

Minutes of the **Work Session** of the **Planning Commission** held Thursday, **February 4, 2016**, at 5:30 p.m. at the Lehi City Administration Building, 153 North 100 East, Lehi, Utah.

**Members Present:** Kelly Ash, Commissioner  
Scott Dean, Commissioner  
Mark Hampton, Commissioner  
Matt Hemmert, Commissioner  
Jared Peterson, Commissioner  
Steve Roll, Commission Chair

**Excused:** Janys Hutchings, Commissioner

**Others Present:** Kim Struthers, Planning Director, Tippe Morlan, City Planner, Mike West, City Planner; Morgan Cummings, Assistant City Attorney; Teisha Wilson, Deputy Recorder; and 5 citizens.

Chair Roll welcomed the Commissioners and noted that all Commissioners were present expect for Janys Hutchings, who is excused.

Chair Roll stated that a new Vice Chair needs to be selected due to the expiration of Donna Barnes's term. Chair Roll opened the nomination. Matt Hemmert nominated Commissioner Peterson for Vice Chair. There were no other nominations.

**Motion:** Commissioner Hemmert moved to approve Commissioner Peterson as the Vice Chair. Motion was seconded by Commissioner Dean.

Motion passed unanimously.

**1. Annual training on the Utah Open and Public Meetings Act.**

Morgan Cummings, City Attorney, conducted the training on the Utah Open and Public Meetings Act. He said that this training is required once a year, and that its purpose is to ensure that actions and deliberations are done openly. There was discussion regarding transmittal of electronic communications, and that emailing is allowed. Mr. Struthers stated that their by-laws have a stricter standard for electronic communication. Mr. Cummings advised to err on the side of being public. He also said that a chance meeting or social meetings are exceptions to the Act. Mr. Cummings also covered the noticing requirements, agendas, minutes and recordings.

**2. Land Use Academy of Utah (LUAU) training.**

Tippe Morlan, City Planner, informed the Commission that the State of Utah created a website that provides training videos for citizens that would like to learn more about Land Use. She said that this website is a great resource of information for Planning Commissions. She said the website is <http://luau.utah.gov/>, and showed some of the videos to the Planning Commission.

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There was discussion regarding Planning staff making recommendations to the Planning Commission and how a recommendation may be helpful.

**3. Discussion of future work session topics.**

Kim Struthers, Planning Director, presented some options for the Planning Commission to consider as future work session topics. The list included connectivity standards, re-evaluating the mixed use zone, SOBs, update to the development code, updating the moderate income housing element of the General Plan and other topics. Commissioner Peterson suggested that the Planning Staff prioritize these topics and begin having discussions in work sessions.

There was also discussion about coordinating a joint Planning Commission and City Council work session. Mr. Struthers suggested touring some of the recently constructed buildings.

Ms. Morlan informed the Commission that the Planning Department staff has each been assigned a region within the city in which they will follow all applications within their assigned region through the entire planning process.

**4. Adjournment**

With no further business to come before the Planning Commission at this time, Commissioner Peterson moved to adjourn the meeting. Commissioner Ash seconded the motion. The motion passed unanimously. The meeting adjourned at approximately 7:08 p.m.

Approved: February 25, 2016

Attest:

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Steve Roll, Chairman

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Teisha Wilson, Deputy City Recorder