



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

The Kaysville City Planning Commission will hold a regular meeting on July 22, 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. Public Hearing for a zone change for Symphony Homes, Alyson & Lee Stenquist, and Kathryn Lisby for the property at approximately 1800 South Sunset Drive (parcels #08-694-0003, #08-694-0006, #08-694-0005, #08-027-0008, and #08-027-0009) from A-1 Light Agricultural District and R-A Agricultural Residential to R-1-14 Single Family Residential District.
4. Approval of the minutes from the July 9, 2026 Planning Commission Meeting
5. Other matters that properly come before the Planning Commission
 - a. Reports
 - b. Correspondence
 - c. Calendar
6. 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: July 13, 2026

Agenda Item #6: Public Hearing and Rezone application from Symphony Homes, Alyson & Lee Stenquist and Kathryn Lisby requesting a zone change for approximately 1800 South Sunset Drive from [R-A Residential Agricultural District](#) and [A-1 Light Agricultural District](#) to [R-1-14 Single Family Residential District](#).

Meeting Date	July 23, 2026
Application Type	Rezone
Applicant Owner	Symphony Homes Alyson & Lee Stenquist Kathryn Lisby
Address Parcel ID Number(s)	~1800 South Sunset Drive #08-694-0003, #08-694-0005, #08-694-0006, #08-027-0008, and #08-027-0009
Lot Size	~16.21 acres 705,672 ft ²
Current Use	Undeveloped and Agricultural
Current Zoning	R-A Residential Agricultural District A-1 Light Agricultural District
Density Entitlement	~ 33 dwellings
Requested Zoning	R-1-14
Density Request	33 dwellings

1. BACKGROUND

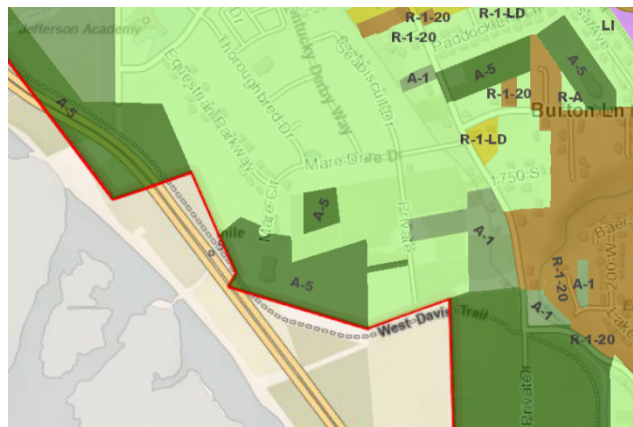
This new rezone application from Symphony Homes concerns their property on the east side of the future 550 West road connection, and they are requesting a rezone to R-1-14. There are five parcels included in the application, three of which are owned by Symphony Homes, and the remaining two parcels are owned by Stenquists and Lisbys respectfully. With the inclusion of the Lisby and Stenquist properties there are two existing homes included in the scope of this application, in addition to the 33 potential lots that will be owned by Symphony which brings the total included lots to 35. All of these parcels combine to total approximately 16.21 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 12.41 acres zoned A-1 Light Agriculture and the remaining acreage (about 3.8 acres) is zoned R-A Agricultural Residential. As currently zoned, the acreage could accommodate as many as four single-family dwellings in addition to the two preexisting homes.

The proposed rezone to R-1-14 requests a total of 33 single-family lots in addition to the two existing single family lots, resulting in an overall density of approximately 2.04 units per acre. While the R-1-14 zone stipulates a minimum lot size of 14,000 square feet, the developer is proposing larger lots, ranging from 14,000 ft square feet to 21,167 square feet.

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 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’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-1-14 zoning, combined with the proposed 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.

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 project and zone change proposes 33 single-family detached dwellings and fits within the single-family designation shown on the Future Land Use Map.



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 surrounding the existing agricultural land. If the rezone is

approved, the continuation of single-family uses should not be a detriment to the existing single-family atmosphere.

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.

Chapter 1 contains goals and objectives which support the Symphony Homes rezone application to R-1-14.

- 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 rezone 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 2.04 units per acre, the development would be classified as low-density single-family. For comparison, the City’s R-1-14 zone

allows approximately a maximum of two units per acre; therefore, the Symphony Homes proposal matches 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.

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-1-14 will allow for much needed housing, specifically on single-family lots smaller than a half-acre. 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 went 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 33 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, 33 ERCs equate to approximately 8.89 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

Culinary Water Availability (AF) Based on Annual Usage	
Contracted Water	3,186
5 Year	2436.15
Symphony Estimated Use	8.89
Remaining Capacity	740.96

With the current contractual annual water allocation at 3,186 acre feet, and this proposed development requiring an estimated 8.89 acre feet, the culinary water needs for this development will be met and do not exceed our contractual availability.

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. UTILITIES

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.

5. PUBLIC COMMENT

On Friday July 10, 2026, a total of 54 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 Thursday, July 9, 2026. A sign was placed on the property on Friday July 10, 2025.

As of the date of this staff report one comment has been received through the online portal, which automatically distributes those comments to all Planning Commissioners. The comment spoke in opposition to the proposed project and expressed concerns regarding the change in density from larger agricultural lots and open space to smaller single family homes.

6. 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:

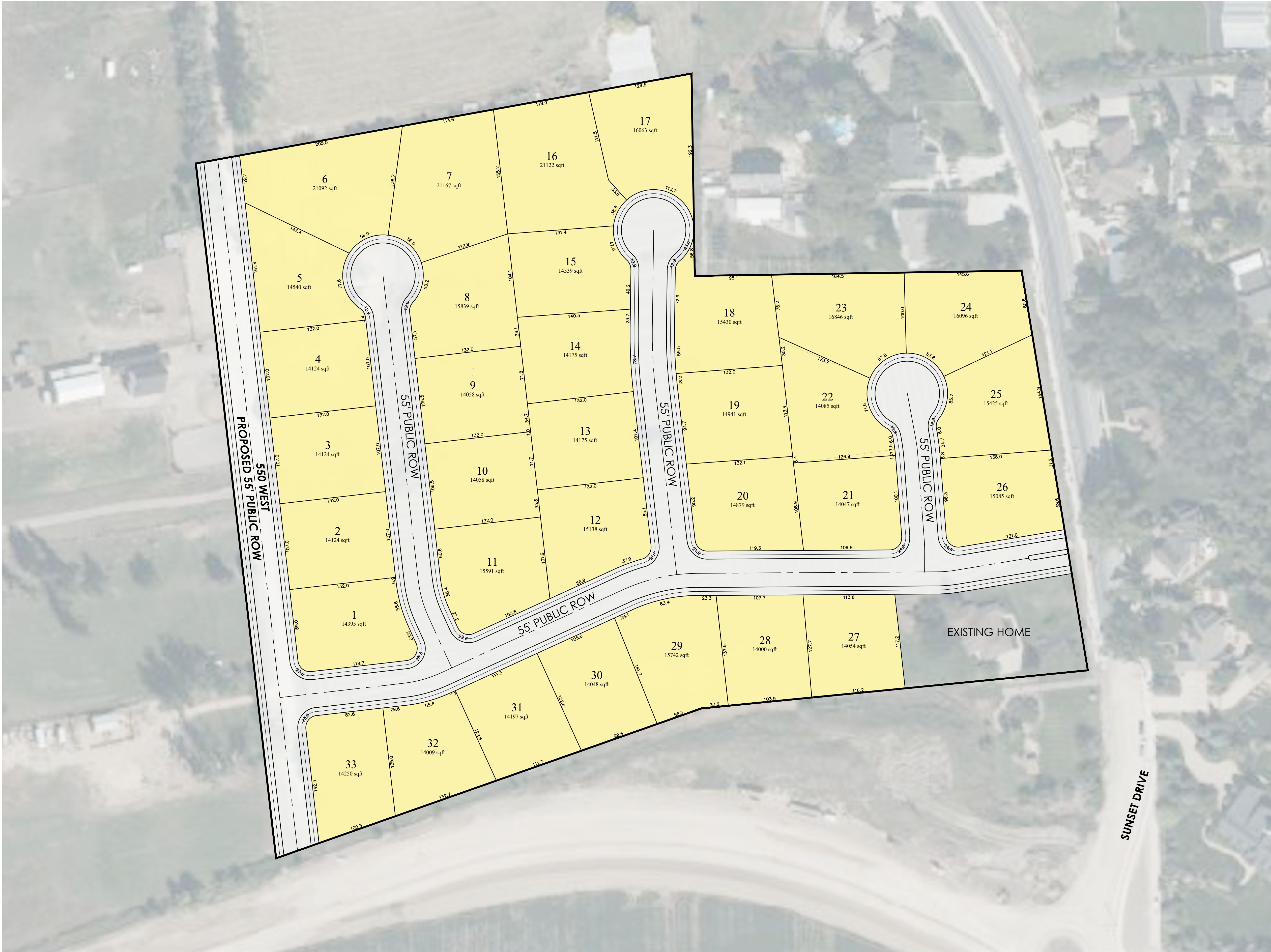
- A recommendation of approval the rezone request;
- A recommendation of denial of the rezone request; or
- Requesting modifications to the project.

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-D.

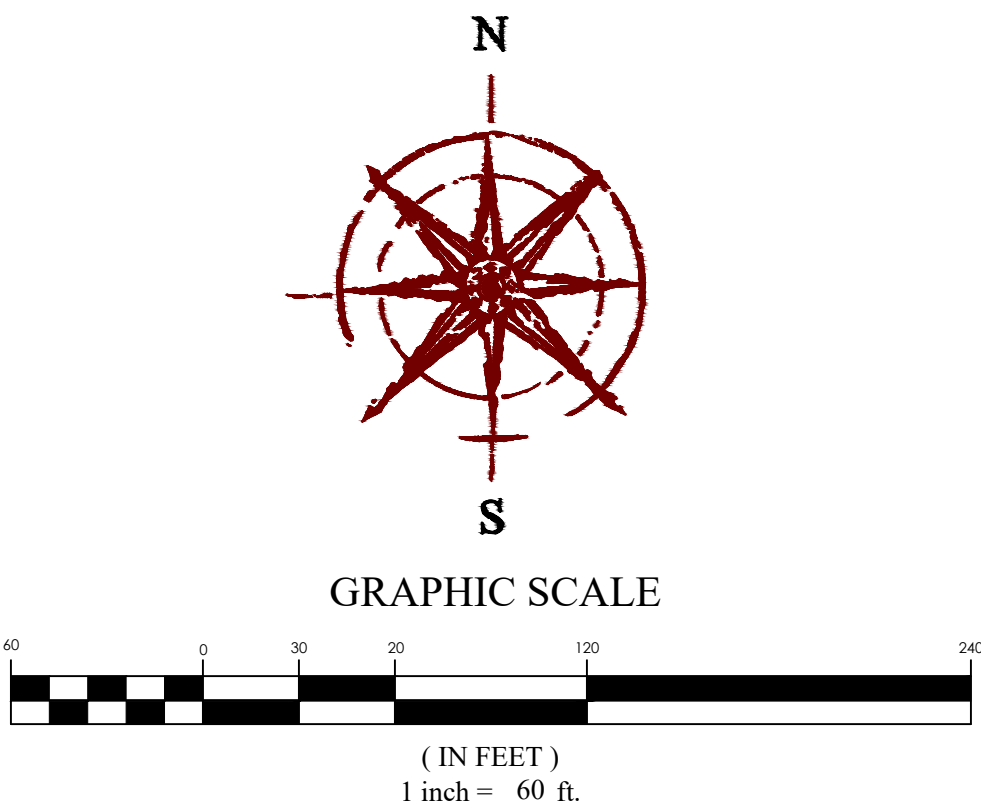
Findings supporting a recommendation of approval include:

- 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.

Staff recommends the Planning Commission forward a recommendation of approval to the City Council for the zone change application.



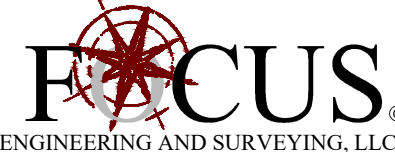
CONCEPT TABULATIONS	
TOTAL ACREAGE	±16.2 ACRES
CURRENT ZONE	A-1, R-A
LOT/UNIT COUNT	33
TOTAL DENSITY	2.04 UNITS/ACRE
PROPOSED ZONING	
ZONE	R-1-14
LOT SIZE MIN.	14,000 SQFT
FRONT SETBACK	30'
SIDE SETBACK	8'/8' TOTAL
CORNER SIDE SETBACK	20'
REAR SETBACK	15'
FRONTAGE MIN.	90'
ROW WIDTH	55'
CUL-DE-SAC RADIUS	50'
CUL-DE-SAC LENGTH (MAX)	600'
ROW PC RADIUS	15' AT ROW
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
35 MPH DESIGN SPEED SIGHT TRIANGLES PER AASHTO GREENBOOK TABLES 9-7 AND 9-9	



HORIZON EAST concept K

KAYSVILLE, DAVIS COUNTY
7/6/2026
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.



Kaysville City Planning Commission Meeting Minutes
July 9, 2026

The Planning Commission meeting was held on Thursday, July 9, 2026, at 7:00 p.m. in the Kaysville City Hall located at 23 East Center Street.

Planning Commission Members in Attendance: Chair Young, Commissioners Megan Sevy, Wilf Sommerkorn, David Moore, Paul Toller,

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

Public Attendees: City Councilmember Abbi Hunt, Susan Harris, Val Starkey, Laurene Starkey, and Jennifer Borup

1- WELCOME AND MEETING ORDER

Chair Young 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 TO AMEND VARIOUS CHAPTERS OF TITLE 17, TITLE 18, AND TITLE 19 REGARDING PROCEDURES FOR AMENDING ZONING DISTRICTS, REMOVING A PLANNING COMMISSIONER, AND APPEALING LAND USE DECISIONS TO COMPLY WITH RECENT AMENDMENTS TO UTAH STATE CODE.

Chair Ms. Ellis introduced Vance Pedri, a summer legal intern with the City. She noted that Mr. Pedri is a senior at Weber State University majoring in political science and plans to apply to law school in the coming months.

Mr. Pedri presented a proposed ordinance amending various sections of Titles 17, 18, and 19 of the Kaysville City Code to bring the City's land use regulations into compliance with recent changes to Utah State law. He explained that the amendments address several procedural updates, including revisions to the appeals process, requirements for the removal of Planning Commissioners, and modifications to the land use application review process. He noted that under the new state requirements, applicants may appeal directly to the City Council if the Planning Commission has not taken action on an application within the prescribed timeframe.

Chair Young opened the public hearing on the proposed ordinance amendments. She explained that the Commission would first receive any public comments before returning to the applicant for questions and Commission discussion. Chair Young noted that public comments are typically limited to three minutes and asked each speaker to state their name for the record. She added that, given the meeting schedule, the Commission could allow some flexibility with the time limit if necessary. She then invited members of the public to come forward and address the Commission.

Val Starkey addressed the Commission and expressed support for providing additional flexibility

for accessory dwelling units. He raised several questions regarding the proposed ordinance amendments, including provisions related to the City Council's authority to amend zoning regulations, the appointment of the Zoning Administrator, and references to public meetings within the ordinance. Mr. Starkey also suggested that the ordinance include language addressing due process and cause for the removal of Planning Commissioners. In addition, he expressed concern that increased flexibility for accessory dwelling units could result in additional on-street parking impacts and suggested that parking considerations be further addressed within the ordinance.

Susan Harris addressed the Commission regarding the proposed accessory dwelling unit (ADU) ordinance. She shared concerns based on her personal experience living adjacent to an existing detached structure that has impacted her property and expressed support for establishing reasonable standards for setbacks, building height, and neighborhood compatibility. Ms. Harris encouraged the Commission to consider the impacts of ADUs on existing residents, including parking, traffic, water availability, and overall neighborhood character. She also questioned whether limitations should be considered regarding the number of ADUs permitted within a neighborhood and urged the Commission to balance the need for additional housing opportunities with the interests of established neighborhoods.

Jennifer Borup addressed the Commission regarding the proposed accessory dwelling unit (ADU) ordinance. She stated that she supports ADUs in principle and noted that attached ADUs in her neighborhood have provided housing opportunities for family members. However, she expressed concern that greater consideration should be given to the design and appearance of detached ADUs, including architectural compatibility, setbacks, building height, window placement, and potential impacts on neighboring properties and privacy. Ms. Borup encouraged the Commission to review how other communities have addressed detached ADUs and questioned whether the ordinance should address short-term rentals. She also suggested that future public notices use clearer, more accessible language so residents can better understand the issues being considered and participate in the public process.

Ms. Ellis clarified that the ordinance under consideration did not pertain to accessory dwelling units. She explained that the City would be considering a separate ordinance regarding accessory dwelling units at a future meeting and noted that, while the comments provided were helpful, the current public hearing was limited to the ordinance listed on the agenda.

Commissioner Toller thanked the speakers for their comments and requested that future speakers include their place of residence when introducing themselves so the Commission could better understand the context of their comments. Ms. Borup stated that she resides west of Boondocks in Kaysville.

Laurene Starkey addressed the Commission and noted that her understanding was that the recent state legislation included provisions related to accessory dwelling units (ADUs), which led to her comments on that topic. Chair Young explained that the City is currently developing separate regulations addressing ADUs and that a future public hearing would be held to receive

public input on those proposed standards. She noted that while comments regarding ADUs were welcome, the ordinance before the Commission addressed only certain provisions of the recent state legislation. Ms. Ellis further clarified that the City was implementing the legislative changes in phases and that the current ordinance represented only a portion of the requirements contained in the bill.

Laurene Starkey addressed the Commission and raised several questions regarding the proposed ordinance amendments and the City's future implementation of related state legislation.

Ms. Starkey first asked for clarification regarding the role and appointment of the Zoning Administrator. She referenced prior discussions in which the Zoning Administrator, City Attorney, and a City Council representative were identified as participants in certain land use review processes. She questioned who would serve in that role during a vacancy in the Community Development Director position, whether the individual would be required to reside in Kaysville, and what oversight would be provided to ensure consistency in future staff recommendations.

Ms. Starkey also asked how members of the public could verify that required notices had been mailed to property owners within the prescribed 500-foot radius before a land use application was considered. She referenced a prior application that had been postponed because noticing requirements had not been properly completed and asked whether documentation of compliance would be available to the public.

Regarding the revised appeals process, Ms. Starkey noted that the Planning Commission and City Council would no longer serve as their own appeal authorities. She asked how an administrative law judge would be selected, what qualifications and criteria would be used, and what process would apply when an applicant or resident challenged a land use decision. She also requested clarification regarding the respective roles of the City Attorney and the State Attorney General in selecting or appointing an appeal authority.

Ms. Starkey further asked staff to explain the term “water exaction” in plain language and to describe how the recent legislation would affect the City's authority and obligations related to water allocation and land development.

Ms. Starkey then expressed appreciation for the time, training, and care provided by members of the Planning Commission. She stated that residents make significant investments in their homes and neighborhoods with the expectation that the City will maintain clear and consistent development standards. She referenced Kaysville's reputation as a safe and desirable community and attributed that reputation, in part, to thoughtful land use planning and established standards.

Although accessory dwelling units were not the subject of the ordinance before the Commission, Ms. Starkey encouraged the City to carefully use the discretion retained under

state law when drafting future ADU regulations. She identified setbacks, building height, owner-occupancy requirements, privacy, light, and neighborhood compatibility as important considerations. She stated that large accessory buildings and dwelling units had already created conflicts between some neighboring property owners, including loss of privacy, blocked sunlight, increased heat, and strained personal relationships.

Ms. Starkey concluded by urging the Commission to establish meaningful local standards that balance additional housing opportunities with protection of existing residents and neighborhood character. She thanked the Commission for its service and consideration.

With no additional public comments, Chair Young closed the public hearing and opened the item for Commission discussion. She invited questions from the Commission, particularly regarding issues raised during the public hearing, and suggested that staff address the question concerning the role of the Zoning Administrator.

Commissioner Toller inquired about the ordinance's use of the term "zoning administrator," noting the change in capitalization.

Ms. Ellis explained that the terminology was not one of the substantive changes included in the ordinance before the Commission and invited Mr. Pedri to provide additional clarification.

Mr. Pedri explained that the capitalization changes were made to conform with the Utah State Legislature's ordinance drafting standards and were intended to provide consistency with current drafting conventions.

Chair Young observed that similar formatting changes appeared throughout the ordinance as part of the overall cleanup of the City Code.

Ms. Ellis further explained that the concept and responsibilities of the Zoning Administrator had been addressed through a separate ordinance previously considered by the City Council. She noted that the current ordinance did not modify those provisions.

Commissioner Sommerkorn explained that "Zoning Administrator" is a functional title used within the zoning code to identify the individual responsible for administering and interpreting the City's land use regulations. He noted that the appointment is made at the discretion of the City Council and is most commonly assigned to the Planning Director or Community Development Director, although it may be assigned to another qualified staff member.

Commissioner Sommerkorn further explained that while staff may perform the day-to-day review and analysis, the individual designated as the Zoning Administrator retains the authority to make final administrative determinations under the zoning code.

Commissioner Toller asked whether the ordinance's capitalization changes affected the role or responsibilities of the Zoning Administrator. Ms. Ellis clarified that the current ordinance made no substantive changes to that position and that the amendments were limited to formatting and terminology.

Commissioner Toller also inquired about the selection and qualifications of the Administrative Law Judge (ALJ), noting that the Planning Commission would no longer serve as the appeal authority for certain land use decisions. He asked how an ALJ is selected, compensated, and whether conflict-of-interest requirements apply.

Ms. Ellis explained that the City already has provisions in its code regarding Administrative Law Judges and has used them on a limited basis. She stated that, historically, the City has selected Administrative Law Judges through a request for proposals (RFP) process, requiring the individual to be a licensed attorney with municipal law experience. She noted that the City has previously utilized outside municipal attorneys to serve in that capacity. Ms. Ellis further stated that, if the use of Administrative Law Judges becomes more frequent under the new state requirements, staff may recommend developing a more comprehensive internal process. She noted that the City's current method of selecting an Administrative Law Judge is not specifically codified in the City Code.

Commissioner Toller reviewed the section of the ordinance establishing the appointment of an Administrative Law Judge and noted that the City Council would appoint a qualified individual to serve in that capacity. He stated that this clarified his understanding that the appointment would be made by an elected governing body.

Commissioner Sommerkorn provided additional background on the evolution of land use appeal authorities in Utah. He explained that appeals were historically heard by Boards of Adjustment and later by designated appeal authorities. As land use appeals became increasingly technical and legal in nature, many jurisdictions transitioned to using Administrative Law Judges or hearing officers with legal and land use expertise to hear appeals.

Commissioner Toller asked whether an appeal already pending before the City would be processed under the existing procedures or under the proposed ordinance. Ms. Ellis explained that appeals are governed by the code in effect at the time the appeal is filed, and therefore any pending appeal would proceed under the current process.

Commissioner Toller thanked staff and members of the public for their comments. He suggested that the ordinance continue to ensure Planning Commissioners could not be removed for arbitrary or capricious reasons.

Chair Young responded that the ordinance's specific grounds for removal were intended to provide that protection by limiting removal to the circumstances expressly identified in the code.

Commissioner Moore stated that he had reviewed the proposed ordinance amendments in detail and believed the provisions regarding the removal of Planning Commissioners were fair and provided clear expectations and guidance for Commission members. He stated that the ordinance established an appropriate framework for the Commission to follow.

Commissioner Moore made the motion to forward a recommendation of approval of the proposed ordinance amendments to the City Council for the text amendment for Title 17, 18, and 19. Commissioner Sommerkorn seconded the motion and the vote was unanimous in favor of the motion (5-0).

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

4- APPROVAL OF THE MINUTES FROM JUNE 25, 2026 PLANNING COMMISSION MEETING

Commissioner Sevy made a motion to approve the June 25, 2026 minutes and Commissioner Moore seconded the motion. The vote was unanimous in favor of the motion (5-0).

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

5- OTHER MATTERS THAT PROPERLY COME BEFORE THE PLANNING COMMISSION

Ms. McNamara provided an update on current planning projects. She reported that staff continues to work on the detached accessory dwelling unit (DADU) ordinance and anticipates bringing it before the Planning Commission soon, noting that the process will include opportunities for public input.

Ms. McNamara also reported that Symphony Homes had submitted a revised rezone application for property located east of 550 West consisting of approximately 33 lots with a proposed R-1-14 zoning designation. She stated that the application was tentatively scheduled for the July 23, 2026 Planning Commission meeting.

Ms. McNamara further informed the Commission that both the City Center Small Area Plan and the Presbyterian Church rezone application were scheduled for City Council consideration the following week. She concluded by noting that, aside from those projects, development application activity had remained relatively slow.

6- ADJOURNMENT

Commissioner Sommerkorn motioned to adjourn the meeting at 7:40 pm.