CITY OF NORTH SALT LAKE

CITY COUNCIL MEETING
NOTICE & AGENDA
JANUARY 16, 2024

Notice is given that the City Council of the City of North Salt Lake will hold a regular meeting on **January 16, 2024** at City Hall, 10 East Center Street, North Salt Lake, Utah. A work session will be held at 6:00 pm followed by the regular session at 7:00 pm in the Council Chambers. Some members may participate electronically via Zoom. The public may attend in person or via Zoom; however, the electronic meeting option does not allow for participation during public hearings or comment periods. Please see instructions included in this agenda to attend and view the meeting via Zoom.

The following items of business will be discussed; the order of business may be changed as time permits.

WORK SESSION – 6:00 p.m.

1. Discussion of License Plate Reader (LPR) Cameras Used by Police
2. Discussion on Proposed Use of Budgeted Funds for Tree Planting
3. Adjourn

REGULAR SESSION – 7:00 p.m.

1. Introduction by Mayor Brian Horrocks
2. Thought or Prayer and Pledge of Allegiance ~ Councilmember Tammy Clayton
3. Citizen Comment
4. Police Recognition Awards
5. Presentation by City Auditors of Fiscal Year 2023 Audit Report
6. Consideration of Appointment(s) on the Health and Wellness Committee
7. Consideration of Recommendation to Authorize City Staff to Prepare and Present a Contract with Hogan & Associates Construction, Inc., for Hatch Park Renovation and Expansion Construction Management/General Contractor Services
8. Consideration of Recommendation to Authorize City Staff to Prepare and Present a Contract with Landmark Design as a Consultant for City's Comprehensive General Plan Update
9. Consideration of Ordinance 2024-01: An Ordinance Amending Portions of City Code in Title 10, Land Use, and Establishing Title 13, Subdivision Regulations
10. Consideration of Resolution 2024-02: A Resolution Adopting the City's Storm Water Design Manual
11. Consideration of Resolution 2024-03: A Resolution Appointing a New Member to the City's Audit Committee
12. Approval of City Council Minutes of January 2, 2024
13. Action Items

14. Council Reports
15. City Attorney Report
16. Mayor's Report
17. City Manager Report
18. Adjourn

CLOSED SESSION

1. Possible closed session for the purpose of discussing the character professional competence, or physical or mental health of an individual; to discuss pending or reasonably imminent litigation; to discuss the purchase, exchange, sale, or lease of real property; or to discuss the deployment of security personnel, devices, or systems. *Utah Code 52-4-205*

This meeting has an option to attend electronically via Zoom, with joining information below:
Topic: January 16, 2024 City Council Meeting
Time: January 16, 2024, 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting: https://us02web.zoom.us/j/85978362376

Webinar ID: 859 7836 2376

The public is invited to attend all City Council meetings. If you need special accommodations to participate in the City Council meeting, please call the City office at 801-335-8709. Please provide at least 24 hours notice for adequate arrangements to be made.

Notice of Posting:
I, the duly appointed City Recorder for the City of North Salt Lake, certify that copies of the agenda for the City Council meeting to be held **January 16, 2024** were posted on the Utah Public Notice Website: https://www.utah.gov/pmn/, City's Website: https://www.nslcity.org, and at City Hall: 10 E. Center St. North Salt Lake.

Date Posted: January 11, 2024

Wendy Page, City Recorder

CITY OF NORTH SALT LAKE CORPORATE SEAL 1946 STATE OF UTAH

Summary Guide of City Council Agenda Items for January 16, 2024

This document is provided as a way to briefly understand the most important content and purpose of the agenda items at the upcoming meeting. The detailed packet of materials is very large and it is hoped that this summary guide will assist you as you study in preparation for this meeting.

1) Work Session: No backup material to read – staff will present these items at the meeting and no formal action will be required.

2) Audit: The Financial Statements attached to this item are for your information – State Code requires audit findings to be presented to the Governing Body, but no action is required.

3) Hatch Park Contractor:
    a. A selection committee is recommending Hogan & Associates Construction, Inc., as the City's Construction Manager/General Contractor.
    b. This item is not the bid award; rather, a motion to authorize staff to prepare contract documents for further consideration at a future meeting.

4) General Plan Consultant:
    a. A selection committee is recommending Landmark Design as the City's Consultant for this project.
    b. This item is not the bid award; rather, a motion to authorize staff to prepare contract documents for further consideration at a future meeting.

5) Ordinance Adopting Revised Subdivision Ordinances:
    a. State Code (2023 legislative session) requires all cities to adopt specific ordinances related to how subdivisions are prepared, reviewed and adopted.
    b. The City is required to adopt and submit its revisions by February 1, 2024.
    c. There is a "clean" version of the revisions attached to the ordinance in the packet.
    d. There will be a "redlined" version of the revisions which shows what is being added, moved or deleted in the Dropbox folder and you will receive notification of that.

6) Storm Water Design Manual:
    a. The City has ordinances requiring certain stormwater construction practices and designs.
    b. There is an urgent additional need to have a construction manual, similar to our water construction specifications manuals, so that all developers, builders and landowners can access formulas, requirements, instructions and other technical information about how to construct public and private storm drainage facilities.
    c. The City Council should approve all technical manuals like this one.

7) City Audit Committee:
    a. The City is required to have an internal Audit Committee which includes three elected officials as part of its fraud preparedness.
    b. A replacement for Natalie Gordon needs to be selected. Mayor Horrocks and Councilmember Alisa VanLangeveld currently serve and will continue to serve on the Committee.

CITY OF NORTH SALT LAKE
FINANCE DEPARTMENT

10 East Center Street
North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

Brian J. Horrocks
Mayor

Heidi Voordeckers
Finance Director

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Heidi Voordeckers, Finance Director

DATE: 1/16/2024

SUBJECT: Annual Financial Report and Audit for the Fiscal Year ended June 30, 2023

BACKGROUND

In accordance with the Uniform Fiscal Procedures Act for Cities, annual financial reports are required to be prepared by staff in conformity with generally accepted accounting principles, and subject to independent audit within 180 days of the close of the fiscal year.

SUMMARY

The City is required to undergo an external audit of its financial activities and statements at the conclusion of each fiscal year. This audit requires a review of the City's compliance with governmental accounting standards through various methods, including testing sample transaction data and examining accounting schedules. In addition, a review of the year-end financial statements is conducted to verify that the financial position of the City is stated fairly and with no material errors or omissions.

The attached comprehensive financial report was prepared by staff and audited by the firm Child Richards. Ryan Child will be presenting a summary of this year's audit process as well as any additional information related to the presentation of the financial statements for the prior fiscal year, including the auditor's opinion on the accuracy of those statements.

ACTION

There is no action required of the Council related to the presentation of the Annual Comprehensive Financial Report for the period ended June 30, 2023.

Attachments:

1) Annual Comprehensive Financial Report for the Fiscal Year ended June 30, 2023

CITY OF NORTH SALT LAKE
NORTH SALT LAKE CITY, UTAH

GENERAL PURPOSE
FINANCIAL STATEMENTS

For The Fiscal Year Ended June 30th, 2023

Together with Independent Auditor's Report

Prepared by:
City of North Salt Lake
Finance Department

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FINANCIAL SECTION

C|R
CHILD RICHARDS
— CPAs & ADVISORS —

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of
The City of North Salt Lake
10 E Center St
North Salt Lake, Utah 84054

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of City of North Salt Lake as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City of North Salt Lake's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of North Salt Lake, as of June 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of North Salt Lake and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of North Salt Lake's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

ROYCE J. RICHARDS, J.D., CPA | RYAN R. CHILD, CPA

2490 WALL AVENUE, OGDEN, UTAH 84401 | MAIN 801-621-0440 | FAX 801-399-9264

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City of North Salt Lake's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of North Salt Lake's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of contributions, schedule of the proportionate share of net pension liability, and notes to the required supplementary information on pages 4-15 and 60-70 presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of North Salt Lake's basic financial statements. The accompanying combining and individual nonmajor fund financial statements and schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2023, on our consideration of City of North Salt Lake's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of City of North Salt Lake's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering City of North Salt Lake's internal control over financial reporting and compliance.

Child Richards CPAs & Advisors

Ogden, Utah
November 30, 2023

CITY OF NORTH SALT LAKE
MANAGEMENT'S DISCUSSION AND ANALYSIS
For The Year Ended June 30, 2023

As management of the City of North Salt Lake, we offer to readers of the City of North Salt Lake's financial statements this narrative overview and analysis of the financial activities of the City of North Salt Lake for the fiscal year ended June 30, 2023. We encourage readers to consider the information presented here in conjunction with the following basic financial statements and notes to the financial statements.

Financial Highlights

- The assets of the City of North Salt Lake exceeded its liabilities at June 30, 2023 by $127,386,019. Of this amount, the unrestricted net position of $23,484,245 may be used to meet the government's ongoing obligations to citizens and creditors.
- The City's overall net position increased by $4,156,325 from the prior year. Business-type activities decreased net position by $1,223,384 while governmental activities had an increase in net position of $5,379,709.
- As of the close of the current fiscal year, the City of North Salt Lake's governmental funds reported a combined ending fund balance of $44,489,744, an increase of $19,513,526 over the prior year. Close to $17,000,000 of this increase was related to the issuance of new sales tax revenue bonds for expansion and improvements to Hatch Park. Of the total fund balance, $4,505,072 is unassigned and available for spending. The remaining $39,984,672 is either nonspendable in form, has been legally restricted by parties outside the financial reporting entity, or has been assigned to specific uses.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was $4,505,072 or 35.09% of total General Fund expenditures.
- The City of North Salt Lake's long-term debt obligations increased by $15,255,436. The increase is attributable to new debt issuances of $16,692,000 combined with principal payments made on existing debt. Compensated absences had a net increase of $322,659.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the City of North Salt Lake's basic financial statements which are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. These statements are designed to provide readers with a broad overview of the City of North Salt Lake's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities).

Overview of the Financial Statements (Continued)

Government-wide financial statements (continued). The governmental activities of the City of North Salt Lake include general government, public safety, highways and streets, planning and engineering, parks, recreation, and redevelopment. The business-type activities of the City include water, pressurized irrigation, storm water, solid waste, golf, and fleet.

The government-wide financial statements include not only the City of North Salt Lake itself (known as the primary government), but also a legally separate Redevelopment Agency which is a component unit of the City. Financial information for this component unit is reported entirely within the primary government report.

Fund financial statements. A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City of North Salt Lake can be divided into either a governmental or proprietary fund.

Governmental funds. These funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between the two.

The City maintains twelve individual governmental funds. Information is presented separately in the governmental funds balance sheet and governmental funds statement of revenues, expenditures, and changes in fund balances for the General Fund, Capital Projects Fund, Redevelopment Agency Funds, and Road Development fund, which are considered major funds. Data from the other five funds are combined into a single aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements in the supplemental section of this report.

The City of North Salt Lake adopts a one-year budget for its General Fund, Redevelopment Agency Funds, Capital Projects Fund, Park Development Fund, and Road Development Fund A budgetary comparison statement has been provided for each of the aforementioned funds to demonstrate compliance with the fiscal year 2023 budget.

Proprietary funds.

Enterprise service funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City maintains five individual enterprise funds. Information is presented separately in the proprietary funds statement of net position and the proprietary funds statement of revenues, expenses and changes in net position for the Water Fund, Pressurized Irrigation Fund, Storm Water Fund, Solid Waste Fund, and the Golf Fund, which are considered major funds. Proprietary fund financial statements reinforce information provided in government-wide financial statements.

Internal service funds are used to account for the financing and operation of services provided by one department to other departments within the City. The city maintains an internal service fund for fleet management.

Overview of the Financial Statements (Continued)

Other information. The notes provide additional information essential to a full understanding of the data provided in the government-wide and fund financial statements. In addition to the basic financial statements and accompanying notes, this report also presents certain other supplementary information. The combining statements referred to earlier, in connection with nonmajor funds, are presented immediately after the basic financial statements. Also included are budget comparisons for major governmental funds including the General, Redevelopment Agency, Debt Service – Rap Tax, Capital Projects and Road Development Funds.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. By far the largest portion of the City's net position $91,495,798 (71.83%) reflects its investment in capital assets, less any related debt that is still outstanding and which was used to acquire those assets. Capital assets are used to provide services to citizens, and they are not available for future spending. Although the investment in capital assets is reported net of related debt the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

City of North Salt Lake's Net Position

	Governmental Activities		Business-type Activities		Total	
	2023	2022	2023	2022	2023	2022
Current and other assets	$ 53,478,848	$ 35,269,608	$ 5,845,120	$ 10,229,464	$ 59,323,968	$ 45,499,072
Capital assets	65,713,149	64,859,803	40,330,624	37,935,912	106,043,773	102,795,715
Total assets	119,191,997	100,129,411	46,175,744	48,165,376	165,367,741	148,294,787
Deferred outflows of resources	1,233,260	920,919	434,857	291,009	1,668,117	1,211,928
Total Deferred inflows	1,233,260	920,919	434,857	291,009	1,668,117	1,211,928
Other liabilities	2,697,443	2,496,247	1,042,325	1,007,001	3,739,768	3,503,248
Long-term liabilities outstanding	22,997,480	6,265,330	7,282,178	7,090,778	30,279,658	13,356,108
Total liabilities	25,694,923	8,761,577	8,324,503	8,097,779	34,019,427	16,859,356
Deferred inflows of resources	5,446,289	8,384,417	184,124	1,033,248	5,630,413	9,417,665
Total Deferred inflows	5,446,289	8,384,417	184,124	1,033,248	5,630,413	9,417,665
Net Position:						
Net investment in capital assets	60,667,128	59,510,803	30,828,670	28,120,821	91,495,798	87,631,624
Restricted	10,198,802	9,376,518	2,207,174	4,853,450	12,405,976	14,229,968
Unrestricted	18,418,115	15,017,015	5,066,130	6,351,087	23,484,245	21,368,102
Total Net Position	$ 89,284,045	$ 83,904,336	$ 38,101,974	$ 39,325,358	$ 127,386,019	$ 123,229,694

An additional portion of the net position, $12,405,976 (9.74%), represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position, $23,484,245 (18.44%), may be used to meet the government's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the city is able to report positive balances in all reported categories of net position both for the government as a whole, as well as for its separate governmental and business-type activities.

Government-wide Financial Analysis (Continued)

The City's overall net position increased $4,156,325 (3.37%) from the prior fiscal year. The reasons for this overall increase are discussed in the following sections for governmental activities and business-type activities.

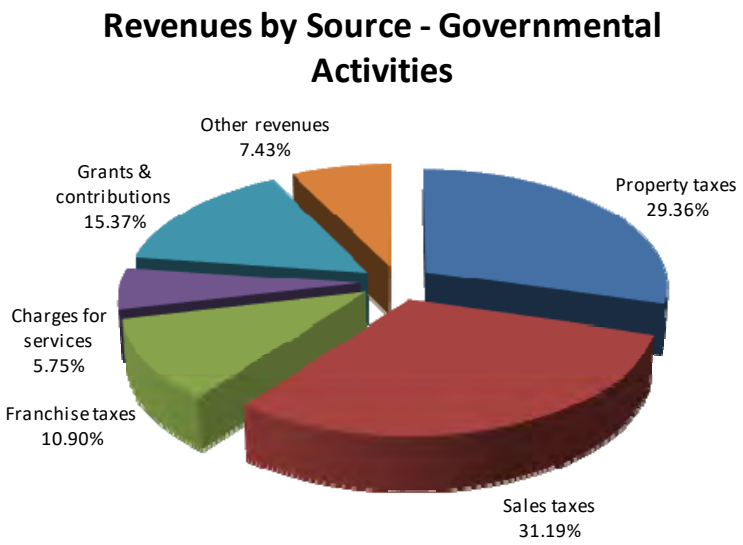
City of North Salt Lake's Changes in Net Position

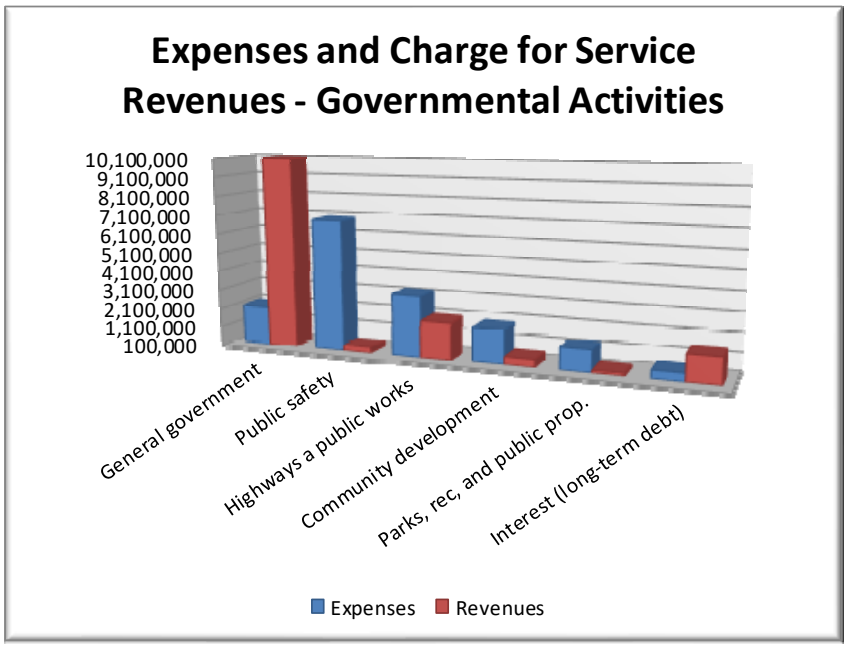
	Governmental Activities		Business-type Activities		Total	
	2023	2022	2023	2022	2023	2022
Revenues:						
Program revenues:						
Charges for services	$ 1,235,610	$ 1,262,681	$ 8,899,818	$ 8,285,225	$ 10,135,428	$ 9,547,906
Operating grants and contributions	1,552,313	1,463,722	-	-	1,552,313	1,463,722
Capital grants and contributions	1,752,889	3,255,914	64,277	862,582	1,817,166	4,118,496
General revenues:						
Property taxes	6,313,541	5,730,048	-	-	6,313,541	5,730,048
Other taxes	9,050,940	8,368,094	-	-	9,050,940	8,368,094
Other	1,598,707	219,217	32,577	59,827	1,631,284	279,044
Total revenues	21,504,000	20,299,676	8,996,672	9,207,634	30,500,672	29,507,310
Expenses:						
General government	2,096,239	1,261,480	-	-	2,096,239	1,261,480
Public safety	6,940,989	5,719,258	-	-	6,940,989	5,719,258
Highways and public works	3,293,483	2,994,267	-	-	3,293,483	2,994,267
Community development	1,938,707	2,241,341	-	-	1,938,707	2,241,341
Parks, recreation, and public property	1,320,814	1,125,305	-	-	1,320,814	1,125,305
Redevelopment	-	-	-	-	-	-
Interest on long-term debt	534,059	127,587	-	-	534,059	127,587
Water	-	-	4,825,254	4,083,827	4,825,254	4,083,827
Pressurized irrigation	-	-	527,348	500,159	527,348	500,159
Storm water	-	-	916,895	926,049	916,895	926,049
Solid waste	-	-	1,498,636	1,433,069	1,498,636	1,433,069
Golf course	-	-	2,451,923	1,937,537	2,451,923	1,937,537
Total expenses	16,124,291	13,469,238	10,220,056	8,880,641	26,344,347	22,349,879
Increase (Decrease) in Net Position	5,379,709	6,830,438	(1,223,384)	326,993	4,156,325	7,157,431
Net Position - beginning of year	83,904,336	77,073,898	39,325,358	38,998,365	123,229,694	116,072,263
Net Position - end of year	$ 89,284,045	$ 83,904,336	$ 38,101,974	$ 39,325,358	$ 127,386,019	$ 123,229,694

Governmental activities. As indicated by the data in the table above, governmental activities increased the net position of the City by $5,379,709 (6.41%). Comparison of total revenues and total expenditures to fiscal year 2022 shows a decrease in revenues from governmental activities of $1,204,324, while total expenses increased by $2,655,053. Of the total revenue decline, $1,124,703 was related to one time federal grant revenue for the reconstruction of Main Street that was received in fiscal year 2022. Expenditure increases in the current fiscal year are attributed to increases in general government and public safety.

Government-wide Financial Analysis (Continued)

Governmental Activities (Continued). The graphs presented below reflect only regular operating revenues from governmental activities and not the effects of special one-time items or transfers.

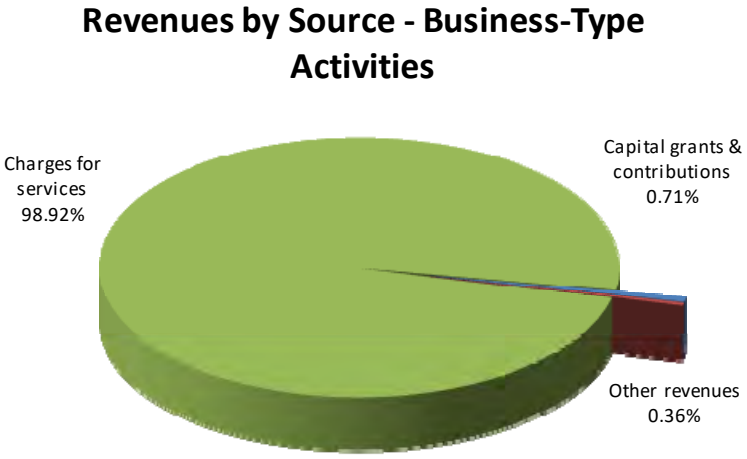


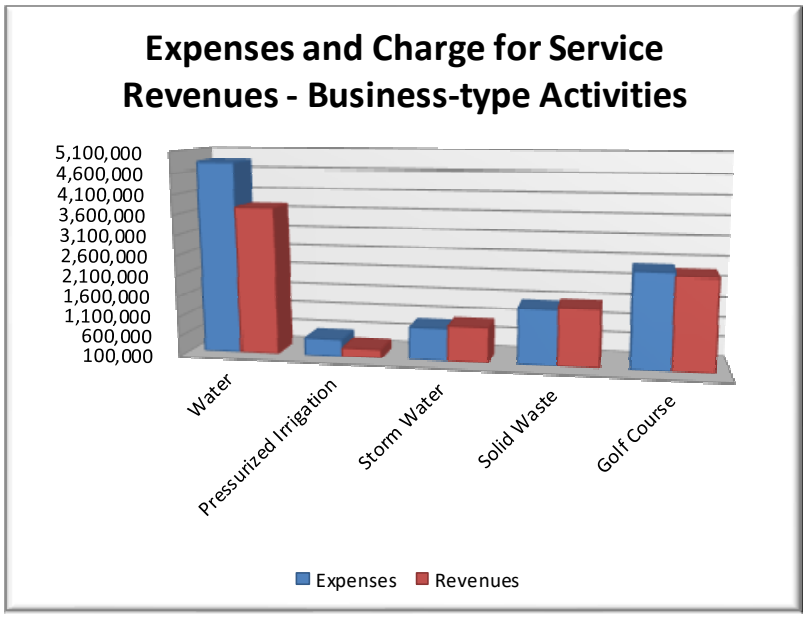


Government-wide Financial Analysis (Continued)

Business-type activities. Business-type activities decreased the City's net position by $1,223,384 or 3.11% As indicated by the data in the table on page 6, the change in the City's net position from business activities this year was a decrease of $1,550,377 from the previous year. In comparison to the previous fiscal year, revenues from all business-type activities decreased by $210,962, while expenses from all business-type activities increased by $1,339,415.

The graphs presented below reflect only regular operating revenues and expenses from business-type activities and not the effects of special one-time items or transfers.





Financial Analysis of the Government's Funds (Continued)

Governmental funds. The purpose of these funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, committed, assigned and unassigned fund balances may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balance of $44,489,744, an increase of $19,513,526 from the prior fiscal year. $4,505,072 (10.13%) is available for spending at the government's discretion. The remaining $39,984,672 of fund balance is not available for new spending because it is non-spendable in form, specifically prepaid expenses and legally restricted by parties outside the financial reporting entity for 1) impact fees totaling $3,026,782, 2) debt service of $129,797, 3) road tax construction projects of $975,088, 4) construction projects of $21,274,149, 5) local building authority uses of $78,341, and 6) low-income housing uses of $661,465. An additional $13,768,085 is assigned to specific fund purposes.

General Fund - The General Fund is the City's chief operating fund. At the end of the current fiscal year, unassigned fund balance of the General Fund was $4,505,072. As a measure of the General Fund's liquidity, it may be useful to compare this amount to total fund expenditures of $12,838,795 (33.36%). The fund balance of the City's General Fund increased $334,170 from activities during the current fiscal year, representing a 7.55% change in fund balance.

Total revenues in the general fund increased by $906,111 while expenditures increased by $1,327,892. The General Fund had a net transfer out of $3,195,827 in the current year while last year it had a net transfer out of $2,859,486.

Changes in revenue are primarily attributed to increases in sales tax revenues of $375,041, an increase in franchise tax revenues of $307,805, and an increase in intergovernmental revenues of $107,152. Fines and forfeitures revenues also appear to be returning to pre-pandemic levels, increasing from $291,432 in fiscal year 2022 to $354,821 in fiscal year 2023.

The principal changes in general fund expenditures are related to an increase in public safety (police and fire) expenditures of $748,736, an increase in parks expenditures of $276,900, and an increase in general government expenditures of $208,272.

Redevelopment Agency Fund(s) – These funds have a combined total fund balance of $5,788,425, of which $3,642,542 is restricted for the Foxboro Wetlands park project, and $2,145,883 is assigned to future debt service payments. There was a net increase in fund balance of $1,017,932, which consisted of tax increment collections of $2,492,999 plus interest income of $256,239, less developer contributions totaling $1,044,983, debt service payments on the Foxboro Wetlands park project of $372,300, and transfers to the General fund and Housing fund of $314,023. Additional information related to the specific project area activity may be found in Note 13.

Debt Service Fund – Rap Tax Fund – This fund has a total fund balance of $17,428,721, of which $17,102,939 is restricted for parks capital improvements and $325,782 is assigned for future debt service payments. Year over year fund balance increased by $16,903,934, largely related to the issuance of new sales tax revenue bonds for improvement and expansion of Hatch Park.

Capital Projects Fund - This fund has a total fund balance of $8,474,915, all of which has been assigned to finance future capital projects within the City. This fund accounts for the financial resources to be used for the acquisition or construction of the major capital facilities and equipment of the City other than those financed by proprietary and special revenue funds. During the year ended June 30, 2023, the fund balance in the capital projects fund increased by $1,378,817 compared to last year's increase of $1,231,023. The increase in the City's capital projects fund balance is primarily a result of the transfers in from the general fund and public safety capital fund in the amount of $1,243,698.

Road Development Fund – This fund has a total fund balance of $6,002,189, of which $2,861,508 is restricted for impact fee related road projects and $789,207 is restricted for road tax projects. The remaining $2,351,474 is assigned for road development projects. The net increase in fund balance during the current fiscal year was $294,706 compared to last year's increase of $208,382. The net change in fund balance consisted of impact fee revenue in the amount of $8,284,

Financial Analysis of the Government's Funds (Continued)

intergovernmental revenues of $426,748, interest revenues of $200,025, and transfers in of $2,080,877, offset by investment in highway and public improvement projects of $2,441,228.

Proprietary funds. At June 30, 2023, the City's proprietary funds reported combined ending net position of $38,101,974 a decrease of $1,223,384 over the prior year. The unrestricted portion of proprietary fund net position has a balance of $5,066,131. The remaining $33,035,843 of net position is not available for new spending because it is invested in capital assets totaling $30,828,669, or legally restricted by parties outside the financial reporting entity for debt service totaling $2,148,876 and impact fees totaling $1,467,273.

Water Fund – This fund ended fiscal year 2023 with a total net position of $21,900,720, a net position decrease of $969,185, compared to a prior year increase of $264,766. Operating revenue in the water fund increased modestly by $68,850 and continues to be influenced by water restrictions and conservation efforts. In addition, impact fee collections were only $50,350 compared to $538,300 in the prior fiscal year. Operating expenditures increased by $838,254, with the most significant growth seen in salaries and benefits as well as machinery and equipment. Increased equipment costs were due to the delayed delivery of water meters that were ordered in the previous fiscal year.

Pressurized Irrigation Fund - This fund has a total net position of $5,669,972, representing a decrease in net position of $179,213, compared to a prior year decrease of $107,836. An operating loss of $206,060 exceeds the prior year's operating loss of $114,280, which was the result of continued drought conditions and water restrictions leading to a $60,000 decrease from prior year collections. Operating expenditures increased by 5.4%, or $27,189 from the previous year.

Storm Water - This fund has a total net position of $7,941,623. During the year ended June 30, 2023, the Storm Water Fund's net position increased $94,066 compared to a prior year increase of $82,943. Charges for services revenue increased from the prior year in the amount of $137,445, which is reflective of the rate increases that have taken effect to support an expanded capital infrastructure plan. Operating expenditures of $912,165 only increased by $1,117 from the prior year, which is attributed to an increase in wages offset by a decrease in professional services.

Solid Waste – The solid waste fund records revenues and expenditures related to recycling and waste removal, with the majority of the service conducted by a contracted service provider. This fund has a total net position of $429,083, increasing by $59,518 from the previous year. Operating revenues increased by $170,883 from the prior year, largely related to the mid-year addition of approximately 175 newly annexed customers. It is anticipated that the remaining 150 customers from the annexation area will begin services in fiscal year 2024.

Golf Fund - This fund has a total net position of $2,160,576 which decreased by $228,570 compared to an increase in the prior year of $141,337. The fund experienced a net operating loss in the amount of $15,209 compared to an operating income in the prior year of $198,688. Increases in operating expenditures of $504,383 are primarily related to salaries and benefits, which grew by $464,489. Wage growth was related to the addition of several new grill and events center positions as the course expanded operations as well as the need to increase seasonal wages by 25% to support recruiting efforts.

Budgetary Highlights

The City Council held several budget amendment hearings throughout the fiscal year. Hearings to receive public input on proposed amendments were held on November 1, 2022, January 3, 2023, February 21, 2023, April 4, 2023, May 2, 2023, May 30, 2023 and June 20, 2023. Impact fee collections continued to fall below projections throughout the fiscal year due to stalled development projects, resulting in significant reductions to impact fee revenues. While minor changes were made to operating expenditures, a summary of the more significant changes by fund is included below:

General Fund

- Increase in budgeted revenues for franchise taxes and interest - $322,800
- Increase in general government expenditures (largely building repairs) - $95,000
- Increase in public safety vehicles - $119,000

Budgetary Highlights (Continued)

General Fund (Continued)

- Increase in public safety vehicles - $119,000
- Decrease in public works and increase in parks - $90,400

Redevelopment Agency Funds

- Increase in tax increment revenues - $416,600
- Increase in related payments/commitments - $236,000

Roads Capital Funds

- Reduction in impact fee revenues - $400,000
- Addition of 400 W road reconstruction project - $1,450,000
- Increase in new road reconstruction projects - $1,110,000

Debt Service Fund

- Increase in bond proceeds revenue in recognition of new debt - $16,692,000
- Increase in interest revenue for interest on construction reserves - $360,000
- Increase in principal and interest in recognition of new debt obligation - $1,139,791
- Transfer in from park development fund for impact fee contribution to new debt obligation - $700,000
- Transfer of construction reserves to park development fund for Hatch park renovations - $1,000,000

Park Development Fund

- Reduction in impact fee revenues - $470,000

Water Fund

- Reduction in impact fee revenues - $989,400
- Addition of 400 W Waterline reconstruction project - $860,000
- Net increase in capital water projects - $1,155,823

Storm Fund

- Reduction in impact fee revenues - $92,000
- Net increase in capital storm projects - $120,000

Golf Fund

- Increase in revenues related to expanding grill and events operations - $215,000
- Increase in expenditures related to expanding grill and events operations - $167,500
- Increase for golf cart trade in/purchase instead of lease - $201,600

Capital Asset and Debt Administration

Capital assets. The City's investment in capital assets for its governmental and business-type activities at June 30, 2023, amounts to $106,043,773 (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements other than buildings, vehicles and equipment, furniture and fixtures, streetlights, sidewalks, curb and gutter, roads, water rights, and water utilities infrastructure. The total increase in the City's investment in capital assets for the current fiscal year was $3,248,059, a total 3.16% increase consisting of increases of $853,346 in governmental activities and $2,394,713 in business-type activities.

Major capital asset activity during the current fiscal year has been summarized in the following two tables.

Capital Asset and Debt Administration (Continued)

City of North Salt Lake's Schedule of Capital Asset Changes From Prior Year

	Governmental Activities	Business-type Activities	Totals
Kubota Ventrac 4250Z	$ 64,725	$ -	$ 64,725
Admin Bldg Boiler Replacement	49,450	-	49,450
Playground Equipment - Caleb Park	84,130	-	84,130
Playground Equipment - Stonehenge Park	79,195	-	79,195
Playground Equipment - Oldham Park	77,130	-	77,130
Completed Eaglewood Loop So to Rockwood	127,158	-	127,158
Completed Eagleridge Drive Overlay	515,131	-	515,131
Bus Shelters (UT-2017-015)	80,525	-	80,525
Current year expenses Foxboro Wetlands Park	43,248	-	43,248
Current year expenses 1100 No RR Cross Widen (60-980)	28,788	-	28,788
Current year expenses 75 E, 12 E & 175 Reconstruct	154,358	-	154,358
Current year expenses Lacey Way (Maria, Gary, Nancy)	191,810	-	191,810
Current year expenses Eaglewood Dr. (Orchard to Eagleridge)	45,065	-	45,065
Current year expenses Reconstruct US 89 to Center	84,579	-	84,579
Current year expenses 1100 North Bridge	96,839	-	96,839
Current year expenses Redwood Rd. Sidewalk West Connection	378,423	-	378,423
Current year expenses North Frontage Road (Wilson)	11,567	-	11,567
Current year expenses 400 West Street Reconstruction	3,000	-	3,000
Current year expenses Reconstruct Mntview, Skyview, Wldflwr, Sego	132	-	132
Current year expenses Parkway Dr, Canyon Ln, Eagle Pass	5,633	-	5,633
Current year expenses Sider Dr, 175 N, 550 E, 575 E	1,675	-	1,675
Current year expenses Elm Avenue Reconstruction	153,216	-	153,216
Fleet vehicles	409,236	-	409,236
Completed PRV Vault and Valve Replacement	-	92,792	92,792
Additional Improvements Eaglewood Cove Secondary Phase	-	29,004	29,004
Current year expenses 75 E, 12 E & 175 E Replacement	-	101,853	101,853
Current year expenses Lacey Way waterline Replacement	-	1,001,855	1,001,855
Current year expenses N Frontage Rd Wilson to City Center	-	13,702	13,702
Current year expenses Big West Oil flow ctr, valve, meter		16,954	16,954
Current year expenses Main St. Waterline US 89 to Center	-	263,612	263,612
Current year expenses 475 N & Cloverdale Waterline	-	170,342	170,342
Current year expenses Waterline Mntview, Skyview, Wldflwr, Sego	-	11,670	11,670
Current year expenses 400 W Waterline (500 N to 1100 N)	-	12,330	12,330
Water Machinery & Equipment	-	38,017	38,017
Completed Drainage Project at Hole #14	-	123,521	123,521
Current year expenses Flood Control Hole 7	-	30,235	30,235
Storm Machinery & Equipment	-	76,108	76,108
Completed Club House Renovation	-	1,880,914	1,880,914
Golf Carts (80)	-	485,600	485,600
Golf course machinery and equipment	-	23,160	23,160
Less current year deletions	(182,325)	(481,835)	(664,160)
Less current year depreciation expense (Fleet is in governmental)	(1,831,664)	(1,550,595)	(3,382,259)
Add current year accumulated depreciation deletions	182,325	55,470	237,796
Total	$ 853,346	$ 2,394,713	$ 3,248,059

Capital Asset and Debt Administration (Continued)

City of North Salt Lake's Capital Assets (Net of depreciation)

	Governmental Activities		Business-type Activities		Total	
	2023	2022	2023	2022	2023	2022
Land	$ 25,812,146	$ 25,812,146	$ 2,551,013	$ 2,551,013	$ 28,363,159	$ 28,363,159
Water rights	-	-	2,864,052	2,864,052	2,864,052	2,864,052
Construction in progress	3,936,876	3,317,643	2,220,018	2,894,933	6,156,894	6,212,576
Buildings	4,403,974	4,625,936	4,106,878	713,435	8,510,852	5,339,371
Improvements	6,192,215	6,188,441	-	-	6,192,215	6,188,441
Golf course	-	-	2,072,120	2,184,514	2,072,120	2,184,514
Water distribution system	-	-	18,510,585	19,012,041	18,510,585	19,012,041
Storm water system	-	-	6,869,289	6,869,596	6,869,289	6,869,596
Machinery, equip, and vehicles	1,757,801	1,720,063	1,136,669	846,326	2,894,470	2,566,389
Infrastructure	23,610,137	23,195,574	-	-	23,610,137	23,195,574
Total	$ 65,713,149	$ 64,859,803	$ 40,330,624	$ 37,935,912	$ 106,043,773	$ 102,795,715

Additional information on the City's capital assets can be found in Note 5 of this report.

Long-term debt. At the end of the current fiscal year, the City had $27,200,277 in outstanding long-term debt. All of the bonded debt was secured by specific revenue sources.

City of North Salt Lake's Outstanding debt

	Governmental Activities		Business-type Activities		Total	
	2023	2022	2023	2022	2023	2022
Notes payable	$ -	$ -	$ 708,073	$ 708,073	$ 708,073	$ 708,073
Sales Tax revenue bonds	20,245,000	4,805,000	4,015,000	4,115,000	24,260,000	8,920,000
Water revenue bonds			1,766,000	1,976,000	1,766,000	1,976,000
RDA bonds	443,000	544,000	-	-	443,000	544,000
Capital leases	23,204	45,922	-	-	23,204	45,922
Total	$ 20,711,204	$ 5,394,922	$ 6,489,073	$ 6,799,073	$ 27,200,277	$ 12,193,995

During the 2023 fiscal year, the City's total debt increased by $15,006,282. The increase is primarily the result of the issuance of new debt in the amount of $16,692,000. Additional information on the City's long-term debt can be found in Note 8 of this report.

Economic Factors and Next Year's Budgets and Rates

- The continued delay in development is beginning to create pressures in both the governmental and proprietary funds. County-wide construction permitting is down by 72% with permit values down 44%. Impact fee collections have experienced a steady decline since the summer of 2022, with annual collections declining from $1,108,600 in fiscal year 2022 to only $120,161 in fiscal year 2023. With close to five months of fiscal year 2024 elapsed, only 11.27% of budgeted impact fee revenue has been collected. Prolonged delays in development may begin to affect the City's capital planning as existing reserves are depleted. Fortunately, the City considers these revenues delayed instead of foregone as it is anticipated demand will pick up once interest rates stabilize.

  Unemployment rates in Davis County currently match that of the State at 2.6 percent, which is up from 2.1 percent in October of 2022. Average monthly wage growth of 4.5 percent is an indication that the labor market is still considered favorable. (Source: Utah Department of Workforce Services)

Economic Factors and Next Year's Budgets and Rates (Continued)

- As expected, sales tax revenues are beginning to "cool down" with essentially no growth in year to date collections when compared to fiscal year 2023.
- Property tax revenue in the general fund is budgeted with a modest increase of $47,850 over 2022 certified tax rate budgeted revenues. County-wide changes in funding for the provision of animal control services are suppressing the impact of the 300+ properties that were annexed effective January 1, 2023.

Requests for Information

This financial report is designed to provide a general overview of the City of North Salt Lake's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Director, City of North Salt Lake, 10 East Center Street, North Salt Lake, UT 84054.

BASIC FINANCIAL STATEMENTS

CITY OF NORTH SALT LAKE
STATEMENT OF NET POSITION
June 30, 2023

	Governmental Activities	Business-type Activities	Total
Assets			
Cash and cash equivalents	$ 19,157,102	$ 4,891,750	$ 24,048,852
Receivables:			
Taxes	3,356,335	-	3,356,335
Accounts net	50,300	778,843	829,143
Intergovernmental	1,776,593	-	1,776,593
Internal balances	2,921,931	(2,921,931)	-
Inventories	-	457,680	457,680
Prepaids	70,785	431,604	502,389
Restricted cash and cash equivalents	26,145,802	2,207,174	28,352,976
Capital assets not being depreciated:			
Land	25,812,146	2,551,013	28,363,159
Water rights	-	2,864,052	2,864,052
Construction in progress	3,936,876	2,220,018	6,156,894
Capital assets, net of accumulated depreciation:			
Buildings	4,403,974	4,106,878	8,510,852
Improvements other than buildings	6,192,215	-	6,192,215
Golf course	-	2,072,120	2,072,120
Water distribution system	-	18,510,585	18,510,585
Storm water system	-	6,869,289	6,869,289
Machinery, equipment, and vehicles	1,757,801	1,136,669	2,894,470
Infrastructure	23,610,137	-	23,610,137
Total Assets	119,191,997	46,175,744	165,367,741
Deferred Outflows of Resources			
Deferred outflows of resources relating to pensions	1,233,260	434,857	1,668,117
Total Assets and Deferred Outflows of Resources	120,425,257	46,610,601	167,035,858
Liabilities			
Accounts payable	1,562,689	884,105	2,446,794
Accrued liabilities	271,936	156,882	428,818
Developer and Customer Deposits	862,818	1,338	864,156
Noncurrent liabilities:			
Due within one year	1,501,727	452,242	1,953,969
Due in more than one year	20,265,445	6,392,127	26,657,572
Net pension liability	1,230,308	437,809	1,668,117
Total Liabilities	25,694,923	8,324,503	34,019,427
Deferred Inflows of Resources			
Deferred inflows of resources relating to pensions	12,383	4,555	16,938
Unearned revenues - golf prepaid	-	179,569	179,569
Unearned revenues - grants	2,466,435	-	2,466,435
Unearned revenues - property taxes	2,967,471	-	2,967,471
Total Deferred Inflows of Resources	5,446,289	184,124	5,630,413
Net Position			
Net investment in capital assets	60,667,128	30,828,670	91,495,798
Restricted for:			
Impact fees	3,026,782	1,467,273	4,494,055
Debt service	129,797	58,298	188,095
Road tax projects	975,088	-	975,088
Construction Projects	5,327,149	681,603	6,008,752
Local building authority	78,341	-	78,341
Housing restriction	661,645	-	661,645
Unrestricted	18,418,115	5,066,130	23,484,245
Total Net Position	89,284,045	38,101,974	127,386,019
Total Liabilities, Deferred Inflows, and Net Position	$ 120,425,257	$ 46,610,601	$ 167,035,858

The notes to the financial statements are an integral part of this statement.

CITY OF NORTH SALT LAKE
STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2023

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net Revenue (Expense) and Changes in Net Position: Governmental Activities	Net Revenue (Expense) and Changes in Net Position: Business-type Activities	Net Revenue (Expense) and Changes in Net Position: Total
Government Activities							
General governmental	$ 2,096,239	$ -	$ -	$ 1,270,256	$ (825,983)	$ -	$ (825,983)
Public safety	6,940,989	391,749	26,225	-	(6,523,015)	-	(6,523,015)
Highways and public improvements	3,293,483	78,407	1,526,088	435,032	(1,253,956)	-	(1,253,956)
Community development	1,938,707	561,285	-	1,201	(1,376,221)	-	(1,376,221)
Parks, recreation, and public property	1,320,814	204,169	-	46,400	(1,070,245)	-	(1,070,245)
Interest on long-term debt	534,059	-	-	-	(534,059)	-	(534,059)
Total Governmental Activities	16,124,291	1,235,610	1,552,313	1,752,889	(11,583,479)	-	(11,583,479)
Business-type Activities							
Water	4,825,254	3,693,969	-	50,350	-	(1,080,935)	(1,080,935)
Pressurized irrigation	527,348	322,138	-	-	-	(205,210)	(205,210)
Storm water	916,895	970,139	-	13,927	-	67,171	67,171
Solid waste	1,498,636	1,547,856	-	-	-	49,220	49,220
Golf course	2,451,923	2,365,716	-	-	-	(86,207)	(86,207)
Total Business-type Activities	10,220,056	8,899,818	-	64,277	-	(1,255,961)	(1,255,961)
Total Government	$ 26,344,347	$ 10,135,428	$ 1,552,313	$ 1,817,166	(11,583,479)	(1,255,961)	(12,839,440)
			General Revenues				
			Property taxes		6,313,541	-	6,313,541
			Sales taxes		6,706,873	-	6,706,873
			Franchise taxes		2,344,067	-	2,344,067
			Unrestricted interest on investments		1,463,801	156,375	1,620,176
			Miscellaneous		82,893	8,685	91,578
			Gain (Loss) on sale of capital assets		52,013	(132,483)	(80,470)
			Total General Revenues		16,963,188	32,577	16,995,765
			Changes in Net Position		5,379,709	(1,223,384)	4,156,325
			Net Position, Beginning		83,904,336	39,325,358	123,229,694
			Net Position, Ending		$ 89,284,045	$ 38,101,974	$ 127,386,019

The notes to the financial statements are an integral part of this statement.

CITY OF NORTH SALT LAKE
BALANCE SHEET – GOVERNMENTAL FUNDS
June 30, 2023

	General	Redevelopment Agency	Debt Srv Rap Tax	Capital Projects	Road Development	Nonmajor Governmental Funds	Total Governmental Funds
Assets							
Cash and cash equivalents	$ 3,705,272	$ 2,168,410	$ 199,099	$ 5,717,743	$ 5,788,764	$ 710,486	$ 18,289,774
Receivables:			-				
Taxes	3,229,652	-	126,683	-	-	-	3,356,335
Accounts - net	41,346	-	-	-	8,954	-	50,300
Intergovernmental	1,776,593	-	-	-	-	-	1,776,593
Prepaids	70,785	-	-	-	-	-	70,785
Due from other funds	-	-	-	2,921,931	-	-	2,921,931
Restricted cash and cash equivalents	185,881	3,642,542	17,102,939	-	3,650,715	1,563,725	26,145,802
Total Assets	$ 9,009,529	$ 5,810,952	$ 17,428,721	$ 8,639,674	$ 9,448,433	$ 2,274,211	$ 52,611,520
Liabilities							
Accounts payable	$ 153,881	$ 22,527	$ -	$ 164,759	$ 979,809	$ 240,455	$ 1,561,431
Accrued liabilities	263,621	-	-	-	-	-	263,621
Due to other funds	-	-	-	-	-	-	-
Developer Deposits	862,818	-	-	-	-	-	862,818
Total Liabilities	1,280,320	22,527	-	164,759	979,809	240,455	2,687,870
Deferred Inflows of Resources							
Unavailable revenues - property taxes	2,967,471	-	-	-	-	-	2,967,471
Unearned Revenues - grants	-	-	-	-	2,466,435	-	2,466,435
Total Deferred Inflows of Resources	2,967,471	-	-	-	2,466,435	-	5,433,906
Fund Balances							
Nonspendable:							
Prepaids	70,785	-	-	-	-	-	70,785
Restricted:							
Impact fees	-	-	-	-	2,861,508	165,274	3,026,782
Debt service	-	-	129,797	-	-	-	129,797
Road tax projects	185,881	-	-	-	789,207	-	975,088
Capital projects	-	3,642,542	16,973,142	-	-	658,465	21,274,149
Local building authority	-	-	-	-	-	78,341	78,341
Housing restriction	-	-	-	-	-	661,645	661,645
Assigned:							
Road development	-	-	-	-	2,351,474	-	2,351,474
Construction projects	-	-	-	8,474,915	-	470,031	8,944,946
Debt service	-	2,145,883	325,782	-	-	-	2,471,665
Unassigned	4,505,072	-	-	-	-	-	4,505,072
Total Fund Balances	4,761,738	5,788,425	17,428,721	8,474,915	6,002,189	2,033,756	44,489,744
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	$ 9,009,529	$ 5,810,952	$ 17,428,721	$ 8,639,674	$ 9,448,433	$ 2,274,211	$ 52,611,520

The notes to the financial statements are an integral part of this statement.

CITY OF NORTH SALT LAKE
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION
June 30, 2023

Amounts reported for governmental activities in the statement of net position are different because:		
Total fund balance - governmental funds	$	44,489,744
Deferred outflows of resources, a consumption of net position that applies to future periods, is not shown in the fund statements.		1,177,580
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.		64,310,296
Long-term liabilities are not due and payable in the current period and therefore are not recorded in the funds.		(22,903,416)
Deferred inflows of resources, report net position that applies to future periods, is not shown in the fund statements		(11,933)
Internal service funds are used by management to charge the cost of fleet management to individual funds. The assets and liabilities of the internal service funds are included in governmental activities in the statement of net position.		2,221,773
Total net position - governmental activities	$	89,284,045

The notes to the financial statements are an integral part of this statement.

CITY OF NORTH SALT LAKE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES – GOVERNMENTAL FUNDS
For The Year Ended June 30, 2023

	General	Redevelopment Agency	Debt Srv Rap Tax	Capital Projects	Road Development	Nonmajor Governmental Funds	Total Governmental Funds
Revenues							
Taxes	$ 12,217,340	$ 2,492,999	$ 654,144	$ -	$ -	$ -	$ 15,364,483
Licenses and permits	243,690	-	-	-	-	-	243,690
Rental income	-	-	-	-	-	89,222	89,222
Intergovernmental	2,822,569	-	-	-	426,748	-	3,249,317
Charges for services	553,939	-	-	-	-	-	553,939
Fines and forfeitures	354,821	-	-	-	-	-	354,821
Impact fees	-	-	-	-	8,284	47,601	55,885
Interest	99,602	256,239	645,521	184,569	200,025	59,421	1,445,377
Miscellaneous	36,848	-	-	-	-	-	36,848
Total Revenues	16,328,809	2,749,238	1,299,665	184,569	635,057	196,244	21,393,582
Expenditures							
Current:							
General government	1,811,723	-	-	-	-	-	1,811,723
Public safety	7,015,901	-	-	-	-	-	7,015,901
Highways and public improvements	1,965,122	-	-	-	532,125	-	2,497,247
Community development	809,064	1,044,983	93,451	-	-	37,679	1,985,177
Parks, recreation, and public property	1,236,985	-	-	-	-	-	1,236,985
Debt service:							
Principal	-	285,000	967,000	-	-	101,000	1,353,000
Interest	-	87,300	427,280	-	-	18,418	532,998
Capital outlay:							
General government	-	-	-	49,450	-	-	49,450
Highways and public improvements	-	-	-	-	1,889,103	-	1,889,103
Parks, recreation, and public property	-	-	-	-	-	240,455	240,455
Total Expenditures	12,838,795	1,417,283	1,487,731	49,450	2,421,228	397,552	18,612,039
Excess (Deficiency) of Revenues Over (Under) Expenditures	3,490,014	1,331,955	(188,066)	135,119	(1,786,171)	(201,308)	2,781,543
Other Financing Sources (Uses)							
Transfer in	124,650	-	700,000	1,243,698	2,080,877	589,369	4,738,594
Transfer out	(3,320,477)	(314,023)	(300,000)	-	-	(804,094)	(4,738,594)
Proceeds from borrowing	-	-	16,692,000	-	-	-	16,692,000
Sale of capital assets	-	-	-	-	-	-	-
Contributions	39,983	-	-	-	-	-	39,983
Total Other Financing Sources (Uses)	(3,155,844)	(314,023)	17,092,000	1,243,698	2,080,877	(214,725)	16,731,983
Net Change in Fund Balances	334,170	1,017,932	16,903,934	1,378,817	294,706	(416,033)	19,513,526
Fund Balance, Beginning	4,427,568	4,770,493	524,787	7,096,098	5,707,483	2,449,789	24,976,218
Fund Balance, Ending	$ 4,761,738	$ 5,788,425	$ 17,428,721	$ 8,474,915	$ 6,002,189	$ 2,033,756	$ 44,489,744

The notes to the financial statements are an integral part of this statement.

CITY OF NORTH SALT LAKE
RECONCILIATIONS OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2023

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	$	19,513,526
Governmental funds have reported capital outlays, past and present, as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Depreciation expense		(1,831,665)
Less internal service fund depreciation expense included in net revenue below		391,583
		(1,440,082)
Governmental funds report current capital outlays as expenditures. However, these expenditures are reported as capital assets in the statement of net position.		2,275,772
Repayment of bond principal is an expenditure in the funds, but the repayment reduces long-term liabilities in the statement of net position.		1,423,454
The internal service fund is used by management to charge the costs of fleet management to individual funds. The net revenue of certain activities of the internal service fund is reported with governmental activities.		231,329
The long term portion of accrued leave does not require the use of current financial resources and therefore is not recorded as an expenditure in the Governmental Funds.		(257,910)
The Statement of Activities includes the net pension benefit (expense) from the adoption of GASB 68, which is not included in the fund statements.		325,619
The issuance of Sales Tax revenue bonds are reported as other financing sources and uses in the governmental funds, but not in the statement of activities.		(16,692,000)
Change in net position of governmental activities	$	5,379,709

The notes to the financial statements are an integral part of this statement.

CITY OF NORTH SALT LAKE
STATEMENT OF FUND NET POSITION – PROPRIETARY FUNDS
For The Year Ended June 30, 2023

	Business-type Activities						Governmental Activities
	Water	Pressurized Irrigation	Storm Water	Solid Waste	Golf	Total Enterprise	Internal Service Fund - Fleet
Assets							
Current Assets							
Cash and cash equivalents	$ 2,255,472	$ 935,274	$ 947,988	$ 459,438	$ 293,578	$ 4,891,750	$ 867,326
Receivables:							
Accounts receivable, net	427,626	64,681	109,515	163,459	13,562	778,843	-
Due from other funds	-	-	-	-	-	-	-
Inventories	326,450	29,844	-	-	101,386	457,680	-
Prepaid expenses	431,604	-	-	-	-	431,604	-
Total Current Assets	3,441,152	1,029,799	1,057,503	622,897	408,526	6,559,877	867,326
Noncurrent Assets							
Restricted cash and cash equivalents	1,099,282	117,017	250,974	-	739,901	2,207,174	-
Net pension asset	-	-	-	-	-	-	-
Capital assets:							-
Land	197,538	-	-	-	2,353,475	2,551,013	-
Water rights	163,937	2,700,115	-	-	-	2,864,052	-
Buildings	294,908	-	-	-	4,423,796	4,718,704	-
Golf course	-	-	-	-	4,782,526	4,782,526	-
Water distribution system	28,676,069	3,098,284	-	-	-	31,774,353	-
Storm water system	-	-	8,996,788	-	-	8,996,788	-
Machinery, equipment, and vehicles	1,293,640	116,774	278,645	79,724	1,583,229	3,352,012	4,891,430
Construction-in-progress	2,173,889	-	46,129	-	-	2,220,018	-
Less accumulated depreciation	(13,163,671)	(1,363,028)	(2,297,747)	(78,253)	(4,026,141)	(20,928,840)	(3,488,579)
Total Noncurrent Assets	20,735,592	4,669,162	7,274,789	1,471	9,856,786	42,537,800	1,402,851
Total Assets	24,176,744	5,698,961	8,332,292	624,368	10,265,312	49,097,677	2,270,177
Deferred outflows of resources							
Deferred outflows of resources relating to pensions	157,281	31,810	60,171	20,310	165,285	434,857	55,680
Total Assets and Deferred Outflows of Resources	$ 24,334,025	$ 5,730,771	$ 8,392,463	$ 644,678	$ 10,430,597	$ 49,532,534	$ 2,325,857

The notes to the financial statements are an integral part of this statement.

CITY OF NORTH SALT LAKE
STATEMENT OF FUND NET POSITION – PROPRIETARY FUNDS (Continued)
For The Year Ended June 30, 2023

	Business-type Activities						Governmental Activities
	Water	Pressurized Irrigation	Storm Water	Solid Waste	Golf	Total Enterprise	Internal Service Fund - Fleet
Liabilities							
Current Liabilities							
Accounts payable	$ 555,336	$ 391	$ 69,223	$ 195,819	$ 63,336	$ 884,105	$ 1,263
Compensated absences	48,603	14,533	12,051	2,294	62,625	140,106	8,049
Accrued liabilities	39,065	5,040	12,402	2,270	98,105	156,882	8,315
Leases payable	-	-	-	-	-	-	23,204
Revenue and general obligation bonds payable	180,910	-	28,090	-	103,136	312,136	-
Total Current Liabilities	823,914	19,964	121,766	200,383	327,202	1,493,229	40,831
Noncurrent Liabilities							
Compensated absences	43,100	12,889	10,683	2,031	55,537	124,240	7,144
Customer deposits	1,338	-	-	-	-	1,338	-
Due to other funds	-	-	-	-	2,921,931	2,921,931	-
Notes payable	-	-	51,073	-	657,000	708,073	-
Net pension liability	215,221	27,596	57,440	12,831	124,721	437,809	55,659
Revenue and general obligation bonds payable	1,347,722	-	209,278	-	4,002,816	5,559,816	-
Total Noncurrent Liabilities	1,607,381	40,485	328,474	14,862	7,762,005	9,753,207	62,803
Total Liabilities	2,431,295	60,449	450,240	215,245	8,089,207	11,246,436	103,634
Deferred inflows of resources							
Unearned revenue-golf prepaid	-	-	-	-	179,569	179,569	-
Deferred inflows of resources relating to pensions	2,010	350	600	350	1,245	4,555	450
Total Liabilities and Deferred Inflows of Resources	2,433,305	60,799	450,840	215,595	8,270,021	11,430,560	104,084
Net Position							
Net investment in capital assets	18,107,678	4,552,145	6,735,374	1,471	8,459,885	30,828,670	1,379,647
Restricted:							
Debt service	-	-	-	-	58,298	58,298	-
Construction	-	-	-	-	681,603	681,603	-
Impact fees	1,099,282	117,017	250,974	-	-	1,467,273	-
Unrestricted	2,693,760	1,000,810	955,275	427,612	(7,039,210)	5,066,130	842,126
Total Net Position	21,900,720	5,669,972	7,941,623	429,083	2,160,576	38,101,974	2,221,773
Total Liabilities, Deferred Inflows and Net Position	$ 24,334,025	$ 5,730,771	$ 8,392,463	$ 644,678	$ 10,430,597	$ 49,532,534	$ 2,325,857

The notes to the financial statements are an integral part of this statement.

CITY OF NORTH SALT LAKE
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION – PROPRIETARY FUNDS
For The Year Ended June 30, 2023

	Business-type Activities						Governmental Activities
	Water	Pressurized Irrigation	Storm Water	Solid Waste	Golf	Total Enterprise	Internal Service Fund - Fleet
Operating Revenues							
Charges for services:							
Metered water sales	$ 3,680,246	$ 322,138	$ -	$ -	$ -	$ 4,002,384	$ -
User fees	-	-	970,139	1,547,856	-	2,517,995	872,835
Connection and servicing fees	13,723	-	-	-	-	13,723	-
Admissions and lesson fees	-	-	-	-	1,132,873	1,132,873	-
Equipment and facility rents	-	-	-	-	745,152	745,152	-
Concession and merchandise sales	-	-	-	-	487,691	487,691	-
Miscellaneous	6,535	2,150	-	-	-	8,685	500
Total Operating Revenues	3,700,504	324,288	970,139	1,547,856	2,365,716	8,908,503	873,335
Operating Expenses							
Salaries and benefits	1,042,690	187,138	356,889	81,176	1,108,364	2,776,257	264,078
Office expense and supplies	408,722	11,662	79,300	46,471	63,605	609,760	-
Equipment - supplies and maintenance	791,961	21,140	197,626	83,039	242,166	1,335,932	55,722
Buildings and grounds - supplies and maintenance	58,605	-	-	-	37,908	96,513	-
Special department supplies	177,090	-	-	28,333	-	205,423	-
Power purchases	352,875	-	-	-	25,993	378,868	-
Water purchases	752,632	176,640	-	-	144,426	1,073,698	-
Professional services	188,776	2,992	27,469	4,007	96,361	319,605	-
Contracted services	-	-	-	1,251,645	-	1,251,645	-
Merchandise	-	-	-	-	358,158	358,158	-
Depreciation	971,265	103,276	247,648	3,965	224,441	1,550,595	391,583
Miscellaneous	50,178	24,500	3,233	-	79,503	157,414	-
Total Operating Expenses	4,794,794	527,348	912,165	1,498,636	2,380,925	10,113,868	711,383
Operating Income (Loss)	$ (1,094,290)	$ (203,060)	$ 57,974	$ 49,220	$ (15,209)	$ (1,205,365)	$ 161,952

The notes to the financial statements are an integral part of this statement.

CITY OF NORTH SALT LAKE
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION – PROPRIETARY FUNDS (Continued)
For The Year Ended June 30, 2023

	Business-type Activities						Governmental Activities
	Water	Pressurized Irrigation	Storm Water	Solid Waste	Golf	Total Enterprise	Internal Service Fund - Fleet
Nonoperating Income (Expense)							
Interest income	$ 95,335	$ 23,847	$ 26,895	$ 10,298	$ -	$ 156,375	$ 18,426
Interest expense	(30,460)	-	(4,730)	-	(70,998)	(106,188)	(1,062)
Gain (loss) from sale of capital assets	9,880	-	-	-	(142,363)	(132,483)	52,013
Total Nonoperating Income (Expense)	74,755	23,847	22,165	10,298	(213,361)	(82,296)	69,377
Income (loss) before contributions and transfers	(1,019,535)	(179,213)	80,139	59,518	(228,570)	(1,287,661)	231,329
Capital Contributions	-	-	-	-	-	-	-
Build America Bond Interest Subsidy and Other Grants	-	-	-	-	-	-	-
Impact Fees	50,350	-	13,927	-	-	64,277	-
Change in Net Position	(969,185)	(179,213)	94,066	59,518	(228,570)	(1,223,384)	231,329
Net Position, Beginning	22,869,905	5,849,185	7,847,557	369,565	2,389,146	39,325,358	1,990,444
Net Position, Ending	$ 21,900,720	$ 5,669,972	$ 7,941,623	$ 429,083	$ 2,160,576	$ 38,101,974	$ 2,221,773

The notes to the financial statements are an integral part of this statement.

CITY OF NORTH SALT LAKE
STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS
For The Year Ended June 30, 2023

	Business-type Activities						Governmental Activities
	Water	Pressurized Irrigation	Storm Water	Solid Waste	Golf	Total Enterprise	Internal Service Fund - Fleet
Cash Flows From Operating Activities							
Receipts from customers and users	$ 3,723,077	$ 309,447	$ 963,097	$ 1,519,405	$ 2,353,451	$ 8,868,476	$ 873,339
Receipts from customer deposits	(70)	-	-	-	-	(70)	-
Payments to suppliers and service providers	(2,491,587)	(149,276)	(270,910)	(1,316,159)	(1,519,874)	(5,747,806)	(55,358)
Payments to employees and related benefits	(1,066,305)	(192,956)	(373,370)	(90,746)	(1,078,879)	(2,802,255)	(280,878)
Net cash flows from operating activities	165,115	(32,785)	318,817	112,500	(245,302)	318,345	537,103
Cash Flows From Non-Capital Financing Activities							
Due to/from other funds	-	-	-	-	-	-	-
Net cash flows from non-capital financing activities	-	-	-	-	-	-	-
Cash Flows From Capital and Related Financing Activities							
Acquisition and construction of capital assets	(1,752,131)	-	(229,864)	-	(2,389,675)	(4,371,670)	(409,236)
Proceeds from sales of capital assets	9,880	-	-	-	284,000	293,880	52,013
Impact fees and interest subsidies received	50,350	-	13,927	-	-	64,277	-
Proceeds from bonds	-	-	-	-	-	-	-
Principal paid on capital bonds and leases	(181,776)	-	(28,224)	-	(103,136)	(313,136)	(22,636)
Interest paid on capital bonds and leases	(30,460)	-	(4,730)	-	(70,998)	(106,188)	(1,062)
Net cash flows from capital and related financing activities	$ (1,904,137)	$ -	$ (248,891)	$ -	$ (2,279,809)	$ (4,432,837)	$ (380,921)

The notes to the financial statements are an integral part of this statement.

CITY OF NORTH SALT LAKE
STATEMENT OF CASH FLOWS – PROPRIETARY FUNDS (Continued)
For The Year Ended June 30, 2023

	Business-type Activities						Governmental Activities
	Water	Pressurized Irrigation	Storm Water	Solid Waste	Golf	Total Enterprise	Internal Service Fund - Fleet
Cash Flows From Investing Activities							
Interest on investments	$ 95,335	$ 23,847	$ 26,895	$ 10,298	$ -	$ 156,375	$ 18,426
Net cash flows from investing activities	95,335	23,847	26,895	10,298	-	156,375	18,426
Net Increase (Decrease) In Cash and Cash Equivalents	(1,643,687)	(8,938)	96,821	122,798	(2,525,111)	(3,958,117)	174,608
Cash and Cash Equivalents, Beginning	4,998,441	1,061,229	1,102,141	336,640	3,558,590	11,057,041	692,718
Cash and Cash Equivalents, Ending	$ 3,354,753	$ 1,052,291	$ 1,198,962	$ 459,438	$ 1,033,479	$ 7,098,924	$ 867,326
Reconciliation of operating income to net cash flows from operating activities							
Earnings (loss) from operations	$ (1,094,290)	$ (203,060)	$ 57,974	$ 49,220	$ (15,209)	$ (1,205,365)	$ 161,952
Adjustments to reconcile earnings (loss) to net cash flows from operating activities:							
Depreciation	971,265	103,276	247,648	3,965	224,441	1,550,595	391,583
Changes in assets and liabilities							
Accounts receivable, net	22,573	(14,841)	(7,042)	(28,451)	(12,265)	(40,026)	-
Inventories	-	-	-	-	9,135	9,135	-
Prepaid expenses	(98,503)	87,143	303	-	5,740	(5,317)	-
Net pension liability	(43,275)	(17,897)	(18,551)	(9,650)	(3,355)	(92,728)	(14,820)
Accounts payable	388,152	(647)	40,363	97,333	(536,880)	(11,679)	658
Compensated absences	19,660	12,079	2,070	80	32,840	66,729	(1,980)
Accrued liabilities	(397)	1,162	(3,948)	3	50,251	47,071	(290)
Customer deposits	(70)	-	-	-	-	(70)	-
Net cash flows from operating activities	$ 165,115	$ (32,785)	$ 318,817	$ 112,500	$ (245,302)	$ 318,345	$ 537,103

The notes to the financial statements are an integral part of this statement.

CITY OF NORTH SALT LAKE
NOTES TO FINANCIAL STATEMENTS

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of North Salt Lake (the City) was incorporated under the laws of the State of Utah in 1946 and operates under a manager-council form of government and provides the following services as authorized by its charter: public safety, public health, public improvements, highways, recreation, and general administrative services.

The City's financial statements are prepared in accordance with generally accepted accounting principles (GAAP) The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The City has adopted GASB Statement No. 62, Codification of Accounting and Financial Reporting Guidance. Accordingly, the City has elected to apply all applicable GASB pronouncements and codified accounting standards issued by GASB. The more significant accounting policies established in GAAP and used by the City are discussed below.

The Reporting Entity

As required by GAAP, these financial statements present the City and its component units, entities for which the City is considered to be financially accountable. In defining the government, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth by the Governmental Accounting Standards board (GASB). Under GASB Statement No. 61, The Financial Reporting Entity, the financial reporting entity consists of the primary government and the following component units:

Blended Component Units

The City established a Redevelopment Agency (RDA) pursuant to state code and designated the Mayor and City Council as the Redevelopment Agency Board. In conformity with accounting principles generally accepted in the United States of America, the financial statements of the RDA have been included in the financial reporting entity as a blended component unit as a major governmental fund.

The City established a Local Building Authority (LBA) pursuant to state code. The Governing Board of the LBA Board is comprised of the Mayor and members of the City Council. The purpose of the Authority is to serve the City as a financing agency for debt financed projects.

In conformity with accounting principles generally accepted in the United States of America, the financial statements of the LBA have been included in the financial reporting entity as a blended component unit as a nonmajor governmental fund.

Financial information for the above-mentioned component units may be obtained at the City's offices, located at 10 East Center Street, North Salt Lake, UT 84054.

Government-Wide and Fund Financial Statements

The City's basic financial statements include both government-wide (reporting the City as a whole) and fund financial statements. Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type. The City's general governmental services, public safety, highways and public improvements, parks, recreation, and public property, and community development are classified as governmental activities. The City's water, secondary water, storm water, solid waste, and golf course services are classified as business-type activities.

The government-wide financial statements (i.e., the *statement of net position* and the *statement of activities*) report information on all of the activities of the City and its blended component units. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on user fees and charges for support.

The *statement of activities* demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those which are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Government-Wide and Fund Financial Statements (Continued)
contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation
The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they became available. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The financial resources used to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as expenditures. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as another financing source. Amounts paid to reduce long-term debt of the City are reported as a reduction of the related liability, rather than expenditures in the government-wide financial statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt-service expenditures, as well as expenditures related to claims and judgments, are recorded only when payment is due.

Sales taxes, franchise taxes, and earned but unreimbursed state and federal grants associated with the current fiscal period are all considered to be susceptible to accrual and are recognized as revenues of the current fiscal period. Property taxes are measurable as of the date levied (assessed) and are recognized as revenues when they become available. Available means when due, or past due, and received within the current period or collected soon enough thereafter (generally within 60 days) to be used to pay liabilities of the current period. All other revenues are considered to be measurable and available only when the City receives cash.

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, reserves, fund balance, revenues, and expenditures or expenses as appropriate.

The City reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Redevelopment Agency Funds are designated for the collection of tax increment revenues during the life of the City's redevelopment project areas, with expenditures consisting of commitments to development agreements, low-income housing, and parks projects.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)
The Debt Service – Rap Tax Fund is a special revenue fund that accounts for RAP Tax revenues and associated debt service on parks projects. Due to issuance of $16,692,000 in new debt this fiscal year, the Debt Service – Rap Tax Fund is recognized as a major governmental fund on the fiscal year 2023 financial statements.

The Capital Projects Fund accounts for the financial resources to be used for the acquisition or construction of the major capital facilities of the government (other than those financed by Proprietary Funds and Special Revenue Funds). Capital project funds are used to account for resources designated to construct governmental capital assets which may require more than one fiscal year for completion.

The Park Development Fund is a capital project fund. Capital project funds account for the financial resources to be used for the acquisition or construction of the major capital facilities of the government (other than those financed by Proprietary Funds and Special Revenue Funds). This fund is used to account for the park impact fees received.

The Road Development Fund is a capital projects fund. Capital project funds account for the financial resources to be used for the acquisition or construction of the major capital facilities of the government (other than those financed by Proprietary Funds and Special Revenue Funds). This fund is used to account for the road impact fees received.

The City reports the following major proprietary funds:

The Water Fund accounts for the activities of the City's culinary and the City's east side secondary water distribution system.

The Pressurized Irrigation Fund accounts for the activities of the City's west side secondary water distribution system.

The Storm Water Fund accounts for the activities of the City's storm water collection system.

The Solid Waste Fund accounts for the activities of the City's solid waste services.

The Golf Course Fund accounts for the activities of the City's golf course.

Additionally, the City reports the following fund types:

Internal service fund – Fleet. The fleet internal service fund accounts for fleet management provided to the City's governmental funds on a cost-reimbursement basis. Each proprietary fund provides its own fleet management services.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise funds are charges to customers. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

City policy states that when fund balance is available for use the following spending order will be followed: restricted, committed, assigned, and then unassigned fund balance as it is needed.

The City records utility revenues billed to its customers when meters are read on a monthly basis.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budgets

Annual budgets are prepared and adopted by ordinance by total for each department, in accordance with State law, by the Mayor and City Council on or before June 30 for the following fiscal year, which begins July 1.

Budgets include activities in several different funds, including the General Fund, special revenue funds, Debt Service Fund, and proprietary funds. Annual budgets are also adopted for capital projects, which may include activities overlapping several fiscal years. The level of the City's budgetary control (that is, the level at which the City's expenditures cannot legally exceed the appropriated amounts) is established at the department level. Each department head is responsible to the Mayor and City Council for operating within the budget for their department. All annual budgets lapse at fiscal year-end.

Utah State law prohibits the appropriation of the sum of unassigned, assigned, and committed General Fund balance until it exceeds 5% of the General Fund revenues. Until the sum of the stated fund balance categories is greater than the above amount, it cannot be budgeted, but is used to provide working capital until tax revenue is received, to meet emergency expenditures, and to cover unanticipated deficits. Utah State law also prohibits the accumulation of the stated fund balance categories in any amount greater than 35% of current year general fund revenues.

By resolution, the City Council may amend the budget to any extent, provided the amended budget does not exceed the original budgeted expenditures, in which case a public hearing must be held. With the consent of the City Manager, department heads may reallocate unexpended appropriated balances from one expenditure account to another within that department during the budget year.

Budgets for the General Fund, special revenue funds, debt service funds, and Capital Projects Fund are prepared on the modified accrual basis of accounting. The City does not use encumbrance accounting.

Expenditures in the Capital Projects Fund are budgeted annually on a project-by-project basis. Although it is the intention of the City that each project be funded by a specific revenue source, the adopted budget reflects only total anticipated revenues by source. Since it is neither practicable, nor appropriate, to separate revenues and fund balance on a project-by-project basis, the Capital Projects Fund is reported as an individual fund in the accompanying financial statements.

Estimates and assumptions

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of financial statements and the reported amounts of revenues, expenditures and expenses during the reporting period. Actual results could differ from those estimates.

Taxes

On or before June 22 of each year, the City sets the property tax rate for various municipal purposes. If the City intends to increase property tax revenues above the tax rate of the previous year, state law requires the City to provide public notice to property owners and hold public hearings. When these special public hearings are necessary, the adoption of the final budget is made subsequent to June 30. All property taxes levied by the City are assessed and collected by Davis County. Taxes are attached as an enforceable lien as of January 1, are levied as of October 1, and are due November 30; any delinquent taxes are subject to a penalty. Unless the delinquent taxes and penalties are paid before January 15, a lien is attached to the property, and the amount of taxes and penalties bears interest from January 1 until paid. If after five years, delinquent taxes have not been paid, the County sells the property at a tax sale to relieve the lien, with any additional proceeds distributed to the property owner. Tax collections are remitted to the City from the County on a monthly basis.

Sales taxes are collected by the Utah State Tax Commission and remitted to the City monthly.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Taxes (Continued)
Franchise taxes are collected by natural gas, electric utilities, and cable television companies and remitted to the City periodically.

Cash & Cash Equivalents and Investments

Cash and Cash Equivalents are generally considered short-term, highly liquid investments with a maturity of three months or less from the purchase date.

Investments are recorded at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income.

Inventory and Prepaid Items
Inventories of materials used in the construction and repair of the transmission, distribution, and collection systems are valued at the lower of cost or market on a weighted average basis. Golf course merchandise inventories are valued at the lower of cost or market on a first-in, first-out basis.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. Prepaid items in the governmental funds are accounted for using the consumption method.

Capital Assets
Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, curb and gutter, sidewalks, and similar items) are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. The government defines capital assets as assets with an initial individual cost of more than $10,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are recorded at estimated fair value at the date of donation.

The cost of normal maintenance and repairs that do not add materially to the value of the asset or materially extend assets' lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable.

Major outlays for capital assets and improvements are capitalized in proprietary funds as projects are constructed. Interest incurred during the construction phase of proprietary fund capital assets is reflected in

the capitalized value of the asset constructed, net of interest earned on the invested proceeds over the same period.

Upon retirement or disposition of capital assets, the cost and related accumulated depreciation are removed from the respective accounts. Depreciation of capital assets is computed using the straight-line method over their estimated useful lives as follows:

Assets	Years
Buildings	30-50
Improvements other than buildings	30-50
Infrastructure	30-50
Machinery and equipment	5-12
Vehicles	5-7

Interfund transactions
During the course of operations, numerous transactions occur between individual funds for goods provided, services rendered and for short-term interfund loans or transfers. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Loans are reported as receivables and payables and are classified as "due from other funds" or "due to other funds" on the balance sheet of the governmental fund financial statements. Interfund receivables and payables between funds within governmental activities are eliminated in the Statement of Net Position.

When an internal service fund provides goods or services to another fund, redundancy is inherent because expenditures/expenses are reported in both the fund providing and the fund receiving the goods or services. Since internal service funds primarily benefit governmental funds, they are included in the governmental activities in the entity-wide statements. The basic assumption for internal service funds is that they operate on a breakeven basis. Accordingly, any net profit or loss has been allocated to the functions that benefited from the goods or services provided based on proportionate benefit. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as “internal balances.”

All other interfund transactions are treated as transfers. Transfers between governmental or proprietary funds are netted as part of the reconciliation between the governmental fund statements and the government-wide columnar presentation.

Long-Term Obligations

In the government-wide financial statements and proprietary fund types, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums, discounts, and issuance costs are deferred and amortized over the life of the applicable debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred inflows of resources

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. These amounts are reported in both the government-wide statements and the governmental fund statements.

Compensated absences

Accumulated unpaid vacation is accrued as incurred based on the years of service for each employee. Vacation is accumulated on a bi-weekly basis and is fully vested when earned. Accumulated vacation cannot exceed 240 hours at the end of any calendar year for regular employees, and 340 hours for department heads. Any vacation in excess of these amounts is forfeited. At retirement or termination, all unpaid accrued vacation, up to 240 hours for regular employees and 340 hours for department heads, is paid to the employee. Sick leave is earned at a rate of 8 hours (one day) per month. Sick pay amounts are charged to expenditures when incurred. Employees with at least 120 hours of accumulated sick leave are allowed to cash in one-third of their annual sick leave accrued and unused during the calendar year. Accumulated sick leave paid to employees who retire with five or more years of service is limited to 10% to 50% of accumulated hours depending upon years of service. Employees that are terminated for reasons other than retirement are not paid for accumulated sick leave. The amount of accumulated leave is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured.

Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Utah Retirement Systems Pension Plan (URS) and additions to/deductions from URS’s fiduciary net position have

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Pensions (Continued)
been determined on the same basis as they are reported by URS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Equity – Fund Financial Statements
In the governmental fund financial statements fund equity is classified as fund balance. Fund Balance is further classified as Nonspendable, Restricted, Committed, Assigned or Unassigned.

Nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form, or (b) legally or contractually required to be maintained intact.

Restricted fund balance classifications are restricted by enabling legislation. Also reported if, (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

Committed fund balance classification include those funds that can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council and remain binding unless removed in the same manner.

Assigned fund balance classification includes amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed, as established by the City Manager. Also includes all remaining amounts that are reported in governmental funds, other than the general fund that are not classified as nonspendable, restricted nor committed or in the General Fund, that are intended to be used for specific purposes.

Unassigned fund balance classification is the residual classification for the General Fund. This classification represents fund balance that has not be assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the General Fund.

Equity – Government-wide & Proprietary Financial Statements
Equity is classified as net position and displayed in three components:

1. Invested in capital assets, net of related debt – Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
2. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
3. Unrestricted net position – All other net position that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

It is the City's policy to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

Leases
As of July 1, 2021 the City of North Salt Lake adopted GASB Statement No. 87, Leases. The implementation of this standard establishes a single model for lease accounting based on the foundational principal that leases are financings of the right to use an underlying asset. The standard requires recognition of certain lease assets and liabilities for leases that were previously classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract.

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Leases (Continued)
As a Lessee, it is the City's policy to recognize a lease liability and an intangible right to use lease asset in the government-wide financial statements. The City recognizes lease liabilities with an initial, individual value of $10,000 or more for equipment leases, and an initial, individual value of $25,000 or more for property, plant, and infrastructure leases. At the commencement of a lease, the City initially measures the lease liability at the precent values of payments expected to be made during the term of the lease. Certain characteristics of lease contracts or agreements do not meet the definition of a lease per the application of this statement, including:

1. Leases under twelve months are considered short-term arrangements;
2. Lease-purchase agreements that transfer ownership of the asset to the City at the end of the contract; and,
3. Lease arrangements that do not convey the right to control the underlying asset, including determining the nature and manner of use.

During the current measurement period, the City as a Lessee did not have any agreements that met the definition of a lease as set forth in GASB Statement No. 87. Information regarding current lease-purchase agreements may be found in Note 8 of this financial report.

As a Lessor, it is the City's policy to recognize a lease receivable and deferred inflow of resources in the government-wide and governmental fund financial statements. At the commencement of a lease, the City initially measures the lease receivable at the present value of the lease payments expected to be received during the lease term.

During the current measurement period, the City as a Lessor did not have any agreements that met the definition of a lease as set forth in GASB Statement No. 87. While the City engages in several real-property leases, they do not meet the definition of a lease because they are either 1) short-term (e.g., month-to-month with no opportunity for extension) or 2) do not convey the right to control the real property.

The City monitors changes in circumstances that would require a remeasurement of its leases and will remeasure the lease asset and liability, or lease receivable and deferred inflows of resources, if certain changes occur that are expected to significantly affect the amount of the lease liability or lease receivable.

Subscription-Based Information Technology Arrangements
As of July 1, 2022 the City of North Salt Lake adopted GASB Statement No. 96, Subscription-Based Information Technology Arrangements (SBITAs). The implementation of this standard enhances the relevance and reliability of the City's financial statements by requiring it to report a subscription asset and subscription liability for a SBITA and to disclose essential information about the arrangement.

As a subscriber, it is the City's policy to recognize the present value of future SBITA subscription payments expected to be made during the SBITA term. Generally, the City recognizes an intangible right-to-use subscription asset and subscription liability for subscription contracts or agreements with a total value of $25,000 or more for a contract period longer than twelve months. When determining the contract term, the City must consider any options to extend as well as the reasonable expectation that those options will be exercised.

Once identified, the City recognizes the subscription liability at the commencement of the subscription term, which is when the subscription asset is placed into service. The subscription liability is initially measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments are discounted using the interest rate charged by the SBITA vendor, or by the City's incremental borrowing rate if the interest rate is not readily determinable. The City recognizes amortization of the discount on the subscription liability as an outflow of resources (for example, interest expense) in subsequent financial reporting periods. The subscription asset is initially measured as the sum of (1) the initial

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Subscription-Based Information Technology Arrangements (Continued)
subscription liability amount, (2) payments made to the SBITA vendor before commencement of the subscription term, and (3) capitalizable implementation costs, less any incentives received from the SBITA vendor at or before the commencement of the subscription term. The City recognizes amortization of the subscription asset as an outflow of resources over the subscription term.

Certain characteristics of SBITA contracts or agreements do not meet the scope of a SBITA per the application of this statement, including:

1. Agreements covering a right to use period of twelve months or less;
2. Those that do not meet the $25,000 capitalization threshold set by the City, either individually or when "like" subscriptions are aggregated (e.g., multiple desktop licenses for the same subscription based program).

The City monitors contracts and agreements and identifies changes in circumstances that would require recognition of a SBITA asset and liability. During the initial implementation, the City did not discover any existing agreements that met the definition of a SBITA as set forth in GASB Statement No. 96. While the City engages in several subscription based contracts, none were found to meet the $25,000 capitalization threshold. Examples of these agreements include contracts with Adobe, Lexipol, ESRI-ARC GIS, Anatum Geomobile Solutions LLC (ATLAS H10), CivicRec, and Novotox, LLC (Elements).

Pending Accounting Pronouncements
In 2022, the GASB issued Statement No. 100, Accounting Changes and Error Corrections – An Amendment of GASB Statement No. 62. The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The provision of this standards will be adopted by the City beginning July 1, 2023.

In addition, the GASB issued Statement No. 101, Compensated Absences. The objective of this Statement is to better meet the information needs of financial statement users by adopting a unified recognition and measurement model that will result in a liability for compensated absences that more appropriately reflects when a government incurs an obligation. In addition, the model can be applied consistently to any type of compensated absence and will eliminate potential comparability issues between governments that offer different types of leave. The provision of this standards will be adopted by the City beginning July 1, 2024.

NOTE 2 DEPOSIT AND INVESTMENTS

The City maintains a cash and investment pool that is available for use by all funds. Cash includes amounts in demand deposits as well as time deposits. Investments are stated at cost or amortized cost, which approximates fair value. Each fund's portion of this pool is displayed as "Cash and Cash Equivalents' which also includes cash accounts that are separately held by some of the City's funds. Deposits are not collateralized nor are they required to be by State statute.

The City follows the requirements of the Utah Money Management Act (*Utah Code*, Section 51, Chapter 7) in handling its depository and investment transactions. This Act requires the depositing of City funds in a "qualified depository".

The Act defines a "qualified depository" as any financial institution whose deposits are insured by an agency of the Federal Government and which has been certified by the State Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the Utah Money Management Council.

NOTE 2 DEPOSIT AND INVESTMENTS (Continued)

Deposits

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure, the City deposits may not be returned to it. The City does not have a formal deposit policy for custodial credit risk. As of June 30, 2023, $736,042 in the City's bank balances are uninsured.

Investments

The State of Utah Money Management Council has the responsibility to advise the State Treasurer about investment policies, promote measures and rules that will assist in strengthening the banking and credit structure of the state, and review the rules adopted under the authority of the State of Utah Money Management Act that relate to the deposit and investment of public funds.

The City follows the requirements of the Utah Money Management Act (*Utah Code*, Title 51, Chapter 7) in handling its depository and investment transactions. The Act requires the depositing of City funds in a qualified depository. The Act defines a qualified depository as any financial institution whose deposits are insured by an agency of the Federal Government and which has been certified by the State Commissioner of Financial Institutions as meeting the requirements of the Act and adhering to the rules of the Utah Money Management Council.

The Money Management Act defines the types of securities authorized as appropriate investments for the City's funds and the conditions for making investment transactions. Investment transactions may be conducted only through qualified depositories, certified dealers, or directly with issuers of the investment securities.

Statutes authorize the City to invest in negotiable or nonnegotiable deposits of qualified depositories and permitted negotiable depositories; repurchase and reverse repurchase agreements; commercial paper that is classified as "first tier" by two nationally recognized statistical rating organizations; bankers' acceptances; obligations of the United States Treasury including bills, notes, and bonds; obligations, other than mortgage derivative products, issued by U.S. government sponsored enterprises (U.S. Agencies) such as the Federal Home Loan Bank System, Federal Home Loan Mortgage Corporation (Freddie Mac), and Federal National Mortgage Association (Fannie Mae); bonds, notes, and other evidence of indebtedness of political subdivisions of the State; fixed rate corporate obligations and variable rate securities rated "A" or higher, or the equivalent of "A" or higher, by two nationally recognized statistical rating organizations; shares or certificates in a money market mutual fund as defined in the Money Management Act; and the Utah State Public Treasurers' Investment Fund.

The Utah State Treasurer's Office operates the Public Treasurers' Investment Fund (PTIF). The PTIF is available for investment of funds administered by any Utah public treasurer and is not registered with the SEC as an investment company. The PTIF is authorized and regulated by the Money Management Act

(Utah Code, Title 51, Chapter 7). The Act established the Money Management Council which oversees the activities of the State Treasurer and the PTIF and details the types of authorized investments. Deposits in the PTIF are not insured or otherwise guaranteed by the State of Utah, and participants share proportionally in any realized gains or losses on investments.

The PTIF operates and reports to participants on an amortized cost basis. The income, gains, and losses of the PTIF, net of administration fees, are allocated based upon the participant's average daily balance. The fair value of the PTIF investment pool is approximately equal to the value of the pool shares.

NOTE 2 DEPOSIT AND INVESTMENTS (Continued)

Fair Value of Investments

The City measures and records its investments using fair value measurement guidelines established by generally accepted accounting principles. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1*: Quoted prices for identical investments in active markets;
- *Level 2*: Observable inputs other than quoted market prices; and,
- *Level 3*: Unobservable inputs.

At June 30, 2023, the City had the following recurring fair value measurements.

	Fair Value Measurements Using			
	Total	**Level 1**	**Level 2**	**Level 3**
Investments by fair value level				
Debt securities:				
Utah Public Treasurer's Investment Fund	$ 51,672,847	$ -	$ 51,672,847	$ -
Total debt securities	$ 51,672,847	$ -	$ 51,672,847	$ -

Debt and equity securities classified in Level 1 are valued using prices quoted in active markets for those securities. Debt and equity securities classified in Level 2 are valued using the following approaches:

- Money Market, Bond, and Equity Mutual Funds: published fair value per share (unit) for each fund;
- Utah Public Treasurers' Investment Fund: application of the June 30, 2023 fair value factor, as calculated by the Utah State Treasurer, to the City's average daily balance in the Fund; and,

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The City's policy for managing its exposure to fair value loss arising from increasing interest rates is to comply with the State's Money Management Act. Section 51-7-11 of the Money Management Act requires that the remaining term to maturity of investments may not exceed the period of availability of the funds to be invested. The Act further limits the remaining term to maturity on all investments in commercial paper, bankers' acceptances, fixed rate negotiable deposits, and fixed rate corporate obligations to 270 days - 15 months or less. The Act further limits the remaining term to maturity on all investments in obligations of the United States Treasury; obligations issued by U.S. government sponsored enterprises; and bonds, notes, and other evidence of indebtedness of political subdivisions of the State to 5 years. In addition, variable rate negotiable deposits and variable rate securities may not have a remaining term to final maturity exceeding 3 years.

As of June 30, 2023, the City's investments had the following maturities:

		Investment Maturities (in Years)			
Investment Type	Fair Value	Less than 1	1-5	6-10	More than 10
PTIF Investments	$ 51,672,847	$ 51,672,847	-	-	-
	$ 51,672,847	$ 51,672,847	-	-	-

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The City's policy for reducing its exposure to credit risk is to comply with the State's Money Management Act, as previously discussed.

NOTE 2 DEPOSIT AND INVESTMENTS (Continued)

At June 30, 2023, the City's investments had the following quality ratings:

		Quality Ratings			
Investment Type	Fair Value	AAA	AA	A	Unrated
PTIF Investments	$ 51,672,847	-	-	-	$ 51,672,847
	$ 51,672,847	-	-	-	$ 51,672,847

Concentration of Credit Risk

Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The City's policy for reducing this risk of loss is to comply with the Rules of the Money Management Council. Rule 17 of the Money Management Council limits investments in a single issuer of commercial paper and corporate obligations to 5-10% depending upon the total dollar amount held in the portfolio.

Custodial credit risk (investments) – For an investment, this is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City does not have a formal policy for custodial credit risk.

The City's investment in the Utah Public Treasurer's Investment Fund has no custodial credit risk.

The following are the City's cash on hand, on deposit, and investments as of June 30, 2023:

Cash on hand and on deposit:	
Cash on deposit	$ 725,881
Petty cash	3,100
PTIF investment	51,672,847
Total cash and investments	$ 52,401,828

Cash and investments are included in the accompanying combined statement of net position as follows:	
Cash	$ 24,048,852
Restricted Cash	28,352,977
Total cash and investments	$ 52,401,828

NOTE 3 RESTRICTED BALANCES

The following table illustrates the amounts reported as restricted net position, restricted fund balance, and restricted cash. The variances between restricted cash and restricted net position occur under two occasions. First, if expenditures have been incurred for restricted purposes, but have yet to be paid with cash. Second, if the restriction is also offset by a corresponding debt such as the unspent bond proceeds.

	Restricted Cash	Restricted Net Position	Restricted Fund Balance
Water Bonds Debt Service Reserves	$ 58,298	$ 58,298	$ 58,298
Sales Tax Bonds Debt Service Reserves	129,797	129,797	129,797
LBA Debt Service Reserves	78,341	78,341	78,341
Impact Fees	4,494,054	4,494,054	4,494,054
Construction projects	21,955,753	6,008,753	21,955,753
Redevelopment low income housing	661,645	661,645	661,645
Unspent B&C Road Money	975,088	975,088	975,088
	$ 28,352,976	$ 12,405,976	$ 28,352,976

NOTE 4 ALLOWANCE FOR DOUBTFUL ACCOUNTS

The allowance for doubtful accounts receivable at June 30, 2023 for all funds is $10,000.

NOTE 5 CAPITAL ASSETS

A summary of changes in capital assets for the year ended June 30, 2023, is as follows:

	Balance June 30, 2022	Additions	Deletions	Transfers/ Reclassifications	Balance June 30, 2023
Governmental Activities					
Capital assets, not being depreciated					
Land	$ 25,812,145	$ -	$ -	$ -	$ 25,812,145
Construction in progress	3,317,643	1,198,331	-	(579,097)	3,936,876
Total capital assets, not being depreciated	29,129,788	1,198,331	-	(579,097)	29,749,021
Capital assets, being depreciated					
Infrastructure	30,547,135	722,813	-	579,097	31,849,046
Buildings	7,993,111	49,450	-	-	8,042,561
Improvements other than buildings	8,703,434	240,455	-	-	8,943,889
Machinery, equipment, and vehicles	6,297,858	473,961	-	-	6,771,819
Total capital assets, being depreciated	53,541,538	1,486,679	-	579,097	55,607,315
Less accumulated depreciation for					
Infrastructure	(7,351,560)	(887,348)	-	-	(8,238,908)
Buildings	(3,367,175)	(271,412)	-	-	(3,638,587)
Improvements other than buildings	(2,514,994)	(236,681)	-	-	(2,751,675)
Machinery, equipment, and vehicles	(4,577,793)	(436,224)	-	-	(5,014,017)
Total accumulated depreciation	(17,817,174)	(1,831,664)	-	-	(19,643,187)
Total capital assets, being depreciated, net	35,730,015	(344,985)	-	579,097	35,964,128
Governmental activities capital assets, net	$ 64,859,803	$ 853,346	$ -	$ -	$ 65,713,149

Depreciation expense was charged to functions/programs of the primary governmental activities as follows:

Governmental activities	
General government	$ 257,488
Community development	3,562
Public safety	143,491
Highways and public improvements	1,124,083
Parks, recreation, and public property	303,040
Total depreciation expense - governmental activities	$ 1,831,664

NOTE 5 CAPITAL ASSETS (Continued)

The Enterprise Funds' property, plant and equipment consist of the following at June 30, 2023:

	Balance June 30, 2022	Additions	Deletions	Transfers/ Reclassifications	Balance June 30, 2023
Business-type Activities					
Capital assets, not being depreciated					
Land	$ 2,551,013	$ -	$ -	$ -	$ 2,551,013
Water rights	2,864,052	-	-	-	2,864,052
Construction in progress	2,894,933	1,622,553	-	(2,297,468)	2,220,018
Total capital assets, not being depreciated	8,309,998	1,622,553	-	(2,297,468)	7,635,083
Capital assets, being depreciated					
Buildings	1,509,101	1,880,914	(497,527)	1,826,215	4,718,704
Golf course	4,810,424	-	(27,898)	-	4,782,526
Water distribution system	31,280,123	121,797	-	372,433	31,774,353
Storm water system	8,774,447	123,521	-	98,820	8,996,788
Machinery, equipment, and vehicles	3,302,410	622,885	(573,284)	-	3,352,011
Total capital assets, being depreciated	49,676,505	2,749,118	(1,098,709)	2,297,468	53,624,382
Less accumulated depreciation for					
Buildings	(795,665)	(24,407)	208,247	-	(611,825)
Golf course	(2,625,910)	(97,908)	13,411	-	(2,710,406)
Water distribution system	(12,268,082)	(995,686)	-	-	(13,263,767)
Storm water system	(1,904,851)	(222,648)	-	-	(2,127,499)
Machinery, equipment, and vehicles	(2,456,084)	(209,947)	450,688	-	(2,215,342)
Total accumulated depreciation	(20,050,592)	(1,550,595)	672,347	-	(20,928,840)
Total capital assets, being depreciated, net	29,625,914	1,198,523	(426,362)	2,297,468	32,695,543
Business-type activities capital assets, net	$ 37,935,912	$ 2,821,076	$ (426,362)	$ -	$ 40,330,626

Depreciation expense was charged to funds of the business-type activities as follows:

Business-type Activities	
Water	$ 971,265
Secondary Water	103,276
Storm Water	247,648
Solid Waste	3,965
Golf Course	224,441
Total depreciation expense - business-type activities	$ 1,550,595

NOTE 6 DEFERRED INFLOW OF RESOURCES

In conjunction with the implementation of GASB Statement No. 33, "*Accounting and Financial Reporting for Nonexchange Transactions*" the City has accrued a property tax receivable and a deferred inflow of resources for unavailable property tax revenue in the General Fund in the amounts of $2,794,916.

Property taxes in the governmental funds are recorded using the modified accrual basis of accounting, wherein revenues are recognized when they are both measurable and available (expected to be received

NOTE 6 DEFERRED INFLOW OF RESOURCES (Continued)

within 60 days). Property taxes attach as an enforceable lien on property as of the first day of January. Taxes are levied on October 1, and then are due and payable at November 30.

Since the property tax to be levied on October 1, 2023 is not expected to be received within 60 days after the year ended June 30, 2023, the City is required to record a receivable and a deferred inflow of resources for unavailable property tax revenue of the estimated amount of the total property tax to be levied on October 1, 2023. This amount is estimated to be $2,967,471.

In addition to the deferred inflow of resources from property taxes as described above, the City has recorded deferred outflows of resources and deferred inflows of resources related to their pension. See Note 15 for information on how those amounts are derived and when they will be charged to expense in the following years.

NOTE 7 DEVELOPER AND CUSTOMER DEPOSITS

General Fund deposits are principally deposits and construction bonds from developers that are held by the City until building projects receive the required City inspections and comply with all City ordinances.

Water fund deposits are customer deposits the City requires from all residential or commercial customers before they receive a water connection. The deposit is a flat fee charged based on the size of the water meter. The deposit is refunded only at termination of service.

NOTE 8 LONG-TERM DEBT

The following is a summary of long-term debt transactions of the City for the year ended June 30, 2023:

	Long-term debt payable at June 30, 2022	Additions	Reductions	Long-term debt payable at June 30, 2023	Due within One Year
Governmental activities					
Series 2022 Sales Tax Revenue Bond	$ -	$16,692,000	$ 745,000	$ 15,947,000	$ 408,000
Series 2021 Sales Tax Revenue Bond	2,910,000	-	285,000	2,625,000	295,000
Plus unamortized premium	352,271	-	70,454	281,817	35,227
Series 2019 Sales Tax Refunding	1,895,000	-	222,000	1,673,000	225,000
Series 2016 Lease Revenue Bond	544,000	-	101,000	443,000	105,000
2016 Public Works Lease	45,837	-	22,633	23,204	23,204
Compensated Absences	518,222	570,044	314,115	774,152	410,296
Governmental activity long-term liabilities	$ 6,265,330	$17,262,044	$ 1,760,202	$ 21,767,173	$ 1,501,727
Business-type activities					
Series 2022 Water Refunding	$ 1,976,000	$ -	$ 210,000	$ 1,766,000	$ 209,000
Series 2021 Sales Tax Revenue Bond	4,115,000	-	100,000	4,015,000	-
Plus unamortized premium	94,089	-	3,136	90,953	3,136
Eaglewood Development N/P	657,000	-	-	657,000	-
Compass Development N/P	51,073	-	-	51,073	-
Compensated Absences	197,617	217,379	150,650	264,346	140,106
Business-type activity long-term liabilities	$ 7,090,779	$ 217,379	$ 463,786	$ 6,844,372	$ 352,242

NOTE 8 LONG-TERM DEBT (Continued)

The General Fund and all Enterprise Funds typically liquidate the liability for compensated absences.

For the year ended June 30, 2023, $543,059 of interest was charged as a direct expense on the *statement of activities* for Governmental activities and $106,188 of interest was charged to expense in the Business-type Activities. No interest was capitalized for the year ended June 30, 2023, in Governmental or Business-type Activities.

Government-type activities:

Lease Revenue Bonds, Series 2016

In December of 2016 the City issued the Lease Revenue Bonds, Series 2016 with a par value of $999,000. The bonds have an average interest cost of 1.49%. The bonds require interest payments due in June and December of each year until June 2026. Principal payments are due in December of each year until December 2026. These bonds were issued for the purpose of purchasing property for future park expansion and park construction. The bonds proceeds were receipted and will be liquidated in the Local Building Authority Fund.

The annual debt service requirements to maturity, including principal and interest, for the Series 2016 Lease Revenue Bonds, as of June 30, 2023, are as follows:

Year Ending June 30,	Interest Rate	Principal	Interest	Total
2024	3.04%	105,000	15,062	120,062
2025	3.73%	108,000	12,607	120,607
2026	3.95%	113,000	9,085	122,085
2027	4.12%	117,000	4,820	121,820
Total		$ 443,000	$ 41,575	$ 484,575

Sales Tax Revenue Bonds, Series 2019

On December 17, 2019 the City issued the Series 2019 Sales Tax Revenue Refunding Bonds. The purpose of the issuance was to refund the outstanding Series 2010 Sales Tax Revenue Bonds. The refunding provided a net present value savings of $222,687, with an average annual cash flow savings of $22,185. Principal payments on the bonds are due on June 15th of each year through 2030 and interest payments are due on June 15 and December 15 of each year through June 15, 2030. The bonds carry an annual interest rate of 1.82%.

The annual debt service requirements to maturity, including principal and interest, for the Series 2019- Sales Tax Refunding Revenue Bonds, as of June 30, 2023, are as follows:

Year Ending June 30,	Interest Rate	Principal	Interest	Total
2024	1.82%	225,000	30,449	255,449
2025	1.82%	231,000	26,354	257,354
2026	1.82%	233,000	22,149	255,149
2027	1.82%	239,000	17,909	256,909
2028	1.82%	245,000	13,559	258,559
2029	1.82%	250,000	9,100	259,100
2030	1.82%	250,000	4,550	254,550
Total		$ 1,673,000	$ 124,070	$ 1,797,070

NOTE 8 LONG-TERM DEBT (Continued)

Sales Tax Revenue Bonds Series 2021

On September 30, 2021, the City issued $7,455,000 in Series 2021 Sales Tax Revenue Bonds for the purpose of financing the development of the Foxboro Wetlands Park ($3,215,000), and improvements to the Eaglewood Golf Course ($4,240,000). Principal payments on the bonds are due June 15 of each year and conclude in December 2031 for the Foxboro Park Project and December 2051 for the Eaglewood Golf Course project. Interest payments are due on June 15 and December 15 of each year beginning December 15, 2021 and end on June 15, 2031 for the Foxboro Park Project and June 15, 2051 for the Eaglewood Golf Course project. Cost of issuance was $80,000 with a reoffering premium of $446,360 split between the projects based on the debt repayment schedule. This bond issuance was rated AA+ with an average interest cost of 1.908%.

The annual debt service requirements to maturity, including principal and interest, for the Series 2021 Sales Tax Revenue Bonds, as of June 30, 2023, are as follows:

Year Ending June 30,	Interest Rate	Principal	Interest	Total
2024	3.00%	295,000	78,750	373,750
2025	3.00%	305,000	69,900	374,900
2026	3.00%	315,000	60,750	375,750
2027	3.00%	325,000	51,300	376,300
2028	3.00%	330,000	41,550	371,550
2029	3.00%	340,000	31,650	371,650
2030	3.00%	350,000	21,450	371,450
2031	3.00%	365,000	10,950	375,950
Total		$ 2,625,000	$ 366,300	$ 2,991,300
Plus unamortized premium		278,294		
Total		$ 2,903,294		

Sales Tax Revenue Bonds Series 2022

On December 7, 2022, the City issued $16,692,000 in Series 2022 Sales Tax Revenue Bonds for the purpose of financing the cost of expansion and improvements to Hatch Park. Principal payments on the bonds are due June 15 of each year and conclude on June 15, 2047. Interest payments are due on June 15 and December 15 of each year beginning June 15, 2023 and ending on June 15, 2047. The bonds were issued through a direct placement with a cost of issuance of $92,000. The bonds carry an average interest cost of 4.889% and are callable at any time.

The annual debt service requirements to maturity, including principal and interest, for the Series 2022 Sales Tax Revenue Bonds, as of June 30, 2023, are as follows:

Year Ending June 30,	Interest Rate	Principal	Interest	Total
2024	3.20%	408,000	729,058	1,137,058
2025	3.30%	422,000	716,002	1,138,002
2026	3.40%	435,000	702,076	1,137,076
2027	3.50%	450,000	687,286	1,137,286
2028	3.60%	466,000	671,536	1,137,536
2029-2033	3.7% - 4.1%	2,606,000	3,083,042	5,689,042
2034-2038	4.2% - 4.6%	3,185,000	2,502,089	5,687,089
2039-2043	4.7% - 5.1%	3,989,000	1,697,389	5,686,389
2044-2047	5.2% - 5.7%	3,986,000	564,234	4,550,234
		$ 15,947,000	$ 11,352,712	$ 27,299,712

NOTE 8 LONG-TERM DEBT (Continued)

2016 Public Works Vehicle Capital Lease

In February 2016, the City entered into an equipment lease purchase in the amount of $170,420. The lease is secured by capital equipment with a historical cost of $170,655 and accumulated depreciation of $156,800 at June 30, 2023. Payments are due in February of each year until 2024. The lease has an interest rate of 2.52%. The fleet fund is used to liquidate the lease. The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2023, are as follows:

Year Ending June 30,	Interest Rate	Principal	Interest	Total
2024	2.52%	23,204	585	23,789
Total		$ 23,204	$ 585	$ 23,789

Business-type activities:

Water Revenue Bonds, Series 2010

In December of 2010 the City issued Series 2010 Water Revenue Bonds with a par value of $4,000,000. The bonds are Build America Bonds (BABS) and are not tax exempt to the holder of the bonds. The bonds have a net interest cost of 5.99% and a true interest cost of 3.88%. However, the City will be reimbursed by the Federal Government equal to 35% of the interest paid. The purpose of the bond issue was to finance the cost of various capital improvements to the water distribution system, including the construction of wells, a pump building, waterlines, pump stations, and a 0.5 million-gallon water tank. Water sales are security for the bond. Payments are due in March and September of each year, with final payment being due in March 2031.

During the fiscal year ended June 30, 2015, the City used $500,000 of these bond's issuance proceeds to fund a Storm Water project. This portion of the long-term debt outstanding was transferred along with the associated unamortized bond premium to the Storm Water fund during the fiscal year ended June 30, 2015, and will be liquidated/amortized throughout the remaining life of these bonds. The amortization schedule for these bonds presented below can be broken out between the Water and Storm Water funds by using each fund's percentage of the outstanding debt as follows: Water 86.56% and Storm Water 13.44%.

The Series 2010 Water Revenue Bonds have a rate covenant requirement. This requires the Water Fund to have its rates and fees (including connection fees) to be sufficient to pay the system's operation and maintenance expenses (excluding depreciation) and to provide net revenues of not less than 125% of the annual debt service requirement for the forthcoming year.

The City is required to, by the 15th day of each month, transfer and deposit into the Bond Fund, an amount equal to approximately one-sixth of the interest falling due on the next interest payment date, plus approximately one-twelfth of the principal and premium, if any, falling due on the next principal payment date, in an amount sufficient to pay the principal and interest on the bonds promptly on each such payment date.

A Debt Service Reserve Fund is required set at a total amount upon the time of issuance to be $364,978. One-half of this reserve is satisfied with an insurance policy, the other half is satisfied with a deposit made into a reserve cash account at the time of issuance in the amount of $182,489. This debt was refunded in fiscal year 2022, with the refunded debt no longer requiring a debt service reserve fund. Those funds held in reserve at the refunding were applied to the outstanding debt at the time of refunding.

Water Revenue Bonds, Series 2022

On March 8, 2022, the City issued the Series 2022 Water Refunding Bonds. The purpose of the issuance was to refund the outstanding Series 2010 Water Revenue Bonds. The refunding provided a net present value savings of 19.94%, or $394,051, with an average annual cash flow savings of approximately $48,354. Principal payments on the bonds are due on March 1st of each year through 2031 and interest payments are due on March 1st and September 1st of each year through 2031. The bonds carry an average coupon rate of 2.16%. The original debt funded projects in both the Water Fund and Storm Water Fund, therefore the

NOTE 8 LONG-TERM DEBT (Continued)

amortization schedule below may be split using each fund's percentage of the outstanding debt as follows: Water 86.56% and Storm Water 13.44%.

The annual debt service requirements to maturity, including principal and interest for the Series 2022 Water Revenue Bonds at June 30, 2023 are as follows:

Year Ending June 30,	Interest Rate	Principal	Interest	Total
2024	1.10%	209,000	34,640	243,640
2025	1.30%	213,000	32,341	245,341
2026	1.50%	212,000	29,572	241,572
2027	1.85%	217,000	26,392	243,392
2028	2.10%	221,000	22,378	243,378
2029	2.30%	225,000	17,737	242,737
2030	2.50%	230,000	12,562	242,562
2031	2.85%	239,000	6,812	245,812
		$ 1,766,000	$ 182,432	$ 1,948,432

Sales Tax Revenue Bonds Series 2021

On September 30, 2021, the City issued $7,455,000 in Series 2021 Sales Tax Revenue Bonds for the purpose of financing the development of the Foxboro Wetlands Park ($3,215,000), and improvements to the Eaglewood Golf Course ($4,240,000). Principal payments on the bonds are due June 15th of each year and conclude in December 2031 for the Foxboro Park Project, and December 2051 for the Eaglewood Golf Course project. Interest payments are due on June 15 and December 15 of each year beginning December 15, 2021 and ending on June 15, 2031 for the Foxboro Park Project and June 15, 2051 for the Eaglewood Golf Course project. Cost of issuance was $80,000 with a reoffering premium of $446,360 split between the projects based on the debt repayment schedule. This bond issuance was rated AA+ with an average interest cost of 1.908%.

The annual debt service requirements to maturity, including principal and interest, for the Series 2021 Sales Tax Revenue Bonds, as of June 30, 2023, are as follows:

Year Ending June 30,	Interest Rate	Principal	Interest	Total
2024	3.00%	100,000	93,538	193,538
2025	3.00%	105,000	90,538	195,538
2026	3.00%	105,000	87,388	192,388
2027	3.00%	110,000	84,238	194,238
2028	3.00%	115,000	80,938	195,938
2029-2033	2% - 3%	615,000	352,838	967,838
2034-2038	2.00%	695,000	280,638	975,638
2039-2043	2% - 2.125%	765,000	207,394	972,394
2044-2048	2.25%	850,000	120,938	970,938
2049-2051	2.25%	555,000	25,200	580,200
		4,015,000	$ 1,423,644	$ 5,438,644
Plus unamortized premium		87,816		
Total		$ 4,102,816		

NOTE 8 LONG-TERM DEBT (Continued)

Golf Course Note Payable – Eaglewood Development LTD

On December 18, 1992 the City entered into a non-interest bearing note payable agreement with Eaglewood Development LTD where the City borrowed $657,000. The City shall pay a lender an amount equal to 100% of all cash flow until the lender shall have been paid an amount equal to 5% of the total participation net income which has accrued from the date hereof through the end of the fiscal year for which the payment is being made and which has not been previously paid to the lender. The City's obligation to make payments to the lender shall commence at such time as the City shall have accumulated in the golf enterprise fund an unrestricted net position balance the amount of $175,000, which amount shall include any interest earned on funds deposited in the enterprise reserve fund. Prior to the accumulation of $175,000, 100% of the cash flow shall be deposited in the enterprise fund. In any fiscal year the cash flow is not available to permit actual payment to the lender of amount required to be paid pursuant to the above stipulations, then payment of such amount shall be deferred until such time as cash flow shall be available to make payments with zero interest. The annual due date of all payments shall be 90 days after the close of each fiscal year. The computation of payment on this note is not determinable as it is based on net income. The golf course had an operating gain for the current year, but net position remains negative.

Eaglewood Village, Inc. (DBA Compass Development Group) Note Payable

On November 16, 2010 the City entered into a note payable agreement with Compass Development Group for the construction of storm drain improvements within the storm drainage service area #2 (Eaglewood Village). In exchange for the storm drain improvements, the City committed to a note of $973,468 that would be repaid with storm drain impact fees as the fees are collected from that respective development area. The agreement stipulates that the City must remit to the developer 54.2 percent of the impact fees collected from service area #2 and that from the time the fees are collected to when they are remitted, they bear interest at a rate of 6 percent. The total remaining payable to the developer at June 30, 2023 is $51,073.

NOTE 9 INTERGOVERNMENTAL REVENUE

Intergovernmental revenue for the year ended June 30, 2023 consists of the following:

Revenue Source	Amount	% of Total
Utah Class C Road Allotment	$ 895,032	27.55%
Intergovernmental -Fuel Tax	631,057	19.42%
Intergovernmental -UDOT	426,748	13.13%
Utah Liquor Law Enforcement Grant	26,225	0.81%
Department of Justice Grant	4,291	0.13%
ARPA State and Local Fiscal Recovery Funds	1,265,965	38.96%
	$ 3,249,317	100.00%
Governmental Funds	$ 3,249,317	
Proprietary Funds	-	
	$ 3,249,317	

Of the $3,249,317 in total intergovernmental revenues, all were reported in the proprietary funds (compared to $4,341,010 in governmental funds and $59,607 in proprietary funds in the prior fiscal year).

NOTE 10 RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The City maintains commercial liability and property insurance for all major programs. There have been no significant reductions in insurance coverage. The City makes monthly premium payments to the insurance provider to cover any claims on workers' compensation.

NOTE 10 RISK MANAGEMENT (Continued)

Settlement amounts have not exceeded insurance coverage for the prior four years. The table on the following page illustrates the coverage limits and deductibles for the various areas of risks that the City is exposed to:

	Coverage Limits	Deductible
General Liability	5,000,000	-
Auto Bodily Injury	5,000,000	-
Auto Property Damage	5,000,000	-
Underinsured Motorist	100,000	-
Uninsured Motorist	100,000	-
Building	12,515,617	1,000
Building Contents	3,244,350	1,000
Contractors Equipment	1,504,101	1,000
Equipment in the Open	869,190	1,000
Mobile Equipment	45,640	1,000
Sewer/Water Buildings	13,851,000	1,000
Sewer/Water Building Contents	1,955,400	1,000
Position Bond	1,000,000	-

* Deductible is per incidence

NOTE 11 INTERFUND TRANSACTIONS

At June 30, 2023, the City's internal balances due to or from other activities were as follows:

	Due from	
	Enterprise	
	Golf	
Due To	Fund	Total
Governmental:		
Capital Projects Fund	$2,921,931	$2,921,931
Total	$2,921,931	$2,921,931

The Golf Fund payable represents transferred subsidies made to the Golf Fund from fiscal years 1994 through 2020. The City does not expect to be repaid from the Golf Fund.

In addition to the above, transfers were made which will not be repaid. Interfund transfers for the year ended June 30, 2023 are listed on the following page.

These transfers occurred primarily to finance programs, accounted for in one fund, with resources collected in other funds in accordance with budgetary authorizations. The General Funds transfers to the;1) Roadway Development Fund was for the construction of C Road qualifying road projects and seal coating, 2) a transfer to Capital Projects Fund to reserve funds for future capital projects, and 3) a transfer to the Parks Capital Fund for future Park Projects. The transfers from the Redevelopment Agency were to; reimburse the General Fund for administrative expenditures, and to the Housing Agency setting aside funds restricted for low income housing. The Police Facilities Fund transferred its share of the capital cost of the new building to the Capital Projects Fund. The transfer from the Park fund to the Local Building Authority funded a portion of the annual debt payment.

NOTE 11 INTERFUND TRANSACTIONS (Continued)

	Transfer - In	Transfer - Out
Governmental:		
General Fund	$ 124,650	$ 3,320,477
Redevelopment Agency	-	314,023
Housing Agency	189,373	-
Building Authority Fund	99,996	-
Debt Service Fund	-	1,000,000
Capital Projects Fund	1,243,698	-
Parks Capital Fund	1,000,000	99,996
Police Facilities Fund	-	4,098
Roadway Devel. Fund	2,080,877	-
	$ 4,738,593	$ 4,738,593

NOTE 12 CONTRACT AGREEMENTS

The City participates in the following special districts to provide services to its residents:

Davis County Solid Waste Management and Energy Recovery Special Service District
South Davis Metro Fire Agency
South Davis County Sewer District
South Davis Recreation District

The Solid Waste Management District, Sewer District and Recreation District charge users directly for services received. During the current fiscal year, the City paid the South Davis Metro Fire Agency $1,722,073 for fire services.

The City has representatives on the governing boards of the above districts but does not have total or final control over the fiscal or administrative activities of these entities. Payments or services to these entities are included in the expenditures of the City's general fund. Separate financial statements are prepared by these districts and are publicly available through their respective offices.

NOTE 13 REDEVELOPMENT AGENCY OF THE CITY OF NORTH SALT LAKE

In accordance with Utah State Law, the City makes the following disclosures relative to the North Salt Lake City Redevelopment Agency (RDA): The RDA collected tax increment and distributed funds as follows:

- Project Area 1 – Eaglewood Village
  - Increment Collected: $599,271
  - Development expenditures: $569,474
  - Administrative fee transferred to General Fund: $29,964

- Project Area 2 – Redwood Road
  - Increment Collected: $1,351,226
  - Development expenditures: $22,643
  - Administrative fee transferred to General Fund: $67,561
  - Transfer to Housing Fund for low-income housing projects: $135,123

- Project Area 3 – Highway 89
  - Increment Collected: $542,502
  - Development Expenditures: $452,866
  - Administrative fee transferred to General Fund: $27,125
  - Transfer to Housing Fund for low-income-housing projects: $54,250

NOTE 14 SUBSEQUENT EVENTS

The City has no subsequent events to report.

NOTE 15 PENSION PLAN

General Information about the Pension Plan

Plan Description:

Eligible plan participants are provided with pensions through the Utah Retirement Systems. Utah Retirement Systems are comprised of the following Pension Trust Funds:

Defined Benefit Plans

- Public Employees Noncontributory Retirement System (Noncontributory System); is a multiple employer, cost sharing, public employee retirement system.
- Public Safety Retirement System (Public Safety System) is a cost-sharing, multiple-employer public employee retirement system;
- Tier 2 Public Employees Contributory Retirement System (Tier 2 Public Employees System) is a multiple employer cost sharing public employee retirement system;
- Tier 2 Public Safety and Firefighter Contributory Retirement System (Tier 2 Public Safety and Firefighters System) is a multiple employer, cost sharing, public employee retirement system.
- The Tier 2 Public Employees System became effective July 1, 2011. All eligible employees beginning on or after July 1, 2011, who have no previous service credit with any of the Utah Retirement Systems, are members of the Tier 2 Retirement System.

The Utah Retirement Systems (Systems) are established and governed by the respective sections of Title 49 of the Utah Code Annotated 1953, as amended. The Systems' defined benefit plans are amended statutorily by the State Legislature. The Utah State Retirement Office Act in Title 49 provides for the administration of the Systems under the direction of the Utah State Retirement Board, whose members are appointed by the Governor. The Systems are fiduciary funds defined as pension (and other employee benefit) trust funds. URS is a component unit of the State of Utah. Title 49 of the Utah Code grants the authority to establish and amend the benefit terms.

URS issues a publicly available financial report that can be obtained by writing Utah Retirement Systems, 560 E. 200 S., Salt Lake City, Utah 84102 or visiting the website: www.urs.org/general/publications.

NOTE 15 PENSION PLAN (Continued)

Benefits Provided:
URS provides retirement, disability, and death benefits. Retirement benefits are as follows:

Summary of Benefits by System

System	Final Average Salary	Years of service required and/or age eligible for benefit	Benefit percent per year of service	COLA**
Noncontributory System	Highest 3 years	30 years, any age 25 years, any age* 20 years, age 60* 10 years, age 62* 4 years, age 65*	2.0% per year all years	Up to 4%
Public Safety System	Highest 3 years	20 years, any age 10 years, age 60 4 years, age 65	2.5% per year up to 20 years; 2.0% per year over 20 years	Up to 2.5% to 4% depending on the employer
Tier 2 Public Employees System	Highest 5 years	35 years, any age 20 years, age 60* 10 years, age 62* 4 years, age 65*	1.5% per year all years	Up to 2.5%
Tier 2 Public Safety and Firefighters System	Highest 5 years	25 years, any age 20 years, age 60* 10 years, age 62* 4 years, age 65*	1.50% per year to June 30, 2020; 2.00% per year July 1, 2020 to present	Up to 2.5%

*** Actuarial reductions are applied.**

**** All post-retirement cost-of-living adjustments are non-compounding and are based on the original benefit except for Judges, which is a compounding benefit. The cost-of-living adjustments are also limited to the actual Consumer Price Index (CPI) increase for the year, although unused CPI increases not met may be carried forward to subsequent years.**

NOTE 15 PENSION PLAN (Continued)

Contributions Rate Summary

As a condition of participation in the Systems, employers and/or employees are required to contribute certain percentages of salary and wages as authorized by statute and specified by the Utah State Retirement Board. Contributions are actuarially determined as an amount that, when combined with employee contributions (where applicable), is expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded actuarial accrued liability. Contribution rates as of June 30, 2023 are as follows:

	Employee Paid	Employer Contribution Rates	Employer rate for 401(k) Plan
Contributory System			
111 - Local Government Division Tier 2	N/A	16.01	0.18
Noncontributory System			
15 - Local Government Division Tier 1	N/A	17.97	N/A
Public Safety Retirement System			
Contributory			
122 - Other Division A Contributory Tier 2	2.59	25.83	N/A
Noncontributory			
43 Other Dev A with 2.5% COLA	N/A	34.04	N/A
Tier 2 DC Only			
211 - Local Government	N/A	6.19	10.00
222 - Public Safety	N/A	11.83	14.00

***Tier 2 rates include a statutory required contribution to finance the unfunded actuarial accrued liability of the Tier 1 plans.

For fiscal year ended June 30, 2023, the employer and employee contributions to the Systems were as follows:

System	Employer Contributions	Employee Contributions
Noncontributory System	$ 413,538	$ -
Public Safety System	467,116	-
Tier 2 Public Employees System	227,588	-
Tier 2 Public Safety and Firefighter	166,693	16,714
Tier 2 DC Only System	10,995	-
Tier 2 DC Only Public Safety and Firefighter	5,662	441
Total Contributions	$ 1,291,591	$ 17,155

Contributions reported are the URS Board-approved required contributions by System. Contributions in the Tier 2 Systems are used to finance the unfunded liabilities in the Tier 1 Systems.

NOTE 15 PENSION PLAN (Continued)

Combined Pension Assets, Liabilities, Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2023, we reported a net pension asset of $0 and a net pension liability of $1,668,117.

	Measurement Date: December 31, 2022				
	Net Pension Asset	Net Pension Liability	Proportionate Share	Proportionate Share December 31, 2021	Change (Decrease)
Noncontributory System	$ -	$ 450,675	0.2631296%	0.2650405%	(0.0019109)%
Public Safety System	$ -	$1,134,163	0.8771052%	0.8241249%	0.0529803%
Tier 2 Public Employees System	$ -	$ 66,599	0.0611624%	0.0524632%	0.0086992%
Tier 2 Public Safety and Firefighter System	$ -	$ 16,680	0.1999402%	0.1671625%	0.0327777%
Total Net Pension Asset/Liability	$ -	$1,668,117			

The net pension asset and liability was measured as of December 31, 2022, and the total pension liability used to calculate the net pension asset and liability was determined by an actuarial valuation as of January 1, 2022 and rolled-forward using generally accepted actuarial procedures. The proportion of the net pension asset and liability is equal to the ratio of the employer's actual contributions to the Systems during the plan year over the total of all employer contributions to the System during the plan year.

For the year ended June 30, 2023, we recognized pension expense of $ 839,978.

At June 30, 2023, we reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 188,424	$ 8,173
Changes in assumptions	$ 136,449	$ 3,640
Net difference between projected and actual earnings on pension plan investments	$ 604,309	$ -
Changes in proportion and differences between contributions and proportionate share of contributions	$ 69,744	$ 5,125
Contributions subsequent to the measurement date	$ 609,024	$ -
Total	$ 1,607,950	$ 16,938

$609,024 reported as deferred outflows of resources related to pensions results from contributions made by us prior to our fiscal year end, but subsequent to the measurement date of December 31, 2022.

NOTE 15 PENSION PLAN (Continued)

These contributions will be recognized as a reduction of the net pension liability in the upcoming fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions, will be recognized in pension expense as follows:

Year ended December 31,	Deferred Outflows (Inflows) of Resources
2023	$ (201,890)
2024	$ (20,404)
2025	$ 247,048
2026	$ 920,481
2027	$ 6,676
Thereafter	$ 30,077

Noncontributory System Pension Expense, and Deferred Outflows and Inflows of Resources

For the year ended June 30, 2023, we recognized pension expense of $ 223,078.

At June 30, 2023, we reported deferred outflows of resources and deferred inflows of resources relating to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 152,862	$ -
Changes in assumptions	$ 73,860	$ 1,800
Net difference between projected and actual earnings on pension plan investments	$ 297,270	$ -
Changes in proportion and differences between contributions and proportionate share of contributions	$ 6,212	$ -
Contributions subsequent to the measurement date	$ 196,293	$ -
Total	$ 726,497	$ 1,800

$ 196,293 reported as deferred outflows of resources related to pensions results from contributions made by us prior to our fiscal year end, but subsequent to the measurement date of December 31, 2022.

These contributions will be recognized as a reduction of the net pension liability in the upcoming fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions, will be recognized in pension expense as shown as follows:

Year ended December 31,	Deferred Outflows (Inflows) of Resources
2023	$ (61,169)
2024	$ 13,655
2025	$ 119,402
2026	$ 456,516
2027	$ -
Thereafter	$ -

NOTE 15 PENSION PLAN (Continued)

Public Safety System Pension Expense, and Deferred Outflows and Inflows of Resources

For the year ended June 30, 2023, we recognized pension expense of $ 416,968.

At June 30, 2023, we reported deferred outflows of resources and deferred inflows of resources relating to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 5,021	$ -
Changes in assumptions	$ 30,419	$ -
Net difference between projected and actual earnings on pension plan investments	$ 262,882	$ -
Changes in proportion and differences between contributions and proportionate share of contributions	$ 48,736	$ -
Contributions subsequent to the measurement date	$ 219,373	$ -
Total	$ 566,431	$ -

$ 219,373 reported as deferred outflows of resources related to pensions results from contributions made by us prior to our fiscal year end, but subsequent to the measurement date of December 31, 2022.

These contributions will be recognized as a reduction of the net pension liability in the upcoming fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions, will be recognized in pension expense as follows:

Year ended December 31,	Deferred Outflows (Inflows) of Resources
2023	$ (145,972)
2024	$ (45,360)
2025	$ 109,587
2026	$ 428,803
2027	$ -
Thereafter	$ -

Tier 2 Public Employees System Pension Expense, and Deferred Outflows and Inflows of Resources

For the year ended June 30, 2023, we recognized pension expense of $ 127,570.

At June 30, 2023, we reported deferred outflows of resources and deferred inflows of resources relating to pensions from the following sources:

NOTE 15 PENSION PLAN (Continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 22,495	$ 2,642
Changes in assumptions	$ 21,621	$ 169
Net difference between projected and actual earnings on pension plan investments	$ 26,851	$ -
Changes in proportion and differences between contributions and proportionate share of contributions	$ 11,065	$ 2,580
Contributions subsequent to the measurement date	$ 111,573	$ -
Total	$ 193,605	$ 5,391

$ 111,573 reported as deferred outflows of resources related to pensions results from contributions made by us prior to our fiscal year end, but subsequent to the measurement date of December 31, 2022.

These contributions will be recognized as a reduction of the net pension liability in the upcoming fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions, will be recognized in pension expense as follows:

Year ended December 31,	Deferred Outflows (Inflows) of Resources
2023	$ 3,714
2024	$ 7,944
2025	$ 12,686
2026	$ 24,143
2027	$ 5,682
Thereafter	$ 22,471

Tier 2 Public Safety and Firefighter Pension Expense, and Deferred Outflows and Inflows of Resources

For the year ended June 30, 2023, we recognized pension expense of $ 72,361.

At June 30, 2023, we reported deferred outflows of resources and deferred inflows of resources relating to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 8,046	$ 5,531
Changes in assumptions	$ 10,549	$ 1,671
Net difference between projected and actual earnings on pension plan investments	$ 17,306	$ -
Changes in proportion and differences between contributions and proportionate share of contributions	$ 3,731	$ 2,545
Contributions subsequent to the measurement date	$ 81,786	$ -
Total	$ 121,418	$ 9,747

NOTE 15 PENSION PLAN (Continued)

$ 81,786 reported as deferred outflows of resources related to pensions results from contributions made by us prior to our fiscal year end, but subsequent to the measurement date of December 31, 2022.

These contributions will be recognized as a reduction of the net pension liability in the upcoming fiscal year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions, will be recognized in pension expense as follows:

Year ended December 31,	Deferred Outflows (Inflows) of Resources
2023	$ 1,536
2024	$ 3,356
2025	$ 5,372
2026	$ 11,019
2027	$ 994
Thereafter	$ 7,606

Actuarial Assumptions

The total pension liability in the December 31, 2022 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50 percent
Salary increases	3.25 – 9.25 percent, average, including inflation
Investment rate of return	6.85 percent, net of pension plan investment expense, including inflation

Mortality rates were adopted for an actuarial experience study dated January 1, 2020. The retired mortality tables are developed using URS retiree experience and are based upon gender, occupation, and age as appropriate with projected improvements using 80% of the ultimate rates from the MP-2019 improvement assumption using a base year of 2020. The mortality assumption for active members in the PUB-2010 Employees Mortality Table for public employees, teachers, and public safety members, respectively.

The actuarial assumptions used in the January 1, 2022, valuation were based on an experience study of the demographic assumptions as of January 1, 2020, and a review of economic assumptions as of January 1, 2021.

The long-term expected rate of return on pension plan investments was determined using a building-block method, in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class and is applied consistently to each defined benefit pension plan. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

NOTE 15 PENSION PLAN (Continued)

	Expected Return Arithmetic Basis		
Asset Class	Target Asset Allocation	Real Return Arithmetic Basis	Long-term Expected Portfolio Real Rate of Return
Equity Securities	35.00%	6.58%	2.30%
Debt Securities	20.00%	1.08%	0.22%
Real Assets	18.00%	5.72%	1.03%
Private Equity	12.00%	9.80%	1.18%
Absolute Return	15.00%	2.91%	0.44%
Cash and Cash Equivalents	0.00%	-0.11%	0.00%
Totals	100.00%		5.17%
Inflation			2.50%
Expected arithmetic nominal return			7.67%

The 6.85% assumed investment rate of return is comprised of an inflation rate of 2.50%, a real return of 4.35% that is net of investment expense.

Discount rate: The discount rate used to measure the total pension liability was 6.85 percent. The projection of cash flows used to determine the discount rate assumed that employee contributions will be made at the current contribution rate, and that contributions from all participating employers will be made at contractually required rates that are actuarially determined and certified by the URS Board. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current, active, and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments, to determine the total pension liability. The discount rate does not use the Municipal Bond Index Rate. The discount rate was reduced from 6.95% to 6.85% from the prior measurement date.

Sensitivity of the proportionate share of the net pension asset and liability to changes in the discount rate: The following presents the proportionate share of the net pension liability calculated using the discount rate of 6.85 percent, as well as what the proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (5.85 percent) or 1 percentage point higher (7.85 percent) than the current rate:

System	1% Decrease or 5.85%	Discount Rate of 6.85%	1% Increase or 7.85%
Noncontributory System	$ 2,840,304	$ 450,675	$ (1,545,986)
Public Safety System	$ 3,652,577	$ 1,134,163	$ (913,901)
Tier 2 Public Employees System	$ 291,003	$ 66,599	$ (106,275)
Tier 2 Public Safety and Firefighter	$ 133,518	$ 16,680	$ (76,178)
Total Contributions	$ 6,917,402	$ 1,668,117	$ (2,642,340)

Defined Contribution Savings Plans

The Defined Contribution Savings Plans are administered by the Utah Retirement Systems Board and are generally supplemental plans to the basic retirement benefits of the Retirement Systems, but may also be used as a primary retirement plan. These plans are voluntary tax-advantaged retirement savings programs authorized under sections 401(k), 457(b) and 408 of the Internal Revenue Code. Detailed information regarding plan provisions is available in the separately issued URS financial report.

NOTE 15 PENSION PLAN (Continued)

CITY OF NORTH SALT LAKE participates in the following Defined Contribution Savings Plans with Utah Retirement Systems:

*401(k) Plan
*457(b) Plan
*Roth IRA Plan

Employee and employer contributions to the Utah Retirement Defined Contribution Savings Plans for fiscal year ended June 30th, were as follows:

401(k) Plan	**2023**	**2022**	**2021**
Employer Contributions	$ 307,283	$ 276,370	$ 233,194
Employee Contributions	$ 106,180	$ 78,161	$ 82,787
457 Plan			
Employer Contributions	$ 15,574	$ 16,536	$ 13,532
Employee Contributions	$ 21,482	$ 25,347	$ 28,848
Roth IRA Plan			
Employer Contributions	N/A	N/A	N/A
Employee Contributions	$ 51,931	$ 49,519	$ 44,157

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF NORTH SALT LAKE
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE-BUDGET AND ACTUAL- GENERAL FUND
For The Year Ended June 30, 2023

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	final budget
Revenues				
Taxes:				
Property	$ 3,014,877	$ 3,014,877	$ 3,166,400	$ 151,523
Sales and use	6,390,627	6,390,627	6,706,873	316,246
Franchise	1,958,072	2,216,072	2,344,067	127,995
Licenses and permits	232,000	232,000	243,690	11,690
Intergovernmental revenues	2,625,935	2,625,935	2,822,569	196,634
Charges for services	818,800	818,800	553,939	(264,861)
Fines and forfeitures	350,000	350,000	354,821	4,821
Interest	15,000	79,800	99,602	19,802
Miscellaneous	52,000	52,000	36,848	(15,152)
Total Revenues	15,457,311	15,780,111	16,328,809	548,698
Expenditures				
Current:				
General government:				
Legislative	278,200	278,200	251,402	26,798
Administrative	1,107,678	1,142,678	1,039,038	103,640
Buildings	89,200	149,200	160,532	(11,332)
Judicial	386,500	386,500	360,751	25,749
Total general government	1,861,578	1,956,578	1,811,723	144,855
Public safety:				
Police department	5,347,185	5,466,185	5,293,828	172,357
Fire department	1,738,106	1,738,106	1,722,073	16,033
Total public safety	7,085,291	7,204,291	7,015,901	188,390
Public works:				
Streets department	1,901,100	1,924,100	1,826,601	97,499
Engineering	267,430	150,430	138,521	11,909
Total public works	2,168,530	2,074,530	1,965,122	109,408
Community Development				
Planning and zoning	541,500	561,400	551,460	9,940
Building inspection	272,700	272,700	257,604	15,096
Total community development	814,200	834,100	809,064	25,036
Parks	1,182,500	1,347,000	1,236,985	110,015
Total Expenditures	$ 13,112,099	$ 13,416,499	$ 12,838,795	$ 577,704

CITY OF NORTH SALT LAKE
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE-BUDGET AND ACTUAL- GENERAL FUND
For The Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with final budget
	Original	Final		
Excess (Deficiency) of Revenues Over (Under) Expenditures	$ 2,345,212	$ 2,363,612	$ 3,490,014	$ 1,126,402
Other Financing Sources (Uses)				
Appropriations from fund balance	619,815	754,415	-	754,415
Transfer in	103,909	103,909	124,650	(20,741)
Transfer out	(3,098,936)	(3,251,936)	(3,320,477)	68,541
Sale of capital assets	5,000	5,000	-	5,000
Contributions	25,000	25,000	39,983	(14,983)
Total Other Financing Sources (Uses)	(2,345,212)	(2,363,612)	(3,155,844)	792,232
Net Change in Fund Balance	$ -	$ -	334,170	$ 1,918,634
Fund Balance, Beginning			4,427,568	
Fund Balance, Ending			$ 4,761,738	

CITY OF NORTH SALT LAKE
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE-BUDGET AND ACTUAL- REDEVELOPMENT AGENCY FUNDS
For The Year Ended June 30, 2023

	Budgeted Amounts			
	Original	Final	Actual Amounts	Variance with final budget
Revenues				
Taxes	$ 2,078,178	$ 2,494,778	$ 2,492,999	$ (1,779)
Intergovernmental	-	-	-	-
Interest	2,000	2,000	256,239	254,239
Total Revenues	2,080,178	2,496,778	2,749,238	252,460
Expenditures				
Community	4,562,004	4,798,004	1,417,283	3,380,721
Total Expenditures	4,562,004	4,798,004	1,417,283	3,380,721
Excess (Deficiency) of Revenues Over (Under) Expenditures	(2,481,826)	(2,301,226)	1,331,955	3,633,181
Other Financing Sources (Uses)				
Transfers In	-	-	-	-
Transfer out	(314,294)	(266,579)	(314,023)	(47,444)
Proceeds from Borrowing	-	-	-	-
Total Other Financing Sources (Uses)	(314,294)	(266,579)	(314,023)	(47,444)
Net Change in Fund Balance	$ (314,294)	$ (266,579)	1,017,932	$ (47,444)
Fund Balance, Beginning			4,770,493	
Fund Balance, Ending			$ 5,788,425	

CITY OF NORTH SALT LAKE
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE-BUDGET AND ACTUAL- DEBT SERVICE FUND
For The Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with final budget
	Original	Final		
Revenues				
Sales taxes	$ 588,737	$ 588,737	$ 654,144	$ 65,407
Interest	1,400	361,400	645,521	284,121
Total Revenues	590,137	950,137	1,299,665	349,528
Expenditures				
Debt service:				
Principal	222,000	967,000	967,000	-
Interest	34,500	427,291	427,280	11
Fees	1,550	92,951	93,451	(500)
Total Expenditures	258,050	1,487,242	1,487,731	(489)
Excess (Deficiency) of Revenues Over (Under) Expenditures	332,087	(537,105)	(188,066)	349,039
Other Financing Sources (Uses)				
Transfer In	-	700,000	700,000	-
Transfer Out	(300,000)	(1,300,000)	(300,000)	1,000,000
Proceeds from Borrowing	-	16,692,000	16,692,000	-
Total Other Financing Sources (Uses)	(300,000)	16,092,000	17,092,000	1,000,000
Net Change in Fund Balance	$ 32,087	$ 15,554,895	16,903,934	$ 1,349,039
Fund Balance, Beginning			524,787	
Fund Balance, Ending			$ 17,428,721	

CITY OF NORTH SALT LAKE
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE-BUDGET AND ACTUAL- CAPITAL PROJECTS FUND
For The Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with final budget
	Original	Final		
Revenues				
Interest	$ 30,000	$ 132,000	$ 184,569	$ 52,569
Total Revenues	30,000	132,000	184,569	52,569
Expenditures				
General government	-	124,197	49,450	74,747
Public safety	282,400	282,400	-	282,400
Total Expenditures	282,400	406,597	49,450	357,147
Excess (Deficiency) of Revenues Over (Under) Expenditures	(252,400)	(274,597)	135,119	409,716
Other Financing Sources (Uses)				
Transfer in	1,350,205	1,350,205	1,243,698	(106,507)
Total Other Financing Sources (Uses)	1,350,205	1,350,205	1,243,698	(106,507)
Net Change in Fund Balance	$ 1,097,805	$ 1,075,608	1,378,817	$ 303,209
Fund Balance, Beginning			7,096,098	
Fund Balance, Ending			$ 8,474,915	

CITY OF NORTH SALT LAKE
SCHEDULE OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE-BUDGET AND ACTUAL- ROADWAY DEVELOPMENT FUND
For The Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with final budget
	Original	Final		
Revenues				
Impact fees	$ 461,600	$ 61,600	$ 8,284	$ (53,316)
Intergovernmental revenues	-	2,627,693	426,748	(2,200,945)
Interest	11,500	125,500	200,025	74,525
Total Revenues	473,100	2,814,793	635,057	(2,179,736)
Expenditures				
Highways and public improvements	525,000	9,768,557	2,421,228	7,347,329
Total Expenditures	525,000	9,768,557	2,421,228	7,347,329
Excess (Deficiency) of Revenues Over (Under) Expenditures	(51,900)	(6,953,764)	(1,786,171)	5,167,593
Other Financing Sources (Uses)				
Transfer in	1,859,331	2,012,331	2,080,877	68,546
Total Other Financing Sources (Uses)	1,859,331	2,012,331	2,080,877	68,546
Net Change in Fund Balance	$ 1,807,431	$ (4,941,433)	294,706	$ 5,236,139
Fund Balance, Beginning			5,707,483	
Fund Balance, Ending			$ 6,002,189	

CITY OF NORTH SALT LAKE
SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
UTAH RETIREMENT SYSTEMS
The Year Ended June 30, 2023

with a measurement date of December 31, 2022

Last 10 fiscal years*

		Noncontributory System	Public Safety System	Tier 2 Public Employees System	Tier 2 Public Safety and Firefighters System
Proportion of the net pension liability (asset)	2023	0.2631296%	0.8771052%	0.0611624%	0.1999402%
	2022	0.2650405%	0.8241249%	0.05246320%	0.1671625%
	2021	0.2608962%	0.7666225%	0.05184120%	0.1677735%
	2020	0.2593909%	0.7576692%	0.0496579%	0.1849945%
	2019	0.2515451%	0.7530044%	0.0499722%	0.1896608%
	2018	0.2446027%	0.6765509%	0.0493908%	0.2255066%
	2017	0.2530812%	0.6639816%	0.0492092%	0.1400266%
	2016	0.2504222%	0.6491617%	0.0506753%	0.1696343%
	2015	0.2382980%	0.6418601%	0.0632276%	0.1823782%
Proportion share of the net pension liability (asset)	2023	$ 450,675	$ 1,134,163	$ 66,599	$ 16,680
	2022	$ (1,517,915)	$ (669,307)	$ (22,204)	$ (8,449)
	2021	$ 133,825	$ 636,152	$ 7,456	$ 15,048
	2020	$ 977,610	$ 1,216,527	$ 11,168	$ 17,401
	2019	$ 1,852,309	$ 1,937,168	$ 21,402	$ 4,752
	2018	$ 1,071,678	$ 1,061,277	$ 4,355	$ (2,609)
	2017	$ 1,625,091	$ 1,347,402	$ 5,489	$ (1,216)
	2016	$ 1,417,011	$ 1,162,812	$ (111)	$ (2,478)
	2015	$ 1,034,746	$ 807,192	$ (1,916)	$ (2,698)
Covered employee payroll	2023	$ 2,349,398	$ 1,561,121	$ 1,331,508	$ 615,172
	2022	$ 2,331,039	$ 1,386,571	$ 973,023	$ 399,748
	2021	$ 2,313,474	$ 1,282,892	$ 829,034	$ 331,582
	2020	$ 2,300,509	$ 1,202,620	$ 689,669	$ 304,893
	2019	$ 2,164,105	$ 1,220,761	$ 583,665	$ 254,080
	2018	$ 2,084,445	$ 1,051,180	$ 483,185	$ 238,078
	2017	$ 2,184,033	$ 1,046,065	$ 403,553	$ 115,694
	2016	$ 2,099,285	$ 1,044,487	$ 327,389	$ 100,973
	2015	$ 1,990,364	$ 986,989	$ 310,185	$ 75,315

CITY OF NORTH SALT LAKE
SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY
UTAH RETIREMENT SYSTEMS
The Year Ended June 30, 2023

Proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	2023	19.18%	72.65%	5.00%	2.71%
	2022	-65.12%	-48.27%	-2.28%	-2.11%
	2021	5.78%	49.59%	0.90%	4.54%
	2020	42.50%	101.16%	1.62%	5.71%
	2019	85.59%	158.69%	3.67%	1.87%
	2018	51.41%	100.96%	0.90%	-1.10%
	2017	74.41%	128.81%	1.36%	-1.05%
	2016	67.50%	115.76%	-0.03%	2.45%
	2015	52.00%	81.80%	-0.60%	-3.60%
Plan fiduciary net position as a percentage of the total pension liability	2023	97.5%	93.6%	92.3%	96.4%
	2022	108.7%	104.2%	103.8%	102.8%
	2021	99.2%	95.5%	98.3%	93.1%
	2020	93.7%	90.9%	96.50%	89.60%
	2019	87.0%	84.7%	90.80%	95.60%
	2018	91.9%	90.2%	97.40%	103.00%
	2017	87.3%	86.5%	95.10%	103.60%
	2016	87.8%	87.1%	100.20%	110.70%
	2015	90.2%	90.5%	103.50%	120.50%

* In accordance with paragraph 81.a of GASB 68, employers will need to disclose a 10-year history of their proportionate share of the Net Pension Liability (Asset) in their RSI. The schedule above discloses an 8-year history and will be built prospectively.

See accompanying notes to required supplementary information.

CITY OF NORTH SALT LAKE
SCHEDULE OF CONTRIBUTIONS
UTAH RETIREMENT SYSTEM

	As of fiscal year ended June 30,	Actuarial Determined Contributions	Contributions in relation to the contractually required contribution	Contributions deficiency (excess)	Covered Employee Payroll	Contributions as a percentage of covered employee payroll
Noncontributory System	2016	$ 386,831	$ 386,831	$ -	$ 2,174,060	17.79%
	2017	392,635	392,635	-	2,251,079	17.44%
	2018	386,946	386,946	-	2,154,015	17.96%
	2019	406,000	406,000	-	2,273,509	17.86%
	2020	420,807	420,807	-	2,341,779	17.97%
	2021	421,996	421,996	-	2,344,577	18.00%
	2022	422,366	422,366	-	2,298,991	18.37%
	2023	413,538	413,538	-	2,313,719	17.87%
Public Safety System	2016	$ 320,818	$ 320,818	$ -	$ 1,005,185	31.92%
	2017	339,377	339,377	-	1,105,641	30.70%
	2018	345,508	345,508	-	1,126,936	30.66%
	2019	377,813	377,813	-	1,243,983	30.37%
	2020	381,717	381,717	-	1,214,216	31.44%
	2021	408,230	408,230	-	1,342,250	30.41%
	2022	432,769	432,769	-	1,438,056	30.09%
	2023	467,116	467,116	-	1,554,107	30.06%
Tier 2 Public Employees System*	2016	$ 55,165	$ 55,165	$ -	$ 373,487	14.77%
	2017	63,238	63,238	-	424,134	14.91%
	2018	82,623	82,623	-	546,807	15.11%
	2019	92,055	92,055	-	600,656	15.33%
	2020	126,963	126,963	-	811,650	15.64%
	2021	133,976	133,976	-	847,946	15.80%
	2022	178,704	178,704	-	1,112,035	16.07%
	2023	227,588	227,588	-	1,422,102	16.00%
Tier 2 Public Safety and Firefighter System*	2016	$ 23,489	$ 23,489	$ -	$ 104,394	22.50%
	2017	42,782	42,782	-	190,866	22.41%
	2018	55,789	55,789	-	247,935	22.50%
	2019	60,546	60,546	-	266,339	22.73%
	2020	72,952	72,952	-	317,335	22.99%
	2021	88,295	88,295	-	340,943	25.90%
	2022	133,714	133,714	-	517,670	25.83%
	2023	166,693	166,693	-	645,349	25.83%

CITY OF NORTH SALT LAKE
SCHEDULE OF CONTRIBUTIONS
UTAH RETIREMENT SYSTEM

Tier 2 Public Employees DC Only System*	2016	$ 8,869	$ 8,869	$ -	$ 138,174	6.42%
	2017	8,898	8,898	-	149,806	5.94%
	2018	9,128	9,128	-	153,241	5.96%
	2019	4,591	4,591	-	85,419	5.37%
	2020	3,321	3,321	-	66,836	4.97%
	2021	6,431	6,431	-	109,627	5.87%
	2022	8,752	8,752	-	130,817	6.69%
	2023	10,995	10,995	-	177,625	6.19%
Tier 2 Public Safety and Firefighter DC Only System*	2021	$ -	$ -	$ -	$ -	0.00%
	2022	-	-	-	-	0.00%
	2023	5,662	5,662	-	47,857	11.83%

* Contributions in Tier 2 include an amortization rate to help fund the unfunded liabilities in the Tier 1 systems.
Tier 2 systems were created effective July 1, 2011.

Paragraph 8.1b of GASB 68 requires employers to disclose a 10-year history of contributions in RSI. Contributions as a percentage of covered-payroll may be different than the board certified rate due to rounding and other administrative issues.

CITY OF NORTH SALT LAKE
NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
UTAH RETIREMENT SYSTEM

Changes in Assumptions:

No changes were made in actuarial assumptions from the prior year's valuation.

SUPPLEMENTARY INFORMATION

CITY OF NORTH SALT LAKE
COMBINING BALANCE SHEET – NONMAJOR GOVERNMENTAL FUNDS
June 30, 2023

	Housing Agency	Local Building Authority	Park Development	Police Facilities	Total Nonmajor Governmental Funds
Assets					
Cash and cash equivalents	$ -	$ 111,979	$ 598,507	$ -	$ 710,486
Prepaids	-	-	-	-	-
Taxes receivable	-	-	-	-	-
Restricted cash and cash equivalents	661,645	78,341	673,566	150,173	1,563,725
Total Assets	$ 661,645	$ 190,320	$ 1,272,073	$ 150,173	$ 2,274,211
Liabilities and Fund Balances					
Liabilities					
Accounts payable	$ -	$ -	$ 240,455	$ -	$ 240,455
Total Liabilities	-	-	240,455	-	240,455
Fund Balances					
Restricted:					
Impact fees	-	-	15,101	150,173	165,274
Debt service	-	-	-	-	-
Local Building Authority	-	78,341	-	-	78,341
Construction Projects - RAP Tax	-	-	658,465	-	658,465
Housing Restriction	661,645	-	-	-	661,645
Assigned	-	111,979	358,052	-	470,031
Total Fund Balances	661,645	190,320	1,031,618	150,173	2,033,756
Total Liabilities and Fund Balances	$ 661,645	$ 190,320	$ 1,272,073	$ 150,173	$ 2,274,211

CITY OF NORTH SALT LAKE
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – NONMAJOR GOVERNMENTAL FUNDS
For The Year Ended June 30, 2023

	Housing Agency	Local Building Authority	Park Development	Police Facilities	Total Nonmajor Governmental Funds
Revenues					
Taxes	$ -	$ -	$ -	$ -	$ -
Rental income	-	89,222	-	-	89,222
Intergovernmental	-	-	-	-	-
Impact fees	-	-	46,400	1,201	47,601
Miscellaneous	-	-	-	-	-
Interest	11,977	6,465	37,720	3,259	59,421
Total Revenues	11,977	95,687	84,120	4,460	196,244
Expenditures					
Community development	-	37,679	-	-	37,679
Parks, recreation, and public property	-	-	240,455	-	240,455
Debt service:					
Principal	-	101,000	-	-	101,000
Interest	-	18,418	-	-	18,418
Total Expenditures	-	157,097	240,455	-	397,552
Excess (Deficiency) of Revenues Over (Under) Expenditures	11,977	(61,410)	(156,335)	4,460	(201,308)
Other Financing Sources (Uses)					
Transfer in	189,373	99,996	300,000	-	589,369
Transfer out	-	-	(799,996)	(4,098)	(804,094)
Proceeds from Borrowing	-	-	-	-	-
Total Other Financing Sources (Uses)	189,373	99,996	(499,996)	(4,098)	(214,725)
Net Change in Fund Balances	201,350	38,586	(656,331)	362	(416,033)
Fund Balance, Beginning	460,295	151,734	1,687,949	149,811	2,449,789
Fund Balance, Ending	$ 661,645	$ 190,320	$ 1,031,618	$ 150,173	$ 2,033,756

CITY OF NORTH SALT LAKE
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL – NONMAJOR HOUSING SPECIAL REVENUE FUND
For The Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with final budget
	Original	Final		
Revenues				
Intergovernmental	$ -	$ -	$ -	$ -
Interest	1,000	1,000	11,977	10,977
Total Revenues	1,000	1,000	11,977	10,977
Expenditures				
Community	-	-	-	-
Total Expenditures	-	-	-	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	1,000	1,000	11,977	10,977
Other Financing Sources (Uses)				
Transfer in	162,670	162,670	189,373	26,703
Total Other Financing Sources (Uses)	162,670	162,670	189,373	26,703
Net Change in Fund Balance	$ 162,670	$ 162,670	201,350	$ 26,703
Fund Balance, Beginning			460,295	
Fund Balance, Ending			$ 661,645	

CITY OF NORTH SALT LAKE
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL – NONMAJOR LOCAL BUILDING AUTHORITY SPECIAL REVENUE FUND
For The Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with final budget
	Original	Final		
Revenues				
Rent	$ 89,760	$ 89,760	$ 89,222	$ (538)
Interest	500	500	6,465	5,965
Total Revenues	90,260	90,260	95,687	5,427
Expenditures				
Community Development	38,500	38,500	37,679	821
Debt service:				
Principal	101,000	101,000	101,000	-
Interest	21,200	21,200	18,418	2,782
Total Expenditures	160,700	160,700	157,097	3,603
Excess (Deficiency) of Revenues Over (Under) Expenditures	(70,440)	(70,440)	(61,410)	9,030
Other Financing Sources (Uses)				
Transfer in	100,000	100,000	99,996	(4)
Total Other Financing Sources (Uses)	100,000	100,000	99,996	(4)
Net Change in Fund Balance	$ 100,000	$ 100,000	38,586	$ (4)
Fund Balance, Beginning			151,734	
Fund Balance, Ending			$ 190,320	

CITY OF NORTH SALT LAKE
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL – NONMAJOR PARK DEVELOPMENT CAPITAL PROJECTS FUND
For The Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with final budget
	Original	Final		
Revenues				
Impact fees	$ 557,000	$ 87,000	$ 46,400	$ (40,600)
Miscellaneous	-	-	-	-
Interest	2,900	2,900	37,720	34,820
Total Revenues	559,900	89,900	84,120	(5,780)
Expenditures				
Current:				
Improvements	250,000	2,613,350	240,455	2,372,895
Total Expenditures	250,000	2,613,350	240,455	2,372,895
Excess (Deficiency) of Revenues Over (Under) Expenditures	309,900	(2,523,450)	(156,335)	2,367,115
Other Financing Sources (Uses)				
Transfer in	300,000	1,890,278	300,000	1,590,278
Transfer out	(100,000)	(800,000)	(799,996)	(4)
Sale of capital assets	-	-	-	-
Total Other Financing Sources (Uses)	200,000	1,090,278	(499,996)	1,590,274
Net Change in Fund Balance	$ 509,900	$ (1,433,172)	(656,331)	$ 776,841
Fund Balance, Beginning			1,687,949	
Fund Balance, Ending			$ 1,031,618	

CITY OF NORTH SALT LAKE
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL – NONMAJOR POLICE FACILITIES CAPITAL PROJECTS REVENUE FUND
For The Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with final budget
	Original	Final		
Revenues				
Impact fees	$ 110,600	$ 110,600	$ 1,201	$ (109,399)
Interest	1,000	1,000	3,259	2,259
Total Revenues	111,600	111,600	4,460	(107,140)
Other Financing Sources (Uses)				
Transfer out	(110,600)	(110,600)	(4,098)	106,502
Total Other Financing Sources (Uses)	(110,600)	(110,600)	(4,098)	106,502
Net Change in Fund Balance	$ 1,000	$ 1,000	362	$ (638)
Fund Balance, Beginning			149,811	
Fund Balance, Ending			$ 150,173	

CITY OF NORTH SALT LAKE
WATER FUND
SCHEDULE OF NET REVENUES AND AGGREGATE DEBT SERVICE
AS DESCRIBED IN BOND DOCUMENTS
For The Year Ended June 30, 2023

Net Revenues:			
Total Operating Revenues		$	4,994,931
Non-Operating Revenues			
	Impact Fees		64,277
	Interest Income		146,077
			5,205,285
Operating Expenses (excluding depreciation)			4,912,118
	Total Expenses (excluding depreciation)		4,912,118
Net Revenues		$	293,167
Fiscal Year 2023 Debt Service Requirements:			
	2021 Bonds	$	209,000
		$	209,000

Fiscal Year 2023 Net revenues divided by aggregate fiscal year 2024 debt service	140%
Minimum requirement	200%
Excess (Deficiency)*	-60%

* Note that the FY 2023 deficiency is related to decreased revenues due to water usage restrictions placed by external sources. The City does not anticipate this to be an ongoing trend and has proceeded with a 10% increase in rate structure as indicated as part of the capital facilities plan.

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the City Council of
the City of North Salt Lake
10 E Center St
North Salt Lake, Utah 84054

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of North Salt Lake, Utah, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City of North Salt Lake's basic financial statements and have issued our report thereon dated November 30, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of North Salt Lake, Utah's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of North Salt Lake, Utah's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of North Salt Lake, Utah's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether City of North Salt Lake's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the

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financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Child Richards, CPAs & Advisors

Ogden, Utah
November 30, 2023

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE AS REQUIRED BY THE STATE COMPLIANCE AUDIT GUIDE

To the Mayor and City Council of
The City of North Salt Lake

Report On Compliance

We have audited the City of North Salt Lake's compliance with the applicable state compliance requirements described in the *State Compliance Audit Guide*, issued by the Office of the State Auditor, for the year ended June 30, 2023.

State compliance requirements were tested for the year ended June 30, 2023 in the following areas:

Budgetary Compliance
Fund Balance
Justice Courts
Restricted Taxes and Related Revenues
Fraud Risk Assessment
Government Fees
Open and Public Meetings Act

Opinion on Compliance

In our opinion, the City of North Salt Lake complied, in all material respects, with the state compliance requirements referred to above for the year ended June 30, 2023.

Basis for Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (Government Auditing Standards); and the *State Compliance Audit Guide (*Guide*)*. Our responsibilities under those standards and the *State Compliance Audit Guide* are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City of North Salt Lake and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion. Our audit does not provide a legal determination of the City of North Salt Lake's compliance with the compliance requirements referred to above.

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Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City of North Salt Lake's government programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City of North Salt Lake's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, Government Auditing Standards, and the Guide will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City of North Salt Lake's compliance with the requirements of the government program as a whole.

In performing an audit in accordance with GAAS, Government Auditing Standards, and the Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City of North Salt Lake's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of the City of North Salt Lake's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the *State Compliance Audit Guide* but not for the purpose of expressing an opinion on the effectiveness of the City of North Salt Lake's internal control over compliance. Accordingly, no such opinion is expressed.

- We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report On Internal Control over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses or significant deficiencies, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or to detect and correct noncompliance with a state compliance requirement on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a state compliance requirement will not be prevented or detected and corrected on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a state compliance requirement that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control and compliance and the results of that testing based on the requirements of the Guide. Accordingly, this report is not suitable for any other purpose.

Child Richards CPAs & Advisors

Ogden, Utah
November 30, 2023

CHILD RICHARDS
CPAs & ADVISORS

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Mayor and City Council of
The City of North Salt Lake

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited City of North Salt Lake's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the City of North Salt Lake's major federal programs for the year ended June 30, 2023. The City of North Salt Lake's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City of North Salt Lake complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City of North Salt Lake and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City of North Salt Lake's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City of North Salt Lake's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City of North Salt Lake's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

ROYCE J. RICHARDS, J.D., CPA | RYAN R. CHILD, CPA

2490 WALL AVENUE, OGDEN, UTAH 84401 | MAIN 801-621-0440 | FAX 801-399-9264

Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City of North Salt Lake's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City of North Salt Lake's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City of North Salt Lake's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City of North Salt Lake's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Child Richards CPAs & Advisors

Ogden, Utah
November 30, 2023

CITY OF NORTH SALT LAKE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2023

Federal Grantor/Grantor Pass Through/ Grantor Program Title	Assistance Listing Number	Pass-Through Entity Number	Federal Award Expended	Subrecipient Awards
Major Programs:				
Department of the Treasury				
Coronavirus State and Local Fiscal Recovery Funds	21.027		$ 1,239,605	-
	Total Major Programs		$ 1,239,605	
Non-Major Programs:				
Department of Transportation				
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513		$ 64,420	-
Federal Emergency Management Agency				
Passed through Utah Division of Emergency Management Disaster Grant - Public Assistance	97.036	DR-4578	26,360	-
	Total Nonmajor Programs		90,780	-
	Total Federal Awards Expended		$ 1,330,385	

See Accompanying Notes

CITY OF NORTH SALT LAKE
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2023

NOTE 1. PURPOSE OF THE SCHEDULE

The accompanying Schedule of Expenditures of Federal Awards (Schedule) is a supplementary schedule of the City of North Salt Lake's general purpose financial statements and is presented for purposes of additional analysis. Because the schedule presents only a select portion of the activities of the City of North Salt Lake, it is not intended to and does not present the financial position, changes in net position or the revenues or expenditures of the City of North Salt Lake. The schedule is required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

NOTE 2. SIGNIFICANT ACCOUNTING POLICIES

A.Basis of Presentation – The information is presented in accordance with the Uniform Guidance and in accordance with accrual basis of accounting.

Federal Awards – Pursuant to the Uniform Guidance, federal awards are defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, or direct appropriations. Accordingly, non-monetary federal awards, including federal surplus property, is included in federal awards and, therefore, is reported on the Schedule. Federal awards do not include direct federal cash assistance to individuals.

Type A and Type B Programs – The Uniform Guidance establishes the levels of expenditures or expenses to be used in defining Type A and Type B federal awards programs. Type A program threshold in during the year was $750,000.

B.Reporting Entity – The reporting entity is fully described in the footnotes of the City of North Salt Lake's financial statements. The schedule includes all federal awards programs administered by the City of North Salt Lake for the year ended June 30, 2023.

C.Basis of Accounting – The expenditures in the Schedule are recognized as incurred based on the accrual basis of accounting and the cost accounting principles contained in the Uniform Guidance. The information in the Schedule is presented in accordance with Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

D.Assistance Listing Numbers – Uniform Guidance requires the Schedule to show the total expenditures for each of the entity's federal financial assistance programs as identified as Assistance Listing Numbers, formerly (CFDA). Each program is assigned a five-digit program identification number (AL number).

E.Major Programs – The Uniform Guidance establishes a risk-based approach to be used in defining major federal financial programs. Major programs are identified in the schedule of findings and questioned costs.

F.Indirect Costs – The City does not use an indirect cost allocation.

G.Loan Programs – The balance of federal loan programs as of June 30, 2023 was $0.

CITY OF NORTH SALT LAKE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023

Section I - Summary of Auditor's Results

Financial Statements

Type of auditor's report issued:	*Unmodified*
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified not considered to be material weaknesses?	No
Noncompliance material of financial statements noted?	No

Federal Awards

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified not considered to be material weaknesses?	No
Type of auditors' report issued on compliance for major programs:	*Unmodified*
Any audit findings disclosed that are required to be reported in accordance with section Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.	No

Identification of major programs:

Assistance Listing Number	Name of Federal Program or Cluster
21.027	Coronavirus State and Local Fiscal Recovery Funds

Dollar threshold used to distinguish between Type A and Type B programs:	$ 750,000
Auditee qualified as low-risk auditee?	No

CITY OF NORTH SALT LAKE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023

Section II – Findings related to the financial statements required to be reported in accordance with *Government Auditing Standards.*

None

Section III – Federal Award Findings and Questioned Costs

None

Section IV – Prior Year Findings and Questioned Costs – Financial Statements in Accordance with Government Auditing Standards

None

CITY OF NORTH SALT LAKE

10 East Center Street
North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

Brian J. Horrocks
Mayor

Ken Leetham
City Manager

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Ken Leetham, City Manager

DATE: January 16, 2024

SUBJECT: Health & Wellness Committee Member Appointment

RECOMMENDATION

Councilmember Jackson recommends the appointment of Jane Hall for Seat 4 to fill the vacancy left by Mary Kay Porter on the Health and Wellness Committee with a term ending 1/1/2026.

BACKGROUND

The Health and Wellness Committee was established by Resolution 2021-38R which states that each of the five Councilmembers of the City Council shall recommend one citizen committee member for appointment to the Committee. Such appointments will be made by a majority vote of the City Council. Mary Kay Porter has been serving on the Committee since its creation; however, voiced her desire to Ken Leetham a desire to resign at the end of 2023. With a vacancy in Seat 4, Councilmember Suzette Jackson reviewed applications which were submitted in 2022, 2023, and 2024. She selected Jane Hall to fill the current vacancy with a term ending 1/1/2026 and recommends her appointment to the Health and Wellness Committee.

PROPOSED MOTION

I move the City Council approve the appointment of Jane Hall to the Health and Wellness Committee.

CITY OF NORTH SALT LAKE

10 East Center Street
North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

Brian J. Horrocks
Mayor

Ken Leetham
City Manager

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Ken Leetham, City Manager

DATE: January 16, 2024

SUBJECT: Consideration of a Recommendation for Selection of a Construction Manager/General Contractor for the Renovation of Hatch Park

---

RECOMMENDATION

The selection committee for the Hatch Park Construction Manager/General Contractor recommends that the City Council authorize City staff to work with Hogan & Associates Construction, Inc, for the purpose of preparing and presenting a contract for Construction Manager/General Contractor services related to the expansion and renovation of Hatch Park.

BACKGROUND

This substantial project has reached the phase of hiring a Construction Manager/General Contractor (CM/GC). You may recall that the first task related to Hatch Park expansion and renovation was the hiring of G. Brown Design to perform the design work and final plans for the project. One of the first contracted tasks is to assist the City in hiring a CM/GC firm to also begin working with us towards a final plan and ultimate construction project.

For the past several weeks, G. Brown Design and the City have been reviewing responses to a Request for Proposals (RFP) from qualified CM/GC firms. The City received eight (8) responses from construction firms. We put together a selection committee with the following individuals on the committee:

Matt Winward and Mike Wonenburg, G. Brown Design
Ken Leetham, City Manager
David Frandsen, Assistant City Manager
Karyn Baxter, City Engineer
Jon Rueckert, Public Works Director
Sherrie Pace, Community Development Director
TJ Riley, Parks Supervisor
Ali Avery, Long-Range Planner

This group evaluated all of the proposals against the criteria of the project as described in the RFP document and assigned a score to each firm for a number of items, including cost. The objective of the scoring methodology in selection is to ultimately hire the best qualified firm and not just the firm with the cheapest cost. The City specifically reserved the right to make its selection in this manner so that we have flexibility in hiring based upon firm capabilities rather than price alone. Cost was 20% of the overall score and so was still considered as a selection criteria.

As you can see on the attached scoring tabulation sheet, the firm that the committee is recommending to the City Council is Hogan & Associates Construction, Inc. Prior to making this recommendation, I also performed background evaluations and will be able to share those results with the City Council in our meeting. Needless to say, background evaluations were extremely positive and I believe we are making an excellent recommendation to move this project forward.

It is important to briefly describe the CM/GC process since it is not the traditional method for doing this type of work (though it is quickly becoming a preferred method). In projects of this scope and size, traditional methods include hiring designers, architects, planners and other park specialists to perform design work. After design is completed, materials selected and final plans prepared, a traditional process would then seek to hire a general contractor and award to the lowest qualified bidder. This is a solid method for doing projects and has been the norm for decades of public construction.

In contrast, about fifteen (15) years ago, the CM/GC methodology was created and introduced into the marketplace. This process brings construction specialists, subcontractors and purchasers of materials together much earlier in the process for the purpose of understanding more accurately project costs. CM/GC representatives work directly with designers and architects in order to identify more cost-effective materials, stronger value-added construction techniques and potential difficulties much sooner in the process. In this way, it is hoped that the City will have a much clearer idea of the costs and precise materials it is purchasing at an early project stage. When the City is ready to begin construction, it should have a more certain pricing structure under this method with far fewer change orders or other unexpected costs.

I began looking at the CM/GC process many months ago and interviewed personnel at both Davis and Salt Lake Counties where several building and park projects were done this way. I also spoke to a Davis County City that had used this method on a recent park project. While not a perfect method, my research into this process indicated to me that those public entities felt that they were saving public funds in most cases and at the very least, had a far greater understanding of how public funds were being used by contractors and subcontractors. I was impressed with this method and wanted to explain and remind the Council why we have chosen this path towards project completion.

As mentioned in the recommendation, this item is the authorization for staff to work with Hogan & Associates Construction, Inc. to prepare and present a contract for CM/GC services for this project. The contract will then be on your February 2, 2024 City Council meeting for action at which time the project will be considered awarded if approved.

PROPOSED MOTION

I move that the City Council authorize City staff to work with Hogan & Associates Construction, Inc, for the purpose of preparing and presenting a contract CM/GC services related to the expansion and renovation of Hatch Park.

Committee Member # - **Total Combined Scoring**

Hatch Park Renovation & Expansion CM/GC Selection Scoring

Respondents	BHI	Hogan & Associates Construction, Inc.	Hughes General Contractors, Inc.	J Lynne Roberts & Sons, Inc. (JLR)	S &L, Inc.	Sirq Construction	Stout Bldg. Contractors, LLC	VanCon, Inc.
Termination or Debarment (no points)	x	x	x	x	x	x	x	x
Firm Introduction (5 points)	4.32	4.75	3.43	3.64	3.14	3.96	3.75	4.14
Project Team (20 points)	3.50	4.29	3.25	3.39	2.89	3.29	2.86	3.68
Industry References (5 points)	4.11	4.39	3.93	4.00	4.25	4.11	3.71	4.04
Relevant Construction Experience (25 points)	3.14	4.61	3.21	3.29	3.61	3.36	2.57	3.39
Proposed Project Approach (25 points)	3.75	4.46	3.68	3.00	2.86	3.86	3.07	3.75
Subtotal - Qualifications	56.89	71.64	54.82	52.64	51.29	57.29	47.11	58.61
Fee Proposal	18.67	18.27	18.84	16.90	17.07	18.37	18.09	17.90
Total Score (Quals + Fee)	75.56	89.91	73.66	69.54	68.35	75.66	65.20	76.51
Total Rank	**4**	**1**	**5**	**6**	**7**	**3**	**8**	**2**
		Top Scoring Team						

Committee Member #__Fee Proposal Tabulation_____

Hatch Park Renovation & Expansion CM/GC Selection Scoring

Respondents	BHI	Hogan & Associates Construction, Inc.	Hughes General Contractors, Inc.	J Lynne Roberts & Sons, Inc. (JLR)	S &L, Inc.	Sirq Construction	Stout Bldg. Contractors, LLC	VanCon, Inc.
Design Phase (Preconstruction) Services Fee	$8,000.00	$24,000.00	$20,000.00	$225,000.00	$60,000.00	23,920.00	$20,000.00	75,000.00
Performance & Payment Bond Insurance	$120,000.00	$150,000.00	$150,000.00	$300,000.00	$550,000.00	178,500.00	$239,260.00	150,000.00
Construction Management Fee	$600,000.00	$675,000.00	$450,000.00	$1,200,000.00	$1,050,000.00	592,500.00	$789,588.00	675,000.00
Construction Supervision (Monthly X12)	$270,000.00	$450,000.00	$252,000.00	$600,000.00	$540,000.00	424,704.00	$383,160.00	675,000.00
Subtotal	$998,000.00	$1,299,000.00	$872,000.00	$2,325,000.00	$2,200,000.00	$1,219,624.00	$1,432,008.00	$1,575,000.00
Rank	2	4	1	8	7	3	5	6
Total Score (Quals + Fee)	18.67	18.27	18.84	16.90	17.07	18.37	18.09	17.90
Rank	2	4	1	8	7	3	5	6

CITY OF NORTH SALT LAKE
COMMUNITY & ECONOMIC DEVELOPMENT

10 East Center Street, North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Sherrie Pace, Community Development Director

DATE: January 16, 2024

SUBJECT: Consideration of a Bid Award for General Plan Consultant Award to Landmark Design

---

RECOMMENDATION

The General Plan Selection Committee recommends that the City Council instruct City staff to prepare and present to the Council a contract for services that reflects the work outlined in the Landmark Design proposal.

BACKGROUND

Last year, the City was awarded grant funds from the Utah Department of Transportation (UDOT) through the Technical Planning Assistance (TPA) Program for the completion of a comprehensive General Plan update. The last General Plan update was adopted in 2013, ten years ago. Since that time, there have been significant changes to the City, including, the addition of over 5,000 residents, the annexation of the Val Verda area, and the establishment of a Town Center. UDOT has plans to create a new I-15 interchange at the south end of the City, and UTA has plans to build a transit system along Highway 89. With the changing conditions and development pressures, City staff finds that it is necessary to update the General Plan to reflect current conditions and anticipated future growth.

City staff anticipates that this project will begin in February 2024 and should take about one year to complete. The total project budget is $150,000 with $90,000 in grant funds and a $60,000 local match. The project was already included in the FY24 budget, including both the grant and matching funds, as it was anticipated that we would be receiving the award.

REVIEW

The City received six proposals and bids from various consultants. The selection committee reviewed the proposals and narrowed them down to two finalists. The candidates were interviewed on January 10, 2024. The final selection committee included Mayor Horrocks, Councilmember Knowlton, Planning Commission Chair Larson, and Planning Commissioner Jorgensen, the City Manager, Assistant City Manager, Community Development Director, City Planner and our Long-Range Planner. The committee unanimously recommends Landmark Design with a fee proposal of $145,035.

The process for contracting with the selected firm includes the City Council instructing staff to prepare and present a contract for Council consideration. On February 2, 2024, the City Council will then act on that contract. Approval of the contract for services constitutes the award of bid for this project. The

Council's role in this award was divided into two meetings in order to obtain the Council's initial support for the Selection Committee's recommendation prior to putting effort and time into contract preparation.

POSSIBLE MOTION

I move that the City Council instruct City staff to prepare and present for approval a contract for General Plan Consultant Services with Landmark Design with a not to exceed price of $145,035.

CITY OF NORTH SALT LAKE
COMMUNITY & ECONOMIC DEVELOPMENT

10 East Center Street, North Salt Lake, Utah 84054
(801) 335-8700
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MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Sherrie Pace, Community Development Director

DATE: January 16, 2024

SUBJECT: Consideration of Ordinance 2024-01: An Ordinance amending portions of Title 10, Land Use and establishing Title 13, Subdivision Ordinance

---

RECOMMENDATION

The Planning Commission recommends to the City Council the approval of the proposed ordinance amendments with the following findings and conditions:

Findings:

1. The proposed amendment is in accord with the comprehensive general plan, goals and policies of the City.
2. Changed or changing conditions make the proposed amendment reasonably necessary to carry out the "purposes" stated in this title.
3. The proposed amendments are necessary to address the recent changes in State Code in relation to Subdivision Regulations.

BACKGROUND

The Utah State Code was amended in 2023 to change the process for approval of subdivisions. City's are required to amend their codes to abide by this change prior to February 1, 2024. The existing subdivision regulations are contained in Title 10, Chapters 3 & 7. The new subdivision regulations will be located in a new Title 13. Additionally, some amendments to the definitions section in Title 10, Chapter 1 are necessary in relation to the updated Subdivision Regulations. The Utah State Code Land Use and Management Act sets forth the parameters by which Cities and Counties may regulate Subdivisions. The statute restrict Subdivision review as follows:

1. Conceptual Plan Review must be optional for developers (not required) for single family, two family, or townhouse subdivisions and may only be completed by staff and not by Planning Commissions or City Councils.
2. Preliminary Plan Review is required to be completed by a designated "Administrative Land Use Authority" which may be staff or Planning Commission and may not be the City Council.
3. Final Plat Review is required to be completed by staff and may not be the Planning Commission or City Council.
4. Review Cycles for subdivisions are limited to four (4) cycles, which reviews must be specific regarding requested corrections that provide citations to specific the code, regulation, or specification standards.

Draft Amendments

The proposed amendments remove the current subdivision regulations from Title 10, Chapters 3 & 7 and creates a new Title 13, Subdivision Regulations. The draft language has also been updated to reflect current practices and standards for subdivision review, as well as address code inconsistencies and clarify some regulation requirements. Additionally a redlined version of the proposed amendments is attached as well as a clean version for ease of reading. Within the draft ordinance there are notations highlighted in yellow which explain were the existing text was moved from. Within the redline version all text in underlined and in red is new text, all text in red with a strikethrough is existing text that is either eliminated or moved to another section, and all text in black is existing code language that remains unchanged. A Ordinance tracker can be emailed to demonstrate where existing code has been located if requested.

Title 10 Land Use

The proposed amendment reflects the text that remains after removing the procedural process for subdivisions contained in Title 10, Chapters 3 & 7 which relates to the approval of zone changes, code amendments and conditional use permitting process. Additionally, the definition section of Chapter 1 must be updated to reflect the changes made to the Land Use and Subdivision Ordinances. The current title of Title 10 will also be amended from "Title 10 Land Use and Subdivision Ordinance" to "Title 10 Land Use Regulations".

Chapter 1, Section 42, Maintenance, Condition and Appearance of Properties: The current subdivision regulations for Recreational Vehicle Developments contains language which regulates the parking of private recreational vehicles on single family lots. This language needs to be moved to Title 10, Chapter 1 for ease of locating the text. The languages has been added to this section because it deals with the appearance of residential properties, including junk vehicles and this seemed an appropriate placement.

Chapter 1, Section 47, Definitions: the following definitions require amendment to conform to the new language:

- Buildable Area-explicitly defines the buildable area of a lot
- Nonbuildable Area-explicitly defines those areas of a lot that are not buildable
- Conditional Use Development-eliminated as developments (subdivisions) are administrative and not conditional
- Flag Lot-eliminate an incorrect code reference
- Floodway & Flood Control Words and Phrases-references all flood control related terms to Title 11 in conformance with FEMA regulations
- Integrated Development Plan-replaces language referring to City Council with Administrative Land Use Authority
- Lot Line, Rear-replaces Zoning Administrator with CD Director
- Lot, Restricted-defines the circumstances that exist for lots to be declared restricted due to geologic hazards or slope
- Lot, Unrestricted-eliminated redundancy
- Open Space, Usable-replaces Zoning Administrator with Building Official for determination of safe roof top open space
- Permanent Monument-clarifies that existing monuments that don't meet current standards are still valid monuments
- Subdivider-replacement of term with Developer

Chapter 3: Land Use Regulations & Zoning Map Amendments, updates to reflect State Code which provides for the City Council to amend land use ordinances and the official zoning map. This sections provides the process for rezone or code amendment requests. It also updates the notices required in accordance with the updated State Code.

Chapter 7: Conditional Uses, The proposed amendment reflects the text that remains after removing subdivisions from the conditional use permit process and the associated subdivision regulations contained in sections 10-7-3 to 10-7-8. It removes the references to subdivisions as conditional uses and outlines the process for applying for a conditional use. It also removes the City Council as the approval body for conditional uses, which was the case for conditional use subdivisions but not for other conditional uses. The chapter provides a process for revocation and for appeals to the hearing officer. The language related to public hearings has been removed as CUPs are administrative not legislative and should not have a public hearing.

Title 13 Subdivision Ordinance Summary

Chapter 1, General Provisions, defines the general responsibilities of various City Staff, Planning Commissioners, and City Council. It establishes an Administrative Land Use Authority as staff for minor subdivisions and the Planning Commission for all other subdivisions. The chapter also provides for appeal process for subdivision decisions to the designated Appeal Authority (Hearing Officer) and District Court and provides a time limit for appeal.

Chapter 2, Administration and Application, relates to the authority to regulate subdivisions, defines when a subdivision requires plat approval. This section contains existing language from Title 10, Chapter 7 that has been updated to conform to the State Statute. The Chapter also contains new language to address other aspects of State Code related to the transfer of land without subdivision approval being voidable. Additionally, the chapter clarifies that building permits may not be issued until all infrastructure, including paving, is completed. State Code requires that an exception be provided for building permits prior to paving provided all life-safety infrastructure has been installed. This would allow building to begin prior to the asphalt plants opening or when ground temperatures are not suitable for paving with the approval of specific criteria by the City Engineer. Occupancy would not be permitted until the paving were completed.

Chapter 3, Concept Plan, provides a process for a developer to request a concept plan review for single family, two family and townhouse developments. Concept Plan will not be optional for multi-family, commercial, or industrial subdivisions. Concept review is nonbinding and no approval is granted, it is meant only to inform the developer of the standards and process for subdivision approval. This chapter contains sections from Title 10, Chapter 3 related to the review process which has been updated. The process identifies who is involved in the review process.

Chapter 4, Minor Subdivisions, is an entirely new section. This chapter creates a streamlined review process for subdivisions which are 10 lots or less, have no required dedication of street (existing street frontage), are adjacent to existing utilities that do not need to be extended to the site, conform to all provisions of the code with respect to lot size, width, etc., and lands not defined as Sensitive Lands (geologic hazards, steep slopes, etc.) The chapter designates the Community Development (CD) Director as the Administrative Land Use Authority (ALUA) who will coordinate review by the appropriate staff, departments, or special service areas (South Davis Sewer, South Davis Metro Fire, Private Water

Providers). The appeal authority for minor subdivisions will be the Planning Commission. The process specifies that the final plat must meet all the requirements contained in the remainder of Title 13 and provides a process for recording the plat.

Chapter 5, Standard Subdivisions, regulates subdivisions which are not classified as minor subdivisions. The Chapter combines existing language from Title 10, Chapters 3 and 7 with regard to preliminary and final plat processes. It has been updated to conform to State Code in relation to the maximum 4 review cycles (2 at preliminary and 2 at final) and the specific review cycle deadlines. The process requires that all corrections be cited with the applicable code section, regulation, or ordinance with a separate index and not solely provided on the draft drawings. The section also provides for expiration deadlines for approvals. The Planning Commission is the designated ALUA for preliminary plan review and the CD Director is designated for final plat review. This chapter defines what elements must be included on the final plat and improvement plans. It also provides the mechanisms for bonding related to infrastructure installation and has been updated to conform to State Code in relation to what may be required to be bonded (essential infrastructure only unless subject to development agreement) and provides the minimum of two forms of bonding that are acceptable to the City.

Chapter 6, PUDs, Condos, RV, and Mobile Home Subdivisions, contains existing language from Title 10, Chapters 7 and 19 (condos). These types of subdivisions are reviewed the same as standard subdivisions, but allow for specifically identified standards to be modified, such as lot width, size, shape, etc. It also provides a legislative process for additional modifications that may be requested in addition to those specifically permitted in the Chapter. The chapter provides new additional minimum standards related to PUDs, such as perimeter setbacks in relation to building height, setbacks, building separation, driveway dimensions, parking based upon bedroom count, building on cross slopes, open spaces, landscaping, garbage and mail provision. The provisions for Condo Subdivisions are essentially the same as currently adopted with an update to the documentation required for conversion to condos and eliminates redundant language. The provisions for Mobile Home Parks and RV Subdivisions have been updated to remove yearly inspections of mobile homes, provides guarantees for permanent maintenance of open spaces, and outlines the design standards required.

Chapter 7, Plat Amendments & Lot Line Adjustments, contains existing language from Title 10, Chapter 7, which has been updated to correct the requirement of a public hearing only when a street or public utility easement is proposed to be vacated. The current code requires a public hearing on all plat amendments except those with vacations, which is the opposite of what is required by State Code. Plat amendments with vacations must be approved by the City Council. All other plat amendments will be reviewed by the Planning Commission as the designated ALUA. Lot line adjustments will be approved by staff as currently provided in Title 10.

Chapter 8, Subdivision Design, is a combination of existing language from Title 10, Chapter 7 and new language to conform to State Code. It also is proposed for amendment to add additional regulations that are needed and eliminate some that are outdated. The following is a summary of each section of this chapter:

- Subdivision layout: conformance with the General Plan, must preserve natural features where reasonable, and make connections to existing streets.
- Lots: shape, size, width, perpendicular to street, frontage, slopes, buildable areas, and addressing.
- Flag Lots: The Planning Commission has expressed the desire to eliminate flag lots entirely. The DRC disagrees with that recommendation and believes that provisions for existing flag lots that

have not been built upon must be provided. The DRC also believes that flag lots are a valuable tool to allow property owners to better utilize their property when they have large lot sizes or have deep dimensions. The DRC proposed language that would prohibit commercial flag lots, allow flag lots of existing subdivision lots, allowance for smaller staff dimensions for adjacent flag lots with a shared driveway, and limits driveway slope to 10% maximum. The DRC is requesting the City Council review provisions for Flag Lots and direct staff to either modify the ordinance to state that no new flag lots will be permitted, or accept the recommendation of the DRC.

- Blocks: minimum and maximum block length and midblock walkways and standards.
- Streets: minimum pavement widths, private streets build to same width as public streets for single family lots, dead end street standards, two means of street egress for developments with 30 or more dwellings, street names, max. 10% street grade, provision for some developments with sidewalk on only one side of street, traffic study requirements, and where private streets are allowed.
- Landscaping: required for cuts/fills, preservation of vegetation/trees where possible, geologic hazards study recommendations must be followed, water efficiency, and Hwy 89 and Redwood Road landscape requirements.
- Utilities and easements: defines and corrects the required width of easement, allows City Engineer to require wider easements for a public purpose, requires underground utilities unless approved for exception.
- Watercourses: requires dedication of right of way for storm drainage, natural water channels, drainage, or floodplains.
- Dedication of streets and trails: existing code requiring public dedication.
- Restrictions on Solar: existing code requiring protection of solar access.

Chapter 9, Essential Improvements, defines the specific standards for infrastructure and the creation of the standards and specifications manual as approved by the City Council. Requires developer to install all infrastructure necessary including, curb, gutter, sidewalk, paving, storm drainage, utilities, sewer, water, fencing of hazards, and monuments. It also requires submittal of CAD as-built drawings after installation and provides a mechanism for payback to the developer if the City requests an upsize in infrastructure to service future development outside the boundaries of the proposed subdivision.

POSSIBLE MOTION

I move that the City Council approve Ordinance 2024-01 amending portions of Title 10, Land Use and establishing Title 13, Subdivision Ordinance with the following findings:

Findings:

1. The proposed amendment is in accord with the comprehensive general plan, goals and policies of the City.
2. Changed or changing conditions make the proposed amendment reasonably necessary to carry out the "purposes" stated in this title.
3. The proposed amendments are necessary to address the recent changes in State Code in relation to Subdivision Regulations.

And the following amendments:

1. With regard to flag lots….

Attachments

1) ORD2024-01
2) Draft Ordinance Amendments (Clean Version) – A redline version of these regulations will be found in Dropbox, but is not included in the pdf of all Council materials

ORDINANCE NO. 2024-01

AN ORDINANCE AMENDING TITLE 10 LAND USE ORDINANCES, CHAPTERS 1, 3, 7; REPEALING TITLE 10, CHAPTER 19 (CONDOMINIUMS); AND CREATING TITLE 13, SUBDIVISION ORDINANCE

WHEREAS, the City of North Salt Lake is an incorporated city in Davis County Utah; and

WHEREAS, the Utah State Code was amended in 2023 by SB174 which requires municipalities to updated their subdivision ordinances to comply with new regulations before February 1, 2024; and

WHEREAS, the City Council of North Salt Lake finds the proposed amendments are in conformance with SB174; and

WHEREAS, the City Council of North Salt Lake finds the proposed amendments are also in accord with the comprehensive general plan, goals and policies of the City; and

WHEREAS, the City Council of North Salt Lake finds that changed or changing conditions make the proposed amendment reasonably necessary to carry out the purposes stated in this title; and

WHEREAS, the City Council finds that it is in the public interest that the North Salt Lake City Code, be amended at this time.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of North Salt Lake as follows:

Section 1. Code Amendment. Pursuant to Utah Code 10-9a-502, Title 10 Land Use Ordinance is hereby amended as follows:

a. Chapters 1, 3, and 7 are hereby amended as shown in the attached Exhibit "A";
b. Title 10, Chapter 19, Condominium Subdivisions is hereby repealed; and
c. Title 13, Subdivision Ordinance is hereby adopted as shown in the attached Exhibit "A"

Section 2. Effective Date. This Ordinance shall take effect upon posting as required in Utah Code 10-3-713.

APPROVED AND ADOPTED by the City of North Salt Lake, Utah on this 16th day of January, 2024.

CITY OF NORTH SALT LAKE
By:

_____
BRIAN J. HORROCKS
Mayor

ATTEST:

_____
WENDY PAGE
City Recorder

City Council Vote as Recorded:

Council Member Watts Baskin	_____
Council Member Clayton	_____
Council Member Jackson	_____
Council Member Knowlton	_____
Council Member Van Langeveld	_____

Certificate of Posting Ordinance:
I, the duly appointed recorder for the City of North Salt Lake, hereby certify that the foregoing Ordinance No. 2024-01 was passed by the governing body on the date shown above, and that copies were posted as required by Utah Code 10-3-713 within the municipality.

Recorded this _____ day of _____, 2024.

_____ [Seal]
Wendy Page, City Recorder

TITLE 10

LAND USE ORDINANCE

10-1-42: MAINTENANCE, CONDITION AND APPEARANCE OF PROPERTIES:

A. Appearance And Condition Of Premises: The appearance and condition of premises has a significant effect on property values. Accordingly, the following regulations shall apply:

1. The outside surface of buildings shall be maintained in good condition.

2. Any lot in any zone shall be improved and maintained as follows:

   a. Landscaping shall be installed and properly maintained in a good condition, free from weeds taller than six inches (6") and noxious plants, refuse and debris in front and side yards, including the park strip. Landscape design shall conform to Title 10, Chapter 22, Water Efficient Landscape Standards.

   b. Landscaping for single-family and two-family dwellings shall be installed within twelve (12) months from the date of occupancy.

   c. Landscaping for commercial, industrial, institutional, or multi-family residential shall be completed prior to final occupancy.

   d. When unique or unforeseen circumstances exist, the community and economic development director may grant an extension of time for landscape installation. Extensions will only be approved upon submission of an erosion control plan, including soil stabilization, and shall be reviewed by the Storm Water Inspector for compliance with Storm Water Pollution Prevention Plan regulations.

3. Trash, weeds or other unsightly material shall not be allowed to remain on any lot outside of approved containers in the city. Junk, debris, trash, abandoned vehicles, or similar refuse material shall not be stored or allowed to remain outdoors, unless otherwise allowed by city code.

4. View obscuring berms, fences, walls or hedges shall be installed by the property owner to block the view from the public right of way, or from neighboring properties, whenever uses of land are found by the planning commission to be offensive, detracting, obnoxious, visually polluting or otherwise visually devaluing to neighboring properties or the community.

B. Recreational Vehicle Storage:

1. Recreational vehicles which do not include facilities necessary to be "mobile homes", as defined in section 10-1-47 of this code, shall not be used at any place within the corporate boundaries of the City, at any time, for living quarters except in designated camping areas or recreational vehicle parks.

2. Recreational vehicles which are unoccupied for living space may be stored on an owner’s private residential lot, provided the parking complies with the regulation in section 10-6-6 of this title. Long term commercial storage of recreational vehicles, maintenance operations, reconstruction or construction activities are permitted within zoning districts allowing such uses.

C. Abandoned, Wrecked Or Inoperative Vehicles:

(remaining portions of 10-1-42 continue unchanged)

(The following definitions are amended as follows:)

10-1-47: DEFINITIONS:

BUILDABLE AREA: The buildable area of a lot shall be designated as follows:

1. The portion of a lot remaining after required yards, utility easements, scenic easements, or other rights of way have been provided;
2. The area designated as the buildable area or building envelope on an approved subdivision plat which is less than 30% slope;
3. Any portion of the lot not defined as nonbuildable.

NONBUILDABLE AREA: The nonbuildable area of a lot shall be designated as follows:

1. Any portion of a lot defined as nonbuildable under Title 10, Chapter 12;
2. Any portion of a lot defined as nonbuildable by an approved geotechnical study;
3. Any portion of a lot with slopes which are 30% or greater;
4. Any portion of a lot included within a defined building envelope on a plat which have slopes which are 30% or greater; or
5. Any portion of a lot with known or reasonably known geologic hazards.

FLAG LOT: A lot of irregular configuration in which an access strip (a strip of land of a width less than the required lot width) connects the main body of the lot to the street frontage.

FLOOD CONTROL WORDS AND PHRASES: All flood controlled related terms as defined in 11-2-1.

INTEGRATED DEVELOPMENT PLAN: Comprehensive management for best assurance of maintaining standards and conditions of approval is the intent in the administration of a conditional use permit. Therefore, every assurance will be required to maximize the meeting of the community's performance standards and minimize the problems of their enforcement through approved comprehensive management plans which have been prepared by the applicant and approved by the City Administrative Land Use Authority

LOT LINE, REAR: Ordinarily, that line of a lot which is opposite and most distant from the front line of the lot. In the case of a triangular or gore shaped lot, a line ten feet (10') in length within the parcel parallel to and at a maximum distance from the front lot line. In cases where this definition is ambiguous, the Community Development Director shall designate the rear lot line.

LOT, RESTRICTED: A lot shall be designated as restricted when any of the following conditions exist upon the lot:

1. located within the designated Sensitive Lands Area Overlay Zone;
2. noted as restricted on a recorded subdivision plat;
3. having an average slope of fifteen percent (15%) or greater;
4. containing critical slopes;
5. with known, suspect or probable geologic hazards;

6. with critical wildlife habitat;
7. with critical drainage channels or other natural features;
8. containing other vital infrastructure; or
9. or having been designated by the City Engineer as restricted.

OPEN SPACE, USABLE: Usable open space shall be any portion of a lot or building which meets all the following conditions:

A. The open space shall be open to the sky or shall be open to view on at least two (2) sides.

B. The space shall be readily accessible by foot traffic from the dwelling unit to which it is accessory.

C. If the space is provided on a balcony, roof or other facility above grade, it shall have such protective devices as are deemed necessary by the Building Official to assure reasonably safe usage by children and adults.

D. The space shall not be provided from any required front or side yard, parking area or driveway space.

PERMANENT MONUMENT: Any structure of concrete, masonry or metal, permanently placed on or in the ground placed for the surveying reference.

DEVELOPER: Any person, firm, corporation, partnership or association who causes land to be divided into a subdivision for himself/herself or others, a developer.

CHAPTER 3: AMENDMENTS TO LAND USE REGULATIONS & ZONING MAP

10-3-1: Authority Of The City Council:
10-3-2: Procedures For Proposed Amendments And Rezonings:

10-3-1: AUTHORITY OF THE CITY COUNCIL:

In accordance with Utah Code Annotated, Title 10, Chapter 9a, Part 5, as amended, the City Council may amend any provisions of this title or the Official Zoning Map of the City in accordance with the procedures set forth herein, including amendments to the number, shape, boundaries, or area of any zoning district; any land use regulation of or within a zoning district; or any other provision of this title.

10-3-2: PROCEDURES FOR PROPOSED AMENDMENTS AND REZONINGS:

A. Residents Or Other Interested Persons: Any resident of the City or other person having an equitable interest in real property located in the City may petition the City for an amendment or rezoning.

B. Application; Information Required: The person seeking to amend this Title or Zoning Map shall make application to the Community Development Department on the form provided for such amendment with the following information and documents:

1. The name and address of the applicant and the name and address of every person or company that the applicant represents in relation to the application.

2. A written description of the proposed amendment and the reasons therefor.

3. A nonreturnable amendment application fee.

4. If the proposed amendment requires a change to the Official Zoning Map, the application shall include the following:

    a. An accurate property map showing the areas which would be affected by the proposed amendment, all abutting properties, and the present and proposed zoning classifications, along with an accurate legal description of the area to be rezoned.

    b. A list of the names and addresses of all owners of the subject property. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

    c. A list of the names and addresses of all property owners within three hundred feet (300') of the subject property boundary, obtained from the public records maintained by the Davis County Recorder.. (Ord. 02-3, 1-15-2002)

    d. Stamped and addressed legal size envelopes for each of the property owners identified in section c, above,. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

C. If the proposed amendment requires a change in text of the ordinance, the application shall include the chapter and section of the proposed amendment, and a draft of the proposed wording being requested.

D. Notice; Public Hearings And Public Meetings:

1. Public Hearings: The City shall prepare and give notice at least 10 calendar days before a public hearing to consider such amendment by mail to affected entities and for the area directly affected by the proposed land use regulation or zoning map amendment as a class B notice as provided by Utah Code Annotated sections 10-9a-205, 10-9a-502, and 63G-30-102, as amended. (Ord. 93-5, 7-6-1993, eff. 7-15-1993; amd. 2012 Code)

2. Public Meetings: The city shall provide notice of public meetings as a class A notice, as provided by Utah Code Annotated sections 10-9a-205, 10-9a-502, and 63G-30-102, as amended.

E. Planning Commission Review: The Planning Commission shall hold a public hearing to review the application and make its recommendations concerning the proposed amendment to the City Council within forty five (45) days from receipt of the amendment application in a regularly scheduled meeting. The Planning Commission shall recommend adoption of a proposed amendment only when the following findings are made:

1. The proposed amendment is in accord with the General Plan goals and policies of the City.

2. Changed or changing conditions make the proposed amendment reasonably necessary to carry out the "purposes" stated in this title.

F. City Council Review: The City Council shall review the proposed amendment to this title or zoning map and shall schedule a public meeting on the proposed amendment as provided herein. The City Council may:

1. Adopt the amendment;

2. Modify the proposed amendment and adopt the amendment;

3. Modify the proposed amendment and refer back to the planning commission for its recommendation to be returned to the City Council within thirty (30) days; or

4. Reject the amendment.

G. Previously Denied Applications: Where an application for zoning amendment has been denied, the Planning Commission and the City Council shall not review the same zoning amendment application within one year of a denial unless there is a substantial change of conditions since the earlier application. A new application and fee will be required. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

(REMAINDER OF CHAPTER MOVED TO OR REPLACED IN TITLE 13 SUBDIVISION ORDINANCE OF CODE)

CHAPTER 7
CONDITIONAL USES

SECTION:

10-7-1: Purpose and Intent
10-7-2: Conditional Use Permit Process
10-7-3: Performance Standards For Conditional Uses
10-7-4: Specified Review Criteria for Certain Conditional Uses (Reserved)

10-7-1: PURPOSE AND INTENT:

The purpose of this chapter and the intent of the city in its adoption is to promote the health, safety, convenience and general welfare of the present and future inhabitants of the City. This chapter accomplishes the aforesaid purpose and intent by providing sufficient flexibility to allow in certain areas compatible integration of uses which are related to the permitted uses of the district or are of a temporary nature only, but which may be suitable and desirable only in certain locations in that district due to conditions and circumstances peculiar to that location or upon certain conditions which make the uses suitable or only if such uses are designed, laid out and constructed on the proposed site in a particular manner. While flexibility in allowing uses which would otherwise be generally unsuitable to a given district is an important goal of this chapter, it is also recognized that constraints on governmental decision making are a legal imperative. This chapter, therefore, also provides a framework of standards within which those governmental decisions must be made.

10-7-2: CONDITIONAL USE PERMIT PROCESS:

A. Conditional Use Permit Required: A conditional use permit shall be required for all uses listed as conditional uses in this title.

B. Preapplication Procedures: To facilitate the handling of applications, the community development department may adopt preapplication procedures to allow for adequate investigations and staff review, and may require compliance with such preapplication review procedures as a prerequisite to formal application and action by the Planning Commission. Preapplication review shall in no way be interpreted to mean review by the Planning Commission.

C. Requirements: An application for a conditional use permit shall be filed with the Community Development department on a form provided for such request, and shall include the following:

1. Signature of the property owner or his authorized representative;

2. Payment of the an review fee as specified in the current fee schedule;

3. A detailed description of the proposed use, including all pertinent information related to the use and applicable to the conditional use including, but not limited to:

    a. A site plan and building floor plan detailing the area to be used in operation of the conditional use, any onsite features existing or proposed such as detention/retention facilities, fencing, landscaping, parking, building footprint, or other site amenities;

b. A general description of the major activities associated with the conditional use (indoor and outdoor), such as the number of employees, equipment used, hours of operation, etc. as applicable;

c. A description of any disruptive impacts the conditional use may have on properties adjacent to or in the vicinity, such as noise, chemical use or storage, lighting, or odors;

d. A description of any potential health hazards to employees, customers, or residents adjacent to or in the vicinity of the conditional use, including potential hazards created by accidental chemical release or other emergency;

e. A description of the expected traffic generated by the conditional use such as passenger vehicles and delivery trucks, including hours and frequency.

f. A description of future land uses expected on the site, such as additional building construction and expansion of the current or proposed land use;

g. A description of the expected water and sewer demand for the conditional use;

h. A description of any potential environmental impacts, such as emission, dust generation, or storm water drainage;

i. All proposed mitigation measures to address potential impacts related to the conditional use;

j. For new construction or conditional uses which will require site or public improvements, a concurrent site plan application is required.

D. Submission And Docketing For Review: Upon receipt of a complete application, including payment of all required fees and submission of all necessary documentation related to the proposed use, the community development director and other members of the development review committee, shall review the application for completeness and compliance with the provisions of this title and other pertinent City regulations. When the community development director, or designee, determines that the application is properly prepared and ready for submission to the Planning Commission for review, the application will be docketed for review at the next regular public meeting of the Planning Commission. Incomplete applications shall not be docketed for Planning Commission review.

E. Action By Planning Commission:

1. A conditional use shall be approved if reasonable conditions are proposed, or can be imposed, to mitigate the reasonably anticipated detrimental effects of the proposed use in accordance with applicable standards.
2. If the reasonably anticipated detrimental effects of a proposed conditional use cannot be mitigated by the proposal or the imposition of reasonable conditions to achieve compliance with applicable standards, the conditional use may be denied.

F. Public Hearings: A public hearing may be held when deemed by the Planning Commission to be in the public interest and shall be noticed as a class B notice sent to any affected entities and all property owners within 300’ of the property boundary a minimum of 10 calendar days prior to the

hearing date. However, in the following instances, the holding of a public hearing shall be mandatory:

1. The Planning Commission determines that existing streets and thoroughfares are not suitable and adequate to carry anticipated traffic or on-street parking demand, and increased densities resulting from the proposed use may generate traffic in such amounts as to overload the street network outside the district.

2. The Planning Commission determines that increases in miscellaneous traffic, light, odor or environmental pollution generated by the proposed use may significantly change the intended characteristics of the district as outlined in this title, or may present unsuitable safety risks to inhabitants of the district.

3. The Planning Commission determines that the architectural design of the proposed use varies significantly from the architectural characteristics of the district (as outlined in this title) in which such use is proposed. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

G. Any decision made in the administration of this chapter may be appealed as outlined in 10-2-2 of this title.

H. Revocation Of Permit:

1. Temporary Suspension: In the event any person holding a conditional use permit pursuant to this chapter violates the terms of the permit, or conducts or carries on said site development in such a manner as to materially adversely affect the health, welfare or safety of persons residing or working in the neighborhood of the property of the said permittee, a temporary suspension may be made effective immediately upon notification by the Community Development Director.

2. Hearing; Notice: No conditional use permit shall be permanently revoked or suspended until a hearing is held by the Planning Commission. The permittee shall be notified in writing of such hearing and said notification shall state:

   a. The grounds for complaint or reasons for the revocation or suspension, in clear and concise language.

   b. The time and place such hearing is to be held. Such notice shall be served by registered mail or personal service on the permittee at least ten (10) calendar days prior to the date set for the hearing. At any such hearing, the permittee shall be given an opportunity to be heard, and he may call witnesses and present evidence on his behalf. Upon conclusion of such hearing, the Planning Commission shall determine whether or not the permit shall be suspended or revoked. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

   c. Action by the Planning Commission to revoke a conditional use permit may be appealed in accordance with City Code section 10-2-2.

I. Expiration Of Permit: Every conditional use permit shall expire by limitation and become null and void if the work authorized by such permit has not been commenced within one year, or is not completed within two (2) years from date of issue. If the permit holder presents satisfactory evidence that unusual difficulties have prevented work being started or completed within the specified time limits, the Planning Commission may grant a reasonable extension of time, up to one year, if written application is made before the expiration of the permit. (Ord. 01-05, 4-3-2001)

J. Inspections: Following the issuance of a conditional use permit, the Community Development Director, or designee, with the assistance of any other applicable City department shall inspect such use to ensure that development is undertaken and completed in compliance with the conditional use permit.

10-7-3: PERFORMANCE STANDARDS FOR CONDITIONAL USES:

A. Conditions Relating To Safety For Persons And Property: Applicants for conditional use permits shall meet all specific requirements made in this title. In addition, the Planning Commission may require additional studies or reports from qualified subject matter experts for recommendations related to mitigation of concerns of safety for persons and property, health and sanitation, environment, general plan proposals and neighborhood needs, performance and administration. More specifically, the Planning Commission may require:

1. Building elevations and grading plans which will prevent or minimize floodwater damage, where property may be subject to flooding.

2. The relocation, covering or fencing of irrigation ditches, drainage channels, and other potential attractive nuisances existing on or adjacent to the property.

3. Increased setback distances from lot lines where the Planning Commission determines it to be necessary to ensure the public safety and to ensure compatibility with the intended characteristics of the district as outlined in this title.

4. Appropriate design, construction and location of structures, buildings and facilities in relation to any earthquake fault hazard which may exist on the property, and limitations or restrictions on the use and/or location of uses due to special site conditions, including, but not limited to, geologically hazardous areas, floodplains, fault zones and landslide areas.

5. Limitations and control of the number, location, color, size, height, lighting and landscaping of outdoor advertising signs and structures in relation to the creation of traffic hazards and appearance and harmony with adjacent development.

6. Plans for the location, arrangement and dimensions of truck loading and unloading facilities.

7. Construction of curbs, gutters, drainage culverts, sidewalks, streets, fire hydrants and street lighting.

8. Reduction of permitted street grades for winter and storm conditions or exposure.

9. Fences shall not create visual or other safety hazards. Backing movements, passing vehicles, sidewalk traffic or small children shall be considered in the location of fences.

10. Mitigation strategies as recommended in any required studies or reports.

B. Conditions Relating To Health And Sanitation:

1. Water: A guarantee of sufficient water to serve the intended land use and a water delivery system meeting standards adopted by the City Council.

2. Wastewater And Waste Disposal Systems: A wastewater disposal system and a solid waste disposal system meeting standards adopted by the City Council.

3. Water, Sewer And Drainage Facilities: Construction of water mains, sewer mains and drainage facilities serving the proposed use, in sizes necessary to protect existing utility users in the district and to provide for an orderly development of land in the City.

C. Environmental Concerns:

1. Sensitive Areas: Limitations or restrictions on the use or location of uses in sensitive areas due to soils capabilities, wildlife and plant life.

2. 2. Pollution: Processes for the control, elimination or prevention of land, water or air pollution; the prevention of soil erosion; and the control of objectionable odors.

3. Ground Cover: The planting of ground cover or other surfacing to prevent dust and erosion.

4. Structuring Land: Restructuring of the land and planting of the same as directed by the Planning Commission when the conditional use involves cutting and/or filling the land and where such land would be adversely affected if not restructured.

D. Conditions Relating To Compliance With Intent Of General Plan And Characteristics Of Vicinity (Or Neighborhood):

1. Incompatible Characteristics: The removal of structures, debris or plant materials, incompatible with the intended characteristics of the district outlined in this title.

2. Screening: The screening of yards or other areas as protection from obnoxious land uses and activities.

3. Landscaping: Landscaping to ensure compatibility with the intended characteristics of the district as outlined in this title.

4. Walls, Fences, Hedges And Screening: Limitations or controls on the location, height and materials of walls, fences, hedges and screen plantings to ensure harmony with adjacent development, or to conceal storage areas, utility installations or other unsightly development.

5. Structure Relocation: The relocation of proposed or existing structures as necessary to provide for future streets on the major street plan of the City, adequate sight distances for general safety, groundwater control or similar problems.

6. Recreational Facilities: Provision for or construction of recreational facilities necessary to satisfy needs of the conditional use.

7. Density; Intensity: Population density and intensity of land use limitations where land capability or vicinity relationships make it appropriate to do so to protect health, safety and welfare, or conservation of values.

8. Other Improvements: Other improvements which serve the property in question and which may compensate in part or in whole for possible adverse impacts to the district from the proposed conditional use.

9. Fencing: The character of the neighborhood and aesthetics of the streetscape shall be considered in the location of fences and in determining the reduction of any front yard for fencing purposes.

E. Conditions Relating To Performance:

1. Time limits on the validity of the conditional use permit. Such time limits shall be determined by the following guidelines:

   a. A conditional use permit for uses which are of a temporary nature only may be issued for the intended duration of the temporary use or for two (2) years, whichever period of time is shorter.

   b. Unless there is substantial and positive development action under a conditional use permit within a period of one year of its issuance, said permit shall expire. The Planning Commission may grant a maximum extension for one year, when deemed in the public interest.

2. A bond or other valuable assurance in favor of the City in an amount to be determined by the City. The amount of said bond or other valuable assurance shall be calculated by the City Engineer.

3. Specific short and long range plans of development may be required to demonstrate timeliness, feasibility and impact on the public.

F. Energy Conservation Concerns and General Performance:

1. Solar orientation of buildings and uses.

2. Use of renewable energy sources.

3. Efficiency of exterior lighting.

4. Shading and protection of important buildings and pavings (parking lots, etc.), landscaping and trees, location of buildings and screens.

5. Effective use of vestibules.

6. Wind screening.

7. Circulation (travel) efficiency.

8. Efficiency of stormwater removal and erosion control.

9. Maintenance efficiency for on site improvements to be maintained by users, occupants and owners, etc.

(The remainder of this chapter has been moved or replaced by content in the new Subdivision Title 13.)

TITLE 13 SUBDIVISION ORDINANCE
Chapter 1 General Provisions
(Draft: 01.10.2024)

CHAPTER 1: GENERAL PROVISIONS

13-1-010: SHORT TITLE:
13-1-020: INTRODUCTION:
13-1-030: PURPOSE AND INTENT:
13-1-040: INTERPRETATION, CONFLICT, AND SEVERABILITY:
13-1-050: DEFINITIONS:
13-1-060: SAVING PROVISION, RELATIONSHIP TO PREVIOUS ORDINANCE:
13-1-070: CONSIDERATIONS:
13-1-080: GENERAL RESPONSIBILITIES:
13-1-090: APPEAL OF ADMINISTRATIVE LAND USE AUTHORITY DECISIONS:
13-1-100: APPEAL FROM APPEAL AUTHORITY DECISION:

13-1-010: SHORT TITLE: (new)

This title shall be known as Title 13, or the *SUBDIVISION ORDINANCE OF THE CITY OF NORTH SALT LAKE,* and may be so cited and pleaded.

13-1-020: INTRODUCTION: (new)

A. Scope Of Subdivisions: Subdivisions in the City shall be designed for building purposes without apparent danger to health or peril from fire, flood, landslide, subsidence, geologic and natural hazards, or other menace. Land should not be subdivided and developed until available public facilities and improvements exist or adequate guarantees are in place and proper provision has been made for drainage, water, sewerage and capital improvements, such as parks and recreation facilities, streets and transportation facilities, and related improvements. If necessary and required public facilities, infrastructure or safety protections are not in place or cannot be provided for, the subdivision shall not be allowed.

B. Conformance To Adopted Standards: Any proposed essential infrastructure improvement shall conform to adopted standards, specifications, and ordinances.

C. Burden Of Proof: For all proceedings in regard to development approval under this title or amendments to this title, the burden of proof showing satisfaction of all requirements shall rest with the applicant or authorized agent of the proposed development or amendment. The requirements and standards set forth herein are the minimum acceptable standards for land use applications within the City.

D. Assumption Of Validity: The City will assume that all information provided is accurate and valid. If any information provided to the City is found to be outdated, false or in any way misleading, the application for development approval may be denied or revoked by the City Council regardless of previous approvals.

13-1-030: PURPOSE AND INTENT: [existing code from section 10-7-7(B)]

A. Purpose:

1. The purpose of this section and the intent of the City in its adoption is to promote the health, safety, convenience, and general welfare of the present and future inhabitants of the City.

2. This section will accomplish this purpose by:

   a. Providing policies, standards, requirements and procedures to regulate and control the design and improvements of all developments.

   b. Assisting in the implementation of the City's goals, objectives, policies and programs by ensuring that all proposed developments, together with provisions for their design and improvements, are consistent with the General Plan and other applicable plans.

   c. Preserving and protecting, to the maximum extent possible, unique and valuable natural resources and amenities, including topographic and geologic features, natural watercourses, wildlife habitats, historical and cultural places, and scenic vistas and attractions; and improving the public access to and enjoyment of such resources and amenities through the dedication or continuance of appropriate public easements thereto.

   d. Preserving and protecting the special environmental quality and aesthetic character of any hillside and mountainous area; preventing detrimental impacts on the soil mantle, vegetative cover and other environmental factors; reducing the hazards of life and property from fire, flood, erosion, sedimentation and soil slippage; and relating the amount of grading within a development to the slope of the natural terrain.

   e. Encouraging the clustering of housing and building developments where subdivisions or other developments are permitted in hillside and mountainous areas, minimizing grading, preserving the natural terrain and enlarging open spaces.

   f. Regulating land use intensity and population density, street capacity and traffic access, the slope of the natural terrain, the availability and capacity of public facilities and utilities, and open spaces.

   g. Providing lots of sufficient size and appropriate design for the purposes for which they are to be used.

   h. Providing streets of adequate capacity and design for the traffic that will utilize them and ensuring maximum safety for pedestrians and users of vehicles.

   i. Ensuring adequate access to each building site.

   j. Providing sidewalks, pedestrian ways, bike paths, and equestrian and hiking trails for the safety, convenience and enjoyment of residents of new developments.

   k. Providing adequate systems of water supply, sanitary sewage disposal, storm drainage, street lighting and other utilities needed for public health, safety and convenience.

l. Providing adequate sites for public facilities needed to serve residents of new developments.

m. Ensuring that costs of providing land for streets, alleys, pedestrian ways, bike paths, easements and other rights of way and for the improvements therein needed to serve new developments are borne by the developer.

n. Preventing land which is actually or potentially dangerous by reason of flood hazard, inundation, inadequate access, inadequate water supply or fire protection, insufficient sewerage facilities or hazardous geological conditions from being developed for any use or in any manner tending to create an increased detriment to the public health, safety or general welfare.

o. Ensuring that, insofar as possible, land is developed in a manner that will promote the public health, safety, convenience and general welfare and the physical, social and economic development of the area in conformance with the General Plan, and provide access for solar and other renewable energy sources to the maximum extent possible, and encourage energy conservation through design, layout, "siting" and other techniques.

p. Preserving and protecting to the maximum extent possible, solar access to structures and encouraging, promoting or requiring energy conservation and the use of renewable energy sources.

q. Providing space for off street parking, as needed.

r. Providing space for bike paths and trails.

B. Intent: This Title is designed to inform the developer and public of the requirements and conditions necessary to obtain approval of a subdivision as specifically provided.

13-1-040: INTERPRETATION, CONFLICT, AND SEVERABILITY: (new)

A. Interpretation: These regulations shall be held to be the minimum requirements for the promotion of the public health, safety and general welfare. The burden of proof shall, in all proceedings pursuant to this title, rest with the proponent of an application for development approval. Any dispute arising from the administration of this title may be appealed to the City's Administrative Appeal Authority (Hearing Officer) as provided for in City Code section 10-2-2(C).

B. General Interpretation:
1. The word "shall" is mandatory and not discretionary. The word "may" is permissive and discretionary.
2. The words "City Planner" shall mean the City Planner of the City or designee.
3. The words "City Engineer" shall mean the City Engineer of the City or designee.
4. The words "Building Official" shall mean the Building Official of the City or designee.
5. The words "Community Development Director" shall mean the Community Development Director of the City or designee.
6. The words "Public Works Director" shall mean the Public Works Director of the City or designee.
7. The words "City Manager" shall mean the City Manager of the City or designee.

8. The words "Planning Commission" shall mean the City Planning Commission.
9. The word "Council" shall mean the City Council, the governing body of the City.
10. The word "City" shall mean the City of North Salt Lake.
11. The word "County" shall mean the Davis County Utah.
12. The word "State" shall mean the State of Utah.
13. The words "Zoning Ordinance" shall mean Title 10 of the municipal code of the City.
14. The words "Subdivision Ordinance" or "this title" shall mean Title 13 of the municipal code of the City
15. The word "code" shall mean the municipal code of the City.

C. Conflict With Other Provisions:
1. These regulations are not intended to interfere with, abrogate or annul any other ordinance, rule, regulation, statute or provision of law. If any provision of these regulations imposes a restriction different from those imposed by another provision, ordinance, rule, regulation or law, whichever provision is more restrictive or imposes higher standards shall control.
2. Further, these regulations are not intended to abrogate any easement, covenant, private agreement or restriction, including, but not limited to, restrictive covenants and declarations of covenants, conditions and restrictions; provided, however, that the City is under no obligation to enforce private covenants or agreements.

D. Severability: If any part or provision of these regulations or application thereof to any person or circumstance is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision or application directly involved in all controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of these regulations or the application thereof to other persons or circumstances.

13-1-050: DEFINITIONS: (new)

If any word or phrase used in this title is not defined herein, but is defined in related sections of Utah Code Annotated or in the City of North Salt Lake City Land Use Ordinance (Title 10), such definitions are incorporated herein and shall apply as though set forth herein in full, unless the context clearly indicates a contrary intention. Unless a contrary intention clearly appears, words used in the present tense include the future, the singular includes the plural, the term "shall" is mandatory and the term "may" is permissive.

13-1-060: SAVING PROVISION, RELATIONSHIP TO PREVIOUS ORDINANCE: (new)

A. These regulations shall not be construed as abating any action under prior existing subdivision regulations, or as discontinuing, abating, modifying or altering any penalty accruing or about to accrue, or as affecting the liability of any person, firm or corporation, or as waiving any right of the municipality under any section or provision existing at the time of adoption of these regulations, or as vacating or annulling any rights obtained by any person, firm or corporation by lawful action for the municipality, except as shall be expressly provided for in these regulations.

B. The procedures set forth in this title are intended to supersede any inconsistent procedural provisions in the previous development ordinances. The substantive requirements of the application form and the review process shall remain unchanged, but all final actions under that ordinance are

subject to the appeal processes set forth herein. All applications for subdivision approval are subject to termination as set forth herein.

13-1-070: CONSIDERATIONS: (new)

A. General Plan & Land Use Ordinance: The General Plan and the City's Land Use Ordinance (Title 10) shall guide the use of all land within the corporate boundaries of the City. The size and design of lots, the nature of utilities, the design and improvement of streets, the type and intensity of land use, or the provisions for any special facilities in any subdivision shall conform to the land uses and the standards established in the Land Use Ordinance, construction standards & specifications manuals, and other applicable ordinances or regulations which are guided by the General Plan and adopted by the City Council.

B. Natural Landscape & Existing Conditions: Trees, native land cover, natural watercourses and topography shall be preserved when possible. Subdivisions shall be so designed as to prevent excessive grading and scarring of the landscape and shall be in conformance with City Code Title 10, Chapter 12: Sensitive Area District and Geologic Hazards. The design of new subdivisions shall consider and relate to existing street widths, alignments and names.

C. Community Facilities: Community facilities, such as parks, recreation areas, trails and transportation facilities shall be provided in the subdivision in accordance with General Plan, this title, and other applicable ordinances and resolutions. This title establishes procedures for the referral of information on proposed subdivisions to interested boards, bureaus and other governmental agencies and utility companies, both private and public, so that the extension of community facilities and utilities may be accomplished in an orderly manner and coordinated with the development of the subdivision. In order to facilitate the acquisition of land areas required to implement this policy, the developer may be required to dedicate, grant easements or otherwise reserve land for parks, playgrounds, public ways, utility easements or other public purposes as specified.

13-1-080: GENERAL RESPONSIBILITIES: (new)

A. Developer: The developer shall prepare a plat consistent with the standards contained herein and shall pay for the design and inspection of the essential infrastructure improvements required. The City shall process the submitted plat in accordance with the regulations set forth herein. The developer shall not alter the terrain or remove any vegetation from the proposed subdivision site or engage in any site development until the necessary approvals as outlined herein have been obtained.

B. Development Review Staff: Development review will be conducted by applicable staff members and directed by the Community Development Director, or designee. Review staff shall consist of representatives from City departments and special service district representatives as required by the City Manager, or designee, and as applicable to each development application. Development proposals shall be reviewed for design; for conformity to the General Plan, Town Center Master Plan, or other applicable plans, and to the Land Use Ordinance; and for the environmental quality of

the subdivision design. The Community Development Director, or designee, shall ensure that developments are processed as provided for in this Title.

C. Other Agencies: Any application for a proposed subdivision may be referred by the development review staff to such special districts, governmental boards, bureaus, utility companies and other agencies which will provide public and private facilities and services to the subdivision for their information and comment. Developers shall be responsible for distributing plans to and coordinating the comments received from all public and private entities and obtaining will-serve letters or permits, as applicable.

D. Public Works Director and City Engineer: The Public Works Director and City Engineer, or their designees, shall make comments as to engineering requirements for street widths, grades, alignments and flood control, whether the proposed essential infrastructure improvements are consistent with this Title and other applicable ordinances, construction standards & specifications, or any other applicable regulations, and shall be responsible for the inspection and approval of all construction of essential improvements. Street layout and overall circulation shall be in accord with adopted transportation plans and sound transportation planning principles.

E. Administrative Land Use Authority (ALUA): The Administrative Land Use Authority is charged with making investigations, reports and findings on proposed subdivisions as to their conformance to land use and subdivision ordinances, and other pertinent plans, ordinances, or regulations.

1. The Planning Commission shall act as the Administrative Land Use Authority for:
    a. Preliminary Plans.
    b. Plat amendments which do not include the vacation of any public right of way, public trail or municipal utility easement.
2. Community Development Director, with the assistance of the applicable staff and as directed by the City Manager, shall act as the Administrative Land Use Authority for:
    a. Final plat
    b. Minor subdivisions
    c. Lot line adjustments
3. The City Council shall act as the Administrative Land Use Authority for plat amendments which include the vacation of any public right of way, public trail or municipal easement only after receiving a recommendation from the Planning Commission regarding the vacation of any public right of way, public trail or municipal utility easement as a condition of plat amendment approval, in accordance with Code Section 13-7-010.

F. City Attorney: The City Attorney, or designee, shall verify, prior to recordation of a plat, that the form of the final plat is correct and acceptable, the developer dedicating land for public use is the owner of record, and the land is free and clear of unacceptable encumbrances or tax clearances according to the title report submitted by the developer, or any other liens or encumbrances on land being dedicated for public use.

G. Mayor: The Mayor shall perform the non-discretionary and ministerial act of signing the plat solely to accept offers of dedication.

13-1-090: APPEAL OF ADMINISTRATIVE LAND USE AUTHORITY DECISIONS: (new)

A. As provided in City Code section 10-2-2, appeal may be made to the City's designated Appeal Authority (Hearing Officer) from any decision, determination or requirement of the Administrative Land Use Authority under this title by filing with the City Recorder a notice thereof in writing within fifteen (15) days after such decision, determination or requirement is made. Such notice shall set forth in detail the action and grounds upon which the developer, or other interested person, is aggrieved. In the event of an appeal, application deadlines set forth in this title shall be extended to incorporate the time necessary to hear and consider such appeals.

B. Hearing: The City Recorder, or designee, shall set the appeal for hearing before the City's designated Appeal Authority, as provided in City Code Section 10-2-2, to be held within a reasonable time from the date of receipt of the appeal. The appellant shall be notified of the appeal hearing date at least seven (7) days prior to the hearing. After hearing the appeal, the Hearing Officer may affirm, modify, overrule the decision, determination or requirement appealed, or remand the decision to the Administrative Land Use Authority for additional review and enter any such order or orders. The filing of an appeal shall stay all proceedings and actions in furtherance of the matter appealed, pending a decision of the Hearing Officer.

13-1-100: APPEAL FROM APPEAL AUTHORITY DECISION: (new)

Any person adversely affected by the Appeal Authority's decision may petition the District Court for a review of the decision within thirty (30) days of said decision.

TITLE 13 SUBDIVISION ORDINANCE
Chapter 2 Administration and Application
(Draft: 01.10.2024)

CHAPTER 2: ADMINSTRATION AND APPLICATION

13-2-010: SUBDIVISION CONTROL:
13-2-020: REQUIRED PLAT APPROVAL:
13-2-030: TRANSFER OF LAND:
13-2-040: TRANSFER OF LAND; VOIDABLE:
13-2-050: DEVELOPMENT CONSTRUCTION
13-2-060: BUILDING PERMITS:
13-2-070: CERTIFICATES OF OCCUPANCY:
13-2-080: PENALTIES:

13-2-010: SUBDIVISION CONTROL: [existing language from 10-7-7(A)]

A. Compliance Required: No person shall subdivide or otherwise develop any tract of land which is located wholly or in part within the City, except in compliance with this Title, and with the development regulations adopted by the City Council.

B. Applicability: No person shall sell or exchange or offer to sell or exchange any parcel of land which is any part of a development of a larger tract of land, nor offer for recording in the Office of the County Recorder any deed conveying such parcel of land, or any interest therein, unless such development has been created pursuant to and in accordance with the provisions of this title and local regulations; provided, that this title shall not apply to any lot or lots forming a part of a development created and recorded according to then applicable law prior to the effective date hereof, except as specifically provided in this title.

C. Approval Required: No lot within a development created and recorded prior to the effective date hereof nor any development thereafter approved by the Administrative Land Use Authority and recorded in the County Recorder's Office under the provisions of this Title, shall be further divided, rearranged, added to or reduced in area, nor shall any boundaries of any lot be altered in any manner so as to create more lots than initially recorded, or any nonconforming lot, without first obtaining the approval of the Administrative Land Use Authority as provided in this Title.

D. Restricted Lots: Any lot deemed to be restricted shall require a site specific geotechnical review in accordance with Title 10, Chapter 12, Sensitive Lands Overlay and Geologic Hazards prior to the issuance of a building permit. All construction and grading on restricted lots shall incorporate specific geotechnical design solutions as recommended by an approved geologic hazard study. Lots shall be deemed restricted for any lot:

1. located within the designated Sensitive Lands Area Overlay Zone;
2. noted as restricted on a recorded subdivision plat;
3. having an average slope of fifteen percent (15%) or greater;
4. with known, suspect or probable geologic hazards;
5. with critical wildlife habitat;

6. with critical drainage channels or other natural features; or

7. containing other vital infrastructure.

13-2-020: REQUIRED PLAT APPROVAL: [some existing language from 10-7-7(C)]

A. Content: If any land is laid out and platted, the owner of the land shall cause an accurate plat to be made of them that sets forth and describes:

1. Any parcel of ground laid out and platted, by boundaries, course and extent, and if they are intended for streets or other public uses, together with any area that is reserved for public purposes; and

2. Any block or lot intended for sale or otherwise reserved for private purposes and all parcels offered for dedication for any purpose, with all dimensions, boundaries, and courses clearly shown and defined..

B. Acknowledgment Required:

1. The owner of the land shall acknowledge the plat and owner's dedication before an officer authorized by law to take acknowledgment of conveyances of real estate.

2. The surveyor of the plat shall certify that the surveyor:

   a. Holds a license in accordance with Utah, Code Annotated, Title 58, Chapter 22 (as amended), Professional Engineers and Professional Land Surveyors Licensing Act;

   b. Has completed a survey of the property described on the plat in accordance with Utah Code section 17-23-17 (as amended) and has verified all measurements; and

   c. Has placed monuments as represented on the plat.

3. The City Engineer shall sign the final plat, certifying that the plat and other data submitted therewith, is substantially the same as it appeared on the preliminary plan and any approved alterations thereof on that the final plat is in conformity with City ordinances and adopted specifications and standards.

4. The City Attorney shall be responsible for reporting to the Mayor as to the form of the final plat or other recordable instruments evidencing any action under this title. The City Attorney shall certify that any lands dedicated to the public are dedicated in fee simple and that the person or persons dedicating the land are the owners of record.

5. The designated Administrative Land Use Authority shall determine whether the plat conforms with the preliminary plan approval, City ordinances and adopted specifications and standards and shall sign the approved final plat as provided by law.

6. The Mayor shall perform the non-discretionary and ministerial act of signing the plat solely to accept offers of dedication.

C. Filing And Recording: After the plat has been acknowledged, certified and approved, the City Recorder, or designee, shall file and record it in the County Recorder's Office in the county in which the lands platted and laid out are situated. The owner shall pay the expense of such recording.

D. Plat Expiration: The recording of the subdivision plat is to be done within one hundred eighty (180) calendar days of the completed approval from the Administrative Land Use Authority. Failure to record the approved plat within the allotted time required shall void all approvals for the subdivision. Prior to the expiration of the plat approval, the owner or developer may request a onetime extension of one hundred eighty (180) days, by submitting to the Community Development Director a written request of the owner or developer, explaining the reasons for the delay. The Community Development Director shall consult with applicable city review staff to prepare an analysis of any amendments to the City Code, regulations or standards and their effect on the subdivision. If such amendments to the City regulations or standards are essential to protecting the health, safety, and welfare of the citizens, the Community Development Director shall not grant the extension unless the plat conforms to the new regulations or standards.

E. Subdivision Approval Procedure: No one may file or record a subdivision plat in the County Recorder's Office unless:

1. The subdivision plat has been approved by the designated Administrative Land Use Authority; and

2. The required approvals and acceptance of any dedicated property or right of way are entered in writing on the plat as designated in this ordinance.

13-2-030: TRANSFER OF LAND: (new)

Subdivided land shall not be transferred, sold or offered for sale, nor shall a building permit be issued for a structure thereon, until an approved subdivision plat is recorded in the County Recorder's Office in accordance with this title and any applicable provisions of state law, and until the improvements required in connection with the subdivision have been constructed or guaranteed as provided herein.

13-2-040: TRANSFER OF LAND; VOIDABLE: (new)

No person shall offer to sell, contract to sell, sell, deed or convey any property contrary to the provisions of this title. A subdivision plat recorded without the signatures required by Utah Code Annotated, section 10-9a-604 (as amended) is void. A transfer of land pursuant to a void plat is voidable by the land use authority.

13-2-050: DEVELOPMENT CONSTRUCTION:

From 10-7-1 (H) to (L)

A. Inspections: Following the approval of a final Plat, the City Engineer, or designee, shall inspect such use to ensure that development is undertaken and completed in compliance with the approval.

B. Minimum Construction And Improvement Standards: Construction standards, including drawings, tables, charts, references and regulations as adopted by the City Council shall constitute land development standards supplementing this title.

C. Conflicting Provisions: Where specific requirements are made or exemptions allowed under other sections of the code, those requirements or exemptions shall prevail over the land development standards supplementing this title.

D. Improvement Construction Obligation Of Developer: Improvements required by this title shall be constructed at the expense of the developer and shall comply with the land development standards supplementing this title.

E. Commencement Of Construction: Site improvement or grading of any proposed development site prior to preliminary plat approval by the Administrative Land Use Authority is prohibited. (Ord. 93-5, 7-6-1993, eff. 7-15-1993; amd. 2012 Code)

F. Phase Development: from 10-3-6 (L) to (R)

1. Final plat and construction plan approval may be granted on less than the entire project covered by preliminary plat approval and may be done in phases as provided below. The development of the phases of project shall be done in an orderly manner and in such a way that the required improvements of each of the phases will be made available for the full effective and practical use and enjoyment thereof by the lessees or the grantees of any of the lands developed within the time hereinafter specified. The phases of any project shall, when possible, be contiguous to previously approved phases or other existing development.

2. Each phase must be approved by the Administrative Land Use Authority. Preliminary plat approval for phase developments will remain valid so long as an application for final plat and construction plan approval for a single phase within the phase development is submitted each twelve (12) months after preliminary plat approval and the applicant diligently pursues approval of the application. In no event will preliminary plat approval for phase developments remain valid beyond ten (10) years from the date of original approval.

3. For developments subject to a development agreement with the City Council, the agreement shall govern the validity of preliminary plat, final plat and construction plan approvals for phase developments.

4. If the developer does not maintain the required bond, or if the developer fails to complete all of the required on or off site essential infrastructure improvements or if the developer is in default under any other term or condition which was required for final plat and construction plan approval, the Administrative Land Use Authority may deny any further request for development of succeeding phases of the proposed development until the outstanding defaults have been cured.

G. Appeals Procedure: Appeals from any administrative decision may be made to the hearing officer. (Ord. 2012-07, 4-30-2012)

H. Changes: Any significant changes made in an approved drawing require resubmission of the drawing for approval by the Administrative Land Use Authority.

I. Additional Required Information: The Administrative Land Use Authority, development review staff, or City Attorney may require such additional information as necessary to complete a proposal for the written record, demonstrate capability, solve anticipated problems, or show geotechnical solutions to site development.

J. Preconstruction Meetings: Prior to excavating or starting of the work, the developer shall attend a preconstruction meeting with representatives from City departments, as directed by the City Engineer, and any other special service districts with jurisdiction over the infrastructure installation. The developer shall bring to the meeting all contractors responsible to build the improvements associated with the project. The purpose of this meeting shall be to:

1. Verify recordation of the plat and final approval of the plans.

2. Determine schedule of construction.

3. Determine names, addresses and phone numbers of contractors, inspectors and all persons involved.

4. Review plans and special conditions or requirements.

5. Review the process for bond reduction request.

6. Coordinate inspection and testing.

7. Discuss City Standards and Specifications.

K. Construction Review: Construction work involving the installation of public improvements in subdivisions shall be subject to construction review by the City Engineer, Public Works Inspector, and SWPPP Inspector.

1. Daily construction review shall be required on the following types of work:

   a. Laying of street surfacing.

   b. Placing of concrete for curb and gutter, sidewalks and other structures.

   c. Laying of drainage pipe, water pipe, valves, hydrants and testing.

   d. Street grading and gravel base.

e. Excavations for curb and gutter and sidewalks.

f. Excavations for structures.

2. Requests for construction review shall be made to the City Engineer or to the designated inspector as directed, by the person responsible for the construction. Requests for construction review on work shall be made one working day prior to the commencement of the work.

L. Correcting Defective Work: Construction reviews shall be made by the City Engineer, designee, or Inspector after various phases of the construction work is completed. Any faulty or defective work shall be corrected by the developer or contractor within a period of thirty (30) days from the date of construction review wherein the faulty or defective work is noted and written notice is given to the developer and/or contractor. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

13-2-060: BUILDING PERMITS: (new)

A. Requirements:

1. No building permit shall be issued for any structure within a subdivision until the subdivision plat is recorded in the County Recorder's Office, a bond is provided acceptable to the City ensuring the adequate installation of required essential infrastructure improvements and utilities, and the required improvements and utilities have been installed and are operable as provided herein and as deemed essential infrastructure (defined by Utah Code Annotated 10-9a-802, as amended) which is necessary to meet the requirements of the building code and fire code.

2. No building permit shall be issued for any structure within a subdivision until all sanitary sewer, storm sewer, culinary water lines, pressure irrigation (if applicable), fire hydrants, curb and gutter, streets, other underground utilities located under the street surface, required grading and drainage improvements, and paving, are installed and fully functional, as determined by the City, providing continuous access or service to the lot.

B. Notwithstanding the foregoing, for lots fronting existing streets that obtain access only from that street and have existing fully functional utilities, the building official may issue permits, subject to compliance with applicable requirements, including adequate access for emergency vehicles.

Exception: The City's development review staff, with the approval of the City Engineer and Fire Marshal, may approve the issuance of building permits prior to the installation of permanent paving under the following conditions:

1. The street improvements are being constructed during the months when cold weather prohibits the laying of a hard surface on the street and within months or in locations where the accumulation of snow is no longer likely to occur prior to the scheduled paving.

2. The streets shall be completed with all utilities, rough grading, and all weather road base sufficient for emergency vehicle access and construction traffic. Sufficiency of the road base,

including road base gradation and thickness, shall be determined by the City Engineer upon review and consideration of applicable soils reports, drainage factors and existing topographic conditions of the property.

3. The developer enters into an agreement with the City that the developer will take responsibility to ensure that the road is accessible for emergency vehicles and construction traffic at all times, including snow removal, if any, and other required maintenance.

4. The developer enters into an agreement with the City that developer will hard surface the road as soon as weather permits and as authorized by the City. If developer fails to do so, the City can declare the developer in default of the applicable improvements bond agreement and may withdraw any or all of the funds from the bond and cause the improvements to the street to be constructed, completed or repaired in accordance with the terms and procedures set forth in the bond agreement for the withdrawal of funds.

5. The building contractor, property owner and building permit applicant enters into an assumption of risk agreement acknowledging the lack of hard surface streets within the subdivision and an acknowledgement of the developer's obligation regarding maintenance and access of the same and assuming the risk of proceeding with construction under such circumstances pursuant to the terms and conditions set forth herein.

6. Prior to hard surfacing road, the City Engineer shall inspect road conditions for road base contamination, rutting, or other deficiencies. Any deficiencies found shall be repaired in a manner required by the City Engineer and approved prior to any paving.

7. No certificate of occupancy shall be granted for any structure within the subdivision until all streets are hard surfaced.

C. (From 10-3-7)Model Homes: After recording of a subdivision plat, building permits for model homes may be issued before completion of on and off site improvements, subject to the following requirements:

1. The applicant must provide proof of ownership of the property where the model home is proposed to be located.

2. The applicant must sign a statement acknowledging that the applicant takes full responsibility for the risks being taken by constructing a model home before on and off site improvements are completed.

3. All on and off site improvements for the full plat must be completed within forty five (45) days of issuance of the first model home building permit. If, in the opinion of the City Engineer or the Building Official, on and off site improvements cannot be completed within forty five (45) days of the issuance of a permit for a model home, then the City Engineer or the Building Official may withhold approval of a model home building permit.

4. If all on and off site improvements for the full plat are not completed within the forty five (45) day period, the city may suspend issuance of additional permits until improvements are completed.

5. A maximum of two (2) model homes will be allowed in each plat.

6. Prior to the issuance of a building permit for a model home, hard surfaced roads must be completed such that they provide reasonable access to the structure(s).

7. All fire protection requirements must be met as set and approved, in writing, by the South Davis Metro Fire District.

8. No dwelling unit, including model homes, will be issued a certificate of occupancy until all on and off site improvements are completed.

9. Model homes may be operated until a building permit is issued for the last remaining lot within the development.

10. Issuance of any building permit for a model home before the completion of on and off site improvements is subject to predicted weather conditions. No building permit application for a model home prior to completion of on and off site improvements will be accepted between September 15 and March 1. (Ord. 2011-06, 5-3-2011)

13-2-070: CERTIFICATES OF OCCUPANCY: (new)

No building within a subdivision shall be occupied until a certificate of occupancy has been issued for such structure by the City. No certificate of occupancy shall be issued for any structure within a subdivision until all required improvements for the subdivision are complete, including the hard surfacing of the streets, required street signs and traffic control signs, house numbers on the structure, required utilities providing service to the structure, and any other applicable ordinance provisions have been met.

13-2-080: PENALTIES: (new)

Any person found in violation of this title shall be subject to civil penalty as provided in Title 12 of this code or may be subject to criminal prosecution as a class C misdemeanor. In addition to any criminal prosecution, the City may pursue any other legal remedies provided by law to ensure compliance with this title, including, but not limited to, instituting an injunction, mandamus, abatement or other appropriate actions, or proceedings to prevent, enjoin, abate or remove the unlawful use or act.

TITLE 13 SUBDIVISION ORDINANCE
Chapter 3 Concept Plan
(Draft 01.10.2024)

CHAPTER 3: CONCEPT PLAN

13-3-010: CONCEPTUAL PLAN:
13-3-020: CONCEPTUAL PLAN REVIEW NONBINDING:
13-3-030: VESTED RIGHTS:
13-3-040: SUBMISSION:
13-3-050: NOTIFICATION:
13-3-060: CONCEPTUAL PLAN REVIEW:
13-3-070: COMPLETION OF CONCEPTUAL PLAN REVIEW:

13-3-010: CONCEPTUAL PLAN: (new)

A Conceptual Plan review is not required, but highly encouraged, for subdivisions for one or two family dwelling and townhome developments. Conceptual Plan review shall be required for commercial, industrial, multi-family subdivision and any subdivision of land which is subject to geologic hazard review. Conceptual Plan review provides the developer with an opportunity to consult with and receive assistance from the city staff regarding the regulations and design requirements applicable to the subdivision of property and facilitates resolution of problems and revisions before the preparation of a Preliminary Plan. The Conceptual Plan should be based on an accurate survey showing boundaries, topography, important physical features, adjacent properties and the proposed layout of the subdivision. The applicant or applicant's duly authorized agent shall submit an application to the community development department for Conceptual Plan review and at the same time, the applicant shall pay an application fee as provided in the City's consolidated fee schedule.

13-3-020: CONCEPTUAL PLAN REVIEW NONBINDING: (new)

The Conceptual Plan process Is designed to provide the developer with helpful information and suggestions before the expense and time involved in preparing a Preliminary Plan is incurred. Conceptual Plan review shall be nonbinding on any subsequent review steps nor binding upon the designated Administrative Land Use Authority in the exercise of their authority or approval.

13-3-030: VESTED RIGHTS: (new)

Submission of a Conceptual Plan shall in no way confer any vested rights upon the developer. Vested rights may attach only upon the filing of a complete Preliminary Plan application which meets the requirements of this title and other applicable ordinances at the time of the application. However, if there is a compelling, countervailing public interest or the City has initiated proceedings to amend this title or other applicable ordinances at the time of the application, then there shall be no vested rights.

13-3-040: SUBMISSION: (some text (list) From Section 10-3-3 mostly new/reorganized)

A. The developer shall submit the proposed Conceptual Plan which will enable a review of a proposed project for general scope and conditions and its impact on the City. The Community Development Department will determine if the appropriate plan and application is submitted, if the application is complete and if all the fees have been paid. If the application is deemed to be incomplete the

applicant shall be notified in writing within ten (10) days of the application date, or as reasonably practical upon discovery of a deficiency.

B. Document Requirements: The following items shall be submitted to the Community Development Department for Conceptual Plan review:

1. An application form, as provided by the City, detailing the proposed development and addressing the following:.

    a. A general explanation of the project size, scope, and land uses;

    b. Identification of any potential impacts or conflicts with adjacent land uses, along with proposed mitigation of any adverse aspect of the plan;

    c. Identification of any known or potential geologic hazards on the property or within the development area in general;

    d. A statement regarding the proposed development, its conformance to the existing zoning and general plan or other adopted plans or policies, and identifying any opportunity for the provision of housing which meet the goals and objectives of the City's Moderate Income Housing Plan; and

    e. Any additional pertinent information related to the project.

2. An electronic copy of the Conceptual Plan which is reproducible at a printed size of 24" x 36".

3. Conceptual Plan set shall include the following:

    a. Cover Sheet which includes the following:

        (1) The proposed project name, approximate address of the project, and the relevant parcels within the project;

        (2) Vicinity plan. An aerial map at a scale of one inch equals one hundred feet (1" = 100') or other competent base map showing the area within six hundred feet (600') of the project boundaries giving context to the proposed development;

        (3) Drawing index;

        (4) Developer name, address, and phone number;

        (5) Property owner name, address, and phone number, if different from the developer;

        (6) General notes regarding the project;

        (7) Boundaries of zoning districts, taxing and other special districts; and

        (8) The name, address, and phone number of the engineer or surveyor who prepared the Conceptual Plan set.

    b. Existing Conditions or Demolition Plan. The following shall be drawn to scale:

(1) Existing topographic contours at no greater interval than two feet (2');

(2) A slope analysis shading all areas with existing slopes of 30-50% and all areas with existing slopes greater than 50%.

(3) Existing buildings, utilities, and improvements;

(4) Location of existing culinary and irrigation water systems and points of proposed connection and extension;

(5) Location and size of existing utility services and proposed connection and extension (sewer, power, gas, telephone cable);

(6) Watercourses, impoundments, streams, springs, wells, floodplains, and areas subject to continuous or occasional flooding, including those portions of the property which are included in the most recent flood insurance rate maps prepared by FEMA;

(7) Significant vegetative patterns;

(8) Geologic hazards, formations and soils type;

(9) Public and private easements related to site, including trails and parks as identified within the adopted General Plan or other adopted plans or policy documents; and

(10) Existing survey monuments.

c. Conceptual Site Plan. The following elements shall be drawn to a scale of a minimum 1"=30':

(1) North arrow and scale;

(2) Names of all abutting property owners;

(3) The dimensions of the site and total acreage, with proposed density;

(4) A proposed lot layout showing approximate size of each lot;

(5) Location of existing and proposed streets, trails, and sidewalks;

(6) Proposed buildings, or building envelopes, as applicable;

(7) Proposed public facilities and open spaces;

(8) Location of proposed parking;

(9) Preliminary location of all proposed on site uses and desired improvements, including any off-site improvements if considered essential to the project; and

(10) Any additional information which will convey information that is necessary to determine feasibility and identify problems that need to be addressed on the preliminary design plan, including topography and grading for slopes which may exceed 30%.

13-3-050: NOTIFICATION: (new)

Upon receipt of a complete Conceptual Plan application, the Community Development Director, or designee shall notify and distribute copies of the Conceptual Plan application to the development review staff and other affected entities or agencies, as applicable. Conceptual Plans that contain parks, trails, public art or recreational amenities shall be distributed to the Parks, Trails, Arts and Recreation Advisory Board. The board shall provide input to the Administrative Land Use Authority prior to Preliminary Plan review regarding the design, function, and relationship to existing facilities and the parks master plan or other policy documents, as adopted.

13-3-060: CONCEPTUAL PLAN REVIEW: (new)

Scope Of Review: Conceptual Plan shall be reviewed for compliance with the City General Plan, Land Use Ordinance, this title, and other appropriate regulations. The Community Development Director, or designee, shall coordinate review with the appropriate development review staff and affected entities, as appropriate for the size, scope, and location of the proposed subdivision. The Community Development Director, or designee, shall make findings regarding the submitted Conceptual Plan, specifying any inadequacy in the information submitted, noncompliance with City regulations, questionable or undesirable design and/or engineering, and the need for any additional information which may assist the developer in preparation of a Preliminary Plan application.

13-3-070: COMPLETTION OF CONCEPTUAL PLAN REVIEW: (new)

Once Conceptual Plan review has been completed, the developer may apply for Preliminary Plan approval consistent with the Conceptual Plan. If Preliminary Plan approval for any portion of an approved Conceptual Plan has not been obtained within twelve (12) months of the date on which Conceptual Plan review was completed, a resubmittal of the Conceptual Plan shall be required.

CHAPTER 4: MINOR SUBDIVISIONS

(entirely new chapter)

13-4-010: PURPOSE:
13-4-020: REQUIREMENTS FOR MINOR SUBDIVISIONS:
13-4-030: APPLICABILITY:
13-4-040: CONCEPTUAL PLAN REVIEW:
13-4-050: MINOR SUBDIVISION APPLICATION:
13-4-060: DEVELOPMENT REVIEW:
13-4-070: ADMINISTRATIVE LAND USE AUTHORITY ACTION:
13-4-080: EXPIRATION OF FINAL APPROVAL:
13-4-090: BOND AGREEMENT:
13-4-100: PLAT REQUIREMENTS:
13-4-110: RECORDING OF PLAT:

13-4-010: PURPOSE:

The intent of this chapter is to provide an efficient review process for minor subdivisions. Minor subdivisions include those developments of less than ten (10) lots which also meet the requirements set forth herein. In this process, the preliminary and final plats, required for most subdivisions, are simplified and combined.

13-4-020: REQUIREMENTS FOR MINOR SUBDIVISIONS:

An owner of property located within the City of North Salt Lake may submit an application for a minor subdivision; provided, that the property to be subdivided meets the following conditions:

A. Less than ten (10) lots shall be created in the subdivision;

B. The subdivision shall not require the dedication of any land for public streets or other public purposes, with the exception of the dedication of required public utility easements;

C. The area to be subdivided shall be immediately adjacent to existing public streets and utilities and shall not require the extension of any such streets or utilities, other than extension of service laterals. The developer shall be required to complete any essential infrastructure improvements on an existing street which are not in place at the time the application to develop a minor subdivision is filed. Such improvements shall include any necessary storm drainage facilities, curb, gutter, sidewalk, trail, park strip, including landscaping, and asphalt paving;

D. The subdivision is not traversed by the mapped lines of a proposed street as shown in the general plan that requires right of way dedication;

E. The proposed minor subdivision shall conform to the general character of the surrounding area. New lot lines shall conform to the general pattern of existing lot lines;

F. Lots created shall not adversely affect the remainder of the parcel or adjoining property and shall conform to the applicable provisions of the zoning ordinance;

G. Utility easements shall be dedicated;

H. Property must not be located within the Sensitive Lands Overlay Area Map or be property which is subject to geologic hazard review as required by Section 10-12-3 for known or reasonably suspected geologic hazards such as landslides, earthquakes, flooding, problem soils or rocks; and

I. Property must not be located within a Flood Hazard Area (FHA) as identified on the Digital Flood Insurance Rate Map (DFIRM) or Flood Insurance Rate Map (FIRM).

13-4-030: APPLICABILITY:

The procedures set forth in this chapter shall govern the processing of, and the requirements pertaining to, minor subdivisions, and shall take precedence over any other provisions to the contrary.

13-4-040: CONCEPTUAL PLAN REVIEW:

Prior to filing a minor subdivision application, all developers of proposed minor subdivisions are encouraged to complete a Conceptual Plan review as set forth in this title.

13-4-050: MINOR SUBDIVISION APPLICATION:

All developers of proposed minor subdivisions shall submit a minor subdivision application on a form provided by the City. The application shall include an electronic submission which is reproducible as a 24" x 36" plat suitable for recordation and all applicable documents meeting the requirements of section 13-4-100 of this chapter. If essential infrastructure improvements, as specified within this chapter, are required, the application shall be accompanied by improvement drawings for such improvements. The City Engineer may require that a soils report be provided which meets the requirements set forth in section 13-5-040 of this title. At the time the application is submitted, the developer shall pay the appropriate application fee as set forth in the City's consolidated fee schedule.

The Community Development Department, or designee, will determined if the appropriate plan and application is submitted, if the application is complete and if all the fees have been paid. If the application is deemed to be incomplete the applicant shall be notified in writing within ten (10) days of the application date, or as reasonably practical upon discovery of a deficiency.

13-4-060: DEVELOPMENT REVIEW:

The Community Development Director, or designee, shall coordinate review with the appropriate development review staff and affected entities, as appropriate for the size, scope, and location of the proposed subdivision. Within fifteen (15) business days of receipt of a complete application submittal, the Community Development Director shall prepare findings regarding the minor subdivision plan, specifying any inadequacy in the information submitted, noncompliance with City regulations, questionable or undesirable design and/or engineering, and the need for any additional information required prior to final approval.

13-4-070: ADMNISTRATIVE LAND USE AUTHORITY ACTION:

A. Scope Of Action: The Community Development Director, or designee, is designated as the Administrative Land Use Authority for minor subdivisions and shall coordinate review with the appropriate development review staff and affected entities, as appropriate for the size, scope, and location of the proposed subdivision. The Community Development Director, or designee, shall assure that the plat is in conformity with the requirements of this chapter and title, other applicable ordinances or regulations, and any conditions of approval required by this title, city ordinance, or adopted specifications and standards. If the proposed plat complies with those requirements the plat shall be approved or approved with conditions.

B. Disapproval: If the Community Development Director, or designee, determines that the proposed plat is not in conformity with the ordinances of the City or required conditions imposed, the plat shall not be approved and the developer shall be notified of the specific reasons for such disapproval. If a proposed plat is disapproved, no further plat shall be submitted and a new minor subdivision application shall be required to initiate minor subdivision approval, including the payment of the required fee.

C. Appeal: Within ten (10) business days of notification of disapproval of a minor subdivision, the developer may request a review by the Planning Commission.

13-4-080: EXPIRATION OF FINAL APPROVAL:

If the plat is not recorded within six (6) months from the date of final approval, such approval shall be null and void. This time period may be extended one time for an additional six (6) month period by the Community Development Director, or designee, with the consent of the City Engineer. The developer must petition for an extension, prior to the expiration of the original six (6) months, or an extension previously granted. An extension may be granted only if it is determined that it will not be detrimental to the City. If any of the fees charged as a condition of subdivision approval, including, but not limited to, inspection fees, impact fees, as well as the amounts the City uses to estimate bonds to insure completion of improvements have increased, the City Engineer may require that the bond estimate be recalculated and that the developer pay any applicable increases as a condition of granting the extension.

13-4-090: BOND AGREEMENT:

In the event essential infrastructure improvements are required for the subdivision, the developer shall comply with the bond requirements of section 13-5-140 of this title.

13-4-100: PLAT REQUIREMENTS:

A. Contents: Each plat submitted under this chapter shall, at a minimum, contain the following:

1. The meets and bounds description of the parcel(s) of ground to be subdivided using the Utah Coordinate System of bearing rotations, otherwise known as NAD93; meets and bounds descriptions may also be provided in Davis County coordinates with a rotation provided to NAD 93 coordinates;

2. The number and address of the lots intended for sale, including the area, boundaries, courses and dimensions of each lot;

3. Existing right of way and easement grants of record for underground facilities, as defined in Utah Code Annotated section 54-8a-2, and for other utility facilities;

4. An acknowledgment from the owner(s) of the property to be subdivided acknowledging the preparation of the plat and the owner's consent to subdivide the parcel as shown on the plat;

5. A certification from the surveyor preparing the plat; and

B. Coordinates shall be added to all angle points to the exterior boundary of the subdivision in the coordinate system matching the meets and bounds description.

13-4-110: RECORDING OF PLAT:

Upon approval of a minor subdivision application under this chapter, and approval of a proposed plat prepared in accordance with this chapter, the developer shall provide the City with a current title report to be reviewed by the City Attorney. A "current title report" is considered to be one which is prepared and dated not more than thirty (30) days before the proposed recordation of the final plat. Once title to the property has been approved by the City Attorney, the approved plat shall be signed by the Mayor and all those required. The City Recorder, or designee, shall present the mylar to the Davis County Recorder's Office for recordation.

CHAPTER 5: STANDARD SUBDIVISIONS

13-5-010: PRELIMINARY PLAT PURPOSE:
13-5-020: PRE-APPLICATION MEETING:
13-5-030: APPLICATION AND FEES:
13-5-040: PRELIMINARY PLAT & SUBDIVISION IMPROVEMENT PLANS:
13-5-050: STAFF REVIEW OF PRELIMINARY PLAT APPLICATION:
13-5-060: ADMINISTRATIVE LAND USE AUTHORITY ACTION; PRELIMINARY PLAT:
13-5-070: NOTIFICATION OF ACTION:
13-5-080: EFFECT OF APPROVAL OF THE PRELIMINARY PLAT:
13-5-090: FINAL PLAT; PURPOSE:
13-5-100: FILING DEADLINE, APPLICATION AND FEES:
13-5-110: FINAL PLAT; PREPARATION AND REQUIRED INFORMATION:
13-5-120: EVALUATION OF FINAL PLAT:
13-5-130: ADMINISTRATIVE LAND USE AUTHORITY ACTION; FINAL PLAT:
13-5-140: DISAPPROVAL OF THE FINAL PLAT:
13-5-150: SECURITY BOND; DEVELOPER:
13-5-160: DELAY AGREEMENT:
13-5-170: RECORDING OF PLAT:

13-5-010: PRELIMINARY PLAT PURPOSE: (new)

The purpose of the Preliminary Plat is to require formal preliminary approval of subdivisions not classified as minor subdivisions, in order to minimize changes and revisions which might otherwise be necessary on the Final Plat. The Preliminary Plat and all information and procedures relating thereto, shall, in all respects, be in compliance with the provisions of this title and any other applicable ordinances.

13-5-020: PRE-APPLICATION MEETING: (new)

A. An applicant may request a pre-application meeting, prior to submittal of a Preliminary Plat application. Within fifteen (15) business days after a request for a pre-application meeting, the community development department shall schedule a meeting to review the proposed Preliminary Plat for the subdivision and give initial feedback.

B. At the pre-application meeting, city staff shall provide or have available on the city website the following:

1. Copies of applicable land use regulations;

2. A complete list of standards required for the project;

3. Preliminary and final application checklists; and

4. Feedback on the concept plan.

13-5-030: APPLICATION AND FEES: (new)

A. The developer of a subdivision shall file an application for Preliminary Plat approval on a form provided by the City. The application shall include an electronic submission of the preliminary plan set (Preliminary Plat & preliminary subdivision improvement plans) reproducible as 24" x 36" prints, all other documents required by this title and an application fee as published in the consolidated fee schedule of the City.

B. The community development department shall determine if the appropriate application has been submitted, if the application is complete and if all required application fees have been paid. Within fifteen (15) business days of receipt of an application for Preliminary Plat review, a letter of acknowledgment or notice of incomplete application will be provided to the applicant.

C. Upon determination of a complete application, the community development department shall provide notification to and distribute the preliminary plan set to the applicable development review staff and all appropriate public and private affected entities for review and comment. The notice shall provide a specific deadline for submittal of comments to the city, such that the initial review can be provided to the applicant within fifteen (15) business days of the date of determination of complete application.

D. Prior conceptual plan review shall be required for commercial, industrial, and multi-family subdivisions, or for subdivision of lands within the Sensitive Lands Overlay Area Map or those subject to geologic hazard review as required by Section 10-12-3.

E. Prior to application for preliminary plan review, the applicant shall complete a geologic hazards study and report in accordance with Title 10, Chapter 12, Sensitive Area District and Geologic Hazards for properties within the Sensitive Lands Overlay Area Map or those subject to geologic hazard review as required by Section 10-12-3, for known or reasonably suspected geologic hazards such as landslides, earthquakes, surface fault rupture, fire, flooding, erosion, liquefaction, problem soils, debris flow or rock falls, or any other natural or manmade hazards. The preliminary plan set shall be designed in accordance with the approved geologic hazards study and the findings and recommendations made therein.

13-5-040: PRELIMINARY PLAT AND SUBDIVISION IMPROVEMENT PLANS: (new)

A. Form: The preliminary plan set shall be clearly and legibly drawn at a scale not less than one inch equaling one hundred feet (1" = 100'). The plat shall be so drawn that the top of the sheet is either north or west, whichever accommodates the drawing best. Dimensions shall be in feet and decimals thereof and bearings in degrees, minutes and seconds.

(The sections below are from current code 10-3-4)

B. Document Requirements: The following items shall be submitted in an application for preliminary plat review:

1. A preliminary title report covering the entire land in the proposed project, or other approved evidence of title insurability.

2. Evidence that the applicant has sufficient control and financial capability over the land to effectuate the proposed use, such as an executed purchase contract or an owner's certificate signed and acknowledged by all parties having any record interest in the land subdivision, consenting to the subdivision application.

3. When applicable, letters from the public agencies which will provide water and sewer service to the proposed development. The letter should state what type, if any, of interim system will be allowed until full service can be provided by the public agency; and that potable water will be available to the developer in quantities and quality as required by state requirements for the project.

4. Statement of the estimated starting and completion dates for each phase of development, including proposed grading work and any landscape work.

5. A copy of proposed protective covenants, articles of incorporation, association or condominium, where applicable.

6. Tabulations showing the square footage and percent of total area proposed in:

    a. Off street parking;

    b. Streets and impervious surfaces;

    c. Developed parks, landscaped areas, and proposed sod; and

    d. Natural open spaces or undeveloped parks.

7. Tabulations showing the square footage and percent of area covered by buildings.

8. Tabulations showing the square footage and total floor space by type of use, i.e., residential, commercial, industrial, etc.

9. Copies of any agreements with adjacent property owners relevant to the proposed subdivision.

10. An adequate traffic report prepared by a qualified traffic engineer when required by the City Engineer or Planning Commission.

11. For developments that are not within the sensitive lands area, a soils data report from a registered soils engineer, engineering geologist or other qualified person, based upon adequate test boring or excavations within the proposed project. The soil report shall include a description of the soil types and characteristics on the site, describe whether or not groundwater was encountered in any of the test borings and at what elevation it was encountered, and shall identify the location of any seismic zones or flood zones on the property.

12. Soils Investigation Report: If the soil report indicates the presence of critically expansive soils, high water table, the presence of toxic or hazardous waste, or other soil problems which, if not corrected, would lead to structural defects of the proposed buildings, damage to the buildings from the water, premature deterioration of the essential infrastructure improvements, or which

would represent a public health hazard, a soil investigation of each lot in the subdivision may be required by the City Engineer. The soil investigation shall recommend corrective actions intended to prevent damage to proposed structures and/or essential infrastructure improvements. The fact that a soil report has been prepared shall be noted on the Final Plat and a copy attached to the Preliminary Plat application.

13. A geologic hazard study prepared in accordance with Title 10, Chapter 12 for all developments on properties: within the sensitive lands overlay area; with an average slope of fifteen percent (15%) or greater; with native slopes of thirty percent (30%) or greater; with known, suspect, or probable geologic hazards; critical wildlife habitat or natural features; critical drainage channels; or other vital infrastructure.

C. Required Information: The following information and documentation shall be included on the Preliminary Plat or preliminary subdivision improvement plans, as applicable:

1. A vicinity map of the proposed subdivision, drawn at a scale of five hundred feet to the inch (1" = 500'), which defines the location of the subdivision within the City.

2. The proposed name of the subdivision, which shall not duplicate or nearly duplicate the name of any subdivision in the City or in the incorporated and unincorporated area of Davis County, unless part of a multi-phased subdivision.

3. The names and addresses of the developer, owner, or agent, as applicable, the engineer and surveyor of the development, and the owners of the land immediately adjoining the land to be developed. If the developer is represented by an agent, there shall be a statement from the recorded owner authorizing the agent to act on behalf of the property owner.

4. The date, north arrow, written and graphic scales.

5. The boundary lines of the tract to be subdivided, with all dimensions shown and a legal description defining the location and boundaries of the proposed subdivision.

6. The location, widths and other dimensions of proposed streets, alleys, easements, or other public or private rights of way.

7. The location and size of all sites proposed to be dedicated or reserved for parks, open spaces, common area, or other recreational uses. All sites shall be clearly labeled as proposed for public or private dedication and use.

8. Boundary lines of adjacent subdivisions and the names of owners of adjacent unsubdivided land within one hundred feet (100') of the tract proposed for subdivision, showing ownership and property monuments.

9. A contour map at one foot (1') intervals, for predominant ground slopes within the subdivision between level and five percent (5%), and at two foot (2') intervals, for predominant ground slopes within the subdivision over five percent (5%), showing all unusual topographic features with verification by a qualified engineer or land surveyor. Such contours shall be based on Utah State Coordinate System of bearing rotations, otherwise known as NAD 83. The closest Davis

County section corner shall be used and its elevation called out on the map. Survey monument information shall be obtained from the Davis County surveyor or City Engineer. Davis County Coordinates may be used with a rotation to NAD 83 coordinates provided.

10. Grading plan showing existing and proposed contour lines at no greater than two foot (2') intervals at a scale of not less than one inch equals one hundred feet (1" = 100'). For subdivisions with slopes greater than or equal to 30%, shading identifying areas 30% or greater and areas 50% (different color) or greater must be provided, with contour lines no greater than five feet (5') in these areas.

11. The boundaries of areas subject to 100-year flooding or stormwater overflow, as determined by the Digital Flood Insurance Rate Map (DFIRM), and the location, width and direction of flow of all watercourses, including all existing and proposed irrigation and natural runoff channels and courses within the subdivision or within two hundred feet (200') thereof, and all known wells or springs (consult state engineer's office).

12. The existing use or uses and zoning of the property and the outline of any existing buildings and their locations in relation to existing or proposed street and lot lines drawn to scale.

13. The location, proposed names, widths and a typical cross section of curbs, gutters, sidewalks and other improvements of the proposed street and access easements, and names of all existing or recorded streets, alleys and easements, both within the proposed project and within one hundred feet (100') of the boundary thereof, showing whether recorded or claimed by usage.

14. The location and dimensions to the nearest existing bench mark or monument, and section line.

15. The location and principal dimensions of all watercourses, public utilities, and other important features and existing structures within the land adjacent to the tract to be developed, including railroads, power lines and exceptional topography.

16. Layout of all lots, including the minimum lot size, lot divisions and consecutive numbering.

17. 10. Existing and proposed off site and on site culinary and secondary water facilities, sanitary sewers, storm drainage facilities, subdrains, fire hydrants, and any other public or private utility within the tract or within one hundred feet (100') thereof.

18. Location and size of all existing and proposed easements, dedications, and deed restrictions, including solar, public utility lines, water and sewage lines, storm drains and facilities, watercourses, irrigation systems, land drains, etc.

19. Stormwater drainage plan and management plan in accord with Section 8-5-21 by which the developer proposes to handle stormwater drainage for an event with a ten (10) year return period for all storm drain pipe, and for an event with a one hundred (100) year return period for all storm drain detention basins. The calculation must size the detention basin, size the orifice plate and determine the amount of flow which can be released (the release rate can be 0.2 cfs/acre). Detention basin shall retain the required 24-hour storm equivalent, as required under the Utah Pollutant Discharge Elimination System (UPDES) general discharge permit. All

development and redevelopment that warrants compliance with the Utah General Construction Permit (UGCP) regulation must include a Low Impact Development (LID) analysis that meets the objective of mirroring the predevelopment hydrology and meets the objective of retaining on site, with no discharge, in accordance with the adopted standard by the Utah Division of Water Quality.

20. If the site requires substantial cutting, clearing, grading or other earthmoving operations in the construction of improvements, the application shall include a soil erosion and sedimentation control plan prepared by a registered civil engineer.

21. Dimensioned parking layout showing location of individual parking stalls, driveways and other areas of ingress and egress.

22. Landscaping plan: As applicable for subdivisions containing common area, entry monuments, open space, and public or private parks, a landscape plan for the site(s) and, if appropriate, information relating to the landscaping on adjacent or surrounding areas affected by the proposed development. Such landscaping plans shall be prepared by a qualified professional team showing:

    a. Conformance with Title 10, Chapter 22, Water Efficient Landscape Standards;

    b. Distribution of plant material, existing and proposed trees, and work involved as related to slope control and/or physical environment;

    c. Special effects and decorative materials;

    d. Automatic irrigation systems (sprinkler, bubblier, etc.);

    e. Recreation equipment.

23. If the location of the development is part of a larger tract or parcel not included in the Preliminary Plat, the submittal shall include a concept of the prospective future street system of the unsubdivided portion of the property, and the street system of the part submitted shall be considered in light of adjustments and connections with the future street system of the surrounding area and in accordance with the City General Plan.

24. If it is contemplated that the development will proceed by phases, the boundaries of such phases shall be shown on the phasing plan sheet along with the estimated construction schedule for each phase.

25. Certification of the accuracy of the Preliminary Plat of the development and any traverse to permanent survey monuments by a land surveyor, registered to practice in the state.

26. The words "Preliminary Plat - Not To Be Recorded" shall be shown on the plat.

27. Signature blocks for the approval of Land Use Authority, City Engineer, City Attorney, and Mayor’s acceptance.

28. All drawings shall meet the minimum requirements of the City's adopted Specifications and Standards Manual.

13-5-050 : STAFF REVIEW OF PRELIMINARY PLAT APPLICATION:

A. Review Cycles: Preliminary plat review shall be limited to two (2) review cycles subject to the following:

1. Review cycle restrictions shall not apply to areas with suspected or identified geologic hazards.

2. Initial review of the preliminary plan set shall be completed by the Development Review Staff within fifteen (15) business days of certification of complete application.

3. An incomplete application shall not prohibit review staff from providing feedback on portions of the application submitted to assist in the preparation of a complete application.

4. Review Cycle 1:

   a. The review of the Preliminary Plat application shall include redline corrections and requests for additional information which include specific citations of adopted ordinances, standards and specifications and shall be logged in a separate index of requested modifications or additions.

   b. The applicant shall have a period of twenty (20) business days to respond to each of the redline corrections or request for additional information and shall provided corrected drawings and a written response identifying and explaining the applicant's revision and reasoning for declining to make revision, if any. The explanation shall be comprehensive and specific, including citations to applicable standards and ordinances for the design and an index of the revisions or additions for each required correction.

   c. If the applicant fails to address a review comment in the response, the review cycle is not complete and the subsequent review cycle may not begin until all comments are addressed.

5. Review Cycle 2:

   a. The development review staff shall have a period of fifteen (15) business days to review the re-submittal and corrections and shall review the revised Preliminary Plat plan set and any modifications made in the first review cycle for additional redline corrections and shall provide a second set of redline corrections and requests for additional information which include specific citations and a separate index of requested modifications.

   b. The applicant shall have a period of twenty (20) business days to respond to each of the redline corrections or request for additional information and shall provided corrected drawings and a written response identifying and explaining the applicant's revision and reasoning for declining to make revision, if any. The explanation shall be comprehensive and specific, including citations to applicable standards and ordinances for the design and an index of the revisions or additions for each required correction.

c. If the applicant fails to address a review comment in the response, the review cycle is not complete until all comments are addressed.

d. The development review staff shall review the resubmittal to determine that all redline corrections have been completed. Staff shall notify the applicant within ten (10) business days of resubmittal of incomplete corrections.

e. Upon determination of completion of redline corrections, the Preliminary Plat application shall be forwarded to the Administrative Land Use Authority for approval.

13-5-060: ADMINISTRATIVE LAND USE AUTHORITY ACTION; PRELIMINARY PLAT:

A. The Planning Commission is designated as the Administrative Land Use Authority for Preliminary Plat Approval. If the Planning Commission finds that the proposed plat complies with the adopted ordinances, standards and specifications, it shall approve the plat, and may attach conditions for any outstanding corrections. If the Planning Commission finds that the proposed plat does not meet the requirements of this title or other applicable ordinances, it shall deny approval of such plat.

B. Findings: The Planning Commission may approve or deny the Preliminary Plat and shall make findings regarding the submitted plat, specifying any inadequacy in the information submitted, noncompliance with City regulations, and the need for any additional information which may assist the Planning Commission to evaluate the Preliminary Plat. The Planning Commission shall approve only those preliminary plats which the commission finds:

1. To be developed in accordance with the intent, standards and criteria specified in this title and other applicable regulations.

2. To conform to an approved concept plan.

3. To create no substantial financial hardship to the city.

4. To create no substantial environmental consequence which will adversely impact upon adjacent properties and the health, safety or welfare of the inhabitants of the city.

C. The Planning Commission may condition Preliminary Plat approval with specific conditions which are necessary to mitigate possible adverse impacts from the proposed development.

13-5-070: NOTIFICATION OF ACTION:

The Community Development Department shall notify the developer, in writing, of the action taken by the Planning Commission. Notification of the approval of the Preliminary Plat application shall be authorization for the developer to proceed with the preparation of the Final Plat and final subdivision improvement plans and specifications as required by City ordinances.

13-5-080: EFFECT OF APPROVAL OF THE PRELIMINARY PLAT :

Approval of the Preliminary Plat shall in no way relieve the developer of the responsibility to comply with all required conditions and ordinances, and to provide the improvements and easements necessary to meet all City standards. The Preliminary Plat approval shall become null and void unless the

developer submits an application for Final Plat approval for all phases encompassing the area of the Preliminary Plat within twelve (12) months after approval or conditional approval by the Planning Commission, except as otherwise provided for by written agreement with the City. This time period may be extended for up to twelve (12) months for good cause shown if the developer petitions the Community Development Director in writing requesting an extension prior to the expiration date of the Preliminary Plat together with any applicable fees. Only one extension of the Preliminary Plat approval may be granted and is subject to review for and compliance to any ordinance, standards, or fee amendments which have occurred since the original approval.

13-5-090: FINAL PLAT; PURPOSE:

The purpose of the Final Plat is to require final review and approval of all documents before a subdivision plat is recorded. The Final Plat and all information and procedures relating thereto shall in all respects be in compliance with the provisions of this title. The Final Plat and improvement plans submitted shall conform in all respects to those regulations and requirements specified during the Preliminary Plat approval. Pursuant to Utah Code Annotated section 10-9a-604.1, as amended, the Community Development Director is designated as the Administrative Land Use Authority for Final Plat approval with the advise and consent of the City Engineer and City Attorney.

13-5-100: FILING DEADLINE, APPLICATION AND FEES:

The developer shall file an application for Final Plat approval within twelve (12) months of Preliminary Plat approval. Applications shall be filed with the community development department on a form and in an electronic format prescribed by the City along with all required Final Plat fees.

(these sections are rewritten in “A” below)

13-5-110: FINAL PLAT; PREPARATION AND REQUIRED INFORMATION:

A. The Final Plat and final subdivision improvement plans (final plan set) shall provide technical and engineering solutions to all identified problems as required by this Title. The following items shall be submitted to the community development department for Final Plat review:

   1. An electronic file of the proposed Final Plat, including property lines, easements, centerline of roads, etc.

   2. An electronic file of the proposed final plan set.

   3. One electronic copy of all applicable documents or studies required as a condition of Preliminary Plat approval or geologic hazards review.

   4. A certificate of title insurance for any land to be dedicated to the City.

   5. Trust agreement for perpetual care funds when required as a condition of approval.

B. Final Plat Drawing Requirements: (from section 10-3-5-B)

1. Drawings shall be prepared and certification made as to plat accuracy by a registered professional licensed to do such work in the state of Utah, and will conform to current engineering and drafting practices.. A poorly drawn or illegible plan is sufficient cause for Final Plat rejection.

2. The Final Plat shall consist of a digital document designed to print at twenty-four by thirty-six (24'x36") inches. The plat shall be drawn that the top of the sheet either faces north or east, whichever accommodates the drawing best.

3. The plat shall be made to a scale large enough to clearly show all details, and in any case not smaller than one hundred feet to the inch (1" = 100'), and workmanship on the finished drawing shall be neat, clean cut and readable.

4. The title of each sheet shall consist of the approved name and phase number of the subdivision, if any, at the top of the page followed by the words "City of North Salt Lake".

5. An accurate and complete survey map in accordance with Utah State Code shall be made of the land to be subdivided. The record of survey map shall be filed in the office of the Davis County Surveyor prior to recording the final subdivision plat. The exterior boundaries shown on the Final Plat shall be consistent with the boundary lines as depicted on the filed record of survey map and shall close mathematically within 0.01 feet.

6. The Final Plat shall show all survey, mathematical information and data necessary to locate all monuments and to locate and retrace all interior and exterior boundary lines appearing thereon, including bearing and distance of straight lines, and central angle, radius, arc length, chord bearing and distance of curves, and such information as may be necessary to determine the location of the beginning and ending points of curves.

7. Every block, lot and parcel offered for dedication for any purpose shall be delineated and designated with dimensions, boundaries and courses clearly shown and defined in every case. Parcels to be conveyed to the City other than dedication for streets or easements shall be designated by parcel letter and conveyed by separate warranty deed to be recorded with the plat. Sufficient linear, angular and curve data shall be shown to determine readily the bearing and length of the boundary lines of every block, lot and parcel which is a part thereof and shall close mathematically within 0.01 feet.

8. Excepted parcels shall be marked "not included in this development" and the boundary completely indicated by bearings and distances.

9. The plat shall show the right-of-way lines of each street, and the width of any portion being dedicated, and widths of any existing dedications. The widths and locations of adjacent streets and other public properties within 200 feet of the subdivision shall be shown with dotted lines. If any street in the subdivision is a continuation or an approximate continuation of an existing street, the conformity or the amount of nonconformity of such street to such existing streets shall be accurately shown.

10. All streets within the project shall be numbered (named streets shall also be numbered) in accordance with and in conformity with the adopted street numbering system adopted by the City. Each lot shall show the street addresses assigned thereto and shall be according to the standard addressing methods approved by the City. In the case of corner lots, the address will be assigned to the street frontage which the home is most likely to front. In the event the home is faced to the alternate street frontage, the address shall be reassigned, by the City Engineer, at the time of building permit application. The City Engineer shall submit the address change to the Davis County Recorder's Office by affidavit.

11. Sheets shall be so arranged that no lot is split between two (2) or more sheets, and wherever practicable, blocks in their entirety shall be shown on one sheet.

12. Lot numbers shall begin with numeral "1" and continue consecutively throughout the subdivision with no omissions or duplications. When a subdivision is developed in phases, the phase number shall precede each lot number. For example, phase 2 would be numbered 201, 202, 203, etc.

13. All Lots shall include a 10-foot-wide Public Utility easement along all Street Frontages and at other locations and dimensions as required by any Public Utility company entitled to the use of a Public Utility easement pursuant to Section 54-3-27, Utah Code Annotated 1953, or successor statute.

14. If a plat creates an easement, the plat shall include specific conveyance language and purposes for said easement. The side lines of all easements shall be shown by fine dashed lines. The widths of all easements and sufficient ties thereto to definitively locate the same with respect to the subdivision shall be shown. Any other easements shown on the plat shall specify to whom the easement is being conveyed, and for what purpose.

15. The side lines of all easements shall be shown by fine dashed lines. The width of all easements and sufficient ties thereto to definitely locate the same with respect to the subdivision shall be shown. All easements shall be clearly labeled and identified.

16. If the Subdivision is adjacent to a waterway, the plat shall show the line of high water with a continuous line and shall also show with a fine continuous line, any Lots subject to inundation by a 100-year Flood as shown on the current Digital Flood Insurance Rate Map (DFIRM).

17. All lands within the boundaries of the plat shall be accounted for either as lots, walkways, streets, alleys, excepted parcels, common areas, building areas, parking areas, drainage facilities, landscape areas, or permanent open space, etc.

18. All dimensions of irregularly shaped lots shall be indicated in each lot.

19. All bearings and lengths shall be given for all lot lines, except that bearings and lengths need not be given for interior lot lines where the bearings and lengths are the same as those of both end lot lines.

20. Parcels not contiguous shall not be included in one plat. Contiguous parcels owned by different parties may be embraced in one plat, provided all owners join in dedication and acknowledgment.

21. Lengths shall be shown to hundredths of a foot, and angles and bearings shall be shown to seconds of arc.

22. The information on the plat shall include description of project boundaries, public streets and easements (utility, drainage, access, etc.), as well as other design elements and the following:

    a. Name of development, astronomic north arrow and basis thereof, and date, and names of developer and engineer. The title of each sheet of the Final Plat shall consist of the approved name and phase number of the subdivision in bold letters, and if applicable, the words "a Planned Unit Development (PUD)", followed by the words "City of North Salt Lake" at the top of the sheet.

    b. Name and address of owner or owners of record.

    c. Total acreage of development project; total number of lots and acreage of each.

    d. Township, range, section (and quarter section, if portion).

    e. Graphic scale.

23. The Final Plat shall contain the name of the surveyor, together with the date of the survey, the scale of the map and number of sheets. The following certificates, acknowledgments and descriptions shall appear on the title sheet of the Final Plat, and such certificates may be combined where appropriate:

    a. Registered land surveyor's certificate of survey;

    b. A statement by the surveyor certifying that the lots in the subdivision comply with the applicable zoning ordinance in the area and dimension at the date of the survey;

    c. Owner's dedication certificate;

    d. Notary public's acknowledgment for each signature on the plat;

    e. A correct metes and bounds description of all property included within the subdivision or project;

    f. Plats shall contain blocks for signatures of the Administrative Land Use Authority, City Engineer, City Attorney, and the Mayor with an attestation by the City Recorder;

    g. A block for the Davis County recorder shall be provided in the lower right corner of the Final Plat;

    h. Such other affidavits, certificates, acknowledgments, endorsements and notaries seals as are required by law, by this title or by the City Attorney;

i. A description of all property being subdivided with reference to maps or deeds of the property as shall have been previously recorded or filed (Each reference in such description shall show a complete reference to the book and page of records of the county. The description shall also include reference to any vacated area with the vacation ordinance number indicated, as applicable);

j. The owner's dedication certificate, registered land surveyor's certificate of survey, and any other certificates contained on the Final Plat shall be in the form prescribed by the City Subdivision Standards and Specifications;

k. The plat shall fully and clearly show all stakes, monuments and other evidence indicating the boundaries of the subdivision as found on the site. Any monument or benchmark that is disturbed or destroyed before acceptance of all improvements, shall be replaced by the developer under the direction of the City Engineer. The following required monuments shall be shown on the Final Plat:

i. The location of all monuments placed in making the survey, including a statement as to what, if any, points were reset by ties;

ii. All right of way monuments at angle points and intersections as approved by the City Engineer.

24. Prior to recordation of the plat, the developer shall submit a current title report to be reviewed by the City Attorney. A "current title report" is considered to be one which correctly discloses all recorded matters of title regarding the property, and which is prepared and dated not more than thirty (30) days before the proposed recordation of the Final Plat.

25. When a subdivision contains lands which are reserved in private ownership for community use, including common areas, the developer shall submit with the Final Plat the name, proposed articles of incorporation and bylaws of the owner, or organization empowered to own, maintain and pay taxes on such lands and common areas.

C. Final Subdivision Improvement Plan (Construction Plans) Requirements:

1. Complete and detailed construction plans and drawings of all improvements shall be prepared in conformance with the requirements of this Title and the adopted City Design Standards & Specifications Manual. Final approval of the project shall not be granted until the final construction plans have been reviewed and approved by the City Engineer. No construction shall be started until the Final Plat and final construction plans have been approved by the City. Plans for all utilities located in the street right of way shall be contained in the same plan set.

2. The following standards are set for the purpose of standardizing the drawings and to obtain uniformity in appearance, clarity, size and reproduction:

a. All drawings shall be clear and legible and conform to good engineering and drafting practice. Electronic files shall be prepared to be reproducible at a print size of twenty four

inches by thirty six inches (24" x 36") (trim line) with one-half inch ($^1/_2$") border on top, bottom and right sides, left side one and one-half inches ($1^1/_2$").

b. The plans shall include the following information:

(1) A qualified and licensed engineer's stamp and signature;

(2) North arrow;

(3) Elevations referenced to NAD 83 datum;

(4) Stationing and elevations for profiles;

(5) Title block located in lower right corner of sheet, to include, project title (subdivision, etc.),specific type and location of work, and name of engineer or firm preparing drawings with license number.;

(6) Standard engineering scale, either one inch equals twenty feet (1" = 20'), 30 feet (1" = 30') or forty feet (1" = 40') horizontally; one inch equals two feet (1" = 2'), four feet (4') or five feet (5') vertical. Variations in scale may be accepted when conditions warrant;

(7) Both plan view and profiles for curb and gutter plans shall be shown for each side of the street, street centerline profile may be eliminated, top of curb elevations with curve data must be shown for all curb returns;

(8) Size and location of culinary water lateral mains, meters, valves, elbows, air vacs, pressure reducing stations, and hydrants;

(9) Type of pipe;

(10) Size and location of irrigation lateral mains, meters, valves, fittings, drains, etc.;

(11) Size, location and profile of sewer, storm drains and subdrains and their manhole cleanouts. Approval of sewer infrastructure by South Davis Sewer District is required to be submitted with final plans.

(12) Detention and retention basins, including pertinent elevations, orifice diameter sizes, headwall details, etc.

(13) Calculation and traverse sheets giving bearings, distances and coordinates of the boundary of the subdivision and blocks and lots as shown on the Final Plat;

(14) Design data, assumptions and computations for proper analysis in accordance with sound engineering practice, along with appropriate plan, section and profile sheets for all essential infrastructure improvements.

3. As needed, separate sheet of details for structures which are to be constructed. All structures shall be designed in accordance with minimum requirements established by the adopted ordinances and standards of the City.

13-5-120: EVALUATION OF FINAL PLAT:

A. Community development department: The community development department will determine if the Final Plat submission is complete and if all the fees have been paid. If all requirements are met, a letter of acknowledgment will be provided by the community development department, and shall distribute plans, accompanied by the letter, for comment to all appropriate public and private entities.

B. Review Cycles: Final Plat review shall be limited to two (2) review cycles subject to the following:

1. Review cycle restrictions shall not apply to areas with identified or suspected geologic hazards;

2. Initial review of the Final Plat and final subdivision improvement drawings shall be completed by the Development Review Staff within fifteen (15) business days of certification of complete application;

3. An incomplete application shall not prohibit review staff from providing feedback on portions of the application submitted to assist in the preparation of a complete application;

4. Review Cycle 1:

   a. The review of the Final Plat application shall include redline corrections and requests for additional information which include specific citations of adopted ordinances, standards and specifications and shall be logged in a separate index of requested modifications or additions;

   b. The applicant shall have a period of twenty (20) business days to respond to each of the redline corrections or request for additional information and shall provided corrected drawings and a written response identifying and explaining the applicant's revision and reasoning for declining to make revision, if any. The explanation shall be comprehensive and specific, including citations to applicable standards and ordinances for the design and an index of requested revision or additions for each required correction.

   c. If the applicant fails to address a review comment in the response, the review cycle is not complete and the subsequent review cycle may not begin until all comments are addressed.

5. Review Cycle 2:

   a. The development review staff shall have a period of fifteen (15) business days to review the re-submittal and corrections and shall review the revised Final Plat plan set and any modifications made in the first review cycle for additional redline corrections and shall provide a second set of redline corrections and requests for additional information which include specific citations and a separate index of requested modifications.

   b. The applicant shall have a period of twenty (20) business days to respond to each of the redline corrections or request for additional information and shall provided corrected drawings and a written response identifying and explaining the applicant's revision and reasoning for declining to make revision, if any. The explanation shall be comprehensive and

specific, including citations to applicable standards and ordinances for the design and an index of requested revision or additions for each required correction.

c. If the applicant fails to address a review comment in the response, the review cycle is not complete and Final Plat may not be approved until all comments are addressed.

d. The development review staff shall review the resubmittal to determine that all redline corrections have been completed. Staff shall notify the applicant within ten (10) business days of resubmittal of incomplete corrections.

e. Upon determination of completion of redline corrections, the Final Plat application shall be forwarded to the Administrative Land Use Authority for approval.

6. If the applicant makes material change to a plan set during any review cycle, the City shall have the discretion to restart the review process at the first review cycle.

13-5-130: ADMINISTRATIVE LAND USE AUTHORITY ACTION; FINAL PLAT:

A. The Community Development Director, acting as the Administrative Land Use Authority shall review the Final Plat application for conformance to City Ordinance and any conditions of Preliminary Plat approval and shall verify the approvals from the City Engineer, City Attorney, applicable development review staff and affected entities. Upon verification of Final Plat approvals, the director shall send notice of approval to the applicant in writing and authorize the Final Plat Mylar to be printed. The City shall provide the applicant a signed and dated copy of the approved Subdivision Improvement Plans.

B. The applicant shall submit an executed Final Plat Mylar complete with the surveyor's certification and signed owner's dedication accompanied by the following:

1. Final title report updated within the previous thirty (30) days;

2. Any executed documents required for recordation with the plat, such as easements, owner's association incorporation bylaws or protective covenants;

3. Stormwater Management Agreement;

4. Subdivision improvement agreement;

5. Acceptable assurance document in accordance with Section 13-5-150 for the installation of essential improvements:

a. The developer may elect to install any required public landscaping improvements or infrastructure improvement prior to recordation of the plat in accordance with Utah State Code 10-9a-604.5, as amended; or

b. Post an improvement completion assurance equivalent to 100% of the estimated costs of the required public landscaping improvements or infrastructure improvements which are incomplete, not inspected or unaccepted at the time of recording the Final Plat.

6. A CAD (Computer Aided Draft) file of the Final Plat and approved construction drawings;

7. Payment of all applicable outstanding subdivision review fees, geologic hazard review fees, and subdivision improvement inspection fees in accordance with the City's Consolidated Fee Schedule;

8. Payment of all applicable water or storm water impact fees and connections fees associated with improvements to common areas in accordance with the City's Consolidated Fee Schedule;

9. Any other applicable agreement or fee as required by this Title, adopted Standards and Specifications Manual, approved development agreement, ordinance, regulation, or law.

C. Upon receipt of the mylar and associated documents, the Community Development Department shall obtain the required signatures of the City Engineer, City Attorney, Community Development Director, and Mayor.

D. The signed and executed Final Plat mylar and associated document required for recordation, shall be delivered to the office of the Davis County Recorder for their review and recordation by the City Recorder. The County Recorder and County Surveyor shall review the Final Plat for correctness and provide notification to the City of any deficiencies in the plat and the required recordation fees owed. The City shall forward the County Recorder corrections and notice of payment due to the applicant upon receipt. The applicant shall be responsible to provide any required corrections requested by the County Recorder and payment of all recordation fees directly to the County Recorder's Office.

E. The Final Plat approval shall become null and void unless the Final Plat is recorded within twelve (12) months after approval, except as otherwise provided for by written agreement with the City. This time period may be extended for up to six (6) months for good cause shown if the developer petitions the Community Development Director in writing requesting an extension prior to the expiration date of the Final Plat together with any applicable fees. Only one extension of the Final Plat approval may be granted and is subject to review for and compliance to any ordinance, standards, or fee amendments which have occurred since the Final Plat approval. An extension may be granted only if it is determined that it will not be detrimental to the City. If any of the fees charged as a condition of subdivision approval, including, but not limited to, inspection fees, parks fees, flood control fees, as well as the amounts the City uses to estimate bonds to ensure completion of improvements, have increased, the Community Development Director may require that the bond estimate be recalculated and bond security be increased as required, and that the developer pay any applicable fee increases as a condition of granting the extension.

13-5-140: DISAPPROVAL OF THE FINAL PLAT:

If the Administrative Land Use Authority determines that the Final Plat is not in conformity with this title or other applicable ordinances, or any reasonable conditions imposed, it shall disapprove the plat specifying the reasons for such disapproval. Within one year after the disapproved plat, the developer may file with the community development department a plat altered to correct the deficiencies. No plat

shall have any force or effect until the same has been approved by the Administrative Land Use Authority and has been recorded in the Office of the County Recorder.

13-5-150: SECURITY BOND; DEVELOPER:

Prior to the installation of or any work on any required essential infrastructure improvements, the developer shall enter into a subdivision improvement agreement including an acceptable security bond, as described in this section, to the City to insure completion of all essential infrastructure improvements required to be installed in the subdivision. The agreement shall be in a form and contain such provisions as approved by the City Attorney. The agreement shall include, but not be limited to, the following:

A. Incorporation: Incorporation by reference of the Final Plat and all accompanying data required herein which is used to compute the cost of the improvements by the City Engineer.

B. Completion Of Improvements: Completion of the improvements within a period of time not to exceed two (2) years from the date the agreement is executed.

C. Satisfactory Completion: The improvements shall be completed to the satisfaction of the City and according to City standards specified in this title.

D. Amount: The bond amount shall be equal to one hundred percent (100%) of the City Engineer's estimated cost of the essential infrastructure improvements to be installed.

E. Exclusive Control By City: The bond proceeds may be released only upon written approval of the City Engineer.

F. Reduction: The bond proceeds may be reduced upon request of the developer as the improvements are installed. The amount of the reduction shall be determined by the City. Such requests may be made only once every thirty (30) days and no reductions shall be authorized until such time as the City has inspected the improvements and found them to be in compliance with City standards and approved improvement plans. All reductions shall be with the written authorization of the City Engineer. The bond shall not be reduced below ten (10%) of the engineer’s estimate, until such time that all improvements have been accepted and upon the expiration of the one (1) year warranty period. The warranty period shall begin once as built drawings in CAD format have been submitted to the City, and all improvements have been completed and approved by the City Engineer, with the exception of the required preservation treatment.

G. Deficiency In Bond Proceeds: If the bond proceeds are inadequate to pay the cost of the completion of the improvements according to City standards for whatever reason, including previous reductions, the developer shall be responsible for the deficiency and no further building permits shall be issued in the subdivision or development until the improvements are completed or new bond, satisfactory to the City, has been executed and delivered to the City to ensure completion of the remaining improvements.

H. In the event the developer defaults or fails or neglects to satisfactorily install the required improvements within two years from the date of approval of the development by the City Council or to pay all liens in connection therewith, the City Council may declare the bond or other assurance

forfeited and the City may install or cause the required improvements to be installed using the proceeds from the collection of the bond or other assurance to defray the expense thereof, including attorney fees and court costs. After the required improvements have been made, any balance after expenses shall be returned to the developer at the end of the assurance period.

I. Reimbursement To City: Upon receipt of the bond proceeds, after the expiration of the time period, the costs of completion shall include reimbursement to the City for the costs of administration incurred by the City in obtaining the completion of the improvements.

J. Nonliability: The developer shall agree to hold the City harmless from any and all liability which may arise as a result of the improvements which are installed until such time as the City certifies the improvements as complete.

K. Type Of Bond Agreement: The bond agreement shall be one of the following types as dictated by the City and in a form approved by the City Attorney:

1. A cash bond agreement accompanied by a cashier's check, or a money market certificate made payable only to the City;

2. An escrow bond agreement and an escrow account with a financial institution federally insured;

3. A letter of credit bond agreement accompanied by an irrevocable letter of credit with a financial institution federally insured; or

4. A corporate surety performance bond in favor of the City.

L. Right Of Rejection: The City reserves the right to reject any bond. The bonds required by this section are for the sole benefit of the City. The bonds are not for the benefit of any individual citizen or identifiable class of citizens, including the owners or purchasers of lots within the subdivision or project.

M. Extension: The time period for the completion of the required essential infrastructure improvements may be extended in the following manner upon approval of the City Engineer:

1. The developer may submit a new bond for approval;

2. The existing bond may be extended upon payment, by the developer, of the actual administrative costs incurred in reevaluating the sufficiency of the bond amount;

3. Subject to review for and compliance to any ordinance, standards, or fee amendments which have occurred since the original approval.

13-5-160: DELAY AGREEMENT:

In lieu of the bond requirements outlined above, at the City's sole option, the developer may be permitted to execute an agreement, in a form acceptable to the City attorney, delaying the installation of any or all of the essential infrastructure improvements required pursuant to this title. The agreement shall specify that the infrastructure improvement which is to be delayed is subject to ordinances, standards, and specifications adopted at the time of the installation. The agreement shall specify that

the infrastructure improvement which is to be delayed is subject to ordinances, standards, and specifications adopted at the time of the installation.

13-5-170: RECORDING OF PLAT:

After Land Use Authority approval, completion of the required essential infrastructure improvements or filing of the bond agreement described herein, and signing of the plat by all those required, the plat shall be presented by the City Recorder to the Davis County recorder for recordation.

CHAPTER 6: PLANNED UNIT, CONDOMINIMUM, RECREATIONAL VEHICLE AND MOBILE HOME DEVELOPMENTS

13-6-010: PLANNED UNIT DEVELOPMENTS; SPECAIL REQUIREMENTS:
13-6-020 : CONDOMINIUM SUBDIVISIONS:
13-6-030: MOBILE HOME PARKS, MOBILE HOME SUBDIVISIONS AND RECREATIONAL VEHICLE PARKS; SPECIAL REQUIREMENTS:

From Code Section 10-7-4 (A)

13-6-010: PLANNED UNIT DEVELOPMENTS; SPECIAL REQUIREMENTS:

A. Purpose: The purpose of planned unit development (PUD) is to permit flexibility in land use regulations and for the consolidation of open spaces by clustering dwelling units, in order to preserve natural features, allow a variety of land uses, provide meaningful and usable open spaces, and to make efficient use of essential infrastructure and public facilities. The application of planned unit development concept is intended to encourage neighborhoods, housing, design, open space and facilities compatible with the present living environment in the City as described by the general plan, while at the same time ensuring compliance with practices which will assure the health, safety and public welfare of the future inhabitants of the planned unit development, as well as maximizing the energy utilization efficiency of the project. In exchange for the additional services provided by the developer in a planned unit development, this chapter will allow for increased intensity of buildings and more flexible uses of the land.

B. The PUD approach is expected to result in development that is superior to what could be obtained through ordinary lot-by-lot development. It is not intended to circumvent conventional land use regulations. The City may apply the flexibility of the planned unit development regulations, when the development, through its design and establishment, will provide benefits that may include, but are not necessarily limited to the following:

1. The stabilization and preservation of the existing or planned land uses in abutting areas and surrounding residential neighborhoods;

2. Preservation and enhancement of desirable site characteristics such as natural topography, vegetation and geologic features, and the prevention of soil erosion;

3. Preservation of buildings which are architecturally or historically significant or contribute to the character of the City;

4. Maximizing and preserving vegetation and open space and/or other special development amenities to provide light, air and privacy, to buffer abutting properties and to provide active and passive recreation opportunities for residents of the planned development and/or the community;

5. Minimize significant through traffic impacts on adjacent residential neighborhoods;

6. Provide an appropriate transition or buffering between uses of differing intensities both on site and off site; and

7. Provide safe and convenient vehicle and pedestrian connections between adjacent uses.

C. In return for greater flexibility in site development, the PUD introduces some special requirements and standards for design approval. These conditions will be employed to maximize quality of site design. They will not be used to cause undue delays nor unwarranted increase in costs, when compared to more conventional development. The PUD process will not be used as a device to force a decrease in residential density below that otherwise allowed by the comprehensive plan and underlying zoning.

D. Planned Unit Developments Approval: A development which is to be developed as a PUD shall be processed in the same manner as subdivisions. PUD developments shall comply with the underlying zoning requirements except as specifically varied by this section.

Section E is from current code 10-7-1(G)

E. Deviation From Design And Improvement Standards: Requests for design deviations, other than those outlined in this section or as approved by development agreement in conjunction with a P-District rezone, may only be approved as a legislative decision by the City Council. Where, in the opinion of the City Council, the literal enforcement of the design and improvement standards in this title would result in an unreasonable utilization of land and water or undue hardship due to unique circumstances compliance with one or more of the design and improvement standards may be waived, according to the following procedure:

1. Application: Application for a modification of design standards shall be made on a form provided by the City and shall include:

   a. A description of the land to be developed;

   b. An identification of the title provision from which the modification is requested;

   c. A description of the peculiar physical conditions pertaining to the land in question and which do not pertain to other lands in the general area;

   d. A description of the hardships which will accrue to the detriment of the property owner if the requested modification is not granted;

   e. A nonrefundable modification review fee, where established and payable to the city, in accordance with the currently applicable fee schedule as adopted by resolution of the City Council.

2. Public Hearing; Notice: The Planning Commission shall hold a public hearing before making a recommendation on the requested modification. Notice of said public hearing shall be given in accordance with USC 10-9a-205 as a class B notice.

3. Recommendation To City Council: The Planning Commission shall review the modification application and shall submit its written recommendations for approval or disapproval of such application to the City Council, along with written reasons therefore within thirty (30) calendar days from receipt of said application at a regularly scheduled meeting of the Planning

Commission. The Planning Commission may at its own discretion conditionally approve a preliminary plat subject to approval of the modification by the City Council, or may table action on a preliminary plat until the City Council has acted on the modification request.

4. Decision Of City Council: The City Council may approve the requested modification upon making a finding based upon the record submitted that the issuance of the modification will not be detrimental to the interest of the public safety, health or welfare, the proposed development substantially complies with the City General Plan and adopted Zoning Ordinance, and the proposed modification will result in improved overall development design.

5. Records Maintained: A record of all correspondence, recommendations, submissions and official action regarding all design modifications applications shall be maintained permanently by the City as a public record.

F. P-District Developments: PUD developments in conjunction with a Planned (P) District rezone shall also require the approval of a development agreement by the City Council which includes all design standard variations.

From Section 10-7-4-C

G. Planned Unit Developments To Meet Use Limitations Of Districts Wherein Located:

1. Land uses permitted within a PUD subdivisions shall comply with the underlying zone district or the negotiated terms contained in an approved P-District development agreement. Multi-family attached dwellings shall only be allowed to the extent permitted in the underlying zone.

2. The density allowed in a residential PUD shall be determined by calculating the net developable area of the development divided by the minimum land area required per dwelling unit within the zone district. Net developable area is defined as the total development parcel less the area required for private or public road rights of ways and including the required adjacent pedestrian walkways and park strips.

H. Development Standards:

1. Area: No planned unit development shall have an area less than that approved by the Planning Commission as adequate for the proposed development.

2. Arrangement Of Structures:

a. Open Space: The Planning Commission shall require such arrangements of structures to consolidate and maximize usable open spaces for the enjoyment and convenience of future tenants of the development. Care shall be taken to assure that adjacent properties will not be adversely affected.

b. Perimeter Setback: All structures within a PUD shall be setback from the perimeter boundary of the development a minimum of fifteen (15) feet.

c. Increased Perimeter Setback Relative to Structure Height : The perimeter setback shall be a minimum of twenty-five (25') feet for structures with greater than two (2) stories adjacent to a property line shared with single or two family dwellings or single and two family zones. An additional five (5') feet shall be required for each story above three (3) stories.

d. Front Setback (street): All front façades of buildings which face a private or public street right of way shall be setback a minimum distance of twenty (20) feet from the edge of the right of way, including any required sidewalk and park strip.

e. Front Setback (other): All front facades of buildings which face a perimeter development boundary or other physical feature or barrier, such as a retaining wall greater than 4 feet in height, shall be setback from the perimeter boundary or wall a minimum distance of twenty-five feet.

f. Building Separation-front façade(s): Residential structures which front a courtyard or other shared common open space have a minimum building separation of thirty (30) feet. Front porches, patios, awnings, or above ground decks may extend into the separation distance up to five (5) feet. Fenced limited common area may extend up to ten (10) feet into the separation distance. Pedestrian walkways within the front separation shall be a minimum of five (5) feet in width.

g. Building Separation (rear facades): Residential structures without rear garage or rear alley access, shall have a minimum separation distance of thirty (30) feet. Fenced limited common area may extend up to fifteen (15) feet into the separation distance.

h. Building Separation (side facades): Adjacent side building facades shall have a minimum separation distance of twenty-five (25) feet. Adjacent side yards may be used for common open space, pedestrian circulation, or landscaping. Prohibited use in adjacent side yards shall be parking and fenced limited common area. Pedestrian walkways within the side separation shall be a minimum of five (5) feet in width.

i. Building Separation Increased Relative to Structure Height: The required building separation increased by a minimum of 5 feet for each story above the second story. The Planning Commission may reduce the required additional separation for facades which face a street or alley.

j. Rear setback (alley loaded): Residential structures with alley loaded garages shall be setback from the private street right of way a minimum of distance of five (5) feet.

3. Street and Alley Widths in Townhome or Multi-family Subdivisions:

a. Public Streets: Public streets shall be designed and constructed to meet the minimum width standards as established for the designated street type.

b. Private Street/Alley Width: The minimum street right of way width for a private street shall be 26 feet with a minimum of 22 feet of pavement.

c. Alley Width: One-way single loaded alleys (one side only) may be reduced in right of way width to 24 feet with a minimum of 20 feet of pavement. One-way alleys which do not provide direct access to a units driveway or garage may be reduced to 15 feet of pavement in those areas.

d. Town Center Street Design: All public streets within the Town Center shall have the following improvements:

(1) Increased park strip and sidewalk width as shown on the adopted cross sections within the Town Center Master Plan.

(2) Street trees in accordance with Title 7, Chapter 9, Community Forestry.

(3) Street amenities as in accordance with the Town Center Master Plan and as provided in the adopted Standards and Specifications Manual for tree grates, planter box, seating, and street lights.

e. Improvements to Existing Public Streets: Existing public streets which do not meet the adopted standards and designated street type in relation to the approved cross section design, shall be required to be improved as part of the development including right of way dedication. Where planned right of way improvements for widening or narrowing of the street right of way the City, at its sole discretion and as recommended by the City Engineer, may choose to delay installation of the improvements in the following circumstances:

(1) Installation of the improvements would not be practical because the roadway design has not been completed by the City and the location or elevations of curb and gutter are unknown or the development and the required improvements are located in the middle of a block and would significantly effect the functionality of the storm water system or other utilities;

(2) The proposed improvements are shown on the City's adopted Capital Facilities Plan for future installation within five (5) years; and

(3) The City Engineer recommends to the Planning Commission that the developer be allowed pay to the City a fee in lieu of installation, which fee shall be equivalent to the projected and estimated construction cost of the improvement. Said fee will be held in trust by the City and used for the construction of the improvement required with the larger capital improvement for the project.

f. The minimum width shall be increased when required by the Fire Marshal to meet the minimum standards of the International Fire Code or when required by the City Engineer to meet minimum turning radius requirements.

g. Private streets or alleys adjacent to a perimeter property boundary shall be required to have a minimum 8 foot landscape buffer between the private street/alley and the abutting property line.

4. Parking:

a. Parking Design: All parking facilities shall be designed in accordance with Title 10, Chapter 6, Off Street Parking Facilities, unless specifically modified by this section.

b. Driveways, Residential: Where individual residential units have driveways provided or are required by the Planning Commission, the minimum driveway length shall be twenty-two (22') feet.

c. Parking, Multi-Family Residential:

(1) A minimum of one covered parking space per unit shall be provided for the exclusive use of the residents of said unit and shall be provided for the use of tenants and included within the terms of any lease agreement.

(2) Total parking shall be provided based upon bedroom count for the project as outlined in the table below:

Unit Type	Parking
Studio/1 bedroom	1.25
2 bedroom	1.75
3 or greater bedroom	2.25

d. Parking, non-residential: The minimum parking required shall be established based upon the proposed uses as outlined in Section 10-6-5, Minimum Off Street Parking Stall Requirements for Specific Uses.

e. Shared Parking: Where multiple uses will share parking facilities, the total required parking may be reduced by determining the minimum requirement for the highest use time period based upon the following schedule:

Use Category	Weekdays			Weekends		
	12:00 am-8:00 am	8:00 am-6:00 pm	6:00 pm-12:00 am	12:00 am-9:00 am	9:00 am-6:00 pm	6:00 pm-12:00 pm
Entertainment/ Recreation	5%	20%	100%	5%	50%	100%
Hotel	100%	65%	100%	100%	65%	100%
Office	5%	100%	5%	0%	5%	0%
Residential	100%	50%	80%	100%	75%	75%
Restaurant	25%	80%	100%	35%	70%	100%
Retail/Service	0%	100%	80%	0%	100%	60%

f. Bike parking or storage facilities shall be provided at the rate of one bike for every 20 vehicle parking spaces in visible and sheltered locations near entrance doors.

g. Electric vehicle charging (level 2 or greater) shall be provided for all developments with twenty or more units at a rate of 2 charging stations per 20 vehicles.

h. Additional Modification of Parking Requirements: As outlined in Section E above, the City Council may approve parking less the required minimum established in this section when supported by a parking study from a qualified professional, demonstrating that due to the nature of the development, proximity to transit, off site shared parking facilities, or other unique circumstances, the reduced parking requirement is sufficient to meet the needs of the future tenants. The City Council may require as a condition of modification, a development agreement, covenant or other guarantee outlining parking management practices required for the development.

5. Public/Community Spaces:

a. Outdoor spaces such as plazas, patios, courtyards, window shopping areas, and pedestrian ways intended to provide outdoor dining shall be designed to offer attractive and inviting pedestrian scale features, spaces and amenities.

b. Entrances and parking lots shall be configured to be functional and inviting with walkways conveniently tied to logical destinations.

c. Bus stops and drop-off/pick-up points shall be considered as integral parts of the configuration.

d. Pedestrian ways shall contain design features such as towers, arcades, porticos, pedestrian light fixtures, bollards, planter walls and other architectural elements that define circulation ways and outdoor spaces.

e. Developments which do not provide thru street access or developments with ten (10) or more dwelling units shall be provided with common trash removal in the form of community dumpsters. Developments which provide individual garbage collection from each unit shall provide designated areas for the placement of individual trash and recycling containers at each unit's private street access.

6. Pedestrian Access & Building on Cross Slopes:

a. Buildings fronting on a public or private street shall be constructed with pedestrian entry doors a minimum of 6 inches and a maximum of 36 inches above the finished curb height of the adjacent street.

b. Commercial, office, or other retail shall provide pedestrian entrances at a rate of one entrance for every 30 feet of façade. The Planning Commission may reduce this requirement based upon the projected ground floor use for larger retail storefronts and slope of the road.

c. Cross Slopes: all structures shall be stepped in elevation on cross slopes as shown in the figure below:



7. Outdoor storage, trash collection and loading areas:

   a. Loading areas and outdoor storage areas shall be screened, recessed, or enclosed when visible from adjoining properties and/or public streets.

   b. Appropriate locations for loading and outdoor storage areas include areas between buildings, where more than one building is located on a site and the buildings are not more than 40 feet apart, or on those sides of buildings that do not have customer entrances.

   c. Areas for outdoor storage, truck parking, trash collection or compaction, loading or other such uses shall not be visible from adjacent properties or public right-of-way.

   d. No areas for outdoor storage, trash collection or compaction, loading or other such uses shall be located within 35 feet of any public street, public sidewalk or internal pedestrian way.

   e. Loading docks, truck parking, outdoor storage, utility meters, HVAC equipment, trash collection, trash compaction and other service functions shall be incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are fully contained and out of view from adjacent properties and public streets. Screening materials shall be of similar color and quality of the principal materials of the building and landscape.

8. Additional Design Considerations:

   a. Lot area, width, yard, height and coverage requirements shall be determined by approval of the preliminary design plan.

   b. Where feasible, buildings or landscaping shall not prohibit the free flow of air or direct exposure to sunlight, specifically in regard to solar heating or cooling structures by solar energy systems.

   c. The development will be planned so as to provide solar access to all of the residential units, unless waived by the Planning Commission.

9. Plan Preparation: All plans must be prepared by a qualified professional team.

I. Preservation, Improvement, Maintenance And Ownership: Preservation, maintenance and ownership of required open spaces within development shall be accomplished by:

1. Improvement of open spaces shall be designed, installed, and maintained in accordance with Title 10, Chapter 22, Water Efficient Landscaped Standards.

2. Dedication: Dedication of the land to the City as a public park or parkway system, including a certificate of title insurance; or

3. Easement:

   a. Granting to the City a permanent, open space easement on and over the said private open spaces to guarantee that the open space remains perpetually in recreational or park use, with ownership and maintenance being the responsibility of an owners' association established with articles of association and bylaws which are satisfactory to the City Council; or

   b. Granting to the City a permanent, open space easement on and over the said private open spaces to guarantee that the open space remains perpetually in recreational or park use, to be maintained from the proceeds of a Perpetual Maintenance Trust Fund established by the developer in an amount satisfactory to the City Council; or by

   c. Condominium Ownership Act: Complying with the provisions of the Condominium Ownership Act, Utah Code Annotated title 57, chapter 8, as amended, which provides for the payment of common expenses for the upkeep of the common areas and facilities. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

4. The developer shall provide the following:

   a. Adequate and reasonable guarantees as determined by the Planning Commission for permanent retention of open spaces and for the maintenance of roadways, storage facilities, service facilities and landscaping resulting from the application of these regulations.

   b. The developer shall record against the property a declaration of covenants, conditions, restrictions, and easements (CCRs) which shall provide for an owner’s association (HOA or other entity) responsible for the maintenance of all common areas and private infrastructure.

   c. The declaration shall provide provisions for the creation of an initial operating budget, as well future yearly budgets, long term reserves, annual maintenance, and required payments of dues and fees by lot owners of the PUD for both yearly maintenance and long range reserve projects or maintenance.

   d. The developer shall implement any reasonable steps in the creation of the appropriate accounts and funding sources for the HOA yearly operations and maintenance costs prior to occupancy of any units in the PUD. The developer shall ensure that said accounts are funded in a manner to cover ongoing maintenance costs during construction of all HOA common

facilities and units, so long as the developer remains the declarant in control of the HOA to the extent that the HOA is not self-sustaining.

e. The declaration shall require a reinvestment fee, or other mechanism as permitted by law, for the purposes of funding the HOA in perpetuity. The reinvestment fee shall apply to all closings within the HOA in perpetuity, including initial closings from the developer to a buyer and all subsequent closings. The reinvestment fee shall be used to fund the reserve and operating funds of the HOA.

f. The developer shall provide to the Planning Commission a management plan and a first year budget at build out demonstrating the viability of the HOA to meet its obligations including a proposed HOA monthly or annual assessment. The management plan developed by the applicant shall outline standards of operation, and remedies for failure to comply with those standards. A letter from a qualified HOA management company shall be provided confirming that any submitted HOA budgets are reasonable.

5. Tax Liability For Private Open Space: Ownership for tax liability of private open space reservations shall be established in a manner acceptable to the City Council and made a part of the conditions of the plan approval

J. The City and the Developer may enter into a formal Development Agreement when specific PUD performance standards are imposed or deviation in design standards have been approved.

3-6-020: CONDOMINIUM SUBDIVISIONS (Current Code Section 10-19-1)

A. The procedures and requirements of this section shall apply to and govern the processing of condominium record of survey maps pursuant to the requirements of the condominium ownership act, Utah Code Annotated title 57, chapter 8. Said procedures and requirements shall supplement zoning, site development, health, building and other ordinances applicable to a particular condominium project, and shall apply to the approval of such projects involving new construction, as well as those involving the conversion of existing structures. In addition, condominium projects which contemplate dedication of real property or improvements for the use of the public, or condominium projects in which units are not contained in existing or proposed buildings, shall also be considered subdivisions requiring compliance with all applicable codes of the City.

B. It is the intent of this chapter to establish a reasonable process whereby the City can assess the impact of mixing collective and individual ownerships, as presented in a particular condominium project, upon the public health, safety, convenience and general welfare of present and future inhabitants of the City. In the case of commercial or residential conversions of existing buildings, corrections of building code violations, the upgrading of vehicle parking facilities and safety of common functional elements of the structure or structures are of prime importance. It is also recognized the conversion of existing apartments or similar multi-family rental dwelling structures present the potential of relocation hardship to existing tenants, especially senior citizens, and warrants that reasonable notice and disclosure requirements be established by the City to minimize said hardships. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

C. Application Requirements: The owner or developer of a proposed condominium project desiring approval shall file an application with the Community Development Department in accordance with applicable subdivision process or plat amendment. In addition to the subdivision application requirements the following shall also be submitted:

1. Proposed map accurately drawn to scale as required by Utah Code Annotated section 57-8-13, as amended, which shall be made by a registered Utah land surveyor. In addition, said map or an additional site plan shall include diagrammatic floor plans identifying boundaries of the project units, convertible and expandable areas or spaces and common areas. Said map or plan should designate the intended use of common areas (e.g., storage, recreational, parking for guests as opposed to unit owners, open space, etc.) and should indicate whether such common areas are to be open to the public, assigned to specific units or semiprivate and available only to unit owners. Said map or site plan shall also identify and describe in detail the location of existing or proposed driveways, pedestrianways, curb cuts, walls, structures, fences, landscaping and sprinkling systems.

2. The proposed condominium declarations and bylaws.

3. Where conversion of an existing building is proposed as part of the condominium project, a property report and code analysis, prepared by a licensed architect or engineer, including the following information with the plan for proposed improvements, renovations and repairs:

    a. The age of the building or buildings.

    b. The general conditional, useful life and capacity of the building's structural elements, including the roof, foundations, mechanical system, electrical system, plumbing system, boiler, and other structural elements.

    c. The age and condition of all underground utility systems, including meters, and identifying utility improvements required to provide separate meters and services to individual units.

    d. All known conditions constituting deficiencies requiring repair to meet existing Building Codes.

    e. All known conditions which may require repair or replacement within the next succeeding five (5) year period. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

    f. The property report shall certify that the structure or structures conform to the International Building Code minimum standards, or the owner shall present plans to bring the structure or structures into conformity with said standards prior to issuance of certificates of occupancy.

    g. Where it is determined that physical conditions in an existing building do not allow the strict application of the International Building Code standard, the City Board of Appeals, as provided for in the International Building Code, shall review all requests to vary from these standards and may grant variances or approve alternates where it is determined the intent of the requirement will be met. In any event, there shall be disclosure to buyers of any

conditions that do not meet code or standards set by the City. (Ord. 93-5, 7-6-1993, eff. 7-15-1993; amd. 2012 Code)

4. Proof of notice to tenants as required by section K below shall be required before final approval, but may be submitted, at the owner/developer's option, after preliminary plat approval is obtained from the Planning Commission.

5. To assist the City to defray costs involved with the review of the project, fees shall be submitted with a preliminary plat application as outlined in the consolidated fee schedule. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

D. Copies Routed: Upon receipt of a completed application for approval of a condominium project, the Community Development Department staff shall route copies of the application and development plans in the same manner as a standard subdivision as outlined in chapter 5 of this title.

E. Review: Additional preliminary review by the planning staff, Fire Marshal and the Building Inspection Department shall include, but not be limited to, the following:

1. Planning Staff Review:

a. Letter Of Intent: A letter of intent shall be submitted indicating proposed concept of project for review. The condominium declarations and bylaws shall be reviewed as part of the final approval process and will include provisions addressing and fixing responsibility for the maintenance, upkeep and repair of common areas, including common walls, electrical, mechanical, plumbing or utility systems, recreational areas, landscaping and parking areas. The declarations shall also restrict the use of any individual residential dwelling unit to single "families", as defined in section 10-1-47 of the City Code. The staff shall also review said declaration to require appropriate disclosure of any unusual circumstances, variances or conditions placed upon the condominium project for approval.

b. Plans And Related Documents: The staff shall review the plans and related documents to determine whether the project conforms to applicable requirements of this title, the status or extent of nonconforming rights, applicable conditions imposed upon the building or use by ordinance, variance, conditional use permit and/or prior approval under a PUD, clustered or group dwelling plan. If the planning staff finds there are violations of applicable zoning ordinances or requirements, the staff may recommend denial of the condominium project until such violations have been corrected or requirements completed or bonded for prior to final approval by the Planning Commission. (Ord. 2012-07, 4-30-2012)

2. Building Inspection Staff Review:

a. Upon receipt of the application for approval of a condominium project, the Building Inspection Department shall review the proposed building plans for new construction and/or in the case of a conversion project, the property report and plan of improvement, renovations and repairs to determine conformance with applicable building codes. In the case of a conversion, the department shall require inspections of the property and may

require supplementation, revision and resubmission of the property report where necessary. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

b. In the preliminary review report to the Planning Commission, the Building Official shall note corrections, repairs and replacements which must be made to bring the structures into code compliance, together with a list of renovation improvements proposed by the owner/developer which are not required by code. The Building Official shall also list any requirements of the International Building Code that needs Board of Appeals consideration due to unique circumstances associated with the structure, as provided in City Code 9-3-1. The Building Official may then recommend denial until such time as existing violations of code are corrected or may recommend preliminary approval of the project and building report subject to correction of the violations prior to final approval. (Ord. 93-5, 7-6-1993, eff. 7-15-1993; amd. 2012 Code)

3. Fire Marshal Review: The Fire Marshal shall inspect each structure proposed for conversion and shall submit a report thereon to the City outlining the conditions of the structures as they relate to fire safety. The Marshal shall stipulate those conditions requiring improvement, prior to occupancy, in the report. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

F. Planning Commission Consideration: Upon completion of the recommendations of the development review staff, the matter shall be set for consideration by the Planning Commission in the same manner prescribed for a subdivision or plat amendment as provided in this title.

G. Findings For Approval: The Planning Commission may grant approval of the project if it finds that the project is:

1. in full compliance with applicable city ordinances;

2. meets the requirements of the condominium ownership act;

3. that proper notice to tenants has been given; and

4. that in every way the project is ready for preliminary approval.

H. Preliminary Approval: If the Planning Commission finds that the project substantially complies with the above mentioned criteria but that certain facts of the proposal require changes or modifications prior to final approval, or that tenant notification has not been completed, the Planning Commission may grant conditional preliminary approval to the project with instructions as to what criteria must be met prior to submission for final approval by the Community Development Director.

I. Disapproval: If the Planning Commission finds the project in conflict with the ordinances of the City and/or the state and is not in the best interests of the City as a whole and/or specific neighborhood in which the project is proposed to be located, or if it is not satisfied with the site development plans of the project, the Planning Commission may disapprove the project specifying in detail the reasons for disapproval. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

J. Notice: As part of the application for approval of a condominium project, when said project involves the conversion of an existing structure where the structure has been occupied by residential or

commercial tenants prior to application for conversion, the owner/developer shall provide notice of intended conversion to said tenants by certified mail. This notice requirement shall not apply to a structure that was vacant and remained so during the year prior to filing of the developer's application for conversion. Such notice shall include:

1. The proposal for the conversion of the building to a condominium project;

2. The established dates of construction period and termination of occupancy which shall not be less than sixty (60) days from the date notice is served upon occupants or expiration of individual leases, whichever is longer;

3. The disclosure of the sales price for each unit shall be no greater than the price initially advertised and offered to the general public at such time as when the condominiums are offered for public sale;

4. Relocation information for the tenants specifying available alternative housing relocation resource agencies and organizations and a plan of any services to be voluntarily provided by the owner/developer. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

K. Dissemination Of Notice: A copy of said notice, together with a list prepared by the owner/developer identifying names, apartment or unit numbers, approximate ages, rental rates and other known special disabilities or factors affecting relocation needs of the tenants, shall be submitted to the Davis County Housing Authority and any applicable social services department of the County or State to advise said agencies of the conversion and/or solicit their assistance with relocation services. No final approval of such a conversion project shall be granted by the Planning Commission until the owner/developer has provided proof of notice by certified mail or subsequent proof of actual delivery by method of services allowed under state law of such notices and relocation information as required above, and any plans for relocation services to be voluntarily provided by the owner/developer and the time designated therein (a minimum of 60 days) has expired. (Ord. 93-5, 7-6-1993, eff. 7-15-1993; amd. 2012 Code)

L. Protest Review Procedure: When a tenant of a residential dwelling has received written formal notice of eviction without cause and without at least sixty (60) days notice of conversion required above and has reason to believe that notice was issued because of a proposed condominium project, he may, within thirty (30) days of the date of the notice of eviction, initiate an appeal regarding the issue of proper notice to the Community Development Director, or designee. The filing of such a protest shall stay the issuance of any approval or issuance of any permits for the structure in question for a period not to exceed thirty (30) days and the matter shall be set for hearing before the Planning Commission.

M. Investigation: Upon filing a tenant appeal, the City staff shall institute an investigation to determine if the notice requirements set forth above were satisfied. They shall then report their findings to the Planning Commission within ten (10) days of filing of the appeal. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

13-6-030MOBILE HOME PARKS, MOBILE HOME SUBDIVISIONS AND RECREATIONAL VEHICLE PARKS; SPECIAL REQUIREMENTS:

A. The procedures and requirements of this section shall apply to and govern the processing of mobile home parks, mobile home subdivisions and recreational vehicle parks. The owner or developer of a proposed mobile home or recreational vehicle project desiring approval shall file an application with the Community Development department in accordance with applicable subdivision process or plat amendment. Applications will be processed in the manner described within Chapter 5 Subdivisions or Chapter 7 Plat Amendments, as applicable, and shall be in conformance to purpose and intent of the regulations contained within this section.

B. Purpose And Intent: The purpose and intent of this section is to: (From 10-7-5)

1. Permit variety and flexibility in land development for residential purposes by allowing the use of mobile homes and recreational vehicles under certain conditions.

2. Require that mobile home and recreational vehicle developments will be of such character as to promote the objectives and purposes of this title; to protect the integrity and characteristics of the district contiguous to those in which mobile home parks are located; and to protect other land use values contiguous to or near mobile home or recreational vehicle developments.

C. Location:

1. Mobile Homes: No mobile home shall be located anywhere within the corporate boundaries of the City except in a licensed mobile home park or approved mobile home subdivision. Emergency or temporary parking of any unoccupied mobile home outside a licensed mobile home park or mobile home subdivision will be permitted for a period not exceeding twenty four (24) hours. This limitation does not apply to unoccupied mobile homes in licensed mobile home sales areas.

2. Recreational Vehicles:

a. Recreational vehicles which do not include facilities necessary to be "mobile homes", as defined in section 10-1-47 of this code, shall not be used at any place within the corporate boundaries of the City, at any time, for living quarters except in designated camping areas or recreational vehicle parks.

b. Recreational vehicles which are unoccupied for living space may be stored on an owner's private residential lot, provided the parking complies with the regulation in section 10-6-6 of this title. Long term commercial storage of recreational vehicles, maintenance operations, reconstruction or construction activities are permitted within zoning districts allowing such uses.

D. Standards And Requirements:

1. Determination Of Compliance: The Planning Commission shall review the proposed development plan to determine its compliance with all portions of the City General Plan and, among other things, shall attempt to make sure that such development will constitute a

residential environment of sustained desirability and stability and that it will not adversely affect amenities in the surrounding area. Standards higher than the minimum standards contained in this title may be required if necessary for local conditions of health, safety and protection of property, and to ensure that the development will mix harmoniously with contiguous and nearby existing and planned uses.

2. Required Facilities: The Planning Commission shall not approve any application for mobile home park, recreational vehicle park or mobile home subdivision if the developer cannot provide required water supplies and facilities, waste disposal systems, storm drainage facilities, access or improvements, or if the developer cannot assure that the development will be completed within twelve (12) months, or if the planning commission or city council determines there would be unusual danger of flood, fire or other hazard, or if the proposed development would be of such character or in such a location that it would:

   a. Create excessive costs for public services and facilities;

   b. Endanger the health or safety of the public;

   c. Unreasonably hurt or destroy the environment;

   d. Cause excessive air or water pollution, or soil erosion; or

   e. Be inconsistent with any adopted general or specific plan of the area in which it is to be placed.

3. Standards And Requirements Specified; Exception: The development shall conform to the following standards and requirements, unless modified by an approved planned unit development plan:

   a. The area shall be in one ownership, or if in several, the application for approval of the development shall be filed jointly by all owners of the property included in the plan.

   b. A strip of land at least fifteen feet (15') wide surrounding the entire park shall be left unoccupied by mobile homes, recreational vehicles, storage buildings, service buildings, garages or any accessory buildings or uses, and shall be planted and maintained in lawn, shrubs or trees, with an approved durable permanent wall or fence designed to afford privacy to the development.

   c. All storage and solid waste receptacles outside the confines of any mobile home or recreational vehicle shall be housed in a closed structure compatible in design and construction to the mobile homes, and to any service buildings within the development; all patios, carports, garages and other additions shall be compatible in design and construction with the mobile home. The service buildings shall be constructed in accordance with standard commercial practice and kept in good repair. In mobile home developments where units will be situated with long axis perpendicular to the street, streets will run in a north-south direction to the greatest extent possible. This is to promote solar orientation of the units.

d. In addition to meeting the above requirements and conditions, and conforming to the other laws of the City, all mobile home parks, recreational vehicle parks, and mobile home subdivisions shall also conform to all applicable state regulations. In the event of any conflict between said regulations and this chapter, this chapter shall take precedence where its regulations are more strict, and the provisions of the state regulations shall take precedence where such regulations are more strict.

4. Utilities Underground: Every mobile home park, recreational vehicle park and mobile home subdivision shall provide and maintain underground utility service to every mobile home stand or lot including, but not limited to, water, sewer, power, natural gas (mobile home parks only), and telecommunications.

5. Inspection And Special Regulation Of Mobile Homes: Mobile homes are considered by the city to be less durable and less resistant to deterioration than are conventional homes; therefore, all mobile homes which are used for human habitation, whether conforming or nonconforming, and whether located in mobile home parks, in mobile home subdivisions or on bona fide farms and ranches, shall be subject to the following special regulations:

   a. Permits are required for mobile home set up, plumbing and electrical hookups, and such hookups shall be made only by licensed plumbers and electricians.

   b. A certificate of compliance is required for all mobile homes within the city, whether occupied or awaiting occupancy, and may be obtained from the building official following an inspection wherein the mobile home is found to meet the safety, sanitary and structural standards adopted by the City. The state or federal inspection certificate will be honored in lieu of a certificate of compliance.

6. Compliance With Other Regulations: Any mobile home or recreational vehicle located in any permitted area shall comply with and conform to all other zoning laws, rules and regulations, and building, plumbing, electrical and fire prevention codes, and all other codes and requirements applicable to a structure or building erected within the district in which said mobile home or recreational vehicle is located.

7. Guarantees:

   a. For mobile home parks and recreational vehicle parks, adequate and reasonable guarantees must be provided for permanent retention of open spaces and for the maintenance of roadways, storage facilities, service facilities and landscaping resulting from the application of these regulations. The developer shall provide the following:

      (i) Adequate and reasonable guarantees for permanent retention of open spaces and for the maintenance of roadways, storage facilities, service facilities and landscaping resulting from the application of these regulations.

      (ii) The developer shall record against the property a declaration of covenants, conditions, restrictions, and easements (CCRs) which shall provide for a home owner's association

(HOA) or management entity responsible for the maintenance of all common areas and private infrastructure.

(iii) The declaration shall provide provisions for the creation of an initial operating budget, as well future yearly budgets, long term reserves, maintenance, and required payments of dues and fees by lot owners of the park for both yearly maintenance and long range reserve projects or maintenance.

(iv) The developer shall implement any reasonable steps in the creation of the appropriate accounts and funding sources for the HOA yearly operations and maintenance costs prior to occupancy of any units in the park. The developer shall ensure that said accounts are funded in a manner to cover ongoing maintenance costs during construction of all common facilities and units, so long as the developer remains in control of the park.

(v) The declaration shall require a reinvestment fee, or other mechanism as permitted by law, for the purposes of funding the improvements in perpetuity. The reinvestment fee shall apply to all closings within the park in perpetuity, including initial closings from the developer to a buyer and all subsequent closings. The reinvestment fee shall be used to fund the reserve and operating funds for the park.

(vi) The developer shall provide a management plan and a first year budget at build out demonstrating the viability of the park to meet its obligations including proposed monthly or annual assessment. The management plan developed by the applicant shall outline standards of operation and remedies for failure to comply with those standards, as well as a single responsible person or entity for its administration and communication with the City.

(vii) The City and the Developer may enter into a formal Development Agreement when specific PUD performance standards are imposed or deviation in design standards have been approved.

b. In any case, when a mobile home park or recreational vehicle park is owned by more than one person, the owners shall establish and appoint a park manager. The manager shall be authorized to receive, process and represent fully the interests of the owners in respect to continuing management and maintenance of the park.

c. Prerequisite to the operation of any mobile home park or recreational vehicle park in the City shall be the obtaining of an annual business license from the City.

d. In the event a mobile home or recreational vehicle park is not completed according to approved plans, or operated and maintained according to the approved management plan, the annual business license may be denied or revoked. The mobile homes or recreational vehicles and associated property and facilities shall be removed, and all services discontinued before any part of the land within the development planning area may be used for any other purpose, or be subdivided.

e. The premises on which any mobile home is located, used or occupied shall be maintained in a clean, orderly and sanitary condition. The accumulation of any rubbish, waste, weeds, inoperative vehicles or other unsightly material thereon shall constitute a public nuisance and a violation of this title. Reasonable guarantees to assure compliance with this requirement will be required of the developer and/or owner as a condition of conditional use permit approval and ultimately the issuance of the annual City business license.

E. Additional Requirements For Mobile Home Parks: In addition to the requirements for mobile home parks outlined in this section, mobile home parks shall meet the following requirements:

1. Number Permitted: The number of mobile homes shall be limited to seven (7) units per acre and may be limited to fewer units, depending on mobile home size, topography and other factors of the particular site. The mobile homes may be clustered; provided, that the total number of units does not exceed the number permitted on one acre, multiplied by the number of acres in the development. The remaining land not contained in individual lots, roads or parking shall be set aside and developed as parks, playgrounds and service areas for the common use and enjoyment of occupants of the development, and the visitors thereto.

2. Distance Between Structures: No home or addition shall be located closer than ten feet (10') from the nearest portion of any other home or add on. All such homes and additions shall be set back at least ten feet (10') from road curbs or walks. If the mobile home tongue remains attached, it shall be set back a minimum of six feet (6') from road curbs or walks. All mobile homes, storage buildings, service buildings, garages, carports or other additions, etc., shall be set back at least fifteen feet (15') from any boundary of the mobile home park.

3. Off Street Parking: Off street parking shall be provided at the rate of two (2) parking spaces per mobile home space, and each such parking space shall have a minimum width of ten feet (10') and minimum depth of twenty feet (20'). In no case shall the parking space be located farther than one hundred feet (100') from the mobile home space.

4. Bulk Storage Areas: One-story bulk storage areas shall be provided within a mobile home park, equivalent to sixty (60) square feet per mobile home space. The area designated for said bulk storage shall be improved, landscaped and screened.

5. Residential Accommodations: Not less than ten percent (10%) of the gross land area shall be set aside for the joint use and enjoyment of occupants in a parklike setting with both active and passive recreational accommodations. The land covered by vehicular roadways, sidewalks, off street parking and required setbacks shall not be construed as part of this ten percent (10%) common area required; provided, however, that in initial stages of development or special smaller developments, the minimum area shall be not less than one acre or ten percent (10%), whichever is greater.

6. Yard Lighting: Yard lighting with a minimum of 0.2 foot- candle of light shall be required for protective yard lighting the full length of all driveways and walkways.

7. Landscaping: All areas not covered by mobile homes or recreational vehicles, hard surfacing or buildings shall be landscaped in accordance with Title 10, Chapter 22 Water Efficient Landscape Standards and such landscaping shall be permanently maintained.

8. Surfacing Of Parking Spaces And Driveways: All off street parking spaces and driveways shall be hard surfaced before the adjacent spaces may be occupied.

9. Roadways: The private roadways shall be designed to accommodate anticipated traffic, including the following standards, unless modified by an approved planned unit development plan:

    a. One-way traffic: A minimum of fifteen feet (15') in width, plus extra width as necessary for maneuvering mobile homes.

    b. Two-way traffic: A minimum of thirty feet (30') in width.

    c. Entrance roadways: A minimum of thirty six feet (36') in width.

    d. Roadways: All roadways shall be hard surfaced and bordered by twenty four inch (24") rolled gutters or an approved equivalent.

    e. Sidewalks: Sidewalks shall be installed on all main roadways within the development and to public streets adjacent to the development. The sidewalk width shall meet the minimum ADA requirements. Interior circulation sidewalks not adjacent to roadways shall be required to be a minimum of five (5’) in width.

    f. Access: Each park shall have at least two (2) accesses to public streets, unless more than one access is prohibited by a responsible public agency.

10. Skirting: Within forty five (45) days of occupancy, each mobile home shall be skirted, or if shields are used, they are to be fireproof, well painted or otherwise preserved.

11. Storm Drainage Facilities: Storm drainage facilities shall be so constructed as to protect residents of the development as well as adjacent property owners. Such facilities must be of sufficient capacity to ensure rapid drainage and prevent the accumulation of stagnant pools of water in or adjacent to the development and shall be provided in accordance with Title 8, Chapter 5, Stormwater Management.

12. Character; Acreage; Construction And Phase Completion Plan: The mobile home park shall:

    a. Be in keeping with the general character of the district in which it is to be located.

    b. Be located on a parcel of land not less than ten (10) acres, or on two (2) or more parcels separated by a street or alley only, and totaling ten (10) acres, unless modified by an approved planned unit development plan.

    c. Have at least twenty five (25) spaces completed, ready for occupancy, or an approved financing plan for construction and phase completion, together with approved security to assure compliance, before first occupancy is permitted.

13. Laundry Facility: A laundry for convenience of park occupants, but not for the general public, may be included in mobile home parks.

14. Term Of Occupancy: No mobile home space shall be rented for a period of less than thirty (30) days, and occupancy shall be by written lease. Leases shall be made available for inspection by the officials of the City upon demand.

15. Access: Access shall be provided to each mobile home stand for maneuvering mobile homes into position. The accessway shall be kept free from trees and other immovable obstructions. Paving under mobile homes will not be required if adequate support is provided as required by state regulations. Uses of planks, steel mats or other means to support the mobile home during placement shall be allowed, so long as the same are removed upon completion of placement.

F. Additional Requirements For Recreational Vehicle Parks: In addition to the requirements for recreational vehicle parks outlined in this section, recreational vehicle parks shall meet the following requirements:

1. Location: Recreational vehicle parks shall generally be located:

   a. Adjacent to or in close proximity to a major traffic artery or highway.

   b. Near adequate shopping facilities.

   c. Within or adjacent to a mobile home park.

2. Recreational Area: Not less than ten percent (10%) of the gross land area shall be set aside for the joint use or enjoyment of occupants. The land covered by vehicular roadways, sidewalks and off street parking shall not be construed as part of the ten percent (10%) common area required for parks and playgrounds for occupants; provided, however, that in initial stages of development or in special smaller developments, the minimum area shall not be less than one-half (1/2) acre or ten percent (10%), whichever is greater.

3. Yard Lighting: Yard lighting with a minimum of 0.2 foot- candle of light shall be required for protective yard lighting the full length of all driveways and walkways.

4. Landscaping: All areas not covered by recreational vehicles, hard surfacing or buildings shall be landscaped and permanently maintained pursuant to a plan approved by the Planning Commission.

5. Surfacing Of Parking Spaces And Driveways: All off street parking spaces and driveways shall be paved with asphalt or concrete before the adjacent recreational vehicle spaces may be occupied.

6. Roadways: The private roadways shall be designed to accommodate anticipated traffic, including the following standards, unless modified by an approved planned unit development plan:

   a. One-way traffic: A minimum of fifteen feet (15') in width, plus extra width as necessary for maneuvering recreational vehicles.

   b. Two-way traffic: A minimum of thirty feet (30') in width.

c. Entrance roadways: A minimum of thirty six feet (36') in width.

d. Roadways: All roadways shall be hard surfaced and bordered by twenty four inch (24") rolled gutters or an approved equivalent.

e. Sidewalks: Sidewalks shall be installed on all main roadways within the development and to public streets adjacent to the development. The sidewalk width shall meet the minimum ADA requirements. Interior circulation sidewalks not adjacent to roadways shall be required to be a minimum of five (5') in width.

f. Access: Each recreational vehicle park shall have at least two (2) accesses to public streets, unless more than one access is prohibited by a responsible public agency.

7. Term Of Occupancy: No individual space in a recreational vehicle park shall be used by one individual recreational vehicle for more than ninety (90) days consecutively, nor shall such space be rented or leased to any one individual for a period longer than ninety (90) days in any one calendar year.

8. Use As Permanent Living Quarters Prohibited: Recreational vehicles may be stored where permitted, but not used for permanent living quarters.

9. Sales Lots: Recreational vehicles may be stored, displayed, sold and serviced, but not used for living quarters, in a sales lot in an appropriate zoning district when such use is a permitted or a conditional use.

10. Screening; Access: Recreational vehicles may be accommodated in an approved and licensed mobile home park; provided, that:

    a. The recreational vehicle park portion of the development is separated by barriers, screens or otherwise from the area of mobile homes.

    b. The recreational vehicle use area shall have direct access to a collector or arterial street.

    c. Separate ingress and egress shall be provided for recreational vehicles when required by the Planning Commission.

11. Area; Construction And Phase Completion Plan: Recreational vehicle parks may be approved in locations permitting such use in this title. Before such approval is given, the Planning Commission shall find that the proposed development will:

    a. Be placed on a parcel of land of not less than five (5) acres, or within a mobile home park, unless modified by a planned unit development plan.

    b. Before first occupancy, have at least twenty five (25) spaces completed (10 if in a mobile home park), or an approved schedule of financing, construction and phase completion, and approved security, to assure compliance.

G. Additional Requirements For Mobile Home Subdivisions: In addition to the requirements for mobile home subdivisions outlined in this section, mobile home subdivisions shall meet the following requirements:

1. Area; Lots; Homeowners' Association: Mobile home subdivisions may be approved in locations permitting such use in this title. Before such approval may be granted the Planning Commission shall find that the proposed development will:

   a. Be located on a parcel of land containing not less than five (5) acres.

   b. Contain lots with a minimum net area of five thousand (5,000) square feet and a minimum width of fifty feet (50').

   c. Be organized in a homeowners' association, if mobile home lots are to be sold to individual owners.

2. Security Compound: The Planning Commission may require a security compound for the storage of vehicles, boats and other large items, to be provided equivalent to a minimum of three hundred (300) square feet of paved area per mobile home lot, to be maintained by a homeowners' association in the mobile home subdivision.

3. Skirting: Each mobile home shall be skirted or shielded within forty five (45) days of occupancy. If shields are used, they are to be fireproof and painted, or otherwise preserved.

4. Street Widths: Street widths shall be as required by the development regulations, except as may be modified by an approved planned unit development plan.

5. Term Of Occupancy: No mobile home in a mobile home subdivision shall be rented or leased for a period of less than ninety (90) days. (Ord. 93-5, 7-6-1993, eff. 7-15-1993)

CHAPTER 7: PLAT AMENDMENTS & LOT LINE ADJUSTMENTS

13-7-010: PLAT AMENDMENTS:
13-7-020: EXEMPTION FROM PLAT REQUIREMENT:
13-7-030: ROUTINE AND UNCONTESTED LOT LINE ADJUSTMENTS:

Existing language from 10-7-7(H)(1)-moved below to new section

Existing language from 10-7-7(H)(2)

A. **13-7-010: Plat Amendments:**The application for a proposed plat amendment shall be submitted to the Community Development Department and shall contain the following:

1. A complete application on form created by the City;

2. An electronic copy of the proposed plat amendment designed to print at twenty-four by thirty-size inches (24”x36”) showing the lots to be amended, properly and accurately drawn to scale, certified as accurate by a registered land surveyor;

3. Plat amendments shall be prepared in conformance to the standards outlined in this title for a final plat submission, and shall include all notes, conditions, easements, or other pertinent information included upon the subdivision plat to be amended;

4. For plat amendments which vacate or amend a public right of way or public trail, the applicant shall provide stamped, addressed envelopes for:

    a. property owners within 300 feet of the boundary of the plat;

    b. all property owners that access their property from the proposed vacated right of way: and

    c. all property owners within the boundary of the proposed amended plat.

5. For plat amendments which amend the location or vacate a public utility easement:

    a. the applicant shall provide evidence that no public utilities have been located within the existing easement; and

    b. shall provide letters from all public utilities who may use the easement consenting to the amendment to said public utility easement.

6. Fees: The petitioners shall pay, with the amendment petition, the appropriate fees pursuant to the consolidated fee schedule for the City.

B. Review Process:

1. Applicability:

    a. Residential, commercial, industrial or agricultural subdivision amendments that cannot be processed as routine and uncontested lot line adjustments, shall be processed pursuant to this subsection.

b. Plat amendments that create one or more additional lots to the subdivision, shall not be processed as a plat amendment, but shall be processed as new subdivision.

2. City Internal Review:

a. The Community Development Department shall obtain comments regarding the amendment petition from all the development review staff.

b. If the development review staff determines that the proposed amendment petition may have an adverse material impact on traffic, it may require the applicant to submit a professionally prepared traffic impact study.

c. The development review staff comments shall be transmitted to the applicant for revisions as applicable.

3. Planning Commission Review:

a. Plat amendments which vacate or amend a public right of way, public trail, or public utility easement shall be noticed for public hearing before the City Council as a class A notice in accordance with USC 10-9a-208, as amended.

b. For plat amendments which vacate or amend the location of a public utility easement, notice of the public hearing before the City Council shall be mailed to all individuals and affected entities with interest in the easement..

c. The Planning Commission shall review the recommendation from the development review staff, comments from the applicant and affected parties, and shall approve or deny the amendment application with specific findings of fact, according to the standards for approval set forth in subsection in this section.

d. For plat amendments which vacate or amend a public right of way, public trail, or public utility easement, the Planning Commission shall consider the recommendation from the development review staff, comments from the applicant and the public, and shall recommend to the City Council the approval or denial of the amendment application with specific findings of fact, according to the standards for approval set forth in this section. The City Council shall hold a public hearing and shall consider the plat amendment application recommendation and approve, approve with conditions, or deny the application, according to the same standards and in accordance with state code, as applicable.

4. Standards For Approval Of Plat Amendment: A plat amendment application shall be approved only if it meets all of the following requirements:

a. The amendment will be in the best interests of the City;

b. All lots comply with all applicable land use and subdivision standards;

c. All necessary and required dedications are made;

d. Provisions for the construction of any required essential infrastructure improvements are included;

e. The amendment complies with all applicable laws and regulations;

f. The amendment does not materially injure the public or any person and there is good cause for the amendment: and

g. For plat amendments which vacate some or all of a public street or public utility easement, the City Council shall find that:

(1) Good cause exists for the vacation; and

(2) neither the public interest nor any person will be materially injured by the vacation.

5. Appeals From Planning Commission Decision Not Involving Public Right of Way or Public Trail:

a. If the petitioner, or any affected individual or organization disagrees with the Planning Commission decision, a written objection, clearly specifying the reasons therefor, shall be filed with the City Recorder within fourteen (14) days following the Planning Commission decision.

b. The objection shall be heard before the City Council, subject to the standards for approval set forth in this section..

6. Appeal From City Council Decision:

a. If the petitioner, or any notified individual or organization disagrees with the city council decision, a written objection, clearly specifying the reasons therefor, shall be filed with the city recorder within ten (10) days following the city council decision.

b. The objection shall be heard before the hearing officer at a scheduled meeting.

7. Recordable Instrument: If the amendment application is approved, the City Recorder shall execute and record the final amended subdivision plat and such other documents as may be required with the Davis County recorder's office.

13-7-020: Exemptions from Plat Requirements:

A subdivision plat amendment is not required for a lot line or boundary adjustment as defined in Utah Code Section 10-9a-523, as amended, but shall be processed as outlined in the following section.

10-7-7 (H)(1)

13-7-030: Routine and Uncontested Lot Line Adjustments:

A. Purpose: The purpose of this section is to enable routine and uncontested lot line adjustments between two (2) lots to be considered and approved administratively by the City's Development Review Staff.

B. Applicability: This section applies to routine and uncontested lot line adjustments between two (2) legally existing agricultural, residential, commercial or industrial subdivision lots. Applications processed pursuant to this section shall:

1. Meet all applicable land use code requirements.
2. Receive the consenting signatures of all affected property owners.
3. Not affect any street right of way.
4. Not create any new lots.
5. Not affect any trail right of way.
6. Not affect any public utility easement.

C. General Application Contents: The application for routine and uncontested lot line adjustments shall include:

1. The signatures of approval of all affected property owners whose property line will be amended.
2. An electronic copy of a survey drawing, showing the lots involved and the lot line to be adjusted, properly and accurately drawn to scale, certified as accurate by a registered land surveyor, and the proposed form of a deed or boundary line agreement for the lot line adjustments.

D. Fees: The petitioners shall pay an application review fee consistent with the consolidated fee schedule for the City.

E. City Internal Review: The development review staff shall review the application for completeness and for compliance to the regulations of this title. Upon review of the application and survey drawing, the development review staff shall approve the lot line adjustment if the application conforms to the adopted standards and regulations of the land use ordinance or deny the lot line adjustment if it does not.

F. Lot line adjustments that are denied by the development review staff may be amended for reconsideration or may be appealed to the Planning Commission by filing a request with the Community Development Department.

G. Recordable Instrument: If the lot line adjustment is approved, the City Recorder or designee shall provide a letter of approval signed by the City Engineer and Community Development Director, certifying that the lot line adjustment conforms to the requirements of the City's land use regulations and approving the recordation of an appropriate deed or boundary line agreement with the Davis County Recorder's Office containing the legal description of each new lot and stating any conditions of approval.

CHAPTER 8: SUBDIVISION DESIGN

13-8-010: GENERAL STANDARDS:
13-8-020: SUBDIVISION LAYOUT:
13-8-030: LOTS:
13-8-040: FLAG LOTS:
13-8-050: BLOCKS:
13-8-060: STREETS:
13-8-070: LANDSCAPING:
13-8-080: UTILITIES AND EASEMENTS:
13-8-090: WATERCOURSES:
13-8-100: DEDICATIONS OF STREETS AND TRAILS:
13-8-110: RESTRICTIONS FOR SOLAR AND OTHER ENERGY DEVICES:

From 10-7-3: GENERAL STANDARDS FOR CONDITIONAL USE DEVELOPMENTS:

13-8-010: GENERAL STANDARDS:

When applicable, the following general standards shall apply subdivisions, unless specifically modified as provided in this title.

A. Ownership: The development shall be in single or corporate ownership at the time of application, or the subject of an application filed jointly by all owners of the property or their representative.

B. Landscaping, Fencing And Screening: Landscaping, fencing and screening within the site and as a means of integrating the proposed development into its surroundings shall be planned and presented to the Administrative Land Use Authority for approval, together with other required plans for the development and shall be in conformance with Title 10, Chapter 22, Water Efficient Landscape Standards.

C. Signs And Lighting: The size, location, design and nature of signs, if any, and the intensity and direction of area lighting or floodlighting shall be detailed in the application.

D. Grading And Drainage Plan: A grading and drainage plan shall be submitted with the application.

E. Planting Plan: A planting plan showing the proposed tree, shrubbery and lawn plantings shall be prepared for those portions of the development proposed as common area, limited common area, open space, recreational amenities, or public dedications.

F. Nondetrimental Use: It shall be shown that under the circumstances of the particular case, the proposed use will not be detrimental to the health, safety or general welfare of persons residing in the vicinity of the development.

G. Water And Sewer Systems: All buildings used for human occupancy when completed shall be served by a central water system and central sewage disposal system which have been approved by the City

Engineer and South Davis Sewer District and South Davis Water District, where applicable, and which are in compliance with applicable local and state law.

H. Design Of Development: In the event that the land contained within a development is traversed by a proposed major street, water line, sewer line or drainage channel shown on the General Plan, Capital Facilities Plan or any other official City map, said development shall be designed in accordance therewith. The right of way across the development for said major streets, or other right of way, shall be dedicated to the public.

I. Environment Of Residential Areas: Grouping and spacing of buildings and dwellings in residential areas shall provide for a restful and uncrowded environment. Landscaped areas shall be encouraged as the dominant features of the development. Areas not covered by buildings or by off street parking space or driveways shall be in conformance with Title 10, Chapter 22, Water Efficient Landscape Standards, and otherwise landscaped and maintained in accordance with good landscape practice as approved on the final plan. Permanent automatic irrigation systems shall be installed to provide for maintenance of planted areas.

J. Conformance To Standards: Details of plans, plats and documents to be submitted showing the size material, and length of water lines, sewer lines and other domestic sewage disposal facilities, garbage and trash disposal, the quality of material and improvements, protection from adverse influences, lighting, landscaping, off street parking, grading and other details of design and construction shall conform to the North Salt Lake Standards and Specifications manuals as adopted by the City Council.

K. Ordinance Standards: The development shall meet all standards and requirements of this title and all requirements of applicable ordinances.

L. Character Of Development: The development shall be in keeping with the general character of the district within which it is to be located.

M. Plan Preparation: Plans for the development shall be prepared by a qualified professional team

N. Storm Drainage Facilities: Storm drainage facilities shall be so constructed as to protect residents of the development as well as adjacent property owners and the City.

O. Inspections: All structures required by this title to have building permits and all uses required to have use permits shall be inspected by the Building Official in accordance with procedures established by the International Building Code, as adopted by the City, and this title. (Ord. 93-5, 7-6-1993, eff. 7-15-1993; amd. 2012 Code; Ord. 2022-03, 6-7-2022)

From 10-7-7 (K)

P. The design of a development shall preserve insofar as possible the natural terrain, natural drainage, existing topsoil and trees.

Q. Land subject to hazardous conditions, such as slides, mudflow, rockfalls, snow avalanches, possible mine subsidence, shallow water table, liquefaction, faults, open quarries, floods, and polluted or

nonpotable water supplies, shall be identified and shall not be developed until the hazards have been mitigated or will be mitigated by the development and construction plans.

R. Existing pipelines and high-voltage powerline easements: Subdivisions with existing underground pipelines or overhead high-voltage powerlines shall be designed in a manner that utilizes these easements for open space or other compatible land uses and are excluded from individual residential lots.

13-8-020: SUBDIVISION LAYOUT: (new language)

A. Conformance To General Plan: Where a proposed subdivision includes property identified within the City General Plan or other Master Planning documents to include specific essential infrastructure improvements, such as trails, active transportation improvements, or right of way improvements; the developer shall provide a lot layout which accommodates the improvement.

B. Preservation Of Features: Where trees, groves, waterways, scenic points, historic spots or other City assets and landmarks, as determined by the City, are located within a proposed subdivision, every reasonable means shall be provided to preserve these features.

C. Adjoining Existing Street: Whenever a tract to be subdivided adjoins or contains any part of an existing or proposed street so designated on the street plan, such part of the public way shall be platted, dedicated and improved by the developer in the location and at the width specified.

13-8-030: LOTS:

A. General Requirements: All subdivisions shall result in the creation of lots which are developable and capable of being built upon. A subdivision shall not create lots, and no building permit shall be issued for any lots which would make improvement impractical due to size, shape, steepness of terrain, location of watercourses, problems of sewerage or driveway grades, or other physical conditions.

From 10-7-7 (K) (3) & (13)

B. Lots:

1. No single lot shall be divided by a municipal or county boundary line.

2. A lot shall not be divided by a road, alley or other lot.

3. No wedge shaped lot shall have less than the required width for lot frontage required in the zoning district.

4. Side lot lines shall be at right angles to the street which the lot fronts or approximately radial to the center of street curve or cul-de-sac on which the lot faces. The City Engineer may allow exceptions to this requirement where considerations are warranted for solar orientation or topography.

5. All lots created by the subdivision shall front on a public street, or on an approved private street, which is improved to the standards hereinafter required, and shall have frontage equal to the minimum frontage requirement for the zone unless modified as part of a planned unit development.

6. Double Frontage: Lots having double frontage shall not be approved except where necessitated by topographic or other unusual conditions. The Administrative Land Use Authority may require that vehicular access be restricted for portions of double fronted lots, where access would be deemed difficult due to topography or pose a traffic hazard.

7. Corner lots shall be so designed as to provide for the same quality and size of building area as interior lots by increasing the minimum width by ten feet (10') to accommodate the required side street setbacks.

8. Lot Size Standards: All lots shall conform to area requirements of any existing zoning regulations.

9. Slope of Lots: All residential lots shall have an average slope of less than 30%. Slopes which are 30% and greater shall be excluded from the building envelope designated on the plat. All approved lots 12,000 sq. ft. and smaller shall have no area of slope greater than 30%.

10. For lots 12,000 sq. ft. and larger, the buildable area or the building envelope as designated on the plat shall be at least five thousand (5,000) square feet in size with no single dimension of less than fifty feet (50') and shall exclude required setbacks and easements.

11. Remnants parcels of property shall not be left which do not conform to lot requirements or are not required or suitable for common open space, private utility or public purpose.

12. Lot numbers shall begin with the number "1" and shall continue consecutively through the subdivision, with no omissions or duplications. No block designations shall be used. When a subdivision is developed in phases, the phase number shall precede each lot number. For example, phase 2 would be numbered 201, 202, 203, etc.

13-8-040: FLAG LOTS:

(These amendments were recommended by the DRC and the Planning Commission has recommended to eliminate Flag Lots entirely)

In older areas of the City, certain residential properties have evolved over time with irregular shapes and sizes, some with deep rear lots. As the City continues to see these lots subdivided, there may exist a need to develop these deeper lots. Flag lots are one alternative to such development. However, many problems can result from the misuse of flag lots, including increased points of traffic access on busy or narrow streets, large paved areas created to access rear units, a mass of new units incompatible with an existing neighborhood, and the compromising of adequate and safe fire protection to rear dwelling units. These problems threaten the character and stability of existing neighborhoods. For these reasons, the following restrictions and prohibitions are established to better control increasing residential density in predominantly single-family neighborhoods through the use of flag lots:

A. Circumstances Permitting: The City discourages and restricts the creation of flag lots. A flag lot should be permitted only under certain limited circumstances. Flag lots are prohibited except:

1. Where necessary to reduce access onto major streets and thoroughfares;
2. To reasonably utilize irregularly shaped land;
3. To reasonably utilize land with severe topography;
4. To provide for the protection of significant natural or environmentally sensitive areas;
5. To allow a property owner reasonable use and benefit of a parcel of land not otherwise developable; or
6. To achieve affordable housing goals as outlined it the City's Moderate Income Housing Plan.

B. Prohibited Flag Lots: Flag lots are expressly prohibited where:

1. The creation of the flag lot will increase the number of access points onto a major thoroughfare;
2. The density created by the flag lot would exceed the average existing density in the immediately adjacent developed residential area;
3. Flag lots for non-residential use.

C. The applicant proposing a flag lot must have demonstrated to the planning commission that because of topographical features and/or unique situations as set forth in subsection A of this section, creation of a flag lot should be allowed.

D. Design Requirements For Flag Lot:

1. A flag or L-shaped lot shall be comprised of a staff portion contiguous with the flag portion thereof.
2. The staff portion of said lot shall front on and be contiguous to a dedicated public street. The minimum width of the staff portion of each flag lot shall be thirty feet (30'). Two (2) staffs may be placed side by side and be a minimum width of fifteen feet (15') each with a minimum shared paved driveway width of twenty feet (20'). The staff shall not be longer than one hundred fifty feet (150').
3. The flag portion of the lot shall meet the minimum lot size requirement for the zone in which it is located. The staff portion shall not count as part of the land area needed to meet the lot area requirement.
4. Flag lots must be similar in shape of the buildable area (i.e., rectangular or pie shaped if on a cul-de-sac) to the majority of the lots in the immediately adjacent developed residential area.
5. The front side of the flag portion of the lot shall be deemed to be that side nearest to the dedicated public street upon which the staff portion fronts. The staff portion shall be deemed to end and the flag portion shall be deemed to begin at the extension of the front lot line.

6. Flag lot units located away from the street shall be oriented to the street or front property line.

7. Identification Signs:

   a. Address Identification: All new and existing structures shall be provided with approved address identification that is legible and visible from the street fronting the property. Address characters shall be Arabic numbers (shall not be spelled out) or alphabetical letters not less than four inches (4") high with a minimum stroke width of one-half inch (½") (IFC 505.1).

   b. The building address for the structure shall be posted conspicuously at the driveway entrance via sign, monument, mailbox, and be maintained in good condition and in a visible location not obstructed by vegetation, landscaping features, walls, or fences, or other obstruction.

   c. Any lighting provided for address identification shall be provided in a manner where the sign is either backlit, illuminated by street light or driveway light or if directly lit shall be in a manner that the lighting will not shine directly into the yard or window of an adjacent residence, and shall not be a hazard for street traffic.

   d. A fire lane sign shall be posted near the entrance of all access roadways and driveways reading "No Parking-Fire Lane". The sign shall be a minimum of twelve inches by eighteen inches (12" x 18") with four inch (4") block letter with one-half inch (½") stroke and have red letters on a white reflective background (IFC D103.6).

   e. Access driveways and private roadways shall not be named or posted in a manner similar to approved street signs (color or design). All private roadway signs shall be approved by the public works department prior to placement at the intersection of a city street and private driveway.

8. All minimum required setbacks for the zone in which the flag lot is located shall apply and all front setback distances shall be measured from the flag portion of the lot and not from the street. Orientation, setbacks and private yards shall conform to the following criteria:

   a. All units shall orient to the street.

   b. Each unit shall have both a "front" and "rear" yard on opposite sides of the lot.

9. An access driveway with a minimum paved width of twenty feet (20') shall be provided with landscaping on each side and a maximum slope of ten percent (10%) (IFC D103.2). Landscaping shall be installed in accordance with Title 10, Chapter 22, Water Efficient Landscape Standards. The access driveway shall be asphalt or concrete with adequate drainage and shall be properly maintained on a continuous basis. Where two (2) flag lots are adjacent to each other, a common driveway for both units is required. Shared driveways shall have a platted cross easement access and maintenance agreement. The minimum width of the shared driveway shall be twenty feet (20') unless additional width is required by the International Fire Code (IFC).

10. The access road or driveway shall be maintained by the property owner or possessor of the premises in good condition and repair and with adequate snow removal so as to provide free and uninhibited access by emergency service vehicles.

11. Emergency Access Easements: The property owner/developer shall grant unto the City an access easement and public utility easement along the full width of the stem portion of the lot, permitting access to the City for emergency and service vehicles as well as inspection personnel.

12. Fire Protection For Flag Lot Units: All flag lots must be reviewed by the local fire protection agency for compliance with the International Fire Code (IFC), for emergency vehicle access requirements prior to subdivision approval and the issuance of a building permit. No primary residential structure may be located on a flag lot more than five hundred feet (500') from a public street. All measurements shall be taken from the edge of the public right of way along the centerline of the driveway or private access driveway to the nearest point of the primary structure.

Upon recommendation of the Fire Marshal and in conformance to the International Fire Code, as adopted, the Planning Commission may require one or more of the following conditions to be met as a condition for building permit approval:

a. An access road or driveway which meets the following standards:

(1) An asphalt or concrete surface capable of supporting the imposed load of fire apparatus weighing up to seventy five thousand (75,000) pounds (IFC D102.1) extended to within one hundred fifty feet (150') of all portions of the exterior walls of the first story of any building (IFC 503.1.1). If constructed of asphalt, the access road or driveway shall be a minimum of two and one-half inches (2 ½") of asphalt over a minimum of six inches (6") of compacted road base. If constructed of concrete, the access road or driveway shall have a minimum of five inches (5") of concrete over a compacted road base.

(2) Where such access road or driveway is adjacent to required fire hydrants, the width shall be increased to a minimum of twenty six feet (26')(IFC D103.1). Such required widths shall be unobstructed, including parking of vehicles, and shall have a minimum vertical clearance of thirteen and one-half feet (13 ½') (IFC 503.1.1).

(3) Reduction of the maximum grade allowed by this section for any access road or driveway.

(4) The construction of a turnaround approved by the fire marshal at a location recommended by the fire marshal (IFC 503.2.4).

(5) Each access road or driveway shall be identified and marked by the property owner to the satisfaction and approval of the fire marshal (IFC 503.3).

b. Water Line And Hydrants:

(1) Installation of one or more fire hydrants at the expense of the property owner and connected by a water line from the water main sized to meet the minimum fire flow

requirements required by the IFC (IFC 507.1). The hydrant(s) shall be located to the satisfaction and approval of the fire marshal and city engineer. Required fire hydrant(s) shall be located on all access roads or driveways within five feet (5') of the paved surface.

(2) If, in the opinion of the fire marshal, fire hydrants are vulnerable to vehicular damage, appropriate impact protection shall be required (IFC 507.5.6). No obstruction shall exist within a three foot (3') working area of each fire hydrant (IFC 507.5.5).

(3) Hydrant shutoff valves shall be located as per city specifications.

(4) The fire hydrant, water line and access road or driveway shall be located within a public utility easement of at least twenty feet (20') in width such that emergency and utility service vehicles and personnel have unimpeded access to the improvements.

13. In addition to the above minimum requirements, the Planning Commission may, as part of the conditional use permit or preliminary or final subdivision plat approval, impose additional conditions to mitigate impacts of the flag lot(s), such conditions include the following:

a. Fencing and screening requirements, including location, height, materials, colors, and landscaping;

b. Limitations on lot grading, cuts and fills, drainage, retaining wall construction, including location, materials, vegetation, and height;

c. Building envelope or setback restrictions;

d. Dwelling height; and

e. Vegetation and landscape requirements or restrictions; and

f. Other conditions, as warranted and permitted by law. (Ord. 07-12, 6-5-2007; amd. 2012 Code; Ord. 2021-08, 10-19-2021; Ord. 2022-03, 6-7-2022)

13-8-050: BLOCKS:

From 10-7-7 (K) (11)

A. Block Lengths: Block lengths shall be reasonable in total design to provide for convenient access and circulation for emergency vehicles. Blocks shall be a minimum of three hundred feet (300') with maximum length of seven hundred feet (700').

B. Midblock Pedestrian Access: Where blocks exceed six hundred feet (600’) in length, a dedicated walkway through the block at approximately the center of the block is required where feasible. Such walkways shall have an pedestrian easement not less than sixteen feet (16') in width. Walk improvements (paving or concrete) of not less than eight feet (8') in width shall be placed within the easement. The use of bollards or other similar mechanism shall be required to prevent the use of the walkway by passenger vehicles. Ownership and maintenance of walkways shall be the responsibility of the development’s homeowner association (HOA).

C. Width; Variation: The width of each block shall be sufficient for an ultimate layout of two (2) tiers of lots therein of a size required by the provisions of this title, unless the general layout of the vicinity, lines of ownership, topographical conditions or locations of arterial streets or freeways justify or make necessary a variation from this requirement.

13-8-060: STREETS:

10-7-7 (K) (4) TO 10-7-7 (K) (10)

A. Street Requirements:

1. The street layout shall conform to the general plan of the city.

2. Minor streets shall be laid out to discharge through traffic.

3. Stub streets shall be provided where needed to connect to adjacent undeveloped land, and new streets must be provided where needed to connect to existing stub streets in adjacent developments. Not more than six (6) lots shall front on a stub street, except where a temporary cul-de-sac turnaround is provided.

4. Intersections of minor streets with major collector streets shall be kept to the minimum.

5. Minimum right of way widths and pavement widths for public and private streets shall be provided in accordance with the City Standards and Specification Manual as adopted by the City Council for various categories of streets, but shall in no case be less than the following:

Street Category	Minimum ROW	Minimum Pavement Width
Minor arterial	80 feet	57 feet
Major collector street	66 feet	43 feet
Minor collector street	60 feet	37 feet
Local (minor) street	50 feet	27 feet

6. Minimum right of way and pavement widths for private streets within single or two-family developments shall be the same as for public streets of the same use category. Minimum right of way and pavement widths for townhome or other multi-family development may be reduced in accordance with the standards outlined in Section 13-6-010(H)(3) for Planned Unit Developments.

From 10-7-7 (K) (16)

7. Alleys: The Land Use Authority may approve service access to the interior of blocks where deemed to be in the public interest, in which case such alleys must be indicated in the preliminary design plans and on the final plat.

8. No half streets are permitted.

9. Dead end streets, including stub streets, shall be permitted only to provide future access to adjoining property, except for dead end street systems in cluster developments, such as planned unit developments and condominium developments, or when necessary due to topography, other natural environmental feature, or geologic hazard.

10. Streets which provide frontage and access for thirty (30) or more lots or dwelling units are required to have a minimum of two (2) separate means of egress.

11. The following standards apply to all temporary and permanent cul-de-sacs:

    a. Cul-de-sacs shall be terminated by a turnaround of not less than one hundred feet (100') in right of way diameter, and the face of curb or pavement edge radius shall be thirty eight and one-half feet (38 1/2') or more.

    b. Temporary cul-de-sacs shall be paved with a minimum of two inches (2") of hot mix asphalt.

    c. Permanent cul-de-sacs shall be paved with a minimum of three inches (3") of hot mix asphalt.

    d. Downhill cul-de-sacs are strongly discouraged and may only be allowed if it can be demonstrated that surface drainage and street grade will be controlled in a manner acceptable by the City Engineer. A surface overflow drainage outlet will be designed to protect adjacent properties in the event the curb face inlet(s) become obstructed or clogged.

    e. Cul-de-sac length shall be measured from the centerline of an intersecting street, excluding other cul-de-sacs, along the centerline of the cul-de-sac, to a point at the center of the closed end of the cul- de-sac.

    f. Residential zoning districts:

        (1) A cul-de-sac shall not serve more than twenty (20) lots or exceed six hundred feet (600') in length.

        (2) The Planning Commission may recommend a deviation from design standards to the City Council in the manner provided in Section 13-6-010(E) to increase to the maximum length of a cul-de-sac, up to one thousand feet (1,000') in total length, when the following conditions exist:

            (A) Physical conditions exist which preclude the ability to establish any other practical means of access. Such conditions may include: topography; environmentally sensitive areas such as wetlands, ponds, streams, rivers, or lakes; or manmade structures that cannot be altered, moved or relocated;

            (B) Construction of a through street will result in undesired cuts and fills or will damage natural terrain or drainage; or

            (C) Buildings or existing developments block access to the site, which would result in landlocked property or an inefficient development plan; and

(D) Such an exception has received a favorable recommendation from the South Davis Metro Fire District and the City's development review staff.

(3) Exceptions to cul-de-sac length may also be subject to the following as needed:

(A) Possible modified construction standards such as pavement width and cul-de-sac diameter, quantity of fire hydrants, placement of fire hydrants on alternating side of street, looped water lines, emergency egress routes or plans, drainage, pedestrian easements or other reasonable measures to ensure public safety.

g. Nonresidential zoning districts:

(1) A cul-de-sac shall not exceed six hundred feet (600') in length. Cul-de-sacs longer than six hundred feet (600') may be recommended by the Planning Commission and approved by the City Council if the development review staff recommends that such a cul-de- sac would better preserve the natural terrain and vegetation in the area or provide a superior street design or provide needed access to landlocked parcels.

(2) The Planning Commission may require public accessways from a cul-de-sac to provide safe circulation for pedestrians and bicyclists.

12. No more than four (4) streets shall enter an intersection.

13. Streets shall intersect at ninety degrees (90°), except where otherwise approved as necessary by the Planning Commission upon favorable recommendation of the City Engineer.

14. The centerlines of two (2) subordinate streets meeting a through street from opposite sides shall extend as a continuous line, or the centerlines shall be offset at least one hundred fifty feet (150').

15. Protection strips are not allowed adjacent to or on public streets and rights of way.

B. Street Names: The following principles shall govern street names in a subdivision:

1. Streets shall be numbered based on the adopted grid system wherever practical. Alphabetic names may be considered for streets of a meandering or diagonal nature or for other streets as specifically approved by the Land Use Authority.

2. All new street names must be reviewed with the County Recorder and the development review staff to avoid duplication or near duplication to any streets in the City or area that may lead to confusion of response by public safety agencies.

3. Each street which is a continuation of, or an approximate continuation of, any existing dedicated street shall be given the name of such existing street.

4. The words "Street", "Avenue", "Boulevard", "Place", "Way", "Court", or other designation of any street shall be spelled out in full on the plat. Any street name incorporating one of the terms used above shall conform to the established definition of that term. Any named street shall also have the proper numerical coordinate as approved by the City Engineer.

5. Street names shall not be permitted that contain a cardinal direction, such as north, south, east, or west, for example “South Bay Drive”.

6. Street names which reflect the history or character of the City are strongly encouraged.

C. Curvature And Alignment:

1. To ensure adequate sight distances, street roadway line connections shall be made by horizontal curves. The minimum centerline radii for minor streets shall be one hundred feet (100') and of all other streets shall be three hundred feet (300'). On collector streets, a minimum tangent of one hundred feet (100') shall be required between a curve and street intersection; a minimum tangent of one hundred feet (100') shall be required between reverse curves.

2. Vertical curves shall be used at all changes of grade exceeding one percent (1%) and shall be designed to provide minimum sight distances of two hundred feet (200') for minor streets and three hundred feet (300') for all other streets, except that vertical curves for major streets shall be as determined by the current specifications of the state department of transportation.

D. Construction Standards For Paved Roadways For Public and Private Streets: Minimum roadbed grading and paving for all street types shall be established within the City Standards and Specifications Manual approved by the City Council.

E. Street Grades: All street grades shall be designed as follows:

1. Streets shall be limited to a maximum grade of ten percent (10%).

2. Cul-de-sacs and streets which intersect with a collector or arterial shall terminate with a grade not to exceed three percent (3%) for the last twenty feet (20') of traveled surface. For roads with grades that exceed seven percent (7%), the distances may be enlarged as approved by the City Engineer.

3. A street intersection shall have a vertical alignment such that the grade shall not exceed three percent (3%) for a minimum distance of fifty feet (50') each way from the centerline of the intersection.

4. All changes that exceed one percent (1%) in vertical alignment shall be made by vertical curves with minimum length of fifty feet (50') for local (minor) streets and one hundred feet (100') for collector streets.

F. Sidewalks, Curbs And Gutters: Sidewalks, curbs and gutters shall be provided on both sides of all streets to be dedicated to the public. Private streets and private alleys shall provide for sidewalk and park strip at a minimum of one side of the street. Private alleys with dual rear access garages shall not be required to provide sidewalks and park strips. Sidewalks, curbs and gutters may be required by the City Engineer on existing streets bordering the development.

From 10-7-7 (K) (12)

G. Pedestrian Midblock Street Crosswalks: Where blocks exceed six hundred feet (600') in length, or where a dedicated walkway is required through the block , a midblock street crosswalk of not less than ten feet (10') in width may be required.

H. Study May Be Required: Where the potential impacts on the existing street systems are considered to be great, or in the case of unique circumstances concerning access, topography or street layout, a transportation planning/engineering study may be required.

I. Private streets shall not be permitted unless the Land Use Authority finds that the most logical development of the land requires that lots be created which are served by a private street or other means of access, and makes such findings in writing with the reasons stated therein. All private streets shall meet North Salt Lake development standards as it pertains to standard street intersections, typical cul-de-sac and standard roadway sections. This includes, but is not limited to, submittals, quality control, site preparation, grading, excavating, backfilling and compaction, base course, asphalt/concrete, curbs, gutters, drive aprons and walks, slurry sealing, restoration of existing improvements, storm drainage systems, boundary markers and survey monuments, geotextiles and concrete reinforcement. Land designated as public right of way shall be separate and distinct from lots adjoining such right of way and shall not be included in the area of such lots.

13-8-070: LANDSCAPING:

A. Special Treatment: Whenever, in the opinion of the City Engineer, the cuts and fills in a hillside subdivision are of sufficient size or visibility to demand special treatment, the developer shall be required to landscape such areas with suitable permanent plant materials and to provide for their maintenance.

B. Preservation: The subdivision shall be so designed as to either preserve, or provide for, the greatest amount of onsite vegetation.

C. Geologic Hazards Areas: Subdivisions subject to Title 10, Chapter 12, Sensitive Area District and Geologic Hazards shall comply with all provisions of that section and with the recommendations set forth in an approved Geologic Hazards Study with respect to landscaping and irrigation restrictions. Restrictions on landscaping and irrigation methods shall be required to be noted on the plat and within the development covenants recorded with the plat.

D. All landscaping shall be installed and maintained in accordance with Title 10, Chapter 22, Water Efficient Landscape Standards.

E. Landscape Design Standards for Highway 89 and Town Center:

1. The landscape design shall conform to the Town Center Master Plan and any urban design standards for the Town Center as adopted the City Council.

2. Fencing shall only be permitted to be constructed of decorative metal with masonry or other decorative pillars spaced no greater than 10 feet on center.

3. Pedestrian access shall be provided to street at convenient locations for pedestrian travel in both directions with a maximum separation distance of one hundred fifty (150') feet.

From 10-7-7 (K) (23)

F. Landscaping Design Standards For Redwood Road:

1. For development along the west side of Redwood Road, the following development standards are adopted:

a. The area behind the curb and gutter of Redwood Road and the property line shall include an area not less than twenty four feet (24') wide containing improved and irrigated landscaping and an eight foot (8') wide meandering asphalt multiuse trail. If any portion of the required twenty-four foot (24') landscaped area is outside the dedicated right of way, a public trail easement and street tree easement shall be dedicated to the City upon the recorded plat.

b. Within the twenty-four foot (24') wide area, trees shall be planted in accordance with the requirements of Title 7, Chapter 9, Community Forestry.

c. Residential developments along Redwood Road shall, in addition to complying with the requirements of chapter 11 of this title, may include fencing or a solid wall, as a buffer along the entire length of frontage along Redwood Road. The following restrictions shall apply:

(1) Any wall shall be constructed of masonry or other hard, permanent materials and shall be a sight obscuring wall with a combination of berms, rocks, and planted materials to lessen the visual impact of the wall. Any solid walls constructed pursuant to this subsection shall also be treated with an antigraffiti treatment approved by the City.

(2) Fencing material shall be of decorative metal and shall include masonry or other decorative pillars.

(3) Pedestrian access shall be provided to the Redwood Road Trail at convenient locations for pedestrian travel in both north and south directions with a maximum separation distance of one hundred fifty (150') feet.

2. For developments along the east side of Redwood Road, the same development standards apply except that there shall be a five foot (5') wide concrete sidewalk provided in lieu of an eight foot (8') wide meandering asphalt multiuse trail.

3. Landscape design shall conform to Title 10, Chapter 22, Water Efficient Landscape Standards.

13-8-080: UTILITIES AND EASEMENTS:

From 10-7-7 (K) (14) TO 10-7-7 (K) (15)

A. Utility easements shall follow rear and every other side lot lines whenever practical and shall have a minimum total width of sixteen feet (16') apportioned equally in abutting properties (8 feet each lot).

B. Front property line utility easements are required and shall have a minimum of ten feet (10').

C. Development perimeter easements shall be not less than eight feet (8') in width, extending throughout the peripheral area of the development.

D. All easements shall be designed so as to provide efficient installation of utilities or street plantings. Special guying easements at corners may be required if any existing utilities are overhead. Public utility installations shall be so located as to permit multiple installations within the easements. The developer shall establish final utility grades prior to utility installations.

E. The City Engineer may require additional easements, or increased width of easements, as necessary to provide for adequate utility service and/or drainage within the subdivision and to or from adjoining parcels.

F. Utilities To Be Underground: All utilities, including those existing overhead, shall be provided underground, unless the Planning Commission recommends a deviation from the design standards to the City Council in the manner provided in Section 13-6-010(E). The City Council shall review the application by the developer and recommendation of the Planning Commission and City Engineer to determine if the deviation shall be granted.

G. Utility easement width may be reduced as approved by the Planning Commission for lots within a Planned Unit Development with recommendation from the City Engineer.

13-8-090: WATERCOURSES: (new language)

The developer shall dedicate a right of way for storm drainage conforming substantially to the lines of any natural watercourse or channel, stream, creek, irrigation ditch or floodplain that enters or traverses the subdivision, as determined by Davis County flood control and/or the City Engineer. The developer shall also dedicate acceptable rights of way for any pipe, conduit, channel, and retention or detention area as approved by the City Engineer for flood control.

13-8-100: DEDICATIONS OF STREETS AND TRAILS:

From 10-7-7 (F)

A. Requirement: Maps and plats, when made, acknowledged, filed and recorded according to procedures specified in this section, operate as a dedication of all streets, trails and other public places, and vest the fee of those parcels of land in the City for the public for the uses named or intended in those maps or plats.

B. Nonliability For Unimproved Dedications: The dedication established by this section does not impose liability upon the City for streets, trails and other public places that are dedicated in this manner but unimproved.

13-8-110 RESTRICTIONS FOR SOLAR AND OTHER ENERGY DEVICES:

From 10-7-7 (J)

A. Regulations May Be Adopted: The City Council, in order to protect and ensure access to sunlight for solar energy devices, may adopt regulations governing legislative subdivision development plans that relate to the use of restrictive covenants of solar easements, height restrictions, side yard and setback requirements, street and building orientation and width requirements, height and location

of vegetation in respect to property boundary lines, and other permissible forms of land use controls.

B. Refusal To Approve: The Land Use Authority may refuse to approve or renew any plat or subdivision plan, or dedication of any street or other ground, if the deed restrictions, covenants or similar binding agreements running with the land for the lots or parcels covered by the plat of subdivision prohibit or have the effect of prohibiting reasonably sited and designed solar collectors, or other energy devices based on renewable resources from being installed on buildings erected on lots or parcels covered by the plat or subdivision.

13-8-120: MAIL DELIVERY BOXES: (new language)

Provision for the permanent placement of mail delivery boxes shall be made as follows:

A. For subdivisions containing eight (8) or more lots, cluster mailboxes shall be installed at designated locations within the subdivision as shown on the final plat and in accordance with the standards and specifications of the U.S. Postal Service. The requirement for cluster mailboxes may be waived if the developer presents the City with a letter from the U.S. Postal Service authorizing individual mailboxes.

B. Preferred locations: Common area with available off street parking shall be utilized for cluster mailboxes where feasible.

C. Cluster mailboxes shall not be located on collector roads or adjacent to streets where parking is prohibited due to pavement width.

CHAPTER 9: ESSENTIAL IMPROVEMENTS

13-9-010: DESIGN STANDARDS & SPECIFICATION MANUAL:
13-9-020: REQUIRED IMPROVEMENTS:
13-9-030: CURB, GUTTER, SIDEWALK AND ASPHALT PAVING:
13-9-040: STORM DRAINAGE:
13-9-050: UNDERGROUND UTILITIES AND SANITARY SEWER:
13-9-060: CULINARY WATER:
13-9-070: FENCING OR PIPING OF HAZARDS:
13-9-080: MONUMENTS:
13-9-090: COMPLETION:
13-9-100: PAYBACK AGREEMENTS FOR IMPROVEMENTS:

(New language)

13-9-010: DESIGN STANDARDS & SPECIFICATIONS MANUAL:

A. Preparation: The City Engineer and public works department shall prepare and recommend to the City Council for adoption by resolution or ordinance the Design Standards & Specifications Manual for the design, construction, specifications, and inspection of essential infrastructure, whether publicly dedicated or privately owned. The manual shall include street and trail improvements, street trees, water distribution systems, storm drainage, flood control facilities, and other specifications as deemed necessary. The design standards shall be prepared in cooperation and coordination with the South Davis Sewer District, South Davis Metro Fire Agency, and any private special service district or water company providing service within the City.

B. The developer shall provide evidence of design approval from any such outside agencies, prior to final plat approval. Additional design standards prepared by private utilities shall be the responsibility of the individual agency. All such standards for design and construction of essential infrastructure improvements and amendments thereto shall be approved and adopted by the City Council before becoming effective. All developers shall comply with the approved standards required herein.

C. Streets, Blocks, Etc.: The design of the subdivision in relation to streets, blocks, lots, open spaces, and other design factors shall be in harmony with design standards recommended by the Planning Commission and other City staff and approved by the City Council.

13-9-020: REQUIRED IMPROVEMENTS:

A. Scope Of Requirements: The developer shall improve, or agree to improve, all streets, pedestrian ways or easements in the subdivision and on streets which abut, or serve as access to, the subdivision. Permanent improvement work shall not commence until improvement plans and profiles have been approved by the City and, if applicable, an improvement agreement, including security bond, has been executed between the developer and the City as specified in this title.

B. Roadway Surface Treatment: It shall be required, as part of the public street improvements, that the developer deposit with the City sufficient sums to provide an appropriate roadway surface treatment for the streets, such as a slurry seal, chip seal, or mineral bond, as required by the City Engineer based on road type. The City shall install the surface treatment at the end of the warranty period and in conjunction with other City street preservation projects. The developer shall be responsible for the placement of the appropriate roadways surface treatment for all private streets within the development, upon the prior to the expiration of the warranty period.

C. Street Signs: The developer shall install all street signs and regulatory signs which the City determines are required for the subdivision.

D. Installation; Inspection: Improvements shall be installed to permanent line and grade to the satisfaction of the City and in accordance with the standard specifications adopted by the City Council. Cost of inspection shall be paid by the developer as outlined in the consolidated fee schedule.

E. Non-responsibility Of City: Notwithstanding the fact that the land on which the improvements will be located is dedicated at the time of the recording of a plat, the City shall not be responsible for the improvements, their construction or maintenance, until the warranty period specified in the bond agreement has expired, the improvements have been inspected, and the City certifies that they meet City standards.

13-9-030: CURB, GUTTER, SIDEWALK AND ASPHALT PAVING:

High back curbs, gutters, sidewalks and asphalt paving shall be provided in front of all commercial and residential lots. High back curb, gutter and paving shall be required on all industrial property. At the discretion of the Planning Commission, sidewalks may also be required for industrial property.

13-9-040: STORM DRAINAGE:

From 10-7-7 (L)

A. Required Systems: Complete drainage systems for the entire development area shall be designed by a professional engineer, licensed in the state and qualified to perform such work, and shall be shown graphically. All existing drainage features which are to be incorporated in the design shall be so identified. If the final plat is to be presented in sections, a general drainage plan for the entire area shall be presented with the first section, and appropriate development stages for the drainage system for each section indicated. All drainage systems shall be designed for retention of the 80th percentile storm precipitation in accordance with the adopted Standards and Specifications Manual, as well as any other regulations adopted by the State of Utah, Department of Environmental Quality (DEQ).

B. Design: The drainage systems shall be designed with:

1. Adequate Drainage: Ensure adequate drainage of all low points.

2. Designated Floodplain Regulations: Ensure applications of the following regulations regarding development in designated floodplains:

a. Construction of buildings shall not be permitted in a designated floodway with a return frequency more often than a 100-year storm.

b. Building construction may occur in that portion of the designated floodplain, as designated by FEMA, where the return frequency is between a 100-year and a maximum probable storm provided all usable floor space is constructed above the designated maximum probable flood level.

c. Where flow velocities in a floodplain are generally determined to be under five feet (5') per second and maximum flood depth will not exceed three feet (3'), such uses as cultivated agriculture, nurseries, parks and recreation facilities and accessory parking may be permitted.

d. Any use of land is prohibited where flooding would create a public health hazard or problem. This includes shallow wells, noncased deep wells, sanitary landfills, septic tanks and on lot sewage disposal systems, water treatment plants, and also sewage disposal systems not completely protected from inundation.

e. Any contemplated floodplain encroachment or channeling shall be thoroughly analyzed and its effect on stream flow determined before such encroachment is undertaken. Any construction, dumping and filling operations in a designated floodway constitute an encroachment and must be approved by the Army Corps of Engineers, the Floodplain Manager and the City Engineer before accomplishment.

f. No lot one acre or less in area shall include any portion of a 100-year floodplain when computing the size of the lot. All lots containing more than one acre shall contain not less than forty thousand (40,000) square feet of land which is at an elevation at least two feet (2') above the elevation of the 100-year recurrence interval flood, or, where such data is not available, five feet (5') above the elevation of the maximum flood of record.

3. Drainage Basin: The drainage basin as a whole shall accommodate not only runoff from the development area but also, where applicable, the system shall be designed to accommodate the runoff from those areas adjacent to and “upstream” from the development itself, as well as its effects on lands downstream. Basins by which the developer proposes to handle stormwater drainage shall be designed for an event with a ten (10) year return period for all storm drain pipe, and for an event with a one hundred (100) year return period for all storm drain detention basins. The calculation must size the detention basin, size the orifice plate and determine the amount of flow which can be released (the release rate can be 0.2 cfs/acre).

4. Surface Drainage Structures: All proposed surface drainage structures shall be indicated on the plans.

5. Construction Materials And Elevations: All appropriate designs, details and dimensions needed to clearly explain proposed construction materials and elevations shall be included in the drainage plans.

6. Permits: All necessary permits shall be obtained from applicable local, state and federal agencies (i.e., state engineer, U.S. army corps of engineers, state division of health, etc.).

7. Low Impact Development (LID):

   a. All development and redevelopment that warrants compliance with the Utah General Construction Permit (UGCP) regulation must include an LID analysis that meets the objective of mirroring the predevelopment hydrology and meets the objective of retaining on site. Detention basins shall retain the required 24-hour storm equivalent, as required under the Utah Pollutant Discharge Elimination System (UPDES) general discharge permit.

   b. Low impact development (LID) is an approach to land development that uses various land planning and design practices and technologies to simultaneously conserve and protect natural resource systems and reduce infrastructure costs. LID still allows land to be developed, but in a cost effective manner that helps mitigate potential environmental impacts.

   c. As part of the City of North Salt Lake permit, the City requires use of an LID approach, which includes the implementation of structural BMPs, where practicable, that infiltrate, evapotranspire or harvest and use stormwater for the site to protect water quality.

   d. All development or redevelopment that warrants compliance with the Utah general construction permit (UGCP) regulation must include an LID analysis that meets the objective of mirroring the predevelopment hydrology and meets the objective of retaining on site, with no discharge, the 0.6-inch, 24-hour rainfall event. Groundwater recharge may be considered to meet the onsite retainage requirement, where applicable and feasible. If meeting the retention standard is technically infeasible, a rationale shall be provided on a case by case basis for the use of an alternative design criteria.

   e. No LID limits are defined except designs must not negatively impact surrounding properties. The LID analysis must identify LID options considered and list the reasons why it will be incorporated or why the considered LIDs are not practical for the site use or conditions. Submit a report with stormwater calculations that summarizes the analysis and results.

   f. Suggested and preferred LIDs are outlined in the City's "Stormwater Best Management Practices Handbook".

8. Postconstruction Stormwater Maintenance Plan And Agreement:

   a. The purpose of the postconstruction stormwater maintenance plan and agreement is to control stormwater runoff and reduce pollutants in stormwater runoff after construction is complete and the developed site is in operation. This is achieved by accomplishing the following:

      (1) Controlling erosion.

      (2) Controlling discharge of sediment into stormwater drainage facilities or off site.

(3) Preventing illicit discharges into on site soils, storm drainage facilities or off site.

(4) Prevention of debris and garbage from entering the stormwater system.

b. A postconstruction stormwater maintenance plan must be prepared and submitted with the plans for approval for all privately owned or maintained facilities that warrant compliance with the UGCP regulation. The plan shall be contained on a plan sheet of its own, rather than being a part of another plan sheet, and is to contain at least the following:

(1) The site plan, including vicinity map, proposed contours, permanent stormwater features, and landscaping.

(2) BMPs to accomplish the purpose of the plan. Examples of appropriate BMPs may include those addressing operation and maintenance of storm drainage quality control facilities, operation and maintenance of stormwater discharge control facilities, maintenance of landscaping, good housekeeping practices, etc.

(3) Showing the following for each BMP specified:

(A) Location and extent of specified BMPs, as appropriate.

(B) Detailed schedule of execution for each specified BMP, in terms of starting time, duration, frequency, etc., as appropriate.

(C) Any information in addition to or different from that shown on the BMP fact sheets as necessary to employ the BMPs on the site.

c. The owner of development that warrants compliance with the UGCP regulation must submit a signed stormwater maintenance agreement using the City of North Salt Lake agreement template. The postconstruction maintenance agreement needs to be recorded at the Davis County recorder's office. (Ord. 93-5, 7-6-1993, eff. 7-15-1993; amd. 2012 Code; Ord. 2012-04, 2-7-2012; Ord. 2012-07, 4-30-2012; Ord. 2014-01, 1-7-2014; Ord. 2016-06, 5-17-2016; Ord. 2016-12, 8-16-2016; Ord. 2019-11, 9-17-2019; Ord. 2022-03, 6-7-2022)

From 10-7-7 (K) (17) TO (18)

13-9-050: UNDERGROUND UTILITIES AND SANITARY SEWER:

A. Utilities, Sewers, Drains: All underground utilities, sanitary sewers and storm drains installed in streets or alleys should be constructed prior to the surfacing of such streets or alleys. Connections for all underground utilities, water lines, pressure irrigation lines, and sanitary sewers for each lot should be laid to a point which will eliminate the necessity for disturbing the street or alley improvements, when service connections thereto are made.

B. Wires, Cables: All telephone, electric power, cable television or other wires or cables shall be placed underground. Equipment appurtenant to the underground facilities, such as surface mounted transformers, pedestal mounted terminal boxes and meter cabinets and concealed ducts may be above ground. The developer shall make all necessary arrangements with the utilities involved for the installation of the underground facilities.

C. Sanitary Sewage Disposal; General Requirements:

1. The developer shall provide, or have provided, a piped sanitary sewerage system to the boundary line of the development. Every lot in the development shall be provided a lateral, which shall be extended from the main line to a minimum of five feet (5') behind the property line. The sewerage system shall meet the minimum standards and requirements of the City, the South Davis Sewer District and the regulating health department. The approval of South Davis Sewer District shall be required prior to the City Engineer signing the Final Plat.

2. In all, sanitary disposal facilities for sewage shall be provided for every lot or parcel by a complete community or public sanitary system. All sewer mains shall be a minimum of eight inches (8") in diameter.

D. Test Procedures: Test of sanitary sewer mains, laterals and house connections shall be conducted in accordance with local and state health requirements.

From 10-7-7 (K) (19) TO (21)

13-9-060: WATER:

A. Water In Sufficient Quantity To Be Obligation Of Developer:

1. The procurement of water, whether by purchase of water rights, water shares, exchange or service agreement, shall be the responsibility of the developer; and the water shall be provided for the use of the development in an amount sufficient to meet minimum flows of two hundred fifty (250) gallons per person, per day, plus outside irrigation and minimum static pressures of fifty (50) pounds per square inch (psi), unless it can be proved to the City Engineer that a lesser amount is adequate.

2. However, in no event shall the quantity of water provided by the developer be less than that required to meet fire flow standards as established by the fire department and the city council, and the City shall be given first right of refusal to purchase any excess water formerly used on the land.

B. Culinary Water System: The culinary water delivery system shall extend to the boundary line of the development. Every lot shall be provided a lateral, which shall be extended from the main line to a minimum of five feet (5') behind the property line. All laterals shall be capable of delivering the flows and pressures as required. All water mains shall be a minimum of eight inches (8") in diameter.

C. Water mains and fire hydrants connecting to the water system owned by the City shall be installed as approved by the City. Mains and individual lot services shall be of sufficient size to furnish an adequate water supply for each lot or parcel in the subdivision and to provide adequate fire protection as determined by the Fire Marshal and as required under any applicable law, rule or regulation.

D. Irrigation Systems (Including Drainage Facilities):

1. Where an existing irrigation system consisting of open ditches is located on or adjacent to or within one hundred feet (100') of a proposed development, complete plans for relocation, piping, covering or other safety precautions shall be submitted with an application for preliminary approval of a plat.

2. In all developments in which the smallest lot is less than one acre, all irrigation systems shall be underground.

3. All pressure irrigation systems in or within one hundred feet (100') of a proposed development shall be identified and otherwise color coded as to pipe and valve color to meet state standards and regulations.

(New Language)

13-9-070: FENCING OR PIPING OF HAZARDS:

A. Requirements: The developer shall install a six foot (6') non-climbable chain link fence along all canals, waterways, non-access streets, open reservoirs or bodies of water, railroad rights of way, property in agricultural use or zoned for agricultural use and other such features of potentially hazardous nature which are on, cross or are contiguous to, the property being subdivided, except on those features which the City Engineer shall determine would not be a hazard to life, or where the fence itself would create a hazard to the safety of the public. Fences required by this section shall comply with construction standards established by the City.

B. Irrigation Ditches: All irrigation ditches shall be piped, unless this requirement is waived by the Planning Commission.

13-9-080: MONUMENTS:

Permanent monuments shall be furnished, accurately established, and set by the developer at such points as are necessary to definitely establish all lines of the plat except those defining rear property corners of individual lots which will be semi-permanent.

13-9-090: COMPLETION:

A complete improvement plan "as built" shall be filed with the City upon completion of said improvements. The "as built" plans shall be drawn on reproducible copies of the original tracings and certified as to accuracy and completeness by the developer's licensed engineer. A electronic CAD submittal of “as builts” shall also be submitted prior to final acceptance of the essential improvements.

13-9-100: PAYBACK AGREEMENTS FOR IMPROVEMENTS:

A. Scope Of Agreement: A payback agreement entered into between the City and the developer who installs the improvements or facilities for water, storm sewer or roads is authorized, where the improvements installed are intended to extend, expand or improve the City's water system, storm sewers or roads beyond the improvements required to service or benefit the subdivision or development proposed by the developer. Such payback agreements shall be for project improvements and not system improvements as defined in the Utah impact fees act. The payback

agreement is not mandatory, but may be used at the option of the City Manager, upon approval of the payback agreement by the City Council. The amount of the payback to the developer shall be determined by the City Council after receiving a recommendation from the City Engineer after considering the improvements or facilities required or benefiting developer's development, and those facilities or improvements that are specifically oversized to provide for future development of adjacent projects.

B. Non-liability Of City: The City shall, in all cases, be immune and not liable for any payments to the developer if the payback agreement is determined to be unenforceable. The payback agreement shall not confer a benefit upon any third party and shall be in a form approved by the City Council. The responsibility for payment of the required improvements or facilities shall rest entirely with the developer. The City shall not be responsible for collection of amounts from third parties.

NORTH SALT LAKE ENGINEERING

10 East Center Street
North Salt Lake, Utah
84054
(801) 335-8722
karynb@nslcity.org

BRIAN J. HORROCKS
Mayor

KARYN BAXTER, PE
City Engineer

MEMORANDUM

TO: Honorable Mayor & City Council

FROM: Karyn Baxter, City Engineer

DATE: January 16, 2024

SUBJECT: Consideration of Resolution 2024-02R adopting the City of North Salt Lake Storm Water Design Manual

RECOMMENDATION

Staff recommends the City Council approve Resolution 2024-02R, adopting the City of North Salt Lake Storm Water Design Manual.

BACKGROUND

Storm water design requirements currently exist in the City Code for North Salt Lake in both Chapters 8 and 10. There are specific requirements for all new development, redevelopment, and existing businesses. Most residential areas of the City have storm water controls that are built as part of the overall subdivision, with detention basins and storm water conveyance systems that are owned and maintained by the City.

Storm water infrastructure is typically designed by consulting engineers working for owners or developers, and then reviewed by the Engineering Department for accuracy and compliance with City Code, as well as state regulations. Some businesses and industrial areas in the City were built prior to storm water regulations that limit the discharge of water, and more recent changes to state regulations have impacted the method by which these calculations are done.

REVIEW

The City storm water system basins and pipes are designed for a controlled rate of discharge rate from private properties. When a storm event occurs, the intensity of the storm peaks for the first ten minutes of the storm, then reduces over time. The basic principle behind storm water design has historically been to collect the water during this peak storm event window and release it at a controlled rate until all the water has been released. When rainfall is contributing more water than is being released, the basin fills. As the intensity of the rain event subsides, the water continues to be released at the same controlled rate and does not overwhelm the storm drain distribution system.

New requirements for storm drain calculations have been mandated since 2021 by changes to the Utah Pollutant Discharge Elimination System (UPDES) Permit. These changes were introduced in 2020 and

require that a certain volume of water be retained on site. The 80th Percentile Storm Event is basically the volume of water not exceeded in 80% of all runoff producing rainfall storm events. This volume of water must be retained under the state permit, and only water that exceeds that calculated volume may be released to the storm water system. In areas with very high groundwater or very low percolation rates, the requirement is to retain whatever volume is technically feasible, with detention and controlled release for the excess volume.

As there are small variations in historical data, rainfall intensity curves, and different methods for completing hydrology calculations, a Storm Water Design Manual has been created. This manual includes the location-specific data for North Salt Lake, as well as the calculation steps used to determine the required volume for storm water retention or detention. This will both increase the uniformity of storm water calculations and simplify the method of providing these design requirements to the consulting engineers working for property owners and developers in the City.

POSSIBLE MOTION

I move the City Council approve Resolution 2024-02R: A Resolution Adopting the City's Storm Water Design Manual.

Attachments:

1) Resolution 2024-02R
2) City of North Salt Lake Storm Water Design Manual

RESOLUTION NO. 2024-02R

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF NORTH SALT LAKE ADOPTING THE NORTH SALT LAKE STORM WATER DESIGN MANUAL

WHEREAS, the City desires to ensure compliance with local and state regulations for storm water control under existing City Ordinances and the Utah Pollution Discharge Elimination System (UPDES); and

WHEREAS, the City desires to simplify the submittal and review process for new development and redevelopment by providing uniform hydrology data and calculations; and

WHEREAS, this document was created to guide developers, property owners, and engineers in hydrology calculations for stormwater design and will apply to all new development moving forward; and

WHEREAS, technical revisions and corrections to the manual may be completed from time to time, as needed, to maintain consistency with industry standards and the UPDES Program.

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the City of North Salt Lake that:

Section 1. The City of North Salt Lake Storm Water Design Manual is hereby adopted, as set forth in the attached Exhibit A.

Section 2. Effective Date. This Resolution shall become effective immediately upon passage.

APPROVED AND ADOPTED by the City Council of the City of North Salt Lake this 16th day of January, 2024.

CITY OF NORTH SALT LAKE
By:

_____
BRIAN J. HORROCKS
Mayor

ATTEST:

_____
WENDY PAGE
City Recorder

City Council Vote as Recorded:

Council Member Watts Baskin	_____
Council Member Clayton	_____
Council Member Jackson	_____
Council Member Knowlton	_____
Council Member Van Langeveld	_____

EXHIBIT A

The City of North Salt Lake

STORM WATER DESIGN MANUAL

January 2024

CHAPTER 1 REGULATIONS

The federal, state, and local regulations shall be followed for all stormwater discharge and design. This
chapter provides general information on related federal and state laws and regulations, and North Salt Lake City Ordinances. This chapter is informational only. Users of this manual shall verify and comply with all applicable laws and regulations.

1.1 Federal Laws and Regulations

EPA created the National Pollutant Discharge Elimination System (NPDES) in 1972 under the Clean Water Act. The NPDES permit program allows state governments to perform permitting, administrative, and enforcement aspects of this program. Refer to https://www.epa.gov/npdes for the latest information.

1.2 The State of Utah MS4 Permit

The MS4 permit is one of the sources that is regulated by the Utah Pollutant Discharge Elimination System (UPDES) which is the Utah version of the federal NPDES regulations. For the latest information, please refer to https://deq.utah.gov/waterquality/storm-water-permits-updes-permits.

1.3 North Salt Lake City Ordinances and Storm Water Management Plans

The City of North Salt Lake implemented ordinances for storm water management as described in Title 8 Chapter 5, with additional development guidance in Title 10 Chapter 20 regarding requirements for development and redevelopment. The City has implemented a Storm Water Management Plan (SWMP) to minimize adverse impacts of storm water discharges, and all site plans or subdivision design are reviewed for compliance with current local and state rules and regulations.

CHAPTER 2 SUBMITTAL REQUIREMENTS

The storm water related submittals shall be in compliance with Federal, State, and City

regulations/ordinances. Additional plans, reports, and memos may also be required by the Community

Development Department, Engineering Department, or Public Works Stormwater Division.

2.1 General Submission Requirements for Drainage Plan Submittals

1. Site Plan
2. Grading Plan
3. Drainage Plan with Hydrology Calculations
4. Storm Water Pollution Prevention Plan (SWPPP) including Best Management Practices (BMPs)
5. Geotechnical Report (where required)
6. Post Construction (Design, performance, selection of BMPs, and maintenance requirements)
7. Other items listed on the application checklist

2.2 Special Requirements (indent this section)

1. For developments that disturb land greater than or equal to one acre, including projects that are part of a larger common plan of development or sale which collectively disturbs land greater than or equal to one acre, a full SWPPP including Notice of Intent (NOI) shall be submitted. Otherwise, general BMPs shall be submitted for review.
2. Infiltration rate shall be highlighted in the geotechnical report for onsite retention systems.
3. Pre-construction meetings are required, to discuss the SWPPP and any Post Construction BMPs.

CHAPTER 3 NEW DEVELOPMENT HYDROLOGY CALCULATIONS

For new development, the new MS4 permit requires the 80th percentile storm precipitation for the total disturbed area if project limit threshold is met. Refer to Figure 3-1 Design Process Flowchart for New Development.

3.1 80th Percentile Volume

1. Calculated 80th Percentile Precipitation Depth, d_{80} in North Salt Lake

   80th Percentile: **0.53 inches** for areas above Highway 89,

   0.46 inches for areas below HWY 89

2. Calculation Steps:
   a. Long-term daily rainfall data was obtained from National Oceanic and Atmospheric Administration (NOAA): https://www.ncdc.noaa.gov/cdoweb/datatools/selectlocation.
   b. North Salt Lake City data was selected and downloaded in .csv
   c. Data was sorted "low to high"
   d. Small precipitation events (< 0.1 inch) were deleted
   e. 80th Percentile Precipitation Depth was calculated

3.2 Calculations

1. Imperviousness

$$\%\ \text{Project Impervious Area} = \frac{\text{Post Development Impervious Area}}{\text{Disturbance Limits}}$$

$$\%\ \text{BMP Impervious Area} = \frac{\text{Post Development Impervious Area within BMP Drainage}}{\text{BMP Drainage Area}}$$

2. Volumetric Runoff Coefficient

$$R_v = \frac{VR}{V_P}$$

Where,

R_V – Volumetric Runoff Coefficient
V_R – Measured Runoff Volume, cf
V_P – Total Precipitation Volume, cf

$$\mathrm{Vp} = \frac{d80}{12}$$

d_{80} – 80th Percentile Precipitation Depth, in
A – Parcel Area, sf

In this section, i represents the percent of impervious parcel area, in decimal format.
Reese Method

$$R_V = 0.91 \cdot i - 0.0204$$

NRCS Hydrological Soil Group Method

Table 3-1 NRCS Volumetric Runoff Coefficient

NRCS Soil Group	**A**	**B**	**C/D**
Equation	$R_y = 0.84*i^{1.302}$	$R_y = 0.84*i^{1.169}$	$R_y = 0.84*i^{1.122}$

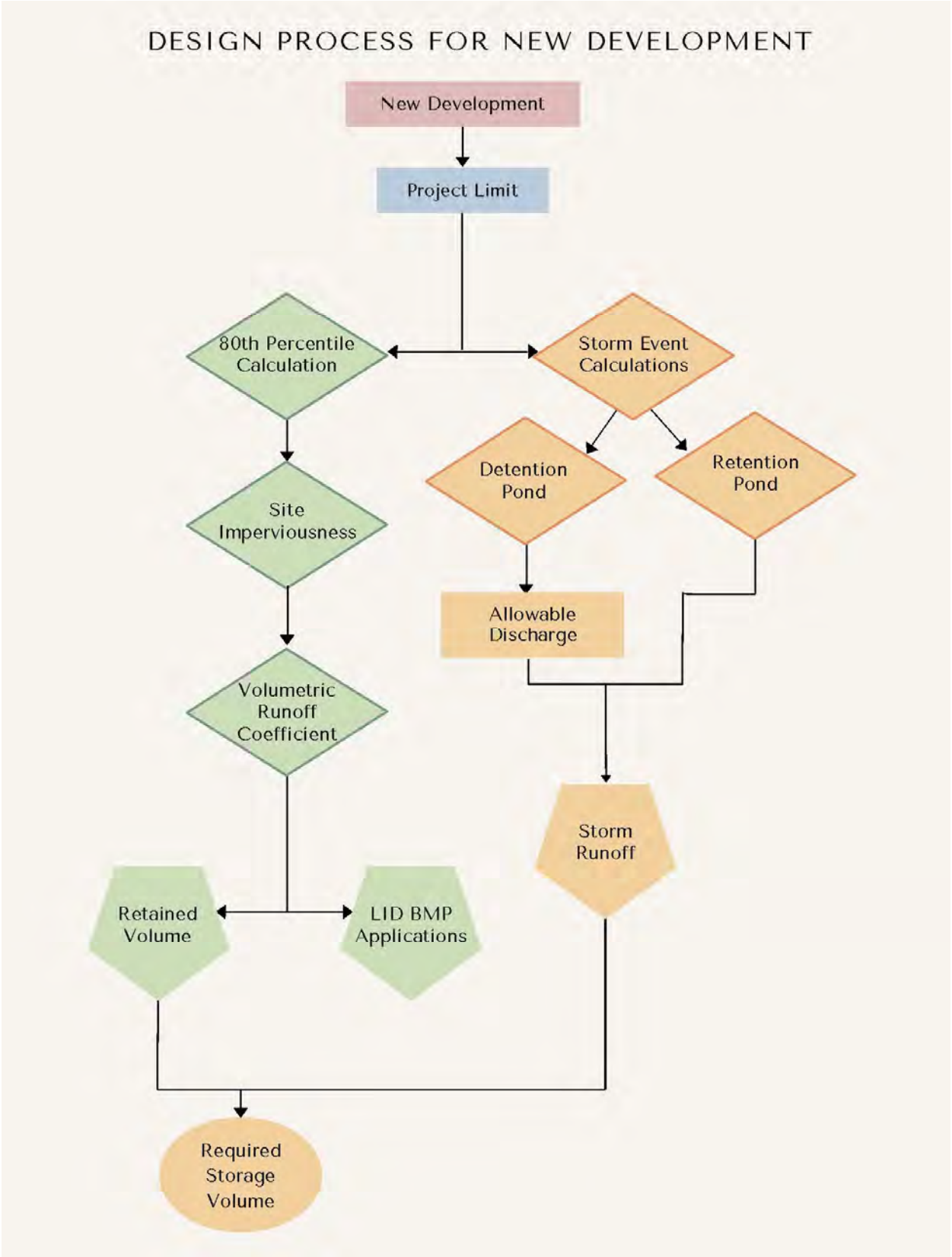
3. 80th Percentile Volume

$$V_{80} = R_v * d_{80} * A$$

Where,

V_{80} = 80th Percentile Volume, cf
d_{80}= 80th Percentile Precipitation Depth, ft

Figure 3-1 Design Process Flowchart for New Development



CHAPTER 4 RE-DEVELOPMENT HYDROLOGY CACULATIONS

If a redevelopment project results in an increase of imperviousness 5,000 square feet or more, the project shall manage rainfall on-site, and prevent the off-site discharge of the net increase in the volume associated with the precipitation from all rainfall events less than or equal to the 80th percentile rainfall event. Refer to Figure 4-1 Design Flowchart for Re-Development.

If the site being redeveloped does not have existing onsite detention/retention, the entire site may be required to come into compliance with current standards as outlined in Chapter 3 for New Development. If existing impervious areas are to be undisturbed, a phased stormwater control plan may be considered to allow for additional improvements to be made during future parking lot resurfacing or similar activities.

4.1 80th Percentile Volume

1. Percentile Precipitation Depth

   80th Percentile: **0.53 inches** for areas above Highway 89, and **0.46 inches** for areas below HWY 89

2. Calculation Steps:

   a. Long-term daily rainfall data was obtained from National Oceanic and Atmospheric Administration (NOAA): https://www.ncdc.noaa.gov/cdoweb/datatools/selectlocation.

   b. North Salt Lake City data was selected and downloaded in .csv

   c. Data was sorted “low to high”

   d. Small precipitation events (< 0.1 inch) were deleted

   e. 80th Percentile Precipitation Depth was calculated for the east and west sides of the city, being split by Highway 89.

4.2 Calculations

1. Imperviousness

$$\%\ Existing\ Impervious\ Area = \frac{Existing\ Impervious\ Area}{Parcel\ Area}$$

$$\%\ \text{Redevelopment Impervious Area} = \frac{New\ Impervious\ Area + Existing\ Impervious\ Area}{\text{Parcel Area}}$$

$$\% \, Increase = \frac{\% \, Redevelopment \, Impervious \, Area - \% \, Existing \, Impervious \, Area}{\% \, Existing \, Impervious \, Area}$$

1. Volumetric Runoff Coefficient

$$R_v = V_R / V_P$$

Where,

R_v - Volumetric Runoff Coefficient

V_R — Measured Runoff Volume, cf

V_P — Total Precipitation Volume, cf

$$Vp = \frac{d80 * A}{12}$$

d_{80} – 80th Percentile Precipitation Depth, in

A – Parcel Area, sf

In this section, I represents the percent of impervious parcel area, in decimal format.

Reese Method

$$Rv = 0.91 * I - 0.0204$$

NRCS Hydrological Soil Group Method

Table 4-1 NRCS Volumetric Runoff Coefficient

NRCS Soil Group	**A**	**B**	**C/D**
Equation	$R_y = 0.84 * i^{1.302}$	$R_y = 0.84 * i^{1.169}$	$R_y = 0.84 * i^{1.122}$

2. 80th Percentile Volume

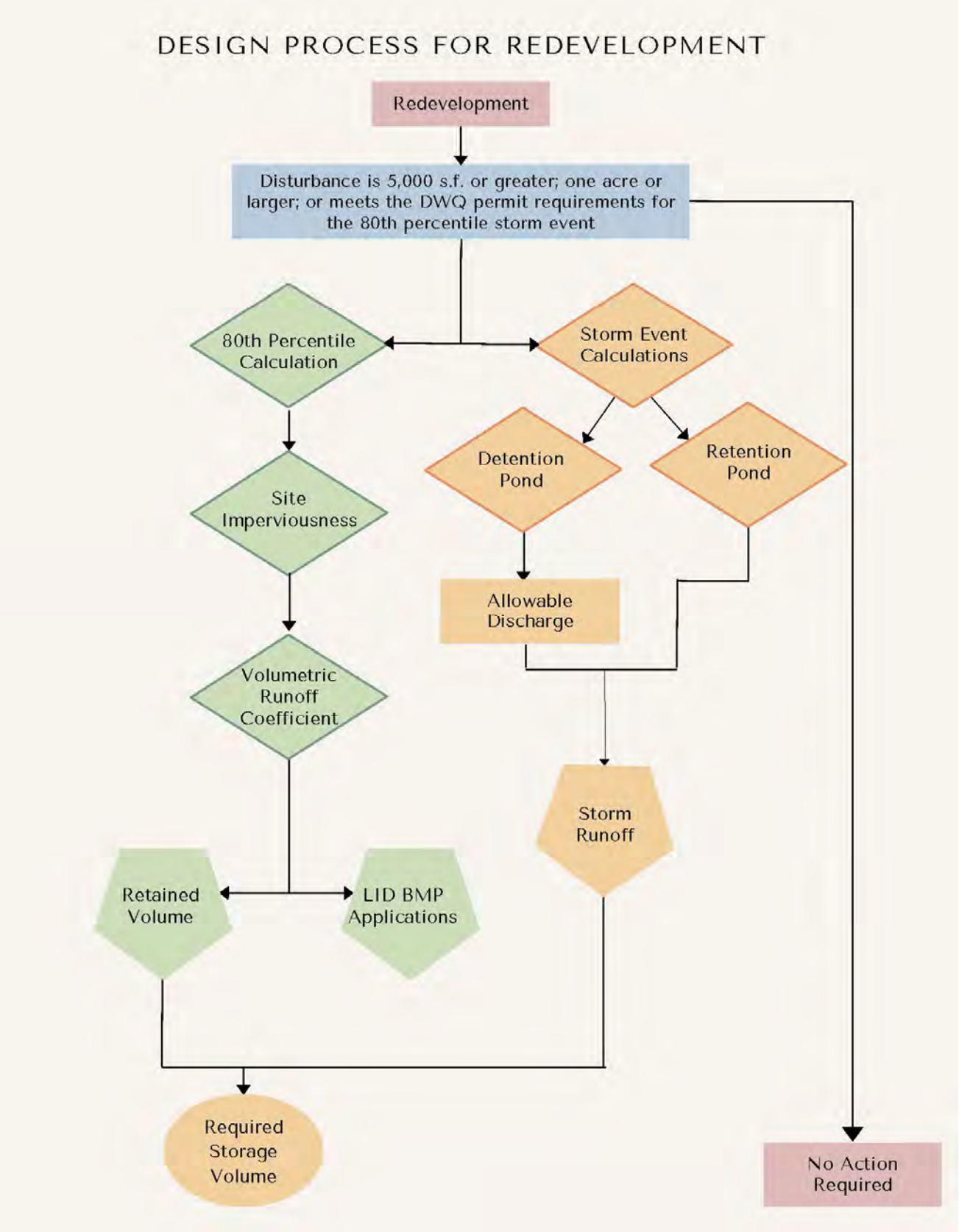
$$V_{80} = R_v * d_{80} * A$$

Where,

V_{80} = 80th Percentile Volume, cf

d_{80} = 80th Percentile Precipitation Depth, ft

Figure 4-1 Design Flowchart for Re-Development



CHAPTER 5 HYDROLOGY DESIGN

5.1 Methods

The City of North Salt Lake allows Rational Method and SCS Curve Number Method (NRCS TR-55 Hydrology Design Method) for the design of hydrology system.

5.2 Storm Event

The City of North Salt Lake requires 100-year 24-hour storm event for the new development or redevelopment hydrology calculations. For roadway hydrology design, refer to CHAPTER 6.

Table 5-1 North Salt Lake City 24-hr Storm Event Intensity Rate

Interval (min)	Intensity Rate (in/hr)			
	10-year*	25-year*	50-year*	100-year
5	3.30	4.38	5.15	5.75
15	2.08	2.75	3.39	4.14
30	1.40	1.85	2.28	2.78
60	0.865	1.15	1.41	1.72
120	0.514	0.666	0.805	0.972
180	0.375	0.472	0.560	0.667
720	0.230	0.277	0.316	0.363
1440	0.142	0.170	0.193	0.217

* For roadway drainage design use only

5.3 Allowable Discharge

The City of North Salt Lake allows 0.2 cfs/acre discharge to City storm drain system.

5.4 Rational Method Calculation

1. Rational Equation

$$Q = C \cdot I \cdot A$$

Where,

Q – Peak flow (ft3/s);
C – Run-off coefficient (Table 5-2);
$C_{weighted} = \sum C_i \cdot A_i / A_t$
I – Storm intensity (in/hr), from *Table 5-1*;
A – Drainage Area (acres).

Run-off coefficient:

Table 5-2 Runoff Coefficient

	Runoff Coefficent, C
Hardscape, parking	0.90
Buildings	0.85
Landscape	0.15

5.5 NRCS Curve Number Method

$$Q = \frac{(P - 0.2 * S)^2}{(\mathrm{P} + 0.8 * \mathrm{S})}$$

$$S = \frac{1000}{\mathrm{CN}} - 10$$

Where Q, P, S typically units of inches.

Where,

Q – Run off (inches);
P – Precipitation (inches);
S – Potential maximum retention after runoff begins;
CN – Curve Number (Table 5-3)

Table 5-3 Runoff Curve Numbers for Urban Areas

Cover Description		Curve Numbers for Hydrologic Soil Group			
Cover Type and Hydrologic Condition	Average % Impervious Area	A	B	C	D
Open Space (lawns, parks, golf courses, cemeteries, etc.)					
Poor Condition (grass cover < 50 %)		68	79	86	89
Fair Condition (grass cover 50% to 75%)		49	69	79	84
Good Condition (grass cover >75%)		39	61	74	80
Impervious Areas					
Paved Parking Lots, Roofs, Driveways, etc.		98	98	98	98
Streets and Roads					
Paved; curbs and storm sewers (excluding ROW)		98	98	98	98
Paved: open ditches (including ROW)		83	89	92	93
Gravel (including ROW)		76	85	89	91
Dirt (including ROW)		72	82	87	89
Western Desert Urban Area:					
Natural desert landscaping (pervious areas only)		63	77	85	88
Artificial Desert landscaping		96	96	96	96
Urban Districts					
Commercial and business	85	89	92	94	95
Industrial	72	81	88	91	93
Residential Districts by Average Lot Size					
1/8 acre or less (town houses)	65	77	85	90	92
1/4 acre	38	61	75	83	87
1/3 acre	30	57	72	81	86
1/2 acre	25	54	70	80	85
1 acre	20	51	68	79	84
2 acres	12	46	65	77	82
Developing Urban Areas					
Newly graded areas (pervious areas only, no vegetation)		77	86	91	94

CHAPTER 6 RIGHT-OF-WAY DRAINAGE SYSTEM

6.1 Catch Basins, Inlet Boxes, and Manholes

The City of North Salt Lake does not allow open-hooded inlet boxes in City's Right-of-way. Refer to the City of North Salt Lake Engineering Supplementary Plans for catch basins and inlet boxes standard drawings.

The City of North Salt Lake follows the latest version of Standard Plans published by the Utah Chapter of American Public Works Association for storm drain manholes.

Refer to Table 6-1 for maximum spacing of catch basins and manholes.

Table 6-1 Maximum Spacing of Catch Basins and Manholes Size of Pipe (inches**)**

Size of Pipe (inches)	Maximum Spacing (ft)
15	200
18-24	300
27-36	400
42	500

6.2 Storm Drain Pipe Design

Manning's equation shall be used for the calculation of storm drain pipe diameter, reference to Chapter 7. However, a minimal diameter of 18 inches shall be used for main lines, and a minimal diameter of 15 inches shall be for laterals. The pipe materials shall be Class III or greater RCP, ASTM D 3034 (SDR 26). Dual wall HDPE storm water pipe may be used in private storm drain systems (i.e., parking lots), but may only be used within in public right-of-way or under any public improvements with written approval from the City Engineer.

Installation shall comply with the latest version of Standard Specifications published by the Utah Chapter of American Public Works Association.

The minimum longitudinal pipe slope shall be 0.3%, while a minimum flow velocity of 2 ft/s or 3 ft/s when flowing full shall be provided.

The design capacity shall be sufficient so that stormwater does not flow under pressure. And the HGL shall be at least 1 ft below the top of grate for the Design Check Event, except the system downstream from a major sag can sustain flow under pressure for the 50-year storm event.

6.3 Roadway Hydrology Design Criteria

1. Design Frequency

Storm event data refer to CHAPTER 5. The Design Check Event shall be used to evaluate flood risks to the roadway and adjacent properties. The roadway hydrology design frequency requirements as shown in Table 6-2.

Table 6-2 Roadway Hydrology Design Frequency Requirement

Roadway Functional Class	Design Frequency	Design Check Event	Storm Drainage System Characteristics
Arterial, Collector	10-year	50-year	
	25-year	50-year	Major sag locations, including all downstream drainage features
Local	10-year	50-year	

2. Maximum Stormwater Spread Width

Inlet boxes shall be provided along the roadway to meet the spread requirements as shown in Table 6-3.

Table 6-3 Maximum Stormwater Spread Width

Roadway Characteristic	Maximum Stormwater Spread width
Posted Speed < 45 mph	Shoulder + 3 ft
Posted Speed ≥ 45 mph	Shoulder only
Major Sag	Shoulder + 3 ft
Bridge Deck*	Shoulder Only
No Shoulder	3 ft

*Refer to UDOT Drainage Manual of Instruction

CHAPTER 7 OPEN CHANNELS

7.1 Types

Open channel flows may not occur in North Salt Lake City Right-of-Way. However, flow patterns in detention/retention ponds or low impact developments can be treated as open channel flows. Some common types are: triangular or trapezoidal bioswales and rain gardens, trapezoidal detention/retention ponds.

7.2 Calculations

Manning's Equation

$$v = \frac{1.49}{n} * R^{\frac{2}{3}} * S^{\frac{1}{2}}$$

$$Q = V*A$$

Where,

Q – Flow (cfs)
V – Velocity (ft/s)
n – Manning's Coefficient (Appendix B);
R – Hydraulic Radius (ft)
S – Channel slope for uniform flow (ft/ft)
A – Flow area (ft^2)

Hydraulic Radius

$R = Flow\ Area$/Wetted Perimeter =$A = \frac{1}{a^n}$

CHAPTER 8 LOW IMPACT DEVELOPMENT (LID)

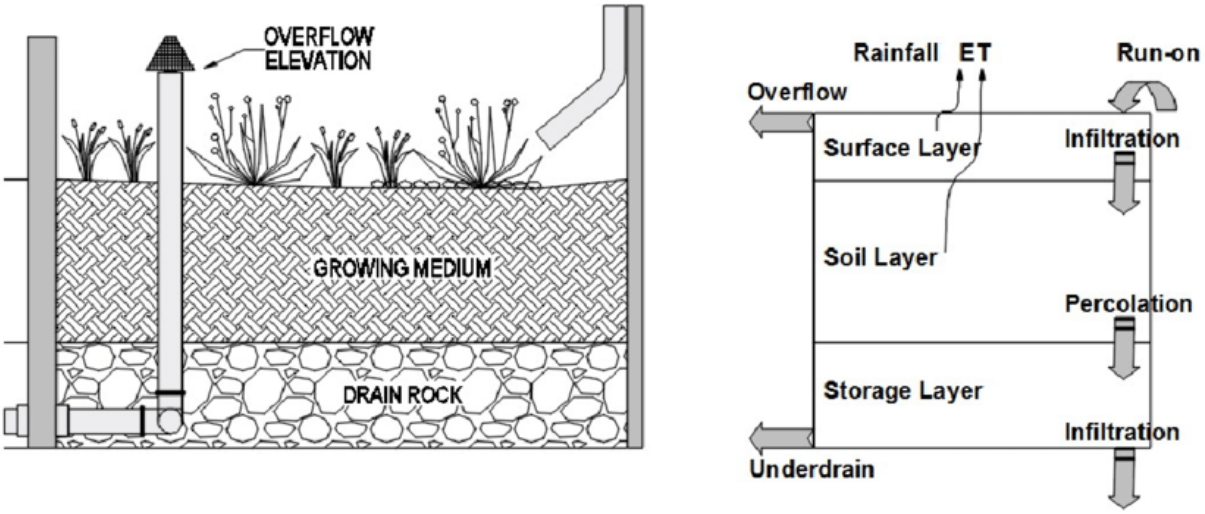
8.1 Postconstruction Requirements

Annual groundwater recharge rates shall be maintained by promoting infiltration through the use of structural and nonstructural methods. All storm water designs must address utilizing pervious areas for stormwater treatment and to infiltrate stormwater runoff from driveways, sidewalks, rooftops, parking lots and landscaped areas to the maximum extent practicable to provide treatment and maximize groundwater recharge. Maintenance of all stormwater treatment practices and facilities is required by a Maintenance Agreement which is recorded against the property as outlined in City Code 8-5-21.

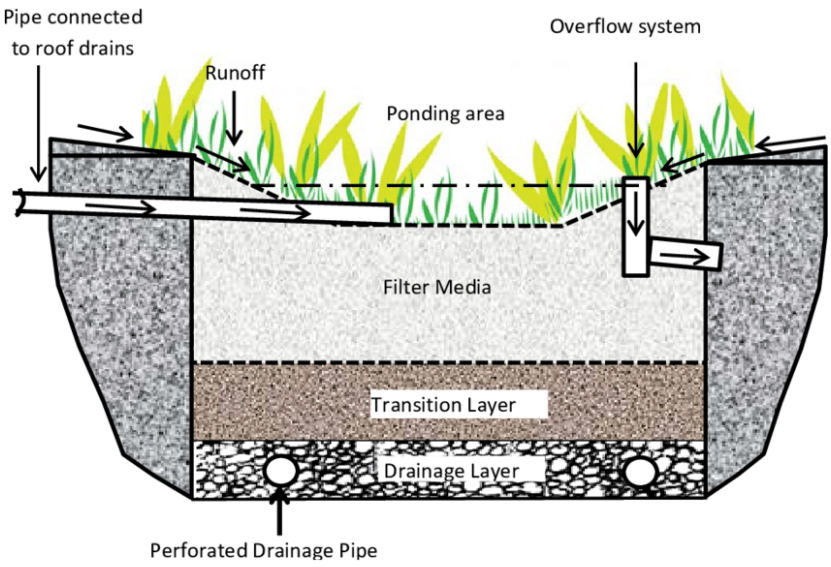
8.2 Preferred LID Design

All new development and redevelopment projects are required to utilize one or more of the following physical controls designed to capture and treat the first flush of runoff from impermeable surfaces, or equivalent approved alternatives, as applicable to the proposed development.

A. Bioretention Cell

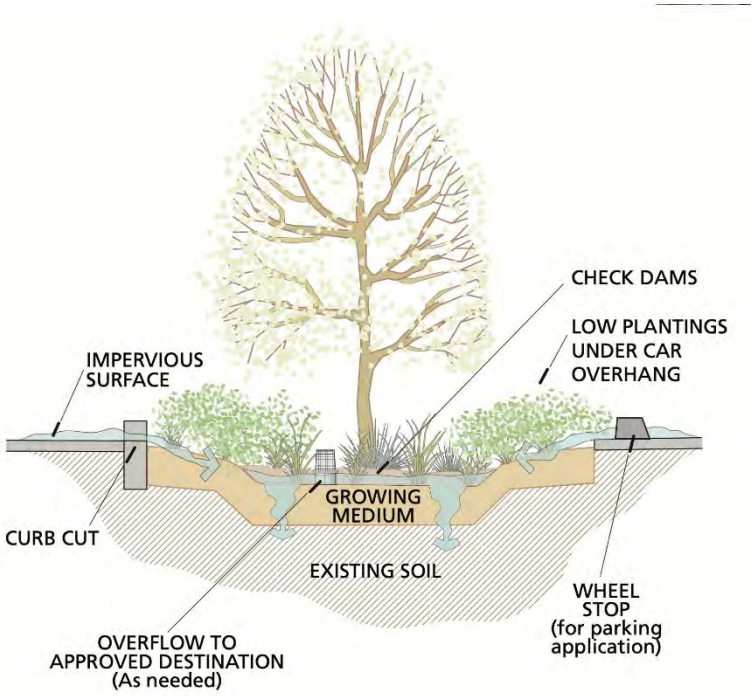


Example 1 Bioretention cell source: ROSSMAN (2014)



Example 2 Bioretention system: RAHMAN (2016)
DOI:10.1504/IJESD.2016.073333

B. Bioswale

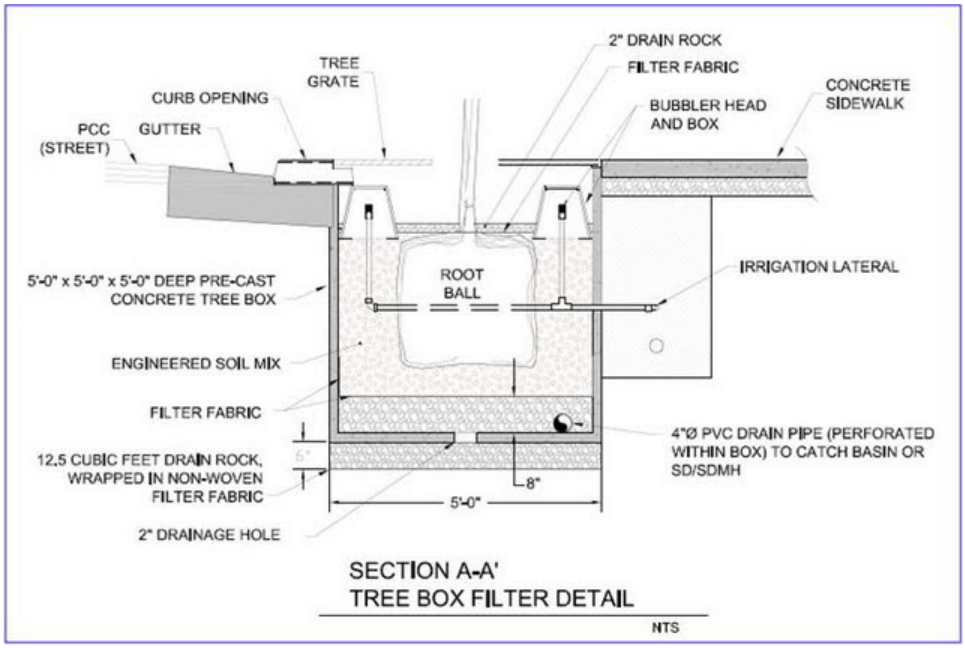


Example 1 Bioswale

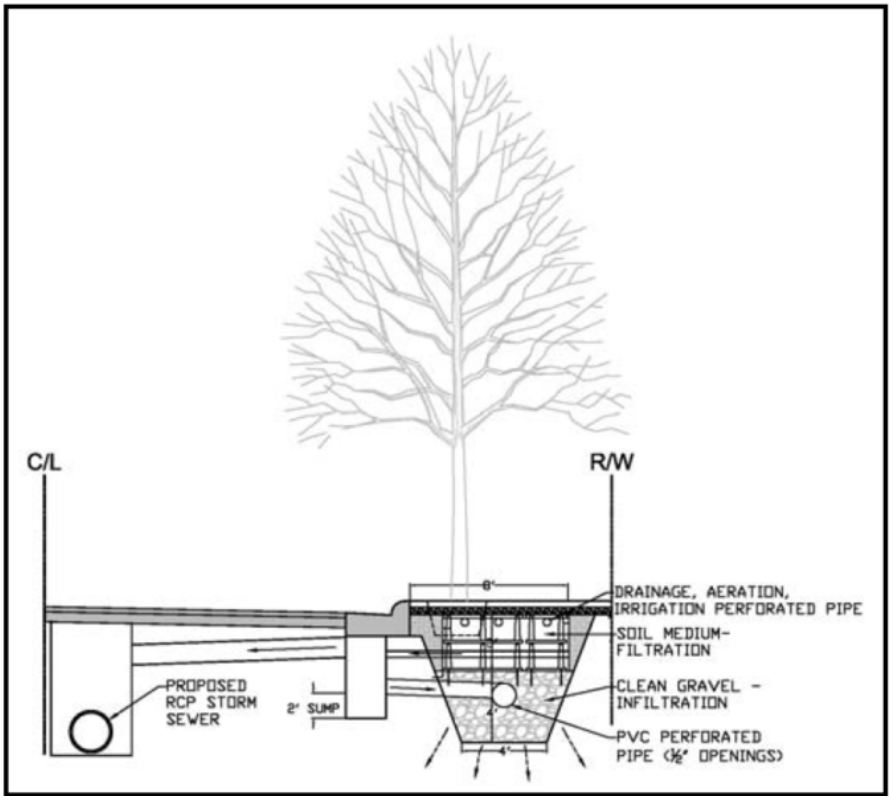


Example 2 Bioswale: RAHMAN (2016)

C. Tree box filter

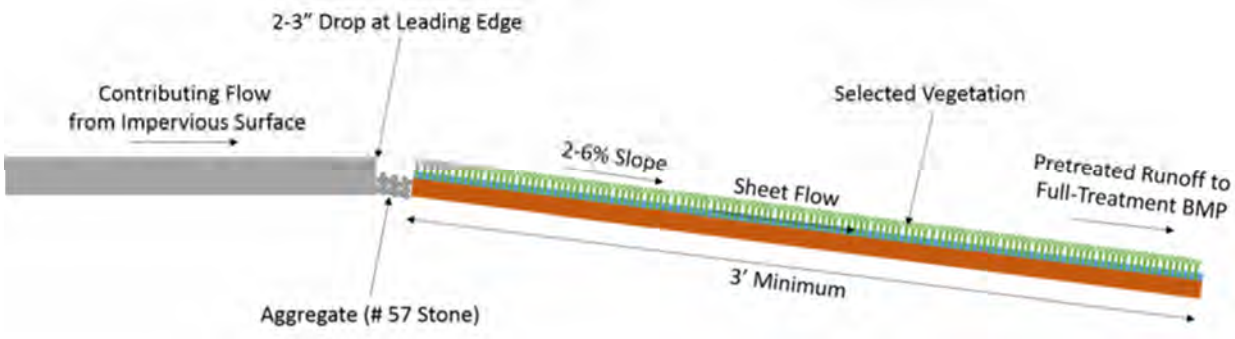


Example 1 Tree Box Filter: MONTAZEROLHODJAH (2019)

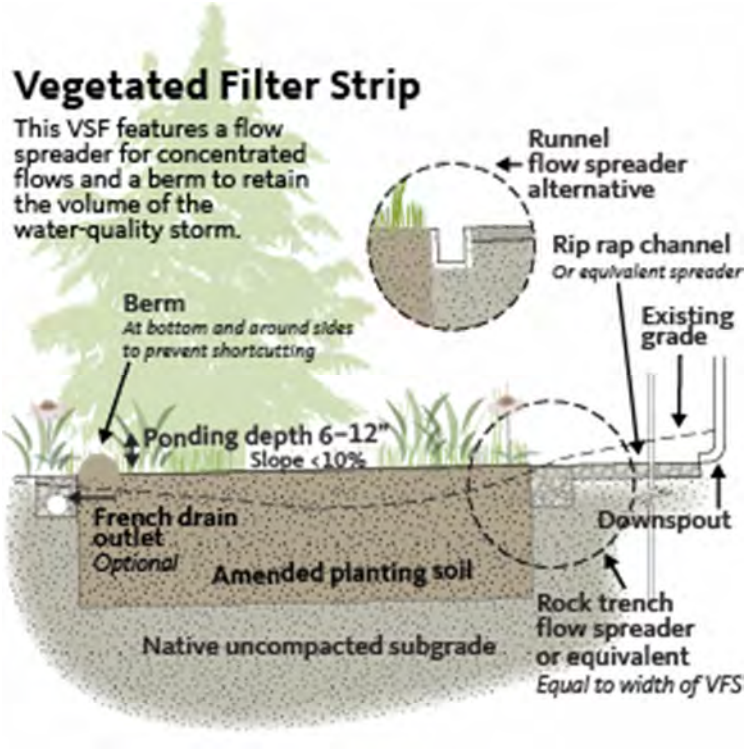


Example 2 Tree Box Filter: Minnesota Stormwater Manual

D. Vegetated Strips



Example 1 Filter Strip: Minnesota Stormwater Manual



Example 2 Filter Strip: Oregon State University Extension

Appendix A

Manning's Coefficient

Channel Material	**n**
Plastic (PVC and ABS)	0.009
Clean, uncoated cast iron	0.014
Clean, coated cast iron	0.013
Dirty, tuberculate cast iron	0.025
Riveted steel	0.016
Welded steel pipe	0.012
Galvanized iron	0.016
Brass and glass	0.011
Wood stave	
Small diameter	0.011
Large diameter	0.012
Concrete	
Average value used	0.013
Typical commercial, ball and spigot, rubber gasketed end connections	
full	0.01
partially full	0.0085
with rough joints	0.0165
dry mix, rough forms	0.0155
wet mix, steel forms	0.013
very smooth, finished	0.0115
Vitrified sewer	0.014
Common-clay drainage tile	0.013
Asbestos	0.011
Planed timber (flume)	0.012
Canvas	0.012
Unplaned timber (flume)	0.013
Brick	0.016
Rubble masonry	0.017
Smooth earth	0.018
Firm gravel	0.023
Corrugated metal pipe (CMP)	0.0275
Natural channels, good condition	0.025
Rip Rap	0.035
Natural channels with stones and weeds	0.035
Very poor natural channels	0.06

CITY OF NORTH SALT LAKE

10 East Center Street
North Salt Lake, Utah 84054
(801) 335-8700
(801) 335-8719 Fax

Brian J. Horrocks
Mayor

Ken Leetham
City Manager

MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Ken Leetham, City Manager

DATE: January 16, 2024

SUBJECT: Consideration of Resolution 2024-03R: A Resolution Appointing a Member of the City Council to the City's Audit Committee.

RECOMMENDATION

I recommend that the City Council adopt Resolution 2024-03R: A Resolution Appointing a Member of the City Council to the City's Audit Committee.

BACKGROUND

The City's Audit Committee needs to have a new member to replace Natalie Gordon. The attached resolution confirms the appointments of Mayor Horrocks and Councilmember Alisa Van Langeveld, but also has a spot for another Councilmember. In order to be eligible for service on this Committee members will not have had any business dealings with the City within the previous two years.

RESOLUTION NO. 2024-03R

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF NORTH SALT LAKE APPOINTING MEMBERS TO THE CITY'S AUDIT COMMITTEE

WHEREAS, the State Auditor and the Utah Legislature have adopted requirements for all local governments to address more fully fraud risk, including the adoption of written policies and fraud risk methodologies; and,

WHEREAS, the City of North Salt Lake adopted fraud risk policies by Resolution 2020-16R and established the City of North Salt Lake Audit Committee by adopting the Audit Committee Charter on the 16th day of June, 2020; and,

WHEREAS, the composition of the Audit Committee as established by said charter includes the Mayor and two City Councilmembers; and,

WHEREAS, the Governing Body of the City has changed due to the 2023 municipal election and there is a need to appoint a new member to the Audit Committee; and,

WHEREAS, the City Council is the Governing Body of the City and is the appointing authority for such members as established by Resolution No. 2020-16R.

NOW THEREFORE BE IT RESOLVED by the Governing Body of the City of North Salt Lake as follows:

Section 1. The City Council hereby appoints Mayor Brian Horrocks, Councilmember Alisa Van Langeveld, and Councilmember _____ to serve on the City's Audit Committee.

Section 2. All previous acts and resolutions in conflict with this resolution or any part hereof are hereby repealed to the extent of such conflict. This resolution, once adopted, shall become effective immediately upon passage.

APPROVED and ADOPTED by the City Council of the City of North Salt Lake this 16th day of January, 2024.

CITY OF NORTH SALT LAKE
By:

_____
BRIAN J. HORROCKS
Mayor

ATTEST:

_____
WENDY PAGE
City Recorder

City Council Vote as Recorded:

Council Member Watts Baskin	_____
Council Member Clayton	_____
Council Member Jackson	_____
Council Member Knowlton	_____
Council Member Van Langeveld	_____

CITY OF NORTH SALT LAKE
CITY COUNCIL MEETING-WORK SESSION
ANCHOR LOCATION: CITY HALL
10 EAST CENTER STREET, NORTH SALT LAKE
JANUARY 2, 2024

DRAFT

Mayor Horrocks welcomed those present at 6:30 p.m.

PRESENT: Mayor Brian Horrocks
Councilmember Lisa Watts Baskin
Councilmember Tammy Clayton
Councilmember Suzette Jackson
Councilmember Ted Knowlton
Councilmember Alisa Van Langeveld

STAFF PRESENT: Ken Leetham, City Manager; David Frandsen, Assistant City Manager; Jon Rueckert, Public Works Director; Craig Black, Police Chief; Karyn Baxter, City Engineer; Todd Godfrey, City Attorney; Sherrie Pace, Community Development Director; Heidi Voordeckers, Finance Director; Wendy Page, City Recorder.

OTHERS PRESENT: Howard Burmingham, Vicki Burmingham, Kim DeMoux, Joe Stringham, Isabell Stringham, Cindy D., Kristine Pepin, Laura Knowlton, Dee Lalliss; Landon Ballard, Andrew Kirato, Shane Ballard, Bridger Clayton, Tori Clayton, Nixon Clayton, Caleb Clayton, India Clayton, Camille Mayerhan, Stetson Clayton, Taylor S., Peyton Otis, Kri, Brynne Burgess, Allison Abel, Anna Peister, Aurora Beebe, Brooklyn Burgess, Ainsley Reese, Cambria Drescher, Zoram Beebe, Hunter, Josh, Audrey Beebe, Enos Beebe (Youth City Council); Camille Thorpe, Jeff Scroger, Brent Crowther (Arts and Parks Board); Rosalie Carpenter, Lee Carpenter, Thomas Carpenter, Thomas, Steve Moosman, Emilie Anderton, Jaron Anderton, residents/friends & family of residents; Soren Simonsen, Jordan River Commission.

1. RECEPTION AND WELCOME OF NEWLY ELECTED OFFICIALS

A reception was held from 6:00 p.m. to 6:30 p.m.

2. PRESENTATION OF COLORS AND PLEDGE OF ALLEGIANCE

The North Salt Lake Police Honor Guard presented the colors and led the audience in the Pledge of Allegiance.

3. SWEARING-IN OF NEWLY ELECTED OFFICIALS

Mayor Horrocks conducted the swearing-in of the newly elected councilmembers, Tammy Clayton, Suzette Jackson and Ted Knowlton.

4. MONTHLY FINANCIAL REPORT FOR PERIOD ENDING NOVEMBER 30, 2023

Heidi Voordeckers reported on the financial report for the period ending November 30, 2023. The full report and a summary were included in the City Council packet. She reviewed year to date revenues compared to the previous fiscal year and explained that one time American Rescue Plan Act (ARPA) grant funds expired which explains most of the difference in revenue collection in the current fiscal year. She stated staff had budgeted for flat revenues in the fiscal year and the numbers were as expected.

Heidi Voordeckers explained that of the $13.8 million, 12.7 million were covered in the top ten revenues which included sales tax, property taxes, justice court fines, MET Tax-power, MET Tax-gas, business licenses, franchise-telephone, and permit/planning. Revenue was down slightly compared to the prior year due to permit/planning. She then reviewed General Fund total expenditures of $14.6 million for fiscal year 2024.

Mayor Horrocks mentioned several concerns from a resident including a line item “books, publications & subscriptions” under Governing Council which went from $0 to $17,826. Heidi Voordeckers responded this was due to a change in where the expense was recognized. She said the expenses were just moved from one budget to another.

Mayor Horrocks said another concern was Liberty Fest costs. Heidi Voordeckers said this was due to additional expenditures with an extended firework show, and additional revenues due to increased sponsorship this year.

Mayor Horrocks mentioned Council events under Special Events which increased from $663 to $7,500 as well as Parks Operation Supplies. Heidi Voordeckers said she would further research these items and report back to the City Council.

5. RECOGNITION OF STAN PORTER FOR SERVICE ON THE JORDAN RIVER COMMISSION

Soren Simonsen, Jordan River Commission, read a letter from the Commission expressing appreciation for Stan Porter’s service on the governing board, executive committee, and as a former chair and vice chair. He said Stan was the longest serving member on the Jordan River Commission and had been involved in the Commission since its inception in 2010. Mr. Simonsen explained that the Jordan River Commission was a partnership of all of the governing agencies including local, county, and federal agencies with any jurisdiction over the Jordan River. He said

Stan Porter was involved in developing the first major project, Porter's Landing, which led to an initiative to develop the Jordan River water trail.

Soren Simonsen presented Stan Porter with a letter from the Jordan River Commission and a commemorative photo.

Stan Porter commented that he enjoyed serving on the Jordan River Commission and hoped to continue to see improvements to the Jordan River including the continuation of the Get to the River event.

6. APPROVAL OF CITY COUNCIL MINUTES

The City Council minutes of December 6, 2023 were reviewed and approved.

Councilmember Baskin moved to approve the City of North Salt Lake City Council meeting and work session minutes of December 6, 2023, as written. Councilmember Knowlton seconded the motion. The motion was approved by Council Members Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

7. ACTION ITEMS

The action items list was reviewed. Completed items were removed from the list.

Councilmember Knowlton asked for an update on current item 10 (park strips and City owned property) and current item 11 (alternative uses of City owned properties at City Hall and Hatch Park). Ken Leetham spoke on item 11 related to alternative uses and said this project began with the Your Land, Your Plan initiative from the League of Cities and Town and Zions Bank. He said staff attended trainings and obtained information related to ways to use City property. This would be a long term project for the City Council to review and evaluate all City owned properties to determine the use, such as open space/parks, etc. Mr. Leetham stated staff would provide an inventory of all City owned property for the Council to review.

Sherrie Pace reported on current item 10 related to park strips and City owned property. She met with the Code Enforcement Officer on regulations related to street trees and code changes to make the Rip the Strip program more feasible. She indicated staff would report on this in a future work session.

Mayor Horrocks asked for more information on the Your Land, Your Plan initiative. Ken Leetham replied that this program was created for publicly owned properties that could be sold or used for the purpose of providing additional housing units along the Wasatch Front. Sherrie Pace said the focus was on substantial pieces of property in urban cities. She did not feel it was a good fit for the City at this time.

Councilmember Knowlton commented that it was for cities that did not have a clear intention for certain properties. He asked if the City had an inventory of parcels and a clear plan. Sherrie Pace replied that there was a list of City owned properties (parks, open spaces, detention basins) but said there weren't really any properties that could be sold for development. Staff could provide maps and the inventory for the Council.

Councilmember Van Langeveld was interested in seeing the inventory and suggested it be parcels larger than one acre. Councilmember Knowlton suggested the list could include parcels that could potentially be put to a different use.

8. ADJOURN

Mayor Horrocks adjourned the meeting at 6:52 p.m. to begin the regular session.

CITY OF NORTH SALT LAKE
CITY COUNCIL MEETING-REGULAR SESSION
ANCHOR LOCATION: CITY HALL
10 EAST CENTER STREET, NORTH SALT LAKE
JANUARY 2, 2024

DRAFT

Mayor Horrocks welcomed those present at 7:08 p.m.

PRESENT: Mayor Brian Horrocks
Councilmember Lisa Watts Baskin
Councilmember Tammy Clayton
Councilmember Suzette Jackson
Councilmember Ted Knowlton
Councilmember Alisa Van Langeveld

STAFF PRESENT: Ken Leetham, City Manager; David Frandsen, Assistant City Manager; Jon Rueckert, Public Works Director; Craig Black, Police Chief; Karyn Baxter, City Engineer; Todd Godfrey, City Attorney; Sherrie Pace, Community Development Director; Heidi Voordeckers, Finance Director; Wendy Page, City Recorder.

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1. CITIZEN COMMENT

There were no citizen comments.

2. CONSIDERATION OF REAPPOINTMENTS ON THE PARKS, TRAILS, ARTS AND RECREATION ADVISORY BOARD

Councilmember Baskin recommended Camille Thorpe for reappointment to the Parks and Arts Board.

Councilmember Baskin moved to appoint Camille Thorpe. Councilmember Knowlton seconded the motion. The motion was approved by Council Members Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

Councilmember Clayton recommended reappointing Jeff Scroger to the Parks and Arts Board.

Councilmember Clayton moved to reappoint Jeff Scroger as a member of the advisory board for Parks, Trails, Arts, and Recreation. Councilmember Van Langeveld seconded the motion. The motion was approved by Council Members Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

Mayor Horrocks commented that there was a vacancy on the Parks, Trails, Arts, and Recreation Board. He introduced Brent Crowther and said he was a civil engineer. He stated Brent was his recommendation for appointment to fill the vacant seat.

Brent Crowther commented that he grew up in Bountiful, moved away, and then purchased a home in North Salt Lake several years ago. He said his background was in civil engineering with a focus on transportation including active, bicycle and pedestrian, and multimodal.

Councilmember Knowlton moved to approve the nomination of Brent Crowther as a member of the Parks, Trails, Arts, and Recreation Committee. Councilmember Van Langeveld seconded the motion. The motion was approved by Council Members Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

Councilmember Van Langeveld spoke on her experience with Camille Thorpe and Jeff Scroger and how they had both brought various skills and specific events to the City that had not previously existed. Councilmember Baskin mentioned that Camille Thorpe had helped to organize the Winter Lights Fest which was a great event.

3. CONSIDERATION OF FIRST AMENDMENT TO AGREEMENT WITH STC FIVE LLC FOR THE PURPOSE OF ENTERING INTO NEW TERMS FOR AN EXISTING CELL TOWER ON EAGLEWOOD GOLF COURSE PROPERTY LOCATED AT 1110 EAST EAGLEWOOD DRIVE

Ken Leetham reported this item was previously discussed on October 17, 2023 and is the proposed renewal of the lease on a cell tower at the golf course. He showed the location of the cell tower, which was part of the flag pole, behind the Eaglewood Golf Course sign. The City Council passed a resolution at their October meeting which instructed staff to prepare a lease agreement with the terms for renewal. He stated it would be a twenty year lease to run in four consecutive five year terms. There was also a provision every five years for the City to discontinue the lease without cause or penalty.

Ken Leetham reviewed the proposed terms which are: 1) a monthly lease of $2,200 (formerly $1,749/25% increase), 2) one-time payment of $3,000, 3) 40% revenue sharing, and 4) twenty (20) year term. He explained the revenue sharing component of the lease and said the company had a cell service on the flag pole and could potentially add a second cell service to the pole. He commented that the City would then receive 40% of the revenue for that second service.

Councilmember Van Langeveld commented that she did not have concerns with the cell tower located in the flag pole but disliked the location of the second cell tower. She felt it distracted from the visual of the Eaglewood Golf Course and said it was a City landmark. Councilmember Van Langeveld asked if the location of the second cell tower could be moved to the flag pole location. Ken Leetham replied that the lease for the larger tower was up for renewal this year as well and was something that could be discussed at that time.

Mayor Horrocks asked about the dead zone/poor cell service on the south end of the golf course. Ken Leetham commented that while residents in that area were opposed to the installation of new towers, the City owned a lot of property in the area which could be used to solve the cell service problem.

Councilmember Van Langeveld asked if the poor cell service was for residents who lived in the vicinity or just those utilizing the golf course. Ken Leetham replied that poor cell service was an issue for residents, golfers, and staff during the car show, Liberty Fest, etc.

Mayor Horrocks commented that the original plan was to place a tower near the turf building at the golf course or a water tower (with enclosed cell tower) at the 11th tee box. He said residents in the area were opposed to both options. Ken Leetham responded the City could investigate the issue further and even solicit participation in a new tower on the Golf Course that could address the poor service issues.

Councilmember Baskin mentioned Google Fiber that was installed on Eaglewood Drive and Deer Hollow Circle but the fiber did not connect. She said the contract allowed them to place the fiber where they wanted but asked if this problem could be solved. Karyn Baxter said staff would continue to work with Google Fiber to fix this issue.

Councilmember Clayton mentioned dead zones in the City and if this was due to placement of the towers or providers. Ken Leetham replied that there was a lack of towers and providers in the hillside area.

Sherrie Pace mentioned that the City adopted an ordinance for smaller cellular towers which required more small towers but said that the carriers never followed through. She indicated staff would follow up with the carriers to see if this method could still be used or if technology had advanced to something else.

Councilmember Baskin moved to approve the proposed lease agreement for the Crown Castle cell tower on Eaglewood Golf Course. Councilmember Jackson seconded the motion. The motion was approved by Council Members Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

4. CONSIDERATION OF BID AWARD FOR THE PARKS VEHICLE EQUIPMENT TO OWEN EQUIPMENT IN THE AMOUNT OF $44,452

Jon Rueckert reported that this was a bid to upfit a two ton dump truck approved for the Parks Department during the October 17, 2023 Council meeting. He stated the bid for $44,452 included the installation of a dump bed and hydraulic system for spreader controller used for snow plow operations. He added matching equipment on this vehicle would allow for equipment to be swapped between three other compatible trucks as needed.

Councilmember Knowlton moved that the City Council authorize the purchase of a dump bed and hydraulic equipment to upfit a vehicle for the parks department from Owen Equipment for $44,452. Councilmember Baskin seconded the motion. The motion was approved by Council Members Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

5. CONSIDERATION OF RESOLUTION 2024-01R: A RESOLUTION ESTABLISHING THE 2024 MEETING SCHEDULES FOR THE CITY COUNCIL AND PLANNING COMMISSION

Wendy Page reported that Utah State Code required that any regular meeting schedules be published. She indicated City Hall and Council Chambers have been used as a polling location. She acknowledged the County had reserved the building this year on March 5th for the presidential primary election, June 25th for the regular primary election, and November 5th for the general election. She said the proposed annual meeting schedule has adjustments for a City Council meeting to be held on Wednesday March 6th, a Planning Commission meeting on Wednesday June 26th, and not holding the first City Council meeting in November.

Councilmember Baskin said that currently November and December only had one meeting each and suggested an additional meeting on Wednesday November 6th.

Councilmember Baskin moved that City Council approve Resolution 2024-01R: a resolution setting the City's annual meeting schedule for 2024 with the amendment that November 6th will be an added date to accommodate the election. Councilmember Clayton seconded the motion. The motion was approved by Council Members Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

6. APPOINTMENT OF MAYOR PRO TEM FOR CALENDAR YEAR 2024

Mayor Horrocks commented that the Mayor Pro Tem was Stan Porter for 2023, Natalie Gordon for 2022, and Lisa Baskin for 2021.

Councilmember Baskin suggested it be someone who had experience on the Council and expressed a desire to serve. Councilmember Knowlton nominated Councilmember Baskin to serve as Mayor Pro Tem for 2024.

Councilmember Knowlton moved to appoint Lisa Baskin as Mayor Pro Tem. Councilmember Jackson seconded the motion. The motion was approved by Council Members Baskin, Clayton, Jackson, Knowlton, and Van Langeveld.

7. MAYORAL APPOINTMENTS OF CITY COUNCILMEMBERS TO VARIOUS BOARDS AND COMMITTEES

Mayor Horrocks informed the City Council of the following Mayoral appointments:
Councilmember Baskin: Golf Committee, Senior Lunch Bunch, League of Cities and Towns Legislative Policy Committee, and Tree City
Councilmember Knowlton: Jordan River Commission
Councilmember Van Langeveld: Health and Wellness Committee
Councilmember Clayton: Youth City Council
Councilmember Jackson: Parks, Trails, Arts and Recreation Advisory Board

8. COUNCIL REPORTS

Councilmember Clayton said she appreciated the opportunity to work with the Youth City Council.

Councilmember Baskin spoke on the Legislative Session and possible changes to restricting cities in limiting density and height in residential development.

Councilmember Jackson commented that she was excited to serve on the Parks and Arts Board.

Councilmember Knowlton spoke on serving on the Jordan River Commission. He spoke on thinking long term and the opportunity to make impactful decisions. Councilmember Knowlton mentioned several big changes including a new General Plan, the Hatch Park renovation, the I-15 changes, and changes in the State.

Mayor Horrocks also mentioned impacts to the next generation including something as simple as a tree planting and reflected on the foresight of tree planting at Sugar House Park.

9. CITY ATTORNEY'S REPORT

Todd Godfrey had nothing to report.

10. MAYOR'S REPORT

Mayor Horrocks mentioned some potholes on Eagleridge Drive.

11. CITY MANAGER'S REPORT

Ken Leetham suggested Saturday March 23rd for the budget retreat.

Councilmember Van Langeveld asked for a copy of the City's event calendar.

Ken Leetham reported that on January 10th staff would be interviewing the two final consultants for the General Plan update. He then spoke on an invitation from the County Commissioners to tour a shelter in Tooele on January 3rd.

Mayor Horrocks commented that the County had been tasked with providing a homeless shelter. He said that the property in Clearfield would no longer work and a new location would need to be found.

Councilmember Baskin asked about the water situation on Eagleridge Drive. Ken Leetham replied that there was a minor valve failure that caused a large amount of water loss on Sunday morning at approximately 1:30 a.m. He indicated staff was able to provide a temporary repair and a more permanent repair would be completed in several weeks.

12. ADJOURN

Mayor Horrocks adjourned the meeting at 7:57 p.m.

The foregoing was approved by the City Council of the City of North Salt Lake on Tuesday January 16, 2024 by unanimous vote of all members present.

_____ _____

Brian J. Horrocks, Mayor *Wendy Page, City Recorder*

Action Items for January 16, 2024

Item	Staff	Description	Staff Responses
New			
1	Sherrie / Karyn	(1-2-24) Staff to provide maps and inventory of City Owned properties, particularly those over one acre and list parcels that could potentially be put to a different use.	*(01/09/2024) CD department is working with all departments and will provide a google earth map layer that shows the city owned properties.*
2	Ken	(1-2-24) Staff to research additional cell towers or options in the Eaglewood Golf Course area including moving the existing cell tower near the clubhouse to the flag pole area and the ordinance related to smaller cellular towers.	
3	Karyn	(1-2-24) Staff to work with Google Fiber on connectivity in the Eaglewood Drive/Deer Hollow Circle neighborhood.	
4	Karyn	(1-2-24) Staff to follow-up on potholes along Eagleridge Drive.	
Current			
1	Sherrie	(11-7-23) Request for more data on where the Lime Scooters were being used (targeted area or spread out).	*(01.09.2024) The following map link was provided to the City that shows the start locations for all 2023 Lime Scooter trips.*
	https://www.google.com/maps/d/edit?mid=1uFpSr2gYA72K54zMa4Ayef6bBgQ0QpI&usp=sharing		
2	Jon	(11-7-23) Street light repairs (Mont Clair, 900 North between Redwood and Fox Hollow, Springwood Drive).	*(11/28/2023) Notes from the open work task for light located on the Southwest corner of 900N and Cutler Dr said this light has underground power issues we are trying to troubleshoot. The other lights have open work task to be repaired, a list has been sent to Hunt Electric.*
3	Jon	(8-15-23) Provide update on software/system to allow customers to see water usage to aid conservation efforts.	
4	Heidi	(8-15-23) Continue research on ability to print tiered water usage on the paper utility bill also in the interim.	*(12-27-23) Working with Freedom mailing on various layout options with intent to launch for March 2024 billing cycle.*
5	Ken/David/Heidi	(8-1-23) Considerations for public art in the City including Hatch Park, potential for a public survey on what would be desired, research on grants, consideration in next year's budget, help from residents, etc.	*(9/14/23) This item will be included in our work with the selected design team for the Hatch Park project.*
6	Ken	(3-7-23) Staff to identify any items that would qualify for the Community Funding Projects that Congressman Stewart advised Mayor Horrocks about.	*(3/16/23) Staff met with Stewart representatives and had an additional training meeting on this program. We will work to prepare the City for the 2024 Grant cycle.*

7	Ken/Wendy	(3-7-23) Staff to prepare a policy related to City Hall rental/use.	*(3/16/23) Staff is reviewing city hall use policies and will propose a written policy statement in a future Council meeting.*
8	Safety Committee	(9/6/22) Inventory of public safety weaknesses around the City's elementary schools. Identification of problem areas and recommendations for resolving pedestrian and other active transportation issues. (2-7-23) Seek WFRC funding for safety plan surrounding local elementary schools.	*(2/16/23) Sherrie is checking with WFRC to see if there is funding assistance available for completion of safety plans around NSL elementary schools. (12/28/22) Safety Committee met on this 11/1/22. A meeting with interested CC members was scheduled. Committee met with Councilmember Van Langeveld on this item 12/15/22.*
9	Sherrie & PW/Parks Dept.	*Combined Action Items:* (Various Dates) Park strips & City owned property. Review city code for park strip landscape requirements, propose alternatives for vegetation requirements (trees) & evaluate city owned park strips and properties for recommendation on conversion to water wise landscape & review compliance notifications and processes. (3-21-23) Look into increasing tree plantings on City owned land.	*(5/11/23) Work Session scheduled for May 16.*
10	Ken	(5-17-22) Staff to review alternatives for uses of City-owned properties at City Hall parcels and Hatch Park; develop process for making decisions.	*(12/28/22) Project report back should be in Spring, 2023. City staff will also be attending training on "Your Land, Your Plan" on January 9 to learn of the benefits of that program.*
11	Ken	(1-4-22) Options for emergency preparedness training for staff including windstorms, landslides, etc.	*(4/12/22) Staff is exploring solutions with Davis County.*
12	Ken	(2-16-21) Staff to prepare policy (or review current policy) related to tree removal particularly when related to sidewalk damage.	*Staff is working on a follow-up report to the City Council.*
13	David, Ken	***Long range monitoring item:*** (3-1-22) Review the park reservation cleaning deposit next year to see if it was effective in relation to damage/cleaning-Staff to provide a study by the end of 2022.	*(3/21/23) Public Works has built a work order system for tracking, reviewing and documenting damages and associated costs made to pavilions and will report back to council at the end of the 2023 season because there was not enough data at the end of 2022.*
Future Agenda Item Discussion Requests			
1	Sherrie	(1-2-24) Work session related to Code changes for the Rip the Strip Program and regulations for street trees.	
2	David/Linda	(12-6-23) Signage for Veterans Memorial Park and Hatch Park (Bamberger marker) back to City Council for review at future meeting.	
3	Sherrie	(11-7-23) A future discussion item related to Wasatch Choice and the Utah Trail network opportunity from Davis County to Salt Lake County.	

4	Ken	(11-7-23) A future discussion item to determine if the four day/ten hours a day work week for City staff was still meeting resident needs.	
5	Sherrie	(10/3/23) Future work session item to discuss parking (restrictions, shared parking, time of day, on street, etc.)	
6	Ken/CM Van Langeveld	(8-15-23) Plan for a work session discussion on the wellbeing survey results and any action to be implemented (including any recommendations from the Health & Wellness Committee)	*(9-27-23) Staff to present survey results to the Health & Wellness Committee and then schedule this in a CC work meeting.*
7	Ken	(6-20-23) Potential City Council discussion on cyber security.	*(7/12/23) A work meeting for this item will be held in September or October as schedules allow.*
8	Todd	(6-20-23) City Attorney to discuss first amendment, equal protection, and use of public facilities (time, place, manner restrictions).	*(7/12/23) This item will be scheduled for January 2024 after the new City Council is in place.*
9	Ken/CM Baskin	(6-20-23) Tree planting program work session discussion (8-1-23). Development of City's tree planting program. Staff to provide a report by the end of the year.	*(7/12/23) A representative of Holladay City will schedule a date when they can present their program to the City Council.*
Completed			
1	Sherrie	(12-6-23) Letter of support requesting Davis County update the Property Search Website so the "Val Verda Annexation" has the responsible city listed in the property details.	*(12/27/2023) The site address will say "Bountiful" for those addresses using the Bountiful address system, however the tax distribution and zip-+4 all have NSL as the entity collecting the tax.*
2	Ken	(10-17-23) Prepare information for future review with the City Council on grade separation project including traffic use, costs, comparison study showing safety and traffic implications, third option of Councilmember Porter, impact of new I-15 study, impact of large overpass on neighborhood, cost estimate from Horrocks Engineering for a design and environmental study of the longer bridge plan. (12-6-23) Request cost estimate from CRS to study option of reroute to Union Pacific lines. Councilmember Baskin requested information on number of cars impacted by this section of roadway to determine if this was critical to separate the grade on 1100 North.	*(1/11/23) Ken updated the Council in an email on this item. While further information is still coming from the City's Rail consultant, this assignment is complete.*

Automated License Plate Readers (ALPRs)

461.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of the automated license plate reader (ALPR) technology (Utah Code 41-6a-2003).

461.2 ADMINISTRATION

The ALPR technology, also known as license plate recognition (LPR), allows for the automated detection of license plates. It is used by the North Salt Lake Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Administration Assistant Chief. The Administration Assistant Chief will assign personnel under the Administration Assistant Chief's command to administer the day-to-day operation of the ALPR equipment and data.

461.2.1 SPECIAL USE PERMITS

The Administration Assistant Chief or the authorized designee shall obtain required special use permits before installation of stationary ALPR equipment when applicable (Utah Code 41-6a-2003; Utah Code 72-1-212).

461.3 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. [Department/Office] personnel shall not use or allow others to use the equipment or database records for any unauthorized purpose.

(a) An ALPR shall only be used for official and legitimate law enforcement business (Utah Code 41-6a-2003).

(b) An ALPR may be used in conjunction with any routine patrol operation or official investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings, and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this [department/office] shall operate ALPR equipment or access ALPR data without first completing [department/office]-approved training.

(e) If practicable, the officer should verify an ALPR response through the appropriate law enforcement database before taking enforcement action that is based solely upon an ALPR alert.

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(f) No ALPR operator may access confidential [department/office], state, or federal data unless otherwise authorized to do so.

461.3.1 LIMITATIONS ON USE
ALPR data shall only be used for the following official law enforcement business (Utah Code 41-6a-2003):

(a) As part of an active criminal investigation

(b) To apprehend an individual with an outstanding warrant

(c) To locate a missing or endangered person

(d) To locate a stolen vehicle

461.4 DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the North Salt Lake Police Department and because such data may contain confidential information, it is not open to public review. ALPR information gathered and retained by this [department/office] may be used and shared with prosecutors or others only as permitted by law (Utah Code 41-6a-2004).

The Administration Assistant Chief is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with [department/office] procedures.

The Administration Assistant Chief or the authorized designee shall take steps to have all ALPR data that is not reasonably related to official law enforcement business purged in an unrecoverable manner as soon as practicable. In no event shall this data be maintained longer than nine months unless it is subject to a warrant, preservation request, or disclosure order (Utah Code 41-6a-2004). Data that will not be purged should be downloaded from the server onto portable media and booked into evidence.

461.4.1 NON-GOVERNMENTAL AGENCY ALPR
ALPR data captured by a non-governmental agency device may only be obtained pursuant to a warrant or a court order (Utah Code 41-6a-2005).

461.5 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The North Salt Lake Police Department will observe the following safeguards regarding access to and use of stored data:

(a) All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.

(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or [department/office]-related civil or administrative action.

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(c) The number of ALPR data searches conducted by members as well as the crime type and incident numbers associated with each search shall be recorded and preserved for at least five years (Utah Code 41-6a-2005).

(d) ALPR system audits should be conducted on a regular basis.

461.6 POLICY

The policy of the North Salt Lake Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this [department/office]. Because such data may contain confidential information, it is not open to public review.

461.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

(a) The agency makes a written request for the ALPR data that includes:

1. The name of the agency.
2. The name of the person requesting.
3. The intended purpose of obtaining the information.

(b) The request is reviewed by the Administration Assistant Chief or the authorized designee and approved before the request is fulfilled.

(c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

461.8 PUBLIC ACCESS

This policy and any special use permits obtained for stationary ALPRs shall be published on the City website or on the Utah Public Notice Website if the [Department/Office] does not have access to a City website (Utah Code 41-6a-2003; Utah Code 72-1-212).

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CITY OF NORTH SALT LAKE

Police Department

10 East Center Street, North Salt Lake, Utah 84054 • (801)335-8650 Fax: (801)335-8679

BRIAN HORROCKS
Mayor
KEN LEETHAM
City Manager

CRAIG BLACK
Chief of Police

To: Mayor Horrocks and members of the North Salt Lake City Council
From: Craig Black, Chief of Police
RE: Police Officer Recognition and Award of Police Star

Every day, officers of the North Salt Lake Police Department come to work to protect the lives, property, and safety of our community. Many days are uneventful, even "routine", but other days include calls that expose our officers to danger. There is no way to prepare for what each day will bring, except for regular training and the internal commitment they have made as police officers to put others before themselves.

Regularly, officers act in meritorious and distinguished ways and we try to identify and recognize this outstanding work. There are even occasions where they are put in a situation with the opportunity to save a life. Thankfully, incidents that require them to make a conscious decision to place their safety, even their lives at risk to protect others is relatively rare, and often the time to consider the safest way to do these things is afforded their decision-making process.

But, as with all police officers, they may be faced with an immediate, urgent situation that does not afford them time or circumstances to do much more than just act, exposing themselves to great risk of harm.

Tonight, we recognize three officers who were faced with that very situation on September 29, 2023, and unselfishly placed themselves at great risk to help another in deep distress. No judgment was made on the circumstances that led to the distress of this person, only the need to help him at this crucial time was considered. The outcome was successful, and all were thankfully okay. But it could have turned out very differently for all involved.

The Police Star is a formal award in the North Salt Lake Police department. It is the third highest recognition that is awarded, only behind the Medal of Valor and Police Medal, for distinctive and courageous acts involving personal hazard and protecting or saving a human life.

It is noteworthy that these three officers did not choose, nor were they specifically chosen for the call or day or circumstances that they faced. But when confronted with this situation, acted as we hope and expect our officers to act. With that in mind, it is also important to realize that it is a reflection on the courage, commitment, and competence of all officers of the North Salt Lake Police Department.



City of
NORTH SALT LAKE

CITY COUNCIL
Work Session

January 16, 2024
6:00 p.m.

DISCUSSION
LPR Cameras







LPR (License Plate Reader) Equipment and Technology

Current *and anticipated* ***Future*** *use and* ***success*** *in the* ***City of North Salt Lake***

History of LPR

- LPR has been used in public and private sector for decades
  - Private sector
    - Customer Experience Improvement (Drive-Thru personalization, customer recognition, curbside delivery notification, etc.
    - Security of parking and other infrastructure or work sites
    - Towing, repossession, and toll's



NON PROFIT

Ronald McDonald House Charities of Central Texas

Cloud video surveillance provides security and support for families who are away from home and caring for critically ill children Business Challenge Parents want the best medical care for a...



RESIDENTIAL

MSV Housing

Protecting people and assets in housing with cloud video surveillance Business Challenge Eagle Eye Networks partner Ajar Technology, which serves the U.K. and Ireland, was engaged to implement a cloud-based...



RETAIL SERVICES

Automotive Service and Repair

In addition to needing to ensure the highest level of security when entrusted with a customer's vehicle, a regional franchisee of a major automotive service and repair company wanted to...

Trusted by 100,000+ organizations across the globe

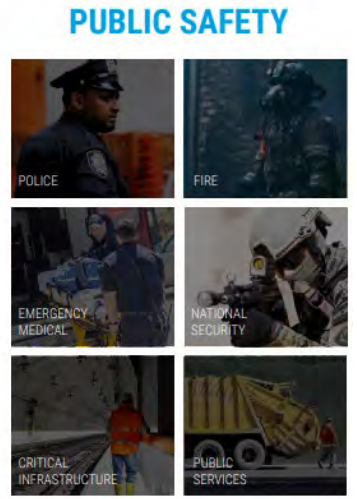
Hard Rock HOTEL · MMA2 · T-Mobile ARENA · Fresno Yosemite International Airport · İstanbul Büyükşehir Belediyesi · Chukchansi Gold Resort & Casino · Fresno Police

History of LPR

- Public Sector
  - As with many technologies, it was first used for national security reasons in the United States and Europe.







Initial deployments were expensive, intrusive into infrastructure, and not well regulated.

- It was used as early as the 1970's in Great Britian to identify known vehicles used by terrorists trying to kill and damage people and infrastructure in London
- In the 1990's, this same technology, much improved, was deployed at US Border Crossings for the same reasons as above.
- Early incidental arrests began to immediately occur, particularly locating stolen vehicles and "get-away" vehicles driving through monitored stations.

History of LPR

- North Salt Lake has used mobile LPR since approximately 2012 to find stolen vehicles, wanted persons, and revoked registrations of un-insured vehicles that State DMV mandated impoundment at the time.
- This was one “system” that is mounted on an SUV and mobile.
- It is connected to a statewide database that all officers have in their cars, but the cameras had virtually instant responses to the camera reads, and not dependent on officers individually entering search criteria.
- Mobile LPR is a force multiplier, but very limited in its usefulness and ability to be deployed since it requires an officer to operate.





What then, is LPR?

- License Plate Recognition
- An instant and early alert system for a variety of public safety, community protection duties.
- It is a “Force Multiplier”, it does not require an officer to operate.
- It is used to prevent and solve crimes, as well as locate vehicles used in dangerous crimes such as abductions (AMBER ALERTS), robberies, assaults, and protective order violations.
- It is regulated by state law and department policy, specifically to NOT be a data storage program. DATA IS STORED A **MAXIMUM OF 30 DAYS**. **IT IS NOT RETRIEVEABLE AFTER THAT PERIOD**.
    - If data is obtained and stored as part of a police report, it is preserved through the report, not the LPR Data System.
- LPR Systems are auditable by operating agencies as well as oversight agencies to ensure that the system is properly utilized by authorized users in and out of the agency.
        - Agencies decide who to share, or not share data with. Each shared agency must agree to only obtain and use data for CJIS (Criminal Justice Intelligence Systems) purposes.
        - Agency heads and designees can see and monitor usage of individual agency members, as well as any use or access by outside agencies.
        - Access is regulated by State Law and subject to State Auditor monitoring.

What LPR is NOT

- **It is not a live video feed surveillance camera**
- **It does not track individuals.**
- **It does not report and personal or business data about the vehicles it detects.**
  - It is completely “bias free”, only objectively detects data that is evidence of illegal behavior. (i.e., a stolen vehicle)
- **It is not “Facial” recognition**
  - It does not detect individual characteristics of drivers or passengers.
  - It does have the ability to recognize color, type, and some unique characteristics of a vehicle.
- **It does not store data beyond 30 days, and all data not recovered as evidence of a crime is automatically deleted and unrecoverable.**
- **The data is controlled solely by the user agency and is not shared for any reason other than a lawful criminal investigation. It is never sold.**

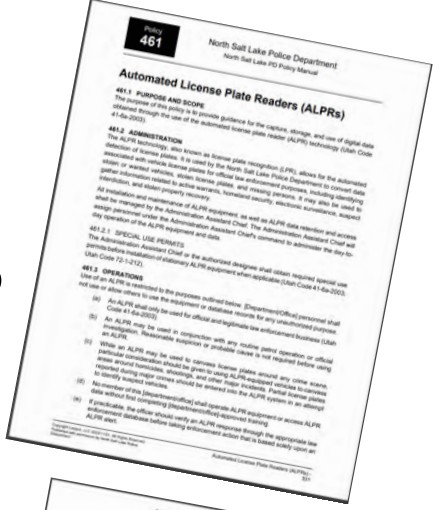


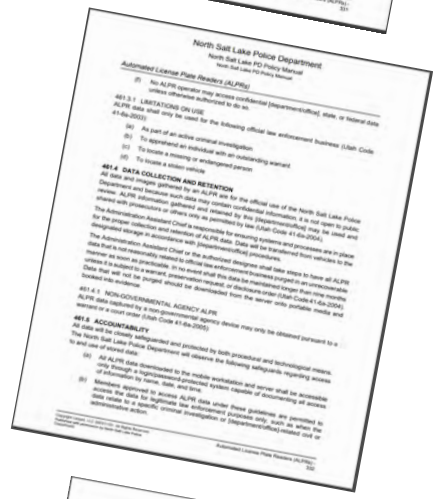


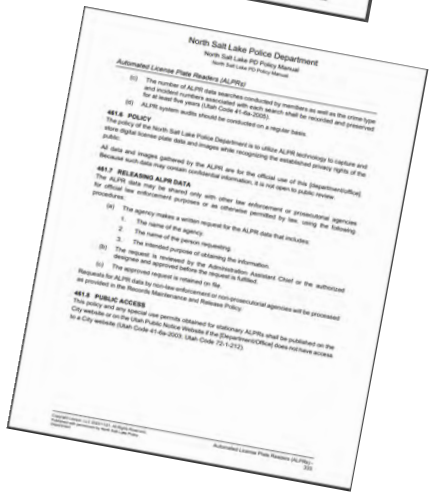


SECRET INTELLIGENCE SERVICE MI6

Our Use is in Compliance with Applicable State and Federal Laws


Policy 461
North Salt Lake Police Department
North Salt Lake PD Policy Manual
Automated License Plate Readers (ALPRs)
461.1 PURPOSE AND SCOPE
461.2 ADMINISTRATION
461.3 OPERATIONS


North Salt Lake Police Department
North Salt Lake PD Policy Manual
Automated License Plate Readers (ALPRs)
461.3.1 LIMITATIONS OR USE
461.4 DATA COLLECTION AND RETENTION
461.4.1 NON-GOVERNMENTAL AGENCY ALPR
461.5 ACCOUNTABILITY


North Salt Lake Police Department
North Salt Lake PD Policy Manual
Automated License Plate Readers (ALPRs)
461.6 POLICY
461.7 RELEASING ALPR DATA
461.8 PUBLIC ACCESS

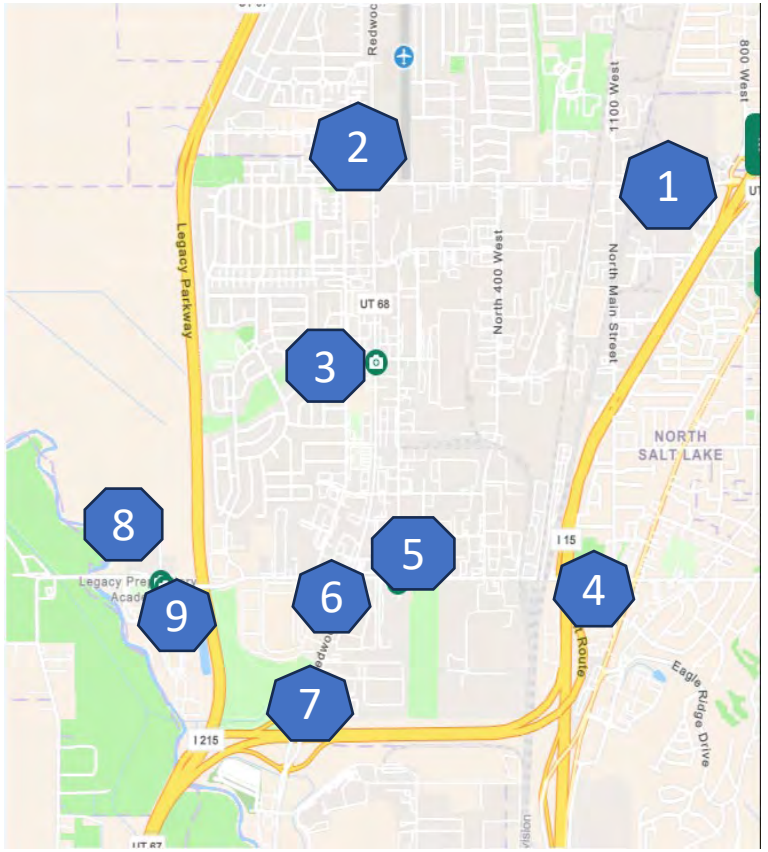
Applicable State Statute is **41-6a-2003.**

Our Policy is clear, legally reviewed and issued.

Pertinent Points of our Policy:

- LPR is ONLY used for legitimate law enforcement business.
- No Member of the Department will operate any portion of ALPR without pertinent training on use and policy.
- Any Information obtained via LPR should, if practicable, be verify the status of the information.
- No Member of the department shall access confidential data.
- LPR use limited to Criminal Investigations (no civil problems), locating wanted individuals, locating missing or endangered persons, or locating a stolen vehicle.

Recent Use in North Salt Lake



- **Two cameras were piloted in the Foxboro neighborhood**
  - Foxboro was the target of many property crimes, especially vehicle burglaries.

- **Results were nearly immediate**
  - Crimes involving retail thefts at Maverik and Lee's were solved the availability of LPR Cameras.
  - Victims of Protective Orders were able to be monitored by entering the license plate information of known domestic violence perpetrators to alert officers when they came to the neighborhood of the victim.
  - Stolen Vehicles coming into the neighborhood were immediately identified and on-duty officers are alerted to their presence.
  - Sex Offenders, already required to register their residences, workplaces, AND VEHICLES have been detected and if in violation, reported to AP & P or local prosecutors.

- **Nine Cameras are now in use on the west side of the City.**

North Salt Lake Case Examples

Multiple Beer Theft Suspects
At lease Seven (7) Cases

Case #1 July 23,2022 through March 4, 2023



This is a group of cases that went on for nearly eight months.

Suspects used same car.

Sporadic thefts, at least seven

Always the same victim store (Maverik, west side)

Hundreds of dollars in beer thefts.

Car was discovered after searching for the car description on the dates of thefts.

There were at least two suspects involved and arrested. Lived in SLC and used a friend's car.

North Salt Lake Case Examples

Recovered Stolen Vehicle

Case Example #2 Recovered Stolen Truck





This truck was reported stolen from Orem between 6:40 AM to 6:50 AM while the owner was letting it warm up in his driveway.

It alerted on one of our cameras at about 5:30 PM

The driver was arrested and admitted to stealing the truck in Orem, bringing it to North Salt Lake to trade it for drugs.

Drugs and paraphernalia were found in the suspects possession.



DISCUSSION

Use of Tree Planting Funds

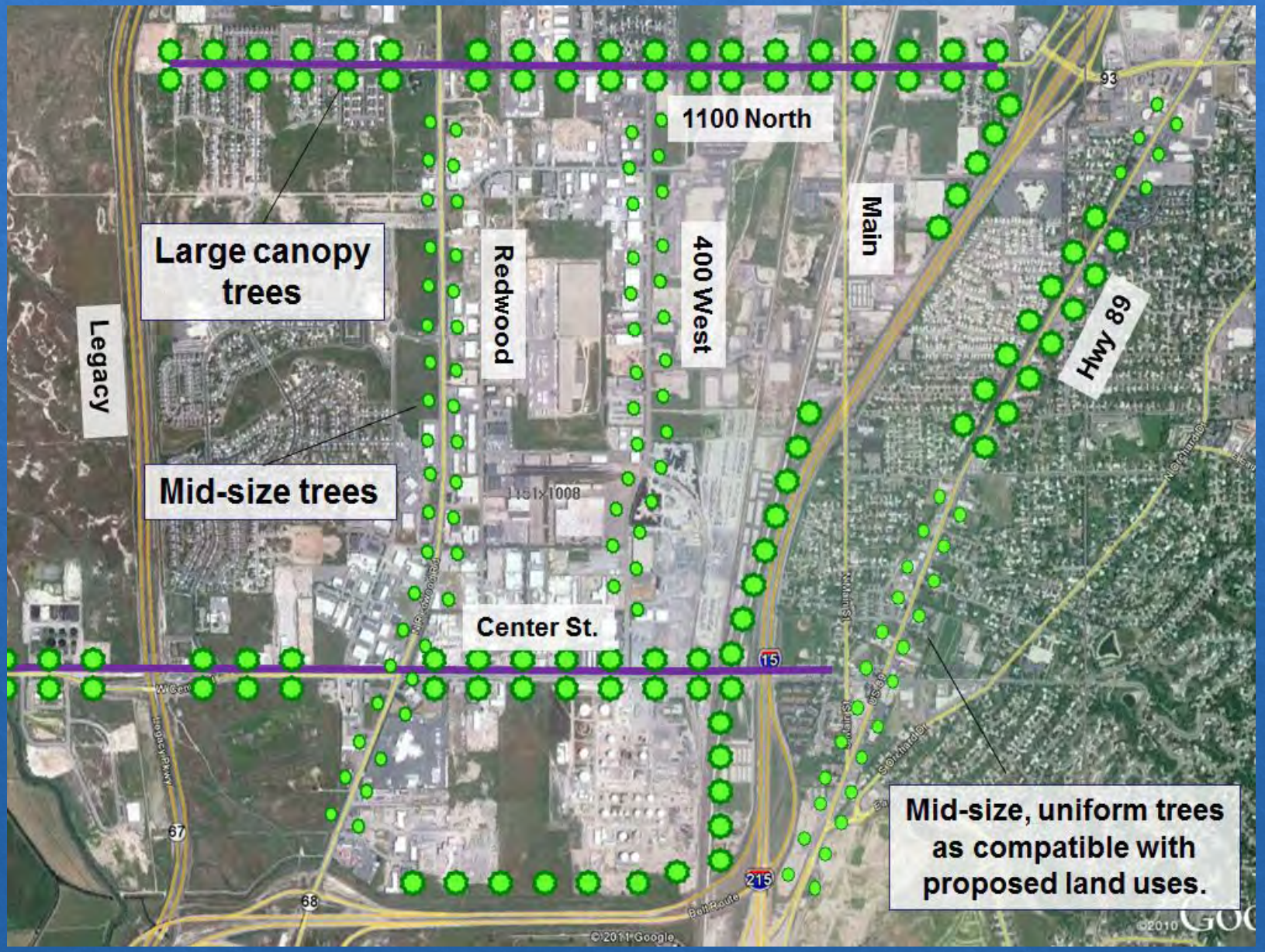
Figure LU.2

Plan Strategy 1.2.1:

a. *Phases.* Implement program in two phases starting with areas that require little expense and only minor street modifications to accommodate street trees.

First phase candidates include:

- Center Street
- Highway 89



Looking East





Looking West

Figure LU.2

Plan Strategy 1.2.1:

a. *Phases.* Implement program in two phases starting with areas that require little expense and only minor street modifications to accommodate street trees.

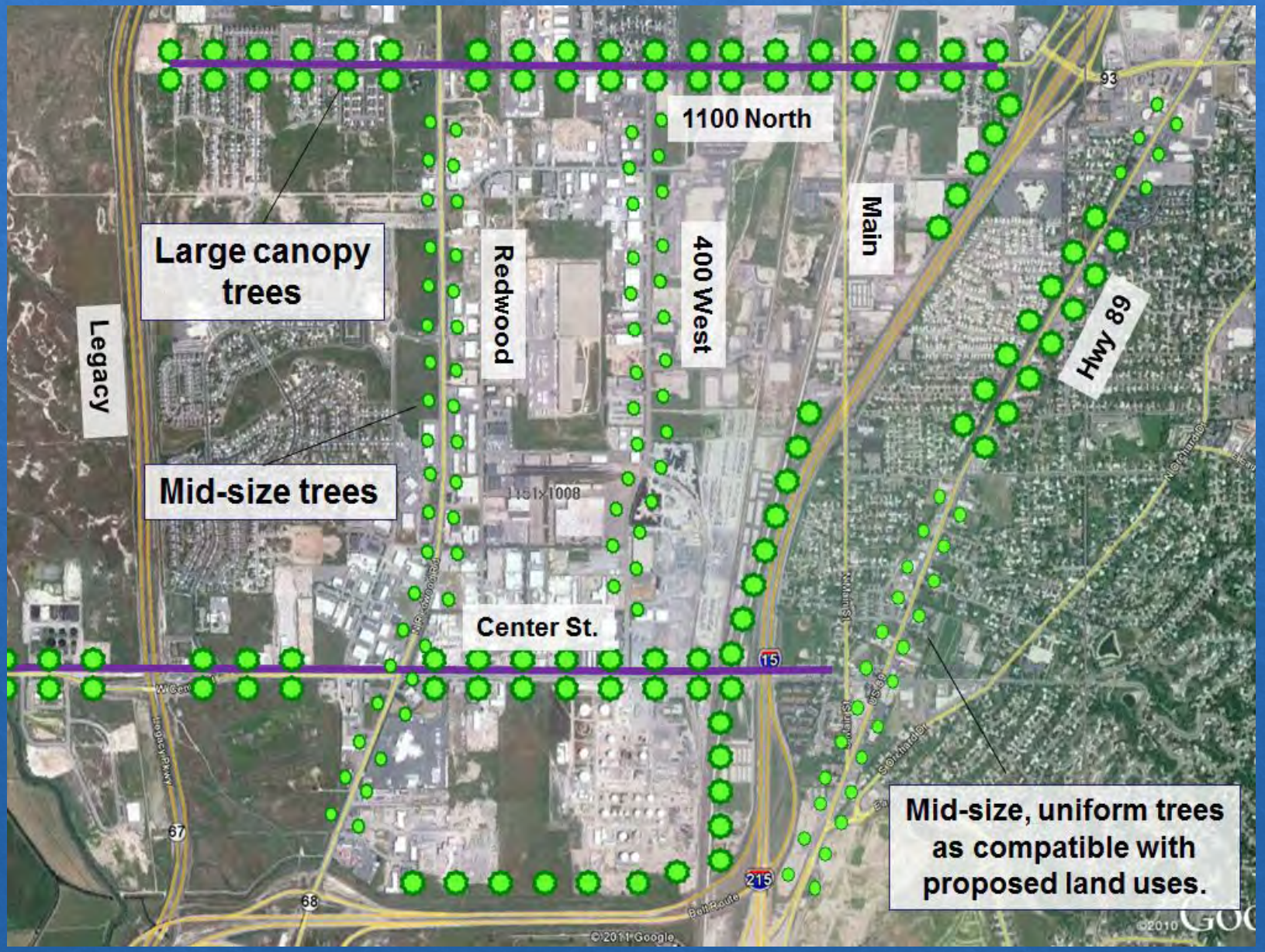
First phase candidates include:

- Center Street
- Highway 89

Available Funds

Adopted Budget:
$75,000 for planting on Center Street

Chevron Donation:
$10,859





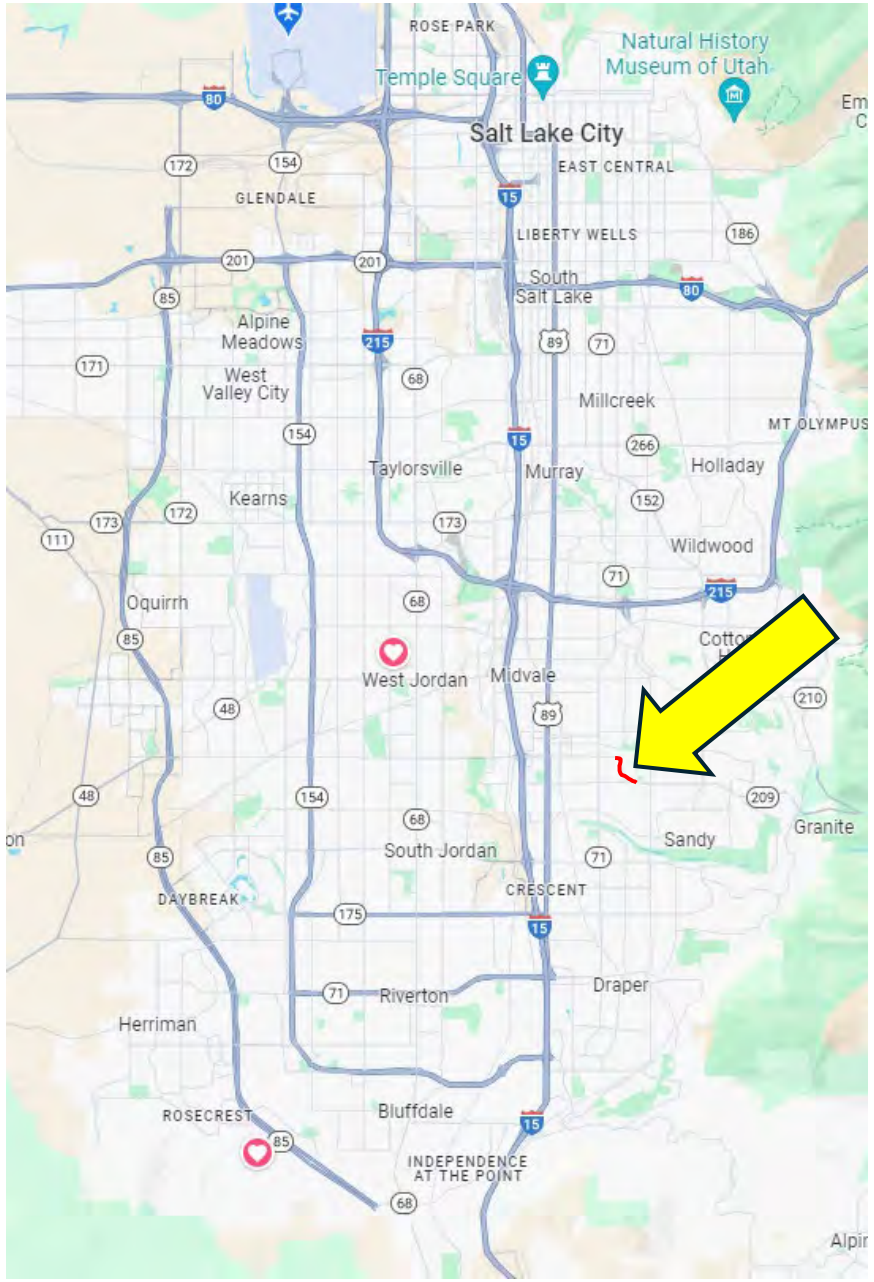
Eagle Ridge Drive



Eagle Ridge Drive



Eagle Ridge Drive



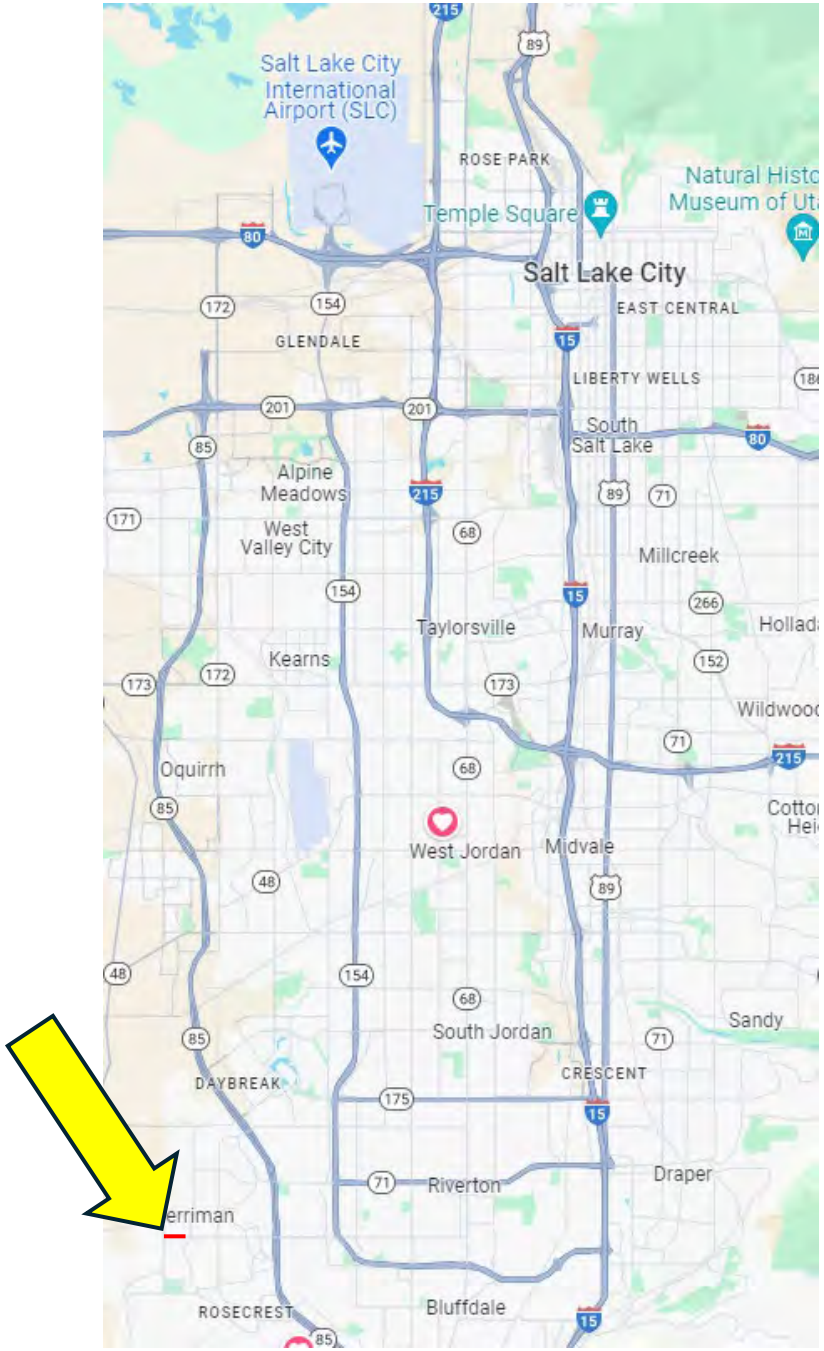
Quary Bend Drive
Sandy, Utah

(9000 South-9400 South)









13400 South Herriman, Utah

(6400 West)







Staff Thoughts

- Low maintenance
- Establishment period irrigation
- Lighting is important
  - Both sides of street
  - Closer together
- Welcome sign/Eaglewood Sign
- Rock terraces
- South side



epg design
planning + landscape architecture
A Terracon COMPANY

City Council Guidance

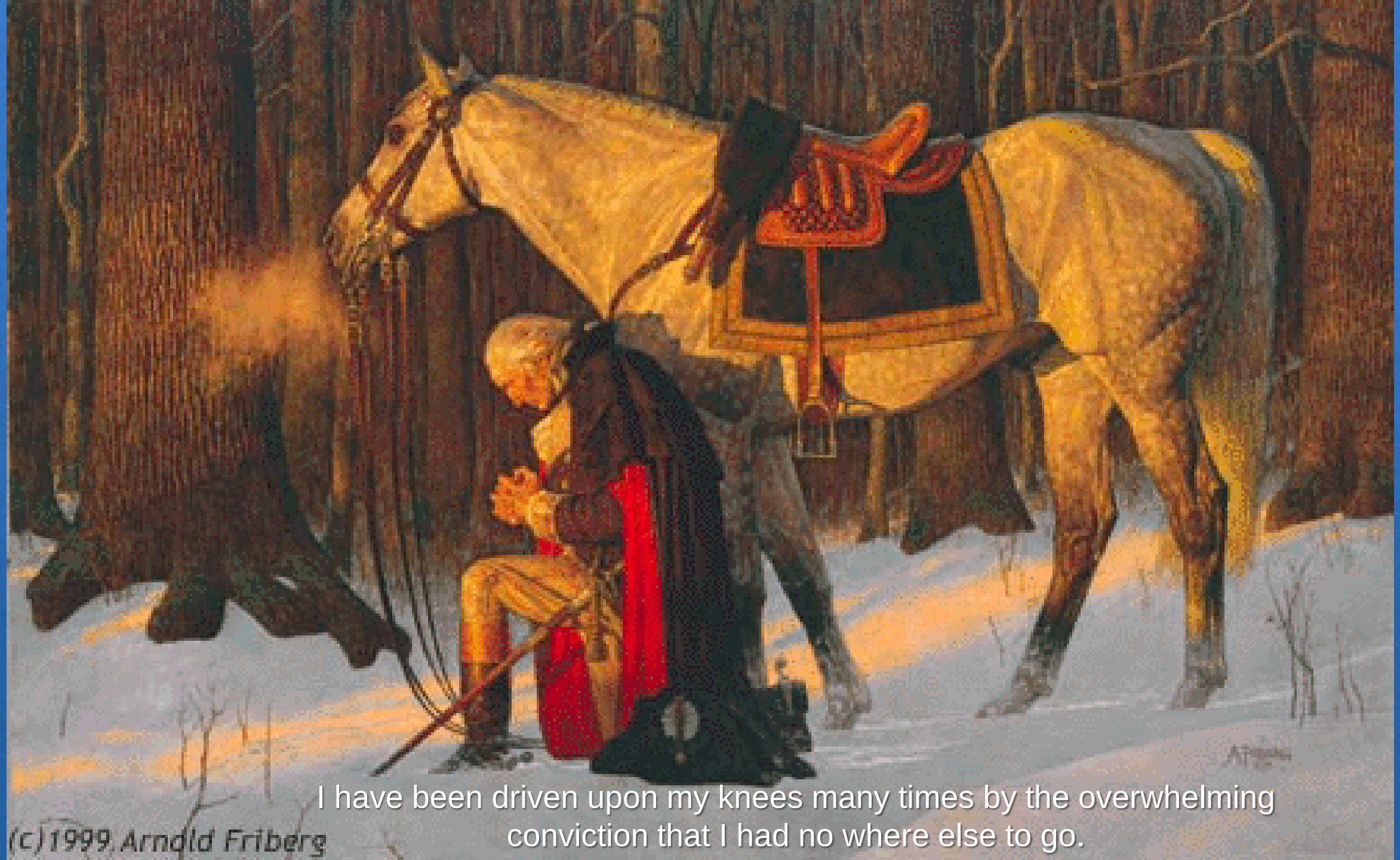
- How do you want it to look?
- Both sides of the street?
- Consultant meeting tomorrow



City of
NORTH SALT LAKE

CITY COUNCIL Meeting

January 16, 2024
7:00 p.m.



I have been driven upon my knees many times by the overwhelming conviction that I had no where else to go.

CITIZEN COMMENT

POLICE RECOGNITION AWARDS

POLICE STAR AWARD

Sergeant Tyler Winslow
Officer Austin Lewis
Officer Hilary Chacon

September 29, 2023

North Salt Lake Police Department
Case Number N23-03343



POLICE STAR AWARD



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POLICE STAR AWARD

AUDIT REPORT
FY 2023

HEALTH & WELLNESS COMMITTEE APPOINTMENT

NSL HEALTH & WELLNESS COMMITTEE

SEAT 1 (Non-Voting)

City Council Appointee (by Mayor)

Appointed	Terms
Lisa Baskin	1/1/22 - 2/15/22
Alisa Van Langeveld (appointed 3-15-22 in CC)	3/15/22 - 1/1/26

SEAT 2

Appointee by Council Member Tammy Clayton (prior Gordon)

Appointed	Terms
Janet Welsh	1/1/22 - 1/1/25
	1/1/25 - 1/1/29

SEAT 3

Appointee by Council Member Alisa VanLangeveld

Appointed	Terms
Valerie Walton (appointed 3-15-22 in CC)	1/1/22 - 1/1/25
	1/1/25 - 1/1/29

SEAT 4

Appointee by Council Member Suzette Jackson (prior Porter)

Appointed	Terms
Mary Kay Porter	1/1/22 - 1/1/26 resigned November 2023
VACANT	1/1/24 - 1/1/26 filled remaining term of Mary Kay
	1/1/26 - 1/1/30

SEAT 5

Appointee by Council Member Knowlton (prior Horrocks)

Appointed	Terms
Corey Markisich	1/1/22 - 1/1/26

SEAT 6

Appointee by Council Member Lisa Baskin

Appointed	Terms
Rachel Butterfield	1/1/22 - 1/1/26 resigned June 2023
Mason Bennett	7/18/23-1/1/26 filled remaining term for Rachel

CONSIDERATION
Hatch Park
Construction Management/General Contractor Services Award
Hogan & Associates Construction

Selection Committee

Matt Winward and Mike Wonenburg, G. Brown Design
Ken Leetham, City Manager
David Frandsen, Assistant City Manager
Karyn Baxter, City Engineer
Jon Rueckert, Public Works Director
Sherrie Pace, Community Development Director
TJ Riley, Parks Supervisor
Ali Avery, Long-Range Planner

Selection Process

8 Firms Responded

Scores were related to:
- Firm Introduction (5%)
- Project Team (20%)
- References (5%)
- Experience (25%)
- Project Approach (25%)
- Price (20%)

Reviewed qualifications without looking at price, then added price to the scoring matrix

Scoring Results

Hogan & Associates	89.91
VanCon, Inc.	76.51
SIRQ Construction	75.66
BHI	75.56
Hughes General Contractors	73.66
J Lynne Roberts & Sons	69.54
S & L, Inc.	68.35
Stout Bldg. Contractors	65.20

CONSIDERATION
General Plan Consultant Award
Landmark Design

Selection Committee

Ted Knowlton, Council Member
Ken Leetham, City Manager
David Frandsen, Assistant City Manager
Sherrie Pace, Community Development Director
Ali Avery, Long Range Planner
Mackenzie Johnson, City Planner

Brian Horrocks, Mayor
BreAnna Larsen, Planning Commission Chair
Ron Jorgensen, Commissioner

Selection Process

6 Firms Responded

Scores were related to:
- Project Approach (25%)
- Public Engagement Strategy (25%)
- Project Team (20%)
- Experience (20%)
- Budget (10%)

Reviewed qualifications without looking at price, then added price to the scoring matrix

Scoring Results

Interviewed:

Landmark Design	4.30
FFKR	4.40
GSBS	3.90
Psomas	3.80
DRS	2.70
Planning Outpost	1.80

ORDINANCE 2024-01
Title 10 Land Use Ordinance
Title 13 Subdivision Ordinance

State Code Changes:

Subdivisions:

- Designation of an Administrative Land Use Authority
  - May be Planning Commission or Staff
- Concept Plan Optional
- Preliminary Plan
  - Designated Administrative Land Use Authority
- Final Plat
  - City Staff

Administrative Land Use Authority:

- Planning Commission:
  - Preliminary Plan
  - Plat Amendments
- CD Director
  - Minor Subdivisions
  - Final Plat
  - Lot line adjustments

Noticing & Subdivision Changes Affect:

- Code Amendments
- Rezones
- Conditional Use Permits
- P-District

Legislative WHY?

- Separate Administrative & Legislative Actions
- Reduce redundancy in processes
- Consistency of processes between Cities
- Unfair practices by some cities/counties

TITLE 10 LAND USE

Chapter 1-42	Maintenance, Condition and Appearance of Properties
Chapter 1-47	Definitions
Chapter 3	Amendments to Land Use Regulations & Zoning Map
Chapter 7	Conditional Uses

TITLE 13 SUBDIVISIONS

Chapter 1	General Provisions
Chapter 2	Administration and Application
Chapter 3	Concept Plan (Optional)
Chapter 4	Minor Subdivisions (10 or fewer lots with existing infrastructure)
Chapter 5	Standard Subdivisions (Preliminary Plan and Final Plat process)
Chapter 6	Planned Unit, Condominium, Recreation Vehicle, and Mobile Home Developments
Chapter 7	Plat Amendments and Lot Line Adjustments
Chapter 8	Subdivision Design
Chapter 9	Essential Improvements

Title 10 Land Use Summary

Chapter 1, Section 42, Maintenance, Condition and Appearance of Properties

- Recreational Vehicle Parking

Chapter 1, Section 47, Definitions:

- Buildable Area-defines the buildable area of a lot
- Nonbuildable Area
- Conditional Use Development-eliminated
- Flood Control Words and Phrases-11-2-1
- Lot, Restricted-defines the circumstances that exist for lots to be declared restricted due to geologic hazards or slope
- Lot, unrestricted-eliminated
- Permanent Monument-eliminated the regulation in a definition
- Subdivider-changed to Developer

Title 10 Land Use Summary

Chapter 3: Land Use Regulations & Zoning Map Amendments (Remaining text)

- City Council authority-amend land use ordinances and official zoning map
- Process for rezone or code amendment requests
- Updates the notices required-updated State Code.

Title 10 Land Use Summary

Chapter 7: Conditional Uses (Remaining text)

- Removes subdivisions as conditional uses
- Outlines the process for applying for a conditional use
- Removes the City Council as the approval body for conditional uses (conflicting language)
- Process for revocation
- Appeals to the hearing officer
- Removes public hearing requirement (State Code)

Future Amendments

- Review of all Conditional Uses in various zones (move to permitted uses)
- Use specific CUP standards
- Establish standards to make conditional uses into permitted uses

Title 13 Subdivision Regulations Summary

Chapter 1, General Provisions

- *G*eneral responsibilities-City Staff, Planning Commissioners, and City Council
- NEW-Administrative Land Use Authority
    - Staff-minor subdivisions
    - Panning Commission-all other subdivisions
    - Appeal process
        - Minor subdivisions-Planning Commission
        - Appeal Authority (Hearing Officer)
        - District Court
        - Time limit for appeal

Title 13 Subdivision Regulations Summary

Chapter 2, Administration and Application

- Existing language from Title 10, Chapter 7-updated to conform to State Code

- Authority to regulate subdivisions
- Defines when a subdivision requires plat approval
- NEW-Issuance of building permits (clarification-State Code)
  - All infrastructure, including paving, completed
  - Exception (State Code) prior to paving provided all life-safety infrastructure installed
  - Occupancy not be permitted without paving

Title 13 Subdivision Regulations Summary

Chapter 3, Concept Plan

- Existing language-Title 10, Chapter 3 updated to conform to State Code

NEW

- Voluntary for single family, two family and townhouse developments
- Required for multi-family, commercial, or industrial subdivisions
- Concept review nonbinding-no approval is granted
    - Inform-standards and process for subdivision approval

Title 13 Subdivision Regulations Summary

Chapter 4, Minor Subdivisions

- Entirely new section



- NEW-Streamlined review process
  - 10 lots or less
  - No required dedication of street (existing street frontage)
  - Adjacent to existing utilities
  - Conform code: lot size, width, etc.
  - No Sensitive Lands (geologic hazards, steep slopes, etc.)
  - CD Director as the Administrative Land Use Authority (ALUA)
    - Coordinate review by the appropriate staff, departments, or special service areas (South Davis Sewer, South Davis Metro Fire, Private Water Providers).
  - Appeal authority-Planning Commission.
  - Final plat-meets all Title 13 requirements for recording the plat

Title 13 Subdivision Regulations Summary

Chapter 5, Standard Subdivisions

- Existing language from Title 10, Chapter 3-Prelim & Final Processes-updated to State Code

- All other subdivisions
- NEW-Maximum review cycles (2 at preliminary and 2 at final)
- NEW-Review cycle deadlines
- NEW-Corrections-cited with the applicable code section, regulation, or ordinance (additional separate index)
- Clarifies expiration deadlines of approvals
- NEW-Planning Commission-designated ALUA for preliminary plan review
- NEW-CD Director-designated for final plat review
- Defines what elements on the final plat and improvement plans
- Bonding mechanisms for infrastructure installation (essential infrastructure only)

Title 13 Subdivision Regulations Summary

Chapter 6, PUDs, Condos, RV, and Mobile Home Subdivisions

- Existing language from Title 10, Ch. 7 & 19-updated

- Review-same manner as standard subdivisions
- CLARIFIED Modifications-identified standards (lot width, size, shape, etc.)
- NEW-Legislative process: additional modifications by CC
- NEW-additional minimum standards related to PUDs
    - Perimeter setbacks/building height
    - Setbacks (street, alley, etc.)
    - Building separation
    - Driveway dimensions
    - Parking standard-bedroom count
    - Siting-cross slopes, open spaces, landscaping, garbage and mail provision
- Condo Subdivisions-updated
- Mobile Home Parks and RV Subdivisions-updated
    - Remove yearly inspections
    - Guarantees for permanent maintenance of open spaces
    - Design standards



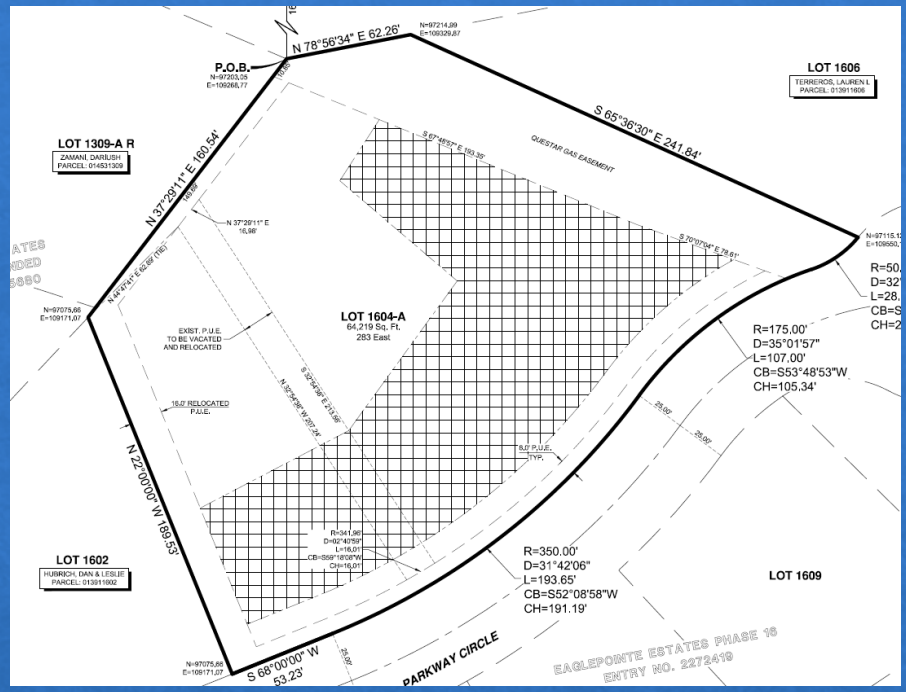




Title 13 Subdivision Regulations Summary

Chapter 7, Plat Amendments & Lot Line Adjustments

- Existing language-Title 10, Chapter 7-updated
  - Street or public utility easement vacated or amended
    - Public hearing-PC
    - Approval-CC
  - Other plat amendments
    - No public hearing
    - PC designated ALUA
    - Staff-lot line adjustments





Title 13 Subdivision Regulations Summary

Chapter 8, Subdivision Design

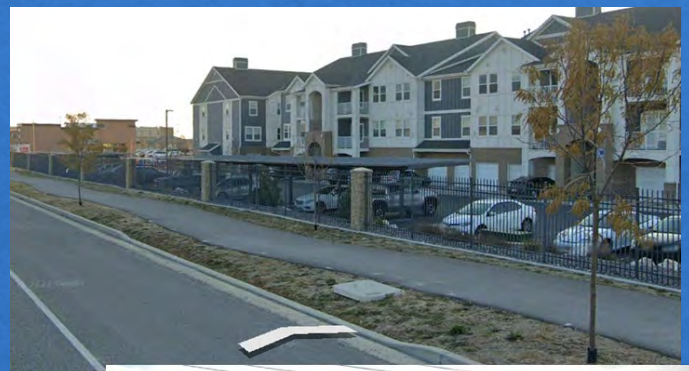
- Existing language from Title 10, Chapter 7 and new-State Code.
- Subdivision layout: General Plan, natural features, connect existing streets
- Lots: shape, size, width, frontage, slopes, buildable areas, and addressing
- Blocks: minimum and maximum length, midblock walkways
- Streets:
  - Minimum pavement widths
  - NEW-private streets-same width as public streets for single family lots
  - Dead end street standards
  - NEW-two means of street egress with 30 or more dwellings
  - NEW-street names
  - NEW-max. 10% street grade
  - NEW-Sidewalk on only one side of street
  - NEW-traffic study requirements







Title 13 Subdivision Regulations Summary





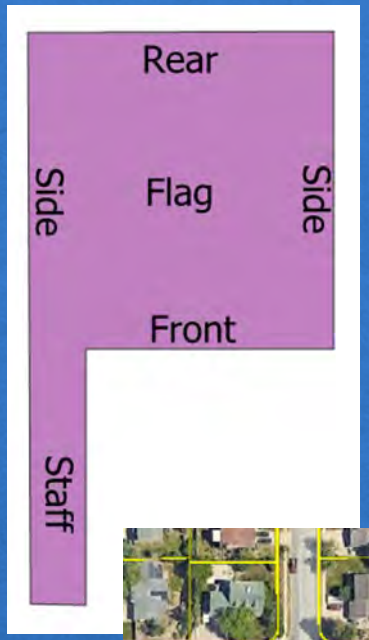
Chapter 8, Subdivision Design (continued)

- Landscaping:
  - Required for cuts/fills
  - Preservation of vegetation/trees where possible
  - Geologic hazards study recommendations
  - Water efficiency
  - Redwood Road and Hwy 89
- Utilities and easements:
  - Easement width-updated
  - City Engineer may require wider easements for a public purpose
  - Underground utilities unless approved for exception (CC)
- NEW-Watercourses:
  - Dedication of right of way for storm drainage, natural water channels, drainage, or floodplains
- Dedication of streets and trails: existing code requiring public dedication.
- Restrictions on Solar: existing code requiring protection of solar access.

Title 13 Subdivision Regulations Summary

Chapter 8, Subdivision Design

- Flag Lots:
  - Planning Commission recommends elimination of flag lots entirely
  - DRC recommendation
    - Existing flag lot regulations
    - Valuable tool-underutilized property
    - Possible missing middle housing
  - Proposed amendments
    - No commercial flag lots
    - Flag lots of existing subdivision lots
    - Smaller staff dimensions with shared driveway
    - Driveway slope to 10% maximum.





Title 13 Subdivision Regulations Summary

Chapter 9, Essential Improvements

- Specific standards for infrastructure
- Provision for standards and specifications manual-approved CC
- Requires developer to install all infrastructure
    - Curb, gutter, sidewalk, paving, storm drainage, utilities, sewer, water, fencing of hazards, and monuments
    - NEW-submittal of CAD as-built drawings
    - NEW mechanism for payback to the developer for upsize

RESOLUTION 2024-02R
Storm Water Design Manual

Criteria for Storm Drain Design Requirements

Utah Pollutant Discharge Elimination System (UPDES)

Utah version of the National Pollutant Discharge Elimination System (NPDES)

- Federal Clean Water Act requires that stormwater discharges be authorized under stormwater discharge permits
- In Utah, all activities are governed by the permits issued to the State
- Specific requirements for discharges from many activities such as construction and industrial activities, but also for Municipal Separate Storm Sewer Systems (MS4s)

Criteria for Storm Drain Design Requirements

- Municipal storm water systems are covered by the General Permit for discharges
- Specific requirements for discharges from many activities such as construction and industrial activities, but also for Municipal Separate Storm Sewer Systems (MS4s)
- MS4s are required to regulate certain activities that discharge to their storm water system, including Construction Site Storm Water Runoff Control and Long-Term Storm Water Management in New Development and Redevelopment

Criteria for Storm Drain Design Requirements

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"Post-Construction Storm Water Management"

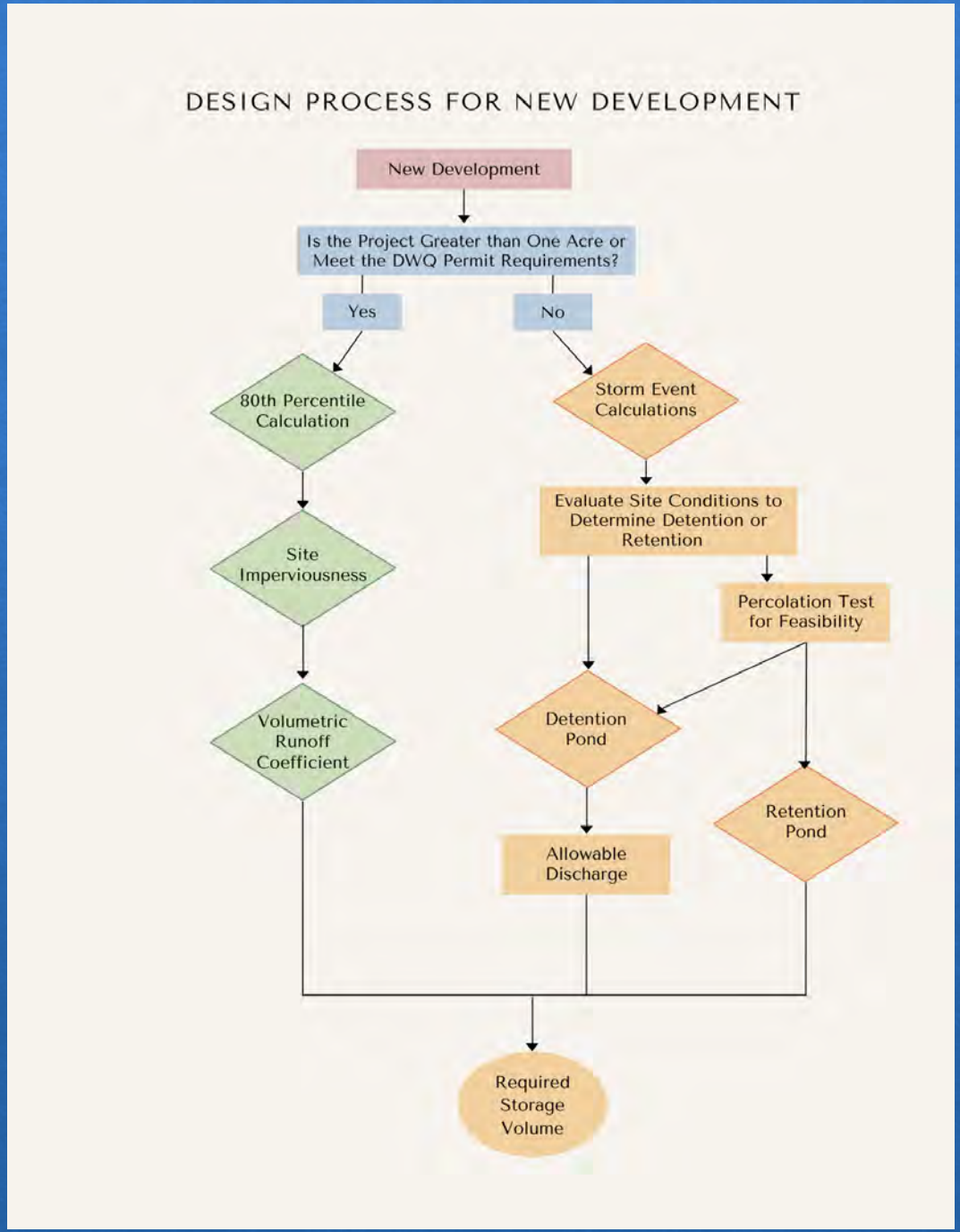
Storm Water Design Manual

The manual is to aid in the design of storm water management facilities for businesses, subdivisions, multifamily housing, roads, etc.

- Ensure compliance with the UPDES permits
- Applicable to anything that discharges into the public storm drain system, or anything that “discharges” into the groundwater via percolation
- Single family homes are also subject to these rules, but we require subdivision storm drain improvements (built by developers, owned and operated by City or by HOA)

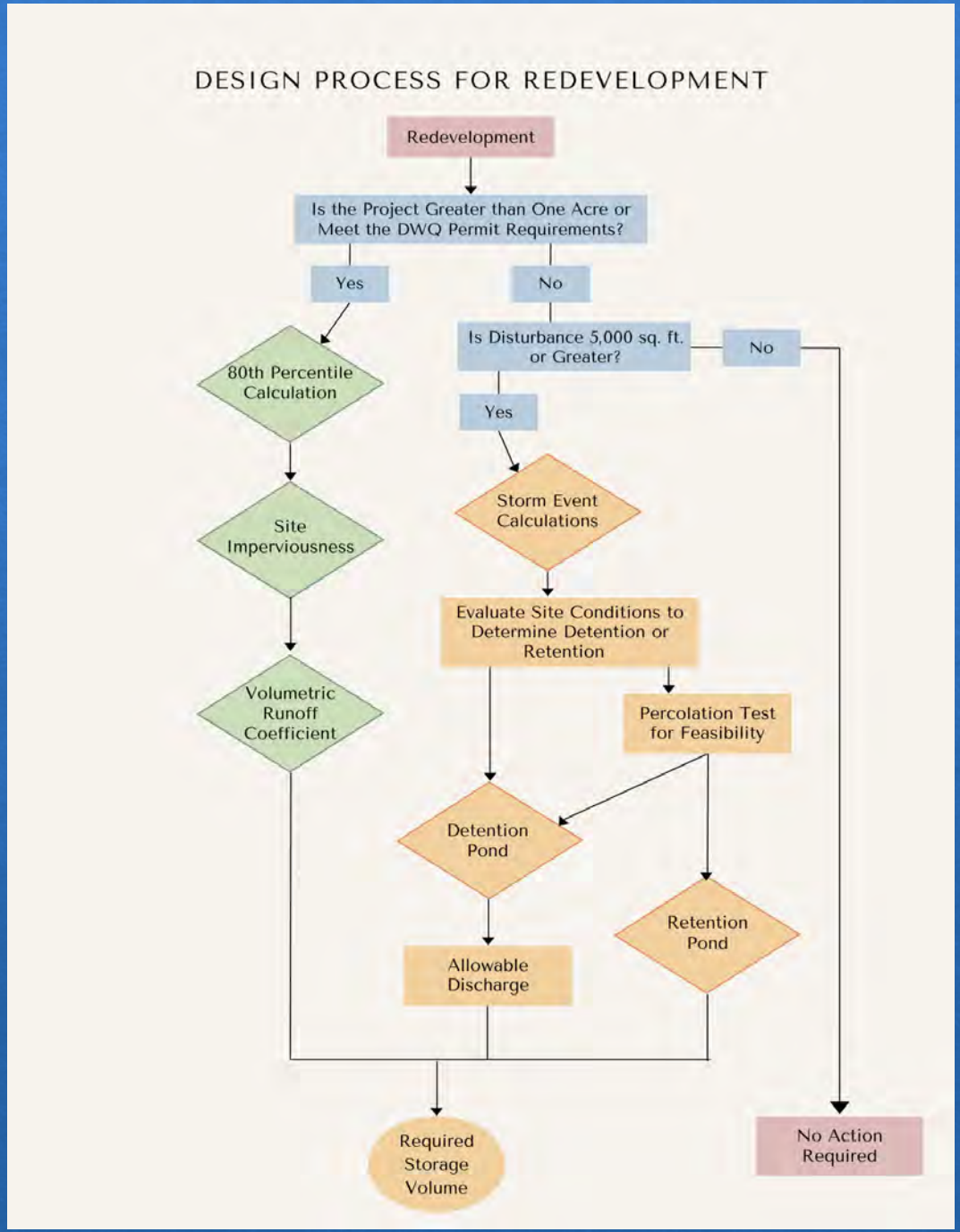
For all New Development:

- UPDES requires retention of 80th percentile storm for projects of one acre or more, or part of a larger common plan of development
- Smaller parcels not meeting this criteria may continue to discharge all water at 0.2 cfs per acre
- If retention is technically infeasible, the design must comply to the extent that is feasible



For all Redevelopment:

- UPDES requires retention of 80th percentile storm for projects of one acre or more, or part of a larger common plan of development
- City Code requires storm drain to come into compliance if disturbing 5,000 SF or more (adding impervious area)
- Smaller parcels not meeting this criteria may continue to discharge all water at 0.2 cfs per acre
- If existing site does not have existing onsite detention/retention, the entire site may be required to come into compliance



Storm Drain Design Manual

- Provides uniform calculation methods
- Provides City-specific data for use in calculations (historical rainfall intensity data from NOAA)
- Clarifies process under the UPDES and City Code
- Streamlines providing this information to consulting engineers, as well as the review process by City Staff

RESOLUTION 2024-03R
Audit Committee Appointment

APPROVAL OF MINUTES

January 2, 2024

ACTION ITEMS

COUNCIL REPORTS

CITY ATTORNEY REPORT

MAYOR'S REPORT

CITY MANAGER REPORT

ADJOURN