**MINUTES OF WOODLAND HILLS CITY, UTAH, PLANNING COMMISSION PUBLIC MEETING HELD ON JULY 16, 2025**

On July 16 2025, the planning commission held its regularly scheduled public meeting.

Chairman Frandsen called the Planning Commission public meeting to order at 7:04 pm. Present were Commissioners Severin Johnson, Larry Henry, John Stout, Lori Thomas, Simon Kirschman, and Wayne Frandsen. Chairman Frandsen called on Commissioner Simon Kirschman to offer the invocation and Commissioner John Stout to lead the pledge of allegiance.

Chairman Frandsen opened the meeting for public comment and there was none.

Item number 8 on the agenda was to approve planning commission meeting minutes of the June 18, 2025, meeting. Commissioner Henry made a motion to approve the minutes , which motion was seconded by Commissioner Thomas. All voted in favor of the motion.

Item number 9 on the agenda was a discussion of the proposed change to our city ordinances to allow the placement of political signage in the city right of way during election time, all with city approval. In the past no signage was allowed to be placed in the city right of way. This would now be allowed with the ordinance change. It was suggested that approval also be given to place signage in the city right of way to advertise city sponsored events. All agreed to this. Commissioner Stout make a motion which was seconded by Commissioner Henry to allow the placement of political signs as well as advertising city sponsored events to be placed in the city right of way, all with city approval.

Item number 10 on the agenda was a request for a Conditional Use permit by Summit Creek to continue to use their set up facilities as a sales office in the parking lot of their mail box facility. Chairman Frandsen explained that they were late in requesting their renewal as the request should have been made back in January. After some discussion, a motion was made by Commissioner Johnson to approve the permit, which motion was seconded by Commissioner Stout. All voted in favor of the motion. The permit will be good for the rest of year 2025.

Item 11 on the agenda was a suggested change which the city is making to ordinance Titles 9, 10, and 11 regarding the name change for the City’s Building Official, changing the name title to Community Development Director from Building Official. This change is occasioned by State legislation which requires certain certifications that the Building Officials have in municipal government organizations. Where the building officials do not have the various certifications, they can no longer use the title Building Official. The City of Woodland Hills person titled Building Official does not possess the necessary certifications and as such the city is changing one of his titles to Community Development Director from that of Building Official. The title is used throughout many of our ordinances which will necessitate multiple changes throughout our city code. Commissioner Lori Thomas made a motion which was seconded by Commissioner Henry to amend those ordinances which would be in conflict with State Code to comply with the same. All voted in favor of the motion to make the required name title changes.

Item 12 on the agenda was a requirement to review and approve the proposed engineer’s estimate of subdivision improvements for Phase B of the Bell View Subdivision. The estimate put forth totaled $499,014.55. This number will be used to calculate durability bonding and the cost of the required inspections that will be on this phase of the development.

There being no further business to conduct Commissioner Stout made a motion, seconded by Commissioner Thomas, to adjourn the meeting. All voted in favor of the motion and the meeting was adjourned at 7:34pm.

Wayne B. Frandsen, Chairman