



MEETING NOTICE AND AGENDA

Notice is hereby given that the Kaysville City Council will hold a regular council meeting on Thursday, October 6, 2022, starting at 7:00 P.M. in the **Council Chambers in Kaysville City Hall at 23 East Center Street, Kaysville, UT**. The meeting will be streamed on YouTube, and the link to the meeting will be posted on www.KaysvilleLive.com.

Public comment is only taken during a meeting for Action Items, “Call to the Public”, or for a public hearing. **Those wishing to speak during these times must sign-up in person before the meeting begins.** Comments may also be directed to the City Council via email to publiccomment@kaysville.gov. Emailed comments will NOT be read out-loud at the meeting.

CITY COUNCIL Q&A – 6:30 P.M.

The City Council will be available to answer questions or discuss any matters the public may have.

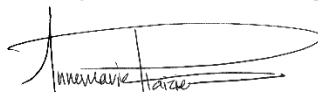
CITY COUNCIL MEETING – 7:00 P.M.

The agenda shall be as follows:

1. OPENING
 - a. Provided by Council Member Abbi Hunt.
2. CALL TO THE PUBLIC (3 MINUTE LIMIT, MUST SIGN UP IN PERSON PRIOR TO THE MEETING)
3. PRESENTATIONS AND AWARDS
 - a. A Proclamation declaring October 9-15, 2022 as Fire Prevention Week.
 - b. USU Botanical Center Update – Jerry Goodspeed.
4. DECLARATION OF ANY CONFLICTS OF INTEREST
5. CONSENT ITEMS
 - a. Approval of Minutes of September 1, 2022.
 - b. Approval of Minutes of September 15, 2022.
 - c. A Resolution appointing a Land-Use Administrative Law Judge.
 - d. Acceptance of a Consultant for Engineering and Design Services for Trappers Field Park.
 - e. A Resolution authorizing an Agreement to construct the Connector Road Project.
 - f. Approval of Connector Road Construction Management, Public Involvement and Quality Assurance Support.
6. ACTION ITEMS
 - a. RAMP Committee Recommendations for Fiscal Year 2023.
 - b. Request to rezone 5.27 acres of property at 67 North Angel Street from A-1 (Light Agricultural) to the R-1-14 (Single Family Residential) district – The Holland Group.
 - c. An Ordinance amending Section 17-13-4 of the Kaysville City Code regarding conditional uses in the R-D (Diverse Residential) zoning district.
7. WORK ITEMS
 - a. Amendment to Kaysville City’s pet ordinance as recommended by Davis County Animal Care.
 - b. Amendment to the Rules of Procedure and Order for Council Meetings.
8. COUNCIL MEMBER REPORTS
9. CITY MANAGER REPORT
10. ADJOURNMENT

Kaysville City is dedicated to a policy of non-discrimination in admission to, access to, or operations of its programs, services, or activities. If you need special assistance due to a disability, please contact the Kaysville City Offices at (801) 546-1235 at least 24 hours in advance of the meeting to be held.

I hereby certify that I posted a copy of the foregoing Notice and Agenda and emailed copies to media representatives on September 30, 2022.

A handwritten signature in black ink, appearing to read "Annemarie Plaizier", is written over a horizontal line.

Annemarie Plaizier
City Recorder



Kaysville City Fire Prevention Week Proclamation



WHEREAS, planning, preparedness and situational awareness are critical to surviving a home fire. That is the message behind this year's Fire Prevention Week campaign, "Fire won't wait. Plan your escape"; and

WHEREAS, The Kaysville City Fire Department is dedicated to the safety and security of everyone living, working, and visiting our city. Fire is a serious public safety concern both locally and nationally. Since 1922, the National Fire Protection Association has sponsored the public observance of Fire Prevention Week. In 1925, President Calvin Coolidge proclaimed Fire Prevention Week a national observance, making it the longest-running public health observance in our country. Fire Prevention Week is observed each year during the week of October 9th in commemoration of the Great Chicago Fire, which began on October 8, 1871, and caused devastating damage. This horrific conflagration killed more than 250 people, left 100,000 homeless, destroyed more than 17,400 structures, and burned more than 2,000 acres of land. During Fire Prevention Week, children, adults, and teachers learn how to stay safe in case of a fire. Firefighters provide lifesaving public education in an effort to drastically decrease casualties caused by fires.

Kaysville's First responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education. Correspondingly, Kaysville personnel are responsive to public education measures and are able to take action to increase their safety from fire, especially in their homes; and

WHEREAS, this year's Fire Prevention Week campaign includes the following recommendations:

- Home escape plan.
- Family action plan.
- Importance of fire prevention.

THEREFORE, BE IT RESOLVED, that I, Tamara Tran, Kaysville City Mayor, along with Kaysville City Council members, do hereby proclaim October 9-15, 2022, as Fire Prevention Week throughout Kaysville City, Utah. I encourage all the people in Kaysville to be aware of their surroundings, look for available ways out in the event of a fire or other emergencies, respond when the smoke alarm sounds by exiting the building immediately.

Tamara Tran, Mayor

Paul Erickson, Fire Chief

KAYSVILLE CITY COUNCIL
September 1, 2022

Minutes of a regular Kaysville City Council meeting held on September 1, 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, Council Member Nate Jackson and Council Member Perry Oaks

Others Present: City Manager Shayne Scott, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Systems Manager Ryan Judd, Public Works Director Josh Belnap, City Engineer Dexter Fisher, Steven Haws, Kelly Nielson, Lincoln Shurtz, Maizee Thompson, Kerry Gibson, Brian Saddler

OPENING

Council Member Blackham 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

LEGISLATIVE LOBBY UPDATE

Lincoln Shurtz, representing Lincoln-Hill Partners, explained that they are a lobbying firm that the city has contracted with. Mr. Shurtz made a presentation to the city council regarding their lobbying efforts over the last year. They were successful in applying for and receiving a million dollars in grant money for fiber projects inside the city. There will be further opportunities that will be opening up soon for the city to apply for additional grant monies that could be used towards some of the city's projects. The next opportunity to apply for grant money will be opening up on September 20, 2022 and will be open for seven days. After the review process, monies would be awarded later in the fall. Their firm will continue to work with city Staff on further opportunities for the city. They are also continuing to work with state legislatures to encourage their partnership with local governments to identify projects that are of significant importance within our communities, and give local government opportunities to collaborate with the state.

Kerry Gibson, also with Lincoln-Hill Partners, said that they have appreciated city Staff being able to help them to understand what the city's needs and desires are. They take those and look for opportunities to fulfill them. We are opportunistic about the opportunities that will happen in the upcoming years. Mr. Gibson reviewed water issues the state is facing and discussions that the state legislature is having about addressing those issues. Our legislature is seeing the need to have development opportunities, as well as water conservation.

Council Member Jackson asked about funds for the metering of secondary water systems.

Lincoln Shurtz explained the funding process done this last year to allocate funds for secondary water systems to be metered, and explained that more funds will need to become available from the state in order to complete that project.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

CONSENT ITEMS

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

- a. Approval of Minutes of August 4, 2022.
- b. Approval of Minutes of August 18, 2022.

The motion was seconded by Council Member Oaks.

The vote on the motion was as follows:

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

The motion passed unanimously.

C. AUTHORIZATION TO PURCHASE OUTAGE COMMUNICATION/MANAGEMENT SYSTEM SOFTWARE

Shayne Scott explained that city Staff has been aware of problems with communicating outages with our residents for some time now, and members of the council had directed staff to consider ways to resolve these problems. Kaysville Power currently uses Apello answering service for after-hour trouble calls from residents. It is a basic system, where residents call Apello and then they will contact the on-call crewmember. That crewmember will respond to the given address with no further correspondence with the residents effected by the outage. Staff was recently made aware of computer programs and apps, more specifically “Milsoft Utility Solutions”, which would advance our ability to respond to trouble calls, and interact with and inform the public. Their software is customizable to the needs and functionality of Kaysville Power. It will enhance our ability to communicate with the public, manage outages and monitor our power system. The city is currently being billed approximately \$6,300 to \$6,800 per year for our services with Apello. A new app, such as what Milsoft offers, would replace the answering service, in addition to working in sync with an advanced outage management system. An app with these capabilities will have a maximum initial cost of \$145,000 with an annual service fee of \$62,000. The current proposed contract is for five years. Kaysville Power plans to negotiate this contract in hopes to entertain a one-year trial period to test the product. Kaysville Power will also evaluate if there are features of this program that can be implemented on our own, to potentially lower the annual costs. Staff has

reached out to other power departments that use similar systems, and we feel that what is being proposed is a competitive price for the benefits, capabilities and advancements in technology of this nature. Although this specific item was not something of which Staff was aware of during the FY 2023 budget process, power funds are available for this purchase and this type of communication software is something Staff has been searching for. A decision does not need to be made tonight, but can continue to be vetted out by the council.

Council Member Blackham asked about specifics of what the software will do and if there will be additional costs depending on if the city chooses to notify residents via email, text, or phone calls.

Ryan Judd said that over the last few years the power department has been installing AMI meters that have the ability to send a notification to our servers if the meter no longer has power. That notification is then relayed to our power crews via email. However, that email can be delayed from five to twenty minutes, depending on how many meters have been effected. That email also does not give many specifics as to where exactly the outage has occurred, because this system is not meant to be used as an outage management system. An outage notification system, such as Milsoft, would be able to take that information provided by the AMI meters, and immediately relay to power crews more exact details of where and why the outage is occurring. The crews will have access to advanced technology analysis to locate faults, and will give more capabilities for staff to be able to monitor, examine, and inventory all components of the power grid citywide. This will really help to cut down the response time for crews as well as power restoration. Once power crews verify the outage, a message will immediately relayed to residents to notify them of the outage, and give an estimate of when power will be restored. It can also notify residents when the power is back on. The program will also be interactive so that customers can communicate with crews to let them know if their power is still out, or to get more updates about power restoration times. There are some elements of this program that the city already has in place, which will help to cut down on costs. If we decide to do voice calls, it will charge the city per minute. Right now we are able to do a robocall for shut off notices and bill delinquencies. It is the same principal and cost, which does not cost us much. Costs would remain minimal, unless we have a very large outage.

Council Member Oaks said that because this was not approved with the 2023 Fiscal Year, we might want to hold off on spending money for this program at this time.

Shayne Scott said that this is being presented to the council mid-year in the budget because it is something that we were just recently made aware of and staff felt this program is important enough to approach the council about.

Council Member Blackham asked about using the new customer portal application that was recently made available for our utility accounts.

Ryan Judd responded that the customer portal for utilities is more of a data delivery software, whereas this software is for outage management. Each software is programmed to do very different things.

Council Member Blackham said that, overall, the city doesn't have many power outages, and many of the ones we have had lately seem to have been caused as a result of equipment failure owned by Rocky Mountain Power.

Council Member Adams said that the city receives many complaints about power outages and residents not being able to easily find information about the outage. Council Member Adams said that he would like to hear comments from the Power Department about this software program.

Council Member Blackham commented that he is concerned that by approving this expense, it might delay something else that will need city funds. Council Member Blackham also stated that he feels that the contract seems open-ended.

Ryan Judd commented that this is something that we have been working towards for several years.

Mayor Tran commented that this proposed software would increase efficiency in our power department and will save a lot of time for our crews.

Council Member Hunt made a motion to move the Authorization to purchase outage communication/management system software to an action item, seconded by Council Member Blackham.

The vote on the motion was as follows:

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

The motion passed unanimously.

WORK ITEMS

KAYSVILLE AND FARMINGTON CONNECTOR ROAD INTERLOCAL AGREEMENT

Public Works Superintendent Josh Belnap explained that in 2017 the city began working with Farmington on the “Connector Road” project, as a means to help better direct traffic on and off the West Davis Corridor. Together the cities have worked on design and coordination for the project, as well as successfully obtaining over \$13.5 million dollars in funding. The project is currently out for bid, and Farmington and Kaysville Staff have worked together to determine how to officially manage the project, including disbursing its funds. The conclusion of these discussions have been that Kaysville will act as the official administrator of the project, while both cities will still be involved in all decisions and payments.

Council Member Blackham made a motion to move the Kaysville and Farmington Connector Road Interlocal Agreement to an Action Item, seconded by Council Member Adams.

The vote on the motion was as follows:

Council Member Adams, yea

Council Member Hunt, yea
Council Member Jackson, yea
Council Member Oaks, yea
Council Member Blackham, yea

The motion passed unanimously.

AN ORDINANCE AMENDING KAYSVILLE CITY CODE SECTION 8-5, "FLOOD DAMAGE PREVENTION"

City Engineer Dexter Fisher explained that the Federal Emergency Management Agency (FEMA) recently made changes to the floodplain maps throughout the state, which will be adopted on September 15, 2022. This update in the ordinance would adopt those new maps while updating sections of the code to make Kaysville City compliant with all FEMA requirements for floodplain management.

Council Member Oaks made a motion to move an Ordinance amending Kaysville City Code Section 8-5, "Flood Damage Prevention" to an action item, seconded by Council Member Hunt.

The vote on the motion was as follows:

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

The motion passed unanimously.

COUNCIL MEMBER REPORTS

Council Member Adams said that the USU Botanical Center is doing a "Scarecrow Walk" from September 8-18, 2022 and the Youth City Council, Mayor and Council are making a couple of scarecrows to display at the event.

Mayor Tran said that the Major Brent Taylor Foundation is holding an event called "Davis Remembers" at the Legacy Events Center in Farmington from September 7-10, 2022. The event is a memorial of the events that occurred on 9/11.

ADJOURNMENT

Council Member Adams made a motion to adjourn the City Council meeting at 8:22 p.m., seconded by Council Member Hunt and passed unanimously.

KAYSVILLE BUSINESS PARK
ARCHITECTURAL REVIEW COMMITTEE MEETING
September 1, 2022

Minutes of a Kaysville Business Park Architectural Review Committee Meeting held on September 1, 2022 at 8:22 p.m. in the City Council Chambers of the Kaysville City Municipal Center at 23 East Center Street, Kaysville, UT.

Board Members present: Tamara Tran, John Swan Adams, Mike Blackham, Abbigayle Hunt, Nate Jackson and Perry Oaks

Others Present: City Manager Shayne Scott, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Systems Manager Ryan Judd, Public Works Director Josh Belnap, City Engineer Dexter Fisher, Steven Haws, Kelly Nielson, Brian Saddler

OPENING

Chairperson Tran opened the meeting by welcoming those present.

SITE PLAN AND BUILDING REVIEW FOR AN ADDITION AT CLOSET BUTLER LOCATED AT 1272 WEST SPORTSPLEX DRIVE

Community Development Director Melinda Greenwood explained that Closet Butler had submitted plans for a new 1,392 square foot addition to their building at 1272 West Sportsplex Drive. This addition is intended to provide warehouse storage for their expanding business. The existing building, completed in 2003, is a 9,825 square foot building and is located on a 1.0 acre parcel. The proposed plans show the addition will be a 16' 18" average gable height and matches the height of the existing building. The applicant plans to use architectural materials that match the existing building, utilizing the same color scheme and stucco. Staff has verified that adequate parking already exists for the new building addition. The applicant must receive approval from the Architectural Review Committee before proceeding with their plan review and obtaining a building permit.

Brian Saddler, with Closet Butler, said that he has owned the business with his brother for about thirty years, and have been located in Kaysville for fifteen years. As their business expanded, they had purchased this building and relocated their business, however they have run out of space more quickly than anticipated. The addition will be used as an area to store materials.

Board Member Adams made a motion to approve the site plan and building addition for an addition at Closet Butler located at 1272 West Sportsplex Drive, seconded by Board Member Jackson.

The vote on the motion was as follows:

Board Member Jackson, yea
Board Member Oaks, yea
Board Member Blackham, yea
Board Member Adams, yea
Board Member Hunt, yea

The motion passed unanimously.

ADJOURNMENT

Board Member Blackham made a motion to adjourn the Kaysville Business Park Architectural Review Committee Meeting at 8:29 p.m., seconded by Board Member Adams and passed unanimously.

KAYSVILLE CITY COUNCIL
WORK SESSION
September 1, 2022

Minutes of a special work session with the Kaysville City Council and the Kaysville Planning Commission held on September 15, 2022 at 5:30 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, Council Member Nate Jackson and Council Member Perry Oaks

Others Present: City Manager Shayne Scott, Finance Director Dean Storey, Assistant Finance Director Levi Ball, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Technology Assistant Jordan Hansen, Gil Miller

ECONOMIC DEVELOPMENT OPPORTUNITIES AND REDEVELOPMENT AGENCY (RDA) UPDATE

Mayor Tran opened the work session.

Mayor Tran explained that she wanted to discuss the Redevelopment Agency and its finances, as well as go over the economic development plan for the city. It might be helpful as we look at future budget expenses and the potential projects we have planned for the city. We do not have a lot of commercial space left and we need to consider what businesses would best benefit our city. We also need to consider how we might be able to get those types of businesses here.

Finance Director Dean Storey explained that the Redevelopment Agency is a separate entity of the city and is a tool the city uses for economic development to help encourage businesses to locate to Kaysville, and to provide financing for projects. Mr. Storey gave an overview of the city's Redevelopment Agency and the Flint Street Community Development Project Area created in 2013. Within the last ten years, the property value for this project area has gone from \$223,000 to \$27,000,000. The participation rate is 50%, with a total increment value cap at \$1,800,000. We have paid all of the obligations of the RDA related to this project, and so as more money flows in at this point, the money could be used for economic development.

City Manager Shayne Scott commented that the city would like to create another RDA district in the city. There has been discussion of revitalizing the downtown area, and this would be one resource where we might be able to get some funding to do so.

Community Development Director Melinda Greenwood said that the term "redevelopment area" is not being used by the state anymore, and they are now being termed as a "community reinvestment area" (CRA). These CRAs have been a general focus of the state legislature over the last few years as they have worked to try to better define what tax increment could be used for. Kaysville has been working towards trying to get a city center created. This was part of the discussion as the General Plan was revised, and is now one of the five guiding principles outlined

in the General Plan. As part of the public involvement process with revising the General Plan, we wanted to try to delineate what the city center would be. Our community has said that they would like to see downtown Main Street revitalized. In order to create a CRA we have to have rationale behind it. Some of that rationale includes the fact that there is not a lot of “downtowns” in Davis County and because of that, we want to try to preserve and enhance it. Our downtown has been a part of Kaysville from the beginning and is part of the city’s heritage. There are facades that are in disrepair and some infrastructure that is deteriorating and needs attention. Redevelopment needs to take place. There is also a need for increased safety in this area. The funding we would be looking for would help to develop or redevelop our downtown area. The General Plan calls for this area to have some mixed-use and we would like to see it implemented. Parking in this area is a major problem and we would like to see some parking upgrades made. If the city needed to, we could look into property acquisition. Funds could also be used to relocate businesses. The City Council recently adopted a Main Street Plan, and funds could be used towards implementing that plan. We would also look into finding some grant funding resources to help towards the project. The new CRA project area that the city is considering not only includes the downtown Main Street area, but also includes much of the commercial area on the east side of Kaysville, extending west along 200 North to Flint Street. The area would include approximately 355 acres. We would propose that this be a fifteen-year project area and we would ask that the other taxing entities participate at a rate of fifty percent, with the city participating at a hundred percent. We anticipate generating about 4.8 million dollars, which would be utilized at tax increment for projects as mentioned. The funding would come on an annual basis and so it would take us fifteen years to get that full \$4.8 million. The city could choose to bond against some of these increments if we needed the money up front. This project area would create some housing funding, so the city would also need to define what our plan is for affordable housing funding. The tax increment generated would need to be spent within the project area boundaries. However, the affordable housing funds could be spent anywhere within the city.

The city council further discussed the proposed community reinvestment area and funding for projects within the area.

Mayor Tran commented that we have some big projects coming up in the future and big decisions to make. We need to have as much information as we can so that we can plan for the future and know what we have available to us.

Council Member Jackson suggested that the block where the county library is located be included within the CRA boundaries on the project area map.

The work session was adjourned by Mayor Tran at 6:30 p.m.

KAYSVILLE CITY COUNCIL
September 15, 2022

Minutes of a regular Kaysville City Council meeting held on September 15, 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, Council Member Nate Jackson and Council Member Perry Oaks

Others Present: City Manager Shayne Scott, City Attorney Nic Mills, City Recorder Annemarie Plaizier, Community Development Director Melinda Greenwood, Information Technology Assistant Jordan Hansen, Police Chief Sol Oberg, Parks and Recreation Director Cole Stephens, Power Superintendent Brian Johnson, SRO Sergeant Preston Benoit, POP Officer Lexi Benson, Officer Carter Moser, Officer Noelia Sarmineto, Wilf Sommerkorn, Michael Wallace, Debra Wallace, Tyler Wallace, Steven Haws, Holly Francis, Ben Anderson, Rich Miller, Chandra Miller, Bryan Hayes, Marcie Hayes, Travis Clemens, Todd Miller, Julie Miller, Sheryl Moser, Brian Moser, Mel Kunsman, Judy Kunsman, Shalen R(illegible), Susan Moser, Sharon Hadley, Blake Bastian

OPENING

Mayor Tran opened the meeting with a prayer and led the audience in the pledge of allegiance.

CALL TO THE PUBLIC

Nothing was brought under this item.

PRESENTATIONS AND AWARDS

SWEARING-IN OF THE YOUTH CITY COUNCIL

Mayor Tran introduced the 2022-20233 Kaysville City Youth City Council and administered the oath of office.

SWEARING-IN OF NEW POLICE OFFICERS, CARTER MOSER AND NOELIA SARMIENTO

Police Chief Sol Oberg introduced Carter Moser and Noelia Sarmiento as the city's newest police officers and said that we are excited to have them join our staff.

City Recorder Annemarie Plaizier administered the Oath of Officer to Officer Moser and Officer Sarmiento.

DEPARTMENT PRESENTATION, PARKS AND RECREATION

Parks and Recreation Director Cole Stephens presented a report about the Parks and Recreation Department. He explained that their department's responsibilities include parks and trails, recreation, cemetery, city facilities, community events, other public properties, the Parks and Recreation Advisory Board and the RAMP advisory board. The cemetery has continued to see an increase in the number of burials over the last year, and we do not anticipate seeing a change in this trend, which is concerning as we are limited on space. This year, the highest number of burials we had in one week was nine, which is very taxing on our staff. Each burial is a six to eight hour process for our staff. We currently have an administrative pause on selling burial rights so we are only selling at-need spaces until Plat H of the cemetery is ready for burials, which should be completed in 2023. The pause was implemented so that we don't run out of space in Plat G before Plat H is completed. Right now, we have out for bid to replace a retaining wall near the cemetery office. For Fiscal Year 2024, we plan to have a memory/cremation garden area designed, which will be located next to the cemetery office. We also have planned for FY 2024 a master plan designed for the replacement of the irrigation system in Plats A, B, C, D and E. Because of limited space in the cemetery, the city needs to consider future long-range plans. We will need to consider if want to expand our cemetery for our city. The city has a ten-acre parcel located on Crestwood Road near Highway 89, which could potentially be used as an expansion area. There would be a development cost in order to install roads and other infrastructure, but it could be developed in phases. We have seen a slight increase in cremations. Cremations help to extend the life of the cemetery. Mr. Stephens expressed appreciation to Bruce Chappel who has worked as a seasonal mower for the city for thirty years. The city maintains 159 acres of developed parks and public properties, and 214 acres of undeveloped parks and public properties. The Trappers Field Park site began development on the south side of the property in 2021. The north side is currently out with an RFP for engineering and design services for the FY 2023 budget, with construction estimated to begin in FY 2024. This last year we still saw a labor shortage for seasonal employees, and it has greatly impacted our level of service. We have been looking for other innovative solutions to help compensate our lack of staff. During FY 2022, the Hods Hollow playground was replaces and the Heritage Park playground was resurfaced. The Ponds Park playground is in design for FY 2023. We have been looking at funding sources with grants in order to complete parking lot improvements at the Wilderness Park within the next year. Water conservation at our parks has also been one of our focuses. All irrigation was reduced on city properties, and we have been working to identify areas of turf grass that could be eliminated and re-landscaped with more drought tolerant landscaping. This will require budget funding. As part of the recent creation of the Master Plan for our Parks and Recreation, citizens expressed a great interest in having a recreation center. Staff has been looking into the best and most economical way to make that happen. We had more recreation programs added in 2022, including the UOVA Volleyball Tournament, Kaysville Quest and Family Super Sport. In February of this year, we celebrated Girls in Sports Day, and we will continue to hold that annually. We have a great Parks and Recreation Advisory Board who hold monthly meetings and visits to our parks to help plan for future needs. They are involved with assisting in all of our community events, and helped to complete the Master Plan in 2022. This last year the RAMP Advisory Board was created. The first RAMP grant application recommendations will come to the Council for approval in October 2022. In subsequent years, recommendations will be made to the Council as part of the normal budget process. In regards to city facilities, in FY 2023 we hope to increase the lighting in the parking lot at the municipal center, and make lighting improvements to the fire station. We have planned for a partial HVAC equipment replacement at the Operations Center, as well as roll-up

door replacements.

Council Member Adams asked about the struggle to find seasonal employees and if it has effected other employees.

Cole Stephens said that the council approved another cemetery position with the FY 2023 budget, and it will be a big help for our department. Our employees are more strained than usual and there has been more overtime put in. There is always a lot to do, and not enough time or enough workers. Our employees are getting worn out. There is always a need for seasonal employees. We have struggled not only to get them to apply, as well as to stay. We have tried to raise wages or offer incentives, but it does not seem to make a difference in attracting workers. We offer flexible hours to try to work around school hours for those attending college.

DECLARATION OF ANY CONFLICTS OF INTEREST

No conflicts were disclosed.

ACTION ITEMS

REQUEST TO REZONE 0.65 ACRES OF PROPERTY AT 500 NORTH MAIN STREET FROM GENERAL COMMERCIAL (GC) TO THE R-M (MULTIPLE FAMILY RESIDENTIAL) ZONING DISTRICT – ELITE CRAFT HOMES

Community Development Director Melinda Greenwood explained that this property, located at 500 North Main Street, is currently zoned General Commercial and has one single-family dwelling on the property. The applicant is requesting a rezone to the R-M (Multiple Family Residential), and based on the square footage of the property, could potentially build up to ten dwelling units in the requested zone. The recently approved 2022 General Plan includes a Future Land Use Map, which calls for this property to be used as a Mixed-Use. The rezone request to R-M is not supported by this element of the General Plan. The General Plan also contains guiding principles, which also do not support the requested rezone to the R-M zone, and again calls for mixed use in this area. There are also other goals, objectives and implementation measures outlined within the General Plan that largely supports this property to be used as mixed-use and do not support this rezone application. The mixed-use zoning would potentially allow for higher density than the R-M zoning. These higher densities and mixed-use developments allow for the strengthening and sustainability of commercial areas. The applicant did submit a concept drawing of an eight-unit development as an example for what may be constructed should the zone be changed. However, since the Planning Commission made the recommendation for denial, the applicant has submitted a new concept drawing, which shows seven town-home units and an 1800 square foot office building on the parcel. The Planning Commission held a public hearing in regards to the R-M rezone application on August 11, 2022. Public comments that were received echoed concerns about property values and dialog about the eastern side having more than its fair share of medium density housing. They also expressed concerns with water availability, privacy and impacts to existing residents, traffic, and crime.

Mayor Tran opened the meeting for public comment for this item.

Sharon Hadley commented that she lives directly behind this property and is concerned about her privacy should these homes be built because they will look down onto her property. Higher density housing needs to be spread throughout the city and there is already a lot of high density in this area. Higher density housing is effecting our schools. There is a need for commercial properties in Kaysville, as we do not have that many left. This would be a good property to have commercial opportunity. If this property were to be approved for the R-M zone, it might set a precedence for other properties in this area.

There were no further comments or questions from the public. Mayor Tran closed the public comment for this item.

Blake Bastian, representing Elite Craft Homes, commented that they came up with this new concept plan to have some commercial use on the property while keeping a little housing on the property as well. If the city would rather see this property a mixed-use use, they want to create a project that would for both the residential and commercial uses. The state is asking cities to bring in more diverse housing options and this development would help a little. Mr. Bastian said that they are willing to work with neighbors to make sure that they can address concerns and try to make this the best use for the property.

Council Member Oaks asked about parking.

Blake Bastian responded that each townhome has a two-car garage, which meets the requirement for the residential housing. They will have parking available for the commercial use as well.

Mayor Tran asked about the mixed-use overlay.

City Attorney Nic Mills said that if the council would like to see this property considered for a mixed-use overlay, the applicant would need to take this back to the Planning Commission for review with the mixed-use overlay proposed.

Melinda Greenwood added that the mixed-use overlay zone also requires that a development agreement be submitted with it.

Council Member Jackson asked about requirements with a mixed-use overlay.

Melinda Greenwood responded that the mixed-use overlay is only allowed within specific zones. If the property were to be rezoned to the R-M zoning district, it would require that fifty-percent be residential use, and thirty-percent be commercial use. In the GC zone, it would require fifty-percent for commercial use and thirty-percent for residential use.

Council Member Jackson asked about what kind of commercial uses would work for this property.

Melinda Greenwood responded that because of the shape of this subject property, it would not be ideal for a large commercial development. A small retail use, a small restaurant, office space, or another type of lighter use would be more appropriate. However, there are parking standards that are required depending on the type of commercial use.

Council Member Jackson asked about requiring that there be guest parking added to the site plan.

Melinda Greenwood responded that because the proposal is only for a rezone, a site plan review has not been done.

Blake Bastian commented that he has considered creating an HOA for the whole parcel and limiting the hours for the commercial use so that the parking near the commercial building could be used in the evening hours for residents when the commercial use is not open.

Melinda Greenwood said that shared parking agreements could be considered through a development agreement.

Council Member Blackham said years ago, this area was zoned for residential uses and residents asked that more uses that are commercial be allowed along major streets, such as 200 North and Main Street. It was then that this area was rezoned to the General Commercial zone and existing residences were grandfathered into the zone. When the Hyde Park Subdivision next to this property was originally proposed, the city felt it important to keep commercial property along Main Street, and so they only rezoned the back portion of the property to a residential zone. The surveys done in conjunction with the 2022 General Plan show that residents still want to have commercial uses along our major streets. It is harder to create commercial areas than residential and we should not give up our properties already zoned for commercial. Having more commercial uses helps to bring more jobs to the city, and helps with our tax revenue. There are more options and opportunities to create more residential properties than to create commercial.

Council Member Oaks said that he appreciates that the applicant was willing to come up with a new mixed-use plan for the council to see once receiving a recommendation for denial from the Planning Commission.

Planning Commissioner Wilf Sommerkorn commented that this was an unusual situation because this proposal came in between the old General Plan and the approval of the new General Plan. There were many comments from the Planning Commission that were similar Council Member Blackham's in that there is a strong desire to keep this a commercial use or have as a mixed-use. Many of the Planning Commissioners felt that this property would work well for the mixed-use overlay because you could have both commercial and residential uses here. Because a mixed-use overlay was not what the applicant had requested, the Commission felt it best to recommend denial of the R-M zone. Mr. Sommerkorn added that should a request be made for the property to have a mixed-use overlay, it is likely the Planning Commission would be in favor of it.

Council Member Blackham made a motion to deny the request to rezone 0.65 acres of property at 500 North Main Street from GC (General Commercial) to the R-M (Multiple Family Residential) zoning district for Elite Craft Homes. Council Member Adams seconded the motion.

Council Member Adams commented that the council had held a work session prior to council meeting tonight where they discussed how the city might be able to get more businesses to come here, especially along Main Street. There are other properties directly adjacent to this that are already zoned for commercial use and would provide good commercial opportunities in the future. It seems the intent of previous councils that Main Street be lined with businesses.

Council Member Hunt said that she appreciates the applicant being willing to make compromises and working with the neighbors to find something that works for both of them.

The vote on the motion was as follows:

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

The motion passed unanimously.

A RESOLUTION AUTHORIZING AN INTERLOCAL COOPERATION AGREEMENT WITH FARMINGTON CITY TO CONSTRUCT THE CONNECTOR ROAD PROJECT

City Manager Shayne Scott explained that this item was discussed as a work item up at the council's last meeting and is in regards to the Connector Road Project that Staff has been working on with Farmington City. The Connector Road Project is a means to help better direct traffic onto and off the West Davis Corridor. Both cities have been working on design and coordination for the project, as well as successfully obtaining over \$13.5 million in funding. The project went out to bid, and Farmington and Kaysville staff have worked together to determine how to officially manage the project, including disbursing its funds. The conclusion of these discussions has been that Kaysville will act as the official administrator of the project, while both cities will still be involved in all decisions and payments. Staff is seeking Council's authorization for the city manager to finalize and execute the Interlocal Agreement with Farmington.

Council Member Oaks made a motion to approve a Resolution authorizing an Interlocal Agreement with Farmington City to construct the Connector Road Project, 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 Jackson, yea
Council Member Oaks, yea

The motion passed unanimously.

AN ORDINANCE AMENDING KAYSVILLE CITY CODE SECTION 8-5, "FLOOD DAMAGE PREVENTION"

Shayne Scott explained that the Federal Emergency Management Agency (FEMA) recently made changes to the floodplain maps throughout the state, which was adopted tonight. This update in the ordinance would adopt those new maps while updating sections of the code to make Kaysville City compliant with all FEMA requirements for floodplain management.

Council Member Adams made a motion to approve an Ordinance amending Kaysville City Code Section 8-5, "Flood Damage Prevention". The motion was seconded by Council Member Blackham.

The vote on the motion was as follows:

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

The motion passed unanimously.

AUTHORIZATION TO PURCHASE DISPATCH, OUTAGE COMMUNICATION/
MANAGEMENT SYSTEM SOFTWARE

Power Superintendent Brian Johnson explained that this item was discussed in the council's previous meeting, and at that meeting, the council had requested to hear from the Power Department about this software purchase. Staff has been evaluating our options with multiple computer software and app programs that are customizable to the needs and functionality of Kaysville Power. These apps and software will be able to provide unlimited simultaneous phone calls with customizable call flows, as well as automated and customizable notification text messaging/calling with accounts associated with outages and scheduled outages. It will increase the targeted communication between the city and the public with minimal long-term impact to employee resources. There will be less opportunity for human error with an outage management system, and will allow for quicker outage response and restoration of power. An outage management system will function alongside with an interactive voice response system. This will give our staff the ability to communicate in an effective manner with residents about existing outages, future outages and power-related notifications. It will provide our crews with analytical information, which will help in reducing outage times, and will help us recognize and evaluate concerns with the city's power system. It will provide crews with inventory and structure reports of the power system, allowing for precise mapping and references to needed hardware and equipment in our system. Kaysville Power has been working closely with the IT. Department to determine which features could be implemented on our own, in order to help lower the overall and annual costs of a program of this nature. We have collaborated with other power departments and feel that we have a strong grasp on what a program of this nature will both cost and benefit the city of Kaysville. A competitive price for the benefits, capabilities and advancements in technology of this kind will be a top priority of Kaysville Power. Staff is asking for an amendment to the FY 2023 Power Budget not to exceed \$145,000 to purchase and fulfill the annual subscription fee for an outage communication and management system. He does not plan to spend the proposed dollar amount for the software, but is still trying to figure out which system will benefit the city the most and does not know how much that will cost the city as of yet. Mr. Johnson said that he had taken this consideration to the Power Commission for discussion and they felt that this would be a great benefit to the city.

Council Member Blackham commented that there are many things that every department wants to purchase, and is struggling with approving this item because it was not included in the FY 2023 budget. The city's budget only goes so far, and if we approve this item, we might be taking away from or delaying something else that we need the money for. Unless it is an absolute need, he feels that now might not be the best time to approve this. It seems that our Power Department has a good record of keeping the city's power on and this software might not be something we need right away.

Brian Johnson responded that he does not feel that this would be interfering with funds needed for another project. The way we have been doing things in the past in regards to dispatch and outage management is not working anymore. We could continue to get by, but this software could help open up more doors for us to be able to have more information about our power system readily available. Mr. Johnson said that he is often asked to do load studies, which take up a lot of time. Having this system in place would give him immediate access to the information he needs to do a load study. These software programs are common in our industry and would be a good asset to the city.

Council Member Oaks asked if there were any items approved in the Power Budget for FY 2023 that could be replaced by this software purchase.

Brian Johnson responded that the items in the budget consist of mostly transformers and substations, which are an absolute necessity.

Shayne Scott commented that currently when an outage occurs, the only way to communicate the outage to our residents is through Facebook, and it has proven to be only modestly effective. When someone's power is out, they want to know when it will come back on. We have continuously received several complaints that the city is not doing a good enough job at communicating about power outages.

Brian Johnson said that it is frustrating for our crewmembers to show up on a call not knowing anything about the number of homes without power or an idea as to why the outage occurred. Residents expect us to know what is going on and have the answers, and with our current procedures, we do not have them quickly. We want to see advancement in our city. A software program would give us better response time, let us know how many meters are out, and will give us a strong idea of why the power is out even before we get on site. It would also allow us to reach out to our residents in case of emergency.

Council Member Adams about putting this out to collect bids on it.

Brian Johnson responded that each company provides different types of setup and software, so asking for a bid would not work.

Shayne Scott added that staff has spoken with many different companies to discuss what they offer and the cost for it. These companies know that we are looking at all of our options and speaking with other companies. A lot of time has been put into this meeting with all of these companies, seeing demos, and vetting it all out.

Council Member Jackson asked if the technology could predict an outage.

Brian Johnson responded that it would not be able to communicate the state of our current equipment or make any predictions.

Council Member Hunt asked if there is enough money in the power fund to cover this expense.

Brian Johnson responded that there is.

Council Member Hunt made a motion to approve the authorization to purchase dispatch, outage communication/management system software. The motion was seconded by Council Member Jackson.

Council Member Adams asked that the council be made aware of the decision once it is made.

Shayne Scott responded that once a software program is ready to be implemented, we are hoping that the council will help in letting our citizens know about it.

Council Member Adams asked about the length of the contract.

Shayne Scott responded that most of these companies are asking for a five-year commitment, but we have been discussing the possibility of having a one-year trial period.

The vote on the motion was as follows:

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

The motion passed unanimously.

COUNCIL MEMBER REPORTS

Mayor Tran asked about procedures the council members follow in council meetings, and if they could be changed.

Nic Mills responded that previous council had created an outline of procedures in a Rules of Decorum document. If the council wishes to make a change to their rules or procedures, they would need to have the document amended.

Council Member Oaks commented that the RAMP Advisory Group held their second meeting this past week and will be presenting their recommendations to City Council for approval in October.

Council Member Adams added that we are excited to see that the funds coming in from the RAMP tax are higher than what was originally projected. Applications for the RAMP funding for FY 2024 will be taken soon and the RAMP Advisory Group will review those applications and submit their recommendation when the budget is being reviewed next year.

CITY MANAGER REPORT

Shayne Scott said that the bid opening for the Connector Road Project was held earlier that day and the numbers presented were significantly under budget. We have also been able to find other funding resources as well.

ADJOURNMENT

Council Member Adams made a motion to adjourn the City Council meeting at 9:15 p.m., seconded by Council Member Oaks and passed unanimously.

DRAFT

CITY COUNCIL STAFF REPORT



COUNCIL MEETING DATE: October 6, 2022

TYPE OF ITEM: CONSENT

SUBJECT/AGENDA TITLE: Appointing a Land-Use Administrative Law Judge

EXECUTIVE SUMMARY:

The City recently had a land-use appeal and found that our ALJ contract had expired. The City solicited a bid from Brent Bateman and he has tentatively agreed to function as the City's ALJ. He anticipates billing approximately \$1500 per appeal (this is the first appeal that the City has had in the last four years).

Mr. Bateman is the former property rights ombudsman for the State of Utah and is widely regarded as one of the best land-use attorneys in the state.

Council Options: 1) Approve the Resolution appointing Mr. Bateman as an ALJ; 2) Approve the Resolution with any modifications that the Council deems appropriate; 3) Decline to adopt the Resolution and remand to staff with further direction.

Recommended Options: Approve the resolution and appoint Mr. Bateman as an ALJ.

Fiscal impact & Fund Source for Recommended Action: The appointment will have no fiscal impact, but Mr. Bateman's subsequent services will be paid from the CED budget.

Attachments:

1. Proposed Resolution



RESOLUTION 22-~~XX-XX~~

**APPOINTING BRENT BATEMAN AS LAND-USE ADMINISTRATIVE LAW
JUDGE AND TO SET THE GENERAL TERMS OF THE POSITION**

WHEREAS, the City, from time to time, has appeals of their land-use decisions;

WHEREAS, the City Code establishes that the Council shall appoint an Administrative Law Judge to preside over these land-use appeals; and

WHEREAS, the City has solicited the services of an outstanding land-use attorney to handle these appeals and he has expressed interest in this appointment;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KAYSVILLE,
UTAH:**

SECTION I: Appointment of Board Member. Brent Bateman is hereby appointed by Kaysville City's Governing Body as a land-use Administrative Law Judge. Such appointment shall be for approximately a two-year term commencing on October 6, 2022 and ending December 31, 2024 or, if earlier, ending on the date of the resignation or removal of such individual by the City Council.

SECTION II: Repealer. All previous acts and resolutions in conflict with this resolution or any part hereof are hereby repealed to the extent of such conflict.

SECTION III: Effective Date. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of Kaysville, Utah this **6th day of October, 2022.**

Tamara Tran, Mayor

ATTEST:

Annemarie Plaizier, City Recorder

CITY COUNCIL STAFF REPORT



COUNCIL MEETING DATE: October 6, 2022

TYPE OF ITEM: Consent

SUBJECT/AGENDA TITLE: Consultant for Engineering and Design Services for Trappers Field Park site

EXECUTIVE SUMMARY:

The approved FY 23 budget included funds for Engineering and Design services of Trappers Field park site utilizing Park Impact Fees. RFP #PR-2022-08-12 placed on Bid Sync. Proposals due on September 14, 2022, total of five proposals received.

Staff reviewed the proposals based on five criteria: 1) Fee Proposal, 2) Proposed Timeline, 3) Prior Experience, 4) Quality of Service and 5) Quality of Product. Attached is total average score sheet of the respondents to the RFP.

Design West had the lowest fee proposed, \$68,190, and tied for the lead in the overall scoring. Their fee proposal falls under the budgeted amount of \$75,000. Staff recommends awarding the consultant service contract to Design West and allowing staff to execute the contract.

Council Options: Approve / Deny

Recommended Options: Approve

Fiscal Impact & Fund Source for Recommended Action: FY 23 Budget using Park Impact Fees

Trappers Field Engineering/Design - Total Average Scores

Rating Factor	Weight	Respondent Name									
		Blu Line Designs		Design West		MGB+A		G. Brown Design		Think Architecture	
		Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score	Score	Weighted Score
Base Fee Proposal		\$85,350.00		\$68,190.00		\$96,630.00		\$81,460.00		\$82,350.00	
Fee Proposal	0.10	3.125	0.31	4.5	0.45	2	0.20	3.375	0.34	3.375	0.34
Proposed Timeline	0.20	3.625	0.73	3.75	0.75	3.5	0.70	3.625	0.73	3.5	0.70
Prior Experience - e.g., history, review of clients and references	0.10	4.3125	0.43	3.75	0.38	3.5	0.35	4.25	0.43	4	0.40
Quality of Service - e.g. availability of meetings, design processes	0.30	3.875	1.16	3.875	1.16	3.75	1.13	3.625	1.09	3.875	1.16
Quality of Product - e.g. past projects, similar projects	0.30	3.875	1.16	3.5	1.05	3.75	1.13	3.875	1.16	3.625	1.09
	1.00		3.79		3.79		3.50		3.74		3.69

Rating Factor	Weight	Sample	
		Score	Weighted Score
Price Proposals	0.10	4	0.40
Does Proposal meet timeline of design completion of May 30, 2023	0.20	2	0.40
Prior Experience - e.g., history, review of clients and references	0.10	3	0.30
Quality of Service - e.g. availability of meetings, design processes	0.30	3	0.90
Quality of Product -e.g. past projects, similar projects	0.30	2	0.60
			0.00
	1.00		2.60

Instructions: Enter a score (0 to 5) in the each of the five evaluation criteria boxes:

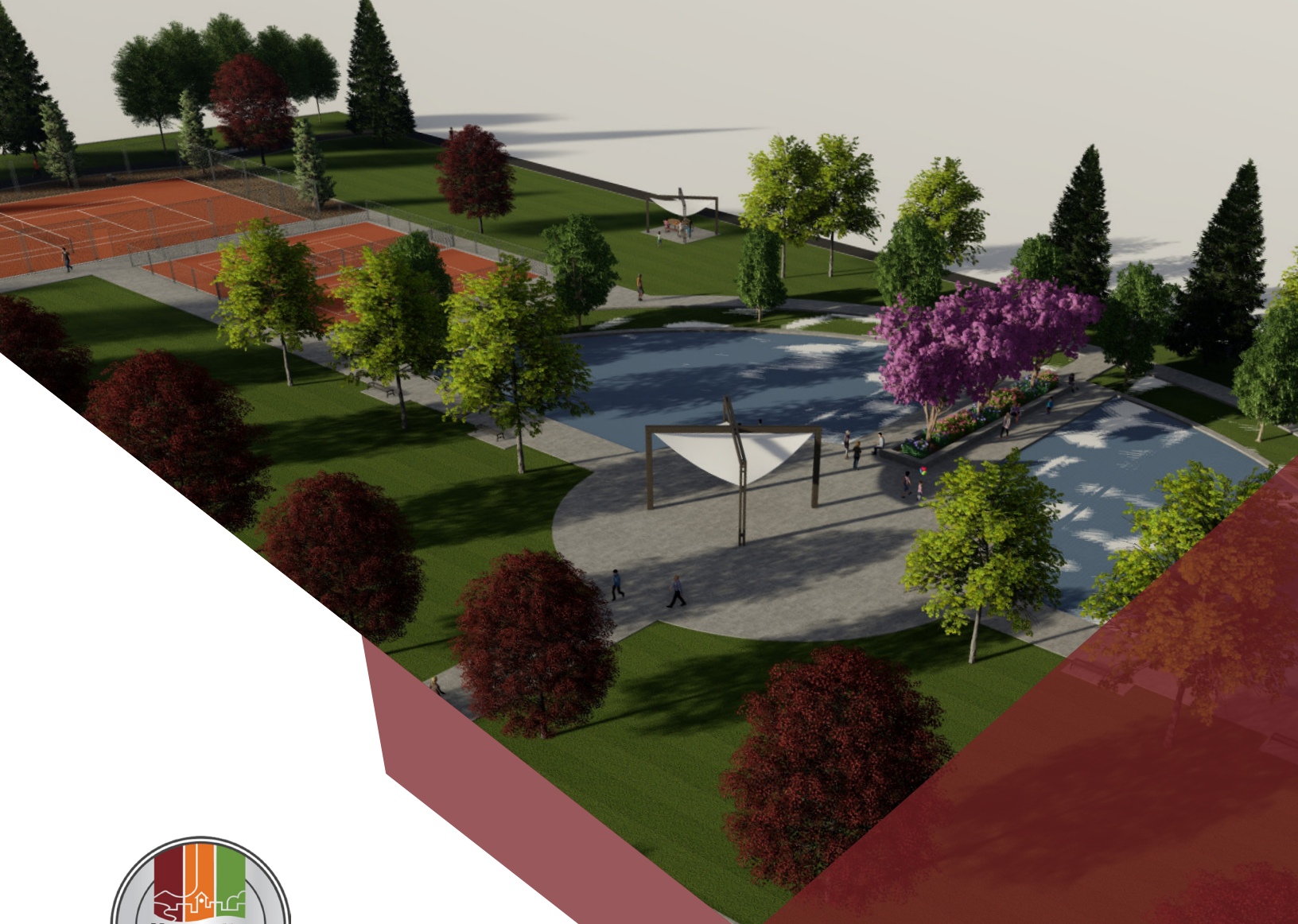
- 0 Totally unresponsive, does not meet minimum requirements.
- 1 Well below average, barely meets minimum requirements.
- 2 Slightly below average, meets minimum requirements.
- 3 Average, meets minimum requirements, exceeds minimum requirements in some areas.
- 4 Above average, exceeds minimum requirements in many or all areas.
- 5 Outstanding, far exceeds minimum requirements in most areas.

Review Committee:

Cole Stephens
Kris High
Justin Brimhall
Dexter Fisher

Review Date:

9/26/2022
9/28/2022
9/27/2022
9/23/2022



KAYSVILLE CITY

TRAPPERS FIELD PARK

ENGINEERING AND DESIGN SERVICES

Project #PR-2022-08-12
September 14, 2022

Blake Wright, PLA, ASLA
Principal in Charge
blakew@designwestarchitect.com
435.932.6226

design west | architects



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- E** Price Proposal
 - Appendix i



Kaysville Parks and Recreation
Cole R. Stephens
Parks and Recreation Director
85 North 100 East
Kaysville, UT 84037

design west | architects
795 N 400 West
Salt Lake City, UT 84103
www.designwestarchitects.com



A. COVER LETTER

PR-2022-08-12 Engineering and Design Services – Trappers Field Park

Dear Selection Committee Members,

We realize that as Kaysville continues to grow, open space is vital. A properly planned park is key to a functioning community. Our team is passionate about creating quality spaces and designs that meet the needs of the citizens and municipalities with whom we work. **Our primary goal is to listen to you.**

Design West has over 50 years of combined experience in landscape architecture and recreation planning. We have worked with numerous teams and value the knowledge gained from consultants and clients. Our robust team will provide all the needed resources to make the overall project run smoothly and create tightly coordinated plans.

Your project has its own unique challenges and opportunities. We feel a customized approach is important and part of why our projects are successful. Through meetings with city staff and our consulting team we are confident we will be able to develop a lasting design that the local community will stand behind and support.

Some recent Design West projects include:

- Farmington Regional Park – 40 acres
- Lehi Traverse Mountain Neighborhood Park – 10 acres
- Hyrum Blacksmith Fork Park - 25 acres
- Payson Memorial Pickleball Park – 1.25 acres
- Logan Bridger Pickleball Park – 2.5 acres
- Farmington Forbush Park Addition
- Springville Pickleball - 9 courts
- Lehi Joe Adam Memorial Park

Our team is passionate about parks and we want to help Kaysville have one of the best in the area.

Respectfully,

Blake Wright, PLA, ASLA
Principal in Charge
blakew@designwestarchitect.com
435.932.6226

B. PRIOR EXPERIENCE

FIRM
OVERVIEW

FIRM HISTORY, FOCUS & SERVICES

Throughout our 130 years, Design West has successfully delivered municipal projects and specializes in landscape architecture, municipal design, providing architecture, interior design, and master planning services. These projects typically have tight schedules and limited budgets so we work efficiently to maximize allocated funding.

Design West has created an in-house team that specializes in municipal projects, completing well over 50 projects of various sizes for federal and municipal governmental entities over the past 5 years. Design West approaches your project utilizing the philosophy of “Total Quality Management.” This means that your project will receive quality management from a principal-led team of professionals, from start to finish.

CLIENT-FOCUSED SERVICES

We firmly believe that “people support that which they help create.” **Input from key stakeholder groups you identify is essential to municipal project success.** We accomplish this project buy-in through active dialogue, listening to your wants and needs in order to obtain a clear understanding of goals and expectations, and community dialog, if desired. During the entire design process, you will have continuous communication with the design team. Our goal is to establish trust, develop effective communication and encourage cooperation by involving all in the design process. We involve you through regularly scheduled meetings, reports, meeting minutes, emails and drawing reviews. This approach keeps your project on time and on budget, and keeps the design consistent with your goals and vision.

1892 FOUNDED BY
KARL C SCHAUB

130 YEARS OF
EXPERIENCE

LOGAN 255 S 300 W
SALT LAKE 795 N 400 W

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9
LICENSED
ARCHITECTS

5
INTERN
ARCHITECTS

4
PROJECT
MANAGERS

12
PRODUCTION
STAFF

2
LANDSCAPE
ARCHITECTS

5
INTERIOR
DESIGNERS

3
ADMINISTRATIVE
STAFF

2
MARKETING
STAFF

42
TOTAL
EMPLOYEES

38
AVG # OF EMPLOYEES
(5 YEARS)

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TEAM EXPERIENCE



BLAKE WRIGHT
PLA, ASLA, A4LE
Principal in Charge



KENI ALTHOUSE
PLA, ASLA
Project Manager



RYAN LEMON
AIA, NCARB
Project Architect

CONSULTANT TEAM



SHANE SWENSON
PE
Electrical Engineer
Sine Source
Engineering



CRAIG RASMUSSEN
PE, SE
Civil Engineer
Forsgren Associates

EGO-FREE DESIGN

Other firms design what they think looks good, regardless of cost. We design what you need with budget in mind.

Working with you, we will understand and design what Kaysville City has been working towards. Our ego-free design process will help you design the right parks facility to meet your current and future needs within your established budget.

REFERENCES: Please see client references listed in Section D - Quality of Product, page 15.



BLAKE WRIGHT PLA, ASLA, A4LE
Principal in Charge

RELEVANT EXPERIENCE

- Harmony Park - Layton City, UT**
Pickleball, Tennis Court, Loop Trail, Playground, Volleyball, Restrooms, Parking
- Blacksmith Fork Park - Hyrum, UT**
Amphitheater, Baseball Fields, Disc Golf, Community Garden, Playground, Restrooms, Open Space, Entry Feature, Trail System
- Farmington Regional Park - Farmington, UT**
Softball Fields, Soccer Fields, Football Fields, Pickleball Courts, Playground, Basketball Courts, Restrooms, Bowery, Walking/ Biking Trail, Open Space
- Ellison Pickleball Complex- Layton City, UT**
Pickleball Courts, Shade Structures, Seating, Specialty Fencing for Spectators, Pedestrian Access
- Lehi City Traverse Mountain Park - Lehi, UT**
Playground, Restrooms, Pavilion, Trail System, Open Space, Custom Windmill, Landscape, Irrigation
- USU Rock Garden - Logan, UT**
Teaching Garden, Trails, Outdoor Patio, Benches, Coverings, Heated Sidewalk
- Meadow View Sports Complex - North Logan, UT**
Football Field, Running Track, Baseball Field, Softball Field, Soccer Field, Tennis Courts
- Mendon Sports Park Master Plan - Mendon, UT**
Restrooms, Soccer Fields, Baseball Field, Bowery
- Heber Olson Park - River Heights City, UT**
Restrooms and Landscaping
- Nibley Community Sports Facilities - Nibley, UT**
Soccer Fields, Softball Field, Play Fields



Master of Business Administration,
Utah State University



Bachelor of Landscape Architecture,
Utah State University



37 years experience



Licensed Landscape Architect
UT #105101-5301

- President - Design West Architects
- Member - American Society of Landscape Architects (ASLA)
- Member - Association for Learning Environments (A4LE)
- Firm Member - US Green Building Council (USGBC)



KENI ALTHOUSE PLA, ASLA
Project Manager

RELEVANT EXPERIENCE

- Harmony Park - Layton City, UT**
Pickleball, Tennis Court, Loop Trail, Playground, Volleyball, Restrooms, Parking
- Blacksmith Fork Park - Hyrum, UT**
Amphitheater, Baseball Fields, Disc Golf, Community Garden, Playground, Restrooms, Open Space, Entry Feature, Trail System
- Ellison Pickleball Complex- Layton City, UT**
Pickleball Courts, Shade Structures, Seating, Specialty fencing for spectators, Pedestrian Access
- USU Rock Garden - Logan, UT**
Teaching Garden, Trails, Outdoor Patio, Benches, Coverings, Heated Sidewalk
- Lehi City Traverse Mountain Park - Lehi, UT**
Playground, Restrooms, Pavilion, Trail System, Open Space, Custom Windmill, Landscape and Irrigation
- Logan Riverwalk Commercial Master Plan- Logan, UT***
Vehicular & Pedestrian Circulation, River Trail System, Hotel, Commercial Buildings
- Firefly Nature Park - Nibley City, UT***
Concrete Sidewalk around Park, Boardwalks, Bird Blinds, Seating Throughout, Pollinator Garden, Wildlife Themed Playground
- West Haven Jr High School - West Haven, UT**
Entry Plaza, Softball & Baseball Fields, Football Field, Track Events, Parking
- West Side School District Master Plan - Dayton, ID**
Vehicle & Pedestrian Circulation, High School, Middle School and Elementary additions, Playground, Football Field, Track Events, Practice Fields, Stormwater, Parking Lots, Bus Storage/Maintenance Area



Master of Landscape Architecture,
Utah State University



BS. Residential Landscape Design &
Construction,
Utah State University



11 years experience



Licensed Landscape Architect
UT #10274334-5301

- Member - American Society of Landscape Architecture
- Firm Member - US Green Building Council (USGBC)



*Prior to joining Design West



RYAN LEMON AIA, NCARB
Project Architect



Master of Architecture,
University of Colorado

Bachelor of Environmental Design,
University of Colorado



17 years experience



Licensed Architect
UT # 8668330-0301

Member, American Institute of Architects
(AIA)

Member - National Council of Architectural
Registration Boards (NCARB)

Firm Member - US Green Building Council
(USGBC)

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RELEVANT EXPERIENCE

PARKS AND TRAILS

Harmony Park - Layton City, UT

Pickleball, Tennis Court, Loop Trail, Playground, Volleyball,
Restrooms, Parking

Blacksmith Fork Park - Hyrum, UT

Amphitheater, Baseball Fields, Disc Golf, Community Garden,
Playground, Restrooms, Open Space, Entry Feature, Trail
System

Ellison Pickleball Complex- Layton City, UT

Pickleball Courts, Shade Structures, Seating, Specialty
fencing for spectators, Pedestrian Access

**Rainbow Cove Beach Campground Improvements - Bear
Lake State Park, UT**

MUNICIPAL

Layton City Parks Shop Facilities
South Salt Lake Mosquito Abatement District Headquarters &
Vehicle Maintenance Facility
Cache Mosquito Abatement District
Hyrum City Fire Department Administration Building
Oneida Stake Academy Building Restoration
Morgan County Storage & Animal Control Building
Morgan Transportation Facility
Chemical Building Addition

GOVERNMENT

Bureau of Reclamation Snake River Field Office
Joint Base Pearl Harbor Hickam - Building 1
Joint Base Pearl Harbor Hickam - Buildings 490 & 491
Joint Base Pearl Harbor Hickam - Building B920
Joint Base Pearl Harbor Hickam - Lay down Area Bldg 1526
VA Clinic 29th and Main

K12 EDUCATION

Ogden School District
Mound Fort Jr High Innovation Center
West Side School District
Beutler Middle School Addition
Morgan School District
Century Athletic Center
Logan School District
Logan High Athletics



SHANE SWENSON PE
Electrical Engineer



RELEVANT EXPERIENCE

Lion's Park
Creskide Park
Utah State University Aggie Legacy Fields
Utah State University Tennis Courts
Sky View High School Parking Lot
North Logan 200 E
Logan Main Street Roadway Improvements
Logan Sports Park Lighting Analysis
Box Elder County Fairground Lighting Analysis
Cache County Site and Parking Lighting
Utah State University Parking Lot Paving Projects
Utah State University Champ Drive
South Gate Big RV Park



B.S. of Science/Electrical Engineering,
Utah State University



Associate of Science,
Weber State University

27 years experience



Licensed Engineer
UT #294174-5502



CRAIG RASMUSSEN PE, SE
Civil Engineer



RELEVANT EXPERIENCE

Utah Botanical Center, Kaysville, Utah:

- 50 West Realignment and Overpass Construction
- Greenhouse Access and Construction / Operable
Shade Structure - Greenhouse
- Wetland Discovery Center - Civil Design
- Pavilion and parking lot - Civil Design
- Dredge, clear and expand the pond system
- Design for trash removal from Kaysville stormwater
and pond control structure
- Riparian stream channel and pond pump circulation
system
- I-15 Safety Improvements and embankment
construction/landscaping/irrigation system
- Farmer's Market Access and layout
- Stormwater management plan
- Gravel pedestrian path connecting Ponds Park to
north end of UBC
- Pedestrian bridge access across pond control systems
- UBC Master Plan - civil/utility design services
- Asphalt paving for pedestrian trail system
- 9/11 Memorial Park
- Distance Education Center - Civil Design



Utah State University,
• MS, Civil Engineering
• BS, Civil Engineering



26 years experience



Licensed Engineer
UT #295553-2203

PROJECT APPROACH

PROJECT UNDERSTANDING

Our team understands the biggest concerns of the overall project is to design a creative park that will be utilized by surrounding neighborhoods and fall within a reasonable budget for phased construction. Some creative amenities that would benefit the surrounding community could include but are not limited to: pavilion, themed playground, pickleball courts, half basketball court, dog park, and open grass area that accommodates soccer practice fields and passive play, with parking lot and restroom/storage building supporting these recreational offerings. This list offers a few ideas and will be finalized during the schematic design phase.

PROJECT APPROACH

The Design West team stands ready to listen to what you, the owner, desires. With collaboration, everyone will be invested in the project’s success. Design West’s 130-year motto is “people support that which they help create.” Collaborating is the first and most important step to having a successful project that will be valued once completed.

COST & TIME SAVINGS IDEAS

It’s not uncommon for projects to have unforeseen issues that can result in schedule or cost increases. Design West keeps your project on track through the cost and time saving ideas listed below:

Cost savings ideas include:

- Quality drawings for bidding
- Tried and proven team
- Playground - state contract purchase option
- Use previously designed restroom/storage building

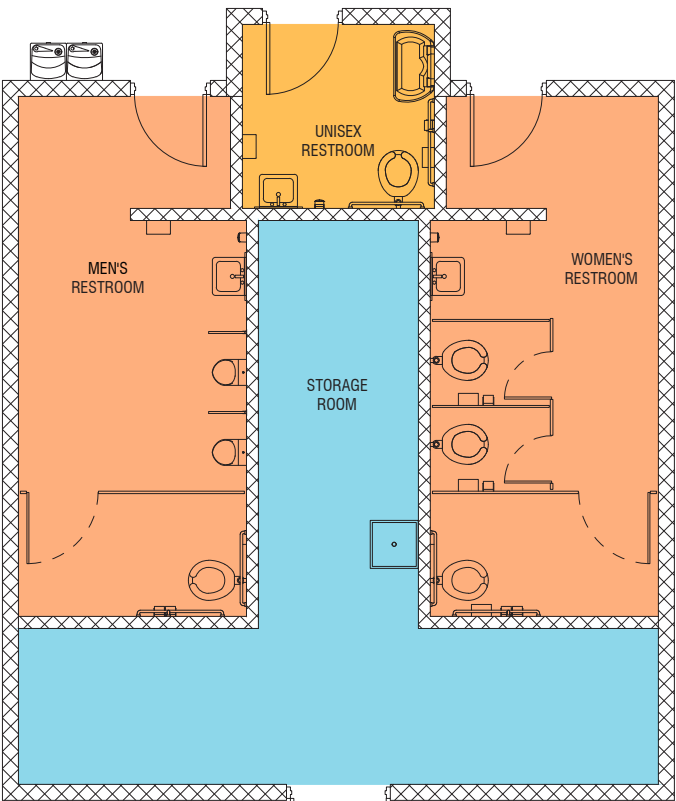
Time savings ideas include:

- Weekly Design Meetings
- Bi-weekly site visits during construction
- Use previously designed restroom/storage building

RESTROOM DESIGN

* DESIGN AVAILABLE IN SMALLER 2-STALL LAYOUT

Design West provides added value for Kaysville City by offering multiple pre-designed restroom/storage building options which can save the City both time and design fees.



SCHEMATIC DESIGN

During the schematic design phase, Design West, City staff, and City-identified stakeholders will finalize a list of the various amenities for the park along with identifying all opportunities and constraints. **We will propose creative theming for the playground to give the park a unique identity in Kaysville.** Although not part of the scope of this project, consideration of a fire station adjacent to the park is appropriate at this time. A fire station location could influence the layout of the park, and perhaps even the design. Design West has considerable fire station experience and could provide conceptual site layout options, should the City desire. With this information, conceptual plans will be developed for approval.

We propose bi-weekly meetings during schematic design to move the project along and work through opportunities and concerns along the way. By meeting regularly, the design can move forward for a timely bidding date.

Summary of Anticipated Deliverables for Schematic Design:

- Updated project schedule
- Conceptual cost estimate
- Color rendering to scale



Payson Memorial Park

DESIGN DEVELOPMENT

Once Schematic Design is approved, we propose meeting weekly during design development to move the project along and work through any opportunities or concerns together.

Submittal phases along the way will aid in quality control of the project and ensure proposed design direction. We propose a 60%, 90% and 100% final submittal deadlines. City staff will provide written review comments at these stages.

Should Kaysville City desire, the project can be uploaded to Bluebeam Studio, which will allow real-time digital commenting and review, tracking all the information along the way.

If Kaysville City seeks community feedback, we recommend holding community outreach meetings between the 90% and 100% Design Development submittals. Our team can then work with Kaysville City staff to integrate feedback as desired.

Summary of Anticipated Deliverables for Design Development:

- Updated project schedule
- Updated cost estimate
- Community Outreach Meeting Assistance, if desired
- 50% Construction drawings - 24x36 hard copy

CONSTRUCTION DOCUMENTS

Once 90% City review comments are received back our team will assemble the 100% documents along with compiling all specifications, including city provided front end documents. Once these are submitted, a final cost estimate will be developed per scope of services.

Summary of Anticipated Deliverables for Construction Documents:

- Updated project schedule
- Updated cost estimate
- 90% Construction drawings/specifications - hard/digital copies
- 100% construction drawings/specifications

BIDDING AND CONSTRUCTION ADMINISTRATION

Upon completion of the documents and when directed by the City, the bidding process will begin. Our team will assist with pre-bid meetings, walking interested parties through the project and site as desired. We will answer questions and review submittals during this process as well. We will then attend the bid opening to aid in proper selection of contractors for the initial phase of construction.

The construction phase begins with a successful pre-construction meeting. At this meeting milestones will be identified and developed so everyone involved knows what to expect. A strong start sets the overall tone for the project and is critical.

Once construction begins, regular construction progress meetings will be held. The meeting schedule will depend on construction operations. Our team will review submittals, provide monthly reports of progress as well as meeting reports. We will review pay applications, compile operations and maintenance manuals provided by contractors, and provide a complete set of record drawings.

Each project is different, and our team stands by to provide all the needed help during the construction period as part of our services. Project Manager, Keni Althouse, will be involved in all the correspondence and will enlist help from each needed consultant at appropriate times.

Summary of Anticipated Deliverables for Bidding & Construction Administration:

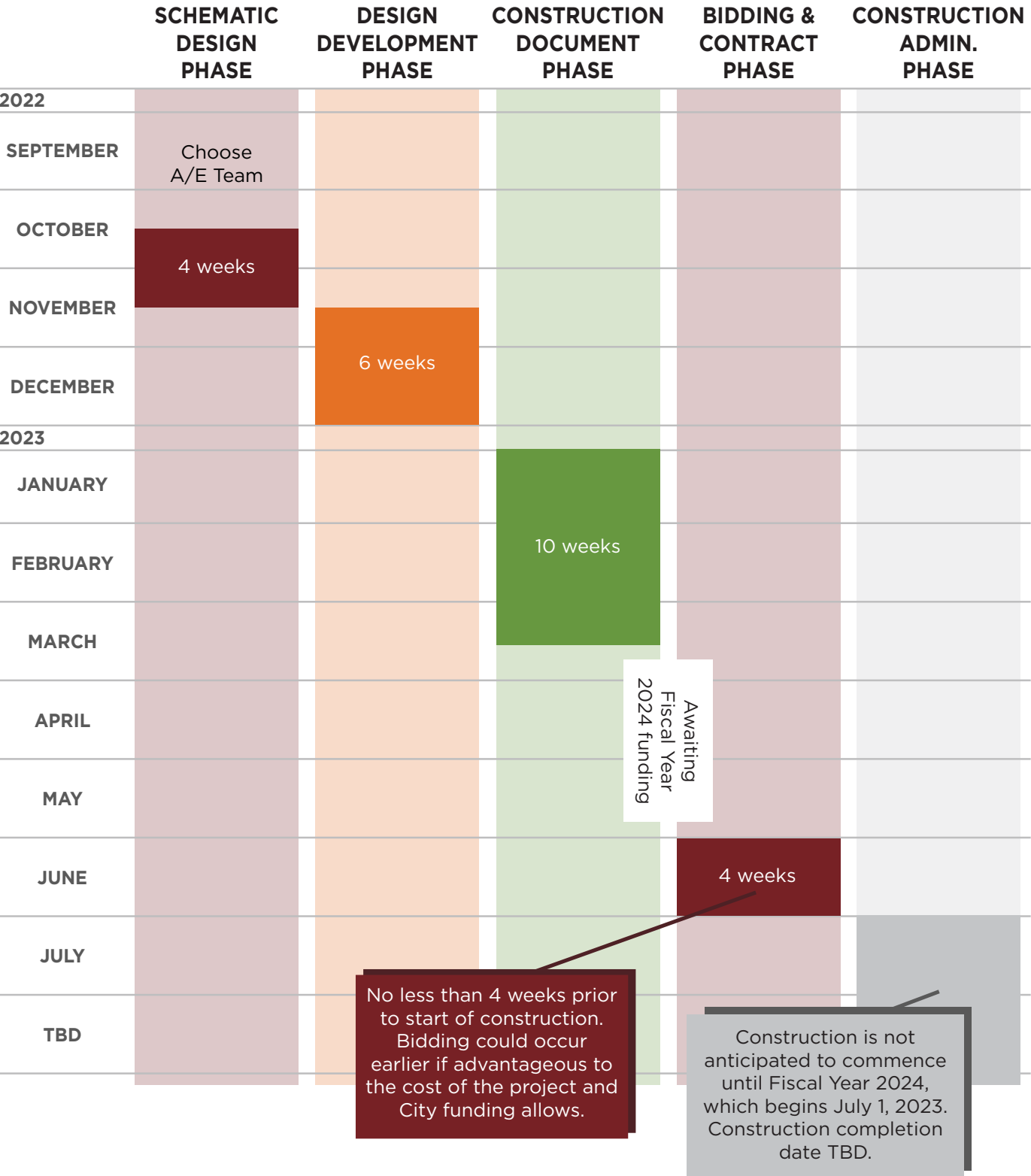
- Pre-bid meeting assistance
- Bidding
- Project construction kick-off
- Respond to RFI's, submittals, shop drawings
- Construction progress meetings
- Monthly reports
- Pay applications
- O&M manuals
- Record drawings



Farmington Regional Sports Park

TIMELINE

Design West commits to meeting the timeline of completion for the design of Trappers Field Park in 20 weeks or no later than May 30, 2023.



D. QUALITY OF PRODUCT. past projects . similar projects

PRIOR
EXPERIENCE

Harmony Park - Layton City, UT

Pickleball, Tennis Court, Loop Trail, Playground, Volleyball, Restrooms, Parking

Blacksmith Fork Park - Hyrum, UT

Phased - Amphitheater, Baseball Fields, Disc Golf, Community Garden, Playground, Restrooms, Open Space, Entry Feature, Trail System

Farmington Regional Park - Farmington, UT

Phased - Master Planning, Softball Fields, Soccer Fields, Football Fields, Pickleball Courts, Playground, Basketball Courts, Restrooms, Bowery, Walking/Biking Trail, Open Space

Traverse Mountain Shadow Ridge Park - Lehi, UT

Playground, Restrooms, Pavilion, Trail System, Open Space, Custom Windmill, Landscape, Irrigation

Ellison Pickleball Courts - Layton City, UT

Pickleball Courts, Shade Structures, Seating, Specialty Fencing for Spectators, Pedestrian Access, Restrooms

Memorial Park Pickleball Courts - Payson, UT

Post-tension Pickleball Courts, Court Lighting, Post-tension Basketball Courts, Waterway Enhancements

Meadow View Sports Complex - North Logan, UT

Master Planning, Football Field, Running Track, Baseball Field, Softball Field, Soccer Field, Tennis Courts

Springville Pickleball Courts - Springville, UT

Master Planning, Football Field, Running Track, Baseball Field, Softball Field, Soccer Field, Tennis Courts

Bridger Park Pickleball Courts - Logan, UT

Post-tension Pickleball Courts, Court Lighting, Drinking Fountain, Parking

Mendon Sports Park Master Plan - Mendon, UT

Master Planning, Soccer Fields, Baseball Field, Bowery, Restrooms

Nibley Community Sports Facilities - Nibley, UT

Soccer Fields, Softball Field, Play Fields

USU Rock Garden - Logan, UT

Teaching Garden, Trails, Outdoor Patio, Benches, Coverings, Heated Sidewalk

USU Ray B. West Building - Logan, UT

Redesigned walkways, Improved pedestrian circulation, New Planting Beds with Waterwise Plant Material and Shade Trees, Irrigation, Benches, Bike Racks, Site Lighting

PROJECT
REFERENCES



LAYTON CITY PARKS
Harmony Park & Ellison Park

JoEllen Grandy
Layton City Parks Planner
801.336.3926 . jgrandy@laytoncity.org



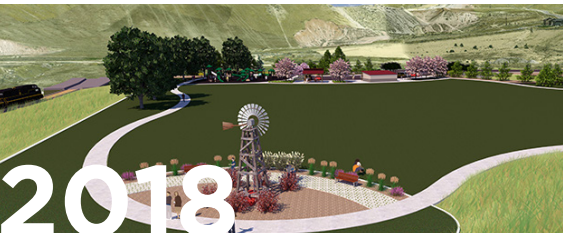
HYRUM CITY PARKS
Blacksmith Fork Park

Ron Salvesen
Hyrum City Administrator
435-245-6033 . rsalvesen@hyrumcity.com



UTAH STATE UNIVERSITY
Rock Garden

Jim Huppi
Landscape Architect
435.797.3758 . jim.huppi@usu.edu



LEHI CITY PARKS
Traverse Mountain Shadow Ridge Park

Steve Marchbanks
Parks & Facilities Manager
385.201.1900 . smarchbanks@lehi-ut.gov



MEADOW VIEW SPORTS COMPLEX
North Logan City / Cache County S.D.

Alan Luce
North Logan City Public Works Director
435.752.1310 Ext 16 . alan@northlogancity.org

PAST PROJECTS OF SIMILAR SCOPE

LAYTON CITY HARMONY PARK

LAYTON, UTAH

Design West provided conceptual master planning, public meeting involvement, cost estimates for budgetary purposes, construction documents and aided in the bidding process. We helped the city save funds by having them directly purchase the playground equipment on state contract and reduce the increased fees associated with contractor markups.

Project Information:

Original fee: \$56,955
Final fee: \$56,955
Original construction contract amount: \$1,649,274
Construction contract amount to date: \$1,694,775
Estimated completion date: December 2021
Final completion date: Spring 2022



JoEllen Grandy
Layton City Parks Planner
801.336.3926

BLACKSMITH FORK PARK

HYRUM, UTAH

This 25-acre addition to the Blacksmith Fork Park was completeed earlier this year. Design West's cost saving measures delivered the park in one phase rather than several phases as originally intended. The new park ties the surrounding community together in one central location.

Project Information:

Original fee: \$27,400
Final fee: \$27,400
Original construction contract amount: \$2,228,171
Construction contract amount to date: \$2,228,171
Estimated completion date: Fall 2021
Final completion date: Spring 2022



Ron Salvesen
Hyrum City Administrator
435-245-6033

OTHER PRIOR EXPERIENCE

FARMINGTON REGIONAL PARK

FARMINGTON, UTAH

Design West provided a master plan, site analysis, programming, and design for the 40 acre regional park. By working with city officials and staff, Design West helped Farmington City successfully pass their bond and receive funding for the regional park. Design West's work included site design, landscape and irrigation design. By developing solutions for issues including high water table, land drains and protecting existing utilities, Design West was able to provide the desired amenities in a functional and efficient design.

Relevant features include softball fourplex, soccer fields, post tension basketball & pickleball courts, picnic boweries, custom playground, trail system, parking and restrooms, landscape and irrigation design.



UTAH STATE UNIVERSITY ROCK GARDEN

LOGAN, UTAH

Design West's team helped USU design a new garden concept for an area on campus with great historical significance. Design West achieved USU's goal of preparing a plan for the area to become a teaching garden with native and adapted plant material. Aesthetics, plant variety, sustainability, safety, and maintenance were all considered during the design and construction process.

Project Information:

Original fee: \$15,103

Final fee: \$15,103

Original construction contract amount: \$209,134

Final construction contract amount: \$207,254

Estimated completion date: May 2019

Final completion date: April 2019



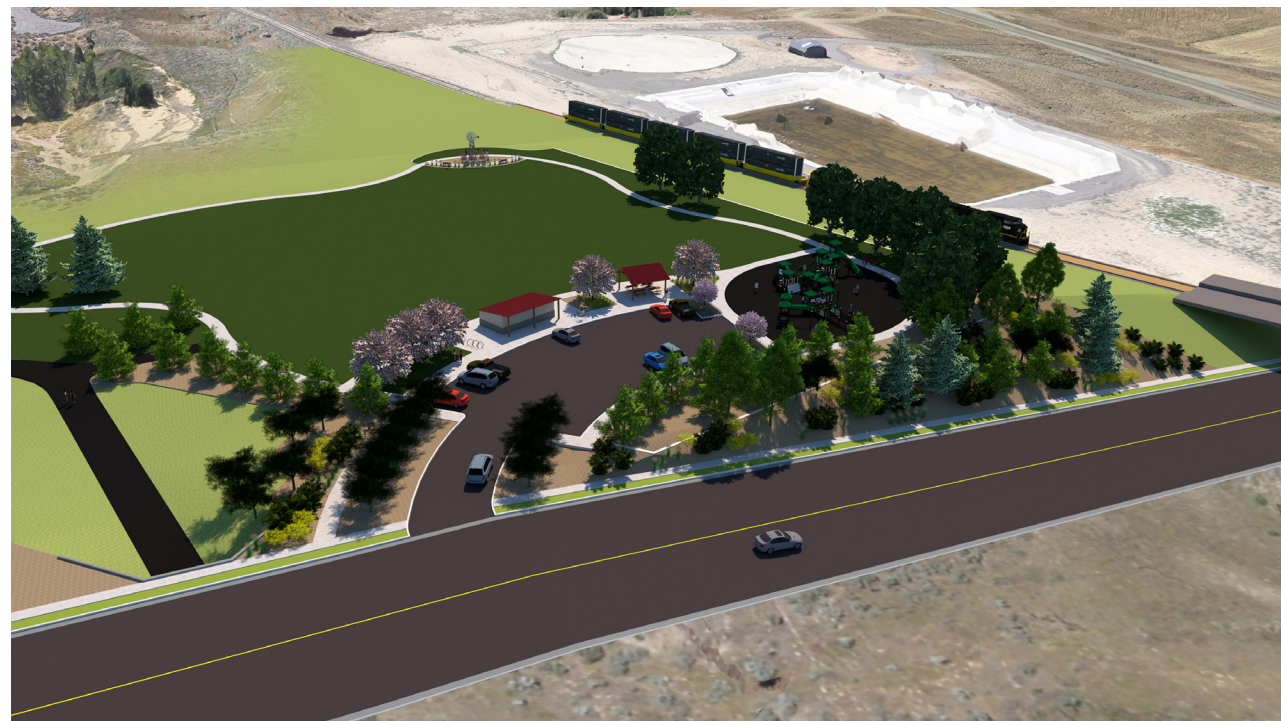
Jim Huppi
Landscape Architect
435.797.3758

TRAVERSE MOUNTAIN SHADOW RIDGE PARK

LEHI, UTAH

Traverse Mountain is a rapidly growing area with need of more open space and passive recreation. By working with local community representatives, we were able to develop a preferred concept for the site.

Design West's work includes site design, landscape and irrigation. Working with city staff, our design integrates steep slopes to tie into a regional trail system with a below-grade pedestrian connection, which reduces pedestrian and vehicular conflicts.



ELLISON PICKLEBALL COMPLEX

LAYTON, UTAH

Project objectives included the design and construction of an 8-court lighted pickleball complex located immediately east of the existing Ellison Park Sports Complex.

This project included pickleball courts, shade structures, seating, specialty fencing for spectators, pedestrian access, and a restroom building with storage. Systems were designed for future phases of construction.



MEMORIAL PARK PICKLEBALL COURTS

PAYSON, UTAH

Payson City was looking to add pickleball & basketball to their park amenities. Design West was selected as part of a design build team in order to expedite the process and to aid in overall team coordination.

Design West produced site plan graphics for design approval, followed by construction drawings.



MEADOW VIEW SPORTS COMPLEX

NORTH LOGAN, UTAH

By combining sports fields, North Logan City and the local Green Canyon High School have provided the community with one of the largest sports complexes in Cache Valley.

Design West’s work included master planning and coordination between both city and school district personnel. The irrigation system was designed based on a well system and programmable by both entities. Landscape was designed to meet city requirements.

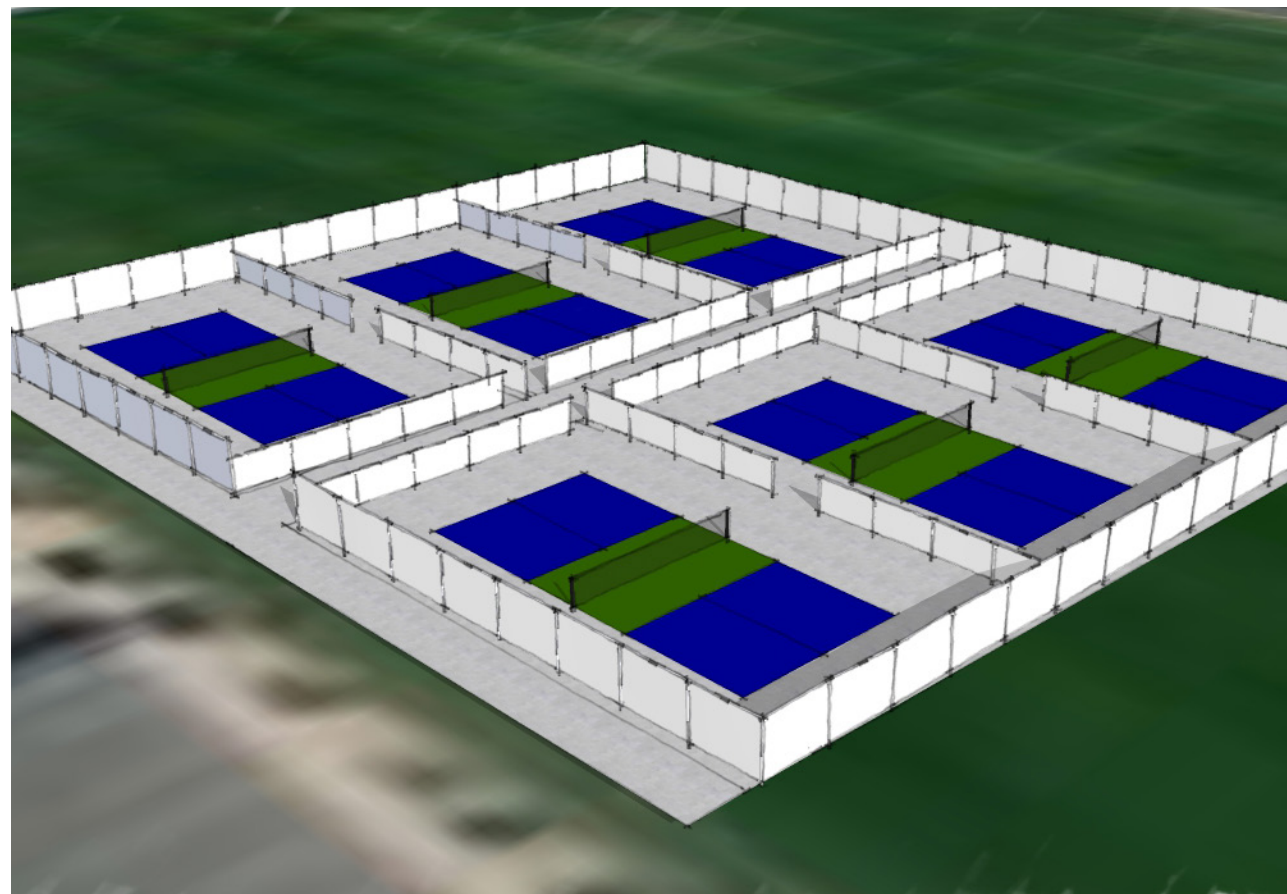
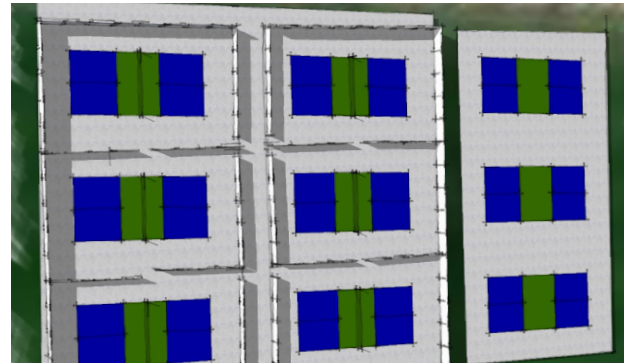


SPRINGVILLE PICKLEBALL COURTS

SPRINGVILLE, UTAH

Working as a team with Renner/Tennis & Track Co we designed six pickleball courts. The original three court concept was relocated and had an additional three courts added with planning for a future three more courts.

Design West's work included site design, swppp development and tying into existing site amenities, including drainage, irrigation & revising landscaping.

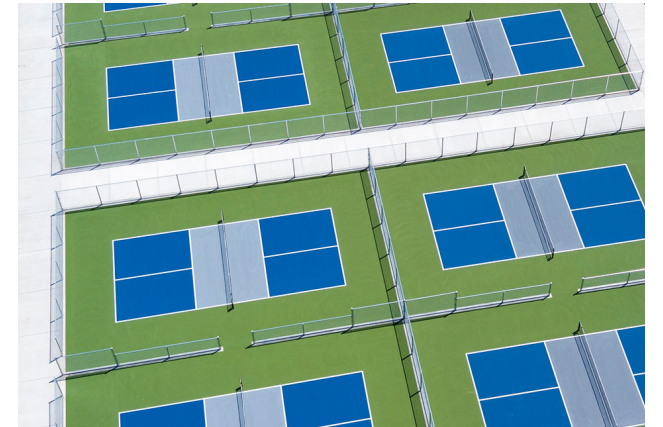


LOGAN CITY BRIDGER PICKLEBALL COURTS

LOGAN, UTAH

Bridger Park is an existing park in Logan City. Cache Valley is a prime location for visiting summer citizens who love pickleball, so Logan City decided to add post-tension pickleball courts to this park.

Design West's work included tying into existing park amenities and expanding an existing elementary school parking lot for needed access to the site. By coordinating with the city about providing in-house design for landscape and irrigation, we were able to reduce the overall construction cost.



PRICE PROPOSAL

Information Required for Submittal of a Request for Proposal

Taxpayer ID # 87-0287913

Representative Name Blake Wright, PLA, ASLA Title Principal in Charge

Firm Name Architectural Design West, PC, dba Design West Architects

Address 795 N 400 West

City Salt Lake City State UT Zip Code 84103

Phone number 435.932.6226 Cell number 435.760.1776

E-mail address blakew@designwestarchitects.com

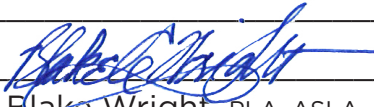
1. Fee Proposal \$ \$68,190 . See Appendix i for details

Estimated Completion from Date of signed contract Design: 20 weeks or no later than
May 30, 2023.

I have read and understand the requirements of this request for proposal RFP PR-2022-08-12 and agree to comply except as noted. The proposed fee shall include all labor, material and equipment to provide the services as described in Section II, Scope of Work.

Additional pages must be used to show detail of unit costs and options.

Exceptions: n/a

Submitted by:  Date 9-14-2022
Blake Wright, PLA, ASLA

KAYSVILLE CITY - TRAPPERS FIELD PARK . FEE PROPOSAL
PR-2022-08-12

Design West offers this lump sum fee based on our understanding of the project and scope of work proposed in the Request for Proposals. We consider this the beginnings of negotiations and welcome further discussions to refine our fee proposal. The fee is separated by key tasks, with a breakdown on the total estimated fees for each major task. If additional scope is required by Kaysville City it will be performed as requested for a negotiated fee.

SURVEY	\$5,040
DESIGN SERVICES	
Civil Engineering	\$14,900
Landscape Architecture	\$25,000
Architecture	\$6,000
(If Design West previously designed restroom is used)	
Electrical Engineering	\$4,200
DESIGN SERVICES TOTAL	\$50,100
SURVEY AND DESIGN SERVICES TOTAL	\$55,140
BIDDING AND CONSTRUCTION ADMINISTRATION	
Civil Engineering	\$4,200
Landscape Architecture	\$6,800
Architecture	\$1,000
Electrical Engineering	\$1,050
BIDDING AND CONSTRUCTION ADMIN. TOTAL	\$13,050
GRAND TOTAL (SURVEY, DESIGN AND CA)	\$68,190

design west | architects

CITY COUNCIL STAFF REPORT



COUNCIL MEETING DATE: October 6, 2022

TYPE OF ITEM: Consent

SUBJECT/AGENDA TITLE: Connector Road Bid Award Resolution

EXECUTIVE SUMMARY:

Staff recently received and opened bids for the connector road project. The City received a total of 8 bids, and after reviewing the bids and checking references/work history, staff is recommending that Council approve the resolution authorizing the City Manager and City Attorney to enter into contract negotiations with Skyview Excavation.

Skyview's bid was the lowest at \$9,217,092.15, their references have been positive and Farmington agrees with our assessment.

Council Options: 1) Approve Resolution, 2) Approve Resolution with suggested changes, 3) Table

Recommended Options: Approve Resolution

Fiscal Impact & Fund Source for Recommended Action: Project Funds

RESOLUTION 22-09-01

AUTHORIZING AN AGREEMENT WITH SKYVIEW EXCAVATION TO CONSTRUCT THE CONNECTOR ROAD PROJECT

WHEREAS, Kaysville City (hereinafter “City”) and Farmington City (hereinafter “Farmington”) have jointly elected to construct a series of connector roads (hereinafter "Project") to improve connectivity with the West Davis Corridor; and

WHEREAS, the City received bids for construction of the referenced project recently; and

WHEREAS, City Staff has spent significant time reviewing and evaluating each response to the Advertisement for Bids and has found it to be in the best interest of the City and citizens of Kaysville City to conditionally select Skyview Excavation (hereinafter “Skyview”) as the contractor for this project

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF KAYSVILLE, UTAH:

1. Skyview is conditionally selected as the lowest responsive and responsible bidder with whom the City Manager should conduct negotiations for the Project.
2. The City Manager is directed to conduct negotiations for an agreement (hereinafter "Agreement") with Skyview for the Project. The terms of the Agreement shall address the terms and conditions of the Advertisement for Bids, as well as the price and other responses to the Advertisement for Bids contained in the proposal submitted by Skyview that are consistent with the intent of the Advertisement for Bids and the Kaysville/Farmington Interlocal Agreement (hereinafter "Interlocal") for this Project. The Agreement shall include such other provisions as are deemed necessary to accomplish the purposes of the City in entering an agreement for the Project.
3. At such time as the Agreement is in a form acceptable to the City Manager and City Attorney and after Skyview has properly executed said Agreement, the City Manager is authorized to execute the Agreement on behalf of the City. Execution of the Agreement by Skyview shall constitute acceptance of the Project, pursuant to the terms and conditions of the Agreement. Execution of the Agreement by the City Manager shall constitute the City's acceptance of the offer by Skyview and the formal award of the contract to Skyview for the Project, pursuant to the terms and conditions of the Agreement or any previously signed Agreement consistent with this resolution.
4. In accordance with the City’s procurement policy and the Interlocal, the final Agreement shall not exceed the bid price without further action of this council.
5. Any action taken heretofore in furtherance of this resolution is hereby ratified.

PASSED AND ADOPTED by the City Council of Kaysville, Utah, this **6th day of October, 2022.**

Tamara Tran, Mayor

ATTEST:

Annemarie Plaizier, City Recorder

CITY COUNCIL STAFF REPORT



COUNCIL MEETING DATE: October 6, 2022

TYPE OF ITEM: Consent

SUBJECT/AGENDA TITLE: Connector Road Construction Management, Public Involvement and Quality Assurance Support

EXECUTIVE SUMMARY:

Since 2018, Kaysville and Farmington Staff have worked closely with Horrock's Engineers to conduct traffic studies, feasibility/environmental studies and design for the Connector Road Project.

With a project of this size, with various portions being outside of Staff's typical expertise (concrete bridge structures, soil surcharging, coordinating with the Army Corps of Engineers etc), Kaysville and Farmington Staff asked Horrock's to prepare an estimate for providing several project support services. These services include construction management for contractor coordination, scheduling and inspections, processing pay requests, as well as providing public involvement services and material testing for quality assurance.

Working with Farmington, City Staff spent a considerable amount of time fine tuning the estimate with Horrock's, reducing the final amount to \$523,525.44 (an overall reduction of \$97,000 from the original estimate). The final amount is a "not to exceed" amount and we only pay for the actual time spent. This amount would also be paid from the joint funds for the project, and will not include any City funds.

It is the opinion of Staff that the construction management, public involvement and quality assurance services are necessary for a long lasting quality project, as well as maintaining good communication and coordination with various stakeholders throughout the project. We have used similar support services on large projects like the Orchard Ridge Tank, and have firsthand knowledge of their need and efficacy.

Council Options: 1) Approve, 2) Table

Recommended Options: Approve

Fiscal Impact & Fund Source for Recommended Action: Project Funds

CITY COUNCIL STAFF REPORT



COUNCIL MEETING DATE: October 6, 2022

TYPE OF ITEM: Action

SUBJECT/AGENDA TITLE: RAMP Recommendations for FY 23

EXECUTIVE SUMMARY:

On March 3, 2022, the RAMP Advisory Committee was created in City Code, 4-10-7, in order to review grant applications and make recommendations to the City Council on expending RAMP funds collected. In the FY 23 budget, the City Council approved an overall total of \$300,000 in RAMP expenditures. How those funds are spent was not included at that time. This action item is to forward the RAMP Advisory Committee's recommendations to the City Council for how the money will be allocated.

The 9-member committee met in the spring/summer to establish the grant application guidelines. The 2022 Grant Application window was set from June 15, 2022 to August 31, 2022. On September 8, 2022, the RAMP committee met to review, discuss and forward a recommendation to the City Council for the FY 23 budget year. Attached is the recommendations from the committee, all recommendations were unanimous from the committee.

In the following years, this RAMP application process and recommendations will coincide with the normal budget process. For the FY 24 RAMP grant application process, the application window will be January thru February and the recommendations included in the City Council budget processes.

Council Options: Approve committee recommendations / Table

Recommended Options: Approve

Fiscal Impact & Fund Source for Recommended Action: RAMP Tax

Kaysville City RAMP Advisory Board
*** 2022 RAMP Grant Applications ***

Application #	Organization	Project Name	Tier	Organization Requested Funding	FY 23 Recommended Funding
1	Kaysville City P&R - Parks	Wilderness Park Parking Lot and Trailhead	Major	\$200,000	\$184,500
2	Kaysville Community Theater	Sound and Lighting	Teir I	\$86,000	\$80,000
3	Kaysville City P&R - Recreation	Barnes Sportsplex Sound System Upgrades	Teir I	\$30,000	\$30,000
4	Kaysville Fruit Heights Museum	Increased Access	Teir I	\$11,809	\$5,500
5	Harmonic Winds of Utah	Harmonic Winds of Utah	Teir II	\$9,999	\$0
				\$337,808	\$300,000

\$300,000 is the max
amount for FY 23



CITY COUNCIL STAFF REPORT

MEETING DATE: October 6, 2022

TYPE OF ITEM: Action

PRESENTED BY: Melinda Greenwood, Community Development Director

SUBJECT/AGENDA TITLE: Rezone application from The Holland Group Inc. for 67 North Angel Street from A-1 Light Agricultural District to R-1-14 Single Family Residential District

EXECUTIVE SUMMARY:

At the September 8, 2022 Planning Commission meeting, the Planning Commission held a public hearing and then voted 6-1 to recommend approval of the rezone request.

During the public hearing, comments received included concerns about irrigation water, not wanting a road to come from Angel Street and keeping an agricultural feel. Comments were submitted to the Planning Commission via the website comment form. Those comments have been compiled and are attached to this report.

Based on the Planning Commission recommendation and the goals and policy objectives in the 2022 General Plan which show adequate support for the rezone request, staff recommends the City Council approve the zone change request for 67 North Angel Street to R-1-14 Single Family.

City Council Options:

1. Approve the rezone request.
2. Deny the rezone request.

Recommended Option:

Based on the Planning Commission's recommendation of approval and the 2022 General Plan calling for this property to be single-family residential, staff recommends that the City Council approve the rezone request of 67 North Angel Street to R-1-14 Single Family Residential District.

Fiscal Impact:

N/A.

Attachments:

1. September 8, 2022 Planning Commission Staff report
2. September 8, 2022 Planning Commission Meeting Minutes excerpt
3. Public Comments received via email
4. Draft Rezone Ordinance

PLANNING COMMISSION STAFF REPORT

To: Kaysville City Planning Commission

From: Dan Jessop, Zoning Administrator & Melinda Greenwood, Community Development Director

Date: September 2, 2022

Agenda Item #6: Public Hearing for a rezone application from The Holland Group Inc. for 67 North Angel Street from A-1 Light Agricultural District to R-1-14 Single Family Residential District

Meeting Date	September 8, 2022
Application Type	Rezone
Applicant Owner	The Holland Group Inc.
Address Parcel ID Number	67 North Angel Street 11-109-0041
Lot Size	5.27 acre 229,561 ft ²
Current Use	One single family dwelling
Current Zoning	A-1 Light Agricultural District
Density Entitlement	5 single family dwellings (40,000 ft ² minimum)
Requested Zoning	R-1-14
Density Entitlement	16 single family dwellings (14,000 ft ² minimum)

1. BACKGROUND

The subject property is a 5.27 acre / 229,561 ft² parcel on the west side of Angel Street and the corner of Bonnevill Lane with one existing single family home which faces east. The applicant is requesting a rezone from A-1 Light Agricultural District with a minimum lot size of 40,000 ft², to R-1-14 Single Family Residential District which has a minimum lot size of 14,000 ft². The proposed change in zoning could allow for the construction of up to 16 dwelling units if all zoning requirements and subdivision requirements could be met. The applicant submitted a concept plan showing ten lots.

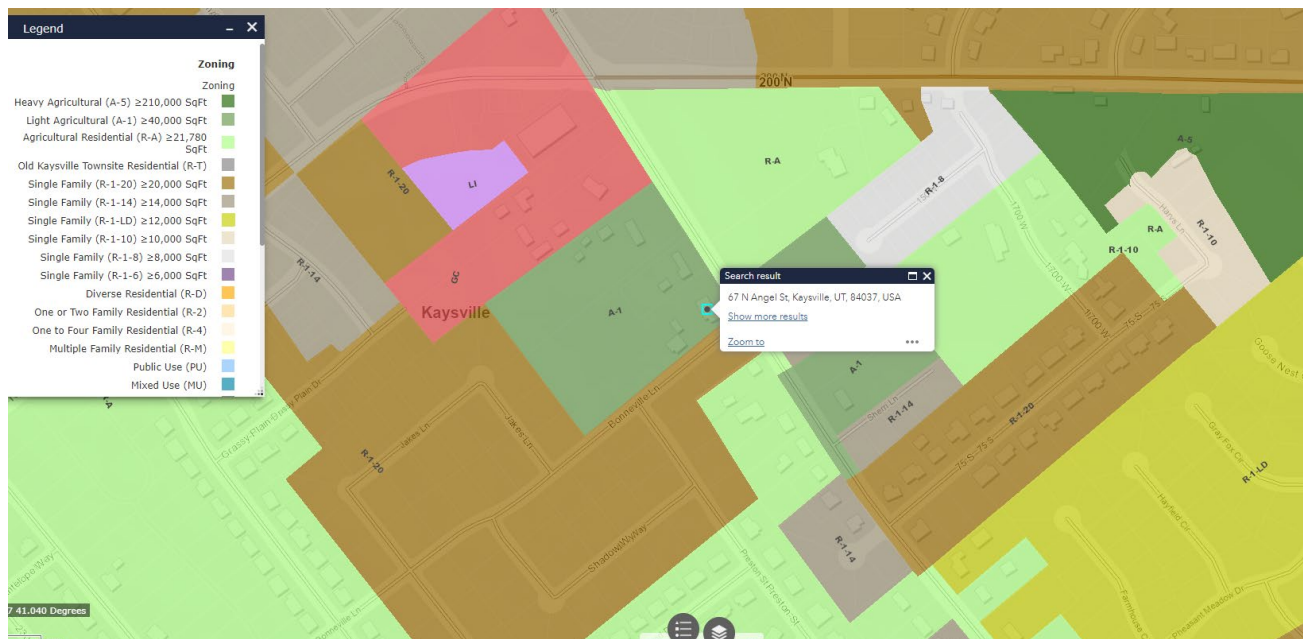
2. SURROUNDING LAND USE AND ZONING

The parcel is located on the north side of



Bonneville Lane and west side of Angel Street. The Commission should consider existing conditions when they contemplate a rezone application. The character of the surrounding area and neighborhood includes:

- **Adjacent** – Directly adjacent to the subject property is A-1, GC, R-1-20 with some R-A nearby.
- **North** – The subject property is bordered by GC General Commercial.
- **South** – Directly south of the parcels are R-1-20 single family 20,000 square foot lots.
- **East** – R-A with 20,000 square foot lots.
- **West** – The property is R-1-20.



3. GENERAL PLAN

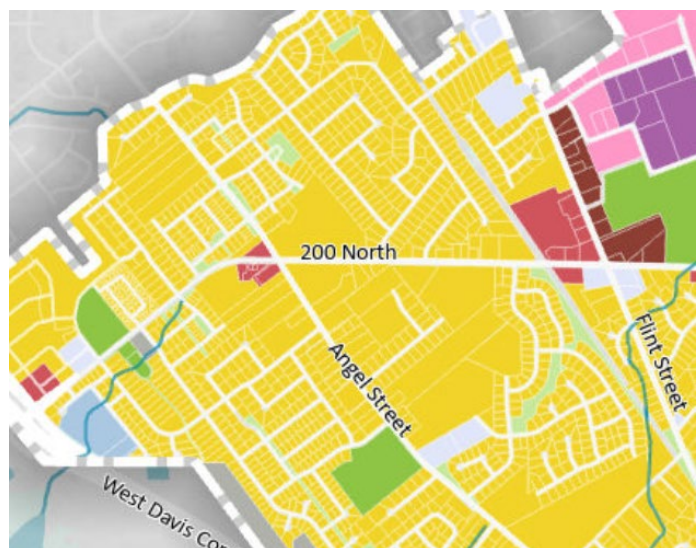
The 2022 General Plan Future Land Use Map shows the property is to be Single Family Residential. The rezone from agricultural use to residential use is consistent with the 2022 General Plan Future Land Use Map.

The 2022 General Plan also holds the Guiding Principle:

Provide diverse housing options -

We will work to preserve our existing neighborhoods while accommodating a full range of housing opportunities

to meet the economic, lifestyle and life-cycle needs of our residents.



Given the zoning and surrounding uses noted in section 2 of this report, a rezone of the subject property to R-1-14 would provide more diverse housing options and would not impact the existing neighborhood with a detrimental use.

These following goals and objectives from the 2022 General Plan support the rezone application.

Chapter 1 Land Use & Placemaking Plan

GOAL 1: PRESERVE AND PROTECT KAYSVILLE’S “SMALL TOWN” ATMOSPHERE BY LIMITING CHANGE IN FUNCTIONING NEIGHBORHOODS AND DISTRICTS

Objective 1.1: Preserve single-family neighborhoods by restricting development to models that fit the existing character of the neighborhood.

GOAL 8: PROVIDE A RANGE OF HOUSING OPTIONS AND PRICE POINTS THAT HELP ENSURE KAYSVILLE IS AN AFFORDABLE PLACE TO LIVE

Chapter 3 Housing & Neighborhoods

GOAL 1: PROVIDE A FULL RANGE OF HOUSING OPPORTUNITIES TO MEET THE ECONOMIC, LIFESTYLE AND LIFECYCLE NEEDS AND EXPECTATIONS FOR RESIDENTS

The 2022 General Plan contains adequate principals, goals and objectives to support the requested rezone.

4. ZONING

KCC 17-12-1, the stated purpose of the R-1 Single Family Residential District is:

To provide for areas in appropriate locations where quiet, low-density residential neighborhoods may be established, maintained, and protected. The regulations of this district are designed to promote and encourage a suitable environment for families, most of whom will have children. To this end, the regulations permit the establishment of single-family dwellings and also permit, with proper controls, those public and quasi-public activities such as schools, libraries, churches, parks and playgrounds, which serve the needs of families. The regulations are intended to prohibit the establishment or operation of any activity which would be adverse to such a residential environment.

Staff asserts the rezone request at the subject property would meet the stated purpose of the R-1 Single Family Residential District.

Further considerations for the Commission to account for is the difference between A-1 and R-1-14 which are outlined in the matrix below.

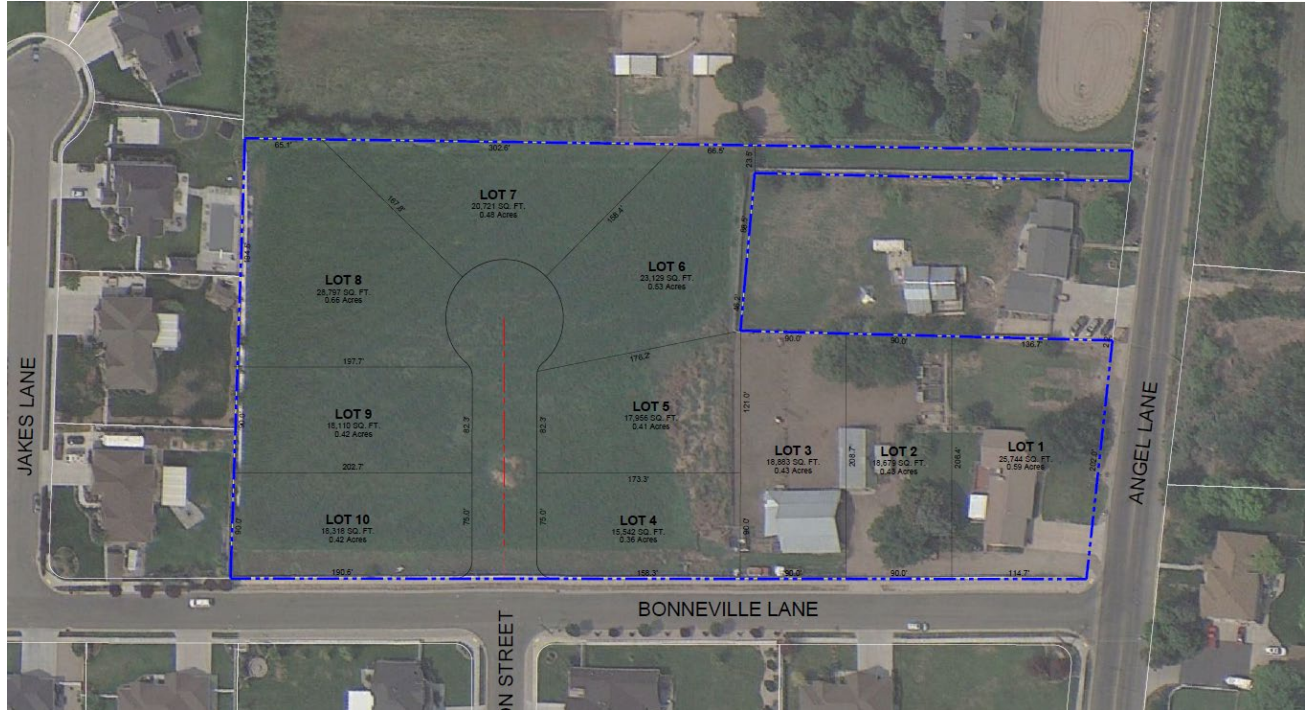
	A-1	R-1-14
Minimum Lot Size	40,000 ft ²	14,000 ft ²
Density (based on lot size)	5 single family dwellings	16 single family dwellings (14,000 ft ² minimum)
Minimum Lot Width	100'	90'
Front Setback	30'	30'
Side Setback	≥ 10'	≥ 8'
Rear Setback	30'	15'
Maximum Building Height	30'	30'

5. PUBLIC NOTICE AND PUBLIC COMMENT

A total of 19 public notices were mailed to property owners within 500' of the subject property. As of the date of this report, one email comment had been received from an individual who owns the adjacent property and expressed support as long as his property's zoning wasn't impacted. They also expressed concerns about not having a flag lot or having fees assessed to pay for sidewalk. Staff doesn't anticipate any of these concerns would come to fruition.

6. SUMMARY

The applicant submitted the below concept site of their proposed ten lot development.



The 2022 General Plan contains adequate goals and policy objectives to support approval of the rezone request. The surrounding character and neighborhood would not be negatively impacted by the rezone as similar development patterns currently exist.

7. RECOMMENDATION

Staff recommends the Planning Commission forward a recommendation of approval to the City Council for the rezone of 67 North Angel Street to R-1-14.

4- CONDITIONAL USE PERMIT FOR FARM ANIMALS PARCEL 1D# 11-1150-0110 AT 676 CENTER STREET FOR MARYBETH HALL

Introduced by: Dan Jessop

Dan stated this is a Conditional Use Permit is for farm animals. This parcel is behind the home at 676 Center Street and does not have an address but is separate from the home. The neighbors next door applied for a conditional use permit several weeks ago and she thought that she should apply as well since she will be selling her home. Dan repeated that what would be allowed on the property as many as three horses, seven sheep or llamas and 95 chickens and there is plenty of room for structures for the animals and there are no conditions that he sees needing to be placed at this time.

Commissioner Keetch asked Mr. Jessop if the property had a fence around it and he said that he believes so.

The applicant was invited to approach the Commissioners. Ms. Hall said that she did not have anything else to add other than she is going to be selling the property and just wanted to be able to add that horses were allowed on this piece of property.

Commissioner Sundloff made the motion to approve the Conditional Use Permit for the home located at 676 Center Street with no additional conditions and it was seconded by Commissioner Keetch. The vote was unanimous in favor of the motion (7-0).

5- FINAL PLAT SUBDIVISION APPROVAL FOR MERIL ESTATES FOR MARK LUND AND KELLY WHITE FOR THE PROPERTY AT 478 SOUTH MAIN STREET

Introduced by: Dan Jessop

The Final Plat Application for 478 South Main Street was turned in and was looked at by the City Engineer and Staff and everything is exactly the same as the preliminary plat. Mr. Jessop said that this final plat is recommended by staff for approval.

There were no questions for staff and applicants were invited to approach the Commissioners. Neither of the applicants has anything further to add to the discussion.

Commissioner Doxey made the motion to approve the final plat application for 478 South Main Street and it was seconded by Commissioner Lott. The vote was unanimous in favor of the final plat approval (7-0).

6- PUBLIC HEARING FOR A REZONE APPLICATION FROM THE HOLLAND GROUP INC. FOR 67 NORTH ANGEL STREET FROM A-1 LIGHT AGRICULTURAL DISTRICT TO R-1-14 SINGLE FAMILY RESIDENTIAL DISTRICT

Introduced by: Melinda Greenwood

Ms. Greenwood thanked those in attendance for coming and gave a brief explanation of the rezone process and the role of the Planning Commission. Ms. Greenwood gave a description of the lot at 67 North Angel Street stating it is currently zoned A-1 and has a single family home on the lot. She explained what would be allowed on the property if it were rezoned R-1-14. She explained there are similar areas zoned R-1-14 by surrounding properties. The requested rezone fits into the new 2022 General Plan Future Land as it shows this land is to be zoned single family residential. Ms. Greenwood showed a slide that included a table giving the differences between the A-1 zone and the R-1-14 zone as far as minimum lot sizes, density, minimum lot width, front, side, and rear setback and the maximum building height. Ms. Greenwood showed a drawing that the applicant provided showing the proposed concept site plan for the rezone. She added that there are adequate elements in the 2022 General Plan to support this rezone

and said staff is recommending the Planning Commission forward a recommendation of approval to the City Council for the rezone of 67 North Angel Street from A-1 to R-1-14.

Chair Barrus invited the applicant, Phil Holland to approach the Planning Commissioners. He stated that he is not trying to maximize density because it is important to keep the ½ acre lots in the area and that he feels that this is a pretty straight forward rezone.

Commissioner Keetch asked Mr. Holland about the amount of lots he was wanting to create. He at one point said there would be 10 but she wanted to know if that was in addition to the existing home or if that was included.

Mr. Holland clarified that the existing home was included in the 10 units. He said that in keeping the house he will get a better value out of it than just selling it as an empty lot. He also stated that he would not do a bait and switch in his own neighborhood as far as adding more lots one or creating a different entrance onto Angel Street.

Commissioner Barrus opened the Public Hearing.

Dennis Forbush lives at 127 North Angel Street and is the neighbor directly to the north of this lot. He said that the quagmire is a lane he considers a utility corridor before Bonneville Lane went in and that is where he gets his irrigation water. There are four head gates that feed water to the back of his property. The ditch and water company have water shares that have to come down that road. It has an 18" pipe that comes of the main irrigation line. The thing that worries him the most with this proposal is running out of irrigation water. The lane is only 24' wide and is not wide enough for a road and he would really like it to say A-1, however he does like the large lots that are being proposed.

Talicia Wilson lives at 99 North Angel Street and her home is the home in the middle of the proposed rezone. Her concern is the lane that was previously mentioned by Mr. Forbush. Talicia said that the little lane was actually promised to him and over the last seven years he has tried to purchase the property and the owner was not ready to sell it. They were never given the opportunity to purchase the land where the lane is and they would be willing to do so. She would prefer for it to be part of one of their properties instead of being a road. Talicia is in favor of the half acre lots and likes the fact that they are keeping the house on lot one. She proposed that Lot 1, 2, & 3 remain there and still be A-1 so they still have the feel of what the west side of Kaysville is.

Cathy Johnson lives at 62 North Angel Street and gave a brief history of the piece of land proposed for the rezone and that it had belonged to her parents.

Commissioner Barrus closed the Public Hearing.

Commissioner Sundloff feels that this rezone would not affect the character of the neighborhood in terms of it not sticking out from what is already there, and it falls in line with the general plan that was recently passed.

Commissioner Sommerkorn agrees with the comments made by Commissioner Sundloff as far as this rezone being in accordance with the general plan and in keeping with the character of existing zoning.

Commissioner Sommerkorn made a motion to recommend to the City Council approval of rezone for the

property at 67 North Angel Street from A-1 to R-1-14. Commissioner Doxey seconded the motion to recommend approval of the rezone request. The vote was 6-1 in favor of the motion, with Krista Keech voting nay.

7- CONDITIONAL USE PERMIT FOR MULTIPLE DWELLINGS AT 146 EAST 200 NORTH FOR WESTON RIDD

Introduced by: Melinda Greenwood

Chairman Barrus noted to the audience that the item was changed to Conditional Use even though it was noticed as a rezone.

Ms. Greenwood gave an explanation as to why staff decided to change the rezone to a Conditional Use Permit. Ms. Greenwood shared information on the property at 146 East 200 North, stating it is zoned R-D, it is 25,700 square feet, has an existing single family home on it and per the conditional use, up to six units would be allowed on the property. She shared aerial views of the property and an area zoning map. She also showed the 2022 General Plan Future Land use Map. She also addressed whether or not the property was a flag lot adding that after some research and the original 1981 plat map it was originally platted that way and is not a flat lot.

Ms. Greenwood showed the concept plan submitted with the application, which shows six units including four townhome style units on the south end of the property and two single townhome style units north of that. She stated that staff recommends that the Planning Commission approve the conditional use permit subject to the conditions in the staff report and any other conditions they feel are appropriate.

There five conditions recommended so that it meets the zoning code for 17-13 R-D, parking minimums are met per 17-32, no more than 6 dwelling units will be permitted, usable functional space will be provided per the R-M zone, and a minimum of 20 ft² enclosed outside storage for each dwelling unit as outlined in the R-M zone.

Commissioner Barrus invited Mr. Ridd to address the Commission.

Commissioner Doxey asked Mr. Ridd if he considered any other use on the site such as mixed use and Mr. Ridd said he not looked into other options for this project.

Commissioner Keetch asked Mr. Ridd if he currently resides at this property and what his ideology around the parking spaces was.

Mr. Ridd spoke to the concept plan submitted and showed the explanation for the parking and the ingress and egress. He said that all backing up traffic would be done on the property itself so they would be pulling out moving forward from the lot.

Commissioner Keetch shared that she went over the property after school had let out and it was a zoo at the intersection in front of the lot. It was a mad house and she spoke to the crossing guard and he expressed his concern to the danger of adding more traffic as well as safety for the children.

Mr. Ridd agrees with what she shared and feels that there needs to be a better solution to that intersection.

Commissioner Doxey asked Ms. Greenwood what the maximum allowable housing units that could go onto this lot and she referred to the Conditional Use Permit for R-D saying that only 6 units are allowed.

From: noreply@civicplus.com
To: Melinda Greenwood; Mindi Edstrom; Dan Jessop; [REDACTED]
Subject: Online Form Submittal: Contact the Planning Commission
Date: Thursday, August 25, 2022 6:07:05 PM

Contact the Planning Commission

Have a question or comment? Want to contact the Planning Commission about an upcoming item on a meeting? Please fill out the form below and an e-mail will be sent to all of the Planning Commission members. You can also contact the Community Development office at 801-546-1241.

Name	Brandon Wilson
Email Address	[REDACTED]
Address	[REDACTED]
City	Kaysville
State	UT
Zip Code	84037
Phone Number	[REDACTED]
Your Message	Regarding the proposed development at 67 N Angel St: While I'm not thrilled at the idea of this parcel being developed, I get that the family would like to cash out now that the resident has passed away. I would support this development provided a few items are met: 1. My property is surrounded by this parcel on three sides. I am intent to have my land stay zoned Light Agricultural. 2. I'd like it to be known that I really do not want to see that little strip of land between my property and the neighbors to the north end up as a lane for a flag lot. Ideally we would like to opportunity to purchase it, and have it incorporated into our existing acre parcel. Our neighbors to the north have said as much as well. 3. I don't want to get stuck with a fee assessment for a sidewalk. We already have curb and gutter already
Upload an Attachment	Field not completed.
Upload an Attachment	Field not completed.

Upload an Attachment *Field not completed.*

Email not displaying correctly? [View it in your browser.](#)

From: [Melinda G. Emerwood](#)
To: [City Council - Planning Commission](#)
Subject: [Re: Rezoning at 47 No. 14 Angel - Comment](#)
Date: [Thursday, September 8, 2022 9:27:24 AM](#)
Attachments: [photo.jpg](#)

Got it! Thanks Arreema :)

Melinda G. Emerwood
Community Development Director
801-497-7021 (O)
385-245-6768 (M)
m.eemerwood@kaysville.gov
<https://www.kaysville.gov/>



From: Public Comment - [PublicComment@kaysville.gov](#)
Sent: Thursday, September 8, 2022 9:31 AM
To: Melinda G. Emerwood - m.eemerwood@kaysville.gov; Melinda Edstrom - melstrom@kaysville.gov
Subject: FW: Rezoning at 47 No. 14 Angel - Comment

Can you forward this to the Planning Commission for me? Thanks!

From: [REDACTED]
Sent: Wednesday, September 7, 2022 9:10 AM
To: Public Comment - [PublicComment@kaysville.gov](#)
Subject: Rezoning at 47 No. 14 Angel - Comment

City Council -

I am a resident of West Kaysville at 43 S. Lakes Ln. This is one of the adjoining properties west of the proposed development.

The existing land drain on the proposed development. I have indicated its location on the photo attachment. The land drain currently serves all of the properties on the east side of Lakes Ln, the proposed development, as well as the property located north of the proposed development. The land drain is located at the low spot between all of these properties.

Amending the location of the land drain to changing its elevation will cause runoff issues and I want to make sure it's left in place so an adequate solution is engineered and installed.

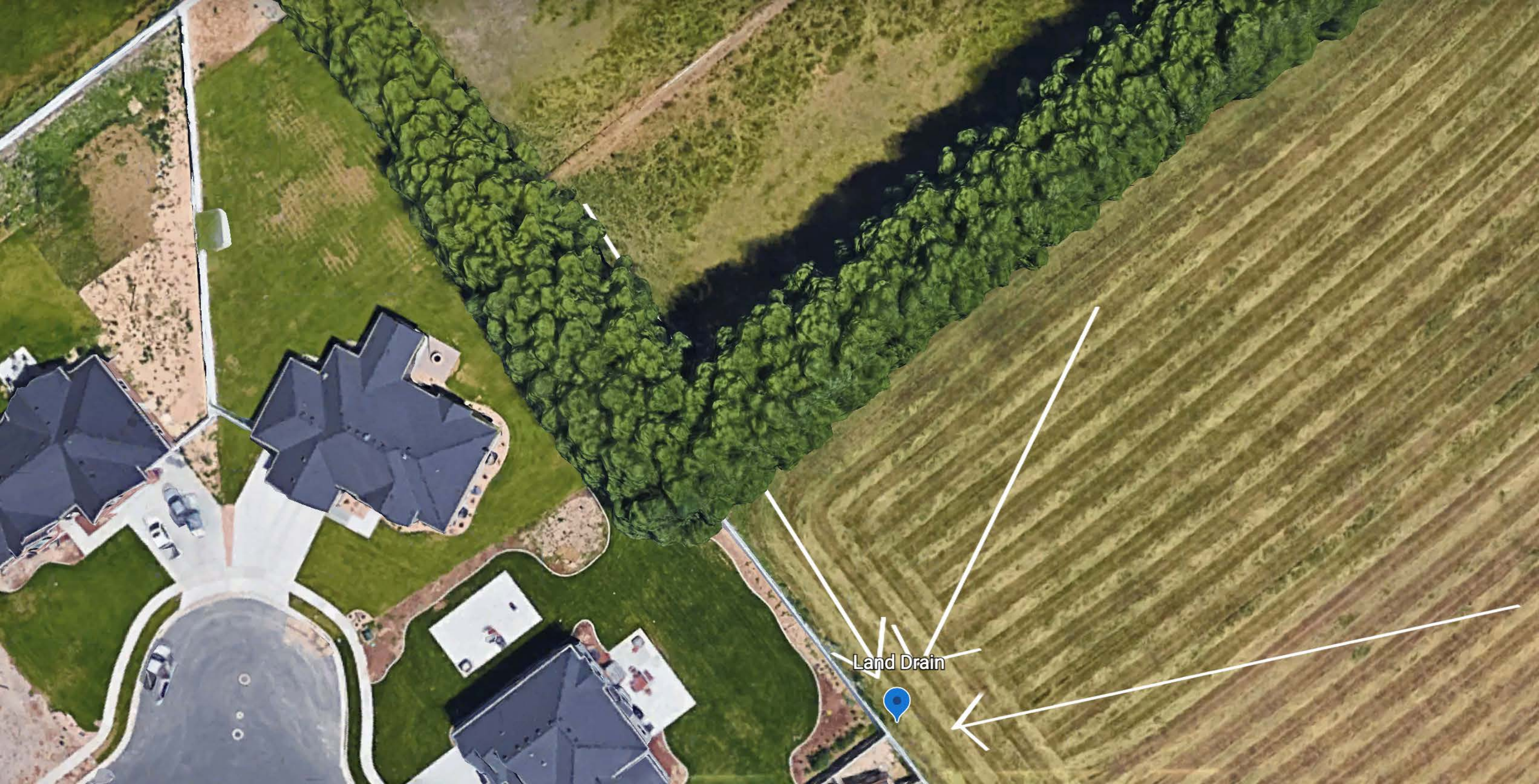
I am particularly concerned about the property runoff as I have seen instances when the house is a steady stream of water running along the west of the property development. This steady stream travels along my back fence and enters the land drain. If the land drain is moved to its elevation is changed, then this runoff will end up in my backyard and will damage the flatwork, pergola, and swimming pool that I have recently installed (swimming pool was permitted with Kaysville City in accordance with code).

In addition, if the development does not account for the runoff from the property, then I will be forced to my backyard.

Regards,
Brandon G. Imm

[REDACTED]





Land Drain

ORDINANCE NO. 22-XX-XX

AN ORDINANCE REZONING 67 NORTH ANGEL STREET, A CERTAIN PORTION OF KAYSVILLE CITY TO THE R-1-14 MULTIPLE FAMILY RESIDENTIAL ZONING DISTRICT, HEREINAFTER FULLY DESCRIBED; PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council of Kaysville City, State of Utah, has determined in an open public meeting to rezone the subject property at 67 North Angel Street from A-1 Light Agricultural District to the R-1-14 Single Family Residential district; and

WHEREAS, said meeting was duly and regularly held and the interested parties were given an opportunity to be heard; and

WHEREAS, on September 8, 2022, with a vote of 6-1, the Kaysville City Planning Commission made a recommendation of approval of the zone change to R-1-14 Single Family Residential; and

WHEREAS, the City Council, after due consideration of said district, has concluded that it is in the best interest of the City and the inhabitants thereof that said R-1-14 zone be implemented;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KAYSVILLE CITY, UTAH:

SECTION I: Repealer. If any provisions of the City's Code previously adopted are inconsistent herewith they are hereby repealed.

SECTION II: Rezone. The real property at 67 North Angel Street, and known by Parcel Identification Number 11-109-0041, as shown on the attached map which is made a part hereof, containing approximately 5.27 acres (229,561 ft²) of land, shall be rezoned and the Zoning Map amended by removing it from the Kaysville City A-1 Light Agricultural District as currently delineated and rezoning it to the R-1-14 Single Family Residential district.

SECTION III: Severability. If any section, subsection, sentence, clause or phrase of this ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, said portion shall be severed and such declaration shall not affect the validity of the remainder of this ordinance.

SECTION VI: This Ordinance shall take effect upon execution of the ordinance.

PASSED AND ADOPTED by the City Council of Kaysville City, Utah, this 6th day of October, 2022.

ORDINANCE NO. 22-XX-XX

Tamara Tran
Mayor

ATTEST:

Annemarie Plaizier
City Recorder



CITY COUNCIL STAFF REPORT

MEETING DATE: October 6, 2022

TYPE OF ITEM: Action

PRESENTED BY: Melinda Greenwood, Community Development Director

SUBJECT/AGENDA TITLE: Text amendment for KCC 17-13-4 R-D Diverse Residential District - Conditional Uses

EXECUTIVE SUMMARY:

At the September 22, 2022 Planning Commission meeting, the Planning Commission held a public hearing and then voted 7-0 to recommend approval of the text amendment. Staff considers this a housekeeping item, which will remove unclear and ambiguous language regarding multifamily dwellings from the ordinance.

During the public hearing, a resident asked questions regarding the intent of the text amendment.

Based on the Planning Commission recommendation staff recommends the City Council approve the text amendment 17-13-4 R-D Diverse Residential District - Conditional Uses to remove multifamily dwellings as a conditional use.

City Council Options:

1. Approve the text amendment.
2. Deny the rezone request.

Recommended Option:

Based on the Planning Commission's recommendation of approval, staff recommends that the City Council approve the text amendment for 17-13-4 Diverse Residential District – Conditional Uses to remove multifamily dwellings as a conditional use.

Fiscal Impact:

N/A.

Attachments:

1. September 22, 2022 Planning Commission Staff report



PLANNING COMMISSION STAFF REPORT

To: Kaysville City Planning Commission

From: Melinda Greenwood, Community Development Director

Date: September 16, 2022

Agenda Item #3: Public Hearing for text amendment for KCC 17-13-4 R-D Diverse Residential District - Conditional Uses

Meeting Date	September 22, 2022
Application Type	Text Amendment
Applicant	Kaysville City
Chapter Title Section	17-13-4 Diverse Residential District – Conditional Uses

1. BACKGROUND

A recent application for multifamily dwellings within the R-D Diverse Residential District brought up some confusion as to the interpretation of conditional uses related to multifamily dwellings. Subsequently, staff has prepared a text amendment to remove the confusing paragraph. The removal of the paragraph will ensure multifamily dwellings will not be approved in the R-D district and will eliminate issues with interpretation of confusing code.

2. PUBLIC NOTICING AND PUBLIC COMMENT

A Public Hearing Notice was posted on September 12, 2022. No comments have been received to date.

3. RECOMMENDATION

Staff recommends the Planning Commission send a recommendation of approval of the text amendment for 17-13-4 Diverse Residential District – Conditional Uses to remove the provision of multifamily dwellings in its entirety.

ATTACHMENTS

Draft redline ordinance changes.

ORDINANCE XX-XX-XX

AMENDING TITLE 17, CHAPTER 13, SECTION 4 OF THE KAYSVILLE MUNICIPAL CODE REGARDING CONDITIONAL USES IN THE R-D DIVERSE RESIDENTIAL DISTRICT

WHEREAS, Kaysville City desires to clarify and simplify the conditional use section in the R-D Diverse Residential District; and

WHEREAS, the Kaysville City Planning Commission held a public hearing on the proposed text amendment on September 22, 2022 and voted 7-0 to recommend to the City Council they approve the text amendment; and

WHEREAS, the City Council of Kaysville City heard this item in a properly noticed public meeting, and

WHEREAS, The City Council of Kaysville City has determined this ordinance amendment is in the best interests of the Citizens of Kaysville City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KAYSVILLE, UTAH:

SECTION I: Enactment. Title 17, Chapter 13, Section 4 of the Kaysville Municipal Code is hereby amended as follows:

Chapter 13 R-D Diverse Residential District

17-13-1 Purpose

17-13-2 Site Plan Review

17-13-3 Permitted Uses

17-13-4 Conditional Uses

17-13-5 Height Regulations

17-13-6 Area, Lot Width, And Yard Requirements

17-13-1 Purpose

To provide for areas in appropriate locations where quiet medium density neighborhoods may be established, maintained, and protected. The regulations of this district are designed to promote and encourage a suitable environment for families, many of whom will have children. To this end, the regulations permit the establishment of a mix of mostly single-family dwellings with two-family dwellings and some multiple family dwellings, and also permit, with proper controls, those public and quasi-public activities such as schools, libraries, churches, parks and playgrounds, which serve the needs of families. The regulations are intended to prohibit the establishment or operation of any activity which would be adverse to such a residential environment.

17-13-2 Site Plan Review

Conditional uses in an R-D Zone District, except for temporary buildings and temporary offices and the keeping of farm animals, shall be subject to a site plan review as specified in [KCC 18-4](#). On a case-by-case

basis, the Commission may also require temporary buildings and temporary offices to obtain site plan approval.

17-13-3 Permitted Uses

1. Single-family dwellings.
2. Agriculture.
3. Public parks and playgrounds, and privately-owned parks, playgrounds, and recreational grounds not operated as a business in whole or part and to which no admission is charged.
4. Minor home occupations subject to the provisions of [KCC 17-26](#).
5. Major Home Occupation 'C' subject to the provisions of [KCC 17-26](#).
6. Two household pets per dwelling unit.
7. Private swimming pools subject to the provisions of [KCC 17-31-9](#).
8. Accessory uses and accessory buildings customarily appurtenant to a permitted use, subject to the provisions of [KCC 17-31-2](#).
9. Internal Accessory Dwelling Unit subject to the provisions of [KCC 17-31-3](#).
10. Fowl, rabbits, or similar animals subject to the provisions of [KCC 17-24](#).
11. Temporary buildings for uses incidental to construction work subject to the provisions of [KCC 17-30-7](#), which buildings must be removed upon the completion or abandonment of the construction, subject to administrative review.
12. Temporary tract offices and development signs subject to the provisions of [KCC 17-30-7](#) and [KCC 17-33](#), subject to administrative review.

17-13-4 Conditional Uses

Compliance with standards shall be determined by the Planning Commission by reference to [KCC 17-30](#).

~~Multiple dwellings, not to exceed six (6) dwelling units per building, legally existing upon the effective date of this Chapter. The lot area shall be not less than eight thousand (8,000) square feet for a two-family dwelling, ten thousand (10,000) square feet for a three-family dwelling, twelve thousand (12,000) square feet for a four-family dwelling, fourteen thousand (14,000) square feet for a five-family dwelling, and sixteen thousand, eight hundred (16,800) square feet for a six-family dwelling.~~

1. Public or quasi-public buildings of the educational, recreational, religious, cultural, or public service type, not including corporation yards, storage or repair yards, warehouses, and similar uses.
2. Major home occupations A and B subject to the provisions of [KCC 17-26](#).
3. Instructional Home Occupation Subject to the provisions of [KCC 17-26](#).
4. Residential childcare subject to the provisions of [KCC 17-26](#).
5. Twin homes subject to the provisions of [KCC 17-28](#). Must also be permitted as two-family dwellings.
6. Farm animals other than those allowed as a permitted use subject to the provisions of [KCC 17-24](#).
7. Swimming clubs subject to the provisions of [KCC 17-31-10](#).
8. Public utility substations subject to the provisions of [KCC 17-31-15](#).

17-13-5 Height Regulations

1. No building shall exceed thirty feet (30') in height, except as provided in [KCC 17-25-2](#).
2. No accessory building shall exceed fifteen feet (15') in height, except as provided in [KCC 17-25-2](#) and [KCC 17-31-2](#).
3. No main building shall be less than ten feet (10') in height, or no accessory building less than six feet (6') in height.

17-13-6 Area, Lot Width, And Yard Requirements

The following minimum requirement shall be observed except where increased for conditional uses.

1. The lot area shall be not less than eight thousand (8,000) square feet.
2. The minimum width of any lot for a main building shall be sixty-four feet (64') measured at a distance thirty feet (30') back from the front lot line.
3. The front yard for any building shall be at least twenty-five feet (25').
4. The side yard for any dwelling shall be not less than eight feet (8') and the total width of the two (2) required side yards shall be not less than sixteen feet (16').
5. Other main buildings shall have a side yard of not less than twenty feet (20') and the total width of the two (2) required side yards shall be not less than forty feet (40').
6. On corner and multiple frontage lots, the yards which abut a street shall be not less than twenty feet (20') from the street for both main and accessory buildings.
7. The *see exception: 17-31-2 minimum rear yard for any main building shall be fifteen feet (15').
8. Flag lot requirements:
 1. The area of each flag lot shall be at least 10,000 square feet.
 2. Flag lots shall have access to a street by way of a projection of at least thirty feet (30') in width along its entire length. Two flag lots with projections side-by-side may each have projections eighteen feet (18') or greater in width (for a total of not less than 36 feet) and share a common paved driveway twenty feet (20') or more in width covered by an easement so that the driveway cannot be divided.
 3. Main buildings on a flag lot shall be located not closer than twenty feet (20') to any property line.
 4. Accessory buildings shall comply with KCC 17-31-2.
 5. Uses acceptable in a flag lot subdivision shall be those uses which are permitted in the zoning district in which the flag lot subdivision is located. Two family dwellings on flag lots as conditional uses are prohibited.

SECTION II: Repealer. If any provisions of the City's Code previously adopted are inconsistent herewith they are hereby repealed.

SECTION III: Severability Clause. If any section, subsection, sentence, clause or phrase of this ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, said portion shall be severed and such declaration shall not affect the validity of the remainder of this ordinance.

SECTION IV: Effective Date. This Ordinance shall be in full force and effect immediately after passage by the Kaysville City Council.

PASSED AND ADOPTED BY THE KAYSVILLE CITY COUNCIL OCTOBER 6, 2022.

Tamara Tran
Mayor

ATTEST:

Annemarie Plaizier
City Recorder

CITY COUNCIL STAFF REPORT



COUNCIL MEETING DATE: October 6, 2022

TYPE OF ITEM: WORK

PRESENTED BY: Shayne Scott

SUBJECT/AGENDA TITLE: Amending the Kaysville City's Pet Ordinance as recommended by the Davis County Animal Care Department

EXECUTIVE SUMMARY:

This item appears at the request of the Davis County Animal Control Department. As they transition to completely taking over this service from cities, they are asking all cities to be consistent in how many pets are allowed in homes in each city in Davis County. This will allow their enforcement division to be consistent, regardless of where in the county they are called and respond. They also made this recommendation based on their expertise as animal control professionals.

This recommendation does not differ much from the current Kaysville City Ordinance (Kaysville City Code 15-3-6). The first difference is that this ordinance regulates both dogs and cats. Our current ordinance only regulates the number of dogs. Second, the ordinance increases the number of dogs allowed from two to three and allows for a fourth if permitted by the animal care director. Finally, the ordinance allows for exceptions to the animal cap by allowing service animals and governmental animals (e.g., a police K9). These changes would provide some flexibility for residents who desire to own several animals while giving the animal control officers some clear policy direction.

Council Options: 1) Move this item to Action as presented; 2) Move this item to Action with any modifications that the Council deems appropriate; 3) Decline to Move this item to Action and remand to staff with further direction.

Recommended Options: Move the item to an action item so that it can be approved at the next meeting.

Fiscal impact & Fund Source for Recommended Action: Not Applicable.

Attachments:

1. Proposed Changes to Pet limits in Kaysville

Section 6.12.060 Number Of Dogs And Cats Per Residence

No person or persons at any one (1) residence within the jurisdiction of this title shall at any one (1) time own, harbor, license, or maintain more than three (3) cats and dogs in any combination.

~~A person may only own, harbor, license, or maintain three (3) dogs if one of the dogs has been acquired from a legitimate animal shelter, as the term "animal shelter" is defined in the Utah Animal Welfare Act. The Animal Control Division may issue a permit to owners of Dogs and Cats to keep up to four Dogs or Cats (but not more than four Household Pets) in a residential area.~~

Section X Exemptions for number of dogs and cats per residence:

The provisions of Section 6.12.060 shall not apply to the following;

- a. Under the provisions of Section 10-8-65, Utah Code Annotated, a person may keep a service animal, a retired service animal, or both in addition to that limit. See "service animal" as defined in 06.04.010 (AB) Definitions. A exemption shall be issued for such dog upon the filing of an affidavit with the county showing that the dog qualifies for exemption;
- b. Dogs especially trained to assist officials of governmental agencies in the performance of their duties, and which are owned or maintained by such agencies. A exemption shall be issued for such dog upon the filing of an affidavit with the county showing that the dog qualifies for exemption.

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(Ord. No. 8-2011, § 3, Amended 12/20/2011; Ord. 7-1992 § 3.06)

Annual Additional Dog Permit.

1. Application. An application to request up to one (1) dog in addition to the three (3) dogs allowed by this Chapter (for a total number of dogs not to exceed four (4)) shall be made to Animal Care of Davis County. The application must be accompanied by the following:

- (a) the annual non-refundable fee for the additional dog permit;
- (b) the name, address, and other contact information for the owner of each dog and for the property on which the dog(s) will be kept
- (c) identification of each dog in the household (their breed(s), name, microchip number and license number);
- (d) verification of spaying or neutering for all dogs in the household;
- (e) verification of microchipping for all dogs in the household;
- (f) verification of Davis County licensing for all dogs in the household;
- (g) a depiction of the outside area showing all fencing, kennel(s), and dog run(s) which are capable of confining up to four (4) total dogs;

2. Annual Permit. The additional dog permit allowed by this Chapter shall be for a term of one (1) calendar year and shall expire annually at midnight December 31 of each year.

3. Fee. A fee established by the Commission shall be charged for each additional dog permit allowed by this Chapter. Such fee shall be annual, nonrefundable, and not prorated.

4. Inspection. Prior to consideration of the additional dog permit, the location where the additional dog shall be kept will be inspected by a Animal Care of Davis County officer who will verify that the planned location for the additional dog is sanitary, safe, and that escape or nuisance is not likely.

5. Notice of violations and citations. Prior to consideration of the additional dog permit, Animal Care of Davis County staff will look for any issued violations or citations from Animal Care of Davis County in the past one (1) calendar year to the dog owner or in regards to any of the dogs on the premises.

6. Standards for Permit Approval. Upon receipt of the permit fee and a complete application, and following an inspection, no violations or citations in the past one (1) calendar year, a permit may be issued where approval of the permit is not reasonably likely to create a public nuisance.

7. When an Animal Control Officer certifies in writing that there is an immediate danger to life or health of a person because of an additional dog, the application or permit may be immediately and summarily denied or revoked. Under such conditions, notice of such denial or revocation will be given in writing as soon as practicable.

8. Grounds for Denial. Permits may be denied due to the following reasons:

- a. Lack of evidence of spay or neutering
- b. Lack of evidence of microchipping
- c. Did not pass the inspection
- d. A notice of violation or citation has been issued from our department in the last one (1) calendar year.

Permit Denial or Revocation. Prior to the denial or revocation of the additional dog permit, the County shall provide written notice of the denial or revocation to the applicant or owner. Such written notice shall be sent by mail or hand delivery to the address provided in the application. The written notice shall state the reason(s) for such revocation or denial and shall state that such applicant or owner may appeal the decision to the Animal Care Director, as provided herein. Notice of denial or revocation is effective on the date the notice is placed in the mailbox maintained by the U.S. Postal Service, or is hand delivered to the applicant. Failure by the County to give notice as provided in this Chapter, shall not establish a right to the additional dog permit under this Chapter.

CITY COUNCIL STAFF REPORT



COUNCIL MEETING DATE: October 6, 2022

TYPE OF ITEM: WORK

PRESENTED BY: Nic Mills

SUBJECT/AGENDA TITLE: Amending the Kaysville City Rules of Procedure and Order

EXECUTIVE SUMMARY:

This item appears at the request of the council during the last meeting. This amendment alters the prescribed parliamentary rules for entertaining items on the agenda. Specifically, it allows for discussion prior to a motion.

Council Options: 1) Approve the Resolution amending the Kaysville City Rules of Procedure and Order; 2) Approve the Resolution with any modifications that the Council deems appropriate; 3) Decline to adopt the Resolution and remand to staff with further direction.

Recommended Options: Move the item to an action item so that it can be approved at the next meeting.

Fiscal impact & Fund Source for Recommended Action: Not Applicable.

Attachments:

1. Proposed Resolution
2. Proposed Kaysville City Rules of Procedure and Order with "redline" amendments.

KAYSVILLE CITY RULES OF PROCEDURE and ORDER

Recognizing that the City Council, as a legislative body, needs a systematic way of conducting its business, these rules of procedure are to provide for the orderly conduct of City business by the City Council, with the objective of providing for full, open, and comprehensive debate of issues brought before the City Council for action in a forum open to the public, and which encourages citizens' awareness of City Council activities.

These procedures do not increase or diminish the existing powers or authority of the Mayor or City Council members, as set forth in state law or local ordinance.

CITY COUNCIL MEETING AGENDA

All meetings of the City Council will have a notice and agenda that complies with the Utah Open Meetings Act

An Item may be placed on the agenda only by the Mayor, or at the request of any two council members.

An Item will be added to all Kaysville City Council Agendas requesting that any conflicts of interest with any items on the same agenda be declared.

Agenda Items must be submitted to the City Recorder at least 7 days before the date of the meeting. Any item that is submitted to the City Recorder after 7 days before the meeting will be put on the next following meeting agenda. The Recorder should notify the Mayor of the added agenda item.

If the agenda contains a Council Member Reports Item on the agenda these reports shall be limited to updates on City projects and events that the council member is directly involved in or assigned to. The time limit for each Council Member Report shall be three minutes per Council Member.

ROLE OF THE MAYOR AS COUNCIL CHAIR AND OTHER COUNCIL MEMBERS:

- The Mayor shall preside at meetings of the City Council.
- Participate in discussion of all matters.
- Shall vote as a member thereof only in case of a tie or where otherwise specifically authorized to do so by state law, and shall have no power to veto.

In addition, the Mayor, as the Chair, has the primary responsibility for ensuring that the Council's rules of procedure are followed and:

- For maintaining the dignity of Council meetings.
- Calls the meeting to order and confines the discussion to the agenda.
- Recognizes Council members for motions and statements and may allow audience and staff participation at appropriate times.
- Requires knowledge of the City's adopted rules of parliamentary procedure and how to apply it.
- Ensures that the Utah Open and Public Meetings Act is complied with.
- Knows how to courteously discourage Council members who talk too much or too often.
- Knows how to courteously ensure those who have the floor are not interrupted and to rule out of order those not following meeting procedures.
- Recognizes the Council member offering the motion, restates the motion, presents it to the Council for consideration, calls for the vote, announces the vote, and then announces the next order of business.

CODE OF CONDUCT FOR CITY COUNCIL AND MAYOR INCLUDES:

- Remarks should apply to the question under debate.
- Shall avoid references to personalities, and refrain from questioning motives of other members or staff personnel.
- Demonstrate courtesy and shall not disrupt proceedings.
- Shall not use their positions to secure privileges or personal gains and shall avoid situations which could cause anyone to believe that they may have brought bias or partiality to a question before the City Council.
- All Conflicts of Interest should be declared before deliberations on a particular item begin. If the conflict is such that a council member will not be voting on an item, they shall excuse themselves from the discussion before deliberations begin.
- Shall be dedicated to the principles of representative democracy by recognizing that the chief function of local government is to serve the best interests of the public at large while respecting individual rights.
- Shall be dedicated to the effective use of the City's available resources.
- Shall refrain from any activity that would hinder their ability to be objective and impartial.
- City business shall be discussed in open, well-publicized meetings, except in rare situations in which Executive Sessions are authorized.

ETHICS

The mayor and council members shall comply with the Utah Municipal Officers and Employees Ethics Act as found in Utah Code 10-3-1301 et seq.

PARLIAMENTARY RULES:

The following may be referred to as the City's Rules of Order and shall be the parliamentary rules for conducting the business of the City Council. The City Manager will serve as the Parliamentarian, and will recommend rulings, upon request by the chair of the meeting, to all points of order raised during the proceedings. Each Rule is followed by a required Procedure and Purpose to explain the Rule and guide the Mayor and council members in its intended application.

RULE NO. 1: The meeting is governed by the agenda and the agenda constitutes the City Council's agreed-upon roadmap for the meeting.

PROCEDURE. Each agenda item will be handled by the Mayor in the following basic format:

First, the Mayor should clearly announce the agenda item number and should clearly state what the agenda item subject is.

Second, following that agenda format, the Mayor should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the Mayor, a member of the City Council, a staff person, or an invited person charged with providing input on the agenda item.

Third, the Mayor should ask members of the City Council if they have any technical questions of clarification. At this point, members of the City Council may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the Mayor should invite public comments if at a formal public hearing and should open the public hearing for public input. If numerous members of the public indicate a desire to speak to the subject, the Mayor may limit the time of each public speakers. At the conclusion of the public comments, the Mayor should announce that the public hearing is closed.

Fifth, the council may begin discussing the item if necessary. If there is no desired discussion, the Mayor should call for a motion on the item.

Sixth, the Mayor should invite a motion. The Mayor should announce the name of the member of the City Council who makes the motion.

SixthSeventh, the Mayor should determine if any member of the City Council wishes to second the motion. The Mayor should announce the name of the member of the City Council who seconds the motion. If there is no second then the item will be deemed concluded without decision

SeventhEighth, if the motion is made and seconded, the Mayor should make sure everyone understands the motion. This is done in one of three ways: (1) The Mayor can ask the maker of the motion to repeat it. (2) The Mayor can repeat the motion. (3) The Mayor can ask the City Recorder to repeat the motion.

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~~Eighth~~Ninth, the Mayor should ~~now~~ invite further discussion of the motion by the City Council. If there is no desired discussion, or after the discussion has ended, the Mayor should announce that the City Council will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

~~Tenth~~Ninth, the Mayor asks for a vote of the council members. All votes on ordinances, resolutions, and any action which would create a liability against the City and in any other case at the request of any member of the City Council shall be by a "yes" or a "no" vote and shall be recorded in the minutes. Every resolution or ordinance shall be in writing before the vote is taken.

~~Eleventh~~Tenth, the Mayor should announce the result of the vote and should announce what action (if any) the City Council has taken.

PURPOSE OF THE RULE: The purpose of this rule is to govern how the Mayor chairs the meeting. This is meant to be the rule to guide the Mayor in his or her conduct as a chair. All meetings must comply with the Utah Open and Public Meetings Act which requires that a notice and an agenda for a public meeting be prepared in advance of the meeting and that no final action be taken on any item that is not on the agenda. In addition the Act requires that the minutes of the meeting contain certain minimum information including the name of any member of the council speaking on an issue, the substance of what the member says, an accurate description of any action taken by the council and the voting record of each individual member of the council.

RULE NO 2: Any matter that requires a City Council decision shall be brought before the Council by motion.

PROCEDURE. The procedure for any motion shall be as follows: First, the Mayor should recognize the member of the City Council. Second, the member of the City Council makes a motion by preceding the member's desired approach with the words: "I move"

So, a typical motion might be: "I move that we give the City Attorney a raise in pay."

The Mayor usually initiates the motion by either (1) Inviting the members of the City Council to make a motion. "A motion at this time would be in order." (2) Suggesting a motion to the members of the City Council. "A motion would be in order that we give the City Attorney a raise in pay." (3) Reading a motion suggested by the City Staff and asking if any member would like to make that motion. The Mayor then asks if any member of the City Council wishes to second the motion. If there is no second then the item will be deemed concluded without discussion or decision

PURPOSE OF THE RULE. The purpose of this rule is to limit items under discussion to those and only those that the council members want to discuss; give clarity as to what is being decided; and to make sure everyone, including the person taking the minutes actually knows and can remember what the ultimate outcome of any discussion and debate is.

RULE NO 3: One matter at a time and one speaker at a time.

PROCEDURE: Only one matter will be discussed at a time. The matter may involve several motions.

There will only be one speaker at a time. Anyone who wishes to speak must raise their hand first after the current speaker finishes. The Mayor will call upon the person by name. Once a member has been recognized, he has been granted “the floor” and may begin speaking. The speaker may not be interrupted except as allowed by these rules.

If a councilmember wishes to ask a question during their time and retain the floor to speak after the question has been answered they may indicate so before posing the question by saying something similar to “I have additional comments and wish to retain the floor after this question has been answered.”

PURPOSE OF THE RULE. The purpose is to focus on only one subject matter at a time and to allow council members the ability to express their points of consideration without losing their train of thought and to completely finish without fear of interruption.

RULE NO 4: The Mayor may use General Consent (also known as Unanimous Consent) with all motions except those motions where the votes are used for purposes of the meeting minutes and require a roll call of the council.

PROCEDURE: When the Mayor feels the council is all in agreement, the Mayor asks if there are any objections to the motion to amend, withdraw, or any motions in Rule No. 7. The Mayor pauses and if there are no objections states that the motion is approved. If there is any objection then the motion is put to a regular vote. A council member may object simply because he or she feels it is important to have a formal vote.

Example: The Mayor states, “If there is no objection, we will recess for 10 minutes, [pause to see if any member objects]. There being no objection, we will recess for 10 minutes.

If a member objects by stating, “I object” the matter is then put to a vote.

The Mayor states, “An objection being made, the question is shall we recess for 10 minutes? As many as are in favor, say Aye. Those opposed, say No. The Ayes have it and we will recess for 10 minutes.”

PURPOSE OF THE RULE. General consent is helpful in expediting general routine business or when the Mayor senses the council is in agreement. General consent allows flexibility of the rules while protecting the right of the majority to decide and the minority to be heard.

RULE NO 5: There are only three basic forms of motions allowed: Initial Motions, Motions to Amend, and Substitute Motions.

PROCEDURE: The initial motion. The initial motion is the one that puts forward an item for the City Council's consideration. An initial motion might be: "I move that we give adopt ordinance number 10-1 as presented."

The motion to amend. If a member wants to change the initial motion that is before the City Council, they would move to amend it. A motion to amend might be: "I move that we amend the motion to adopt ordinance number 10-1 with changes in paragraph 1 as follows...." A motion to amend takes the initial motion which is before the City Council and seeks to change it in some way. The motion to amend must be germane to the initial motion. The motion to amend must not be the same as a negative vote on the initial motion.

The substitute motion. If a member wants to completely do away with the initial motion that is before the City Council, and put a new motion before the City Council, they would move a substitute motion. A substitute motion might be: "I that we refer ordinance number 10-1 to the planning commission for its recommendation."

PURPOSE OF THE RULE. "Motions to amend" and "substitute motions" are often confused. But they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the Mayor. So that if a member makes what that member calls a "motion to amend", but the Mayor determines that it is really a "substitute motion", then the Mayor's designation governs.

RULE NO 6. There can be up to three motions on the floor at the same time and no more than three. The Mayor can reject a fourth motion until the Mayor has dealt with the three that are on the floor and has resolved them.

PROCEDURE: When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed first on the last motion that is made. So, for example, assume the first motion is a basic "motion to adopt ordinance 10-1." During the discussion of this motion, a member might make a second motion to "amend the main motion to adopt ordinance 10-1 with changes in paragraph 1 as follows...." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we refer the matter to the planning commission." The proper procedure would be as follows:

First, the Mayor would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passed, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the City Council of the third motion (the substitute motion). No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed then the Mayor would

proceed to consideration of the second (now, the last) motion on the floor, the motion to amend.

Second, if the substitute motion failed, the Mayor would now deal with the second (now, the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment. If the motion to amend passed the Mayor would now move to consider the main motion (the first motion) as amended. If the motion to amend failed the Mayor would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the Mayor would now deal with the first motion that was placed on the floor. The original motion would either be in its original format, or, if amended, would be in its amended format.

PURPOSE OF THE RULE: Too many motions on the same subject can cause confusion as to what the end result is and in the official record. Limiting the number of motions to no more than three at a time, allows for enough debate and parliamentary maneuvering to satisfy those who want to be clever while allowing the slow to still keep up.

RULE NO 7: The discussion or debate can continue as long as members of the City Council wish to discuss an item, subject to the Mayor determining it is time to move on and take action by using General Consent to limit debate or by a proper motion by a council member to limit the debate. The following motions are not debatable—a motion to adjourn; a motion to recess; a motion to fix a time to adjourn; a motion to table; and a motion to limit debate.

PROCEDURE. There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the City Council to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the Mayor must immediately call for a vote of the City Council without debate on the motion):

A motion to adjourn. This motion, if passed, requires the City Council to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

A motion to recess. This motion, if passed, requires the City Council to immediately take a recess. The length should be set in the motion which may be a few minutes or an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the City Council to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold". The motion can contain a specific time in which the item can come back to the City Council: "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case the matter will not be placed back on an agenda for a future city council meeting except at the order of the Mayor or the request of any two council members. A motion to table an item requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call the question." When a member of the City Council makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote". When such a motion is made, the Mayor should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a simple majority vote of the City Council.

PURPOSE OF THE RULE. Debate and discussion are important until they are not. When a matter is chewed on enough it should be swallowed. This rule allows the Mayor by General Consent or the majority of the council to end the debate, after a reasonable time. It also keeps those in a minority position on an issue from filibustering until they get their way.

RULE NO 8: Three yes votes are required to pass any item before the council with limited exceptions. The exceptions include a motion to go into close session (executive session) which requires a 2/3 vote of the members present and when the mayor is entitled to vote where specifically allowed by state law on matters that add to or diminish the mayors powers. The Mayor is also entitled to vote when there is a tie vote of the council.

PROCEDURE. If the mayor and all five members of the council are present, a vote of 3-2 passes the motion. A vote of 2-2 with one abstention means the motion fails. If one member is absent and the vote is 2-2, the mayor is entitled to vote.

PURPOSE OF THE RULE. Utah statutes set out both the number of the quorum and the minimum vote required on any issue. This rule is meant to clarify that when the entire council is present and voting then it is not a tie when one member abstains. If however the member is absent from the meeting for any reason and the vote is 2-2 then it may be a tie and the mayor may vote as allowed by state statute.

RULE NO 9: A motion to reconsider any item requires a majority vote to pass, but there are special rules that apply only to the motion to reconsider. First, is timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the City Council if the item is properly on the agenda. In addition, a motion to reconsider cannot be made at a special meeting of the Council unless the number of members of the council present at the special meeting equals or exceeds the number present at the meeting when the action was approved. Second, a motion to reconsider can only be made by a member who voted in the majority on the original motion.

PROCEDURE. If such a member has a change of heart, he or she can make the motion to reconsider (any other member of the City Council may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order.

PURPOSE OF THE RULE. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the City Council again and again. That would defeat the purpose of finality. If the motion to reconsider passes, then the original matter is back before the City Council, and a new initial motion is then in order. The matter can be discussed and debated as if it were on the floor for the first time. A new matter brought before the council that has the affect of repealing or amending a previously decided matter is not considered a motion to reconsider. It is a new matter and should be treated as such.

RULE NO 10: The Mayor and council members shall adhere to the code of conduct.

PROCEDURE. The Mayor, as chair of the meeting, is primarily responsible to see that debate and discussion of an agenda item focuses on the agenda item and the policy in question, not the personalities of the members of the City Council. There are, however, exceptions that are intended to assist the Mayor in keeping order to the meeting. A council member speaker may be interrupted by a council member only for the following reasons and in the form set forth below:

Privilege. The proper interruption would be: "point of privilege." The Mayor would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort or safety of the meeting or when the reputation of the council or any individual is at stake. For example, the room may be too hot or too cold, a blowing fan might interfere with a person's ability to hear, or the speaker may be misrepresenting an individual's remarks.

Order. The proper interruption would be: "point of order." Again, the Mayor would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Mayor moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the Mayor makes a ruling that a member of the City Council disagrees with, that member may appeal the ruling of the Mayor. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the Mayor is deemed reversed. An example could be that the shuts off discussion before the council is ready.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the City Council has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the Mayor discovers that the agenda has not been followed, the Mayor simply reminds the City Council to return to the agenda item properly before them. If the Mayor fails to do so, the Mayor's determination may be appealed.

Withdraw a motion. To withdraw a motion, the maker of the motion on the floor states, "I request that my motion be withdrawn." The motion to withdraw a motion requires a simple majority vote.

PURPOSE OF THE RULE. Debate and discussion should be focused, but free and open. In the interest of time, the Mayor may, however, limit the time allotted to speakers, including members of the City Council. A council member may continue speaking on a majority vote of the Council. The rules of order are meant to create an atmosphere where the members of the City Council and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the Mayor and the members of the City Council to maintain common courtesy and decorum. Only one person at a time will have the floor and every speaker must be recognized by the Mayor before proceeding to speak.

RESIDENTS' RIGHT TO BE HEARD:

It is the Council's goal that residents of the City resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that residents may from time to time believe it is necessary to speak to City Council on matters of concern. Accordingly, the City Council expects any person presenting to the city council to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the Mayor.
- Public comments will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing or a member of the public is asked to speak on a matter by the mayor.
- An individual signed up to comment may not allocate his/her position or time to another individual.
- Speakers must state their name for the record.
- Any resident requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the Mayor.
- If a representative is elected to speak for a group, the Mayor may approve an increased time allotment.
- Personal attacks made publicly toward any person or city employee are not allowed. Speakers are encouraged to bring their complaints regarding employee performance through the supervisory chain of command in accordance with the City's Personnel Policies.
- Any member of the public interrupting City Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing City Council, shall be deemed to have disrupted a public meeting and may be expelled from the meeting upon a two thirds vote of the City Council.