



**ROY CITY**  
**Planning Commission Work-Session**  
**June 25, 2019 – 6:00 p.m.**  
Community Development Conference Room  
5051 South 1900 West

The meeting was a regularly scheduled work-session designated by resolution. Notice of the meeting was provided to the *Standard Examiner* at least 24 hours in advance. A copy of the agenda was posted.

The following members were in attendance:

Torris Brand, Chair  
Don Ashby  
Samantha Bills  
Chris Collins  
Leland Karras  
Annette Mifflin  
Claude Payne  
Jason Sphar

Steve Parkinson, City Planner

Excused: Commissioner Ryan Cowley and Assistant City Attorney, Brody Flint

Others in attendance: There were none.

Pledge of Allegiance: Commissioner Brand

1. DECLARATIONS OF CONFLICT

There were none.

2. APPROVAL OF THE MAY 14, 2019 REGULAR MEETING MINUTES

**Commissioner Karras moved to approve the May 14, 2019 meeting minutes as written. Commissioner Bills seconded the motion. Commissioners Ashby, Bills, Brand, Collins, Karras, Mifflin, Payne, and Sphar voted “aye.” The motion carried.**

3. TRAINING

Mr. Parkinson introduced Annette Mifflin as a new member of the Planning Commission. He then turned the time turned over to her so she could introduce herself. Commissioner Mifflin stated that she was originally from London, England. She had been working in public service for a long time in Salt Lake City and worked for the 2002 Olympics. Additionally, she had experience working for family counseling services. Commissioner Mifflin said she wanted to be on the Planning Commission because she had seen good things happening in the City and wanted to be a part of it. She expressed appreciation for Mayor Dandoy’s commitment to development.

Each Commissioner then made brief introductions.

Steve Parkinson, City Planner, stated that the Planning Commission needed to undergo training on a yearly basis. He presented the following videos from the Land Use Academy of Utah (LUAU) website:

- Utah State Open and Public Meetings Act Training by Dave Church 2017 Part 1
- Utah State Open and Public Meetings Act Training by Dave Church 2017 Part 2

Mr. Parkinson raised the question of talking amongst each other and citizens outside of public meetings. Commissioner Sphar said that it was his impression that Commissioners could not be talking to each other unless in a meeting that had been publicly noticed. Chair Brand asked where the ex parte regulation, or prohibition of talking one-on-one, had originated. Mr. Parkinson said this was part of the City's rules and procedures and pertained to projects that had not been discussed yet. In other words, Commissioners should not be discussing amongst themselves something that they knew would be on an upcoming agenda. When asked by Chair Brand how the rules and procedures were created, Mr. Parkinson explained that they were developed by staff and Commissioners and subsequently voted upon by the Planning Commission. These rules and procedures could be revisited at any time.

Commissioner Bills asked if the rules and procedures would be violated if a citizen asked a Commissioner a random question not pertaining to any specific agenda item while in public. Mr. Parkinson said no.

Commissioner Mifflin asked if citizens could ask Commissioners questions outside of a meeting if an item had already been posted publicly in the newspaper. Mr. Parkinson stated that in most cases, the newspaper was not aware of upcoming agenda items until he specifically notified them. He explained that, typically, he submitted information to the paper on a Friday, which meant that it was published in the paper either on a Saturday or Sunday. He further added that, generally, agenda items should not be discussed outside of public meetings.

The group continued watching the training videos from LUAU's website.

Commissioner Sphar asked a question regarding whether or not Planning Commissioners could abstain from voting. Mr. Parkinson read from the Planning Commissions "Rules and Regulations" Section I Subsection 5 which stated "No member may abstain from voting unless there is a conflict of interest except as noted below."

#### 4. COMMISSIONERS MINUTE

When asked by the Commission when the next workshop for Roy's General Plan would be, Mr. Parkinson explained that the document was still being drafted. He noted that a booth would be set up during Roy Days for the purpose of gathering input. Staff was hoping to have a draft ready by September or October, which would be ahead of schedule. Mr. Parkinson added that the ordinance would be ready by July or August.

#### 5. STAFF UPDATE

Mr. Parkinson reported on the statuses of several projects happening throughout the City, as follows:

- The Assisted Living Facility was up and running.
- The Apartments on 1900 West and 4500 South were currently being constructed. These units would be rentals.

- The Townhome Project on Midland and 4000 South was slowly making progress. These units would be for sale.

Chair Brand stated that he had been to the fuel station at Harmon's multiple times and had only seen two cars in four months. The station was not bringing a lot of traffic to that area.

Commissioner Mifflin asked about the strip mall where Planet Fitness was previously located, as she wanted to know if there were any plans for that area. She said she read in the paper that it was potentially going to be a CRA. Mr. Parkinson said the Council was discussing this area as a potential redevelopment location in the City; however, they still had to go through the process.

#### 6. ADJOURN

**Commissioner Karras moved to adjourn at 7:12 p.m. Commissioner Collins seconded the motion. Commissioners Ashby, Bills, Brand, Collins, Karras, Mifflin, Payne, and Sphar voted "aye." The motion carried.**

---

Torris Brand  
Chair

Attest:

---

Morgan Langholf  
City Recorder

dc: 06-25-19