

KAYSVILLE CITY COUNCIL  
August 18, 2022

Minutes of a regular Kaysville City Council meeting held on August 18, 2022 at 7:00 p.m. in the Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT.

Council Members present: Mayor Tamara Tran, Council Member John Swan Adams, Council Member Mike Blackham, Council Member Abbigayle Hunt and Council Member Perry Oaks

Excused: Council Member Nate Jackson

Others Present: City Manager Shayne Scott, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Systems Manager Ryan Judd, Fire Chief Paul Erickson, Public Works Director Josh Belnap, Human Resource Specialist Kim Bosworth, Public Works Administrative Assistant Amanda Cross, City Engineer Dexter Fisher, Public Works Water Crew Leader Nick Moss, Christopher Montgomery and family, Patrick McGee, Debra McGee, Dianne Stewart, Larry Montgomery, Will Walter, Jacie Johnson, Mark Lund, Kelly White, Cameron McKinnon, Aaron Shupe, Colton Alvey, Michael Hays, Tyler Reece, Daniel Udy, Bridger Adams, Greg Adams, Wenfei Yu

**OPENING**

Council Member Oaks opened the meeting with a thought and prayer, and led the audience in the pledge of allegiance.

**CALL TO THE PUBLIC**

Nothing was brought under this item.

**PRESENTATIONS AND AWARDS**

**PRESENTATION TO CHRIS MONTGOMERY FOR RECEIVING HIS FIRE OFFICER I CERTIFICATION**

Fire Chief Paul Erickson recognized Chris Montgomery for receiving his Fire Officer I certification.

**PRESENTATION OF THE EMPLOYEE OF THE QUARTER**

Public Works Director Josh Belnap said that the city has initiated a program that gives our employees the opportunity to nominate one of their peers for Employee of the Quarter. Public Works Administrative Assistant, Amanda Cross, was nominated by four of her coworkers for Employee of the Quarter. They describe her as someone who has excellent customer service skills, always positive and happy, willing to help anyone in any department with whatever she can as quickly as she can, and is a hard worker.

## COMMUNITY DEVELOPMENT DEPARTMENT PRESENTATION

Community Development Director Melinda Greenwood presented a report of the Community Development Department for the previous year. Mrs. Greenwood explained that their department has seen a lot of turnover over the previous few years and are currently working to fill a building inspector position. With the FY 2023 budget, the council approved a full-time permit tech position, which was recently filled. The Community Development Department consists of business licensing, building, planning and zoning, and code enforcement. We currently do not have one specific employee dedicated to the code enforcement role. Over the last few years, we have seen the number of building permits issued increase, and we are continuing to see that increase this year. During the pandemic, building permit applications for remodels and renovations increased about twenty percent. Most of the building permits the city issues is for residential permits. The city saw a housing boom in 2006, but we now have more permits for renovations and remodels than we do for new residential construction. Our department licenses about a thousand businesses a year. We issue about the same number commercial businesses licenses as we do residential business licenses. There was a decrease in issued home occupation licenses in 2019 due to a legislative action that changed the regulations for minor home businesses. We will likely see a decrease in our food truck licenses as well because the legislation has made changes to food truck regulations. Our office also issues special event permits for events not held on city property. Over the last year, the Planning Commission has processed seventy-four items. This year they have reviewed twenty-eight. Code enforcement is a challenging aspect of our department because we are essentially being the mediator between neighbors that are upset with each other. It is a challenge because no matter which party we are speaking with, someone will be upset. Over the last couple of years, our code enforcement numbers have decreased. This is due to our part-time code enforcement officer quitting, and the funding for that position being reallocated to the full-time city engineer position. Most of the complaints received for code enforcement are received through the city website. Complaints are reviewed and verified by a staff member, who then works with the property owner to give them time to resolve the issue. Oftentimes, the complainant has a high expectation of what the city can do, and we cannot always resolve a complaint to meet their expectation.

## DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

## CONSENT ITEMS

Mayor Tran said that Consent Item “A” would need to be postponed until a later meeting.

Council Member Adams made a motion to approve the following consent items:

- b. Bid Acceptance with GE Prolec for Schick and Burton Substation Transformers.
- c. Bid Acceptance with Cashman Equipment Company for Roueche Ponds Work.

The motion was seconded by Council Member Hunt.

The vote on the motion was as follows:

Council Member Oaks, yea

Council Member Blackham, yea  
Council Member Adams, yea  
Council Member Hunt, yea

The motion passed unanimously.

### **ACTION ITEMS**

#### **PRELIMINARY PLAT SUBDIVISION APPROVAL FOR MERIL ESTATES LOCATED AT 478 SOUTH MAIN STREET – MARK LUND AND KELLY WHITE**

Community Development Director Melinda Greenwood explained that at their meeting on July 28, 2022, the Planning Commission recommended approval of the preliminary subdivision plat for Meril Estates Subdivision located at approximately 478 South Main Street. The proposed three-lot subdivision entails 0.56 acres of property, and lot sizes range from 8,001 square feet to 8,269 square feet. The proposed subdivision meets the requirements of the R-1-8 zone.

Mayor Tran opened the public comment period for this item.

Jacie Johnson commented that many of the neighbors could not attend tonight because there was a funeral, but the neighbors are still concerned about traffic and pedestrian safety at this intersection. The neighbors appreciate the council's support of the neighborhood at the previous meeting where the property was being considered for a rezone. However, there is still concern about these units becoming twin homes.

Will Walter said that he lives north of this property at 446 South Main Street, and this has been a long process for both the applicant and the neighbors. The neighbors are appreciative of the council members' efforts and attention with this project. We are hopeful that our neighborhood will continue to be respectful and accepting of whomever our new neighbors will be. This has been an exercise in civic education for us all and it is good when we feel that our voice is heard as citizens.

Wenfei Yu said that he lives to the west of this property and thanked the council and Mayor for their hard work for the city. What has been presented to the council fits within the regulations of the city code. However, they are still concerned about the ingress and egress being on 475 South because they live right by the property and that intersection is already difficult for traffic and pedestrians to navigate.

There were no further comments or questions from the public for this item.

Council Member Oaks made a motion to approve the Preliminary Plat for Meril Estates Subdivision located at 478 South Main Street for Mark Lund and Kelly White, seconded by Council Member Adams.

The vote on the motion was as follows:

Council Member Blackham, yea  
Council Member Adams, yea  
Council Member Hunt, yea  
Council Member Oaks, yea

The motion passed unanimously.

#### ADOPTION OF THE 2022 GENERAL PLAN

Melinda Greenwood explained that at the July 7, 2022 City Council meeting, a work session was held which provided guidance on final edits to the 2022 General Plan. Staff has completed the edits as requested, and is now presenting the final version of the Plan for approval.

Mayor Tran opened the public comment period for this item.

There were no comments or questions from the public for this item.

Council Member Adams made a motion to adopt the 2022 General Plan, seconded by Council Member Oaks.

The vote on the motion was as follows:

Council Member Adams, yea  
Council Member Hunt, yea  
Council Member Oaks, yea  
Council Member Blackham, yea

The motion passed unanimously.

Council Member Oaks commented that the council appreciates the work and effort that was put into this General Plan.

#### COUNCIL MEMBER REPORTS

Council Member Hunt commented that she was able to watch the Economic Development Corporation of Utah meeting held this week and found it interesting to learn about all of the different economic development options that cities have.

John Adams acknowledged Boy Scout Bridger Adams who was in attendance.

Mayor Tran mentioned that Shayne Scott and she were able to attend the UAMPS Conference, along with a few members of our Power Department. Also, the Youth City Council has been given the opportunity to participate in the “Scarecrow Walk” at the USU Botanical Center this year on behalf of the city.

## **CITY MANAGER REPORT**

Shayne Scott commented that Consent Item “A” was postponed tonight because Staff had been given further information on outage management software and we want to do more research before bringing it before the council for approval. We are excited to be looking at opportunities to get information out to our residents regarding power outages and other similar type of alerts.

## **ADJOURNMENT**

Council Member Adams made a motion to adjourn the City Council meeting at 7:40 p.m., seconded by Council Member Oaks and passed unanimously.