws and Rules of Procedure may be amended by majority vote of the Commission, subject to consistency with state law and City ordinances.

12.2 Suspension or Waiver

Procedural rules may be suspended or waived by majority vote unless required by law.

12.3 Temporary Rules

Temporary procedural rules may be adopted by unanimous vote for a specific meeting or agenda item, consistent with law.



BYLAWS OF THE KAYSVILLE CITY PLANNING COMMISSION

PURPOSE

These policies and procedures, as amended, are designed and adopted for the purpose of providing guidance and direction to the members of the Kaysville City Planning Commission in the performance of their duties.

ARTICLE 1 – GENERAL PROVISIONS

The Kaysville City Planning Commission, hereinafter referred to as "the Commission," shall be governed by the following statutes, ordinances and bylaws:

1.1 Applicable State Statutes and Local Ordinances and Bylaws

To the extent that they remain in force and in effect, as they are amended, or as they are added to, the Commission and its members shall be governed by state statutes and local ordinances and policies including but not limited to the following:

- a. State statutes applying to public boards, members and officials.
- b. State statutes governing the activities of City Planning Commissions.
- c. The Zoning Ordinance/Development Code of Kaysville City as adopted by the City Council.
- d. The bylaws and policies of the Commission as set forth herein.

1.2 Requirements of Familiarity with State Statutes and Local Ordinances and Bylaws Affecting the Commission

Upon taking office, all members of the Commission shall familiarize themselves with the foregoing and, while in office, shall maintain such knowledge, including knowledge of amendments and additions, and shall be strictly governed thereby in the conduct of Commission affairs.

1.3 Mandatory Training as Required by Utah State Code 10-9a-302

Upon appointment to the office of Planning Commission, Planning Commissioners agree to attend a minimum of four hours of training as required by the State of Utah. Training sessions may be provided by City Staff or any qualified or experienced land use expert or group. Recorded training sessions are acceptable for training requirements.

1.4 Bylaws of the Commission to be Available from Kaysville City

A current copy of the bylaws of the Commission shall be available as a public record on the City's website or at the City offices. A copy of the bylaws of the Commission shall be provided

to new Commission members upon appointment. Additional copies shall be provided to the Commission and made available to the public upon request.

ARTICLE II – MEMBERS APPOINTMENT, RESIGNATION AND REMOVALS

2.1 Members

Per KCC 17-4-1, the Planning Commission shall consist of seven (7) regular members. Two alternate Planning Commission Members may be appointed to assist in creating the likelihood of having a quorum present for meetings. All Planning Commissioners shall reside in Kaysville City for at least one year prior to their appointment and must remain residents of the City during the entirety of their term.

Members shall be selected from different professional and vocational backgrounds and geographic areas, insofar as possible.

2.2 Appointment

The membership and appointment of the Commission shall be governed by the provisions of Utah State Code and applicable ordinances of Kaysville City.

2.3 Resignations

Members proposing to resign shall give reasonable notice of such intent to the Mayor of the City, and make reasonable effort so the date of resignation allows adequate time for appointment of replacements.

2.4 Removals

Failure to attend three consecutive regular meetings, or three of any seven consecutive meetings shall be construed by the Mayor as grounds for removal from the Commission by absence. The Mayor would then recommend removal of the Commissioner to the City Council.

ARTICLE III – DUTIES OF OFFICERS, COMMITTEES AND STAFF

3.1 Regular Election of Chair, Vice Chair

Annually, as the first item of business at the first regular meeting of the Commission in the month of July, the Commission shall elect a Chair and Vice Chair. If a quorum is lacking, the Commission will hold an election at the next regularly scheduled meeting at which a quorum is available.

3.2 Succession of Vice Chair to Office of Chair

If the Chair becomes no longer a member of the Commission, the Vice Chair shall succeed to the office for the remainder of the term. If the Vice Chair becomes no longer a member of the Commission or succeeds to the office of Chair, a special vote shall be held to fill the vacancy of the Vice Chair. Said vote shall occur at the next regularly scheduled meeting of the

Commission at which a quorum is available.

3.3 Duties of the Chair and Vice Chair

If present and able, the Chair shall preside at all meetings and hearings. If the Chair is absent or unable to preside, the Vice Chair shall preside.

3.4 Appointment of Temporary Chair to Preside at Meetings

If both the Chair and Vice Chair are absent or unable to preside, the members present shall appoint a Temporary Chair to preside for that meeting. The Temporary Chair shall abide by all bylaws and policies set forth herein.

3.5 Chair and Vice Chair Responsibilities

The Chair shall conduct all meetings of the Commission, interface with the Mayor in the conduct and affairs of the Commission, and exercise management of the affairs of the Commission consistent with these bylaws, the ordinances of Kaysville City and State Law. In the absence of the Chair, the Vice Chair will assume the responsibilities outlined in this section and the bylaws.

3.6 Appointment of Committees

The Chair may designate members of the Commission to make personal inspections when necessary for proper consideration of agenda items. The Chair may appoint standing or ad hoc committees as may be found necessary to successfully and efficiently carry out the function of the Commission.

3.7 Community Development Staff Duties

Staff shall attend to all correspondence of the Commission, send out and cause to be published all notices required, create and publish staff reports to include adequate information for the Planning Commission to make a decision on applications before them, attend all meetings of the Commission and all public hearings, present and disseminate information to the Commission during the meetings, compile and maintain all required records, schedules, minutes, files and indexes; and generally perform all clerical work of the Commission.

ARTICLE IV – CONDUCT OF COMMISSION MEMBERS

4.1 Representation of Applicants and Petitioners

No member of the Commission shall represent applicants or petitioners on matters on which the Commission is to make determinations or recommendations.

4.2 Conflict of Interest

Should a Planning Commission Member have a conflict of interest, that conflict shall be disclosed either prior to the meeting or during the meeting.

No member of the Commission shall represent applicants or petitioners on matters which the Commission is to make decisions or recommendations.

Failure to disclose conflict of interest for purposes may be grounds for removal from the Planning Commission when the City Attorney deems to the failure to disclose is in violation of the provisions of Utah Code or Kaysville City Ordinances.

4.3 State Disclosure Laws

No member of the Commission shall participate in, discuss or vote on any application or item if they:

- a. Have financial or personal or financial interest in the property or action concerned;
- b. Will be directly affected by the decision of the Commission; or
- c. Believe they have any other conflict of interest.

A member who has a question as to whether a conflict of interest exists should raise the matter with the Community Development Director, City Attorney or the Planning Commission to determine whether the member can participate in the vote.

4.4 Voting

No Commission member shall discuss, opine or express an intended vote on any agenda item or application except during the Planning Commission meeting, and only after attending the public meeting(s) and/or hearing(s) on the matter, and listening to or being informed of testimony presented.

A member who was absent from a meeting where initial discussions and presentations on an application took place may qualify to participate in further discussion and vote on the matter by examining the evidence, being informed of the evidence or reviewing the record of the meeting(s) and/or hearing(s) that the member missed.

4.5 Electronic Participation

When necessary to form a quorum, a member of the Commission may participate by electronic media such as telephone, video call, or other means wherein they can communicate with the Commission and vote on an item. Electronic participation may be allowed due to a public health emergency.

ARTICLE V – MEETINGS, HEARINGS, RECORDS FOR CONSIDERATION

5.1 Regular Meetings

Regular meetings of the Commission will generally be held twice monthly on the second and fourth Thursday of each month at 7:00 p.m. unless the Planning Commission determines

another date and time during a regularly scheduled meeting for upcoming meetings. These regularly scheduled meetings may be cancelled pursuant to section 5.12.

5.2 Meeting End Time

All Commission meetings shall be scheduled to end no later than 10:00 p.m. unless a motion to continue is made and approved in order to complete the agenda items of that specific meeting.

5.3 Open to Public

All meetings of the Commission are open to the public in accordance with the Utah State Code 52-4 Open and Public Meetings Act.

5.4 Records for Consideration

In order to allow fair and just time for the Commission to read and review records for consideration on an application or petition before them, a deadline of submitting handouts, materials, studies, data, photos, information etc. by the applicants and others is established as no later than 1 p.m. two days prior to the meeting.

If materials are submitted prior to the deadline and the Commission does not have time to adequately review the material, they may decide to postpone a decision to allow for time to review the material which has been submitted. Staff will make efforts to communicate this requirement to applicants and the general public.

Community and Economic Development Department staff will make efforts to send information to the Commission as soon as it is received. The Commission or staff will summarize the written public input received during the public hearings for the record.

Public comments, emailed comments or written comments which are heard during the public hearing are not subject to this rule.

5.5 Conduct During Hearings

During all meetings and hearings, persons providing testimony shall proceed without interruption from any party except the Chair. All comments, arguments and pleading shall be addressed to the Chair. There shall not be debate or argument between individuals.

Questions which arise during the public hearing may be addressed by the Chair, Commissioners, Staff or the Applicant after the hearing is closed.

The Chair shall maintain order and decorum, and to that end, may order removal of disorderly or disruptive persons.

A speaker time limit of three minutes is established.

The Community Development Department Staff shall have rules of participation available to the members of the public present of the meeting to assist in creating a safe and orderly meeting. Rules of participation include:

- d. Member of the public shall state their name and city of residence.
- e. No shouting from audience members.
- f. No clapping, booing or taunting from audience members.
- g. Request to keep comments limited to three minutes.
- h. Request to minimize redundant comments.

5.6 Administrative Applications

Public comments will not be received on administrative items unless the majority of the Commission votes to receive comments.

5.7 Rules of Order

In accordance with these rules, the Chair shall decide all points of procedure and order, unless otherwise directed by a majority vote of the members in attendance. Where necessary in deciding points of order, the Chair may use as a reference the *Robert's Rules of Order, Newly Revised, In Brief*.

5.8 Study Sessions

Study Sessions of the Commission shall be held if found necessary. Notice of the Study Session shall be in accordance with City and State law.

5.9 Special Meetings and Study Sessions

Special Meetings and Study Sessions, for any purpose, may be held at the call of the Chair. Notice of such meeting shall be in accordance with City and State law.

5.10 Field Trips

The Planning Commission may schedule or attend field trips subject to the following:

- a. Field trips for educational or training purposes shall be noticed in accordance with applicable City and State laws.
- b. Field trips for active applications or agenda items shall be noticed in accordance with applicable City and State laws. To maintain the integrity of the Open and Public Meeting Act, the Planning Commission will break into groups of no more than three commissioners and will have a reasonable physical distance between groups. During the field trip, Planning Commissioners shall not discuss their position, opinions or an intended vote on the application or agenda item. Planning Commissioners will keep group discussion limited until the Planning Commission can meet for a regularly scheduled meeting.

- c. Voting on agenda items shall not take place during field trips, and will only take place during regularly scheduled meetings held at city hall.
- d. Any member of the public may accompany the Planning Commission on field trips.

5.11 Recess or Adjournment

Any Regular or Special Meeting may be recessed or adjourned to another day, or to the time of any previously announced Regular or Special Meeting, and such recess or adjournment to a certain time and place shall be noticed as required by Utah State Code or Kaysville City Ordinance.

5.12 Cancellation

If no business is scheduled before the Commission, or if it is apparent that a quorum of the Commission will not be available, any meeting may be canceled by the Community Development Department with concurrence of the Chair by giving notice to all members and posting appropriate public notice.

5.13 Quorum

A quorum of the Commission shall consist of four (4) members. An affirmative vote of at least three (3) members and no less than a majority of the Commission present at the meeting shall be required for any matter to pass.

5.14 Tie Votes

If a motion before the Commission receives an equal number of votes, and a subsequent motion on the matter is either not made or cannot achieve a majority vote, the matter before the Commission shall be deemed denied.

5.15 Agenda, Order of Business

Community Development Staff shall prepare an agenda for each Commission meeting. The order of business shall be as follows:

- a. Welcome and Meeting Order
- b. Declaration of Conflicts of Interest
- c. Items of business for consideration by the Commission
- d. Minutes of preceding meetings
- e. Other matters (reports, correspondence, calendar)
- f. Adjournment

The order of business for a given agenda may be modified upon a vote of the Commission.

ARTICLE VI – PROCEDURE: ORDER OF BUSINESS

6.1 Applicant Representation

Any applicant may appear or be represented by authorized agents. Such agents shall present documented evidence of their authorization.

6.2 Order of Consideration

The following procedure for items of business before the Commission will normally be observed. However, it may be rearranged by the Chair for individual items as may be necessary for the expeditious conduct of business:

- a. The Chair introduces the item.
- b. Staff presentation and recommendation.
- c. Applicant presentation (limited to 10 minutes).
- d. Public Hearing. If the item is required by Utah State Code or Kaysville City Ordinance to have a public hearing, the Chair shall declare the opening of the public hearing portion of the meeting.
- e. Comments from the public will be limited to three minutes.
- f. Upon completion of public comment, the Chair shall declare the public hearing closed, without objection from the Commission.
- g. The Chair may allow staff or the applicant to address issues raised by the public comment.
- h. The Chair shall allow members of the Commission to discuss the matter without further comment from the applicant, staff and the public. Commission members may, however, with the permission of the chair, ask questions as desired of the applicant and staff.
- i. Upon completion of the Commission discussion, the Chair may call for a motion and a second by the Commission on the application.
- j. With a valid motion and second on the table, the Chair shall allow for discussion of the motion by the Commission. Other appropriate motions may be made during this time.
- k. Upon completion of discussion, or upon a call for the question by a Commission member, the Chair will call for a roll call vote of the Commission members.

If during the proceedings the Chair rules a motion out of order, the Chair shall explain why it is so and advise the mover of corrections needed to make the motion in order.

ARTICLE VII - FINDINGS AND DECISIONS

7.1 Timing of Decisions

With due consideration to the length of the Agenda, the nature of the case, the complexity of

the evidence, and the findings required, the Chair may elect, subject to approval by the Commission, one of the following alternatives:

- a. To take action on the item immediately after the hearing of the case; or
- b. To defer action until the next regularly scheduled meeting of the Commission as specified by the Chair.

7.2 Form and Procedure of Decisions

- a. All decisions shall be made at a public meeting by voice vote after a motion has been made and seconded.
- b. Decisions of the Commission shall be accompanied by a reason for the decision made.
- c. Decisions of the Commission shall be final at the conclusion of the vote and completion of the relevant agenda item.

7.3 Notification

Notice of action taken by the Commission shall be given by the Community Development Department to the applicant, petitioner or any party making a written request for such within ten days following approval or the decision or as per state code.

ARTICLE VIII - REQUEST TO WITHDRAW, CONTINUE OR RE-HEAR APPLICATIONS

8.1 Withdrawal

An application or petition shall be withdrawn from consideration if an applicant makes a written withdrawal request before the meeting in which the application or petition will be considered. The application or petition may be withdrawn during a meeting if the applicant verbally makes that request before the Commission takes action on the application or petition.

8.2 Continuance

The Commission may defer the hearing of cases or continue a hearing to another time. A motion for a continuance must state the cause for the continuance. Unless a time and place are stated in said motion, the continued hearing will require public re-notice.

ARTICLE IX - AMENDING OR WAIVING BYLAWS

9.1 Amending Bylaws

These bylaws may be amended by a majority vote of the Commission except where such amendment would be contrary to the requirements or limitations set forth by state law or City ordinance. An amendment may be proposed at any meeting of the Commission. Members shall receive a copy of the proposed or amended bylaws not less than two days prior to the meeting at which the proposed changes shall be heard.

9.2 Waiving or Suspending Bylaws

A rule of procedure may be suspended or waived at any meeting by a majority vote of Commission members present, unless such rule is set by state law or City ordinance.

9.3 Temporary Rule

A temporary rule of procedure, in conformity with state law and City ordinance, may be adopted by the Commission for a meeting or agenda item following a unanimous vote of the Commission members present.

KAYSVILLE CITY RULES OF PROCEDURE and ORDER

Recognizing that the City Council, as a legislative body, needs a systematic way of conducting its business, these rules of procedure are to provide for the orderly conduct of City business by the City Council, with the objective of providing for full, open, and comprehensive debate of issues brought before the City Council for action in a forum open to the public, and which encourages citizens' awareness of City Council activities.

These procedures do not increase or diminish the existing powers or authority of the Mayor or City Council members, as set forth in state law or local ordinance.

CITY COUNCIL MEETING AGENDA

All meetings of the City Council will have a notice and agenda that complies with the Utah Open Meetings Act.

An Item may be placed on the agenda only by the Mayor, or at the request of any two council members.

An Item will be added to all Kaysville City Council Agendas requesting that any conflicts of interest with any items on the same agenda be declared.

Agenda Items must be submitted to the City Recorder at least 7 days before the date of the meeting. Any item that is submitted to the City Recorder after 7 days before the meeting will be put on the next following meeting agenda. The Recorder should notify the Mayor of the added agenda item.

If the agenda contains a Council Member Reports Item on the agenda these reports shall be limited to updates on City projects and events that the council member is directly involved in or assigned to. The time limit for each Council Member Report shall be three minutes per Council Member.

ROLE OF THE MAYOR AS COUNCIL CHAIR AND OTHER COUNCIL MEMBERS:

- The Mayor shall preside at meetings of the City Council.
- Participate in discussion of all matters.
- Shall vote as a member thereof only in case of a tie or where otherwise specifically authorized to do so by state law, and shall have no power to veto.

In addition, the Mayor, as the Chair, has the primary responsibility for ensuring that the Council's rules of procedure are followed and:

- For maintaining the dignity of Council meetings.
- Calls the meeting to order and confines the discussion to the agenda.

- Recognizes Council members for motions and statements and may allow audience and staff participation at appropriate times.
- Requires knowledge of the City's adopted rules of parliamentary procedure and how to apply it.
- Ensures that the Utah Open and Public Meetings Act is complied with.
- Knows how to courteously discourage Council members who talk too much or too often.
- Knows how to courteously ensure those who have the floor are not interrupted and to rule out of order those not following meeting procedures.
- Recognizes the Council member offering the motion, restates the motion, presents it to the Council for consideration, calls for the vote, announces the vote, and then announces the next order of business.

CODE OF CONDUCT FOR CITY COUNCIL AND MAYOR INCLUDES:

- Remarks should apply to the question under debate.
- Shall avoid references to personalities, and refrain from questioning motives of other members or staff personnel.
- Demonstrate courtesy and shall not disrupt proceedings.
- Shall not use their positions to secure privileges or personal gains and shall avoid situations which could cause anyone to believe that they may have brought bias or partiality to a question before the City Council.
- All Conflicts of Interest should be declared before deliberations on a particular item begin. If the conflict is such that a council member will not be voting on an item, they shall excuse themselves from the discussion before deliberations begin.
- Shall be dedicated to the principles of representative democracy by recognizing that the chief function of local government is to serve the best interests of the public at large while respecting individual rights.
- Shall be dedicated to the effective use of the City's available resources.
- Shall refrain from any activity that would hinder their ability to be objective and impartial.
- City business shall be discussed in open, well-publicized meetings, except in rare situations in which Executive Sessions are authorized.

ETHICS

The mayor and council members shall comply with the Utah Municipal Officers and Employees Ethics Act as found in Utah Code 10-3-1301 et seq.

PARLIAMENTARY RULES:

The following may be referred to as the City's Rules of Order and shall be the parliamentary rules for conducting the business of the City Council. The City Manager will serve as the Parliamentarian, and will recommend rulings, upon request by the chair of the meeting, to all points of order raised during the proceedings. Each Rule is followed by a required Procedure and Purpose to explain the Rule and guide the Mayor and council members in its intended application.

RULE NO. 1: The meeting is governed by the agenda and the agenda constitutes the City Council's agreed-upon roadmap for the meeting.

PROCEDURE. Each agenda item will be handled by the Mayor in the following basic format:

First, the Mayor should clearly announce the agenda item number and should clearly state what the agenda item subject is.

Second, following that agenda format, the Mayor should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Mayor, a member of the City Council, a staff person, or an invited person charged with providing input on the agenda item.

Third, the Mayor should ask members of the City Council if they have any technical questions of clarification. At this point, members of the City Council may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the Mayor should invite public comments if at a formal public hearing and should open the public hearing for public input. If numerous members of the public indicate a desire to speak to the subject, the Mayor may limit the time of each public speakers. At the conclusion of the public comments, the Mayor should announce that the public hearing is closed.

Fifth, the council may begin discussing the item if necessary. If there is no desired discussion, the Mayor should call for a motion on the item.

Sixth, the Mayor should invite a motion. The Mayor should announce the name of the member of the City Council who makes the motion.

Seventh, the Mayor should determine if any member of the City Council wishes to second the motion. The Mayor should announce the name of the member of the City Council who seconds the motion. If there is no second then the item will be deemed concluded without decision

Eighth, if the motion is made and seconded, the Mayor should make sure everyone understands the motion. This is done in one of three ways: (1) The Mayor can ask the maker of the motion to repeat it. (2) The Mayor can repeat the motion. (3) The Mayor can ask the City Recorder to repeat the motion.

Ninth, the Mayor should invite further discussion of the motion by the City Council. If there is no desired discussion, or after the discussion has ended, the Mayor should announce that the City Council will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Tenth, the Mayor asks for a vote of the council members. All votes on ordinances, resolutions, and any action which would create a liability against the City and in any other case at the request of any member of the City Council shall be by a "yes" or a "no" vote and shall be recorded in the minutes. Every resolution or ordinance shall be in writing before the vote is taken.

Eleventh, the Mayor should announce the result of the vote and should announce what action (if any) the City Council has taken.

PURPOSE OF THE RULE: The purpose of this rule is to govern how the Mayor chairs the meeting. ~~This is meant to be the rule to guide the Mayor in his or her conduct as a chair.~~ All meetings must comply with the Utah Open and Public Meetings Act which requires that a notice and an agenda for a public meeting be prepared in advance of the meeting and that no final action be taken on any item that is not on the agenda. In addition the Act requires that the minutes of the meeting contain certain minimum information including the name of any member of the council speaking on an issue, the substance of what the member says, an accurate description of any action taken by the council and the voting record of each individual member of the council.

RULE NO 2: Any matter that requires a City Council decision shall be brought before the Council by motion.

PROCEDURE. The procedure for any motion shall be as follows: First, the Mayor should recognize the member of the City Council. Second, the member of the City Council makes a motion by preceding the member's desired approach with the words: "I move" So, a typical motion might be: "I move that we give the City Attorney a raise in pay."

The Mayor usually initiates the motion by either (1) Inviting the members of the City Council to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the City Council. "A motion would be in order that we give the City Attorney a raise in pay." (3) Reading a motion suggested by the City Staff and asking if any member would like to make that motion. The Mayor then asks if any member of the City Council wishes to second the motion. If there is no second then the item will be deemed concluded without discussion or decision.

PURPOSE OF THE RULE. The purpose of this rule is to limit items under discussion to those and only those that the council members want to discuss; give clarity as to what is being decided; and to make sure everyone, including the person taking the minutes actually knows and can remember what the ultimate outcome of any discussion and debate is.

RULE NO 3: One matter at a time and one speaker at a time.

PROCEDURE: Only one matter will be discussed at a time. The matter may involve several motions.

There will only be one speaker at a time. Anyone who wishes to speak must raise their hand first after the current speaker finishes. The Mayor will call upon the person by name. Once a member has been recognized, he has been granted “the floor” and may begin speaking. The speaker may not be interrupted except as allowed by these rules.

If a councilmember wishes to ask a question during their time and retain the floor to speak after the question has been answered they may indicate so before posing the question by saying something similar to “I have additional comments and wish to retain the floor after this question has been answered.”

PURPOSE OF THE RULE. The purpose is to focus on only one subject matter at a time and to allow council members the ability to express their points of consideration without losing their train of thought and to completely finish without fear of interruption.

RULE NO 4: The Mayor may use General Consent (also known as Unanimous Consent) with all motions except those motions where the votes are used for purposes of the meeting minutes and require a roll call of the council.

PROCEDURE: When the Mayor feels the council is all in agreement, the Mayor asks if there are any objections to the motion to amend, withdraw, or any motions in Rule No. 7. The Mayor pauses and if there are no objections states that the motion is approved. If there is any objection, ~~then~~ the motion is put to a regular vote. A council member may object simply ~~because he or she feels it is important to have to~~ force a formal vote.

Example: The Mayor states, “If there is no objection, we will recess for 10 minutes, [pause to see if any member objects]. There being no objection, we will recess for 10 minutes.

If a member objects by stating, “I object” the matter is then put to a vote.

The Mayor states, “An objection being made, the question is shall we recess for 10 minutes? As many as are in favor, say Aye. Those opposed, say No. The Ayes have it and we will recess for 10 minutes.”

PURPOSE OF THE RULE. General consent is helpful in expediting general routine business or when the Mayor senses the council is in agreement. General consent allows flexibility of the rules while protecting the right of the majority to decide and the minority to be heard.

RULE NO 5: There are only three basic forms of motions allowed: Initial Motions, Motions to Amend, and Substitute Motions.

PROCEDURE: The initial motion. The initial motion is the one that puts forward an item for the City Council's consideration. An initial motion might be: "I move that we ~~give~~ adopt ordinance number 10-1 as presented."

The motion to amend. If a member wants to change the initial motion that is before the City Council, they would move to amend it. A motion to amend might be: "I move that we amend the motion to adopt ordinance number 10-1 with changes in paragraph 1 as follows...." A motion to amend takes the initial motion which is before the City Council and seeks to change it in some way. The motion to amend must be germane to the initial motion. The motion to amend must not be the same as a negative vote on the initial motion.

The substitute motion. If a member wants to completely do away with the initial motion that is before the City Council, and put a new motion before the City Council, they would move a substitute motion. A substitute motion might be: "I ~~move~~ that we refer ordinance number 10-1 to the planning commission for its recommendation."

PURPOSE OF THE RULE. "Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the Mayor. So that if a member makes what that member calls a "motion to amend", but the Mayor determines that it is really a "substitute motion", then the Mayor's designation governs.

RULE NO 6. There can be up to three motions on the floor at the same time and no more than three. The Mayor can reject a fourth motion until the Mayor has dealt with the three that are on the floor and has resolved them.

PROCEDURE: When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to adopt ordinance 10-1." During the discussion of this motion, a member might make a second motion to "amend the main motion to adopt ordinance 10-1 with changes in paragraph 1 as follows...." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we refer the matter to the planning commission." The proper procedure would be as follows:

First, the Mayor would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the City Council of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the

other hand, if the substitute motion (the third motion) failed then the Mayor would proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Mayor would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment. If the motion to amend passed, the Mayor would now move to consider the main motion (the first motion) as amended. If the motion to amend failed, the Mayor would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Mayor would now deal with the first motion that was placed on the floor. The original motion would either be in its original format, or, if amended, would be in its amended format.

PURPOSE OF THE RULE: Too many motions on the same subject can cause confusion as to what the end result is and in the official record. Limiting the number of motions to no more than three at a time, allows for enough debate and parliamentary maneuvering to satisfy those who want to be clever while allowing the slow to still keep up.

RULE NO 7: The discussion or debate can continue as long as members of the City Council wish to discuss an item, subject to the Mayor determining it is time to move on and take action by using General Consent to limit debate or by a proper motion by a council member to limit the debate. The following motions are not debatable—a motion to adjourn; a motion to recess; a motion to fix a time to adjourn; a motion to table; and a motion to limit debate.

PROCEDURE. There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the City Council to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Mayor must immediately call for a vote of the City Council without debate on the motion):

A motion to adjourn. This motion, if passed, requires the City Council to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

A motion to recess. This motion, if passed, requires the City Council to immediately take a recess. The length should be set in the motion which may be a few minutes or an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the City Council to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the City Council: "I move we table this item until our regular meeting in October." Or the motion can contain no specific

time for the return of the item, in which case the matter will not be placed back on an agenda for a future city council meeting except at the order of the Mayor or the request of any two council members. A motion to table an item requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the City Council makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Mayor should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a simple majority vote of the City Council.

PURPOSE OF THE RULE. Debate and discussion are important until they are not. When a matter is chewed on enough, it should be swallowed. This rule allows the Mayor by General Consent or the majority of the council to end the debate, after a reasonable time. It also keeps those in a minority position on an issue from filibustering until they get their way.

RULE NO 8: Three yes votes are required to pass any item before the council with limited exceptions. The exceptions include a motion to go into close session (executive session) which requires a 2/3 vote of the members present and when the mayor is entitled to vote where specifically allowed by state law on matters that add to or diminish the mayors powers. The Mayor is also entitled to vote when there is a tie vote of the council.

PROCEDURE. If the mayor and all five members of the council are present, a vote of 3-2 passes the motion. A vote of 2-2 with one abstention means the motion fails. If one member is absent and the vote is 2-2, the mayor is entitled to vote.

PURPOSE OF THE RULE. Utah statutes set out both the number of the quorum and the minimum vote required on any issue. This rule is meant to clarify that when the entire council is present and voting then it is not a tie when one member abstains. If however the member is absent from the meeting for any reason and the vote is 2-2 then it may be a tie and the mayor may vote as allowed by state statute.

RULE NO 9: A motion to reconsider any item requires a majority vote to pass, but there are special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the City Council if the item is properly on the agenda. In addition, a motion to reconsider cannot be made at a special meeting of the Council unless the number of members of the council present at the special meeting equals or exceeds the number present at the meeting when the action was approved. Second, a motion to reconsider can only be made by a member who voted in the majority on the original motion.

PROCEDURE. If such a member has a change of heart, ~~he or she~~ the member can make the motion to reconsider (any other member of the City Council may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order.

PURPOSE OF THE RULE. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the City Council again and again. That would defeat the purpose of finality. If the motion to reconsider passes, then the original matter is back before the City Council, and a new initial motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time. A new matter brought before the council that has the affect of repealing or amending a previously decided matter is not considered a motion to reconsider. It is a new matter and should be treated as such.

RULE NO 10: The Mayor and council members shall adhere to the code of conduct.

PROCEDURE. The Mayor, as chair of the meeting, is primarily responsible to see that debate and discussion of an agenda item focuses on the agenda item and the policy in question, not the personalities of the members of the City Council. There are, however, exceptions that are intended to assist the Mayor in keeping order to the meeting. A council member speaker may be interrupted by a council member only for the following reasons and in the form set forth below:

Privilege. The proper interruption would be: "point of privilege." The Mayor would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort or safety of the meeting or when the reputation of the council or any individual is at stake. For example, the room may be too hot or too cold, a blowing fan might interfere with a person's ability to hear, or the speaker may be misrepresenting an individual's remarks.

Order. The proper interruption would be: "point of order." Again, the Mayor would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Mayor moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the Mayor makes a ruling that a member of the City Council disagrees with, that member may appeal the ruling of the Mayor. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Mayor is deemed reversed. An example could be that the shuts off discussion before the council is ready.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the City Council has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Mayor discovers that the agenda has not been followed, the Mayor simply reminds the City Council to return to the agenda item properly before them. If the Mayor fails to do so, the Mayor's determination may be appealed.

Withdraw a motion. To withdraw a motion, the maker of the motion on the floor states, "I request that my motion be withdrawn." The motion to withdraw a motion requires a simple majority vote.

PURPOSE OF THE RULE. Debate and discussion should be focused, but free and open. In the interest of time, the Mayor may, however, limit the time allotted to speakers, including members of the City Council. A council member may continue speaking on a majority vote of the Council. The rules of order are meant to create an atmosphere where the members of the City Council and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Mayor and the members of the City Council to maintain common courtesy and decorum. Only one person at a time will have the floor and every speaker must be recognized by the Mayor before proceeding to speak.

RESIDENTS' RIGHT TO BE HEARD:

It is the Council's goal that residents of the City resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that residents may from time to time believe it is necessary to speak to City Council on matters of concern. Accordingly, the City Council expects any person presenting to the city council to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the Mayor.
- Public comments will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing or a member of the public is asked to speak on a matter by the mayor.
- An individual signed up to comment may not allocate ~~his/her position or~~ time to another individual.
- Speakers must state their name for the record.
- Any resident requesting to speak shall limit ~~him or herself~~ their comments to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes. Unless prohibited by law, the Mayor may adjust time limitations as deemed appropriate to efficiently manage city business. The Mayor may extend time limits, reduce time limits, set cumulative time limits, discourage repetitive comments, or issue other limitations deemed appropriate, unless prior approval by the Mayor.
- ~~• If a representative is elected to speak for a group, the Mayor may approve an increased time allotment.~~
- ~~• Personal attacks made publicly toward any person or city employee are discouraged are not allowed.~~ Speakers are encouraged to bring their complaints regarding employee performance through the supervisory chain of command in accordance with the City's Personnel Policies.
- ~~• Any member of the public interrupting City Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing City Council, shall be deemed to have disrupted a public meeting and may be expelled from the meeting upon a two thirds vote of the City Council.~~
- Council meetings should be a place where anyone can comfortably observe or participate

AMENDED_

in city government. It is important to maintain an environment where everyone feels safe and free to express their opinions, views, and concerns. Therefore, clapping, cheering, shouting, booing, or other outward expressions of support or disagreement are not permitted during meetings. Such outward expressions may have a chilling effect on others who may have or want to express differing opinions. An exception to these limitations will be made when the chair invites clapping in recognition of an individual or organization.

- Public comments may be made without interruption, subject to time constraints and civility standards. These standards are not intended to regulate the content of any message, but rather to deter behavior that may be disruptive or impede the orderly conduct of meetings.
- Only one person is permitted to speak at a time and each speaker must be recognized by the Mayor before proceeding to speak. Comments made by a presenter should be directed to the council. Anyone engaging in discussions beyond the topic before the council may be directed to stop by the Mayor.
- Any person who violates the decorum, order, or procedure of any meeting after a reasonable warning or admonishment may be considered disorderly and expelled pursuant to Utah Code Section 10-3-608.

DISTRIBUTION OF MATERIALS:

To maintain decorum and ensure the orderly conduct of public meetings, no member of the public may distribute fliers, pamphlets, handouts, signs, signup sheets, petitions, or other written or printed materials within the Council chambers before, during, or after City Council meeting.

Residents wishing to distribute materials, circulate petitions, or gather contact information may do so in the lobby or outside the City building, provided such activity does not obstruct access to entrances or exits or otherwise disrupt city business.

No person may leave or place any materials unattended anywhere within the City building, including the Council chambers, lobby, hallways, restrooms, tables, chairs, or any other surface. Any materials left unattended may be removed and disposed of by City staff without notice.

SIGNAGE:

Signs are allowed in council chambers. However, signs, placards, banners, hats, costumes, or any other items that obstruct the view of other audience members are not permitted. Signs, placards, banners, props, or similar items shall not be larger than 18 inches in width or height, be illuminated, or be attached to any pole, rod, or other device.

A sign holder should remain seated and not stand in the aisles. Signs must be held or displayed by a seated individual below shoulder height unless the individual is seated on the last row and may not be affixed to walls, doors, or items of décor. These restrictions do not apply to exhibits, displays, and visual aids used in connection with official presentations on agenda items.

Kaysville City Planning Commission Meeting Minutes
February 12, 2026

The Planning Commission meeting was held on Thursday, February 12, 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, Erin Young, and David Moore

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

Public Attendees: City Councilmen Joshua McBride and Abbi Hunt, Luke Johnson, Tim Hodges, Dale Hanks, Kara Olsen, Staci Metcalfe and Justin Metcalfe

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- PUBLIC HEARING FOR A REZONE LOCATED AT 1 WEST 100 SOUTH FROM PB PROFESSIONAL BUSINESS TO CC CENTRAL COMMERCIAL

Anne McNamara presented an application submitted by Justin Metcalfe requesting a zone change for property located at the corner of 1 West 100 South. The request was to rezone the parcel from Professional Business (PB) to Central Commercial (CC). Ms. McNamara explained that the City's Future Land Use Map designates the property as Commercial; therefore, the proposed rezone would be consistent with the General Plan and would not constitute a deviation from adopted land use policy.

Ms. McNamara stated that the primary purpose of the requested zone change was to allow for different and taller sign types than are permitted in the Professional Business zone. She noted that the existing grade differential on the site limited sign visibility under current Professional Business sign regulations, and the Central Commercial zone would permit increased sign height to address those constraints.

Regarding public noticing, Ms. McNamara reported that 45 notices were mailed to surrounding property owners. The city received one phone inquiry asking about the nature of the proposed sign; however, no concerns or objections were expressed.

Staff recommended approval of the requested rezone from Professional Business to Central Commercial. Ms. McNamara then invited the applicant to come forward to respond to any questions from the Commission.

Applicant Justin Metcalfe addressed the Commission and stated that his insurance office has operated at the location for just over 20 years. He explained that the Professional Business

zone allows only a monument sign up to five feet in height, which he indicated would not be visible due to the site being situated below street grade at the corner location. He stated that installing a compliant monument sign would not provide meaningful visibility and would represent a significant cost without benefit. Mr. Metcalfe noted that the business recently transitioned from a captive to an independent insurance agency, increasing the need for visible branding and identification. He indicated that the proposed rezone would allow a sign comparable in scale to other nearby commercial signage, referencing a sign across the street in the Central Commercial zone of approximately ten feet in height. He clarified that he was not seeking a large or tall commercial sign but rather a modestly taller sign located within the landscaped area north of the building that would be visible from Main Street.

In response to Commission questions, Mr. Metcalfe confirmed the property has vehicular access from 50 West/100 South but reiterated that visibility from Main Street is limited due to grade changes and site orientation. He described the intended sign location as within the front yard area between existing trees, providing visibility to traffic traveling along Main Street.

Commissioners and staff acknowledged that surrounding properties, including those across the street, are zoned Central Commercial. Staff confirmed that most adjacent properties share the requested zoning designation.

Chair Packer asked if there were additional questions from the Commission. Hearing none, he directed the applicant to be seated and announced that the Commission would open the required public hearing for the rezone request.

Chair Packer opened the meeting to the Public Hearing.

Dale Hanks asked about the proposed size and dimensions of the sign associated with the request.

Mr. Metcalfe responded that the sign was anticipated to be approximately 10 feet in height and located between existing trees on the property; however, he noted that a final design had not yet been completed and that sign companies were still being consulted.

At that point, staff member Melinda Greenwood clarified the Public Hearing procedures, stating that dialogue and back-and-forth discussion are generally not conducted during public comment. She advised that speakers should provide their comments or questions within the allotted time, and that responses would be provided after the Public Hearing was closed.

Mr. Hanks concluded by stating his concern regarding the potential size of the sign and its impact on the aesthetics of the neighborhood.

Chair Packer closed the Public Hearing.

Mr. Metcalfe provided additional clarification regarding the anticipated sign size. He stated that

the conceptual sign under consideration would be approximately 10 feet in height and about 5 feet in width, positioned between existing trees on the property. He indicated the intent was to maintain a scale smaller than nearby commercial signs and to avoid adverse aesthetic impacts on adjacent residential areas. He noted that the concept was preliminary and that sign design had not been finalized.

Commissioner Sommerkorn inquired about the maximum sign dimensions permitted under the requested Central Commercial zoning.

Ms. McNamara explained that the maximum height allowed in the Central Commercial zone is 30 feet. She further noted that sign area is regulated by frontage, at 1.5 square feet per linear foot of frontage up to a specified cap (generally up to 300 square feet; lower maximums may apply depending on street frontage conditions).

Ms. Greenwood added that, if a sign permit meeting zoning standards were submitted, the city would be obligated to approve it administratively. She stated that limitations on sign size or height could only be imposed through a Development Agreement.

At the request of Chair Mike Packer, staff displayed the zoning map.

Ms. McNamara identified the subject parcel as currently zoned Professional Business, surrounded on most sides by Central Commercial zoning, with Multiple-Family Residential (RM) zoning to the south. She confirmed that the property immediately north is city-owned.

Ms. Greenwood explained that the city obtained that parcel during a prior intersection reconstruction project and has intentionally maintained minimal landscaping due to the presence of underground utilities requiring access.

Chair Packer stated that although the 30-foot maximum height could initially raise concern, the surrounding properties to the north and east already have the same Central Commercial zoning and corresponding sign allowances. He expressed that the requested rezone would be consistent with the surrounding commercial context and would not appear out of place along the corridor.

Commissioner Moore concurred, noting that nearby properties such as Defay Orthodontics and other commercial uses in the area have larger signage and that the request was compatible with neighborhood character.

Chair Packer added that other businesses in the corridor, including Zions Bank and similar uses, also have the same zoning entitlements for signage.

Commissioner Young expressed concern regarding the proximity of the subject property to nearby residential uses. She noted that the site is located near the transition into a residential neighborhood and stated that she was hesitant about the long-term implications of the

requested Central Commercial zoning, particularly the potential for a future 30-foot sign. While she indicated support for the applicant's conceptual sign proposal and acknowledged the business visibility challenges described, she stated concern that approval of the rezone would enable larger signage allowances over time. She also commented generally that lower poe signage can sometimes appear more visually prominent at street level than taller signage, depending on context.

Ms. Greenwood reminded the Commission that the Central Commercial zone would also permit electronic message board (EMC) signage. She referenced a prior EMC sign approved for Charlie's Car Wash on 400 West, which generated complaints from nearby townhome residents due to brightness and proximity to upper-story windows. She noted that, in some cases, taller signage may reduce direct visual intrusion at residential window height but emphasized that future property ownership or use changes could result in signage different from the applicant's current concept.

Ms. Greenwood further explained that the Professional Business zoning designation was likely originally applied along portions of Main Street to allow conversion of residential properties to limited commercial use while maintaining more restrictive sign and development standards to buffer remaining residential uses. She noted that relatively few properties in the city are zoned Professional Business, most of which are located along Main Street corridors.

At the request of the Commission, Ms. Greenwood displayed additional map imagery and site views illustrating the subject property's relationship to surrounding development, including nearby commercial signage such as the Kaysville Clinic sign to the north.

Chair Mike Packer acknowledged Commissioner Young's concerns regarding the residential transition but noted that surrounding properties along the corridor already have Central Commercial zoning and associated sign allowances. He stated that if concerns existed regarding the appropriateness of those allowances near residential areas, they may relate more broadly to zoning code standards rather than to the individual rezone request under consideration.

Commissioner Sommerkorn stated he was generally supportive of the requested rezone from Professional Business to Central Commercial. He noted that while the applicant indicated no intention to pursue the full maximum sign allowances, future property ownership or use changes could result in larger signage. He said that he was comfortable recommending approval of the rezone without additional conditions but would also support a Development Agreement limiting sign size if other Commissioners preferred that approach.

Commissioner Moore asked whether the applicant was simply requesting the same zoning entitlements already granted to nearby commercial properties.

Chair Packer acknowledged that the request would align the property with certain adjacent commercial zoning; however, Commissioner Young questioned whether continuation of that zoning pattern near residential areas was desirable, expressing concern about incremental

expansion of larger signage allowances along the corridor.

Ms. Greenwood clarified that while Central Commercial zoning exists north of the subject property, the immediate surroundings include Professional Business and residential zones (RM and R-1-8). She explained that residential zones do not permit commercial signage and that the requested rezone would represent a substantial increase in allowable signage intensity compared to the property's current zoning context. She stated that the policy question before the Commission and ultimately the City Council was whether those additional allowances were appropriate at this location.

Commissioner Young indicated a preference for limitations such as prohibiting electronic message board signage or imposing a height restriction but acknowledged that such restrictions would require a Development Agreement and could create additional administrative complexity for the city.

Chair Packer stated he was comfortable recommending approval of the rezone and, like Commissioner Sommerkorn, would also support inclusion of a Development Agreement if the Commission deemed it necessary. He then indicated the Commission was nearing readiness to proceed toward action on the item.

Commissioner Sommerkorn made a motion to recommend to the City Council to approve this address from Professional Business to Central Commercial. Commissioner Sommerkorn also wanted staff to convey to the City Council the concept of a development agreement if they wanted to limit sign size, height or type. Commissioner Moore seconded the motion, and the vote was unanimous in favor of the motion (4-0).

Commissioner Packer: Yay
Commissioner Young: Yay
Commissioner Sommerkorn: Yay
Commissioner Moore: Yay

4- PUBLIC HEARING FOR A REZONE REQUEST FOR THE PIONEER PARK PROPERTY LOCATED AT 1285 SOUTH ANGEL STREET (PARCELS # 080220044 AND #084320836) FROM R-A AGRICULTURAL RESIDENTIAL TO PUPUBLIC USE

Ms. McNamara presented a city-initiated rezone for two parcels comprising Pioneer Park. She explained that the parcels are currently zoned Agricultural Residential (RA), which is not uncommon for parks located in larger-lot residential areas, but staff determined that the Public Use (PU) zone is a more appropriate designation for city-owned park and governmental facilities. She stated that the purpose of the rezone is to align zoning with existing public ownership and use, and to standardize zoning for municipal properties. She noted that the parcels are currently surrounded by R-1-LD and RA zoning, which reflects surrounding residential development patterns, but that the Future Land Use Map identifies the park as a distinct public land use. Public noticing included 64 mailed notices, and no public comments or inquiries were received. Staff recommended approval of the rezone from Agricultural

Residential to Public Use for both parcels.

Chair Packer asked which existing city properties are zoned Public Use.

Ms. McNamara responded that Barnes Park is zoned Public Use and noted that the city previously amended the PU zone to allow an electronic message board sign at that location. She stated that other parks in the community are currently zoned RA or R-1-LD, reflecting historical zoning rather than intended public function, resulting in inconsistency. She indicated Barnes Park is the clearest example of a park already zoned PU.

Chair Packer asked whether rezoning parks to a public use designation is typical practice.

Ms. Greenwood added that many cities have dedicated parks or open space zones and reiterated that the proposed rezone is administrative “housekeeping” intended to apply appropriate zoning to city-owned facilities without changing park use or function. She noted that other public facilities such as the cemetery, Davis Technical College, and the Utah State Botanical Center are also zoned Public Use. Ms. Greenwood further explained that accurate zoning for parks improves land use analysis by preventing large public lands from being counted as residential acreage in community land use statistics.

Chair Packer thanked staff for displaying the zoning map, noting it clarified the relationship between the park parcels and surrounding zoning.

Chair Packer opened the meeting up for the Public Hearing. No speakers were present, so Chair Packer closed the Public Hearing.

Commissioner Young made a motion to recommend the City Council to rezone Pioneer Park at 1285 South Angel Street. Commissioner Sommerkorn seconded the motion, and the vote was unanimous in favor of the motion (4-0).

Commissioner Packer: Yay
Commissioner Young: Yay
Commissioner Sommerkorn: Yay
Commissioner Moore: Yay

5- PUBLIC HEARING FOR A REZONE REQUEST FOR THE TRAPPERS PARK PROPERTY AT 2185 WEST 200 NORTH (PARCELS #115920229, #115910151, #11593001, AND #151680439) FROM R-

Ms. McNamara presented a city-initiated rezone for multiple city-owned parcels located on the west side of the city near 2185 West 200 North. She described the affected properties as including two northern parcels, a looped park area to the south, and two smaller trail parcels.

She noted that the parcels do not currently have assigned addresses; however, staff is preparing and submitting an address affidavit to Davis County to establish official addressing.

Ms. McNamara stated that, like the previously discussed Pioneer Park rezone, the request is housekeeping in nature and intended to align zoning with the parcels' existing public ownership and use. The properties are currently zoned R-1-LD and Agricultural Residential, and staff recommends rezoning them to Public Use to maintain consistency with other city-owned parks and public facilities. She noted that the Future Land Use Map designates the area as parkland.

Regarding public noticing, Ms. McNamara reported that 98 notices were mailed. Staff received one email inquiry requesting clarification about the trail portion of the property and four phone calls from residents responding to the posted sign on the property asking about the city's intent. She stated that once staff explained that the rezone would not change park use or function and was only to apply appropriate zoning, no concerns were expressed. Based on consistency with the General Plan and lack of opposition, staff recommended approval of the rezone of the subject parcels at 2185 West 200 North from R-1-LD and Agricultural Residential to Public Use.

Chair Packer opened the the Public Hearing.

Luke Johnson stated that his property is located near the western trail connection associated with the park area and that he and several neighboring properties along Wellington Drive and Bonneville maintain horses. He expressed concern that the proposed Public Use zoning designation could result in increased public access and activity along what he described as a private or restricted equestrian trail corridor historically intended for use by adjacent horse property owners.

Mr. Johnson stated that when the property was originally conveyed to the city by the neighborhood, the intended use of the trail corridor differed from its current condition. He asserted that the original agreement provided adjacent horse property owners with right-of-way access from 200 North to the south end of the trail for purposes including horse trailer access and emergency access to animals. He stated that installation of fencing and narrowing of the trail opening had limited access and that the corridor is currently being used by pedestrians and cyclists, including electric bicycles, which he described as unsafe in proximity to horses. He further expressed concern that members of the public have entered onto his private property adjacent to the trail and that increased public designation could create safety risks and potential liability issues.

Mr. Johnson requested that the portion of the corridor functioning as a horse trail remain zoned residential or agricultural rather than Public Use and that signage be installed indicating that the trail is not intended for general public use. He stated his position that public access on the equestrian corridor is unsafe for both horses and trail users and requested that the city maintain the existing non-public status of that portion of the property.

Tim Hodges addressed the Commission and stated he shared the concerns expressed regarding the equestrian trail portion of the property. Mr. Hodges stated that the trail area is primarily used by adjacent horse property owners for access to their properties and that public use of the

corridor has created conflicts and safety concerns when horses are being exercised. He requested consideration of excluding or “carving out” the equestrian trail portion from the proposed Public Use zoning, noting that in his view the corridor does not function as a public trail.

Mr. Hodges also raised concerns related to the historical conveyance of the property to the city. He stated that the land was dedicated to the city by the neighborhood under a development agreement requiring that a park be constructed within a specified timeframe. He asserted that only a portion of the park improvements has been completed and stated his understanding that the city may be in default of the original agreement. He expressed concern that rezoning the property to Public Use while contractual obligations remain unresolved could affect potential legal remedies available to the homeowners’ association if enforcement action were pursued. He requested that the City Attorney review the contractual implications of the zoning change prior to final action and advised the Commission to consider potential liability issues associated with rezoning while the agreement remains in effect.

Kara Olsen resides in proximity to the previously referenced equestrian properties, addressed the Commission. Ms. Olsen stated she sought clarification regarding the city’s plans for the park parcels, particularly how the proposed Public Use zoning might affect the existing Trappers Park area on the south side of the site. She also asked what future use was anticipated for the northern portion of the property, noting that it is currently undeveloped and had previously been used temporarily as a skate park. She expressed that she viewed the prior skate park use as a positive activation of the space and asked generally how rezoning to Public Use might influence future use or development of those areas.

Chair Packer closed the Public Hearing.

Ms. Greenwood provided additional background regarding the western park and trail parcels. She explained that the Schick Farms Estates HOA originally established the park area as a private community amenity and, around 2018, requested that the city assume ownership and maintenance responsibilities due to the HOA’s inability to maintain it. The city entered into an agreement with the HOA at that time and has since maintained and managed the property as a public park. Ms. Greenwood clarified that zoning designation does not determine whether the public may access the property; because the city owns the land, it is currently considered a public park and open to public use regardless of whether it is zoned Agricultural Residential or Public Use. She stated that rezoning to Public Use would not change public access or current management practices.

Ms. Greenwood further explained that the agreement with the HOA included provisions restricting organized sports activities at the park for a specified period (approximately fifteen years), several years of which remain. She stated that the Parks Department currently manages the property consistent with those restrictions and treats the site as a public park, including the trail areas. She noted that rezoning would not affect existing contractual obligations and that, if future legal or contractual issues arose, zoning could be amended if necessary. She also stated

that the city has no intent to sell or develop the property and that such actions would conflict with the existing agreement; rezoning to Public Use would further reflect its intended public function. Regarding trail use, she noted that the city considers the southern corridors as trails and allows general public enjoyment of the park, while adjacent property owners may post private property signage on their own land if desired.

Commissioner Sommerkorn stated his understanding that park zoning classification does not determine the level of public access or management practices, which are instead governed by the Parks Department. He indicated that rezoning would not affect whether the property is publicly used but acknowledged that residents had raised concerns regarding historical agreements and current management. He suggested those matters may warrant discussion between residents and city officials but are separate from the zoning decision.

Chair Packer stated he had visited the site to better understand conditions and observed the presence of horses and animal uses along the trail corridor. He acknowledged concerns regarding vehicle access and animal safety raised during public comment and stated those issues would likely need to be addressed through Parks Department management policies rather than zoning regulations. He concluded that the concerns discussed were distinct from the zoning question before the Commission.

Commissioner Sommerkorn reiterated agreement with prior discussion that residents had raised legitimate concerns regarding trail use, access, and historical agreements with the city, but stated those matters were separate from the zoning determination before the Commission. He emphasized that rezoning would not affect those issues and encouraged continued dialogue between residents and the city to address them.

Chair Packer added that several Commissioners had recently met with Cole Stephens, Director of Parks, who indicated that planning for development of the northern portion of the park property is underway. Chair Packer stated that a skate park is not anticipated for that location, as it was not part of the original agreement and was determined not to be an appropriate fit. He stated that rezoning the property to Public Use is logical given city ownership and existing park designation. He acknowledged that concerns raised by residents regarding trail safety, access, and animal use were valid and should be considered by the Parks Department and City Council but noted that the Planning Commission does not have authority to resolve those operational matters within the zoning action.

Chair Packer stated his view that the zoning change itself would not materially alter current park use or management and therefore should not be the basis for addressing the broader concerns discussed.

Commissioner Sommerkorn added that the item would proceed to the City Council and that residents would have an additional opportunity to present their concerns at that level.

Commissioner Sommerkorn then made a motion recommending that the City Council approve

the rezoning of the subject parcels at 2185 West 200 North from R-1-LD and Agricultural Residential to Public Use and Commissioner Young seconded the motion and the vote was unanimous in favor of the motion (4-0).

Commissioner Packer: Yay
Commissioner Young: Yay
Commissioner Sommerkorn: Yay
Commissioner Moore: Yay

6- CONSIDERATION OF AMENDING THE PLANNING COMMISSION BYLAWS AND RULES OF PROCEDURE

Ms. Greenwood presented proposed amendments to the Planning Commission Rules of Procedure. She noted the Commission last updated its rules approximately two years prior and expressed appreciation to the Assistant City Attorney, Katie Ellis, for assisting with the current revisions.

Ms. Greenwood explained that the City Council recently amended its own rules of procedure and that staff recommends the Planning Commission adopt similar updates for consistency. Due to the extent of revisions, staff did not prepare a redline version and instead summarized key changes.

Ms. Greenwood highlighted proposed revisions to Article 7, Section 8.2, addressing continuances. She explained that when an item is continued without a date certain, the amendment would require the item to be re-noticed before returning to the agenda to ensure transparency and public awareness. She acknowledged this would create additional staff work but stated it reflects best practice and marks a commitment to transparency and allows the public to be adequately informed.

She also described a new section providing simplified guidance on parliamentary procedure for meeting conduct. Proposed changes in Article 10 address public civility and would prohibit speakers from yielding or transferring their allotted public comment time to another individual, consistent with City Council practice.

Ms. Greenwood reported that Commissioner Toller, who was absent from tonight's meeting, had submitted written comments on this provision for Commission review. She explained staff's rationale that allowing time-sharing could create inequities among speakers and inconsistent treatment of the public.

Ms. Greenwood further outlined proposed rules governing conduct of attendees and distribution of materials in Council Chambers. These provisions would establish limits on the size of signs brought into meetings, prohibit distribution of flyers or sign-up sheets within the chamber unless supervised by the individual distributing them, and clarify that only official city sign-in sheets are circulated by staff. She stated these measures respond to recent situations in which unofficial sign-up sheets were circulated among attendees, causing confusion regarding

whether information was being collected by the city or private individuals. The proposed rules are intended to maintain order, avoid disruption, and ensure transparency regarding who is requesting public information.

Ms. Greenwood concluded that staff recommends adoption of the proposed rules as presented. She stated that if the Commission wished to adopt the revisions without modification, staff recommends repealing the existing Rules of Procedure and replacing them with the updated version due to the absence of a tracked-changes document.

Chair Packer stated that the proposed Rules of Procedure revisions appeared logical and necessary and reflected topics the Commission had discussed in recent meetings. He indicated he had no significant concerns with the proposed changes.

Commissioner Sommerkorn referenced comments submitted by absent Commissioner Toller and asked staff to address those points.

Ms. Greenwood responded that provisions regarding remote participation and public civility are within the Commission's discretion. She noted that, although the City Council recently chose to emphasize in-person attendance, allowing remote participation for Commissioners could assist with maintaining quorum and is permissible if the Commission wishes to include it. She also stated that the bylaws already allow the Commission to suspend or modify procedural rules on a case-by-case basis, such as adjusting public comment time limits or allowing additional time for applicants or professional representatives when appropriate. Ms. Greenwood added that the Commission could continue the item to a future meeting if members preferred broader participation before adopting revisions.

Commissioner Sommerkorn asked for clarification on City Council practice regarding speakers yielding their public comment time to others. Staff confirmed that City Council does not allow time to be transferred between speakers and that the proposed language mirrors Council rules.

Commissioner Young stated she supported prohibiting the practice, noting it can create inequity and administrative difficulty in tracking speaking time and speaker identity. She expressed that a clear prohibition would improve fairness and consistency in public comment procedures.

Ms. Greenwood elaborated on staff's rationale for clarifying rules regarding allocation of public comment time. She explained that allowing individuals to yield their speaking time to others had created expectations in past meetings and could result in disproportionate speaking time if multiple individuals transferred time to a single speaker. She noted this practice can place the Chair and Commission in an awkward position and that formalizing procedures or requiring a Commission decision to adjust time limits on a case-by-case basis would provide clearer expectations and fairness.

Commissioner Sommerkorn commented that prohibiting time transfers would help avoid

procedural confusion and referenced similar issues observed in other legislative bodies. He also noted that only four Commissioners were present and expressed a preference to obtain input from absent members before adopting revisions.

Chair Packer agreed, stating he supported continuing the item to allow broader Commission participation and indicating there was no urgency requiring immediate adoption.

Commissioner David Moore then made a motion to continue consideration of the Planning Commission Rules of Procedure amendments to the next regular meeting to obtain additional Commissioner input. Commissioner Sommerkorn seconded the motion, and the vote was unanimous in favor of the motion (4-0).

Commissioner Packer: Yay
Commissioner Young: Yay
Commissioner Sommerkorn: Yay
Commissioner Moore: Yay

7- APPROVAL OF THE MINUTES FROM JANUARY 22, 2026 PLANNING COMMISSION MEETING

Commissioner Young made a motion to approve the minutes from the January 22, 2026, Planning Commission meeting. Commissioner Sommerkorn seconded the motion, and the vote was unanimous in favor of the motion (4-0).

Commissioner Packer: Yay
Commissioner Young: Yay
Commissioner Sommerkorn: Yay
Commissioner Moore: Yay

8- OTHER MATTERS THAT PROPERLY COME BEFORE THE PLANNING COMMISSION

Ms. Greenwood provided an update on upcoming Planning Commission business. She stated that the Commission would reconvene in two weeks on February 26, with three items currently anticipated on the agenda: (1) continued consideration of the Planning Commission Rules of Procedure amendments; (2) a returning application from Symphony Homes; and (3) a proposed ordinance establishing a process for evaluating business classifications not expressly listed as permitted or conditional uses in city zoning regulations. She explained that the ordinance responds to a requirement from the prior legislative session directing municipalities to adopt a formal process for addressing unlisted or ambiguous land use classifications. The proposed ordinance would create a new chapter outlining that process and add clarifying language to zoning districts specifying that uses not listed are prohibited unless evaluated through the new procedure. She noted public hearing notice for that ordinance would be posted the following day.

Ms. Greenwood advised the Commission that preparation of the Symphony Homes staff report may be delayed due to her scheduled vacation the following week and limited remote connectivity. She indicated the meeting packet may not be distributed until the Monday

preceding the meeting but stated that the application largely reflects previously reviewed materials with only minor revisions. She summarized that the applicant has adjusted the alignment of a proposed Sunset road connection slightly south to reduce impacts to adjacent residents, is likely withdrawing a request for increased building height, and has made several other minor refinements.

Chair Mike Packer asked whether a public hearing would be required for the Symphony Homes item. Ms. Greenwood responded that no public hearing would be held, although written public comments could still be submitted through the city's standard channels.

9- ADJOURNMENT

Chair Packer adjourned the meeting at 8:14 pm.