

MINUTES OF A REGULAR MEETING OF THE HYRUM CITY PLANNING COMMISSION
HELD SEPTEMBER 11, 2025 AT THE HYRUM CITY COUNCIL CHAMBERS, 60
WEST MAIN, HYRUM, UTAH.

CONVENED: 6:30 P.M.

CONDUCTING: Stephen Nelson

PRESENT: Chairman Stephen Nelson, Commissioners Scott Casas,
Averie Wheeler, and Paul Willardson, and Alternate Member Marty
McBride.

EXCUSED: Vice Chair Angi Bair

CALL TO ORDER: There being five present and five representing a
quorum, Chairman Stephen Nelson called the meeting to order.

OTHERS PRESENT: City Planner Tony Ekins, City Engineer Matt Holmes
and four citizens. Secretary Shara Toone recorded the minutes.

PLEDGE OF ALLEGIANCE: Commissioner Willardson led the governing
body and the citizens in the Pledge of Allegiance.

INVOCATION: Commissioner Casas

APPROVAL OF MINUTES:

The minutes of a regular meeting held on July 10, 2025 were
approved as written.

ACTION

Commissioner Wheeler made a motion to approve the
minutes of July 10, 2025 as written. Commissioner Casas
seconded the motion and Commissioners Casas, Nelson,
Wheeler, and Willardson voted aye.

AGENDA APPROVAL:

A copy of the notice and agenda for this meeting was posted on the
Utah Public Notice Website and Hyrum City's website, distributed
to each member of the Planning Commission, and posted at the City
Offices more than forty-eight hours before meeting time.

ACTION

Commissioner Willardson made a motion to approve the agenda for September 11, 2025, as written with the exception to strike item 7A. Planning Commission Training, from the agenda. Commissioner Wheeler seconded the motion and Commissioners Casas, Nelson, Wheeler, and Willardson voted aye.

6. SCHEDULED DELEGATIONS

- A. Hyrum City, Ordinance Amendment - An ordinance amending Hyrum City Code Title 17 Zoning, Chapter 12 Planning Commission and relocating the ordinance amendment to Hyrum City Code Title 2 Administration and Personnel, Chapter 95 Planning Commission.

7. ADJOURNMENT

SCHEDULED DELEGATIONS:

HYRUM CITY, ORDINANCE AMENDMENT - AN ORDINANCE AMENDING HYRUM CITY CODE TITLE 17 ZONING, CHAPTER 12 PLANNING COMMISSION AND RELOCATING THE ORDINANCE AMENDMENT TO HYRUM CITY CODE TITLE 2 ADMINISTRATION AND PERSONNEL, CHAPTER 95 PLANNING COMMISSION.

City Planner Ekins explained that staff reviewed the proposal two months ago and made updates. One change allows for two alternate members. In the section on member terms, staff noted a cleanup item to replace "his/her." He clarified that when a vacancy is filled by an alternate, the new member will begin a full five-year term. This change responds to past concerns that an alternate filling a partial term would shorten their time as a planning commissioner.

Chairman Nelson asked if starting a new five-year term for an alternate could cause problems with the requirement that planning commission terms be staggered, since it might overlap with another commissioner's term.

Commissioner Casas, as one of the newest members, said he was unclear about whether he should follow the original term of the person he replaced or start a new five-year term. He disagreed with the current wording and felt that new alternates should serve the remainder of the original term to keep the rotation of commissioners consistent. He added that if only a short time remained, the new person should still have the chance to serve a

full term afterward.

City Planner Ekins said he has reviewed records since starting in January and found that the commission terms are not currently staggered. He noted this has been a challenge and may only balance out sometime in the future.

Commissioner Casas said this would be the right time to establish staggered terms while revising the rules.

City Planner Ekins said he viewed the revisions as a way to provide clarity. He explained that the change was meant to address earlier feedback that filling only the remainder of a term could cut someone's time short, so the revision allows an alternate to begin a full term instead.

Commissioner Casas questioned how the commission would ever achieve staggered terms.

Commissioner Willardson said he understood that the idea was to set staggered terms now by assigning different expiration dates going forward.

Commissioner Casas said he disliked the idea of imposing staggered terms but was unsure how else it could be done.

Commissioner Willardson noted that assigning staggered terms would force the five-year term to begin.

Commissioner Casas said that if staggered terms are not established now, they may never be put in place.

Chairman Nelson said his main concern was how the new wording fits with the rule that planning commission terms should be staggered. He explained that while the intent is for one term to expire each year, adding a full five-year term for an alternate could create problems. He noted this could especially be an issue if an alternate replaces someone mid-year, since it could disrupt the goal of keeping terms on a steady yearly rotation.

City Engineer Holmes said the challenge is writing the rules clearly so future readers understand the process. He suggested limiting terms to a maximum of five years. He also proposed replacing the most senior member each year to avoid very short terms and to give new members a full opportunity to serve. He noted that some wording changes may be needed to make this work.

Chairman Nelson said alternates will usually fill the spot of the most senior member whose term expires, but that won't always happen, which could cause issues. He shared an example from another organization where terms became confusing, and they resolved it by resetting the terms and making recommendations for council approval. He suggested this might be a possible solution here, as well.

City Engineer Holmes said he has information on current term end dates and suggested a system where the most senior member moves on each year. This would create a rotation with Angi ending in 2026, Paul in 2027, Stephen in 2028, and then Averie and Scott following in order.

Chairman Nelson said he supported the idea and felt there should be five different terms on the commission, with alternates filling a term if someone leaves early.

Commissioner Casas added that the term would start over.

Chairman Nelson said the term should expire as scheduled but suggested adding a rule that if someone serves less than two or three years, they could have the option to serve another full term. This would give short-term replacements a chance to continue serving longer.

City Engineer Holmes suggested that if an alternate has served less than a year, the city council could approve them to begin a full term.

Chairman Nelson said an alternate who served less than a year could qualify for another full five-year term.

Commissioner Wheeler added if the person chooses and is asked to continue.

Chairman Nelson said that it should be based on reappointment by the council or by the mayor council.

City Engineer Holmes suggested adding a contingency for alternates who don't get to serve a full term as members.

Commissioner Wheeler said two years seemed like a fair amount of time to get comfortable, learn the rules, and decide whether to continue.

Chairman Nelson said he preferred setting the limit closer to two

years rather than one.

City Planner Ekins said in the section on member qualifications, he removed the line allowing members to serve multiple terms and asked if there should be discussion on it.

Chairman Nelson asked if the rules should clearly state that a member can only serve one term. He noted the current language allows multiple terms and wasn't sure if reappointment was still possible under the proposed changes, even though he believed the intent was to limit terms.

City Planner Ekins said the previous draft limited members to one term, but feedback suggested it wasn't written well, so he removed it.

Chairman Nelson said revising the section above might resolve the issue as they review how terms work.

City Planner Ekins said the last change was in the officers section, clarifying that officers are selected at the first regular planning commission meeting each February, with the rest of the text staying the same.

Commissioner Wheeler said the change was simply adding a date.

City Planner Ekins said the goals and intent remain the same, noting there was strong community interest in serving as alternates. He said the ordinance update supports making that possible.

Commissioner Wheeler said she recalled past discussions about ensuring representation from all parts of the city. She noted their area was somewhat overrepresented, but hoped new volunteers could help balance it.

Chairman Nelson agreed and said the mayor and council should consider diversity in location, profession, gender, and roles when appointing commissioners, though he was unsure if that should be written into the ordinance.

Commissioner Casas said the decision should be left to the mayor's discretion.

City Planner Ekins said the next step is to take the proposal to the City Council for their input. He emphasized the benefit of having a second alternate, noting past issues with not having

enough members for a quorum. He added that training is underway and stressed the need for voting members to be present when needed. He also mentioned one application was delayed due to scheduling conflicts, but staff are working together to manage these challenges.

Chairman Nelson said that in the past, when a quorum was not possible, the commission rescheduled. He added that he would be open to doing the same, either the following week or two weeks later.

Commissioner Casas agreed with rescheduling when a quorum is not possible.

Chairman Nelson said rescheduling would ensure the commission provides good service to property owners and applicants by addressing their items in a timely manner.

Commissioner Casas said waiting two months is not always feasible for applicants.

City Planner Ekins said some applicants miss a staff deadline and then face waiting over a month before they can get to the Planning Commission.

Commissioner Willardson asked if they should clarify the member terms, removals, and vacancies section before sending it to the City Council or wait to review it again first.

Commissioner Casas said he wanted to add the wording and approve it that night rather than delay another meeting, so it could then move on to the City Council.

Commissioner Willardson said it seemed the commission was fine with everything except the section on member terms, removals, and vacancies.

City Engineer Holmes suggested appointing members to specific seats with set expiration years instead of fixed five-year terms. This way, members might serve three to six years, and if an alternate joins late, their seat would roll into the next full five-year term automatically.

Commissioner Willardson said a new member would inherit the term of the person they replaced.

City Engineer Holmes said the goal is to avoid one-year terms and

ensure stability so members gain experience and understanding.

Commissioner Willardson asked if a replacement for Stephen would finish the 2028 term and, if appointed in 2027, move into the 2033 term. He also asked if the person replacing Stephen in 2028 would then be required to step down.

City Engineer Holmes said if a member serves a year or less, their term would carry over to the next five-year mark.

Commissioner Willardson explained that, as things stand, the term would end in 2028, lasting about a year and a half to two years.

City Engineer Holmes said that would apply if the replacement took over the seat.

Commissioner Willardson clarified that this would apply if the replacement took over immediately.

City Engineer Holmes said a replacement would have at least two years on the commission, plus any time already served as an alternate.

Commissioner McBride asked if an alternate's term only begins once they become a full commission member.

City Engineer Holmes confirmed that was correct.

Commissioner Willardson asked if there is a defined time limit for serving as an alternate.

City Planner Ekins said he was unsure how to define the length of time an alternate can serve.

Commissioner Willardson said it might not be necessary to set a limit since alternates are unlikely to serve for a long time.

City Planner Ekins said it seems natural for an alternate to serve about a year as things get worked out.

Chairman Nelson said having two alternates could mean someone might serve for two years.

City Engineer Holmes said alternates are being appointed close together now, but normally one would be picked each year. He thought the timing would balance out over time, though there was no guarantee.

City Planner Ekins said the language being prepared should address the issue.

Commissioner Willardson agreed that the new language would address the issue.

Commissioner Wheeler proposed that vacancies be filled for the remainder of the current term, with the option for a full five-year term afterward if the unexpired period is less than two years.

Commissioner Willardson said that if a member serves more than two years of a term, they would not have the option for a new full term.

Chairman Nelson asked if the wording should be changed to show that members can only serve one term unless they are filling a vacant seat.

Commissioner Willardson suggested wording that planning commission members generally serve one term unless they fill a vacancy of less than two years.

Commissioner Wheeler suggested adding the word "single" so the sentence would state that each member serves a single term of five years.

Commissioner Willardson agreed and suggested adding that a member may serve longer if they fill a vacancy of less than two years.

Commissioner Wheeler suggested adding language under the vacancies section stating that a new appointee would finish out the current term.

Chairman Nelson presented a draft stating that planning commissioners serve a single five-year term starting February 1, with terms staggered so one expires each year. Members may be removed for cause after a public hearing if requested. Vacancies would be filled for the remainder of the current term, with the option for a full five-year term if the unexpired period is less than two years.

City Engineer Holmes said the wording should be clearer, specifically describing the two years as filling the remainder of a term that is less than two years.

Chairman Nelson read revised language stating that each planning commissioner serves a single five-year term starting on February

1, with terms staggered so one expires each year. The governing body may remove a member for cause after a public hearing if requested. Vacancies are filled to complete the current term, and if the remaining term is less than two years, the appointee may serve an additional full five-year term.

Commissioner Willardson noted confusion with the phrase "in the same manner," saying it sounded like it required a public hearing to appoint someone.

Commissioner McBride asked if the wording should be "and" or "or" when stating that the governing body may remove a member for cause and/or after a public hearing, or if both are required.

Chairman Nelson explained that a member may be removed for cause, and if a public hearing is requested, then one must be held.

City Engineer Holmes said that if a planning commissioner resigns, a public hearing is not required.

Commissioner Willardson asked why they needed to say "as amended," since once it was approved, it would become the new code.

Chairman Nelson explained that "as amended" is normally included because the code changes.

Commissioner Willardson noted that the code is changing at the same time as this update.

Chairman Nelson explained that including "as amended" helps cover future changes, since the code section being referenced might be updated later.

Commissioner Willardson said that adding "as amended" makes it retroactively covered.

Chairman Nelson presented the proposed paragraph, *2.95.020 Members - Terms - Removal - Vacancies* to read, "Planning Commission members serve a single five-year term, starting on February 1 of each year. The terms shall be staggered so that one term expires each year. The governing body may remove any member of the Planning Commission for cause and after a public hearing, if one is requested. Vacancies shall be promptly filled according to 2.95.025 as amended, to finish out the current term. If the remaining term is less than two years, then that Planning Commissioner may be appointed to serve an additional full five-year term."

ACTION

Commissioner Casas made a motion to recommend approval of an ordinance amending Hyrum City Code Title 17 Zoning, Chapter 12 Planning Commission and relocating the ordinance amendment to Hyrum city Code Title 2 Administration and Personnel, Chapter 95 Planning Commission, as proposed. Commissioner Willardson seconded the motion and commissioners Casas, Nelson Wheeler, and Willardson voted aye.

ADJOURNMENT:**ACTION**

There being no further business before the Planning Commission, the meeting adjourned at 7:28 p.m.

Stephen Nelson
Chairman

ATTEST:

Shara Toone
Secretary

Approved: _____
As Written